



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### New Britain Board of Education Regular Meeting

November 2, 2020 - 6:00 PM | New Britain High School

#### 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 6:14 PM.

##### Board Members Present

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

##### Board Members Absent

None

#### Public Participation

##### Robert Smedley

Mr. Smedley expressed his disappointment over some recent changes within the Facilities Department. He stated that while some good decisions have been made involving the acquisition of new staff members, he questions other decisions and motives behind the direction we're going in. Mr. Smedley shared that he is disgusted with recent events which led him to take a week of vacation. He explained that he felt very disrespected when he received short notice that his belongings were going to be packed up and moved by the MIS Department and that his office was left in disarray. Mr. Smedley believes he should have been afforded the courtesy and opportunity to move his own belongings to his new office. In closing, he thanked board members for their time stating that he appreciates everything they do.

#### Reports

Ms. Terry Turcotte, Roosevelt Early Learning Center Principal, and Mr. Christopher Badenhop, School Readiness Liaison, presented an update regarding preschool enrollment numbers, technology information, and strategies to increase enrollment. The Superintendent's Report is attached.

#### Additions to Agenda

*Mr. Mercier motioned to add discussion and action regarding the waiving of preschool fees for the remainder of the school year to the agenda, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

*Ms. Sanders-Connolly motioned to add a grant approval for \$1,080,000 funding through General Improvements to Alliance District's School Buildings Grant to the agenda, seconded by Ms. Diana Reyes. Motion carried unanimously.*

*Ms. Parker motioned to add an extracurricular assignment for NBHS Girls Basketball Head Coach to the agenda, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

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## Presentations

### **Overview of Cafeteria Fund** presented by Ms. Ann Alfano

Ms. Ann Alfano, Accounting Manager, presented an overview of the evolution of the CSDNB food service program from 2007 to present. The presentation is attached.

## 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 October 5, 2020**

Submitted by Ms. Kristin Salerni | No Committee Review

### **Operations: Approve Minutes from the Special Board of Education Meeting on October 22, 2020**

Submitted by Ms. Kristin Salerni | No Committee Review

### **Operations: Accept Enrollment Report**

Submitted by Mr. Jeff Prokop | No Committee Review

### **Operations: Accept In-Person Student Enrollment Report**

Submitted by Mr. Jeff Prokop | No Committee Review

### **Personnel: Accept Report of Personnel Transactions and Extracurricular Appointments**

Submitted by Ms. Maryellen Manning | No Committee Review

### **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 | Reviewed by the Curriculum Committee on October 19, 2020 and the Finance Committee on October 26, 2020 | Funding Source: Local Academics, Textbooks 10109622044-56410

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 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.

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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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | 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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | 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 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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | 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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | Funding Source: ACI & Capital Workforce Partners CSDNB MET Line 100 Salaries, 600 Supplies, 700 Equipment

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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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | 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 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.

**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 | Reviewed by the Finance Committee on October 26, 2020 | 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.

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

Submitted by Ms. Donna Clark | Reviewed by the Finance Committee on October 26, 2020 | 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

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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.

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

Submitted by Ms. Donna Clark | Reviewed by the Finance Committee on October 26, 2020 | Funding Source: IDEA 611 2020-969-12001-56110

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 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.

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

Submitted by Mr. Kevin Kane | Reviewed by the Finance Committee on October 26, 2020

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.*

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

Submitted by Mr. Kevin Kane | Reviewed by the Finance Committee on October 26, 2020

The Financial Report ending September 30, 2020 was presented.

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

Submitted by Ms. Lara Bohlke and Mr. Jeff Prokop | Reviewed by the Finance Committee on October 26, 2020 | 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.

