



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

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

June 5, 2023 – 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER



NOTICE OF MEETING

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

DATE: June 2, 2023

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, June 5, 2023 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:

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

Individuals seeking public participation may attend meeting in person or join the queue beginning at 6:00 PM by calling (US)+1 916-750-2837 and entering PIN: 569 891 322#. Callers are asked to wait with their phones on mute until they are recognized to speak.

The agenda and board packet in its entirety can be found on the Board of Education website:

<https://www.csdnb.org/board/BOE-2023-Meetings-Documents-Calendar.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Regular School Board Meeting

June 5, 2023 - 6:00 PM – New Britain Educational Administration Center

Members of the public may attend this meeting in person or view a live broadcast of the proceedings online via the livestream link:

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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. Committee Reports
- B. Board Reports
- C. Student Representatives Report
- D. CAPSS Award Nominations
- E. Superintendent's Report

3. Resolution

- A. Approve Board of Education Resolution Declaring June 2023 as Pride Month | Page 7

4. Executive Session

- A. Executive Session: Discuss Matters Pertaining to Attorney/Client Privilege
Submitted by Ms. Maryellen Manning
- B. Executive Session: Discussion of Matters Relating to School Security Submitted
by Dr. Tony Gasper | Page 8
- C. Executive Session & Public Action: Appointment of Principal for DiLoreto School
Submitted by Dr. Tony Gasper | Page 9

New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary

Anthony Cane | Monica Dawkins | Anthony Kane | Barbara Marino | Annie S. Parker | Diana Reyes | Tina Santana

5. New Business

- A. Operations: Approve Minutes from the Regular Board of Education Meeting on May 8, 2023
Submitted by Ms. Aja Edwards | No Committee Review | Page 11
- B. Operations: Accept Enrollment Report
Submitted by Mr. Jeff Prokop | No Committee Review | Page 16
- C. Personnel: Accept Report of Personnel Transactions and Extracurricular Appointments
Submitted by Dr. Nicole Sanders | No Committee Review
- D. Partnerships: Accept Grant from The Fund for Greater Hartford For Training and Advocacy to Fight Chronic Absenteeism (\$20,000.00)
Submitted by Mr. Chris Badenhop | Page 17
- E. Operations: Approve Contract for Lease of Continued Use of Pope John Paul School as a Swing Space for Construction Projects (first year \$72,000.00 - second year \$132,000.00)
Submitted by Dr. Tony Gasper | Funding Source: Local budget 1010-911-25900-54400 | Page 21
- F. Operations: Approve Contract and Purchase Order for 140 Production Court Freezer Project (\$2,554,102.00)
Submitted by Mr. Robert Smedley | Funding Source: Food Service Account | Page 40
- G. Operations: Approve Summer Authority
Submitted by Dr. Tony Gasper | Page 50

6. Consent Agenda

- A. Policy: Review and Approve Policy P6115.3 – Proposed Flag Policy
Submitted by Dr. Tony Gasper | Page 52
- B. Policy: Review and Approve Policy 3280.10, Raffles, Bazaars, Etc.
Submitted by Dr. Tony Gasper | Page 56
- C. Policy: Review and Approve Policy 3320.00 – Contract Approvals
Submitted by Dr. Tony Gasper | Page 58
- D. Policy: Review and Approve Policy 5131, Student Discipline Code
Submitted by Dr. Tony Gasper | Page 59
- E. Personnel: Approve Memorandum of Understanding Between CSDNB and Local 871, New Britain Federation of Teachers, Regarding Extra Planning Time
Submitted by Ms. Maryellen Manning | Page 74
- F. Personnel: Approve Memorandum of Understanding Between CSDNB and Local 51, New Britain Federation of School Administrators, Regarding Article V; 5.1 Vacation Rollover and to Amend Appendix H
Submitted by Ms. Maryellen Manning | Page 75
- G. Personnel: Approve New Position Request: 1.0 FTE Dean of Students
Submitted by Mr. Alex Ortiz | Page 78

New Britain Board of Education

Gayle Sanders-Conolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary

Anthony Cane | Monica Dawkins | Anthony Kane | Barbara Marino | Annie S. Parker | Diana Reyes | Tina Santana

- H. Personnel: Approve New Position Request: 1.0 FTE Assistant Coordinator of School Culture, PK-12
Submitted by Dr. Nicole Sanders Page 81
- I. Personnel: Approve New Position Request: 1.0 FTE Communications Assistant (Spanish)
Submitted by Dr. Nicole Sanders | Page 87
- J. Personnel: Approve New Position Request: Part-Time Community Attendance Liaison
Submitted by Ms. Ivelise Velazquez | Page 94
- K. Partnerships: Accept Donation from The Petit Foundation to Help Support the 3 Week CREATE Summer Program (\$10,000.00)
Submitted by Ms. Mayra Rodriguez | Page 106
- L. Partnerships: Accept Donation from the First Church of Christ, Congregational for Youth Homeless Road to Recovery Program (\$2,000.00)
Submitted by Mr. Joe Vaverchak | Page 101
- M. Partnerships: Accept Grant from The Fund for Greater Hartford to Help Support the 3-week SEE and CREATE Summer Programs (\$50,000.00)
Submitted by Ms. Mayra Rodriguez | Page 104
- N. Operations: Approve Purchase Order Under the CT Feminine Care Act for Accessibility to Feminine Hygiene Products- NBHS (\$18,202.08)
Submitted by Ms. Rebecca Gonzalez | Funding Source: State grant and Facilities 56101 | Page 108
- O. Operations: Approve Bid Award Between CSDNB and Imperial Bag & Paper Co. LLC for Custodial Equipment and Supplies – Districtwide (\$350,000.00)
Submitted by Ms. Rebecca Gonzalez | Funding Source: Facilities Custodial Supplies 101093126000 - 56101 | Page 112
- P. Operations: Approve Purchase Order for 300 Pochar C30BH Charging Carts for the District (\$153,000.00)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget - Equipment Replacement 101092125800-57345 | Page 133
- Q. Operations: Approve Purchase Order for Chromebooks for Online Assessments, Classroom Tasks, Assignments and Enrichments for the Students – Pulaski (\$35,000.00)
Submitted by Mr. Alex Ortiz | Funding Source: Commissioner's Network 234705310001-57243 | Page 137
- R. Operations: Approve Contract and Bid Award Between CSDNB and Ricoh for Yearly Copier Services and Fleet Leasing -Districtwide (\$212,019.36 - \$245,000.00)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget Copier and Print Services starting in FY 2023-24 101092125300-55500 | Page 141
- S. Operations: Approve Purchase Order of 900 Chromebooks for the Elementary Schools – Districtwide (\$288,900.00)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget Equipment Replacement 2023-24 101092125800-57345 | Page 164
- T. Operations: Approve Purchase Order of 900 Touchscreen Chromebooks for the Elementary Schools –Districtwide (\$301,500.00)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Budget Equipment Replacement 2023-24 101092125800-57345 | Page 168

New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary

Anthony Cane | Monica Dawkins | Anthony Kane | Barbara Marino | Annie S. Parker | Diana Reyes | Tina Santana

- U. Operations: Approve Purchase Order Between CSDNB and Webroot EDR For One Year License of Several Antivirus Products (\$26,650.00)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Software Budget (2023-24) 101092110000-53510 | Page 172
- V. Operations: Accept Financial Report – April 30, 2023
Submitted by Ms. Ann Alfano | Page 176

Closing and Adjournment

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

New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary

Anthony Cane | Monica Dawkins | Anthony Kane | Barbara Marino | Annie S. Parker | Diana Reyes | Tina Santana

Resolution Declaring June 2023 as Pride Month

Pride Month is a time to celebrate the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community while remembering the struggle and sacrifices made by the advocates and allies who worked and continue working to create a more inclusive society.

Despite state law banning discrimination, harassment, and intimidation towards LGBTQ+ people, inequities including homelessness, poverty, mental health issues, and substance abuse continue to persist among our youngest and most vulnerable youth.

Our city has started to *lead the way* in collaborating with other municipal pride organizations and nonprofits to establish a working group with the state Department of Education to develop a model curriculum inclusive of LGBTQ+ studies, and;

The Superintendent's Office established a Diversity, Equity, and Inclusion (DEI) advisory council to ensure community voices are heard when it comes to Board policy.

By recognizing Pride Month, we reaffirm our commitment to support other policies, practices, and curricula that honor and respect LGBTQ+ students, staff, their families, and all people in our community including a commitment to review and consider board policy specific to Transgender and Gender Non-Conforming students.

The Consolidated School District of New Britain commits to ensuring equitable access, equal treatment, and full inclusion of all people regardless of sexual orientation and gender identity.

The New Britain Board of Education designates June 2023 as Pride Month to inspire equity, create alliances, and celebrate diversity.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper & Tyrone Richardson

Type of Memorandum

Other -

Background and Purpose/Rationale

Executive Session: Recommend that the Board enter into executive session for the purposes of discussion matters relating to school security.

Financial Information

N/A

Committee Review



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on June 5, 2023.

Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

Type of Memorandum

Other -

Background and Purpose/Rationale

Executive session and public action regarding the appointment of the principal for DiLoreto School

Financial Information

N/A

Committee Review

N/A



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

NEW BUSINESS



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education

Regular Meeting

May 8, 2023 - 6:00 PM | New Britain
Educational Administration Center

Call to Order and Roll Call

Call to Order

Ms. Gayle Sanders-Connolly, President of the New Britain Board of Education, called the meeting to order at 6:02 pm.

Board Members Present

Mr. Anthony Cane, Mr. Mr. Merrill Gay, Mr. Anthony Kane, Mr. Joseph Listro, Ms. Annie Parker, Ms. Diana Reyes, Ms. Gayle Sanders-Connolly and Ms. Tina Santana.

Student Representatives Present:

Tomas Portillo

Public Participation

Ms. Cathy Cheney:

Ms. Cheney started by thanking each and every one of the education staff involved with the start and remarkable growth of the fundraiser started in light of the tragic passing of her son. In the beginning, she asked that donations be made to the NBHS marching band, but with such a surprising outpour of support from the community, they continued to pay tribute and raise funds with a goal of \$20,000.00. For 10 years, they continued to annually have fundraisers in her son's name, and have decided to conclude this chapter. In that time, they raised just short of \$100,000.00. Ms. Nelba, the mother of Anna Grace, and the founder of the Anna Grace Project gave a touching speech on the importance of lifting each other up in the community, and paying it forward. Ms. Melba donated a check in Ben's name bringing the final total of donation's for the NBHS marching band to \$100,000.00.

Ms. Sharon Bareto:

A resident and longtime neighbor of NBHS, Ms. Bareto brought to the attention of the Board the loitering of students after/during school hours. She has made many complaints to multiple sources and would like to create a community organization that can help reduce this problem. Students hang around the school, they vandalize property, they trash and have even broke into some houses in the neighborhood. She counted how

many times a day she hears motorcycles going up and down the streets and she is exhausted of it all. She asked that a solution is created for the safety of the neighbors and residents of the surrounding areas.

Reports

The Superintendent's report is attached.

Dr. Gasper introduced to the Board, the District's new Manager of Security, Russell Taylor who talked briefly about his background in security. Mr. Taylor discussed his plan to make this school district a safer place and discussed how he is open to speaking with anyone that has ideas and/or complaints for the district.

Curriculum:

The committee did not meet to discuss any new items.

Finance:

The committee accepted donations and had a prestation by Mark Spalding regarding Special Education costs. per student.

Policy:

The committee did not meet to discuss any new items.

Personnel:

Ms. Parker discussed the MOU which was signed, as well as two new approved reading teacher positions.

Board Reports:

Mr. Cane reiterated the thoughts of Ms. Bareto regarding the student issues in the neighborhood surrounding NBHS.

Ms. Sander-Connolly mentioned the positive outcome of the budget meeting with the city. Mr. Marino, recently appointed Chief of Police in New Britain has resigned as a member of the Board. She also relayed a message from Ms. Costa in lieu of it being Teacher Appreciation Week, wanted to show her support and appreciation to the staff of New Britain

Mr. Listro wished the staff a Happy Teacher's Appreciation Week and thanked everyone for their hard work and dedication to the students of New Britain.

Student Reports

Mr. Portillo shared a touching message regarding the neighborhood surrounding NBHS. His mother was almost the victim of what could have been a tragic ending. It was hard for him to discuss, as he choked up while speaking. He stated that he would do anything in his power to provide a student perspective and assist with ideas on how to make that area safer.

