

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

**NEW BRITAIN BOARD OF EDUCATION
REGULAR BOARD MEETING**

August 17, 2020 – 6:00 PM | NEW BRITAIN HIGH SCHOOL



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: August 14, 2020

RE: Regular Meeting of the New Britain Board of Education

A regular meeting of the New Britain Board of Education will be held on Monday, August 17, 2020 at 6:00 PM at the New Britain High School Lecture Hall.

Due to current public health concerns and safety guidelines related to COVID-19, this meeting will **not** be open to the public. Members of the public may view a live broadcast of the meeting online via the livestream link: <https://www.csdnb.org/board/>

Individuals seeking public participation may join the queue beginning at 6:00 PM by calling 1-978-431-0796 and entering PIN: 349 200 432#. Callers are asked to wait with their phones on mute until they are recognized to speak. The agenda and the board packet in its entirety can be found on the Board of Education website: <https://www.csdnb.org/BOE-Calendar-Documents.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Regular School Board Meeting

August 17, 2020 - 6:00 PM – New Britain High School Lecture Hall

Due to current public health concerns and safety guidelines related to COVID-19, this meeting will **not** be open to the public. Members of the public may view a live broadcast of the meeting online via the livestream link:

<https://www.csdnb.org/board/>

Individuals seeking public participation may join the queue beginning at 6:00 PM by calling 1-978-431-0796 and entering PIN: 349 200 432#. Callers are asked to wait with their phones on mute until they are recognized to speak.

1. Call to Order and Opening

- A. Meeting Called to Order
- B. Pledge of Allegiance
- C. Roll Call of Members
- D. Meditation
- E. Public Participation

2. Reports

- A. Superintendent's Report
- B. Committee Reports
- C. Board Reports

3. Old Business

- A. Policy: Policy Committee Moves to Approve Revised Policy 4118.51 – Use of Social Media
Reviewed by the Policy Committee on June 15, 2020 | Page 6

4. Consent Agenda

- A. Operations: Approve Minutes from the Regular Board of Education Meeting on July 13, 2020
Submitted by Ms. Kristin Salerni | No Committee Review | Page 12
- B. Operations: Approve Minutes from the Special Board of Education Meeting on July 28, 2020
Submitted by Ms. Kristin Salerni | No Committee Review | Page 21
- C. Personnel: Accept Report of Personnel Transactions
Submitted by Ms. Heather Barrett | No Committee Review | No documents available in packet

5. New Business

- A. Personnel: Approve New Job Description: Manager of Security
Submitted by Ms. Nancy Sarra and Mr. Kevin Kane | Reviewed by the Personnel Committee on August 17, 2020 | Page 52

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

- B. Personnel: Approve Revised Job Description and New Position Request for 8.0 FTE Technology Assistants Submitted by Ms. Maryellen Manning and Mr. Jeff Prokop | Reviewed by the Personnel Committee on August 17, 2020 | Page 55
- C. Personnel: Approve New Job Description: Community Attendance Liaison Submitted by Mr. Christopher Badenhop | No Committee Review | Page 59
- D. Personnel: Approve New Position Request: 1.0 FTE Behavior Support Assistant for New Britain High School KEY Program Submitted by Ms. Danielle Singleton | No Committee Review | Page 62

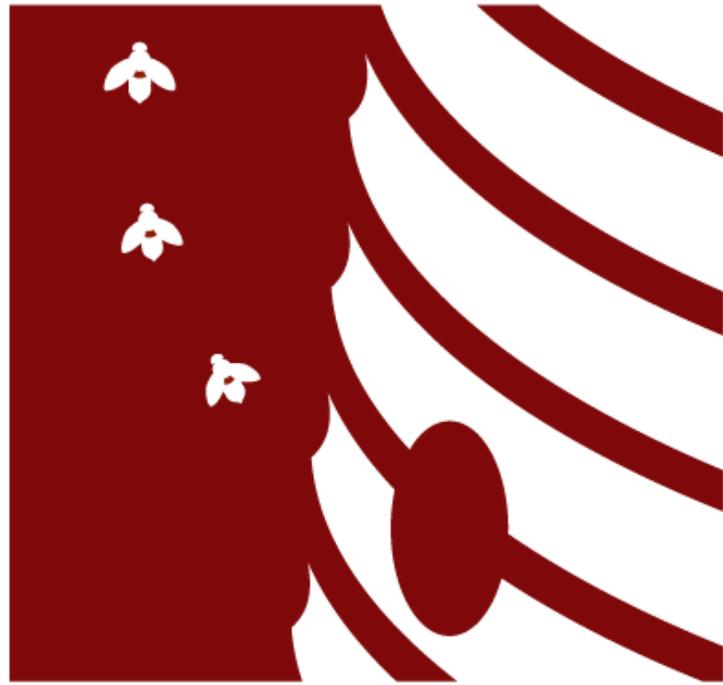
6. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

New Britain Board of Education

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**CONSOLIDATED
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NEW BRITAIN**

OLD BUSINESS



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4118.51 - Use of Social Media

Approved on May 19, 2014

I. Overview

The Board of Education Acknowledges the First Amendment rights of its employees to speak out on matters of public concern through any form of media, including social media. The term “social media” refers to online social interaction or other public display of personal information via electronic means (current examples of social media include social networking sites such as Facebook, Twitter, LinkedIn, MySpace, as well as video and photo sharing sites such as YouTube, Flickr, etc.).

The Board of Education also recognizes that inappropriate content created by employees can be disruptive to the educational environment, violate the Board’s responsibilities regarding confidential information and compromise the goodwill and reputation of the school district. Therefore, Board of Education employees may be subject to disciplinary action (up to and including termination) when their personal use of social media does any of the following:

- Disrupts the operations of the school district
- Interferes with the educational process
- Breaches the confidentiality rights of students or employees
- Harasses co-workers or other members of the school community
- Creates a discriminatory or hostile working or learning environment
- Endangers or otherwise puts students at risk of harm
- Violates the law or any of the Board’s policies or regulations

II. Communications With Students via Social Media

School personnel are prohibited from socializing with students outside of school on social networking websites. The use of social networking websites for educational/instructional reasons may only be initiated with the prior written authorization of the Principal or his/her designee.

III. Confidential Information of Students

The posting of any personally identifiable information from the education records of students is strictly prohibited. Merely refraining from using student names is insufficient. Employees are prohibited from disclosing information that is linkable to a specific student that would allow a reasonable person in the school community to identify the student with reasonable certainty.

IV. Board Owned Data

School personnel who participate in social networking websites shall not post any school district records, documents, photographs, logos, or other Board owned or created information on any website without the prior written authorization of an administrator.

Nothing in this policy is intended to obligate the Board of Education to monitor the online activities of school personnel.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4118.51 - Use of Social Media

Approved on May 19, 2014

I. Overview

The New Britain Board of Education recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern.

The Board of Education also recognizes that inappropriate content created by employees can be disruptive to the educational environment, violate the Board's responsibilities regarding confidential information, and compromise the goodwill and reputation of the school district.

Therefore, Board of Education employees may be subject to disciplinary action (up to and including termination) when their personal use of social media does any of the following:

- Disrupts the operations of the school district
- Interferes with the educational process
- Breaches the confidentiality rights of students or employees
- Harasses co-workers or other members of the school community
- Creates a discriminatory or hostile working or learning environment
- Endangers or otherwise puts students at risk of harm
- Harms the goodwill and reputation of the school district in the community
- Violates the law, board policies, or other school rules and regulations

~~Acknowledges the First Amendment rights of its employees to speak out on matters of public concern through any form of media, including social media.~~

II. Definitions

The term "social media" refers to online social interaction or other public display of personal information via electronic means. Current examples of social media include, but is not limited to Facebook, Twitter, LinkedIn, Snapchat, TikTok, YouTube, and other media platforms. ~~-(current examples of social media include social networking sites such as Facebook, Twitter, LinkedIn, MySpace, as well as video and photo sharing sites such as YouTube, Flickr, etc.)~~. The term "Board of Education" includes all names, logos, buildings, images, and entities under the authority of the New Britain Board of Education.

III. Rules Concerning Personal Social Media Activity

1. Employees must refrain from mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent

unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to the same.

2. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues.

3. It is not appropriate for an employee to "friend" or communicate with a student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings unrelated to school.

4. Employee email communications with students should be through a district-approved email system not through personal email accounts.

5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process, and may substantially and materially interfere with an employee's ability to fulfill their professional responsibilities.

6. Employees are individually responsible for their personal posts on social media websites. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Such activities are outside the scope of employment. Employees may be held personally liable for such claims.

7. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with their supervisor prior to making the post.

8. Employees are required to comply with all Board of Education policies and regulations with respect to the acceptable use of computer equipment, networks, and electronic devices when accessing the Internet. Use of technology must not interfere with an employee's duties at work.

9. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post on any web site while using district computers, cellular telephones, or other electronic devices.

10. All Board of Education policies regulating off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

IV. Rules Concerning District-Sponsored Social Media Activity

An employee who seeks to use social media sites and related interactive technologies as an educational tool or in relation to extracurricular activities or programs of the school district may do so provided that the procedures below are followed and that the employee obtains the permission of the Superintendent prior to setting up the site. The Superintendent (or designee) will also be provided access to any site that is established.

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1. Use will be limited to specific academic and/or school-related purposes. Site activity must be moderated, monitored, and supervised by the employee(s) who set(s) up the site.

2. Any employee using a social media platform that is affiliated with the school district in any way must set up 2-Factor Authentication on the account that is used to access that platform.

3. Employees are required to use appropriately respectful speech on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications. Proper professional boundaries must always be recognized. All content and communication should be related to the educational purposes for which the site was established. Communication that is sensitive or personal in nature is to be avoided. Employees must supervise student speech to ensure that it complies with the criteria above.

4. Employees are required to comply with all Board of Education policies and procedures including applicable laws with respect to the acceptable use of computer equipment, networks or devices when accessing district-sponsored sites. Employees must also supervise students use to ensure compliance.

5. The Board of Education reserves the right to monitor all employee and student use of district technology. An employee should have no expectation of personal privacy in any communication or post while using district computers, cellular telephones, or other data devices.

6. All content and posts on district-sponsored sites must comply with the Board of Education's policies pertaining to confidentiality including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/her or by students, the employee shall consult with their supervisor prior to making the post.

7. An employee may not use district-sponsored sites for private financial gain, political, commercial, advertisement, proselytizing, or solicitation purpose. They must also supervise student use to ensure that it complies.

8. An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

V. Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

II. Communications With Students via Social Media

School personnel are prohibited from socializing with students outside of school on social networking websites. The use of social networking websites for educational/instructional reasons may only be initiated with the prior written authorization of the Principal or his/her designee.

III. Confidential Information of Students

The posting of any personally identifiable information from the education records of students is strictly prohibited. Merely refraining from using student names is insufficient. Employees are prohibited from disclosing information that is linkable to a specific student that would allow a reasonable person in the school community to identify the student with reasonable certainty.

IV. Board Owned Data

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~~School personnel who participate in social networking websites shall not post any school district records, documents, photographs, logos, or other Board-owned or created information on any website without the prior written authorization of an administrator.~~

~~Nothing in this policy is intended to obligate the Board of Education to monitor the online activities of school personnel.~~



**CONSOLIDATED
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CONSENT AGENDA



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Regular Meeting

July 13, 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 6:02PM.

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. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

Board Members Absent

Ms. Nancy Rodriguez

Public Participation

Alderwoman Sharon Beloin-Saavedra

Ms. Beloin-Saavedra stated that as an Alderwoman, liaison to the Board of Education, and lifelong resident of New Britain, she acknowledges the difficulties the administration and Board of Education face as they plan to reopen schools and wishes them well. She also expressed concern for the kids and their families and the difficulties they face being isolated at home and returning to school as well. Ms. Beloin-Saavedra also expressed concern with regard to some personnel items on the last few Board agendas and specifically questioned proposed job descriptions and restructuring within the HR/Talent, Finance, and Facilities Departments. Alderwoman Beloin-Saavedra cautioned against the creation of a growing number of positions at Central Office in lieu of looking at front line staff who will be working directly with our children such as teachers and paraeducators.

Carla Cardoso

Ms. Cardoso spoke in support of removing SROs from the schools and reallocating their funds to school social workers and racial sensitivity training specifically for the majority of the white teachers who are not from New Britain. She also encouraged a commitment to the principles of restorative justice.

Robert Smedley

Mr. Smedley stated that he has been an employee in the school district since 2003 and worked in the Facilities Department for almost ten years. He explained that he has felt targeted, pushed aside, belittled and disrespected as an employee over the last several weeks. Mr. Smedley expressed concern with a presentation that was delivered to the Personnel and Finance Committees on June 22, 2020 regarding a restructure of the Facilities Department. He believes that the presentation created a “false narrative” that unfairly focused on the high school campus, its staff, and himself. Mr. Smedley stated that tunnel vision pictures were presented which portrayed the school building as dirty, uncared for, and dangerous. He believes that it was unfair that this comprehensive needs assessment took place during the COVID shutdown at the transition into summer cleaning. Mr. Smedley asked that the Board and committees ask for a reevaluation of what is actually needed to get the necessary work done. He also recommends a conversation with the unions regarding overtime and how an agreement can be reached to reduce it. In closing,

New Britain Board of Education

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Mr. Smedley asked that stakeholders and the school district community be involved with finding a solution to make our Facilities Department better.

Chasity Bermudez

Ms. Bermudez stated that as a city resident and parent of an 8-year-old Northend student, she supports removing School Resource Officers in order to reallocate funds to provide more training in schools to deal with mental health and other needs students may have. She also expressed her support of replacing Columbus Day with Indigenous Peoples Day.

Albert Pienkowski

Mr. Pienkowski stated that as an employee of CSDNB and a lifelong resident and tax payer of New Britain, he watched the previous Board Meeting with concern as it related to Facilities and the financial part at play. As a custodian and leader in union 1186, he is concerned with the portrayal of Facilities and the proposed restructuring of their top down management. Mr. Pienkowski stated that he and his fellow union members felt disrespected in the portrayal of how dirty and mismanaged the schools and particularly the high school appeared in the Facilities presentation. He further stated that pictures were taken during the pandemic shutdown making it appear that they are not doing their jobs effectively. Mr. Pienkowski supports getting more resources including proper staffing, training, and equipment to help custodians get done the jobs they need to do in the time they have. He believes that Mr. Smedley has been a fair, efficient, equitable, and compassionate manager to himself and others at the high school. Mr. Pienkowski stated that he does not support removing Mr. Smedley from his position at the high school as he has proven himself to be an effective leader in the building while still doing all the other aspects of his job as well. In closing, Mr. Pienkowski questioned whether or not it is necessary to keep creating jobs in administration and management.

