



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

**New Britain Board of Education  
Finance Committee Meeting**

October 26, 2020 – 6:15 PM | New Britain High School

**Call to Order and Opening**

Ms. Gayle Sanders-Connolly, Finance Committee Chair, called the meeting to order at 6:15 PM.

**Board Members Present**

Mr. Merrill Gay\*, Mr. Anthony Kane\*, Ms. Annie Parker\*, Ms. Gayle Sanders-Connolly\*, Dr. Violet Jiménez Sims

*\*Committee members*

**CSDNB Staff Present**

Ms. Ann Alfano, Ms. Lara Bohlke, Ms. Rolanda Booker, Ms. Melissa Carbone, Ms. Marisa Cartiera, Ms. Donna Clark, Mr. Kevin Dion, Mr. Kevin Kane, Ms. Ryan Langer, Ms. Wanda Lickwar, Ms. Natasha Robinson, Ms. Kristin Salerni, Dr. Nicole Sanders, Ms. Sondra Sanford, Ms. Nancy Sarra, Mr. Todd Verdi

**New Business**

**Review and Approve Minutes from Special Curriculum and Finance Committees Meeting on September 28, 2020**

There were no recommended changes to the minutes from the Special Curriculum and Finance Committees Meeting on September 28, 2020.

**Facilities Update**

Mr. Kevin Dion, Director of Facilities, provided committee members with an update from the Facilities Department regarding staffing and cost savings measures being explored for the purchase of supplies.

**Presentation: Overview of Cafeteria Fund**

Presented by Ms. Ann Alfano

Ms. Ann Alfano, Accounting Manager, presented an overview and answered committee member questions regarding the CSDNB food service program from 2007 to present. The presentation is attached.

**Academics: Approve Purchase Order for Textbooks and Online Resources from Vista Higher Learning for World Language Programs (\$201,765.25)**

Submitted by Ms. Wanda Lickwar | Funding Source: Local Academics, Textbooks 10109622044-56410 | Reviewed by the Curriculum Committee on October 19, 2020

In partnership with families and our community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. In order to support our mission, ACTFL Standards, the curriculum used by WL teachers, and our new initiatives of student-centered learning and the Connecticut Seal of Biliteracy, we need to add courses and supplemental resources to our NBHS WL Program. These additions are based on the specific linguistic needs and talent of our student

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demographic. CSDNB students are supported by our culturally and linguistically-rich families and community. Many of our students are either bilingual or biliterate, with Spanish and English being the most represented. In an effort to both promote and support our Spanish-speaking students, the addition of two courses were added; Spanish for Spanish Speakers (course #332) and Spanish for Heritage Speakers (course #328). Spanish for Spanish Speakers will offer our biliterate students the ability to refine their Spanish literacy skills, whereas Spanish for Heritage Speakers will offer our bilingual students a sound foundation in Spanish literacy skills, while refining their oral skills. These courses, in collaboration with the other WL courses will not only help increase the number of students who qualify and receive the CT Seal of Biliteracy, but also acknowledge, promote and support the linguistic diversity of CSDNB. In researching many textbooks from various publishing houses, including the current Holt Publishing Series used in Spanish 1-3 and National Geographic, it was determined that Vista Higher Learning offered textbooks (Imagina and Senderos) that are in clear alignment with our mission, Profile of the Graduate and ACTFL Standards. Moreover, these standards are what the CT Seal of Biliteracy AAPPL assessment and accompanying rubrics are based on. Vista Series textbooks are researched based, aligned to the Common Core and provide a smooth transition to the subsequent Spanish 4/UCONN course, which currently utilizes Taller de Escritores, also by Vista Publishing. This program includes high-interest topics, guided language, reading and writing lessons, and listening and speaking activities for the specific proficiency levels our bilingual and biliterate students are at. This results in a fully integrated and scaffolded Spanish program with a variety of print offerings and a superior digital platform. E-books and other resources will be available online for a span of six years. Lastly, Vista focuses on critical thinking and effective communication - two pillar attributes of Profile of the Graduate. Collectively, the layout of these textbooks are intended to motivate learners to express themselves thoughtfully and with confidence in Spanish.