On a positive note, Mr. Portillo committed to CCSU and is torn between secondary education mathematics and research chemistry as his major. Back on the Broadway show was a success, he would like to see more males

interested in music. His senior presentation is next week, he looks forward to presenting and is happy this is provided to the seniors of NBHS as it helps them reflect on their journey and plan for their future.

New Business

Operations: Approve Minutes from the Regular Board of Education Meeting on April 3, 2023

Submitted by Ms. Aja Edwards | No Committee Review

Ms. Santana motioned to approve minutes from the Regular Board of Education Meeting on April 3, 2023, seconded by Ms. Reyes. Motion carried unanimously.

Operations: Accept Enrollment Report

Submitted by Mr. Jeff Prokop | No Committee Review

Mr. Listro motioned to accept enrollment report, seconded by Ms. Santana. Motion carried unanimously.

Personnel: Accept Report of Personnel Transactions and Extracurricular Appointments

Submitted by Dr. Nicole Sanders | No Committee Review

Mr. Cane motioned to accept report of personnel transactions and extracurricular appointments, seconded by Mr. Listro. Motion carried unanimously.

Approve Purchase Order & Bid Waiver for the Purchase and Installation of The Dial Medical - Sim Rig Ambulance Trainer – Classroom Standard Package (\$63,346.00)

Submitted by Paul Ted Kerrigan | Funding Source: Perkins V 202896910001 – 57346

Ms. Parker motioned to approve purchase order and bid waiver for the purchase and installation of the Dial Medical - Sim Rig Ambulance Trainer – Classroom Standard Package, seconded by Ms. Santana. Motion carried unanimously.

Operations: Approve to Amend 2023-2024 Calendar for Pre-K Students in Order to Facilitate Professional Learning for Staff

Submitted by Ms. Donna Clark

Mr. Cane motioned to amend 2023-2024 Calendar for Pre-K Students in order to facilitate professional learning for staff, seconded by Ms. Parker. Motion carried unanimously.

Consent Agenda

(There were no objections and/or requests from Board Members to pull the following items off the Consent Agenda. Therefore, these items were approved):

- A. Personnel: Approve Memorandum of Understanding Between CSDNB and Local 871, New Britain Federation of Teachers, Regarding Parent/Teacher Conferences
Submitted by Ms. Maryellen Manning
- B. Personnel: Approve New Position Request for 2.0 FTE Reading Teachers

Submitted by Ms. Ivelise Velasquez

- C. Partnerships: Accept Donation from Schaller Subaru for 6 Deserving Educators for the 2023-2024 School Year (\$3,000.00)
Submitted by Mr. Andrew Mazzei
- D. Partnerships: Accept Donation for “Dress with Success” Mock Interviews to Prepare Students for Jobs – Brookside School (\$1,500.00)
Submitted by Mr. Jason Miramant
- E. Partnerships: Accept Donation from Tomasso Brothers Inc. for Road to Recovery Homeless Program - Districtwide (\$500.00)
Submitted by Mr. Joe Vaverchak
- F. Partnerships: Accept Donation from First Tee Golf & Ryan Pinard, Daniel Salerno & Len Corto for Girls Golf Team Supplies (\$2,000.00)
Submitted by Ms. Lisa Kawecki
- G. Partnerships: Approve Bid Award Between Master Yousef and CSDNB for Summer Services to SEE & SAIL Program – Smalley Elementary School (\$16,200.00)
Submitted by Ms. Mayra Rodriguez | Funding Source: ARP Homeless Children and Youth Grant Professional and Technical Services
Mr. Listro motioned to approve bid award between Master Yousef and CSDNB for summer services to SEE & SAIL Program at Smalley Elementary School in the amount of \$16,200.00, seconded by Mr. Kane. Ms. Sanders- Connolly abstained from voting, motion carried.
- H. Partnerships: Approve Contract/MOU Between CSDNB and The City of New Britain Parks, Recreation, and Community Services to Provide Wraparound Services Needed for Homeless Students and Families in the District (\$80,000.00)
Submitted by Ms. Daisy Sanchez | Funding Source: ARP Homeless Grant 2058-969-10002-55050
- I. Operations: Approve Purchase Order and Bid Waiver of New Chromebooks Needed for Online Assessments, Classroom Tasks, Assignments, and Enrichments for our Students – Slade Middle School (\$49,950.00)
Submitted by Mr. Andrew Mazzei | Funding Source: Commissioner's Network 2348052100001-56110
- J. Operations: Approve contract between Huron Studer Education Services and CSDNB for Annual Parent and Employee Survey (\$18,000)
Submitted by Dr. Nicole Sanders | Funding Source: Alliance 23419691001-53500
- K. Operations: Approve Purchase Order of New Chromebooks Needed for Online Assessments, Classroom Tasks, Assignments, and Enrichments for our Students – Pulaski Middle School (49,950.00)
Submitted by Mr. Alejandro Ortiz | Funding Source: Commissioner's Network Grant 234705310001-57243
- L. Operations: Approve Purchase Order for Yearly Renewal of Destiny Library and Resource Manager Services – Districtwide (\$24,375.02)
Submitted by Mr. Jeff Prokop | Funding Source: MIS Software Budget 101092110000-53510

- M. Partnerships: Approve Purchase Order Between Modern Classroom Project and CSDNB for Services Rendered Through Virtual Professional Development Training for 60 Teachers – Districtwide (\$43,750.00)
Submitted by Mr. Tyrone Richardson | Funding Source: 101096122004-53200
- N. Operations: Approve Purchase Order Between Amplify and CSDNB for K-3 Comprehensive Literacy Assessment – Districtwide (\$151,880.70)
Submitted by Ms. Ivelise Velasquez | Funding Source: ARPA - Priority School Districts and Faith Acts
- O. Operations: Approve Bid Award and Contract Between Mail and Media Courier Services and CSDNB for Courier Services – Districtwide (\$121,436.42)
Submitted by Ms. Ann Alfano | Funding Source: Local Budget 101091125900-53500
- P. Approve Purchase Order for Student Planners for All Students Grades 3-8 – Districtwide (\$21,194.28)
Submitted by Ms. Lara Bohlke | Funding Source: Title 1 - Other supplies 201196910001-56900
- Q. Approve Purchase Order and Bid Waiver Between HB Live and CSDNB for LED Screens and Broadcast Video Equipment – NBHS (\$34,139.00)
Submitted by Mr. Robert Smedley | Funding Source: NBHS Graduation Account 101006124001-58200
- R. Operations: Accept Financial Report – March 31, 2023
Submitted by Ms. Ann Alfano

Adjournment

Meeting adjourned at 6:47PM

New Britain Public Schools K-12 Enrollment as of June 1, 2023

School Name	Total Students	Change YTD	Change from last report	Special ED%	ELL%	Males %	Females %	Asian%	Black or African American %	Hispanic%	American Indian%	Hawaiian Pacific Islander%	White%	Free and Reduced Lunch%
Chamberlain Elementary School	402	30	3	18.91	17.91	53.73	46.27	1.74	16.92	70.4	0.5	0	10.45	86.57
Chamberlain Bridges	12	-1	-1	100	0	83.33	16.67	0	16.67	75	0	0	8.33	91.67
DiLoreto Elementary & Middle School	813	-32	-3	16.11	15.99	49.69	50.31	1.23	8.98	79.83	0	0.12	9.84	74.54
Gaffney Elementary School	359	1	0	15.6	13.93	49.3	50.7	2.51	14.48	66.85	0	0	16.16	75.49
Gaffney - Key Elementary	51	-5	-1	100	0	84.31	15.69	9.8	19.61	60.78	0	0	9.8	90.2
Holmes Elementary School	488	29	-1	15.16	24.18	54.92	45.08	6.56	17.83	46.93	0.2	0.2	28.28	67.01
Holmes Bridges	13	2	2	100	23.08	92.31	7.69	0	30.77	46.15	0	0	23.08	84.62
Jefferson Elementary School	400	14	-2	17.5	26.75	49.75	50.25	5.75	12.75	62	0	0.5	19	74.5
Lincoln Elementary School	531	21	7	16.38	25.61	48.59	51.41	1.69	12.81	66.48	0.56	0	18.46	79.1
Lincoln SCS	17	3	0	17.65	23.53	76.47	23.53	0	23.53	52.94	0	0	23.53	76.47
Lincoln - Key Elementary	19	0	0	100	10.53	73.68	26.32	0	26.32	52.63	0	0	21.05	84.21
Northend Elementary School	219	-2	-1	24.66	14.16	46.58	53.42	2.28	23.74	63.93	0.46	0	9.59	82.19
Smalley Elementary School	629	50	1	19.4	27.03	50.87	49.13	1.75	10.81	79.01	0.16	0.16	8.11	87.44
Smith Elementary School	455	5	4	15.6	18.24	47.03	52.97	3.08	14.73	68.79	0.88	0.22	12.31	76.26
Smith Pathways	22	1	-2	95.45	0	72.73	27.27	4.55	4.55	63.64	0	0	27.27	90.91
Smith - Key Elementary	17	0	-1	100	11.76	82.35	17.65	11.76	23.53	58.82	0	0	5.88	88.24
Vance Elementary School	435	17	-3	15.4	15.86	47.59	52.41	0.46	15.63	72.18	0.23	0.23	11.26	79.77
Slade Middle School	759	-47	-5	21.87	21.61	49.28	50.33	2.11	15.28	70.62	0.4	0.13	11.46	76.55
Slade Bridges	28	0	-2	100	17.86	67.86	32.14	0	21.43	64.29	0	0	14.29	75
Slade - Key Middle	30	-1	0	100	0	80	20	0	20	76.67	0	0	3.33	83.33
Pulaski Middle School	889	26	-6	19.24	25.2	52.42	47.36	2.25	13.16	65.92	0.34	0.56	17.77	80.09
Pulaski Pathways	33	0	-1	100	15.15	42.42	57.58	3.03	6.06	78.79	0	0	12.12	78.79
HALS Academy	138	-5	0	0.72	0	45.65	54.35	0.72	21.01	40.58	0	0	37.68	52.17
New Britain High School	2217	-113	-12	21.34	18.22	51.01	48.85	3.34	15.11	63.42	0.63	0.14	17.1	71.18
New Britain Transitional Center	40	10	0	100	12.5	72.5	27.5	2.5	5	82.5	0	0	10	82.5
Brookside School	88	35	11	55.68	21.59	59.09	40.91	0	14.77	76.14	0	0	9.09	86.36
CLIMB	29	-11	-4	100	31.03	72.41	27.59	3.45	27.59	51.72	0	0	17.24	72.41
Satellite Careers Academy	167	20	-2	14.97	14.97	51.5	48.5	0.6	11.38	74.85	0.6	0	12.57	83.23
District Total	9300	47	-19	21.39	19.75	51.25	48.67	2.63	14.38	67.16	0.37	0.17	15.23	76.45

School Name	Total Students	Change YTD	Change from last report	Special ED%	ELL%	Males %	Females %	Asian%	Black or African American %	Hispanic%	American Indian%	Hawaiian Pacific Islander%	White%	Free and Reduced Lunch%
Gaffney Elementary School	84	25	1	52.38	0	52.38	47.62	8.33	13.1	60.71	0	0	17.86	66.67
Gaffney - Key Elementary	70	17	1	78.57	0	80	20	2.86	17.14	65.71	0	0	14.29	84.29
Roosevelt Early Learning Center	321	127	8	51.71	0	59.81	40.19	3.74	16.2	66.98	0.62	0	11.84	71.96
District Total	475	169	10	55.79	0	61.47	38.53	4.42	15.79	65.68	0.42	0	13.26	72.84

Note Regarding Free and Reduced Lunch %:

This district participates in the Universal Lunch Program, which has our certified number at 64%. Newly registered parents are updated by central registration, but current students are not updated through an automated process as in the past. These numbers provide context but are not exact.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Christopher Badenhop () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Ann Alfano or Chris Badenhop

Type of Memorandum

Grant Acceptance

Background and Purpose/Rationale

Chronic Absenteeism: As New Britain strives to decrease absenteeism, across the district, we will continue to ensure that families understand the impact that consistent attendance can have on the lives of their children. We will continue to utilize materials and training, as well as advocate, to ensure that families are receiving that message. We will incorporate Attendance Works training and materials, incentives for families and focus on data output, around district-wide attendance. LENA Talks: Supporting the facilitation of Parent classes around the importance of literacy and communication, in children ages Birth to 4. We are connecting with Literacy Volunteers of Central CT to incorporate families into this class, by getting our School Readiness Family Engagement Teams trained as LENA facilitators. Our Programs all have a unique rapport with their families, and our Council offering food and childcare will hopefully be the incentive they need to make this important step, to improve upon their skills, as a Parent. Pyramid Model: We have improved upon the impact of our Programs, classrooms and children, by coordinating full implementation of the Pyramid Model, throughout New Britain Programs. As we continue to grow the support, coaching and training remains to be the link that ties the ongoing change.