Veronica Delandro

Ms. Delandro, a resident of New Britain, spoke in support of the Board of Education voting to approve changing October 12th from Columbus Day to Indigenous Peoples Day on the school calendar.

Meg Hourigan

Ms. Hourigan spoke in support of removing School Resource Officers from our schools and changing Columbus Day to Indigenous Peoples Day on the school calendar in order to honor the indigenous people in our country.

Alicia Strong

Ms. Strong, a member of the New Britain Racial Justice Coalition and graduate of New Britain High School, expressed support for changing Columbus Day to Indigenous Peoples Day on the school calendar. She also supported the immediate removal of School Resource Officers and any police personnel from school buildings and reallocating those funds to restorative justice methods and social workers. Ms. Strong recalled negative personal experiences with SROs at the high school and saw many friends get funneled into the school-to-prison pipeline after being arrested for fights at school.

Erin Marcino

Ms. Marcino spoke in support of the New Britain Racial Justice Coalition and the removal of School Resource Officers from New Britain schools reallocating the funds to other non-punitive resources in the schools and anti-racism training for staff. She cited evidence that more punitive actions are taken against students of color in schools including arrests with SROs present. Ms. Marcino also spoke in support of renaming Columbus Day to Indigenous Peoples Day on the school calendar.

Reports

Superintendent's Report

Superintendent Sarra provided board members with an update on Reopening efforts and planning.

New Britain Board of Education

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Presentations

School Resource Officer Update

Dr. Nicole Sanders, Senior Equity and Talent Officer, shared information and recommendations from the meetings she has held with administrators at New Britain High School, Ms. Donnah Swaby, Superintendent Sarra, and Mr. Michael Foran regarding the Memorandum of Agreement by and between the New Britain Public Schools and the New Britain Police Department as well as the provisions of the Administrative Procedure regarding School Resource Officers. Dr. Sanders believes that the next steps that need to be taken include:

- Ensuring that everyone in the community is knowledgeable about what is in the MOA
- Ensuring that SROS are involved in more proactive steps to facilitate healthy relationships within our community and schools
- Reviewing the Administrative Procedure regarding SROs in Policy Committee specifically with regard to the serving of warrants in school
- Participation of the New Britain High School Leadership Team on the Juvenile Review Board
- Conducting monthly meetings to discuss arrest and discipline data
- Repurposing police officers who are currently conducting lunchroom duty to support the Student Assistance Center
- Presenting formal presentations to the Board regarding the roles, responsibilities, and functions of SROs in the schools and the data behind it

Mr. Damon Pearce, New Britain High School Principal, explained the functions of the Student Assistance Center at the high school with regard to conflict resolution.

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 1, 2020

Submitted by Ms. Kristin Salerni | No Committee Review

Operations: Approve Minutes from the Special Board of Education Meeting on June 15, 2020

Submitted by Ms. Kristin Salerni | No Committee Review

Personnel: Accept Report of Personnel Transactions

Submitted by Ms. Heather Barrett | No Committee Review

Policy: Reaffirm Policy 6141.32 – Access to Internet

Reviewed by the Policy Committee on June 15, 2020

Personnel: Approve New Position Request: 1.0 FTE Recruitment and Placement Specialist for Personnel and Talent Development

Submitted by Ms. Maryellen Manning | Reviewed by the Personnel & Finance Committees on June 22, 2020

This position will fulfill the responsibilities of the vacating Talent Officer, as they relate to university partnerships, placement, and recruitment (non-administrative; certified 871).

This is a full-time, 10 month position. The estimated cost is \$92,620 and the funding source is local.

Personnel: Approve New Position Request: 1.0 FTE Computer Repair Specialist for MIS

Submitted by Mr. Jeff Prokop | Reviewed by the Personnel and Finance Committees on June 22, 2020

As the school district moves to 1:1 student chromebooks and laptops, the need to maintain and support the devices requires additional staff as necessary.

This is a full-time, 12 month position. The estimated cost is \$44,129 and the funding source is local.

New Britain Board of Education

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New Business

Mr. Gay motioned to move item 5A (Approve Administrative Appointments) to the end of the agenda.

Policy: Policy Committee Moves to Approve Revised Policy 4118.51 – Use of Social Media

Reviewed by the Policy Committee on June 15, 2020

This policy was initially reviewed at the Policy Committee Meeting on April 20, 2020. At that time the Policy Committee recommended that this policy be referred to the Superintendent’s Cabinet for review in order to ensure that it is up to date. Mr. Matthew Cannata, Manager of Safety and Communications, brought forward multiple recommended revisions to the policy which were modeled after policies from CABE and Granby Public Schools.

Mr. Mercier motioned that the Policy Committee moves the Board approve revised Policy 4118.51 – Use of Social Media. Mr. Mercier motioned to postpone the approval of revised Policy 4118.51 – Use of Social Media for a second reading at the next regular Board of Education Meeting, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Policy: Discussion of Suspending Policy 5132.10 – School Attire

Reviewed by the Policy Committee on June 15, 2020

Mr. Mercier motioned to suspend Policy 5132.10 – School Attire for the fall term of 2020-2021 school year, seconded by Ms. Sanders-Connolly.

Roll call vote:

	Aye	Nay
Gay	X	
Mercier	X	
Sims	X	
Dawkins	X	
Kane	X	
Leja	X	
Parker	X	
Reyes	X	
Sanders-Connolly		X

The motion carried by 8-1 vote.

Operations: Approve Edit to 2020-2021 School Calendar Naming October 12, 2020 “Indigenous Peoples Day,” replacing Columbus Day

Submitted by Dr. Violet Jiménez Sims | No Committee Review

Dr. Jiménez Sims motioned to approve edit to 2020-2021 school calendar naming October 12, 2020 “Indigenous Peoples Day” replacing Columbus Day, seconded by Mr. Mercier.

Roll call vote:

	Aye	Nay
Gay	X	
Mercier	X	
Sims	X	
Dawkins	X	
Kane		X
Leja	X	

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Parker	X	
Reyes	X	
Sanders-Connolly		X

The motion carried by 7-2 vote.

Personnel: Approve New Job Description: Arts Integration Enrichment Teacher

Submitted by Ms. Maryellen Manning | Reviewed by the Personnel and Finance Committees on June 22, 2020

This position will report to the Building Principal.

The primary functions are as follows:

- Implement arts integrated curriculum.
- Collaborate with teachers on integrating the Arts into the core curriculum.
- Model, deliver, and craft rich, student-centered learning experiences that integrate the arts.
- Create and implement strategies for weaving arts experiences into multi-disciplinary curricula.
- Design, develop, assess and manage Arts Integration learning experiences.
- Guide and facilitate project-based learning.
- Model and teach digital citizenship.

The person in this position will follow school procedures and work schedule as established by the principal in accordance with the agreement with the New Britain Federation of Teachers. Salary and benefits are as set forth in the Local 871 collective bargaining agreement. This position is affiliated with Local 871 New Britain Federation of Teachers and the funding source is local or grant funded.

Mr. Gay motioned to approve the new job description for Arts Integration Enrichment Teacher, seconded by Mr. Mercier. Motion carried unanimously.

Personnel: Approve New Job Description: Junior ROTC

Submitted by Ms. Maryellen Manning | Reviewed by the Personnel and Finance Committees on June 22, 2020

The primary function of this position will be to serve as a Senior Army Instructor (SAI) and will report to the High School Principal. The person in this position will follow the standard teacher work schedule. Salary and benefits are as set forth in the applicable individual employment agreement. This position has no union affiliation and the funding source is 50% local budget and 50% JROTC Fund.

Mr. Gay motioned to approve the new job description for Junior ROTC, seconded by Mr. Mercier. Motion carried unanimously.

Personnel: Approve New Job Description: Recruitment and Placement Specialist

Submitted by Ms. Maryellen Manning | Reviewed by the Personnel and Finance Committees on June 22, 2020

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

The primary functions are as follows:

- Works with the Personnel and Talent Development Office:
 - Primary liaison between local institutions of higher education and the Personnel and Talent Development Office and State Department of Education.
 - Collaborates with local institutions of higher education to enhance the candidacy of potential CSDNB teachers and administrators.
 - Coordinates the higher education institution initiatives on the CSDNB Diversification of the Educator initiatives:
 - ❖ Coordinates EdRising, RELAY, Troops for Teachers programming
 - ❖ Takes a lead in career fair events
 - Supports the CSDNB Diversification of the Educator initiatives.
 - Ability to give actionable mentoring feedback to university students and share with staff and teachers.

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This person's work schedule will include attendance at Board meetings and other meetings as needed. Salary and benefits are as set forth in the Local 871 collective bargaining agreement. This position is affiliated with Local 871 New Britain Federation of Teachers and the funding source is local.

Ms. Parker motioned to approve the new job description for Recruitment and Placement Specialist, seconded by Mr. Mercier. Motion carried unanimously.

Personnel: Approve Revised Job Description: School Readiness Liaison

Submitted by Ms. Maryellen Manning | Reviewed by the Personnel and Finance Committees on June 22, 2020

Numerous changes were made throughout the job description. This position will report to the Superintendent of Schools or designee.

The primary functions are as follows:

- The School Readiness Council is a collaborative network charged with planning to serve all 3- and 4- year old children in high quality early childhood programs. The School Readiness Liaison is responsible for the coordination, program evaluation and administration of the School Readiness Grant and serves as a Liaison between the local School Readiness Council, the mayor (or designee), the superintendent (or designee), the sub-grantees and the Connecticut Office of Early Childhood.
- In New Britain, this role also includes membership and participation in the Coalition for New Britain's Youth (the city's cradle to career continuum), Early Learning Strategy Group (ELSG) as the ELSG members additionally function as the School Readiness Council. The School Readiness Liaison will work closely with members of the Early Learning Strategy Group of the Coalition to assist in applying for and overseeing additional community grants as determined by the ELSG/SRC and Providers.

This is a full-time, 12 month position. Salary is \$70,000 and the salary and benefits are in alignment with the Local 1186 contract. This is an exempt position with no union affiliation and the funding source is School Readiness Grant.

Mr. Gay motioned to approve the revised job description for School Readiness Liaison, seconded by Mr. Mercier. Motion carried unanimously.

Personnel: Approve New Job Description and New Position Request for 1.0 FTE Manager of Technology and Special Projects

Submitted by Mr. Kevin Dion | No Committee Review

This position will report to the Director of Facilities.

The primary functions are as follows:

- Under the direct supervision of the Director of Facilities, the Technology and Special Project Manager will manage the technology, energy efficiency, and special project needs of the facilities department as they relate to the continuing operation and efficiency of the buildings.
- Oversee the implementation and execution of the work order and CMMS platforms for the district. Including but not limited to training, access, monitoring, notifications, upgrades, troubleshooting, and vendor relations.
- Under the direction of the Director of Facilities, oversee and manage the entry and fire alarms needs and process for the district. Including but not limited to: equipment and software needs, active monitoring, notifications, upgrades, panel troubleshooting, and vendor relations.
- Oversees and implements special projects as designated by the Director of Facilities.
- Promotes and implements energy efficient standards and savings for district buildings.

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- Management and training of districtwide video surveillance equipment and software.

This is a full-time, 12 month position. The person in this position must be able to work a flexible schedule to include irregular hours (nights, weekends, holidays and summer audits) and periodic attendance at energy education seminars as approved. Benefits, wage, and step increase are in alignment with paygrade 3a of the Local 818 contract:

2020-2021 Salary Range (Grade 3a):

1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	6 th Step	7 th Step	8 th Step
\$80,800	\$82,820	\$84,891	\$87,013	\$89,188	\$91,418	\$93,703	\$97,967

This is an exempt position with no union affiliation and the funding source is local budget.

Mr. Gay motioned to approve the new job description and new position request for (1.0) Manager of Technology and Special Projects, seconded by Ms. Parker.

Roll call vote:

	Aye	Nay
Gay	X	
Mercier	X	
Sims	X	
Dawkins	X	
Kane		X
Leja	X	
Parker	X	
Reyes	X	
Sanders-Connolly		X

The motion carried by 7-2 vote.

Personnel: Approve New Job Description and New Position Request for 2.0 FTE Manager of Custodians

Submitted by Mr. Kevin Dion | No Committee Review

This position will report to the Director of Facilities.

The primary functions are as follows:

- Under the direct supervision of the Director of Facilities, the custodial manager will manage the daily custodial operations of all district buildings assigned and shall directly supervise the custodial staff in addition to substitute and temporary staff assigned to those buildings. Including but not limited to: staffing, performance, completion, work need scheduling, training, correction, communication, and documentation.
- Oversees and implements efficiencies and techniques related to custodial supplies, equipment, staffing, and training as directed by the Director of Facilities.
- Acts as a subject matter expert in custodial process, execution, and frequency needs.
- Works with the Supervisor of Maintenance and facilities administration to ensure facilities and operational needs throughout the district are continually met.

This is a full-time, 12 month position. The person in this position must be able to work a flexible schedule to include irregular hours (nights, weekends, holidays and summer audits) and periodic attendance at custodial training/seminars upon approval. Benefits, wage, and step increase are in alignment with paygrade 4a of the Local 818 contract:

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

2020-2021 Salary Range (Grade 4a):

1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	6 th Step	7 th Step	8 th Step
\$72,720	\$74,538	\$76,402	\$78,312	\$80,269	\$82,276	\$84,333	\$88,170

This is an exempt position with no union affiliation and the funding source is local budget.

Mr. Gay motioned to approve the new job description and new position request for (2.0) Manager of Custodians, seconded by Ms. Sanders-Connolly.

Roll call vote:

	Aye	Nay
Gay	X	
Mercier	X	
Sims	X	
Dawkins	X	
Kane		X
Leja	X	
Parker	X	
Reyes	X	
Sanders-Connolly		X

The motion carried by 7-2 vote.