This board memo was originally presented to the Curriculum Committee on 10/19/20. The committee inquired about the status of materials for the other Spanish courses at NBHS. Since materials for those courses were outdated; the committee recommended getting a new quote that included all of the Spanish courses. Attached is the new quote for the following courses: Spanish 1, Spanish 2, Spanish 3, Spanish 4/UCONN, AP Spanish, Spanish for Heritage Speakers and Spanish for Spanish Speakers.

For your review, we also took the liberty of providing you a quote for French 1, 2, 3, and 4/UCONN.

The total is \$201,765.25 and the funding source is Academics, textbooks 10109622044-56410 Local.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Partnerships: Approve Purchase Order, Bid Waiver, and Contract Between Consolidated School District of New Britain and The Opportunities Industrialization Center of New Britain, Inc. (OICNB) (\$57,000.00)**

Submitted by Ms. Ryan Langer | Funding Source: Title IV Grant Title IV 300

OIC will continue their collaboration with Brookside School and the Bridge Program to provide a program called Healthy Living for youth in middle and high school. Youth will earn a credit for the program. Healthy Living is not a stand-alone program but an enhancement to the school day at Brookside and Bridge. Healthy Living will expose youth to areas of academic enrichment focused in Cooking with Cultural Diversity, FIT(Fitness in Training/Media Smart, Social Emotional Learning, and Career Competency. Services are provided on site at OIC four days a week. OIC and CSDNB will provide alternatives to the original contract due to the COVID 19 pandemic if modifications are required to continue to improve the lives of youth and families in the New Britain community.

The total is \$57,000 and the funding source is Title IV Grant Title IV 300.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Purchase Order and Bid Waiver for Professional Development provided by The Children's Museum for Northend Elementary School (\$15,000.00)**

Submitted by Ms. Rolanda Booker | Funding Source: SIG

SCIENCE MUSEUM - The Children's Museum will provide professional development in the development of expository writing process, using research as a guide. Teachers will work with the Science Museum to create writing lessons based on topics related

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to the virtual field trips students will engage in with the Science Museum. The Children's Museum will provide a 45 minute virtual lesson/field to engage students and build their background knowledge of a variety of topics in a fun and engaging way that can be used to make their writing more robust.

The total is \$15,000 and the funding source is SIG.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Purchase Order and Bid Waiver for Professional Learning Sessions in Literacy Coaching provided by CREC Consultant for Northend Elementary School (\$20,000.00)**

Submitted by Ms. Rolanda Booker | Funding Source: SIG

CREC Consultant for writing: The quality of professional learning opportunities are not always tightly aligned with student and adult learning needs. The quality of PL opportunities have been inconsistent. PL opportunities do not always follow the CT Standards of Professional Learning. Sometimes, teachers report that PL improves their instructional practices. Teachers are not generally held accountable for implementing skills learned. The CREC consultant will provide meaningful professional learning for the staff in the area of Writing. The CREC consultant will work with the building instructional coach to conduct walk through, analyze data, and provide meaningful feedback to the teachers weekly in order for the teachers to improve their practice.

The total is \$20,000 and the funding source is SIG.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Contract By and Between Capital Workforce Partners, Inc. and Consolidated School District of New Britain (\$90,000.00)**

Submitted by Ms. Sondra Sanford | Funding Source: ACI & Capital Workforce Partners CSDNB MET Line 100 Salaries, 600 Supplies, 700 Equipment

For the last few years, the district has been working diligently to develop and enhance the Career Technical Education (CTE) Department grades 6-12 and the National Academy Foundation (NAF) Academies and NBHS. This contract is to support the MET academy at NBHS. Due to the infrastructures changes, new equipment, updated curricula, the NBHS MET is certified as a Pre-Apprenticeship program. Due to this, we are able to partner with State of CT Apprenticeship Initiative (ACI) and Capital Workforce Partners.