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**Operations: Approve 2021 Board of Education Meeting Calendar**

No Committee Review

*Mr. Mercier motioned to approve the 2021 Board of Education Meeting Calendar, seconded by Ms. Sanders-Connolly.*

*Mr. Mercier motioned to amend the 2021 Board of Education Meeting Calendar to change the start time of Policy Committee Meetings to 6:00pm and the start time of Curriculum Committee Meetings to 7:00pm, seconded by Ms. Sanders-Connolly. Motion carried unanimously.*

*Ms. Sanders-Connolly motioned to amend the 2021 Board of Education Meeting Calendar to change the start time of Personnel Committee Meetings to 6:00pm and the start time of Finance Committee Meetings to 6:30pm, seconded by Mr. Mercier. Motion carried unanimously.*

*Original motion to approve the 2021 Board of Education Meeting Calendar as amended carried unanimously.*

**Policy: Adopt/Approve New Sex Discrimination and Sexual Harassment Policies**

Submitted by Ms. Maryellen Manning and Mr. Mark Spalding | Reviewed by the Policy Committee on September 21, 2020

- Policy 4118.112/4218.112 - Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel)
- Policy 5145.51 – Prohibition of Sex Discrimination and Sexual Harassment (Students)

Ms. Maryellen Manning, Director of Personnel and Talent Development, recommended the adoption of a new stand-alone sex discrimination and sexual harassment policy in light of new Title IX regulations that recently went into effect. She shared revised sample policies from Shipman & Goodwin, LLP for personnel (series 4000) and students (series 5000).

*Mr. Mercier motioned to adopt/approve Policy 4118.112/4218.112 – Prohibition of Sex Discrimination and Sexual Harassment in the Workplace and Policy 5145.51 – Prohibition of Sex Discrimination and Sexual Harassment, seconded by Ms. Parker. Motion carried unanimously.*

**Personnel: Approve New Job Description and New Position Request for 1.0 FTE Academies Counselor for New Britain High School**

Submitted by Ms. Sondra Sanford and Mr. Damon Pearce | Reviewed by the Personnel Committee on October 26, 2020

This position will report to the Building Principal and Coordinator of Partnerships & Engagement.

The primary functions are as follows:

- To provide information, counseling and support services to students in NBHS-CTE Academies.
- Supports the Work Based Learning office in academic advising.
- Develop and monitor student schedules in coordination with the guidance department.
- Supports WBL activities related to career exploration, career awareness and career preparedness. The academies counselor will work closely with academy students, teachers, administrators, industry partners and institutions. The academy counselor will work closely with the student's and students' family to ensure that course work and activities leading to graduation and a post-secondary educational plan are consistent with each student's values and personal aspirations.
- Works with the district's pathways, assisting in the development of a robust advisory board composed of industry, government, and community partners who will provide a spectrum of work-based learning opportunities for students.
- Recruits students, works with employers, develops programming and oversees industry sector internship/apprentice placements for NBHS academy students.

- School counselors help develop capacity in students to become lifelong learners, college ready, productive citizens by maintaining a safe and secure culture in the schools and by providing relevant to school services and data staff, students, parents and the community.

The Connecticut Career and Technical Education Transition Year State Plan (CTE Transition Plan) and Connecticut's Strengthening Career and Technical Education for the 21st Century Act (Perkins V) State Plan (CTE State Plan) align to The Connecticut State Board of Education's Five-year Comprehensive Plan (2016-21): Ensuring Equity and Excellence for All Connecticut Students and the CT ESSA Plan. The alignment of these plans provides coherence in Connecticut and leverage major education reforms in Connecticut. The CTE State Plan ensures the CSDE meets the needs of all learners and includes: (1) CSDE goals and levels of performance of CTE activities, (2) evidence-based and innovative strategies and activities to improve and modernize CTE and align workforce skills with labor market needs, and (3) a strategic vision and goals for preparing an educated and skilled Connecticut workforce.

To support this plan and to support the NBHS academy students, adding an Academies Counselor to support the work necessary for students to follow a program of study (a four year CTE plan) that leads to WBL experiences, Pre-Apprenticeships, Concentrations, Industry Certifications and Dual Articulation Course work.

This is a full-time, 10 month position. The person in this position will work a schedule that follows school procedures 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. The estimated cost is \$100,000 and the funding source is grant funded (Perkins Grant).