Operations: Approve Budget Transfer for Facilities Restructure (\$283,638)

Submitted by Mr. Kevin Kane | No Committee Review

Proposed Budget Transfer

Budget Unit	Acct	Department	Description	From	To
101093126000	51122	Facilities	NBHS Facilities Liaison	84,345	
101093126000	51122	Facilities	Manager of Technology & Special Projects		89,188
101093126000	51122	Facilities	Manager of Custodians		72,720
101093126000	51122	Facilities	Manager of Custodians		72,720
101093126000	54300	Facilities	Repair & Maintenance	83,293	
101093126000	56101	Facilities	Custodial Supplies	16,000	
101096900010	51258	District Wide	Extra Earnings - Overtime	35,000	
101096900060	51258	District Wide	Extra Earnings – Temp/Sub Cover.	65,000	
101096929000	52101	District Wide	Health Insurance		20,198
101096929000	52104	District Wide	H.S.A. Contribution		2,000
101096929000	52220	District Wide	Medicare		2,180
101096929000	52230	District Wide	MERS Retirement		24,632
Total				283,638	283,638

Mr. Mercier motioned to approve the budget transfer for Facilities Restructure in the amount of \$283,638.00, seconded by Ms. Sanders-Connolly.

Roll call vote:

	Aye	Nay
Gay	X	
Mercier	X	
Sims	X	

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<i>Dawkins</i>	<i>X</i>	
<i>Kane</i>		<i>X</i>
<i>Leja</i>	<i>X</i>	
<i>Parker</i>	<i>X</i>	
<i>Reyes</i>	<i>X</i>	
<i>Sanders-Connolly</i>		<i>X</i>

The motion carried by 7-2 vote.

Personnel: Approve Tentative Agreement for One-Year Extension of 2018-2021 Collective Bargaining Agreement Between the New Britain Board of Education and the New Britain Federation of Teachers, Local 871

Submitted by Ms. Maryellen Manning | No Committee Review

Mr. Mercier motioned to approve Tentative Agreement for one-year extension of 2018-2021 Collective Bargaining Agreement between the New Britain Board of Education and the New Britain Federation of Teachers, Local 871, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Executive Session

Ms. Sanders-Connolly motioned to go into executive session at 9:11 PM to discuss item 5A (Approve Administrative Appointments), seconded by Mr. Mercier. Superintendent Sarra, Dr. Nicole Sanders (Senior Equity and Talent Officer), and Ms. Maryellen Manning (Director of Personnel and Talent Development) were invited into executive session. Motion carried unanimously.

Continuation of Meeting

The meeting resumed in open session at 9:38 PM.

New Business

Personnel: Approve Administrative Appointments

Submitted by Ms. Nancy Sarra | No Committee Review

- **Kristina DeNegre, Talent Officer at NBEAC, effective on or about July 14, 2020.**
The salary is \$145,000 and the funding source is grant funding.
- **Susane Hansley, Elementary School Assistant Principal at Vance Elementary School, effective on or about July 14, 2020.**
The salary is \$115,631 and the funding source is grant funding.
- **Michele Kushman, Elementary School Assistant Principal at Smith Elementary School, effective on or about July 14, 2020.**
The salary is \$115,631 and the funding source is grant funding.

Mr. Mercier motioned to approve the administrative appointments of Ms. Kristina DeNegre, Ms. Susane Hansley, and Ms. Michele Kushman, seconded by Mr. Kane. Motion carried unanimously.

Closing and Adjournment

Mr. Mercier motioned to adjourn at 9:45 PM, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Special Meeting

July 28, 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, Ms. Diane Leja, Mr. Nicholas Mercier, Ms. Annie Parker, Ms. Diana Reyes, Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

Board Members Absent

Mr. Anthony Kane, Ms. Nancy Rodriguez

New Business

Presentation and Discussion of CSDNB Reopening Plan for Fall 2020

Submitted by Ms. Nancy Sarra | No Committee Review

The main components of the CSDNB Reopening Plan for Fall 2020 were presented to the Board by Superintendent Sarra and CSDNB administrators as follows:

- Health Practices and Protocols
- Suspected COVID-19 Case at One of Our Schools
- Food Service
- Daily Attendance
- Timeline of Professional Learning
- Professional Learning
- Implementation Strategy
- Educational Delivery
- What's different with Remote Learning this Year
- Staffing
- Specialized Instruction
- Specialized Instruction: (Model A Traditional)
- Specialized Instruction: (Model B Hybrid)
- Specialized Instruction: (Model C Virtual Learning)
- Specialized Instruction: English Learners (EL)
- Athletics and Extracurricular Activities
- Before- and After-School Programming
- Family and Student Engagement

The Reopening Plan is attached.

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

Policy: Discuss Suspension of Policy 5132.20 – School Attire for Entire 2020-2021 School Year

Submitted by Ms. Nancy Sarra | No Committee Review

Mr. Mercier motioned to extend the suspension of school uniform Policy 5132.20 for entire 2020-2021 school year, seconded by Ms. Leja. Motion carried unanimously.

Policy: Policy Committee Moves to Approve:

- **Policy 4118.237/4218.237 – Face Masks/Coverings (Personnel)**
- **Policy 5141.8 – Face Masks/Coverings (Students)**

Reviewed by the Policy Committee on July 20, 2020

Mr. Mercier motioned to approve Policy 4118.237, Policy 4218.237, and Policy 5141.8 – Face Masks/Coverings.

Mr. Mercier motioned to amend first sentence of the Transportation section of each policy to read “Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth and a district provided face shield during transit.” Motion was seconded by Ms. Parker. Motion carried unanimously.

Mr. Mercier motioned to amend the first two sentences of the School Buildings and Grounds section of each policy to read “All students, staff, and visitors are required to use face coverings, that completely cover the nose and mouth, when they are inside the school buildings or on school grounds, even when social distancing is maintained. In addition, the district may require face shields as deemed necessary by the Superintendent.” Motion was seconded by Ms. Reyes. Motion carried unanimously.

Mr. Mercier motioned to strike the third bullet of the Other Considerations section, seconded by Ms. Parker. Mr. Mercier withdrew this motion.

All were in favor to approve revised Policies 4118.237, 4218.237, and 5141.8 – Face Masks/Coverings as amended with the exception of Ms. Sanders-Connolly. Motion carried by 7-1 vote.

Public Participation

Alderwoman Sharon Beloin-Saavedra

Ms. Beloin-Saavedra thanked everyone who was involved with working on the Reopening Plan. She also thanked Ms. Sanders-Connolly for always responding to her questions when she reaches out to her. Speaking on behalf of those with special needs kids, Ms. Beloin-Saavedra expressed concern with option #3 and the inability of these students to receive the in-person services they need. She also noted the challenges inherent with the delivery of services and the wearing of masks and PPE especially with regard to students with sensory issues. Ms. Beloin-Saavedra stated that as a mother of special needs kids she is concerned with them having their IEPs met and that related services are delivered. She questioned how the paraeducators are going to be best utilized to deliver services if we go to a hybrid option or online learning.

Tina Santana

Ms. Santana thanked Superintendent Sarra and the Board of Education for providing her the opportunity to speak. She stated that as the parent of four children with development delays in the school system, she is concerned that they have gone without any support they normally receive in school since March and she hasn't received any information or communication about summer programming education yet. Ms. Santana also stated that she is concerned about needs specific to her children including medical and nursing support built into their IEPs. She further states that the Reopening Plan doesn't address these issues or provide her with information on who she may contact with questions. Ms. Santana would like to get answers for her questions and concerns so she doesn't feel pushed aside and shunned from communication.

New Business

Operations: Approve Revised 2020-2021 Districtwide School Calendar

Submitted by Ms. Nancy Sarra | No Committee Review

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

Ms. Sanders-Connolly motioned to adopt the revised 2020-2021 districtwide school calendar, seconded by Mr. Mercier. Motion carried unanimously.

Mr. Mercier recommended putting something on the main page of the CSDNB website to help direct parents with questions. Superintendent Sarra shared that Town Hall Meetings by subgroups will be held for staff and family members the week of August 10th.

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 8:36 PM, seconded by Dr. Jiménez Sims. Motion carried unanimously.



CSDNB REOPENING PLAN



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Dear CSDNB Families and Community Members,

Following the requirements and guidelines set forth by the Connecticut State Department of Education (CSDE), the Consolidated School District of New Britain has outlined a comprehensive full in-school plan, a hybrid model, and a complete remote learning plan for the 2020-2021 school year. Our charge from Governor Ned Lamont and the CSDE was to prepare for a full reopening with 100% of students in the classroom for the start of the school year.

We began planning for the reopening of our schools before the students ended their school year and have been meeting daily up to this communication. Working together with Cabinet members and the Reopening Task Force, we involved all stakeholders in developing the plan by creating multiple reopening subcommittees. These subcommittees included caregivers, students, teachers, paraeducators, support staff, administrators, community partners, and Board of Education members.

Subcommittee members helped identify needs, areas of concern, and questions, and also provided ways to improve how we provide a remote learning experience for all New Britain students. We are grateful for all stakeholders' work toward producing a quality plan to ensure student and staff safety and learning in both the classroom and the remote environment.

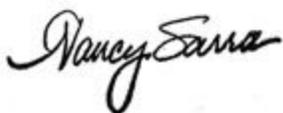
This plan we are presenting is a flexible and high-level overview of our intentions for the upcoming school year. The intricate details, including scheduling, will be determined and planned for at the school building level. Schools will communicate this information to families once those plans have been finalized. All of this will continue to evolve as guidelines and recommendations change based on the current trends in our city and state.

We are committed to providing a safe and welcoming environment for all of our staff and students. Over the past several months, we have collaborated with the New Britain Health Department, the CSDNB Medical Advisor, and the Connecticut State Department of Education as we prepare for our schools' reopening. We have also appointed an LEA (i.e., school district) COVID-19 Health and Safety Compliance Liaison as required by the Connecticut State Department of Education.

We all have a responsibility to follow the guidelines and requirements outlined in the plan to ensure we are keeping our students, staff, and family members safe. To help us achieve that goal, all students and staff will be required to wear face coverings and shields while in the school building. Additionally, frequent handwashing and maintaining appropriate social distancing will be required. We know we can count on you to ensure your child is practicing all of the guidelines outlined to keep everyone safe and healthy.

As more information becomes available based on the latest guidance and recommendations from the Governor's Office, State Department of Education, and New Britain Health Department, we will be sure to communicate that to you on our website, through our social media platforms, and other mediums, including phone calls, emails, and text messages.

In Partnership,



Nancy Sarra
Superintendent of Schools

ADAPT, ADVANCE, ACHIEVE

CONNECTICUT'S PLAN TO LEARN AND GROW TOGETHER

The following was written in the Connecticut State Department of Education's reopening plan from June 2020 titled, [Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together](#).

In assessing the approach to a required operating model, the Connecticut State Department of Education (CSDE) considered input from school representatives, educators, families and students, educational stakeholders, advocacy organizations, and union representatives, and conducted a review of nationally and globally published school reopening plans for the 2020– 2021 school year.

Due to positive containment efforts in Connecticut, reopening schools in person can be successfully achieved based upon current data. Connecticut has determined it is appropriate to plan a consistent approach to the operating model, but be prepared to modify plans as necessary. Ultimately, the importance of access to in-person schooling rose as a priority related to educational opportunities, student safety and well-being, and social-emotional learning.

Maximizing in-person instructional time after the current period of disruption is critical. However, given the uncertainty planning for reopening months from now, schools must be prepared to modify their reopening model to support a partial reopening if the public health data changes.

LEAs made strong and often very successful efforts at safeguarding students' social-emotional learning opportunities, and emotional safety during the spring of 2020 when in-person classes were canceled. Nonetheless, isolation outside of the schoolhouse is not ideal for students over longer periods of time. For different age groups, multiple variables support the need for full-time education in school. In some cases, physical safety and access to basic needs such as food, supervision, and shelter are also strong factors in opening schools to students in the fall.

Another top priority that supports a full-time in-school model is to ensure equitable access to education, and mitigating any barriers to education or opportunity gaps that increased during the pandemic. Efforts to support equity, close the opportunity gap, and provide a wide range of support for students in the state is best achieved with in-person schooling opportunities for all ages.

As noted herein, however, structuring a statewide approach to the operating model and scheduling will only be successful when implemented in conjunction with a strong monitoring and containment strategy, which may ultimately result in schools, districts, or regions making individualized decisions in response to specific student/staff diagnoses, or changing public health data in a particular school or region.

The CSDE and Department of Public Health (DPH) understand the importance of consistent decision-making should public health data require either modification of the reopening model, or that in the future students return to remote learning. Therefore, LEAs should expect forthcoming guidance from DPH to establish a tiered system to guide decision-making if additional public health and safety restrictions are required.

SCHOOL LIAISON, COMMUNICATIONS PLANS, AND DATA COLLECTION

School Liaison

COMMUNICATIONS

We have designated an employee to serve as the COVID-19 Health and Safety Compliance Liaison. This person will be responsible for managing engagement with students, parents, staff, and community members to answer any questions or concerns about health and safety requirements.

The COVID-19 Health and Safety Compliance Liaison is Matthew Cannata, Safety and Communications Manager. If staff, families, or other stakeholders have any questions or concerns, he can be reached via email at cannatam@csgdnb.org or by phone at 860-839-6185.

Communications Plans

COMMUNICATIONS

The Safety and Communications Manager will be responsible for overseeing a communications plan, which will enable us to effectively reach all stakeholders, including families, staff, and community partners. These stakeholders will receive regular updates related to cleaning and hygiene protocols and prevention action items. Additionally, we will communicate all relevant information if there is a need to cancel classes at any point during the school year.

These updates, which will be translated into Spanish, Arabic, and Polish - will be disseminated through phone calls, text messages, emails, social media, and our website. Additionally, we will tailor communications for those who have visual and/or hearing impairments.

Feedback regarding this plan and any changes to policies or procedures has been and will continue to be solicited from all stakeholders. Our goal is to ensure that there is ongoing two-way communication and that everyone has a voice during this process.

Data Collection

COMMUNICATIONS

Over the past several weeks and months, we have surveyed families to gather a wide variety of information, which has helped us during the reopening planning process. As we move forward, additional data collection from surveys— including whether caregivers plan to send their child to school in the fall—will be conducted.

We have also reached out to all families to ensure that their contact information is current in Powerschool so they can receive timely communications from the district.

CSDNB IMPLEMENTATION STRATEGY

During the time that COVID-19 is at a transmissible level in the community, we will offer three different models for our students: traditional, hybrid, and remote. Schedules, policies, and/or procedures may be adjusted based on guidance from the State Department of Education and the New Britain Health Department.

IMPLEMENTATION STRATEGY

Model A | Traditional

COVID-19 vaccine is available or effective mitigation strategies recommended by the CDC are in place.

Students will return to school buildings with 1:1 devices. In classrooms, we will observe three (3) foot social distancing as recommended by the American Academy of Pediatrics, with face coverings and face shields required. Students will be in consistent cohorts at the K-8 level and have a modified schedule to limit transitions in grades 9-12.