Financial Information

The total grant award is \$20,000.00

Committee Review

N/A



May 19, 2023

Consolidated School District of New Britain
227 Main Street
New Britain, CT 06050

Dear Mr. Badenhop,

On behalf of the Board of Trustees of The Fund for Greater Hartford, I am pleased to share that your organization has received an award. Please refer to the attached grant agreement for award details. The grant agreement must be signed and returned via email no later than June 1, 2023.

If you have any questions, please do not hesitate to contact me directly at 860-232-3113 or krusso@fundforgreaterhartford.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberley Russo".

Kimberley Russo
Executive Director



Please sign and email a copy no later than June 1, 2023 to krusso@fundforgreaterhartford.org.

Agency Name: Consolidated School District of New Britain

Program/Project Name: Early Childhood Capacity Building/NB School Readiness Council

Award Amount: \$20,000

Grant Requirements:

- This grant is made exclusively for the purposes outlined in the submitted grant proposal. It is the grantee's responsibility to notify The Fund for Greater Hartford (The Fund) if there are any changes in this plan or any circumstances that would affect its fulfillment, including any significant shifts in funding.
- Awards must be expended by May 31, 2024. Any grant funds not expended or committed for the purposes of the grant must be returned to The Fund unless the grantee has received prior written approval to extend the funds.
- This award is a one-year award and the opportunity to apply for continued funding is not guaranteed.
- The final report will be due in the April 2024. Details on report submission will be shared prior to the due date.
- The Fund may monitor and conduct a review of your operations under this grant, which may include a visit by The Fund personnel to observe your program, discuss the program and its finances with your personnel, and review financial and other records and materials connected with the activities financed by the grant.
- The Fund may include information about this grant on its website. The Fund for Greater Hartford's name and logo may be included on the grantee's website and materials as appropriate. Notify staff prior to referencing The Fund in print, radio, television and electronic media.
- Grantees are expected to demonstrate in all aspects of their operations full compliance with legislation prohibiting discrimination on the basis of race, color, creed, national origin, sex, sexual preference, or disability. Further, it is expected that grantees will actively seek diversity in their governance and program staff.
- There must be no change in the grantee's qualification as an organization exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Service (IRS) Code or its classification as not a private foundation.

- Grantee agrees to defend, indemnify and hold harmless the Foundation and its directors, officers, agents, representatives and employees against any and all direct and third-party suits, claims, or liabilities of any nature arising out of, or as consequence of, any act, omission, or breach of this Agreement by Grantee and/or Grantee’s directors, officers, agents, representatives or employees. Furthermore, Grantee agrees to reimburse the Foundation for any loss, cost, injury, damage or other expense incurred by the Foundation of any nature arising out of, or as consequence of, any act, omission, or breach of this Agreement by Grantee and/or Grantee’s directors, officers, agents, representatives or employees, including, but not limited to, misappropriation of Foundation financial assets or Grant funds. This Section 15 shall survive any expiration or termination of this Agreement.

I understand and agree to the terms of the grant agreement and will share this information with other agency representatives as appropriate.

Executive Director (signature)

Date

Print Name



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Rebecca Gonzalez and Robert Smedley

Type of Memorandum

Contract Approval

Background and Purpose/Rationale

Lease for continued use of Pope John Paul School as swing space for construction projects
gasper@csdnb.org

Financial Information

The total is \$72,000 first year, \$132,000 second year and the funding source is Local budget
1010-911-25900-54400.

Committee Review

N/A

[Pope John Paul lease - revision 5.25.23 - for Board of Ed - Anthony Gasper.pdf](#)

REAL ESTATE LEASE

ARTICLE ONE: BASIC TERMS

This Article One contains the Basic Terms of this Lease between the Landlord and Tenant named below. Other Articles and Sections of the Lease referred to in this Article One explain and define the Basic Terms and are to be read in conjunction with the Basic Terms.

- Section 1.01. Date of Lease: May ____, 2023
- Section 1.02. Landlord: The Church of the Holy Cross, New Britain
Notice Address of Landlord: 31 Biruta Street
New Britain, CT 06053
- Section 1.03. Tenant: The Consolidated School District of
The City of New Britain
- Section 1.04. Property: 221 Farmington Avenue, New Britain,
Connecticut 06053
- Section 1.05. Demised Premises: The Property, including the St. John Paul II
school building, grounds and the fenced
parking lot to the rear of the Building.
- Section 1.06. Lease Term: Beginning July 1, 2023 and ending on June
30, 2025, unless either extended pursuant to
the terms of Section 2.02 hereof or earlier
terminated.
- Section 1.07. Permitted Uses: For educational facility use for ages
kindergarten through 5th grade, general office
use and related purposes.
- Section 1.08. Rent and Other Charges Payable by Tenant:
- (a) Base Rent: \$72,000 per annum for the period of 7/1/23
to 6/30/24, payable in equal monthly
installments of \$6,000.00;
- \$132,000.00 per annum, for the period of
7/1/24 to 6/30/25, payable in
equal monthly installments of \$11,000.00.
- (b) Other Periodic Payments: Utilities (See Section 4.03) and other
additional charges referenced in Article
Four hereof.

Section 1.09. Brokers: None

ARTICLE TWO: LEASE TERM

Section 2.01. Lease of Demised Premises for Lease Term.

Landlord leases the Demised Premises to Tenant and Tenant leases the Demised Premises from Landlord for the Lease Term. The Lease Term is for the period stated in Section 1.06 above, unless renewed in accordance with Section 2.02 below or unless sooner terminated. The “Rent Commencement Date” for Base Rent shall mean July 1, 2023.

Section 2.02 Renewal Term.

Tenant shall have the option to renew this Lease for one additional twelve (12) month term on at least thirty (30) days’ prior notice to Landlord; provided that the Tenant is not in Default at the time of renewal. The terms of this Lease shall apply to the renewal term.

Section 2.03. Holding Over.

Tenant shall vacate the Demised Premises upon the expiration or earlier termination of this Lease. If Tenant does not vacate the Demised Premises upon the expiration or earlier termination of the Lease and Landlord thereafter accepts rent from Tenant, Tenant’s occupancy of the Demised Premises shall be a “month-to-month” tenancy, subject to all of the terms of this Lease, except as to rent which shall be one hundred ten percent (110%) of the Rent payable for the month immediately preceding such expiration or termination. Tenant agrees to indemnify and hold Landlord harmless from and against any and all damages sustained and liabilities incurred by Landlord as a result of Tenant’s continued occupancy of any part of the Demised Premises beyond the expiration or termination of this Lease. This subparagraph shall not limit or modify any other rights or remedies of Landlord under this Lease or otherwise.

ARTICLE THREE: BASE RENT

Section 3.01. Time and Manner of Payment.

Tenant shall pay Landlord the Base Rent in the amount stated in Section 1.08(a) above beginning on the Rent Commencement Date (July 1, 2023). On the Rent Commencement Date and on the first day of each month thereafter, Tenant shall pay Landlord the monthly installment of the Base Rent, in advance, without offset, deduction or prior demand. The Base Rent shall be payable at Landlord’s address or at such other place as Landlord may designate in writing.

If Tenant shall fail to pay any rental payment provided herein within 10 days after the due date, then Tenant shall pay as additional rent a late charge of One Hundred Dollars (\$100.00) per month or portion of month thereof for each month after due date.

ARTICLE FOUR: OTHER CHARGES PAYABLE BY TENANT

Section 4.01. Additional Rent.

Except for Base Rent, all monies required to be paid by Tenant hereunder shall be considered additional rent (“Additional Rent”).

Tenant shall pay (a) the cost of maintenance and repair of the following (subject to Section 6.02): (i) all interior and exterior elements of the building, including the parking lot (provided, however, maintenance and repair of the parking lot shall be subject to the provisions of 6.03); (ii) all electrical, plumbing, HVAC and other utility systems and lines serving the Demised Premises; (iii) exterior lighting; and (b) all refuse disposal, janitorial services and security services for the Demised Premises.

Notwithstanding the foregoing, operating expenses to be paid by Tenant shall not include costs incurred under Section 6.02 and any premium for any insurance policy maintained by Landlord, which are to be at the sole cost and expense of the Landlord.

Section 4.02. Real Property Taxes.

Landlord and Tenant acknowledge that the Demised Premises is presently exempt from Real Property Taxes, and Tenant shall continue to maintain the tax exemption of the Property throughout the Lease Term hereof. In the event the Property or any portion thereof becomes subject to Real Property Taxes as a result of this Lease, Tenant shall pay said taxes when due and Tenant shall indemnify and save the Landlord harmless with regard to said taxes for each Grand List for which property taxes are due, as well as any interest, penalties or other expenses connected with same. “Real Property Tax” means: (i) any fee, license fee, license tax, business license fee, commercial rental tax, levy, charge, assessment, penalty or tax imposed by any taxing authority against the Property; (ii) any tax on the Landlord’s right to receive, or the receipt of, rent or income from the Demised Premises or against Landlord’s business of leasing the Demised Premises; (iii) any tax or charge for fire protection, streets, sidewalks, road maintenance, refuse or other services provided to the Demised Premises by any governmental agency; (iv) any tax imposed upon this Lease or based upon a reassessment of the Demised Premises due to this Lease; and (v) any charge or fee replacing a tax previously included within the definition of Real Property Tax. “Real Property Tax” does not, however, include Landlord’s federal or state income, franchise, inheritance or estate taxes.

Section 4.03. Utilities.

Tenant agrees to pay all utilities for the Demised Premises during the Lease Term. To the extent possible, Tenant shall arrange for all utilities to be billed directly to Tenant by the respective utility, and Tenant pay directly to the appropriate supplier the cost of all services supplied to the Demised Premises.

Section 4.04. Insurance Policies.

(a) Liability Insurance. During the Lease Term, Tenant shall maintain a policy of commercial general liability insurance (sometimes known as broad form comprehensive

general liability insurance) insuring Tenant against liability for bodily injury, property damage (including loss of use of property) and personal injury arising out of the operation, use or occupancy of the Demised Premises. Tenant shall name Landlord as additional insured under such policy. The initial amount of such insurance shall be Two Million Dollars (\$2,000,000) per occurrence. The liability insurance obtained by Tenant under this Section 4.04(a) shall (i) be primary and non-contributing and (ii) contain cross-liability endorsements. Landlord may also obtain commercial general liability insurance in an amount and with coverage determined by Landlord, insuring Landlord against liability arising out of ownership, operation, use or occupancy of the Demised Premises and the Property. The policy obtained by Landlord shall not be contributory and shall not provide primary insurance.

(b) Worker's Compensation Insurance. During the Lease Term, Tenant shall maintain a policy of Worker's Compensation Insurance (including employee's Liability Insurance) in the statutory amount covering all employees of Tenant employed at or performing services at the Demised Premises, in order to provide the statutory benefits required by the laws of the state in which the Demised Premises is located.

(c) Property and Rental Income Insurance. During the Lease Term, Landlord shall maintain at Landlord's expense policies of insurance covering loss of or damage to the building on the Property in the full amount of its replacement value. Landlord shall have the right to obtain flood and earthquake insurance at Landlord's discretion or if required by any lender holding a security interest in the Demised Premises. Landlord shall not obtain insurance for Tenant's fixtures or equipment installed by Tenant on the Demised Premises. Tenant shall not do or permit anything to be done which invalidates any such insurance policy.

(d) General Insurance Provisions

- (i) Any insurance which Tenant is required to maintain under this Lease shall include a provision which requires the insurance carrier to give Landlord not less than thirty (30) days written notice prior to any cancellation or modification of such coverage.
- (ii) If Tenant fails to deliver any policy, certificate or renewal to Landlord required under this Lease within the prescribed time or if any such policy is cancelled or modified during the Lease Term without Landlord's consent, Landlord may obtain such insurance, in which case Tenant shall reimburse Landlord, as Additional Rent, the cost of such insurance within thirty (30) days after receipt of a statement that indicates the cost of such insurance.
- (iii) Tenant shall maintain all insurance required under this Lease with companies licensed in the state of Connecticut. Landlord and Tenant acknowledge the insurance markets are rapidly changing and that insurance in the form and amounts described in this Section 4.04 may not be available in the future. If any time during the Lease Term, Tenant is unable to maintain the insurance required under the Lease, Tenant shall nevertheless maintain insurance coverage which is customary and commercially reasonable in the insurance industry for Tenant's type of business, as that coverage may change from time to time.