***Ms. Parker motioned to approve the new job description and new position request for (1.0) Academies Counselor for New Britain High School, seconded by Mr. Mercier. Motion carried unanimously.***

#### **Personnel: Approve New Position Request for 4.0 FTE Districtwide Paraeducators for Deaf or Hearing Impaired Students**

Submitted by Ms. Donna Clark and Mr. Mark Spalding | Reviewed by the Personnel Committee on October 26, 2020

Four new positions for paraeducators are being requested. They are all related to servicing students who have are Deaf or Hearing Impaired. This school year we have returned 4 students with hearing disabilities back to district from OOD placements. The needs of these students require services from skilled providers. Kelly Cimma, the district Teacher of the Deaf, is directly involved in the instruction of each of these students. She not only provides direct service delivery, she also is responsible for modifying the environment and training all staff members. In regards to training, the paras that work with these students require a certain skill set to be successful in the implementation of these specialized interventions. We have already identified two paras that presently work in the district, who have experience in working with this population, and we have moved them temporarily to work with some of these students.

It is also important to note that there is a shortage of certified Teachers of the Deaf. Kelly has a couple part-time employees who work for her, however, she is finding it unmanageable to meet all the service needs for the 58 students on her caseload district-wide. The bottom line is that she is not able to meet all of the IEP service hours. The proposed plan to remedy this problem is to hire a para to assist in TOD service implementation district-wide. We do already have a district para in mind who we would like to move into this position if approved.

Therefore to meet the needs of the students with hearing disabilities I am requesting that we add 4 para positions. These positions would be District-wide TOD Para positions that are assigned to schools where the need is. To date they would be assigned as follows:

1. District-wide TOD Para at Jefferson to work with 2 students
2. District-wide TOD Para at Jefferson to work with 1 student
3. District-wide TOD Para at NBHS to work with 1 student
4. District-wide TOD Para to work directly with TOD on service implementation

This is a full-time, 10 month position. The estimated cost will be offset by the savings that the district will gain from the students who have returned from outplacement.

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***Ms. Parker motioned to approve the new position request for (4.0) districtwide Paraeducators for deaf or hearing impaired students, seconded by Mr. Mercier. Motion carried unanimously.***

**Academics: Approve Contract By and Between New Britain Board of Education and Monsignor Bojnowski Manor for Clinical Experience in Nurses' Training Program**

Submitted by Ms. Jennie Nazario | No Committee Review

This is a contract renewal with Monsignor Bojnowski Manor so that our Nursing Assistants may complete their required clinical hours. This is a site we have been contracted with previously.

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

***Mr. Mercier motioned to approve the contract by and between New Britain Board of Education and Monsignor Bojnowski Manor, seconded by Ms. Sanders-Connolly. Motion carried unanimously.***

**Finance: Approve Purchase Order and Bid Waiver for COVID-19 Related Signage from Sign Pro (\$73,334.50)**

Submitted by Ms. Helen Talalaj | No Committee Review | Funding Source: COVID19 – Finance 101091125900-56150

CSDNB-branded signage clearly communicating COVID-related policies and promoting the importance of key preventative measures against the spread of the coronavirus is vital to keeping our buildings open in the hybrid model. Branded signage allows for standardized messaging to be communicated consistently throughout the district. This signage includes the COVID-19 Building Visitor Policy, out-of-order signs for sinks and urinals to allow for safe social distancing, one-way hallway traffic signage, and promotion of preventative measures that include social distancing of at least six-feet apart, wearing masks while inside the building, and washing hands frequently.

The total is \$73,334.50 and the funding source is COVID19 - Finance 101091125900-56150.