There will be a blend of synchronous (includes real-time interaction) and asynchronous (does not include real-time interaction) learning environments for those who are physically or virtually present. The daily attendance expectation is for students to be present—either in person at school or remotely from home—each school day. Daily attendance will be monitored, and all attendance will be taken in PowerSchool.

Students may opt-in for 100% remote learning instead of the traditional model.

IMPLEMENTATION STRATEGY

Model B | Hybrid Rotation

Low COVID-19 transmission risk in the community.

The hybrid rotation model will be a combination of onsite face-to-face instruction and remote learning from home. To reduce the number of students on campus and riding in buses, students will be broken into two alternating cohorts. School administrators will be responsible for identifying groups dependent upon grade level and master schedule considerations.

This model will feature a blend of synchronous and asynchronous learning environments for students, whether they are physically or virtually present. Physical attendance would be restricted to the assigned face-to-face day, so that no more than half of the students are present on any one day. Daily attendance will be monitored, and all attendance will be taken in PowerSchool.

We will utilize the following schedule in the hybrid rotation model:

- Prekindergarten - Grade 2: Half-day schedule Monday-Friday
- Grades 3-8: A/B week-long rotation, Monday-Friday
- Grades 9-12: A/A/B/B/A model - two days in school, two days home - full week.

Students may opt-in for 100% remote learning instead of the hybrid model.

IMPLEMENTATION STRATEGY

Model C | Remote Learning

Moderate or more severe spread of COVID-19.

All school buildings will be closed to the public, and all students will engage in remote learning. Remote learning is the process of connecting virtually to the classroom during regular school hours and class times through a device issued by the district. This will feature a blend of synchronous and asynchronous learning environments for students who are virtually present.

Attendance for remote learning is monitored based on a daily virtual presence. All attendance will be taken in PowerSchool. Students will participate with other classmates through their remote connection.

DAILY ATTENDANCE

As noted above, daily attendance will be required in all models of learning. Attendance will be monitored and recorded in PowerSchool daily. Systems will be put into place for the early identification of students who are missing too much school. Using these systems, we will work to detect the root cause and then implement and monitor effective interventions to reverse a pattern of absenteeism.

CONTAINMENT PLAN

We have developed protocols and procedures to be followed if a student or staff member shows symptoms of COVID-19 or other potential infectious illnesses. If a student, staff member, volunteer, or visitor has been present in school and has a confirmed COVID-19 diagnosis, the CSDNB Nursing Director and School Nurse will consult with the New Britain Health Department and Superintendent of Schools. Confidentiality will be maintained following FERPA and other applicable privacy laws.

The New Britain Public Health Department, in consultation with the CSDNB Nursing Director and Superintendent of Schools, will assess the risk of further transmission in the school and district, and provide recommendations regarding the possible closure and reopening of schools.

The Superintendent of Schools will take these recommendations into account and will make the decision to close that school and others as needed. The New Britain Board of Education, City of New Britain officials, and the State Department of Education will be notified of the closure. Additionally, communication will be sent to all families and stakeholders in that school to inform them of the closure and next steps.

The amount of time a school is closed will be dependent on the circumstances surrounding the closure. The Centers for Disease Control and Prevention (CDC) recommends that schools be closed for two to five days. During this initial shutdown period, health and school officials will be able to better understand short- and long-term impacts and consider contact tracing. This period will also allow the Superintendent to determine the next steps. All of this information will be communicated to families and stakeholders.

Official communications to the school community will only be made through the Superintendent's Office and appointed members of the Superintendent's Cabinet.

COVID-19 SCREENING FLOW CHART

If a student or staff complains of COVID-19 or MIS-C, mask them immediately, unless they are having difficulty breathing. In that case, call 911 immediately. If 911 is not called, place student in a room away from others. Staff should go home immediately.

VERBAL

- When did symptoms appear?
- Did they have recent exposure to COVID-19?

VISUAL

- Difficulty or rapid breathing (without recent physical activity)
- Flushed cheeks
- Fatigue
- Extreme fussiness
- Coughing
- Other COVID-19 signs or symptoms

PHYSICAL

- Temperature is higher than 100.5 farenheight.
- Pulse oxygen level is less than 96 percent.

Are the verbal, visual, and physical concerns out of range?

No

Allow to rest for 10 minutes

Improving?

Back to Class

No

Isolate
Send home ASAP
Contact Provider
Contact Public Health

Follow up with CSDNB
Nursing Director

Yes

Call 911 if...

Trouble Breathing
Pulse oxygen is less than 96%
Blush Lips/Face
Chest Pain
New Confusion
Unable to wake or stay awake

Signs and Symptoms of COVID-19

Fever (100.5 F) | Chills | Nasal Congestion | Runny Nose | Shortness of Breath | Difficulty Breathing
Diarrhea | Nausea/Vomiting | Fatigue | Headache | Muscle or body aches | New loss of taste or smell

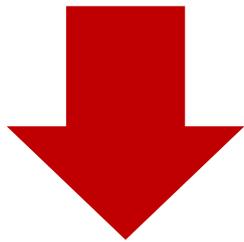
Signs and Symptoms of MIS-C

Rash | Red Eyes | Cracked/Swollen Lips | Red/Swollen Tongue | Swelling Hands/Feet | Stomach Pain

COVID-19 EXPOSURE SCREENING FLOW CHART

Student or staff share they have been exposed/in close contact with someone who...

Has tested positive for COVID-19 OR
is being tested for COVID -19

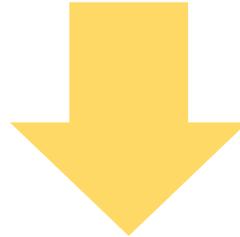


Self-quarantine for 14 days from last exposure to COVID-19 contact.
Consider COVID-19 Testing.

Then, contact your health care provider and self-check symptoms.

If COVID-19 positive, student or staff may return to work when cleared by New Britain Public Health Department.

May have been exposed to COVID-19

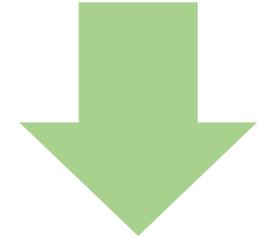


Contact your health care provider.

Practice social distancing.

Self-check for COVID-19 symptoms. If symptoms appear, get tested for COVID-19.

Has been in close contact with someone who may have been exposed to COVID-19



Practice social distancing.

Signs and Symptoms of COVID-19

Fever (100.5 F) | Chills | Nasal Congestion | Runny Nose | Shortness of Breath | Difficulty Breathing
Diarrhea | Nausea/Vomiting | Fatigue | Headache | Muscle or body aches | New loss of taste or smell

Signs and Symptoms of MIS-C

Rash | Red Eyes | Cracked/Swollen Lips | Red/Swollen Tongue | Swelling Hands/Feet | Stomach Pain

OUTSIDE VISITORS/MEETINGS

The New Britain Board of Education has approved restricting access to school buildings during the school day by nonessential visitors and permitting only minimal use of school buildings outside of school hours. Upon arrival at schools, visitors will see signage that reads, “Visitors will not be permitted into school facilities unless scheduled to enter, or required by law, or otherwise required by a student’s individualized educational plan. Face coverings are required for all who enter our schools. Please be sure mouths and noses are fully covered.”

Once inside the school building, visitors will sign into a log that is kept in the main office. The log will include the visitor’s name, phone number, and arrival/departure time.

Before arriving at the school building, we ask that visitors screen themselves at home by taking their temperature and self-monitoring for symptoms related to COVID-19. If a visitor’s temperature is above 100.5 degrees Fahrenheit, we ask that they stay home and either reschedule their appointment or request to have the meeting held virtually. Anyone who may be displaying COVID-19 symptoms will not be permitted to enter the school building.

Planning and Placement Team (PPT) meetings may be held virtually. Other meetings for school organizations may be held in-person or virtually. If in-person meetings are held, these organizations will be expected to follow all health and safety regulations.

FACILITIES AND OPERATIONS

Classroom Layout

FACILITIES AND OPERATIONS

We will attempt to maintain six (6) foot social/physical distancing when possible. Social/physical distancing will be maximized in classrooms and other settings through purposeful seating arrangements and traffic patterns throughout the school. However, existing buildings and limited classroom sizes will sometimes create the need to go below the CDC recommended six feet. In these scenarios, we will adopt the American Academy of Pediatric school reopening guidance and make three (3) feet—with a face covering—the minimum distance allowed in any building.

If the weather does not allow outside breaks, we will repurpose larger rooms such as cafeterias and gymnasiums as alternative learning spaces or activity areas (maintaining six (6) foot minimum social distancing) for breaks. Larger rooms—such as music, science, and art rooms—will be used for those classes that have the highest numbers of students and greatest difficulty maintaining proper distancing. We will also be utilizing outdoor tents/canopies to foster outdoor activities and instruction.

Teachers will stay stationary at their desks as much as possible. Face shields will be provided for all staff and students to minimize the risk of transmission from droplets.

Reopening of Facilities Before First Day of Classes

FACILITIES AND OPERATIONS

Before reopening our schools, the COVID-19 Health and Safety Compliance Liaison will confirm with the CSDNB Director of Facilities and the CSDNB Director of Nursing that all plans comply with the Department of Public Health’s Guidance for Cleaning and Disinfecting of Schools during COVID-19 and the Department of Health’s Return to Service Guidance for Building Water Systems.

Signs and Messages

FACILITIES AND OPERATIONS

Signage regarding rules, regulations, and policies related to COVID-19 and best practices to mitigate the risk of transmission will be posted throughout each building. These signs will be printed in English, Spanish, Arabic, and Polish. Additionally, accommodations will be made for those who are visually and/or hearing impaired.

Ventilation

FACILITIES AND OPERATIONS

Before reopening our schools, the COVID-19 Health and Safety Compliance Liaison will confirm with the CSDNB Director of Facilities that all plans comply with the Department of Public Health's Guidance for School Systems for the operation of Central and non-Central Ventilation Systems during the COVID-19 pandemic.

Training Related to Facilities

FACILITIES AND OPERATIONS

The CSDNB Director of Facilities will provide training, frequency scheduling, documentation, and expectations for all staff that will be using disinfectants and other cleaners in district buildings. The additional three days given back to LEAs will allow school building leaders to incorporate training days to practice new building-level protocols.

A standardized districtwide video will be created for students and staff. This video will demonstrate proper social distancing, how to screen for COVID-19 symptoms, how to use personal protective equipment, proper cleaning protocol, hygiene practices, and more. Staff will also be trained on the confidentiality around health conditions and health records/reports related to COVID-19. [CDC training videos](#) on the COVID-19 virus, including videos on proper hygiene, will also be available to all staff.

Additional training will be provided to staff working in specialized programs where students who, due to their physical, behavioral, intellectual, or mental condition, require adult assistance with activities of daily living and/or with following hygiene guidelines.

Frequency scheduling and disinfecting training packets will be provided for substitutes and others who enter the building.

Bathroom Protocols

FACILITIES AND OPERATIONS

Before reopening our schools, the COVID-19 Health and Safety Compliance Liaison will confirm with the CSDNB Director of Facilities that all plans comply with the Department of Public Health's Guidance for Cleaning and Disinfecting of Schools during COVID-19.

Bathrooms will be disinfected at least twice a day. Designated bathrooms have been identified in each building where diapering is needed for students.

We will maximize the use of disposable towels instead of using hand dryers due to ventilation and the possible risk of increased COVID-19 transmission.

The CSDNB Director of Facilities will ensure that all cleaning and sanitation products used have been approved by the State of Connecticut and are being appropriately used according to label directions.

Building plans for disinfecting high touch surfaces will include door handles, handrails, sink handles, restroom surfaces, instructional materials that cannot be supplied to a specific student, and recess equipment. This does not include playscapes. Frequently touched surfaces and equipment will be cleaned and documented every two hours while the building is occupied with students and staff throughout the day.

Desks and classroom equipment that are used by more than one group will be cleaned in between use. Under the teacher’s direction, the students will be responsible for cleaning the desk surface before use.

Other considerations include leaving hallway and classroom doors open, as allowed by fire codes. This will be done to limit the use of high touch surfaces (like doors and handles) and to promote air circulation. Additionally, water bottle filling stations (minimum two per school) will be installed for use in place of drinking fountains.

FOOD SERVICE

The CSDNB Food Services Director will comply with all federal, state, and local guidelines regarding child nutrition and food services. The Food Services Director will comply with the U.S. Department of Agriculture’s (USDA) regulations and policies for school meals and milk, including the meal pattern requirements.

This includes the Community Eligibility Provision (CEP). The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

The Food Services Director will work with all building principals to ensure that each school’s food service promotes social distancing to the highest possible extent. In most cases, students will eat meals in the classroom. Desks, tables, and other classroom surfaces will be disinfected and sanitized before and after meals.

When students are in the cafeteria, there will be no self-serve areas, whether it be food buffets or condiment areas. Physical barriers and partitions will be installed in food service lines. Social distancing throughout the cafeteria will be promoted to the greatest extent possible.

The Food Services Director will be responsible for supplying food service workers with the appropriate equipment, including gloves and face coverings.

If schools are closed, the district’s food service will revert to a grab and go distribution plan at schools throughout the city. During this time, all food areas will be thoroughly cleaned and disinfected.

Should caregivers opt for a remote learning experience for their child throughout the 2020-2021 school year, grab and go meals will be provided at designated sites for daily pick up by caregivers.

TRANSPORTATION

While in the traditional and hybrid rotation models, regular transportation will be available for all students in kindergarten through 12th grade that live outside of the New Britain Board of Education's approved walking radius. Additionally, special transportation will be provided for all students in PK-12th grade who have special transportation identified in their IEP and/or 504 plan. There will be no school bus transportation if schools are closed.

Caregivers are encouraged to transport their children to school to reduce the mixture of student cohorts. If caregivers choose to have their child ride the bus to and/or from school, please note that students will not be allowed to enter the bus or be transported if they do not wear a face covering. All passengers and the driver are required to wear a face covering that must be kept in place at all times, including during transit and before boarding the bus.

Passengers will load into the bus from the back to the front and then unload the bus in a controlled manner upon arrival at the school, from front to back. Training videos will be made available on the CSDNB website, demonstrating the correct application of face coverings and other personal protective equipment (PPE) as well as bus loading and unloading procedures.

All buses will be sanitized per local and state public health guidelines. We will continue to monitor the Governor's Office and CDC's direction on vehicle sanitizing recommendations and will adhere to their guidance. We will also work with our bus transportation providers to help implement best practices for bus drivers to ensure their safety and the safety of those students who are riding the bus.

TRANSPORTATION PROCEDURES

Model A | Traditional

COVID-19 vaccine is available or effective mitigation strategies recommended by the CDC are in place.