Tenant may obtain any additional property or liability insurance which Tenant deems necessary.

- (iv) Tenant waives any and all rights of recovery against Landlord, or against the officers, employees, agents or representatives of Landlord, for loss of or damage to its property or the property of others under its control, if such loss or damage is covered by any insurance policy in force (whether or not described in this Lease) or such loss or damage is required to be covered by the terms of this Lease (whether or not actually in force) at the time of such loss or damage. Upon obtaining the required policies of insurance, Tenant shall give notice to the insurance carriers of this waiver or subrogation.
- (v) Landlord does not waive any right of recovery against Tenant for damages that are covered by the parish's property insurance coverage.

ARTICLE FIVE: USE OF PROPERTY

Section 5.01. Permitted Uses.

Subject to the reservations respecting Landlord's use described in section 5.05, Tenant may use the Demised Premises for the Permitted Uses set forth in Section 1.07 above.

Section 5.02. Manner of Use.

Tenant shall not cause or permit the Demised Premises to be used in any way which constitutes a violation of any law, ordinance, or governmental regulation or order or which constitutes a nuisance or waste. Tenant shall obtain and pay for all permits, including a Certificate of Occupancy, if required for Tenant's occupancy of the Demised Premises and shall take all actions necessary to comply with all applicable statutes, ordinances, rules, regulations, orders and requirements regulating the use by Tenant of the Demised Premises or Tenant's business or operations.

Section 5.03. Hazardous Materials.

As used in this Lease, the term "Hazardous Material" means any flammable items, explosives, radioactive materials, hazardous or toxic substances, material or waste or related materials, including any substances defined as or included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials" or "toxic substances" now or subsequently regulated under any applicable federal, state or local laws or regulations, including without limitation petroleum-based products, paints, solvents, lead, cyanide, DDT, printing inks, acids, pesticides, ammonia compounds and other chemical products, asbestos, PCBs and similar compounds, and including any different products and materials which are subsequently found to have adverse effect on the environment or the health and safety of persons. Tenant shall not cause or permit any Hazardous Material to be generated, produced, brought upon, used, stored, treated or disposed of in or about the Demised Premises by Tenant, its agents, employees, contractors, sublessees or invitees without the prior written consent of Landlord, except for small amounts customarily used by similarly situated tenants and in full compliance with law. Landlord shall be entitled to take into account such other factors as Landlord may reasonably determine to be relevant

in determining whether to grant or withhold consent to Tenant's proposed activity with respect to Hazardous Material. In no event, however, shall Landlord be required to consent to the installation or use of any storage tanks on the Property. Tenant shall provide all information requested from time to time by Landlord, or by any enforcement agency, including but not limited to, the Connecticut Department of Environmental Protection within a reasonable time. Tenant shall execute and deliver any document reasonably required in order to comply with any Environmental Law within a reasonable time. Tenant shall promptly deliver to Landlord copies of all written notices made by Tenant to, or received by Tenant from, any enforcement agency or from the United States Occupational Safety and Health Administration concerning environmental matters or Hazardous Materials at the Demised Premises.

Section 5.04. Signs.

Tenant shall not place any signs on the Property without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned, denied or delayed.

The Landlord covenants that it has removed or will have removed all religious signage, other imagery, artifacts and/or decorations from the Demised Property. In the event other religious signage, other imagery, artifacts and/or decorations need to be removed (in Tenant's reasonable discretion), the Landlord will remove them at its sole cost and expense. Prior to the execution of this Lease, Tenant shall identify in writing all of such signage, imagery, artifacts, and/or decorations that Tenant wishes to have removed.

Section 5.05. Landlord's Use and Access.

(a) Landlord reserves the right to use and access the Demised Premises for purposes of utilizing the Demised Premises for its religious education and/or parish sponsored programs. Such use shall occur only after reasonable prior notice to Tenant and exclusively (i) on weekends, (ii) during periods when school or any after school program is not in session, or (iii) on weeknights after 6:00 pm. Landlord shall be required to restore the area to the same condition as prior to Landlord's use.

(b) Landlord or its agents may enter the Demised Premises at all reasonable times (i) to show the Demised Premises to potential buyers, investors or tenants or other parties, (ii) to monitor Tenant's compliance with all applicable environmental laws and all laws governing the presence and use of Hazardous Material or (iii) for any other purpose Landlord deems reasonably necessary. Landlord shall give Tenant reasonable prior notice of such entry, except in the case of an emergency.

Section 5.06. Quiet Possession.

If Tenant pays the rent and complies with the terms of this Lease, Tenant may occupy and enjoy the Demised Premises for the full Lease Term, without hindrance or molestation by Landlord or its agents or employees and Landlord shall defend the use and occupancy by Tenant against the lawful claims of all persons whatsoever.

Section 5.07 Landlord's Representations and Warranties.

(a) Landlord makes the following representations, warranties and covenants to Tenant:

(i) Landlord has good right and full power to lease to Tenant the Demised Premises. Landlord has complete and full authority to execute this Lease and the execution of this Lease by the undersigned has been duly authorized in accordance with the organizational, formation or other documents governing the Landlord.

(ii) Neither the entering into of this Lease nor the consummation of the transaction contemplated hereunder will constitute or result in a violation or breach by Landlord of any judgment, order, writ, injunction or decree issued against or imposed upon it, or will result in a violation of any applicable law, order rule or regulation of any governmental or ecclesiastical authority.

(iii) The parties executing this Lease on behalf of Landlord have the full power and authority to make this Lease the legal, valid and binding obligations of the Landlord.

ARTICLE SIX: CONDITION OF DEMISED PREMISES; MAINTENANCE, REPAIRS AND ALTERATIONS

Section 6.01. Existing Conditions; Alterations, Additions and Improvements

(a) Tenant accepts the Demised Premises in its condition as of the execution of the Lease. Except as provided herein, Tenant acknowledges that neither Landlord nor any agent of Landlord has made any representation as to the condition of the Demised Premises or the suitability of the Demised Premises for Tenant's intended use. Tenant represents and warrants that Tenant has made its own inspection of and inquiry regarding the condition of the Demised Premises. Landlord and Tenant acknowledge that the Tenant has inspected the Demised Premises for the purpose of determining compliance with municipal code, and that Tenant, at its sole cost and expense, shall make certain improvements to the Demised Premises in order to occupy the Demised Premises for its Permitted Use, which work may include providing handicap accessibility to all areas of the building ("Tenant's Work") pursuant to Section 6.01(c) below.

(b) Except as provided in Section 6.01(c), below, Tenant shall not make any alterations, additions, or improvements to the Demised Premises or the Property without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned, denied or delayed. Tenant shall remove any alterations, additions, or improvements constructed in violation of this Section 6.01(b) upon Landlord's written request. All alterations, additions and improvements shall be done in a good and workmanlike manner in conformity with all applicable laws and regulations.

(c) Notwithstanding any provision in this Lease to the contrary, Tenant may, in its sole discretion, beginning on the date hereof (the "Tenant's Work Start Date"),

undertake alterations, additions and improvements to the Demised Premises at Tenant's expense in order to modify any room space (including upgrading any building components, including lighting, painting, doors, carpet, ceiling tiles, and cabling, and installing partitions to create multiple classroom space) for its Permitted Use.

Tenant agrees that once it has initiated any Work at the Demised Premises, it will complete it in a good and workmanlike manner at its sole cost and expense.

(d) If the Tenant shall acquire title to the Property at any time on or before the expiration of the Lease Term (including any renewal), then all costs paid by the Tenant during the Lease Term, including any renewal term, for building improvements approved by Landlord in writing (such approval not to be unreasonably withheld, conditioned or delayed) and construction costs and/or repairs related to Tenant's Work approved by Landlord in writing (such approval not to be unreasonably withheld, conditioned or delayed) shall be deducted from the purchase price up to a maximum amount of Five Hundred Thousand Dollars (\$500,000.00) contingent upon Tenant providing written evidence of such payment and of Landlord's written approval of the Work, construction, or improvements (such approval not to be unreasonably withheld, conditioned or delayed).

Section 6.02. Landlord's Obligations.

Subject to the provisions of Article Seven (Damage or Destruction) and Article Eight (Condemnation), Landlord shall have no responsibility to repair, maintain or replace any portion of the Demised Premises at any time during the Lease Term, except upon the willful misconduct or negligence of Landlord, its agents or employees. Notwithstanding the foregoing, Landlord shall be responsible, at Landlord's sole cost and expense and without any reimbursement obligation by Tenant for any replacements, alterations or improvements which are capital in nature to the roof (when damage is caused by wind or weather) and the building structure (which is defined as the footings and foundations, supporting columns and load bearing exterior walls) and provided, however, that Landlord shall not be responsible for any replacements, alterations or improvements resulting from the negligence of Tenant, its agents, employees, contractors or invitees.

Section 6.03. Tenant's Obligations.

(a) Subject to Section 6.02, Tenant shall, at Tenant's sole expense, keep and maintain the Demised Premises including, without limitation, all improvements thereon and all plumbing and electrical systems and other fixtures and equipment, in good repair and in a clean and safe condition, and repair or replace any and all of the foregoing in a good and workmanlike manner as needed. Tenant shall, at Tenant's sole expense, replace all broken glass in the Demised Premises with glass of comparable quality within a reasonable time. It is the intention of Landlord and Tenant that, at all times during the Lease Term, Tenant shall maintain the Demised Premises in a commercially reasonable condition. Tenant shall also be responsible for maintenance of the parking lot, driveways and sidewalks (including snow removal); provided, however, Tenant shall not be obligated for and shall not reimburse Landlord for any capital repair of the parking lot.

(b) Tenant shall fulfill all of Tenant's obligations under this Section 6.03 at Tenant's sole expense. If Tenant fails to maintain, repair or replace the Demised Premises as required by this Section 6.03, Landlord may, upon ten (10) days prior notice to Tenant (except that no notice shall be required in the case of any emergency), enter the Demised Premises and perform such maintenance or repair (including replacement, as needed) on behalf of Tenant. In such case, Tenant shall reimburse Landlord for all costs incurred in performing such maintenance or repair within thirty (30) days of demand. After thirty (30) days, interest shall accrue on such unpaid balance at the rate of ten percent (10%) per annum.

Section 6.04. Condition Upon Termination.

Upon termination or expiration of the Lease, Tenant shall surrender the Demised Premises to Landlord, broom clean and in the same condition as received, except for the permitted alterations described in Section 6.01 above and ordinary wear and tear. Tenant shall not be obligated to repair any damage which Landlord is required to repair under Article Seven (Damage or Destruction). In addition, Landlord may require Tenant to remove any alterations, additions or improvements (other than those listed in Section 6.01) prior to the expiration of the Lease and to restore the Demised Premises to their prior condition, all at Tenant's expense. All alterations, additions and improvements which Landlord has not required Tenant to remove shall become Landlord's property and shall be surrendered to Landlord upon the expiration or earlier termination of the Lease, except that Tenant may remove any of Tenant's business equipment which can be removed without material damage to the Demised Premises. Tenant shall repair, at Tenant's expense, any damage to the Demised Premises caused by the removal of any such equipment. In no event, however, shall Tenant remove any of the following materials or equipment (which shall be deemed Landlord's property) without Landlord's prior written consent; any power wiring or wiring panels; lighting or lighting fixtures, wall coverings, drapes, blinds or other window coverings, carpets or other floor coverings, heaters, air conditioners or any other heating or aid conditioning equipment, fencing or security gates; or other similar building operating equipment and decorations. In no event shall Landlord's consent be unreasonably withheld, conditioned, denied or delayed.

ARTICLE SEVEN: DAMAGE OR DESTRUCTION

Section 7.01. Partial Damage to Demised Premises.

(a) Tenant shall notify Landlord in writing immediately upon the occurrence of any material damage to the Demised Premises that is the responsibility of Landlord to repair hereunder. If the Demised Premises is only partially damaged (less than 50%) and if the proceeds received by Landlord from the insurance policies described in Section 4.04(c) are sufficient to pay for the necessary repairs, this Lease shall remain in effect and Landlord shall fully repair the damage as soon as reasonably possible.