***Ms. Sanders-Connolly motioned to approve the purchase order and bid waiver for COVID-19 related signage from Sign Pro in the amount of \$73,334.50, seconded by Ms. Parker. Motion carried unanimously.***

**Finance: Approve Purchase Order and Bid Waiver for Service Work by First Line Electric, LLC (\$26,966.87)**

Submitted by Ms. Helen Talalaj | No Committee Review | Funding Source: Cafeteria Account 101096926000-54300

The district is currently renting refrigerated containers for the food service program. Service was necessary to install a separate derived system to convert 208 volts to 480 volts. This work was required in order for the containers to function and maintain the appropriate temperatures for food storage. First Line Electric completed the work for a total cost of \$26,966.87.

The total is \$26,966.87 and the funding source is Cafeteria Account 1010-969-26000-54300.

***Ms. Sanders-Connolly motioned to approve the purchase order and bid waiver for service work by First Line Electric, LLC in the amount of \$26,966.87, seconded by Mr. Mercier. Motion carried unanimously.***

**Finance: Approve Purchase Order and Bid Waiver for Installation of IWAVE Ionizers (\$27,857.19)**

Submitted by Mr. Randal Brochu | No Committee Review | Funding Source: COVID-19-Finance 101091125900-56150

IWAVE Ionizers are powerful air purifiers that help ensure the best air quality for the building by removing airborne contaminants, helping combat the potential spread of COVID in Smalley. Ionizers are installed into the air handling units, electrically charging air molecules (the process of air ionization) in the building to produce both negative and positive ions. This creates both positive and negative charges, which draws airborne particles together to remove carbon-based contaminants such as viruses, as well as mold and bacteria. This supports the district's strategic plan to ensure our facilities are utilizing all technologies and tools available to combat the spread of COVID-19.

The total is \$27,857.19 and the funding source is COVID-19-Finance 101091125900-56150.

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***Ms. Sanders-Connolly motioned to approve the purchase order and bid waiver for installation of IWAVE ionizers in the amount of \$27,857.19, seconded by Mr. Mercier. Motion carried unanimously.***

**Academics: Approve Purchase Order, Bid Waiver, and MOU/Contract Between Consolidated School District of New Britain and Latinos in Action (\$25,500.00)**

Submitted by Ms. Wanda Lickwar | No Committee Review | Funding Source: Academics- Inservice 101096222044-53320

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, our diverse population of students and our high number of hispanic and latino students (60%), we need to add programs that students can connect with on a personal and cultural level. The vision of the LIA Program is to be the model for Latino youth engagement through personal assets, excellence in education, service, and leadership. LIA classrooms welcome all and create an environment of inclusivity where students from all backgrounds and beliefs come together to help each other learn and become leaders in their communities. Latinos In Action (LIA) offers an asset-based approach to bridging the graduation and opportunity gap for Latino students, working from within the educational system to create positive change. LIA operates as a year-long elective course taught by a certified teacher at the middle and high school level. The end goal of the program is to empower Latino youth to lead and strengthen their communities through college and career readiness. They accomplish this by focusing on four pillars: leveraging personal and cultural assets, excelling in education, serving the community, and developing leadership skills which nicely aligns with the POG. Three evidenced-based, core components of Latinos in Action: College and Career Readiness Curriculum: culturally relevant, college and career readiness curriculum Leadership Development: Each LIA student gains real-life leadership experience by participating in student-lead service, social, and professional committees. We scaffold their leadership skills and then dispatch the students back into the school community, better prepared to lead and serve. Literacy Tutoring: From approximately October to April, LIA students serve as role models, mentors, and literacy tutors for neighboring elementary school students. This partnership helps both parties develop linguistic proficiency, refine social skills, and deepen their understanding of the value of being bilingual, biliterate, and bicultural. Due of this unique combination, the LIA model has proven effective throughout the United States and in 2015, was awarded the White House Bright Spot for Hispanic Education by the White House Initiative on Excellence in Hispanic Education. The program is now being implemented at NBHS. The cost breakdown for this year is \$6000.00. Next year we plan to implement the program at Pulaski and Slade Middle schools. The cost breakdown for next school year is \$12,000 for both schools, plus an additional \$2,500 annual fee for year 2 and beyond (per school). That is a total cost of \$25,500.