Sessions will resume with 100% of our students attending school for six hours per day. Buses will operate at full capacity or close to while maximizing health and safety protocols, as well as considerations outlined in the plan. Transportation will work on a three-tier system with modified bell times in place for the 2020-2021 school year.

TRANSPORTATION PROCEDURES

Model B | Hybrid Rotation

Low COVID-19 transmission risk in the community.

Sessions will resume with 50% of our students attending school for six hours per day, utilizing a Week A and Week B attendance plan. All passengers will be spaced six (6) feet apart utilizing alternating diagonal seating. Family members and/or members of the same household will be permitted to sit together. Transportation will work on a four-tier system with modified bell times in place for the 2020-2021 school year.

Based on the current threat level and the recommendations from the Governor's Office and the CDC, CSDNB will adopt one of the following operating/capacity procedures:

Option A: Type 1 (77 passenger) buses will be limited to 26 passengers; Type 2 (26 passenger) buses will be limited to 8 passengers; Transit vans (8 passenger vans) will be limited to 3 passengers.

Option B: Type 1 (77 passenger) buses will be limited to 13 passengers; Type 2 (26 passenger) buses will be limited to 5 passengers; Transit vans (8 passenger vans) will be limited to 2 passengers.

HEALTH PRACTICES AND PROTOCOLS

Communication Regarding Health Practices

HEALTH PRACTICES & PROTOCOLS

The CSDNB Communications Department will create videos, photo galleries, and infographics to help students understand all of the expectations around public health policies and protocols. To this end, we will be creating short public service announcements with staff and students. We will also consider using animated videos to further students' understanding of health protocols.

We will familiarize all stakeholders of the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to, social distancing, frequent hand washing, hand sanitizer use, face coverings that cover the nose and mouth, cough etiquette, and enhanced cleaning/disinfection of surfaces.

Immunizations and Health Assessments

HEALTH PRACTICES & PROTOCOLS

The CSDNB Nursing Director will oversee and monitor changes and updates to the State of Connecticut Requirements for Immunizations and Health Assessments. Guidance from the Department of Public Health regarding immunizations was last issued on June 17, 2020, emphasizing the importance of protecting students by staying up to date on immunizations and confirming that students need to meet State of Connecticut immunization guidelines to attend school.

Guidance from the CSDE regarding health assessments was last issued on June 26, 2020, outlining the requirements for Health Assessments before students enrolled in school. Families of students who, by state legislation, are required to have an up to date Health Assessment, will be encouraged to provide the school district with the health assessment paperwork.

The CSDNB Nursing Director will notify families if the State of Connecticut makes any additional updates to the requirements for immunizations and health assessments.

Standard Public Health Practices and Adequate Supplies

HEALTH PRACTICES & PROTOCOLS

There will be enhanced cleaning and disinfection of all areas in the school throughout the day. Disinfection of high touchpoint and high use areas in the building will be completed every two hours and will be recorded and available in the main office.

Cleaning and disinfecting equipment will follow similar procedures in our shops and labs used by our Career and Technical Education Department. Many of our CTE courses already instruct students in proper cleaning and safety protocols. This practice will be complemented by training in all safety processes and procedures around COVID-19. We will have a properly labeled spray bottle or disinfectant wipes near the equipment at all times, and a no-touch trash receptacle.

Nightly cleaning and disinfecting protocols for horizontal high touch areas and high use areas of the building will be communicated and enforced. Additional identified weekly deep cleaning and disinfecting will occur on the weekends as needed.

Soap and hand sanitizer will be readily available for all occupants in the building. Hand dryers will be shut down and paper towel dispensers will be used as a replacement. Disinfectants will be standardized across the district. Dilutable disinfectants, pre-soaked wipes, and RTU hospital-grade disinfectants will be used in district buildings depending on need. Additionally, no-touch step cans and large 44-gallon waste receptacles on wheels will be purchased for trash containment.

We will also ensure that we have adequate personal protective equipment at all times. We have ordered 400,000 adult and 400,000 youth 3-Ply masks for staff and students for the start of the school year. To ensure that we have enough gloves at all times, it will be directed that gloves be used only when there is contact with blood and body fluids.

Reporting Illnesses and Addressing Vulnerable Populations

HEALTH PRACTICES & PROTOCOLS

Before leaving for school, we ask that you check your child's temperature, which should be lower than 100.5 degrees Fahrenheit. Additionally, we ask that you monitor your child for any symptoms that are consistent with COVID-19. If your child is feeling sick, has a temperature of 100.5 degrees Fahrenheit or higher, and/or is displaying any symptoms related to COVID-19, you must keep your child home.

Please notify the school immediately if your child is sick with COVID-19-related symptoms, especially if they had known contact with someone diagnosed with COVID-19, and they have also had contact with the school population.

Students who have traveled to states designated by the Governor of Connecticut as part of the [Regional Travel Advisory](#) in the past 14 days will not be allowed to attend school in person until they have completed 14 days of self-quarantine. Please notify your child's school if this applies to your situation.

Screening Procedure for Students

HEALTH PRACTICES & PROTOCOLS

School staff may visually screen students before school, as they enter school, and during the school day for symptoms consistent with COVID-19. This may include visual wellness checks and any necessary follow-up temperature checks with no-touch thermometers by school nurses or other trained staff members. These staff may ask students about any COVID-19 symptoms they may have exhibited within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Temperature checks for students at the point of entry will not be implemented. No-touch temperature checks for students may be done at school by a school nurse or other trained staff member if students are ill or upon request.

All school nurses will comply with relevant privacy and health laws. To decrease the risk of spreading or contracting the virus while complying with relevant privacy and health laws, the school nurse will be in touch with caregivers to monitor symptoms in students that could be related to COVID-19. This may include discussing the student's specific symptoms with the New Britain Health Department or, as required by law, sharing information for contact tracing.

Students showing symptoms of COVID-19

HEALTH PRACTICES & PROTOCOLS

There may be instances where students are symptomatic upon arrival to school or, during the school day, begin to show COVID-19 symptoms and/or any other potentially infectious illness. In this scenario, the school nurse will immediately separate the student from other students and staff. These students will be required to wear their face covering and be taken to a designated isolation room, which will be supervised by a trained adult or medical

professional. If there is more than one student in the isolation room, social distancing guidelines will be followed.

School staff will contact the child's caregiver so that they can pick the child up from school. The student will remain in the isolation room until they are signed out of school by their caregiver or other designated contact person on file in the school's main office. The school nurse will advise caregivers that sick students are not to return to school until they have met [the CDC criteria](#) to discontinue home isolation.

Please refer to the CSDNB Flow and Exposure Charts for more information on proper contact and notification protocols.

Screening Procedure for Staff

HEALTH PRACTICES & PROTOCOLS

Before leaving for school, we ask that staff check their temperature, which should be lower than 100.5 degrees Fahrenheit. Additionally, we ask that they self-monitor for any symptoms that are consistent with COVID-19. If a staff member is feeling sick, has a temperature of 100.5 degrees Fahrenheit or higher, and/or is displaying any symptoms related to COVID-19, we ask that they stay home.

Temperature checks for staff at the point of entry will not be implemented. Temperature checks for a staff member may be done at school by a school nurse or other trained staff member. All school nurses will comply with relevant privacy and health laws.

Staff must report to the Office of Personnel and Talent Development, the Nursing Supervisor, their school principal, and/or the school nurse if within the past 14 days, they have been in a state that is covered under the State of Connecticut Travel Advisory or if they have had close contact with a person diagnosed with COVID-19 before coming into school. The Office of Personnel and Talent Development or the Nursing Supervisor, with advice from the local public health department and the CDC, will provide the staff member with information and PPE requirements.

School nurses and school administrators may visually screen staff before and during the school day for symptoms consistent with COVID-19. This may include visual wellness checks and any necessary follow up temperature checks with no-touch thermometers. Staff may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

The school nurse will monitor symptoms in staff that could be related to COVID-19 to decrease the risk of spreading or contracting the virus while complying with relevant privacy and health laws. This may include discussing the staff member's specific symptoms with the New Britain Health Department or, as required by law, sharing information for contact tracing.

Staff showing symptoms of COVID-19

HEALTH PRACTICES & PROTOCOLS

There may be instances where staff are symptomatic upon arrival to school or, during the school day, begin to show COVID-19 symptoms and/or show symptoms of any other potentially infectious illness. In this scenario, they will be sent home immediately and will be advised to seek medical care.

If the staff member is not able to leave right away for some reason, they will be taken to the designated isolation room where they will wait until they are ready to leave the building. The school nurse will advise the staff member not to return until they have met [CDC criteria](#) to discontinue home isolation.

If a staff member has been present in school and has a confirmed diagnosis of COVID-19, the school nurse and the building principal will contact the Nursing Director and the Superintendent of Schools. The school nurse or the

Nursing Director will notify the local public health officials. The New Britain Health Department will assess the risk of further transmission in the school and district and will advise the Superintendent.

Please refer to the CSDNB Flow and Exposure Charts for more information on proper contact and notification protocols.

Mandatory Face Coverings

HEALTH PRACTICES & PROTOCOLS

In accordance with the guidelines set forth by the State of Connecticut, face coverings that cover the mouth and nose will be mandatory for all students while they are in school and on the bus. The only exceptions for face coverings are for (1) anyone who has trouble breathing, or anyone unconscious, incapacitated, or otherwise unable to remove the face covering without assistance or (2) anyone who has a medical reason making it unsafe to wear a face covering.

Students who have a medical reason that makes it unsafe for them to wear a face covering must present a signed letter from a licensed medical provider outlining why the student is unable to wear a face covering.

If a student refuses to wear a face covering, they will be sent home from school and be required to take part in remote learning. As a point of clarification - this is not for students who are generally following the policy, but occasionally pull the covering away from their face due to discomfort. Developmental considerations are appropriate, and exceptions may be necessary for these scenarios.

Students may remove their face covering during breaks, which will be scheduled by the teacher and school building administrators. These will occur when students can follow effective social distancing guidelines and/or when they are outside. Additionally, students may remove their face covering when eating, drinking, taking part in intensive physical activity, or when they are outside and social distancing policies can be followed.

We are working to secure clear window surgical masks for all SLPs (Speech and Language Pathologists), teachers who have students who are hearing impaired, KEY staff, Pathways staff, and others whose students rely on lip reading and/or need to see the teacher's/staff's mouth or face.

Parents are expected to provide students with face coverings. It will be the caregiver's responsibility to clean their child's face covering and face shield with soap and water each day. Part of our hygiene education will be caring for cloth masks, including best practices for effective cleaning and sanitation.

Social Distancing

HEALTH PRACTICES & PROTOCOLS

In conjunction with the considerations outlined throughout this plan concerning classroom and hallway social distancing rules, we will continuously educate staff and students about the importance of social distancing and face coverings to reduce the transmission of COVID-19. Floor markings throughout classrooms and the school will also be included to illustrate social/physical distancing.

We will adjust our approach to social distancing if guidance from the CDC or Department of Public Health changes due to shifting public health data or an evolving understanding of the COVID-19 disease, including transmission.

School building administrators will develop building-specific plans that will effectively prepare for times when social distancing may be particularly difficult. This includes, but is not limited to, accommodating students with whose learning or other needs may require closer proximity and/or direct contact due to special health care needs or

disabilities. In these circumstances, staff and/or students will be provided with additional PPE.

Administrators will also be responsible for planning for the number of people that can safely be in all school spaces, including larger rooms.

STAFFING

The CSDNB Office of Personnel and Talent Development will comply with all legal and regulatory requirements related to personnel, including but not limited to the Equal Employment Opportunity Commission guidance related to the ADA and COVID-19 pandemic. We will continue to engage all staff and monitor whether changes in union contracts and/or memorandums need to be made to support the school district's needs.

In the past several weeks, we have begun to communicate our plans for the upcoming school year and have relayed any changes in policies for the upcoming school year. This includes the latest guidelines regarding travel out of state and the necessary quarantine requirements upon arrival back into Connecticut. We have also surveyed staff about their intent for the 2020-2021 school year, and have begun to plan with those considerations.

We continue to meet with our unions and other employee groups and to offer support through our Employee Assistance Program and other wellbeing strategies.

We have been partnering with our substitute service provider to ensure that we have adequate coverage for all school buildings. Additional meetings will be held in the coming weeks as we get more clarity from staff regarding their status for this school year.

If schools are closed at any point during the school year, we will require department virtual or in-person checks with staff to ensure both job consistency and accountability.

PROFESSIONAL LEARNING

We will provide professional development regarding health practices, cleaning methods, best practices for COVID-19 mitigation, and more. These offerings will be available throughout the summer and become accessible within the district's professional development platform for on-demand access.

Virtual training on multiple educational platforms and resources that will be used during the 2020-2021 school year began the week of July 20. All training sessions are being recorded and cataloged on our online professional development platform for on-demand access for all staff.

During the week of August 17-21, administrative professional development will be offered. This includes training on PPE, safety, and health and sanitizing protocols. Additionally, SEL and Academic plans for returning students in preparation for the traditional, hybrid, and distance learning models will be covered. A specific focus will be on preparing for the rollout of training to the entire staff.

During the week of August 23-September 2, full staff professional development will be held. This includes training on PPE, safety, and health and sanitizing protocols. Specific planning and preparation for how to roll the training out to students and communicate with families on an ongoing basis will be a focus of the week.

Additionally, this week of professional development will include SEL and Academic plans for the return of students.

This entails developing lesson plans with the flexibility to shift from the traditional model to the remote learning and/or hybrid model.

Other topics included in all training sessions will be recognizing the signs and symptoms of COVID-19, standard public health protocols, hygiene practices, and reporting illnesses. Ongoing training will be conducted as changes occur in recommendations from the Connecticut State Department of Education and the New Britain Health Department.

ACADEMIC PLATFORMS

The following tools and technology platforms will be available to teachers to enhance their ability to provide an engaging learning environment for their students, whether in school or learning remotely. Virtual professional development offerings on these platforms and more, began July 21 and will continue until school starts. Sessions are being recorded so that they are flexibly available to staff to learn according to their schedules and so that they may revisit their learning as needed.