The Apprenticeship Connecticut Initiative (ACI) is designed to provide pre-apprenticeship and industry recognized credential-based training over the next four years in the sectors of manufacturing, healthcare, and construction. This agreement between Capital Workforce Partners (CWP) and Consolidated School District of New Britain (Provider) is for the program year ending June 30, 2021. CWP has established employer partnerships in each sector: Advanced Manufacturing Employer Partnership (AMEP), Metro Hartford Alliance for Careers in Healthcare (MACH), and the Jobs Funnel Construction and Transportation Partnership (Jobs Funnel). The Provider's program will target the Advanced Manufacturing sector, and Provider agrees to participate and collaborate with the related employer partnership as facilitated by CWP.

The total is \$90,000.00 and the funding source is ACI & Capital Workforce Partners CSDNB MET Line 100 Salaries, 600 Supplies, 700 Equipment.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Purchase Order, Bid Waiver, and Contract between New Britain Public Schools and Capitol Region Education Council (CREC) for Illustrative Mathematics Instructional Support (\$29,400.00)**

Submitted by Mr. Todd Verdi | Funding Source: Commissioner's Network 300

Engaging and relevant math education is key to a personalized and comprehensive whole-child education at every level. An understanding of mathematics and it's place in the world helps students be prepared for, and positively contribute to, a

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profoundly different future. Slade Middle School will have the improvement of math performance as a goal of their school improvement plans and at the heart of their problems of practice. Our math program in the middle school this year embeds strategies and opportunities for collaboration, inquiry, argument and discourse. Lindsey Ramos is a certified trainer in this program and is available for 30 days to come to New Britain and support our implementation of the Illustrative Math program. Her days will be spent coaching and modeling in middle school math classrooms, collaborating with teacher teams and guiding teachers in the meaningful planning and implementation of lessons.

The total is \$29,400 and the funding source is Commissioner's Network 300.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Purchase Order, Bid Waiver, and Contract between Consolidated School District of New Britain and Global Education and Beyond, LLC for Services/Professional Development in Culturally Responsive Teaching Practices for Slade Educators, Staff, and Administrators (\$26,000.00)**

Submitted by Mr. Todd Verdi | Funding Source: School Improvement Grant (SIG) 300

Professional Development for our staff to help build their understanding of being Diverse, Equitable, and Inclusive Educators. These foundational workshops are the initial steps of supporting our staff with the necessary background in building Culturally Responsive Teaching Practices. Topics that will be covered are Understanding Bias, Microaggressions, Culture of Power in Education, Privilege Dynamics in the Classroom, LGBTQIA+, Anti-Racism, and Culturally Responsive Pedagogy. The workshops will be held from 2:00PM - 3:00 PM for 80-85 educators and staff from Slade Middle School on the following dates: Wednesday October 14th, November 4th, January 13th, February 3rd, February 24th, March 17th, April 28th, May 19th. Additional group executive coaching for administrators and teacher leads 9 one hour sessions.

The total is \$26,000 and the funding source is School Improvement Grant (SIG) 300.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Bid Waiver for Pearson Review 360 Online Program (\$10,502.00)**

Submitted by Ms. Donna Clark | Funding Source: 3<sup>rd</sup> Party Billing 25819691000156110

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. To address the social and emotional needs of our students, it is critical to screen for behavioral risk factors and plan for addressing these factors to improve the social and emotional well being of our students. The Review 360 platform which contains the BESS Screener is designed to quickly and efficiently assess behavioral and emotional risk. It allows teachers and related service providers to screen for behavior issues before they become a problem in the classroom. It provides consistent intervention measures, resulting in increased academic success in any classroom setting. Review360 promotes better continuity in services. Consistent data capture, progress monitoring, intervention measures, and reporting leads to less time and resources used by the team; more accountability; reduced suspensions and expulsions; and an improved school climate. Review360 also provides general education teachers with intervention strategies, guided implementation support, and highly configurable data-driven, web-based reporting to help support them as they manage classroom behavior.