The total is \$25,500 and the funding source is Academics- Inservice 101096222044-53320.

***Ms. Sanders-Connolly motioned to approve the purchase order, bid waiver, and MOU/contract between Consolidated School District of New Britain and Latinos in Action in the amount of \$25,500.00, seconded by Dr. Jiménez Sims. Motion carried unanimously.***

**Finance: Approve Budget Transfer for Textbooks and Online Resources from Vista Higher Learning for World Language Programs (\$201,766.00)**

Submitted by Mr. Kevin Kane | No Committee Review

Below is a budget transfer for Board consideration and approval to fund \$201,766 for the purchase of textbooks and online resources from Vista Learning for World Language Programs:

Budget Unit	Account	Department	Description	From	To
101096222044	56410	ELS & WL	Textbooks		\$201,766
101096929000	52101	DW	Health Insurance	\$201,766	
<b>Total</b>				<b>\$201,766</b>	<b>\$201,766</b>

**New Britain Board of Education**

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

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

***Ms. Sanders-Connolly motioned to approve the budget transfer for textbooks and online resources from Vista Higher Learning for World Language Programs in the amount of \$201,766.00, seconded by Ms. Reyes. Motion carried unanimously.***

**Finance/Operations: Approve Grant in the amount of \$1,080,000.00 from the General Improvements to Alliance District's School Buildings Grant**

Submitted by Mr. Kevin Dion | No Committee Review

Board Policy 3280 (Gifts, Grants and Bequests) states that any gift, grant or bequest in excess of \$500 shall require Board of Education approval. Gifts of \$500 or less may be approved by the Superintendent of the Schools or designee.

The Consolidated School District of New Britain is eligible to receive \$1,080,000 funding through General Improvements to Alliance District's School Buildings Grant. These funds are to be used for school buildings and grounds repairs and improvements that are not reimbursable through any other Office of School Construction Grant. The Administration is presenting to the Board of Education for approval the 2020-2021 Alliance Grant.

The total is \$1,080,000 and the funding source is 2020-2021 Alliance Grant.

**Alliance District's School Building Grant**  
Project List for Board of Education Approval for November 2, 2020

School	Amount	Project Description
DiLoreto	\$270,000	Boiler removal and replacement
Holmes	270,000	Boiler removal and replacement
Jefferson	270,000	Boiler removal and replacement
Smith	270,000	Boiler removal and replacement
<b>Grand Total</b>	<b>\$1,080,000</b>	

***Ms. Sanders-Connolly motioned to approve grant in the amount of \$1,080,000.00 from the General Improvements to Alliance District's School Buildings Grant, seconded by Mr. Mercier. Motion carried unanimously.***

**Discussion and Action Regarding the Waiving of Preschool Fees for the Remainder of School Year**

***Mr. Mercier motioned to waive parent fees for the CSDNB Preschool Program for the remainder of the 2020-2021 School Year, seconded by Ms. Sanders-Connolly. Motion carried unanimously.***

**Personnel: Approve NBHS Girls Basketball Head Coach Extracurricular Assignment**

***Ms. Parker motioned to approve the extracurricular assignment of Ms. Beryl Piper as NBHS Girls Basketball Head Coach, seconded by Ms. Sanders-Connolly. Motion carried unanimously.***

**Closing and Adjournment**

Ms. Sanders-Connolly motioned to adjourn at 7:39 PM, seconded by Ms. Parker. Motion carried unanimously.

**New Britain Board of Education**

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

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



## Superintendent's Report

### New Britain Board of Education Meeting | November 2, 2020

#### Preschool (Turcotte, Singleton, Badenhop short presentation)

- Current enrollment numbers
- Technology Information
- Strategies to increase enrollment