Prekindergarten	SeeSaw, Clever, Securly, Google Meet
Grades K-1	Foundations, SeeSaw, Clever, Securely, iREADY, Reading A-Z/RAZ-PLUS, BrainPOP (JR, ELL, Espanol), Screencastify, Google Meet, Peardeck, SPIRE (Bridges & select Sped Ts)
Grades 2-5	Foundations (Gr. 2) , Clever, Securely, Newsela, iREADY, Reading A-Z/RAZ-PLUS, BrainPOP (ELL, Espanol), Screencastify, Google Meet, Peardeck, Google Classroom, SPIRE (Bridges & select Sped Ts)
Grades 6-8	Clever, Securely, Newsela, iREADY, RAZ-PLUS, BrainPOP (ELL, Espanol), Screencastify, Google Meet, Peardeck, Google Classroom
Grades 9-12	Newsela, Screencastify, Securely, Google Meet, Peardeck, Google Classroom

District staff will use common, agreed-upon platforms to communicate with students. In grades PK-1, Seesaw will be used. In grades 2-12, Google Classroom will be used. Family communication will be through School Messenger.

TECHNOLOGY

Access to technology will be 1:1 for students in grades PK-12. For students who do not currently have a device, we will be in contact regarding distribution in the coming weeks. Please note that caregivers who are choosing to enroll their child in homeschooling (different than remote learning) are not enrolled in the district, and as such, they will not receive a device for their child.

With a 1:1 model, funding is needed to purchase additional technology to support student learning in all three educational models this coming school year. Adjustments were made to the 2020-2021 operating budget to reflect the continual need for device purchase/replenishment. Further review will continue throughout the school year to achieve sustainable funding.

We are taking steps to ensure that equitable technology access will continue for all of our students. To that end, we will do everything possible to ensure that every student has access to digital technology and/or high-speed Wi-Fi. Several initiatives will, in partnership with the city and community providers, expand student access to their learning

platforms in public libraries, parks, neighborhoods, and sites servicing kids who may not be physically present at school.

Additional partnerships with Comcast will help us advocate for some of our families through the Internet Essentials program. As a final resort, the district will pursue additional personal level equipment when applicable.

EDUCATIONAL DELIVERY

For a description of how virtual learning is different this school year, please click on the appropriate link below.

- [K-2 Educational Delivery Model](#)
- [3-5 Educational Delivery Model](#)
- [6-8 Educational Delivery Model](#)
- [9-12 Educational Delivery Model](#)

EDUCATIONAL DELIVERY

Model A | Traditional

COVID-19 vaccine is available or effective mitigation strategies recommended by the CDC are in place.

Families will have the flexibility to choose one of two different options, or a combination of them. Option 1 will consist of a blended delivery of synchronous and asynchronous instruction in building, which will be a six (6) hour day for all students. Option 2 will be remote learning. This will be a blend of virtual synchronous and asynchronous instruction according to school day hours. To allow flexibility for families, a student may, for example, go to school on Monday, access remote learning on Tuesday and Wednesday, then return to school on Thursday and Friday.

EDUCATIONAL DELIVERY

Model B | Hybrid Rotation

Low COVID-19 transmission risk in the community.

Families will have the flexibility to choose a combination of both remote and in-building days. Option 1 will include a blended schedule with 50% in-building instruction, which will be a six (6) hour day for all students. The other 50% will consist of remote learning on alternate weeks. Option 2 will be remote learning. This will be a blend of virtual synchronous and asynchronous instruction according to school day hours.

EDUCATIONAL DELIVERY

Model C | Remote Learning

Moderate or more severe spread of COVID-19.

100% remote learning will be the only option available. This will be a blend of virtual synchronous and asynchronous instruction according to school day hours.

SPECIALIZED INSTRUCTION

Model A | Traditional

COVID-19 vaccine is available or effective mitigation strategies recommended by the CDC are in place.

The district will provide the following devices to students, depending on their level: preschool students will each receive an iPad; students in grades K-1 will each receive a touchscreen Chromebook; students in grades 2-8 will each receive a Chromebook; students in grades 9-12 will each receive a laptop. Instruction will be as seamless as possible from the classroom to the home environment.

With 100% of students in school, students with IEPs will receive services in the inclusive, resource, or self-contained settings. Services will be based on the IEP. Individual student needs and parent input will be used to develop alternative methods for service provision and will be reflected in the IEP either through the amendment or PPT process. The resource room setting may be utilized for specific reading interventions and related services. The use of this setting will require approval by the building principal and district coordinator.

Students in the district's post-secondary transition program will continue to have access to vocational opportunities in the community where health and safety measures are instituted.

For families who continue to opt for remote learning instruction after schools reopen, services and support will be provided based on the IEP/504 plan. Instruction and related services will be designed to utilize virtual platforms and tele-therapies. Service Logs will be used to document IEP services and supports, and 504 Plan accommodations will be implemented per plan requirements.

The district will provide each student and adult with face shields. Staff and students are responsible for supplying personal face masks. Frequent breaks will be held outdoors or inside, where there is enough room to follow social distancing guidelines. Accommodations will be made for students who are unable to wear a face covering continuously. The adults working in our KEY program for students with Autism and other significant developmental delays will all receive gowns in addition to face coverings and face shields.

Rituals, routines, and expectations will be explicitly taught to all students. Social stories will be used to support student understanding and compliance for wearing face coverings.

SPECIALIZED INSTRUCTION

Model B | Hybrid Rotation

Low COVID-19 transmission risk in the community.

With 25% - 50% of students in school, students with IEPs will receive services in the inclusive, resource, or self-contained settings. Services will be based on the IEP. Individual student needs and parent input will be used to develop alternative methods for service provision and will be reflected in the IEP either through the amendment or PPT process. The use of this setting will require approval by the building principal and district coordinator.

When students are learning in the virtual settings, the SDE Continued Educational Opportunities (template generated by the CSDNB Pupil Service Department) plan will be implemented. Ongoing monitoring of students with little or no engagement in remote learning will be invited to attend in-person school daily to receive direct instruction. Service Logs will be utilized to document IEP services and supports, and 504 Plan accommodations will be implemented per plan requirements.

Students in the district’s post-secondary transition program will continue to have access to vocational opportunities in the community where health and safety measures are instituted.

The district will provide each student and adult with face shields. Staff and students are responsible for supplying personal face masks. Frequent breaks will be held outdoors or inside, where there is enough room to follow social distancing guidelines. Accommodations will be made for students who are unable to wear a face covering continuously. The adults working in our KEY program for students with Autism and other significant developmental delays will all receive gowns in addition to face coverings and face shields.

Rituals, routines, and expectations will be explicitly taught to all students. Social stories will be used to support student understanding and compliance for wearing face coverings.

SPECIALIZED INSTRUCTION	Model C Remote Learning	Moderate or more severe spread of COVID-19.
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When students are learning in the virtual settings, the SDE Continued Educational Opportunities plan will be implemented. Remote learning services and supports will be provided to the highest extent possible based on the IEP/504 plan. Instruction and related services will be designed to utilize virtual platforms and tele-therapies.

Individual student needs and parent input will be used to develop alternative methods for service provision and will be reflected in the IEP either through the amendment or PPT process. Outreach to families, clinical support, and training opportunities for caregivers will be provided on a continual basis. Service Logs will be utilized to document IEP services and supports.

SPECIALIZED INSTRUCTION: ENGLISH LEARNERS (EL)	
Model A Traditional	COVID-19 vaccine is available or effective mitigation strategies recommended by the CDC are in place.

All students will return to school for a six (6) hour day and face-to-face instruction. Identified EL students will be placed in mainstream classes. With caregivers’ consent, EL students will receive ESL, bilingual and/or sheltered services. In order to limit contact and movement in the building, ESL services will be push-in unless a small setting is approved by the building administrator.

ESL and mainstream teachers will plan collaboratively to ensure that EL students’ language needs are met. ESL teachers will provide supplemental language instruction based on EL students’ proficiency level. EL students with 30 months or less in the states, and those students deemed in need of continued services, will have native language support services via push-in model in order to gain access to the grade level curriculum.

High School EL students will be provided an extra period of ESL supplemental services. Dually identified EL students will be provided support based on district and individual student plans.

All parent communication will be translated into Spanish and Arabic. Polish translations will be available as needed.

**SPECIALIZED
INSTRUCTION (EL)**

Model B | Hybrid Rotation

Low COVID-19 transmission risk in the community.

50% of students will return to school for a six (6) hour day and face-to-face instruction, while 50% take part in remote learning. Groups will alternate week to week.

Identified EL students will be placed in mainstream classes. With caregivers' consent, EL students will receive ESL, bilingual, and/or sheltered services. To limit contact and movement in the building, ESL services will be push-in unless a small setting is approved by the building administrator.

ESL and mainstream teachers will plan collaboratively to ensure that EL students' language needs are met. ESL teachers will provide supplemental language instruction based on EL students' proficiency level. EL students with 30 months or less in the states and those deemed in need of continued services will have native language support services via a push-in model to gain access to the grade-level curriculum.

High School EL students will be provided an extra period of ESL supplemental services. Dually identified EL students will be provided support based on district and individual student plans.

All parent communication will be translated into Spanish and Arabic. Polish translations will be available as needed.

**SPECIALIZED
INSTRUCTION (EL)**

Model C | Remote Learning

Moderate or more severe spread of COVID-19.

All students will take part in remote learning due to the closure of schools. ESL and mainstream teachers will plan collaboratively to ensure that EL students' language needs are met through the virtual setting. ESL teachers will provide additional supplemental language instruction based on EL student's proficiency level.

Native language support assistants will be paired with mainstream teachers to provide native language support to students with 30 months or less in the states and those deemed in need of continued services to gain access to the grade-level curriculum virtually.

Dually identified ELs will be provided support virtually based on district and individual student plans.

All parent communication will be translated into Spanish and Arabic. Polish translations will be available as needed.

SOCIAL-EMOTIONAL LEARNING (SEL) AND MENTAL HEALTH

In all three models, CSDNB will employ a multi-tiered system of support to promote wellness by implementing our social-emotional learning curriculum, which aligns with the CASEL competencies, and by partnering with community and site-based mental health services.

The district's [Guiding Principles of Community, Collaboration, and Support](#) was established with various stakeholders and outlines tiered strategies and interventions for our community of learners. Each school will employ practices, protocols, and procedures that support a positive school climate that fosters a sense of belonging.

CSDNB has also partnered with the various community mental health organizations to create the #ALLIn informational video to inform caregivers of the various mental health services available. This informational video will

be posted on our digital and social media platforms. All tiered strategies are flexible to meet the needs of students both in person and virtually.

Tier 1: Core Instruction

SEL AND MENTAL HEALTH

We will begin our instruction for the 2020-2021 school year in our Readiness Units, created specifically to support our students in reestablishing routines, rituals and relationships within the classroom - whether live or remote - to set them up for success.

These Readiness Units will support teachers in welcoming and getting to know students, establishing routines, and building a community of mutual respect, appreciation, and support among the learners in their class. Unit resources are aligned with five distinct pillars using New Britain's curriculum renewal project values as the model. Each unit strives to be:

- Culturally Responsive, using diverse resources and perspectives.
- Focused on the importance of Social-Emotional Learning.
- Supportive of assessment through reflection, teacher observation, and student work.
- Tied to researched, best practices to support special education students as active participants.
- Flexible in their application – all the activities in the units have suggested modifications for in-person, socially distanced or remote learning applications.

While initial learning targets outlined in the Readiness Unit focus on establishing routines, rituals, and relationships, practicing and teaching students about social distancing procedures, face coverings, handwashing, classroom environment norms, peer interactions, and overall safety procedures are critical components to community building for reopening.

The learning targets within the unit are developmentally appropriate, and learning experiences are culturally and linguistically responsive to meet the needs of our diverse student populations. In addition, [the district's social-emotional curriculum](#), advisory, and seminar courses enhance the learning targets.

Specific read alouds, activities, and resources are embedded to promote wellness, reflection, and trauma identification. Furthermore, resources for staff include the [Collaborative for Academic, Social and Emotional Learning \(CASEL\)](#) publication.

Data from the Panorama survey questions embedded in the Readiness Unit will be used to identify students in need of tier two interventions. A form will be generated to collect data on a school level, and data will be shared during team meetings to identify students in need of tier two support.

Universal Screener: Behavior and Emotional Screening System (BESS)

SEL AND MENTAL HEALTH

Why do we need to assess social-emotional learning? SEL measures allow us to assess the efficacy of our universal or Tier I social-emotional interventions. Completing the BESS screener in the fall and spring will provide baseline data of students' behavioral and emotional risk factors, as well as post-intervention comparison data. Data will allow us to determine if social-emotional wellness improved (or was maintained) over the course of the school year.

BESS Administration: Assess First Week of November and Late May/Early June (Data must be in Review 360):

- PreK-5 teachers assess students.
- Grades 6-12 students self assess.
- Data will be collected and analyzed during team meetings based on a specific data teaming protocol.

Core Student Supports

- Reconnect with students receiving tiered intervention before the COVID-19 pandemic.
- Reconnect with students/families receiving special education or with a 504 Plan, English as a second language, or mental health services prior to the COVID-19 pandemic.
- Reconnect with disengaged students/families, including our homeless population, through virtual meetings with the teacher.
- Co-teaching model with pupil services/mental health staffing (Social Worker, Guidance Counselor, and School Psychologist).
- Partnering with the Local Prevention Council to empower middle and high school students by hearing their voices.
- Search Institute Survey focused on developmental assets. CSDNB wants to specifically utilize data from supplemental questions regarding daily stress, anxiety and work, and whether or not students had adult support in or outside of school.

Tier 2: Group Interventions

SEL AND MENTAL HEALTH

- Wellness rounds by School Counselors, Social Workers, and School Psychologists to model how to conduct wellness checks, including how to lead conversations while establishing routines, rituals, and relationships for teachers. Use data from wellness rounds to triage and inform supports for students and adults.
- Reconnect with disengaged students/families, including our homeless population, through virtual or in-person visits. This will be done by our family support liaisons and will be reviewed during School Engagement Attendance Team meetings
- Utilize data from the Panorama survey to identify students in need of intervention, including:
 - Check-In and Check-Out.
 - Inclusion in Social Skills Groups.
 - Alternate Schedules.
 - Targeted Breaks.

Tier 3: Intensive Interventions

SEL AND MENTAL HEALTH

Intensive interventions will include therapeutic consultation, teletherapy sessions, and/or direct counseling services.

Professional Development for Teachers

SEL AND MENTAL HEALTH

We will prepare staff to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements. This includes Safe Schools training on CT Mandated Reporting Training and

Cyberbullying and Safe Schools training on trauma awareness and trauma-informed practices - facilitated by school-based social workers and school psychologists with the integration of suicide prevention and de-escalation techniques.