The total is \$10,502.00 and the funding source is 3rd Party Billing 25819691000156110.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

**Academics: Approve Bid Waiver for Nonviolent Crisis Intervention Online Training Program (\$10,902.00)**

Submitted by Ms. Donna Clark | Funding Source: IDEA 611 2020-969-12001-56110

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profoundly different future. To address the social and emotional needs of our students with significant behavioral challenges, it is critical that staff members are trained in crisis prevention and intervention. CPI's cornerstone training program, the Nonviolent Crisis Intervention® program, espouses a philosophy that focuses on providing the best possible Care, Welfare, Safety, and Security to staff members and those in their care. The emphasis is on prevention, de-escalation, and the use of physical intervention only as a last resort when an individual presents a danger to self or others.

The total is \$10,902.00 and the funding source is IDEA 611 2020-969-12001-56110.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

### **Operations: Accept Current and Projected Expenditure & Revenue Report - Quarter Ending September 30, 2020**

Submitted by Mr. Kevin Kane

This report is required pursuant to a statute/law that went into effect as of July 1, 2019 as shown below:

§ 290 — BOARDS OF EDUCATION EXPENSE AND REVENUE DISCLOSURE

*Requires boards of education to quarterly post online current and projected expenses and revenues and submit this information to the municipal legislative body or board of selectmen.*

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

### **Operations: Accept Financial Report – September 30, 2020**

Submitted by Mr. Kevin Kane

The Financial Report ending September 30, 2020 was presented.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

### **Operations: Recommend Policy on Level of Fund Balance Percentage for Board of Education Self Insurance Fund**

Submitted by Mr. Kevin Kane

Mr. Kevin Kane, Chief Financial Officer, is recommending the Board set a policy on what is an appropriate fund balance for the Self-Insurance Fund.

The recommendation is as follows:

- Goal to maintain a fund balance in the range of 25% to 35% of current year expenditures excluding IBNR (Incurred but not reported).
- Maximum allowable capped fund balance of 50% of current year expenditures excluding IBNR (Incurred but not reported).

IBNR are claims that are incurred prior to June 30th but are paid after the close of the year in the months of July and August. It is a requirement to adjust the financials to reflect these expenditures which also includes reversing out the prior year July and August claims that were for the previous year. This adjustment is made around October 1st. The Board of Education annual financial report filing with the State of CT, Department of Education needs to be filed with the State Department of Education by September 1st for the prior year.

***Ms. Sanders-Connolly motioned to favorably refer this item to the Policy Committee for review at their next meeting. Motion carried unanimously.***

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## Addition to Agenda

### **Academics: Approve Purchase Order for Google Enterprise (\$29,472.00)**

Submitted by Ms. Lara Bohlke and Mr. Jeff Prokop | Funding Source: Alliance-ESSER

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future. As part of the virtual teaching and learning experience, teachers and students in grades 2-12 will be provided with access to Google Enterprise for the 2020-21 school year. Google Enterprise is a paid extension for our Google platform that will enable users of Google Meet to utilize break out rooms, and will provide teachers with access to unlimited originality reports. In addition, there is enhanced capacity and access to security reports.

Since schools closed in the spring, Google Meet has been the predominant connection tool for collaborative teacher meetings, student-teacher and class synchronous learning opportunities, and professional learning. The missing piece to these meetings has been the ability to group students (and support teachers) in unique ways. Google Enterprise fills this void.

The regular price of Google Enterprise access is \$48/staff member (students are free with a 1:10 staff:student ratio). This price has been reduced to \$24/staff member until October 30th and includes a 2-year 'price lock guarantee'.

The total is \$29,472.00 and the funding source is Alliance-ESSER Alliance-ESSER.

***Ms. Sanders-Connolly motioned to add this item to the Board's Consent Agenda for the regular meeting in November. Motion carried unanimously.***

## Closing and Adjournment

The meeting was adjourned at 7:55 PM.

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