(b) If the insurance proceeds received by Landlord are not sufficient to pay the entire cost of repair that is the Landlord's responsibility to repair hereunder, or if the cause of the damage is not covered by the insurance policies which Landlord or Tenant maintains, Landlord may elect either to (i) fully repair the damage as soon as reasonable possible at

Landlord's sole cost and expense, in which case this Lease shall remain in full force and effect, or (ii) terminate this Lease as of the date the damage occurred. Landlord shall notify Tenant within forty-five (45) days after receipt of notice of the occurrence of the damage whether Landlord elects to repair the damage or terminate the Lease. Tenant shall have the right to terminate this Lease in the event the Property has not been repaired within one hundred twenty (120) days after occurrence of the damage.

(c) If the damage to the Demised Premises occurs during the last six (6) months of the Lease Term and such damage will require more than thirty (30) days to repair, either Landlord or Tenant may elect to terminate this Lease as of the date the damage occurred. The party electing to terminate this Lease shall give written notification to the other party of such election with thirty (30) days after Tenant's notice to Landlord of the occurrence of the damage, provided Landlord has not commenced repair of the damages and is not diligently undertaking the repair of the Property.

Section 7.02. Substantial or Total Destruction.

If the Demised Premises is substantially or totally destroyed by any cause whatsoever and in which case the insurance proceeds are insufficient to repair (i.e., the damage to the Demised Premises is greater than partial damage as described in Section 7.01), the Lease shall terminate as of the date the destruction occurred. Notwithstanding the preceding sentence, if the Demised Premises can be rebuilt within four (4) months after the date of destruction, Landlord may elect to rebuild the Demised Premises at Landlord's own expense, in which case this Lease shall remain in full force and effect. Landlord shall notify Tenant of such election with thirty (30) days after Tenant's notice of the occurrence of total or substantial destruction.

Section 7.03. Temporary Reduction of Rent.

If the Demised Premises is destroyed or damaged and Landlord or Tenant repairs or restores the Demised Premises pursuant to the provisions of this Article Seven, any rent payable during the period of such damage, repair and/or restoration shall be reduced according to the degree, if any, to which Tenant's use of the Demised Premises is impaired.

ARTICLE EIGHT: CONDEMNATION

Section 8.01. Condemnation. If all or any portion of the Demised Premises is taken under the power of eminent domain or sold under the threat of that power (all of which are called "Condemnation"), this Lease shall terminate as to the part taken or sold on the date the condemning authority takes title or possession, whichever occurs first. If (i) more than twenty percent (20%) of the floor area of the building on the Property or (ii) a material part of that portion of the parking lot being used by Tenant, is taken, either Landlord or Tenant may terminate this Lease as of the date the condemning authority takes title or possession, by delivering written notice to the other within ten (10) days after receipt of written notice of such taking (or in the absence of such notice, within ten (10) days after the condemning authority takes title or possession). If neither Landlord nor Tenant terminates this Lease, this Lease shall remain in effect as to the portion of the Demised Premises not taken, except that the Base Rent shall be reduced in proportion to the reduction in the floor area of the

Demised Premises. Tenant may file such claims with the condemning authority as may be permitted by applicable law for removal expenses, business dislocation damages, and moving expenses. If this Lease is not terminated, Landlord shall repair promptly any damage to the Demised Premises caused by the Condemnation.

ARTICLE NINE: ASSIGNMENT AND SUBLETTING

Section 9.01 Landlord's Consent Required. No portion of the Demised Premises or of Tenant's interest in this Lease may be acquired by any other person or entity, whether by sale, assignment, mortgage, sublease, transfer, operation of law, or act of Tenant, without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned, denied or delayed. Landlord's refusal to provide consent based on the teachings of the Church shall not be deemed unreasonable.

Section 9.02. No Release of Tenant. No transfer permitted by this Article Nine, whether with or without Landlord's consent, shall release Tenant or change Tenant's primary liability to pay the rent and to perform all other obligations of Tenant under this Lease. Landlord's acceptance of rent from any other person is not a waiver of any provision of this Article Nine. Consent to one transfer is not consent to any subsequent transfer. If Tenant's transferee defaults under this Lease, Landlord may proceed directly against Tenant without pursuing remedies against the transferee. Landlord may consent to subsequent assignments or modifications of this Lease by Tenant's transferee, without notifying Tenant or obtaining its consent. Such action shall not relieve Tenant's liability under this Lease.

ARTICLE TEN: DEFAULTS; REMEDIES

Section 10.01. Covenants and Conditions. Tenant's performance of each of Tenant's obligations under this Lease is a condition of Tenant's right to continue in possession of the Demised Premises.

Section 10.02. Defaults. Tenant shall be in default under this Lease ("Default"):

(a) If Tenant abandons the Demised Premises or if Tenant vacates the Demised Premises after the Commencement Date;

(b) if Tenant fails to pay rent or any other charge within ten (10) business days of when due; or

(c) if Tenant fails to perform any of Tenant's non-monetary obligations under this Lease for a period of thirty (30) days after written notice from Landlord; provided that if more than thirty (30) days are required to complete such performance, Tenant shall not be in default if Tenant commences such performance within the thirty (30) day period and thereafter diligently pursues its completion.

Section 10.03. Remedies. On the occurrence of any Default by Tenant, Landlord may, at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of any right or remedy which Landlord may have:

(a) Terminate Tenant's right to possession of the Demised Premises by any lawful means, in which case this Lease shall terminate and Tenant shall surrender possession of the Demised Premises to Landlord. In such event, Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's Default, including (i) any unpaid Base Rent and Additional Rent which Landlord has earned at the time of the termination; (ii) the amount by which the unpaid Base Rent and Additional Rent which Landlord would have earned after termination until such costs exceed the amount of such rental loss that Tenant proves Landlord could have reasonably avoided; and (iii) any other obligations Landlord incurs in maintaining or preserving the Demised Premises after such Default, the cost of recovering possession of the Demised Premises, expenses of reletting, including necessary renovation or alteration of the Demised Premises and any real estate commission paid or payable. If Tenant has abandoned the Demised Premises, Landlord shall have the option of (i) retaking possession of the Demised Premises and recovering from Tenant the amount specified in this Section 10.03(a), or (ii) proceeding under Section 10.03(b);

(b) Maintain Tenant's right to possession, in which case this Lease shall continue in effect whether or not Tenant has abandoned the Demised Premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the rent as it becomes due.

(c) Pursue any other remedy nor or hereafter available to Landlord under the laws or judicial decisions of the state in which the Demised Premises is located.

ARTICLE ELEVEN: PROTECTION OF LENDERS

Section 11.01. Subordination. This Lease shall be automatically subject and subordinate to any existing or future ground lease, deed of trust or mortgage encumbering the Demised Premises, any advances made on the security thereof, whenever made or recorded. Tenant shall cooperate with Landlord and any lender which is acquiring a security interest in the Demised Premises or the Lease. Tenant shall execute such further documents and assurance as such lender may require, provided that Tenant's obligations under this Lease shall not be increased in any material way, and Tenant shall not be deprived of its rights under this Lease. If any ground lessor, beneficiary or mortgagee elects not have this Lease prior to the lien of its ground lease, deed of trust or mortgage and gives written notice thereof to Tenant, this Lease shall be deemed prior to such ground lease, deed of trust or mortgage whether this Lease is dated prior or subsequent to the date of said ground lease, deed of trust or mortgage or the date of recording thereof.

Section 11.02. Attornment. If Landlord's interest in the Demised Premises is acquired by any ground lessor, beneficiary under a deed of trust, mortgagee, or purchaser at a foreclosure sale, Tenant shall, at the election of such ground lessor, beneficiary under a deed of trust, mortgagee, or purchaser at a foreclosure sale, attorn to the transferee of or successor to Landlord's interest in the Demised Premises and recognize such transferee or

successor as Landlord under this Lease. Tenant waives the protection of any statute or rule of law which gives or purports to give Tenant any right to terminate this Lease or surrender possession of the Demised Premises upon the transfer of Landlord's interest.

Section 11.03. Signing of Documents. Upon written request, Tenant shall sign and deliver any instrument or documents necessary or appropriate to evidence any such attornment or subordination or agreement to do so.

Section 11.04. Estoppel Certificates. Upon Landlord's written request, Tenant shall execute, acknowledge and deliver to Landlord a written statement certifying: (i) this Lease is unmodified (or if modified, stating any amendments hereto); (ii) that this Lease has not been cancelled or terminated; (iii) the last date of payment of the Base Rent and other charges and the time period covered by such payment; (iv) that Landlord is not in default under this Lease (or if Landlord is claimed to be in default, stating why); and (v) such other representations or information with respect to Tenant or the Lease as Landlord may reasonably request or which any prospective purchaser or encumbrancer of the Demised Premises may require. Tenant shall deliver such statement to Landlord within thirty (30) days after Landlord's request. Landlord may give any such statement by Tenant to any prospective purchaser or encumbrancer of the Demised Premises. Such purchaser or encumbrancer may rely conclusively upon such statement as true and correct.

ARTICLE TWELVE: LEGAL COSTS

Section 12.01. Legal Proceedings. If Tenant or Landlord shall be in breach or default under this Lease, such party (the "Defaulting Party") shall reimburse the other party (the "Nondefaulting Party") upon demand for any costs or expenses that the Nondefaulting Party incurs in connection with any breach or default of the Defaulting Party under this Lease, whether or not suit is commenced or judgment entered. Such cost shall include reasonable, actual, out of pocket legal fees and costs incurred for the negotiation of a settlement, enforcement of rights or otherwise. Furthermore, if any action for breach of or to enforce the provisions of this Lease is commenced, the court in such action shall award to the party in whose favor a judgment is entered, a reasonable sum as settlement, enforcement of rights or otherwise. Furthermore, if any action for breach of or to enforce the provisions of this Lease is commenced, the court in such action shall award to the party in whose favor a judgment is entered, a reasonable sum as attorneys' fees and costs. The losing party in such action shall pay such attorneys' fees and costs.

ARTICLE THIRTEEN: PURCHASE OPTION

Section 13.01. Purchase Option. Upon the expiration of the term of this Lease or Tenant's option to renew, Tenant shall have the option to purchase the Demised Premises and the convent building located on the Property, provided the parties can agree upon a purchase price in writing within three (3) months of the date of the execution of this Lease (the parties agree to negotiate in good faith to arrive at such purchase price) and provided the Landlord obtains all required Canonical approvals for the sale transaction within 45 days thereafter. The Landlord agrees to use commercially reasonable efforts and diligence to secure such Canonical approvals. To exercise such option to purchase, Tenant must not

be in default of its obligations hereunder, and must provide written notice at least sixty (60) days prior to the termination of the lease term or prior to the expiration of the option to renew contained in Section 2.02 hereof, and the closing must occur within sixty (60) days after the expiration of the lease term or of option to renew contained in Section 2.02 hereof.

ARTICLE FOURTEEN: MISCELLANEOUS PROVISIONS

Section 14.01. Landlord's Liability: Certain Duties.

(a) As used in this Lease, the term "Landlord" means only the current owner or owners of the fee title to the Demised Premises or the Property or the leasehold estate under a ground lease of the Demised Premises or Property at the time in question. Each Landlord is obligated to perform the obligations of Landlord under this Lease only during the time such Landlord owns such interest or title. Any Landlord who transfers its title or interest to a third party is relieved of all liability with respect to the obligations of Landlord under this Lease to be performed on or after the date of transfer. However, each Landlord shall deliver to its transferee the security deposit, if any, that Tenant previously paid if such funds have not yet been applied under the terms of this Lease.

(b) Tenant shall give written notice of any failure by Landlord to perform any of its obligations under this Lease to Landlord and to any ground lessor, mortgagee or beneficiary under any deed of trust encumbering the Demised Premises whose name and address have been furnished to Tenant in writing. Landlord shall not be in default under this Lease unless Landlord (or such ground lessor, mortgagee or beneficiary) fails to cure such non-performance within thirty (30) days after receipt of Tenant's notice. However, if such non-performance reasonably requires more than thirty (30) days to cure, Landlord shall not be default if such cure is commenced within such thirty (30) day period and thereafter diligently pursue to completion.

(c) Notwithstanding any term or provision herein to the contrary, the liability of Landlord for the performance of its duties and obligations under this Lease is limited to Landlord's interest in the Demised Premises and the Property, and neither the Landlord nor its partners, shareholders, officers or other principals shall have any personal liability under this Lease.