PHYSICAL EDUCATION / ARTS AND MUSIC EDUCATION

We will follow all CDC, state, and local guidelines related to social distancing and disinfecting areas and equipment used for physical education and physical activity. Under the supervision of the Assistant Superintendent, the Directors of Athletics and Fine Arts will collaborate with other stakeholders to implement a curriculum that considers all students' needs, including an emphasis on adaptations and modifications of all activities to ensure the full inclusion of all students.

Physical Education

This year, physical education will be delivered through a combination of in-classroom instruction and activities. Special attention will be paid to the amount of space available, limiting the number of participants in one area, and restricting the use of shared equipment.

We will, in all possible scenarios, implement activities that are teacher-led but performed individually. This includes a focus on lifetime fitness, exercise in alternative environments, land-based activities, and individual sports/activities. Some examples of this include step aerobics, yoga, backyard games, dance, outdoor education, track and field, and more. Any equipment used will be cleaned and disinfected in between use.

Arts and Music Education

Our Arts Education program will continue in all forms but will look somewhat different due to restrictions on the use of shared materials. To the greatest extent possible, we will provide individual art supply kits for each student. In cases where that is not possible, we will plan for increased sanitization between all uses of materials and supplies. We will also continue to use online applications and platforms for student work. This includes SeeSaw, Google Classroom, Peardeck, video displays, and more.

Our Music Education program will strive to maintain its current program of studies and course offerings within the parameters of safety regulations. Due to the recommendation that a minimum of 12 feet is to be observed when students are singing or performing wind instruments, we will work to schedule large ensembles in spaces that can safely fit everyone into the room. Potential spaces include auditoriums, cafeterias, gyms, and outdoor spaces. During this time, we will focus on maximizing distancing for instruments that require blowing or for singing. If this is not possible, we will schedule large ensembles into smaller groups throughout the day.

We will continue full access to instrumental lessons during the school day with the proper social distancing recommendations observed. To help with this, we will maintain small homogenous groupings of instruments for lesson instruction.

Further guidance regarding chorus instruction will be provided once made available by the Connecticut State Department of Education.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

If schools are closed due to an outbreak of COVID-19, no extracurricular activities will be held. Guidance regarding athletic events and practices will come from the Connecticut Interscholastic Athletic Conference (CIAC). If athletic events are conducted, the Athletic Director will ensure that the proper health and safety guidelines are followed.

Due to the unprecedented circumstance around the COVID-19 pandemic, the number of extracurricular activities will be limited. The Superintendent or her designee must approve all events and activities. This also includes school assemblies and concerts. Final decisions will be made on a case-by-case basis. If these events occur, building administrators will follow all health and safety guidelines.

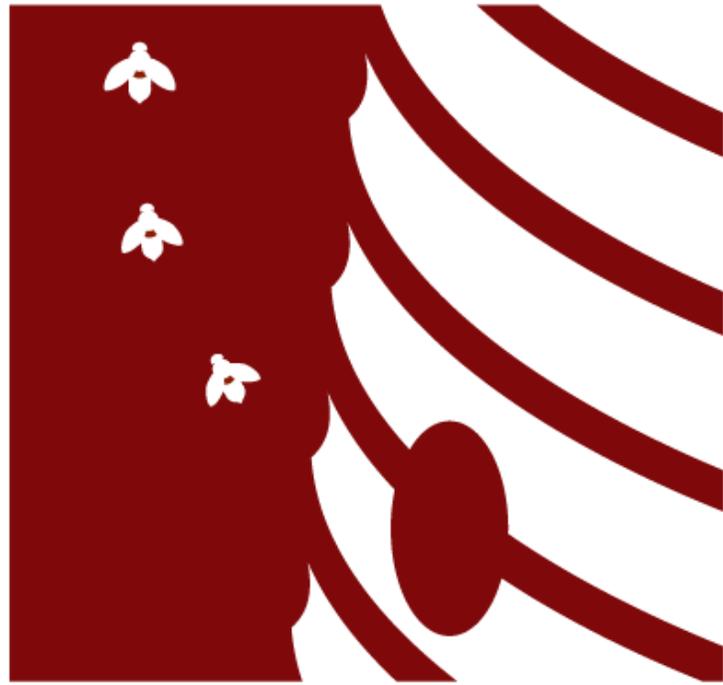
BEFORE- AND AFTER-SCHOOL PROGRAMMING

We are committed to working with our community partners to ensure that before- and after- school programming is provided in our schools for our students. The Superintendent and the COVID-19 Health and Safety Compliance Liaison will work with community partners to ensure that they follow the school's health and safety plans, as well as the expectations of the New Britain Health Department.

FAMILY AND STUDENT ENGAGEMENT

We will comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic. This includes providing an ability to host forums—whether in-person or virtually—so organizations such as the SGC, PTO, PTA, and others can meet. The Partnership Office will ensure that all Title I requirements are being met.

Our communications plan ensures regular contact with our families, staff, and stakeholders. We will continue to engage with all parties during and after the COVID-19 pandemic. All updates, including this plan, will be publicly available on the [CSDNB website](#) and will be translated into multiple languages. Hard copies of this plan will also be available in all school buildings.



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

NEW BUSINESS



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Manager of Security

POSITION SPECIFICATIONS

REPORTS TO

Director of Facilities.

PRIMARY FUNCTION

- Under the direct supervision of the Director of Facilities or designee, manages and monitors district security staff and monitoring services at all school buildings.
- Coordinates staffing needs, daily monitoring, archive retrieval requests, and resource allocation.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut Motor Vehicle Operator's License or ability to provide own transportation.

EDUCATION

- Completion of high school education.
- College degree preferred.

EXPERIENCE

- 5 or more years of security or law enforcement experience.
- Managerial level experience in law enforcement, security, risk management fire service, emergency management, or similar area preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Experience with the management of school security staff and school safety/emergency management and operations.
- Ability to operate, evaluate, and manage security-related systems such as access control, video surveillance, and burglar/intrusion.
- Strong written and verbal communication skills as well as problem-solving/troubleshooting abilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Serves as the subject matter expert for all matters pertaining to safety and security throughout the district, both in terms of people and property.
- Develops and maintains school and district All-Hazard Plans, as well as policies and procedures related to emergency preparedness, response, and recovery.
- Advises the Director of Facilities on preparing and administering the operational budget needs of security services.
- Recommends, and upon supervisor approval, makes all appropriate security-related purchases in accordance with board policy.
- Liaisons and maintains relationships with the New Britain Police Department and New Britain Fire

Department, as well as other federal, state, and local agencies for all district matters related to safety, security, and emergency management.

- Integrates School Resource Officers (uniformed NBPB personnel) into school security operations ensures coordination between SROs and CSOs.
- Ensures that emergency plans are integrated into other federal/state/town/district risk management plans.
- Continually evaluates safety and security programs across the district, makes recommendations, and implements solutions.
- Coordinates security efforts and provides staffing plans and coverage for all in session and after-hours school activities, special events, and public meetings as necessary.
- Along with the Director of Facilities or designee, coordinates school-level safety and security needs and works with school administrators to ensure teams and staff are kept informed of All-Hazards and other plans.
- Conducts formal safety and security assessments of all facilities physical, technological, and procedural and evaluates enhancement opportunities.
- Maintains and assists with establishing policy and procedures related to building access control.
- Along with the Director of Facilities and the Manager of Technology and Special Projects, assists in the management and operation of district wide building access, school attendance systems, surveillance camera systems, burglar/intrusion alarm systems, and fire/life safety systems.
- With the Director of Facilities or designee, assists with recruiting, training, assigning, managing and evaluating the district's security staff. Develops and administers an in-service training program for security personnel and other staff members as needed.
- Stays abreast of industry developments in safety and security related topics and maintains a professional network to ensure district compliance and best practices.
- Keeps all records related to building evacuations, crisis response actions, and other issues, both actual events and drills. Coordinates testing and maintenance of life safety and security systems with vendors, school staff, New Britain Police Department, and New Britain Fire Department.
- Investigates reports of loss or damage to district property and coordinates with facilities operations, insurance carriers, or NBPB when necessary.
- Responds to security-related incidents at schools involving staff, students, or parents.
- Performs other related duties as assigned by the Director of Facilities or designee.

ADDITIONAL DUTIES

Performs related duties as assigned by supervisor.

EQUIPMENT

Uses computer software, computerized security monitor system, and radio communications equipment.

TRAVEL REQUIREMENTS

Travel between school district buildings may be required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Benefits and wage and step increase in alignment with paygrade 4a of the Local 818 contract.

2020-2021 Salary Range (Grade 4a):

1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	6 th Step	7 th Step	8 th Step
\$72,720	\$74,538	\$76,402	\$78,312	\$80,269	\$82,276	\$84,333	\$88,170

WORK SCHEDULE

- Twelve-month work year.
- 40 hours per week, with the ability to work flexible hours.

- Must be able to work in a flexible schedule to include irregular hours (nights, weekends, holidays and summer audits).
- Exempt position.
- Employee to be reimbursed for mileage as per IRS prevailing rates.

UNION AFFILIATION

Not-applicable.

FUNDING SOURCE

Local budget.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 08/2020 KD
PERSONNEL REVIEW: 08/17/20
BOARD APPROVED: Month/Day/Year

DRAFT



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Technology Assistant for New Britain High School

POSITION SPECIFICATIONS

REPORTS TO

Chief Information Officer and Building Principals.

PRIMARY FUNCTION

The position of Technology Assistant at NBHS will work under the supervision of the principal or designee to provide technological support to the staff at New Britain High School and those who use the New Britain High School facilities. This position works in coordination with the MIS and Instructional Departments as it relates to the support of technology at the high school.

- **Provides technical support to building staff and students.**
- **Ensures building technology is current and functioning properly.**

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Related computer repair certifications.
- Motor vehicle operator's license.

EDUCATION

Bachelor's Degree, Associates Degree, or related computer repair certifications.

EXPERIENCE

Previous work with technology in a school preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Current strong technology skills in hardware, software and multimedia.
- **Ability to work independently.**
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Seek to continuously improve.
- Respect everyone.
- Possess cultural competency.
- Ability to function as a team player and to work collaboratively and cooperatively in a shared decision-making environment.
- Ability to establish and maintain working relationships with staff, students and the school community.
- Strong interpersonal skills and human relations skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Plan, prioritize and organize work.
- Set up and run Tardy Sign-In computer system outside auditorium, **if applicable to assigned building(s).**
- ~~Provide technical support in monitoring and addressing school-wide attendance issues.~~

- Maintain the bell system and schedules for school **if applicable to assigned building(s)**.
- Maintain the cafeteria bell system, **if applicable to assigned building(s)**.
- Provide technical support for the lecture hall **and auditorium, if applicable to assigned building(s)**.
- Provide A/V support to teaching staff (sound and projector issues in the classrooms-not necessarily computer related issues).
- Maintain the voicemail database, **if applicable to assigned building(s)**.
- Provide minor servicing of phones in classrooms **if applicable to assigned building(s)**.
- Keep school announcements current on the website and on the cafeteria message scrollers.
- Monitor photocopiers in the building-maintaining department user codes, keeping up with toner supplies, staples, **and** service requests. ~~and copy counts.~~
- Provide A/V support for events in the larger areas of the building as needed.
- Provide all technology support for students and staff ID's, including taking pictures **if applicable to assigned building(s)**.
- Maintain and update the school's website **if applicable to assigned building(s)**.

ADDITIONAL DUTIES

Perform additional assignments and functions as directed.

EQUIPMENT

Computer, phone, photocopiers, printers, A/V equipment and other related equipment.

TRAVEL REQUIREMENTS

Some travel within the city and occasionally within the state.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Paygrade 4B.
- Salary and benefits as set forth in the Local 1186 collective bargaining agreement.

WORK SCHEDULE

- 7.5 hour work day.
- 12-month position.

UNION AFFILIATION

Local 1186, American Federation of State, County and Municipal Employees.

FUNDING SOURCE

May be local or grant funded.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

New Position Request Form

Sent By: Manning

Sent To: User - admin

Sent On: 8/14/2020 8:06am CT

Not completed

New Position Request

- * Administrator:
- * Administrator's Title:
- * Requested Position Title:
- * Location for requested position:
- * Is the position full-time or part-time?
- * Is the position a 10 or 12 month position?
- * How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)

Maryellen Manning
Director of Personnel and Talent Development
Technology Assistant
Central Office (districtwide)
Full-time
12 Month Position
8

Attach a copy of the Board Approved Job Description.

[Technology Assistant - Revision Aug 2020.pdf](#)

Rationale for Requested Position. (If this is a summer entry by the Finance Department, type "Finance summer entry" below).

Department support for MIS, specific to the unanticipated technology needs at the building level for staff and students. Ensure building technology is current and functioning properly.

Use this field to provide additional comments regarding your request. This field may be left blank.

Funding Source

- * Select the funding source:
- If applicable, specify the grant:
- * Estimated cost:
- * Is your request for the current fiscal year or the following?

Grant
CARES Grant (ESSER)
515,500
For this year

Administrator's Signature:

X	Signed: Maryellen Manning Stamped: 8/14/2020 9:22:13 AM; 72.10.98.18;
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Finance Review:

CFO reviews the information above and edits Funding Source section if needed.

- * Review outcome:

CFO reviewed request. Forwards to Talent Office.

- * Budget & Position Control:

Board Approval required.

CFO Comments:

CFO Signature:

X	Signed: Kane Stamped: 8/14/2020 9:52:33 AM; 72.10.98.18;
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New Position Request Form

Sent By: Manning

Sent To: User - admin

Sent On: 8/14/2020 8:06am CT

Not completed

Personnel - Step 1: Cabinet

* Select One:

Request will not be placed on upcoming Cabinet agenda (see comments)

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Request was not brought to cabinet. See note below.

Personnel - Step 2: Personnel

Personnel Committee meeting date:

08/17/2020

* Personnel Committee Meeting Outcome:

Personnel - Step 3: Board Approval

Board Meeting Date:

08/17/2020

* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Community Attendance Liaison

POSITION SPECIFICATIONS

REPORTS TO

School Readiness Coordinator/Roosevelt Early Learning Center Principal.

PRIMARY FUNCTION

Assists in maintaining an acceptable level of school attendance by providing support and assistance to community early childhood programs, where chronic absenteeism problems are found. Collaborates with school staff and funding agencies to help ensure required program components are adhered to. Works to strengthen attendance through consistent outreach strategies.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Connecticut Motor Vehicle Operator's License or ability to provide own transportation.
- Certification as a parent educator or a similar certification program recommended.