#### District Level Student Re-engagement Strategies

- ProdiGy Secondary Intervention in partnership with OIC, Pathways Senderos and Boys and Girls club
  - (NBHS G. Ayala, Pearce, Shea, Billy, Miramant, Fox, Jakubowski, Jones)
  - 20-30 students offsite
  - Linked to Student Assistance Center at NBHS
- ReEngagement Attendance Subcommittees running Mid October-End November
  - Secondary ( Foran, Sanford, Pina, Ortiz)
  - Elementary ReEngagement Attendance Subcommittee (Sarrah, Spalding, Crist, Falvey, Jones, TMadden)
  - Preschool ReEngagement Attendance Subcommittee (Sarrah, Turcotte, Singleton, Badenhop)

#### Food Distribution

- Tuesday Cohort A students receive meals for 5 days when they leave school (5 breakfast & 5 Lunch)
- Friday Cohort B students receive meals for 5 days when they leave school (5 breakfast & 5 Lunch)
- Special Snack program has started in all schools
- Fresh Fruit and Vegetable Program has started in all schools except NBHS as they do not qualify
- Home delivery has started
- Meal Counts are trending in the upward direction
- Weekend feeding has been implemented

#### Public Safety Academy Coursework at NBHS

- Collaborative new course proposal: Introduction to Public Safety:



## **Superintendent's Report**

### **New Britain Board of Education Meeting | November 2, 2020**

- CPR, First Aide, Health Wellness, Hands-on practicum skills, requirements to be in the professions, work history requirements, application process, education necessary to move up the ladder, testing and training for each industry are sample topics to be included.
- Collaboration with Police Chief Chute, Chief Bruce Baxter and Fire Chief Raul Ortiz
- Pilot course this year as an after school class to begin second semester
- The initial design of this course is to be a feeder course in the Public Service Academy to the Fire Explore Program, Police Explore Program, and the EMT Academy.

# Consolidated School District of New Britain

## Overview of Cafeteria Fund

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AS PRESENTED TO BOARD OF EDUCATION - NOVEMBER 2, 2020

# The National School Lunch Program

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The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

## Child Nutrition Programs Offered By CSDNB:

- School Breakfast Program (SBP)
- National School Lunch Program (NLSP)
- Afterschool Snack Program (ASP)
- Fresh Fruit and Vegetable Program (FFVP)
- Child and Adult Care Food Program (CACFP – Dinner Program)
- Summer Food Service Program (SFSP)



# Consolidated School District of New Britain School Lunch Fund – Ten Year Financial History Dollars (Thousands)

Fiscal Year	Revenues	Expenditures	Profit/(Loss)	Fund Balance		
				Beginning	Ending	Percentage
2019-20	11,227	7,473	3,753	6,318	<b>10,071</b>	89.70
2018-19	9,262	8,118	1,144	5,174	6,318	68.21
2017-18	8,740	7,455	1,285	3,889	5,174	59.20
<b>2016-17</b>	<b>8,505</b>	<b>6,663</b>	<b>1,842</b>	<b>2,047</b>	<b>3,889</b>	<b>45.73</b>
2015-16	7,579	7,084	495	1,552	2,047	27.01
2014-15	6,813	6,818	(5)	1,557	1,552	22.78
2013-14	6,252	6,224	28	1,529	1,557	24.90
2012-13	5,884	5,619	265	1,264	1,529	25.99
2011-12	5,492	5,108	384	880	1,264	23.02
2010-11	5,348	5,522	(174)	1,054	<b>880</b>	16.45

Year 1, CEP >

# Prior Lunch Program Findings

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In 2007 - 2008 the CSDE conducted an audit of the district's nutrition program

- District failed audit
- CSDE recommended the centralization of application process and oversight
- Assistant Superintendent of Operations assigned Ann Alfano to oversee and take the necessary corrective actions

In 2008 – 2009 the CSDE conducted a follow up progress audit

- District passed audit
- CSDE approved of new district process

# Past Program Barriers (Prior to CEP)

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1. Free/Reduced Applications not submitted by parent/guardian
2. Students accumulated large outstanding balances
3. Students with reduced/paid eligibility status charging meals
4. Accumulating receivable balance
5. Inability to collect outstanding balances
6. Outstanding balances may not be paid from Cafeteria Fund (Fed guidelines)
7. District's responsibility to cover outstanding balances and/or losses in the food service account (Fed guideline)

# The Child Nutrition Program

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- Implementation of the Community Eligibility Provision (CEP)
- Centralization of program responsibilities
- Centralization of FSMC oversight
- Promotion and Development
- Expansion and Growth

# The Community Eligibility Provision (CEP)

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In 2016 the district implemented the Community Eligibility Provision. 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 CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and Temporary Family Assistance (TFA), instead of traditional paper applications.