Section 14.02. Severability. A determination by a court of competent jurisdiction that any provision of this Lease or any part thereof is illegal or unenforceable shall not cancel or invalidate the remainder of such provision of this Lease, which shall remain in full force and effect.

Section 14.03. Interpretation. The captions of the Articles or Sections of this Lease are to assist the parties in reading this Lease and are not a part of the terms of provisions of this Lease. Whenever required by the context of this Lease, the singular shall include the plural and the plural shall include the singular. The masculine, feminine and neuter genders shall each include the other, in any provision relating to the conduct, acts or omissions of Tenant, the term "Tenant" shall include Tenant's agents, employees, students, contractors, invitees,

successors or others using the Demised Premises with Tenant's expressed or implied permission.

Section 14.04. Incorporation of Prior Agreements; Modifications. This Lease is the only agreement between the parties pertaining to the lease of the Demised Premises and no other agreements are effective. All amendments to the Lease shall be in writing and signed by all parties. Any other attempted amendment shall be void.

Section 14.05. Notices. All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered to:

Consolidated School District of New Britain
272 Main Street
PO Box 1960
New Britain, Connecticut 06050
Attention: Ann Alfano, Chief Financial Officer

Notices to Landlord shall be delivered to the address specified in section 1.02 above with a copy to The Hartford Roman Catholic Diocesan Corporation, 134 Farmington Avenue, Hartford, Connecticut 06105 Attn: Finance Office. All notices shall be effective upon delivery. Either party may change its notice address upon written notice to the other party.

Section 14.06. Waivers. All waivers must be in writing and signed by the waiving party. Landlord's failure to enforce any provision of this Lease or its acceptance of rent shall not be a waiver and shall not prevent Landlord from enforcing that provision or any other provision of this Lease in the future.

Section 14.07. No Recordation. Tenant shall not record this Lease without prior written consent from Landlord, such consent shall not be unreasonably withheld, conditioned, denied or delayed, but Tenant shall be entitled to record a notice or memorandum hereof, which Landlord agrees it shall sign.

Section 14.08. Binding Effect: Choice of Law. This Lease binds any party who legally acquires any rights or interest in this Lease from Landlord or Tenant. However, Landlord shall have no obligation to Tenant's successor unless the rights or interests of Tenant's successor are acquired in accordance with the terms of this Lease. The laws of the state in which the Demised Premises is located (Connecticut) shall govern this Lease.

Section 14.09. Force Majeure. If Landlord or Tenant (except Tenant's failure to pay rent or any other financial obligation under the Lease) cannot perform any of its obligations due to events beyond their control (the time provided for performing such obligations shall be extended by a period of time equal to the duration of such events. Events beyond the parties control include, but are not limited to, acts of God, war, civil commotion, labor disputes, strikes, fire, flood or other casualty, shortages of labor or material, government regulation, order or restriction and weather conditions.

Section 14.10. Execution of Lease. This Lease may be executed in counterparts and, when all counterpart documents are executed, the counterparts shall constitute a single binding instrument. Landlord's delivery of this Lease to Tenant shall not be deemed to be an offer to lease and shall not be binding upon either party until executed and delivery by both parties. A facsimile, copy or .pdf signature shall have the same force and effect as an original signature.

Section 14.11. Survival. All representations and warranties of Landlord and Tenant shall survive the termination of this Lease.

Section 14.12. No Brokers. Each of Tenant and Landlord represents and warrants that there are no agents, brokers, finders or other parties with whom either party has dealt who may be entitled to any commission or fee with respect to this Lease or the Demised Premises. The parties agree to indemnify and hold each other harmless from any claim, demand, cost or liability asserted by any party based upon dealings of that party.

Section 14.13. Tenant's Indemnification of Landlord. Tenant shall indemnify, defend and hold harmless Landlord from and against any and all loss, claims, liability or costs (including court costs and attorneys' fees) incurred by reason of (a) any damage to any property (including but not limited to property of the Landlord) or any injury (including but not limited to death) to any person occurring in, on or about the Demised Premises to the extent that such injury or damage shall be caused by or arise from the negligence or intentional misconduct of Tenant, its agents, or employees, students, guests, customers, licensees, or invitees; or (b) any breach or default on the part of Tenant in the performance of any covenant or agreement on the part of the Tenant to be performed pursuant to this Lease. The provisions of this Section 14.13 will survive termination of this Lease with respect to any claims or liability accruing prior to such termination.

Section 14.14. Landlord's Indemnification of Tenant. Landlord shall indemnify, defend and hold harmless Tenant from and against any and all loss, claims, liability or costs (including court costs and attorneys' fees) incurred by reason of (a) any damage to any property (including but not limited to property of the Tenant) or any injury (including but not limited to death) to any person occurring in, on or about the Demised Premises to the extent that such injury or damage shall be caused by or arise from the negligence or intentional misconduct of Landlord, its agents, or employees, students, guests, customers, licensees, or invitees; or (b) any breach or default on the part of Landlord in the performance of any covenant or agreement on the part of the Landlord to be performed pursuant to this Lease. The provisions of this Section 14.14 will survive termination of this Lease with respect to any claims or liability accruing prior to such termination.

[SIGNATURE PAGE FOLLOWS]

Landlord and Tenant have signed this Lease as of the day and year first above written.

Landlord
The Church of the Holy Cross

By: _____
Name:
Its:

Tenant
Consolidated School District of New Britain

By: _____
Name: Gayle Sanders Connolly
Its: President, Board of Education



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Robert Smedley () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Rebecca Gonzalez Staff Presenter: Robert Smedley

Type of Memorandum

Contract Approval & Purchase Order

Background and Purpose/Rationale

140 Production Court Freezer Project

Whitson's food service provisions large amounts of fresh food in order to produce close to 20,000 plus meals daily. Food operations of this size require an expansive amount of freezer and refrigeration space. The Food Services Account could be used to fund projects that would improve and benefit the lunch program. The facilities department has planned to use the leased warehouse space at 140 Production Ct.

Financial Information

The total cost shall not exceed \$2,554,102.00 from the Food Service Account

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[140 Freezer BOE Presentation - Robert Smedley.pdf](#)

Consolidated School District of New Britain
272 Main Street, New Britain, CT 06051

140 Production Court Freezer Project Construction Contract

THIS AGREEMENT, made the 5th day of June , 2023

Verify the year and edit if not correct. **by and between THE CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN, hereinafter called the "OWNER" and AIR TEMP MECHANICAL SERVICES, Inc. located in Berlin, CT., hereinafter called the "CONTRACTOR".**

WITNESSETH THAT, the Contractor and the Owner for the considerations hereinafter named agree as follows:

Article 1. CONTRACT DOCUMENT

The Contract Documents consist of:

- a. This Agreement
- b. Q # 52327 FROM Air Temp Mechanical Services Inc. with DAS Contract # 19PSX0002
- c. Not to exceed schedule of values

This Agreement and the documents enumerated above, which are made part hereof by reference, form the Contract Document between the parties hereto.

Article 2. SCOPE OF WORK—

The Contractor shall furnish all of the materials, fully execute and perform all of the work and complete all requirements described in the Contract Documents as set forth in Article 1 above.

Article 3. THE CONTRACT PRICE

The Owner will pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed at the prices stipulated in the Schedule of Values for the several respective items of work completed subject to additions and deductions as mutually agreed upon between the Owner and Contractor in writing to be titled "Change Order" and numbered beginning with 001. Expenditure of the Construction and Owner Contingencies shall be by written approval of the Owner.

The Owner will pay the Contractor for the performance of the Contract in current funds, for the **Installation of Refrigerated Warehouse at 140 Production Court, New Britain, CT**, at the price quoted in the

Consolidated School District of New Britain
272 Main Street, New Britain, CT 06051

140 Production Court Freezer Project Construction Contract

Contractor's quote of a price not to exceed \$2,554,102.00. (Two Million, Five hundred Fifty-four thousand, one hundred and two dollars.)

Payment to the Contractor will be made by check as billed by the contractor, in regular progress payments for work completed, produced in invoice form. Invoices shall be presented no later than the Friday of first week of each month and shall be clearly labeled with "140 Production Court Freezer Project" and include the DAS contract number 19PSX0002.

Invoice 1 shall reflect fifty percent of the equipment cost as a deposit for the project in the amount of \$815,705.00 (Eight Hundred Fifteen Thousand, Seven Hundred Five Dollars.)

Article 4. NOTICE TO PROCEED, TIME OF COMPLETION, AND LIQUIDATED DAMAGES:

The Contractor shall agree to commence work within ten (10) calendar days after receipt of the "Notice to Proceed" from the Owner. Such Notice may be sent after execution of this Agreement (also referred to herein as the "Contract"). The Contractor agrees that time is of the essence.

The Contractor shall agree to complete the work within 12 Months from receipt of the Notice to Proceed. The date of completion shall be known as the "Date of Substantial Completion" when all construction is sufficiently complete in accordance with the Contract Documents, so the owner can occupy or utilize the work or designated portion thereof for the use which it is intended, and the work is properly finished to provide the appearance intended, and the Certificate of Completion is issued by the Owner to the Contractor. The Contractor shall complete all the work not later than May 1, 2024.

The Contractor shall prosecute the work continuously until completion. The rate of progress for any given Phase shall be at least that shown on the "Schedule of Progress" which is to be submitted to the Owner by the Contractor in a form satisfactory to the Owner prior to execution of this Agreement.

In general, work shall be prosecuted continuously throughout the term of the Contract. The Contractor will be expected to keep work going whenever possible. If exterior work is required, the owner and contractor will mutually determine when conditions are unfavorable for work, or for any portion thereof, and may order that work be suspended on any part or all portions of the Contract whenever, in his opinion, the conditions are not such as will insure first class work.

140 Production Court Freezer Project Construction Contract

The Contractor shall further agree that the Date of Completion of the Project Work is a reasonable time for completion of the work contemplated in accordance with the Improvement Plans, Specifications, and other Contract Documents, taking into consideration average weather conditions, availability of labor and delivery of materials and equipment.

If the Contractor neglects, fails or refuses to substantially complete the Project Work within the Time of Completion as specified herein, or any proper extension granted thereto by the Owner in accordance with the General Conditions, then the Contractor shall agree, as part consideration for the award of this Contract, to pay to the Owner a liquidated damage in the sum of **One Hundred Fifty Dollars (\$150.00)** as fixed and agreed for breach of the contract for **each and every calendar day** that the Contractor shall be in default and until the work is substantially completed and accepted. This is not to be construed in any sense as a penalty.

The Owner, however, may accept the work if there has been such a degree of completion as will, in the Owner's opinion, make the project reasonably safe, fit, and convenient for the use and accommodation for which it was intended. In such case, the Contractor shall not be charged with liquidated damages, but the Owner may assess the actual damages by such delay.

Article 5. GUARANTEE:

The Contractor guarantees the work done under this contract and the materials furnished by him and used in the work are free from defects, and the guarantee is for a term of **one year** from and after the date of the **Certificate of Project Completion**. It is agreed and understood that the Contractor will at any time during this one (1) year period, upon notification in writing from the Owner, and without expense to the Owner, immediately execute all repairs which may be necessitated, as determined by the Owner, by reason of any defective materials used therein, or by defective workmanship, or by reason of the normal use or functioning of all facilities constructed under this contract or by any reason.

The Owner reserves the right to retain up to five percent (5%) of the Total Contract Price, or to accept, at the Owner's option, a Guarantee Bond for up to five percent (5%) of the Total Contract Price, and to hold such retainage or bond for the duration of the guarantee period. Upon expiration of the guarantee period, provided that all work is in good order, the Contractor shall be entitled to receive said retainage or, if posted, the release of the Guarantee Bond.

The Contractor must provide to the Owner at the time of signing this contract Certificate of Insurance.

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140 Production Court Freezer Project Construction Contract

Article 6. PREVAILING WAGE RATES: If Prevailing Wage Rates do apply for this project:

The Contractor will submit weekly a copy of all payrolls to the Owner. The copy shall be accompanied by a statement signed by the Owner or his agent indicating that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the Connecticut Department of Labor and that of the Owner's prevailing wage rates for this project.