EDUCATION

- High School diploma
- Working towards a degree in social work or related field preferred

EXPERIENCE

One to two years of experience in education, community outreach, or social work, working with young children and/or their families.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of social casework principles and practices, with emphasis on chronic attendance issues.
- Knowledge of community resources to meet families' needs.
- Ability to work with community program contacts to help assess attendance problems and determine appropriate courses of action and referrals.
- Ability to maintain accurate records
- Adhere to standards of confidentiality
- Ability to relate positively and establish rapport with students and their families.
- Ability to clearly communicate orally and in writing.
- Ability to deal effectively with school personnel and the public.
- Fluency in English and a foreign language desirable; Spanish preferred.
- Ability to carry out instructions furnished in written or oral form.
- Ability to work independently.
- Knowledge of office procedures, including record keeping.
- Ability to build and maintain relationships.
- Proficient in using Microsoft Office Programs and Google Applications.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Works closely with the School Readiness Coordinator/Roosevelt Early Learning Center Principal, School Readiness Liaison, community program administration, and family support staff, throughout the district, to assess attendance needs, and follow up procedures.
- Works in cooperation with school and community personnel to help carry out the Board of Education policies, as well as community policies, regarding student attendance.
- Assists staff with their caseloads, directly aligning with chronic absenteeism and attendance issues.
- Investigates cases to determine the reasons for absences and works with program staff to decide on the course of action to be taken.
- Makes telephone calls, in-school visits and home visits to discuss school attendance with the student and family.
- Reports to DCF as needed.
- Works closely with school personnel to assess problems and supply support services to students and their families.
- Reports findings concerning cases to appropriate authorities.
- Maintains records of activities, phone contacts, home visits and written correspondence concerning student absenteeism.
- Serves as a support to schools, community providers, and families regarding chronic absenteeism.
- Reports work accomplished to supervisor.
- Participates in parenting education and home visits when appropriate.

ADDITIONAL DUTIES

- Serves as a member of the community Attendance committee and offers feedback.
- Performs other related duties as assigned by supervisor.

EQUIPMENT

Uses Chromebook for field work.

TRAVEL REQUIREMENTS

Frequent travel within the community.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- \$18.00/hour
- Non-exempt position.
- This position carries no benefits.

WORK SCHEDULE

- 19.5 hours per week/5 days per week (daily hours may be flexible to meet the needs of the community programs)
- 10-month position from September to June
- Must be able to work flexible hours to accommodate the needs of the position.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

May be grant funded.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 08/13/20 CB
BOARD APPROVED: Month/Day/Year

DRAFT

New Position Request Form

Sent By: Singleton

Sent To: Users: ADMINISTRATOR (HC)

Sent On: 7/6/2020 11:00am CT

Not completed

New Position Request

- * Administrator:
- * Administrator's Title:
- * Requested Position Title:
- * Location for requested position:
- * Is the position full-time or part-time?
- * Is the position a 10 or 12 month position?
- * How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)

Danielle Singleton
Coordinator of Special Education
BSA
NBHS (KEY Class)
Full-time
10 Month Position
1

Attach a copy of the Board Approved Job Description.

[Behavior Support Assistant.pdf](#)

Rationale for Requested Position. (If this is a summer entry by the Finance Department, type "Finance summer entry" below).

There is a need for a BSA in our HS KEY Program. As the students grow to be taller and stronger, while continuing to experience dysregulation, the need for an individual trained in de-escalation strategies, Applied Behavioral Analysis (ABA) as well as physical management techniques has become abundantly clear as a need for our program. Over the past several years, the program has relied on security staff to assist when students have become physical. Security is not trained in ABA or Safety Care which lends itself to inherent problems in addition to pulling security resources from other areas of the building where the support is also needed.

This request is for the 2020-21 school year.

Use this field to provide additional comments regarding your request. This field may be left blank.

One KEY Para Position would be changed/eliminated in lieu of the BSA position.

Funding Source

- * Select the funding source:
- If applicable, specify the grant:
- * Estimated cost:
- * Is your request for the current fiscal year or the following?

Local Budget
48,830 minus Budgeted amt for Para
For this year

Administrator's Signature:

X	Signed: DanielleSingleton Stamped: 7/8/2020 1:41:06 PM; 24.63.85.243;
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Finance Review:

CFO reviews the information above and edits Funding Source section if needed.

- * Review outcome:

CFO reviewed request. Forwards to Talent Office.

- * Budget & Position Control:

Board Approval required.

CFO Comments:

New Position Request Form

Sent By: Singleton

Sent To: Users: ADMINISTRATOR (HC)

Sent On: 7/6/2020 11:00am CT

CFO Signature:

Not completed

X	Signed: Kane Stamped: 7/9/2020 8:24:00 AM; 72.10.98.18;
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Personnel - Step 1: Cabinet

* Select One:

Request will not be placed on upcoming Cabinet agenda (see comments)

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Request was not brought to cabinet. See note below.

Personnel - Step 2: Personnel

Personnel Committee meeting date:

* Personnel Committee Meeting Outcome:

Request was not brought to Personnel Committee (add comment below)

Personnel - Step 3: Board Approval

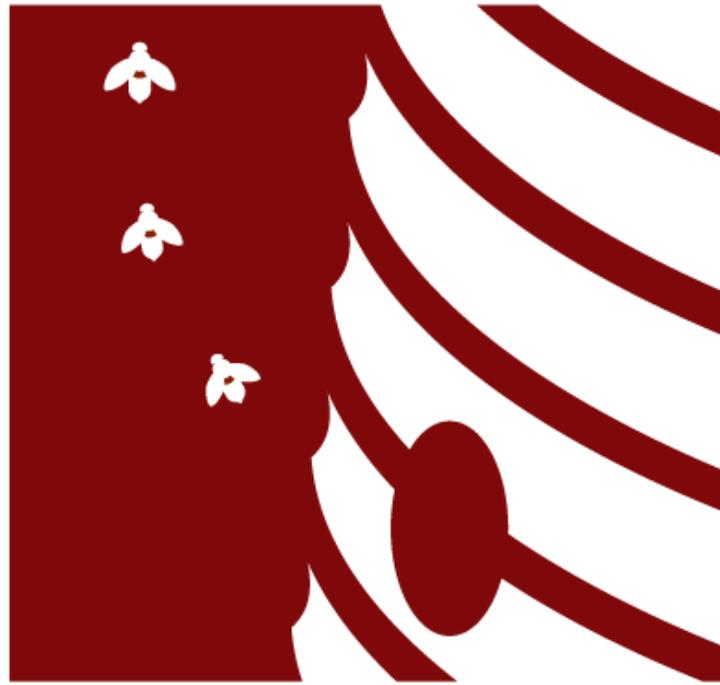
Board Meeting Date:

08/17/2020

* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:

Request was not brought to Cabinet/Personnel due to timing.



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

INFORMATION SHARING

Purchase Orders/Bid Waivers Approved by Superintendent under 2020 Summer Authority

(July 11, 2020 - August 14, 2020)

- **Purchase Order for EdRising Membership – 2019-2020 and 2020-2021 SYS (\$15,000.00)**
Submitted by Dr. Nicole Sanders | Funding Source: Local 101094125700-53320 (Approved 7/15/20 N.S.)
- **Accept Donation for NBHS Music Department from the Groton Public School District (\$750.00)**
Submitted by Ms. Leona Clerkin | Funding Source: Groton Public Schools (Approved 7/15/20 N.S.)
- **Purchase Order and Bid Waiver for Tents from Mr. Tent (\$277,950.00)**
Submitted by Ms. Helen Talalaj | Funding Source: Cafeteria Fund (Approved 7/15/20 N.S.)
- **Purchase Order for Seesaw for Schools Online Program (\$36,776.95)**
Submitted by Ms. Lara Bohlke | Funding Source: Academics, Textbooks (Resources) 101096122004-56410 (Approved 7/15/20 N.S.)
- **Purchase Order for BrainPOP Online Program (\$30,941.19)**
Submitted by Ms. Lara Bohlke | Funding Source: Alliance Carryover, DW 2341-969-10001-53320 (Approved 7/15/20 N.S.)
- **Purchase Order and Bid Waiver for Districtwide Nursing Supplies (\$43,399.49)**
Submitted by Ms. Helen Talalaj | Funding Source: COVID-19 101091125900-56150 = \$30,552.48; 3rd Party Billing = \$12,847.01 (Approved 7/24/20 N.S.)
- **Bid Waiver and Lease Agreement Approval with Pitney Bowes for NBHS (\$268.71/Monthly)**
Submitted by Ms. Ann Alfano | Funding Source: Local Funds 101006124000-55301 (Approved 7/24/20 N.S.)
- **Purchase Order and Bid Waiver for Office Furniture for Whitsons' Office at NBHS (\$19,985.74)**
Submitted by Ms. Ann Alfano | Funding Source: Cafeteria Fund Cafeteria Fund (Approved 7/24/20 N.S.)
- **Bid Waiver for PPE Carts for Food Service Staff (\$8,943.90)**
Submitted by Ms. Ann Alfano | Funding Source: GENYOUth Grant Cafeteria Fund (Approved 7/24/20 N.S.)
- **Purchase Order for Screencastify Program (\$28,350.00)**
Submitted by Ms. Lara Bohlke | Funding Source: Academics – Licensing/Tech Fees – 101096110001-55302 (Approved 7/24/20 N.S.)

- **Purchase Order for Pear Deck Program (\$20,120.00)**
 Submitted by Ms. Lara Bohlke | Funding Source: Academics – Licensing/Tech Fees – 101096110001-55302
 (Approved 7/24/20 N.S.)
- **Purchase Order and Bid Waiver for Materials to Manufacture Personal Protective Equipment for Students (\$49,670.20)**
 Submitted by Ms. Helen Talalaj | Funding Source: COVID-19 Budget 101091125900-56150 (Approved 7/24/20 N.S.)
- **Purchase Order and Bid Waiver for Disinfectant Products and Hand Sanitizer (\$31,165.00)**
 Submitted by Ms. Helen Talalaj | Funding Source: COVID-19 Budget 101091125900-56150 (Approved 7/24/20 N.S.)
- **Bid Waiver for SmartMusic Online Program (\$8,370.00)**
 Submitted by Ms. Leona Clerkin | Funding Source: Local 101096322074-57345 (Approved 7/24/20 N.S.)
- **Accept Grant for Work Based Learning Initiatives Program from Travelers Foundation (\$90,000.00)**
 Submitted by Ms. Mayra Rodriguez | Funding Source: Travelers Foundation (Approved 7/24/20 N.S.)
- **Purchase Order and Bid Waiver for PPE for Students/Staff (\$146,841.25)**
 Submitted by Ms. Helen Talalaj | Funding Source: COVID-19 Budget 101091125900-56150 (Approved 7/30/20 N.S.)
- **Bid Waiver for Soundtrap Online Program (\$10,140.70)**
 Submitted by Ms. Leona Clerkin | Funding Source: Local 101096322074-57345 (Approved 7/30/20 N.S.)
- **Accept Donation from CHET Dream Big! Competition (\$500.00)**
 Submitted by Ms. Andrea Foligno | Funding Source: CHET (Approved 7/30/20 N.S.)
- **Accept Grant to the District Food Service Program from Help Feed School Kids Now! (\$1,500.00)**
 Submitted by Ms. Ann Alfano | Funding Source: Help Feed School Kids Now! (Approved 8/3/20 N.S.)
- **Bid Waiver for Rental of Holding Cooler/Freezers for Food Service Program (\$5,400.00/Monthly)**
 Submitted by Ms. Ann Alfano | Funding Source: Cafeteria Fund Cafeteria Fund (Approved 8/3/20 N.S.)
- **Purchase Order and Bid Waiver for Supplies for Students (\$218,229.57)**
 Submitted by Ms. Lara Bohlke | Funding Source: Academics Funding Budget Code: 101096122004-56110 – Instructional Supplies; Alliance Carryover Funding Budget Code: 2341-969-10001-53320 – Instructional Supplies (\$38,000) (Approved 8/7/20)

- **Bid Award to Mag and Son Clothing and Uniforms for Custodial and Maintenance Staff Uniforms (\$18,900.00)**
 Submitted by Ms. Helen Talalaj | Funding Source: Local Funds 1010-969-26000-54300 (Approved 8/6/20 N.S.)
- **Purchase Order and Bid Waiver for Hardware and Installation of WiFi Equipment at New Britain Public Library (\$25,957.07)**
 Submitted by Mr. Jeff Prokop | Funding Source: CARES Act Funding 101092125800-57201 (Approved 8/6/20 N.S.)
- **Purchase Order and Bid Waiver for Additional WiFi Equipment at all School Campuses (\$308,983.55)**
 Submitted by Mr. Jeff Prokop | Funding Source: CARES Act Funding 101092125800-57201 (Approved 8/6/20 N.S.)
- **Purchase Order and Bid Waiver for Chromebook and Laptop Protective Cases (\$198,625.00)**
 Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget 101092125800-57345 (Approved 8/6/20 N.S.)
- **Purchase Order and Bid Waiver for Signage from Sign Pro (\$73,334.50)**
 Submitted by Mr. Randy Brochu | Funding Source: COVID-19 Budget 1010-911-25900-56150 (Approved 8/10/20 N.S.)
- **Purchase Order and Bid Waiver for Disinfectant Surface Wipes (\$17,556.00)**
 Submitted by Ms. Helen Talalaj | Funding Source: COVID-19 Budget 1010-911-25900-56150 (Approved 8/10/20 N.S.)
- **Bid Waiver for Mobile Hand Wash Stations for Food Service Staff (\$7,760.18)**
 Submitted by Ms. Ann Alfano | Funding Source: Cafeteria Fund (Approved 8/11/20 N.S.)
- **Purchase Order and Bid Waiver for ST Math Online Program (\$15,080.00)**
 Submitted by Ms. Karen Falvey | Funding Source: Current Year SIG Grant – Grant #2043 (Approved 8/11/20 N.S.)
- **Purchase Order for iPads for Preschool Students (\$179,000.00)**
 Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget – Equipment Replacement 101092125800-57345 (Approved 8/11/20 N.S.)
- **Purchase Order for Reading Plus Online Program (\$21,569.00)**
 Submitted by Ms. Donnah Swaby | Funding Source: Alliance Schools Grant Alliance, Instructional Supplies 23419691001-56110 (Approved 8/14/20 N.S.)
- **Purchase Order and Bid Waiver for Boystown Work (\$147,693.75)**
 Submitted by Ms. Ryan Langer | Funding Source: Alliance Grant N/A (Approved 8/14/20 N.S.)

- **Purchase Order for Securly 360 Cloud Package (\$189,810.00)**

Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Software Budget 101092110000-53510

(Approved 8/14/20 N.S.)