Benefits of the Community Eligibility Provision include:

- All students receive free breakfast, lunch and dinners (where served)
- Household applicants for free and reduced-price meals are eliminated
- No verification is required (district still completes the annual Verification Collection Report)
- Increase in participation for lunch and breakfast (significant increase in revenues)

# Annual State & Federal Program Applications

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- School Nutrition Program Application
- Interschool Agreements
  - YMCA
  - CREC-ASI
  - Solterra Academy
- Summer Food Service Program
- 6 Cents Certification

- Fresh Fruit & Vegetable Program
- CACFP (Dinner Program)
- Healthy Food Certification
- Community Eligibility Provision
- Buy American Act

**Failure to submit program applications and reports in a timely manner results in an audit finding. The CSDE requests a corrective action plan and may take fiscal action when an audit finding occurs.**

# State & Federal Requirements Information Packet for Parents/Guardians

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- Public Media Release
- Parent Notification Letter
- Policy Statement for Free & Reduced-price Meals
- Addendum B: Healthcare for Uninsured Kids and Youth (HUSKY)
- Addendum C: Information on the Supplemental Nutrition Assistance Program (SNAP)

# Annual & Monthly State and Federal Reporting Requirements

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## ANNUAL REPORTING

- Verification Report
- Revenue vs Expenditure Report
- CEP – Data Collection Report
- USDA Reconciliation of USDA Foods

## MONTHLY REPORTING

- ED103 – Claim Reimbursement
  - Lunch Program
  - Breakfast Program
  - CACFP – Dinner Program
  - Fresh Fruit & Vegetable Program
  - Summer Food Service Program

# Food Service Management Company (FSMC) Oversight

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## FSMC AMENDMENT & CONTRACT

### FSMC Amendment (Due to CSDE Annually)

- Renewal Amendment
- Performance Bond
- Annual Debarment Statement
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities
- Energy Conservation Statement
- Student Data Privacy
- USDA Reconciliation Summary

### FSMC contract

- RFP process every 5 years

## FSMC OVERSIGHT

Monthly Meeting/Daily updates

On-Site Review Form – Breakfast

On-Site Review Form – Lunch

Monitoring Form - FSMC

**\*All forms must be completed for each school site**

# CSDNB Management of Cafeteria Fund

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- Deposits to TD Bank/post in QuickBooks
- Enter vendor invoices
- Process vendor payments – weekly
- Track revenues vs expenditures
- Balance Sheet & Profit Loss Statements – monthly
- Reconciliation of account - monthly
- Procurement for Food Services - must follow federal procurement standards
- Mini Grants - application submittal and tracking of expenditures

# Future Promotion & Development of Program

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## School Nutrition Consultant

- Menu development based on student and committee feedback. Focus on meal options that are appealing to our students

## Taste Testing

- Continue with taste testing at all schools. Continue to develop new menu options based on student feedback

- Promotion Days

- Continue to hold promotional events and maintain student engagement in all schools

- Innovative

- **The District has been recognized by the Food Management Magazine as being one of the most innovative for Food Service during a pandemic**

# Future Improvements, Expansion and Growth of Program

District Has In Excess of \$10 Million to be used for Capital Investments in our School Cafeterias

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## ➤ Capital Improvements to our School's Cafeterias

### ➤ Food Service Warehouse

- Increase storage
- Increase buying power
- Accept additional USDA products
- Ability to expand program

### ➤ Central Kitchen

- Increase in-house cooked/prepared meals
- Offer more diverse options
- Expand program