Article 7. INSURANCE COVERAGE:

The Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-VIII" policyholders' rating according to BEST Publications latest edition Key Rating Guide:

Commercial General Liability:	General Aggregate	\$ 2,000,000
	Prod./Compl. Operations Aggregate	\$ 2,000,000
	Occ. Aggregate	\$ 1,000,000
Automobile Liability:	Liability Limit	\$ 1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Comp. And Employer's Liability:	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

The City of New Britain and Consolidated School District" shall be named as "Additional Insured", and the Contractor agrees to provide

140 Production Court Freezer Project Construction Contract

replacement/renewal certificate at least 60 days prior to the expiration of the policy. Should any of the described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

The Contractor agrees to provide a certificate of insurance at the time of the execution of this contract as well as a replacement/renewal certificate at least 60 days prior to the expiration of the policy. Should any of the above-described policies be cancelled before the expiration date, written notice must be made to the City 60 days prior to cancellation. The Contractor shall name the City as Additional Insured on all insurance policies, except Workers Compensation and to provide a Waiver of Subrogation on all policies.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Contractor covenants and agrees to hold the City and School District harmless and to indemnify the City and School District from (I) any and all claims arising from the performance of service enumerated herein, or any work or thing whatsoever done, or any condition created (other than by the City) during the term of this contract or any extensions thereof and the guarantee period, but only to the extent caused by the negligent or otherwise wrongful act or omission of Contractor, its agent, employees, contractors or licensees and (II) all costs, expenses, liabilities incurred in or in connection with each such claim or action or proceeding brought thereon. In case an action or proceeding be brought against the City or School District by reason of any such claim, Contractor, upon notice from the City or School District, shall resist and defend such action claim or proceeding.

Article 8. HOLD HARMLESS AGREEMENT:

The Contractor, its agents and assigns shall indemnify and hold harmless the City of New Britain and The Consolidated School District of New Britain, including but not limited to, its elected officials, its officers, and agents, ("the City") from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the performance of services by the Contractor during the Contractor's performance of this Agreement or any other Agreements of the Contractor entered into by reason thereof.

Consolidated School District of New Britain
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140 Production Court Freezer Project Construction Contract

The City agrees to give the Contractor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

This Agreement shall be binding on and inure to the benefit of the parties hereto and to their respective successors and assigns.

Article 9. Any reference to this Agreement shall be by number. The number assigned to this Agreement shall be **52327**.

Article 10. TERMINATION

The Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are approved by the contract and approved by Owner. There shall be deducted from such sums the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against Owner for any additional compensation or damages in the event of such termination and payment.

Consolidated School District of New Britain
272 Main Street, New Britain, CT 06051

140 Production Court Freezer Project Construction Contract

This Agreement was entered into pursuant to approval of the New Britain Board of Education, on June 5, 2023.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

This Agreement shall be binding on and inure to the benefit of the parties hereto and to their respective successors and assigns.

OWNER: Consolidated School District of New Britain

BY: _____
Owner Signature

Owner Printed Name

Owner Title

WITNESS:

Signed in the presence of: _____

Printed Name

CONTRACTOR: Air Temp Mechanical Services INC.

BY:  _____
Contractor Signature

JEFF LEONE
Contractor Printed Name

CEO
Contractor Title

WITNESS:

Signed in the presence of:  _____

Yvonne Clark
Printed Name

Consolidated School District of New Britain
272 Main Street, New Britain, CT 06051

140 Production Court Freezer Project Construction Contract

140 Production Court - Not to Exceed Schedule of Values		
Item	Cost	Notes
Controls	\$52,500	Bacnet, Sensors and All BMS
Freezer Box	\$505,855	AmeriKooler
Electrical	\$193,000	All install and Generator
Refrigeration	\$354,000	60 tons of cooling machinery
Labor	\$80,784	Air Temp and Subcontractors
Materials for MEP	\$34,750	Refrigeration lines, Plumbing fittings and pipe
Ductwork	\$73,000	Exhaust and Fresh Air duct work
Fans	\$22,655	Exhaust and Supply in line fans
Misc Dampers Insulation	\$25,000	Exhaust and Supply fan attachments
Fire and Life Safety	\$71,474	Fire Alarm, Sprinkler work, box sensors
Mechanical Room	\$65,000	Construction of actual walls, celing etc
Concrete Floor	\$197,000	4" foam, 6 " rebar and fiber mesh concrete pour
Engineering Fees (Drawings)	\$87,800	Architectual Drawings and Plans for Construction
Ramps	5,600	Forklift ramps to enter freezer
Frank Doors (Sliding/ Egress)	\$50,000	Egress and sliding doors for forklift entry
20 % CT Contract Allowance	\$363,684	CT 19PSX0002 - 20% mark up on materials permitted
Permit Fees	\$50,000	MEP / Construction and Building Fees
Rigging	\$5,000	Walker Crane - Waiting on quote/ hourly rate
Loading Dock Modifications	35,000	Per owner
Construction Contingency	182,000	10 %
Owner Contingency	100,000	5 %
Construction Total	\$1,818,418	
Total Project Budget	\$2,554,102	Not to Exceed

Consolidated School District of New Britain

272 Main Street, New Britain, CT 06051

140 Production Court Freezer Project Construction Contract



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

Type of Memorandum

Other -

Background and Purpose/Rationale

Discussion and possible action on granting the Superintendent summer authority to make approvals on behalf of the Board of Education.

Financial Information

N/A

Committee Review

To be reviewed at the regular Board Meeting on June 5, 20023



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

CONSENT AGENDA

School Ceremonies and Observances DRAFT

Flag (Display) Policy (*Version #3*)

It is the policy of the Board of Education (Board) to correctly honor the flags of the United States, the State of Connecticut, the POW/MIA recognition, the City of New Britain, **Board approved school flags representing a school operated by the Board**, and the flags of other governmental entities and ensure a standard of flag display on District property. **The American flag should always be present when others are flying.**

The Board shall comply with national and state protocols for flag display and etiquette.

In addition to the above referenced flags, **United States territorial & state, sister City, and foreign national flags may also be displayed outside of a school building on the day of a visit from an elected official or delegation to that school. Inside of school buildings, United States territorial and state flags, sister City flags, as well as flags of foreign nations and ethnic flags (such as the Pan-African flag) may be displayed, on a permanent or temporary basis, in accordance with proper flag etiquette. These displays are to be educational in nature, as well as to recognize the diversity of our City's heritage, history, and student body. ~~These are the only flags approved for display. In accordance with the concept of viewpoint neutrality, no other flags, banners, emblems, or signage that could be deemed political or religious in nature shall be displayed inside or outside of school buildings or on school property.~~ other flags or banners may be displayed on a permanent or temporary basis outside or inside of District buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or Mayoral proclamation. Examples include, but are not limited to, sister City flags, Heritage Month flags, (e.g. African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards, or flags designating an event or accomplishment. All such flags and banners will be displayed with the authorization by the Mayor as prescribed by the applicable proclamation or resolution.**

(cf. 0521 – Nondiscrimination)

~~(cf. 0521.1 – Commitment to Religious Neutrality)[1]~~

(cf. 0523 – Equity and Diversity)

~~(cf. 0524 – Hate Crimes and Bias Incidents in Schools)~~

~~(cf. 5145.2 – Freedom of Speech/Expression)~~

~~(cf. 6115.3 – Ceremonies and Observances)[2]~~

(cf. 6144 – Controversial Issues)

Legal Reference	Connecticut General Statutes
	10-230 Flags in classrooms and schools. Policy on the reciting of the “Pledge of Allegiance.”
	4 U.S.C. Title 4, Chapter 1, Section 5-9 (display of the flag)
	First Amendment-U.S. Constitution
	36 U.S.C.174
	Tinker v. Des Moines Independent Community School District, 393 U.S. 503

Instruction**R6115.3(a)****School Ceremonies and Observances****Flag (Display) Policy – Regulation**

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, **given proper lighting**. In addition to days when school is in session, the flags will be displayed on the following days if school is open to the public: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, **Juneteenth**, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus/**Indigenous Peoples'** Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day, and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of Connecticut as a day of general thanksgiving or for displaying the flag.

United States Flag at Half-Staff

Flags shall be flown at half-staff on Pearl Harbor Day, on September 11th Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

~~The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person, including a present or former Board of Education member, and a present employee or student. **Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well-known in the school. This will be at the discretion of the Superintendent.**~~

~~All flags in the district are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the district are flown at half-staff on the day of the funeral of a present employee or a present student. The flag will not be displayed on days when the weather is inclement.~~

Hoisting of the Flag

The flag shall be hoisted briskly and lowered ceremoniously. In half-staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak

before it is lowered for the day. The flag shall never be put at half-mast in the middle of the day. It must be put at half-mast in the morning only.

Instruction

School Ceremonies and Observances

Flag (Display) Policy–Regulation (continued)

Indoor Flags and Those Not on Movable Hoists

There shall be a United States flag in each assembly room of every school in the District. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience’s right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience’s left as they face the stage.

Displaying the Flag with Other Flags

The American flag may be displayed with other flags as long as its display follows the rules specified by the Flag Code. These rules were set to make sure the American Flag is in a position of prominence over other flags. The flag represents the government of the United States, and on American soil, the government is the highest authority.

The Rules:

- When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (flag’s own) right of all other flags. The right is a position of prominence.
- If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American flag should be displayed to the (flag’s own) right but not higher than other national flags.
- In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- The American Flag should be hoisted first and lowered last, when flown with other flags on adjacent staffs.
- When the American flag is displayed against a wall with another flag, it should be on the (flag’s own) right with its staff in front of the other flag.

- Another nation's flag should not be displayed on the same halyard as the American Flag.



RECOMMENDED POLICY NUMBER: 3280.10 (an addendum to 3280.00)

RECOMMENDED NEW POLICY:

The Board of Education strongly believes in partnering with parent groups, community groups, and booster clubs in the shared goal of supporting educational experiences for students. Part of this partnership may, at times, involve fundraising activities. If the fundraising is to involve a raffle or bazaar of any kind, great care must be taken to ensure that the activities are lawful and proper financial accounting is ensured.

As per Board policy number 3280.00, the principal's and/or superintendent's approval shall be required for any fundraising. Additionally, the following shall be guidelines for any fundraising activity that involves a raffle or bazaar of any kind:

- A. Any group wishing to hold a bazaar or raffle is responsible for obtaining the proper permit from the New Britain Police Department.
 - a. Parent groups, community groups, and booster clubs who hold the bazaar or raffle on school groups may be asked by the principal or superintendent to produce a copy of the permit before ticket sales can begin.
- B. It is strongly recommended that the entity conducting the bazaar or raffle be a wholly separate entity from the school district and that such group be a registered not-for-profit. Parent groups, community groups, and booster clubs are better positioned to conduct these activities than the District itself or its employees.
- C. No member of or volunteer for the organization conducting the bazaar or raffle may receive remuneration in any form for the time or effort devoted to the fundraiser.
- D. No person under the age of eighteen years may promote, conduct, operate, or work at a bazaar or raffle.
- E. No person under the age of sixteen years may sell or promote the sale of raffle tickets.
- F. Acceptable forms of payment for tickets are: credit card, debit card, check, or cash.

Legal reference: CGS Sec. 7-172



Sec. 7-172. Qualifications for sponsorship of or participation in bazaar or raffle. Ticket sale. No bazaar or raffle may be promoted, operated or conducted in any municipality after the adoption of the provisions of sections 7-170 to 7-186, inclusive, unless it is sponsored and conducted exclusively by (1) an officially recognized organization or association of veterans of any war in which the United States has been engaged, (2) a church or religious organization, (3) a civic, service or social club, (4) a fraternal or fraternal benefit society, (5) an educational or charitable organization, (6) an officially recognized volunteer fire company, (7) a political party or town committee thereof, or (8) a municipality acting through a committee designated to conduct a celebration of the municipality's founding on its hundredth anniversary or any multiple thereof. Any such sponsoring organization, except a committee designated pursuant to subdivision (8) of this section, shall have been organized in good faith and actively functioning as a nonprofit organization within the municipality that is to issue the permit for a period of not less than six months prior to its application for a permit under the provisions of said sections. The promotion and operation of a bazaar or raffle shall be confined solely to the qualified members of the sponsoring organization, provided a committee designated pursuant to subdivision (8) of this section may promote or operate through its members and any officially appointed volunteers. No such member or officially appointed volunteer in the case of a raffle held pursuant to subdivision (8) of this section may receive remuneration in any form for time or effort devoted to the promotion or operation of the bazaar or raffle. No person under the age of eighteen years may promote, conduct, operate or work at a bazaar or raffle and no person under the age of sixteen years may sell or promote the sale of any raffle tickets, nor shall any sponsoring organization permit any person under the age of eighteen to so promote, conduct or operate any bazaar or raffle or any person under the age of sixteen to sell or promote the sale of such tickets. Any sponsoring organization having received a permit from any municipality may (A) sell or promote the sale of such raffle tickets in that municipality and in any other town, city or borough which has adopted the provisions of sections 7-170 to 7-186, inclusive, or (B) mail such raffle tickets to any resident of that municipality or of any other town, city or borough which has adopted the provisions of sections 7-170 to 7-186, inclusive, provided any such mailed raffle ticket is printed with the words "no purchase necessary to enter the raffle". Any such sponsoring organization may promote its raffle by offering coupons to any person who purchases a raffle ticket. Such sponsoring organization may accept a credit card, debit card, check or cash as payment for a raffle ticket. Any such sponsoring organization, except a committee designated pursuant to subdivision (8) of this section, may sell or promote the sale of such raffle tickets on such sponsoring organization's Internet web site. In no event shall any sponsoring organization conduct or operate an online raffle. All funds derived from any bazaar or raffle shall be used exclusively for the purpose stated in the application of the sponsoring organization as provided in section 7-173.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

3320.00 – Contract Approvals

Approved on December 6, 2010

All contracts for goods or services in the amount of \$7,500 or greater shall~~which~~ require Board approval shall require the signature of the Board president in order for the execution of the contract to be valid. The Board may, by Board action, delegate signature authority to the Superintendent of Schools, or designee of the Superintendent, as appropriate.

This requirement applies to all contracts for supplies, materials, equipment and contractual services as indicated in Board Policy Statement 9-33324.00. This policy also applies to any collective bargaining agreement, individual employment contract and/or legal settlement, unless delegated as indicated above.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **5131.00 – Student Discipline Code** Approved on October 7, 2013

All students have a fundamental right to attend school in a safe and orderly environment in which they can learn and be free from fear. All students have a responsibility to foster a positive educational environment.

Good student behavior in a school is extremely important in creating the kind of educational environment in which pupils will be able to realize their greatest opportunities for growth. Good discipline habits include respect for the rights and privileges of others, cooperation with all personnel in the school community and basic respect for one's own self as well as respect for real and personal property.

The development of good discipline practices is the concern of all persons involved in the education of youth. To this end, thoughtful and patient effort is required to help students and guide them in achieving self-discipline.

Students whose conduct violates the school district's rules and regulations shall be subject to appropriate discipline by school authorities in a manner which reflects consideration of both the Board's commitment to maintaining a safe, orderly and productive educational environment and the human qualities of all individuals involved. Students whose conduct disrupts the educational process pursuant to the student discipline code, as detailed in administrative procedures for Policy 3-3, may be subject to removal or suspension, in the reasonable discretion of the building administrator or designee, or expulsion by the Board in a hearing as provided below. Whatever measure is employed must always be fair, dignified and appropriate. Corporal punishment is not allowed as part of the disciplinary procedure.

No student shall be suspended, excluded, or otherwise disciplined on account of age, gender, race, color, ancestry, national origin, citizenship status, mental or physical disability, religion, marital status, sexual orientation, financial status, pregnancy, parental status or any other proscribed reason.

Legal References/Citations

Conn. Gen. Stat. 10-233a through 10-233g and 10-184

Conn. Gen. Stat. 53a-3; 53a-217b

Conn. Gen. Stat. 53a-217b

Goals 2000: Educate America Act, P. L. 103-227

18 U.S.C. 921

Title III - Amendments to the IDEA sec. 314

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994

Connecticut's Uniform Administrative Procedure Act, Conn. Gen. Stat.

4-166 et seq



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure **5131.00 – Student Discipline Code** Approved on October 7, 2013

The following procedures are available to school authorities in order to maintain a desirable educational atmosphere under Board Policy 5131.00:

I. Definitions

- A. "Exclusion" means any denial of public school privileges to a pupil for disciplinary purposes.
- B. "Removal" means an exclusion from a classroom for all or part of a single class period, provided such exclusion should not extend beyond ninety minutes.
- C. Suspension may be "in-school", "out-of-school" and "from transportation." "In-school" suspension means an exclusion from regular classroom activity for no more than five consecutive days, but not exclusion from school, provided such exclusion should not extend beyond the end of the school year in which such in-school suspension was imposed. "Out-of-school" suspension means an exclusion from school privileges for no more than ten consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. "From transportation" means an exclusion from transportation services for no more than ten consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed.
- D. "Expulsion" means an exclusion from school privileges (including transportation) for more than ten consecutive school days, provided such exclusion should be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. An expulsion period may not extend beyond one calendar year.
- E. "School-sponsored activity" means any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- F. "Emergency" means a situation under which the Superintendent or designee finds that the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such a pupil is possible.
- G. "Weapon" means any instrument, article or substance which is capable of causing death or physical injury and includes, but is not limited to the following: a pistol, gun, facsimile firearm or other weapon, knife, blackjack, metal knuckles, or any instrument which will or is designed to or may readily be converted to

expel a projectile by the action of an explosive and as defined in Section 921 of Title 18 of the United States Code.

- H. "Gang" means a group of juveniles or youth who, acting in concert with each other, or with adults, engage in illegal activities.
- I. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- J. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- K. "Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition, "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
- L. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

II. Procedures Governing Removal from the Classroom

- A. Students may be removed from a classroom by a teacher whenever they deliberately cause a serious disruption of the educational process. Teachers are encouraged to try classroom interventions prior to removing a student to the office.
- B. Teachers shall send any student removed to the building principal or his/her designee for further disciplinary action. The teacher shall inform the principal or his/her designee, in writing, of the name of the pupil against whom such disciplinary action should be taken and the reason therefore. Students who exhibit violent or unusual behavior should be escorted to the office by an adult.
- C. Each principal shall determine the location of an alternative educational setting within his/her building.
- D. Each period of removal should not extend beyond 90 minutes.
- E. Prior to removal from class more than six times in any year or more than twice in any week, such pupil shall be referred to the school principal and be granted an informal hearing.
- F. The principal or his/her designee shall notify the parents or guardian of any such removal within 24 hours and document all such attempts to notify.
- G. Teachers should schedule student and parental conferences to address the problem(s) that led to the removal. In addition, teachers should consult with the principal to consider other measures such as:
 - a. Referrals to guidance or other pupil services personnel.
 - b. Extended day detentions.

- c. School service project.
- d. Exclusion from privileges to participate in activities.

III. Disciplinary Violations that May Lead to Suspension or Expulsion

- A. The following individual or group conduct may lead to suspension or expulsion:
 - B. Conduct on school grounds or at a school-sponsored activity that (a) is in violation of a publicized policy of the Board; (b) is seriously disruptive of the educational process; or (c) endangers persons or property.
 - C. Conduct off school grounds that is in violation of a Board Policy and is seriously disruptive of the educational process.
 - D. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board or impartial hearing officer may consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Conn. Gen. Stat. §29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. Students who engage in gang-related conduct may be held individually accountable for acts of gang members which violate this policy.
- E. The following types of conduct are considered to be seriously disruptive of the educational process, and/or endangering of persons or property:
 - a. Willfully striking or assaulting another student, any school employee, or school transportation personnel. See Section VI.
 - b. Theft or knowingly possessing stolen goods.
 - c. The use of obscene, profane or abusive language or gestures to another student, any school employee, or school transportation personnel.
 - d. Refusal to obey, or identify oneself to, a school employee or school transportation personnel.
 - e. Threatening, intimidating or harassing another student, any school employee, or school transportation personnel. See Section VI.
 - f. Possessing any kind of weapon, firearm (as defined in 18 U.S.C. § 921), or a deadly weapon, dangerous instrument or martial arts weapon (as defined in Conn. Gen. Stat. § 53a-3). See Section D below.
 - g. Unauthorized possession, selling or consumption of dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy 3-22, or in violation of federal or state law or; the conspiracy to sell dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy 3-22, or in violation of federal or state law. See Section D below.
 - h. Defacing or destroying school property, or the property of another student, any school employee, or school transportation personnel. Note: Under Board Policy 11-3, parents/guardians of the student are responsible for the cost of repair or replacement.

- i. Smoking
- j. Blackmail, extortion, or coercion to obtain money, goods or favors from another student, any school employee, or school transportation personnel.
- k. Tampering with fire-related equipment.
- l. Illegal gambling or betting.
- m. Appearing on school grounds or school transportation, or at a school-sponsored activity while on suspension or during a period of expulsion.
- n. Aiding or abetting unauthorized entrance into any school.
- o. Violating any school rules
- p. Commission of a felony or other serious crime or misdemeanor.
- q. Repeated misconduct.

Note: The above list is not exhaustive with regard to conduct that may lead to suspension or expulsion.

- F. Expulsion proceedings shall be required whenever there is reason to believe that any student: (1) was in possession of a firearm (as defined in 18 U.S.C. 921) or deadly weapon, dangerous instrument or martial arts weapon (as defined in Conn. Gen. Stat. § 53a-3) on school grounds or at a school-sponsored activity; (2) off-school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on or off-school grounds, offered for sale or distribution, a controlled substance as defined in Connecticut General Statutes § 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes § 21a-277 and 21a-278. A student shall be expelled if the Board of Education or duly appointed hearing officer finds that the student did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance for a period of one calendar year, provided that the period of expulsion may be modified on a case-by-case basis. Nothing herein shall be deemed to eliminate the discretionary authority of the school to suspend or expel students for conduct that is not described in this section, i.e., possession of a weapon that does not meet the definition of firearm, dangerous instrument, deadly weapon or martial arts weapon.

IV. Procedures Governing Suspensions

A. In-School Suspensions

- a. When it is believed a student's behavior may warrant in-house suspension, the student shall be brought to the principal's office by an adult. The principal (or designee) shall make the determination whether suspension is warranted and the duration. Prior to placing a student on in-house suspension, the student is entitled to an informal hearing before the principal at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- b. Each period of in-house suspension from classroom activity shall be for no more than five consecutive school days and may not extend beyond the school year. In any event, a student cannot be placed on in-house suspension for more than fifteen times or a total of fifty days in accordance with state law. Any student approaching or exceeding ten suspensions or a total of thirty days in one school year shall be referred to the building planning and placement team.
- c. The principal or designee shall attempt to notify the parents or guardian of any such in-house suspension within 24 hours and document all such attempts to notify. In any event, a follow-up letter will be sent.

B. Out-of-School Suspensions

Except in cases where a student is to be suspended more than ten times during one school year or for a period which will make the total time of the student's suspension for one school year exceed fifty school days, the principal or his/her designee shall observe the procedures below. Note: When such exception exists, a student cannot be suspended further without being afforded hearing rights in accordance with procedures which are in effect for expulsions.

- a. Unless an emergency situation requiring the pupil's immediate suspension exists, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which time the student is informed as to the charges and given the opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
- b. By telephone, the principal or designee shall attempt to notify promptly the parents or guardian of the student about the suspension and state the cause leading to the suspension and document all such attempts to notify.
- c. Whether or not telephone contact is made with the parent or guardian, the principal or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a new address if known by the principal or designee) within one school day of the suspension action and offering the parent or guardian an opportunity for a conference to discuss same.
- d. Notice of the original out-of-school suspension shall be sent by the principal or designee to the Superintendent of Schools within 24 hours. Such notice shall include the name of the pupil against whom such disciplinary action was taken and the reason therefore.
- e. Any pupil who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such pupil missed during the period of suspension.
- f. The principal or designee may review previous disciplinary problems of removal, suspension or expulsion which the school has had with the student in determining the length of suspension.
- g. Any student suspended for the second time may be reviewed by the building support teams for the purpose of addressing the issues leading to suspension. Any student suspended for three or more times should be referred to the early intervention or pass team (New Britain High School). Students suspended for the tenth time or for a total of 30 days (whichever comes first) will be referred to the building's planning and placement team. Special education students cannot be suspended beyond ten days successively or during one school year without convening a Planning and Placement Team (PPT). Any special education student suspended for a period of ten days will

be referred to the building planning and placement team in accordance with Section 10 of these procedures.

- h. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student.

V. Procedures Governing Suspensions

- A. A principal may request expulsion of a student in a case where the principal has cause to believe that a student's conduct on school grounds or at a school sponsored activity is in violation of this policy or any other publicized Board Policy.
- B. The principal must inform the Superintendent in writing and commence an investigation within two school days of the conduct that gave rise to the requested expulsion.
 - a. The investigator should interview persons (staff, students, visitors, etc.) who may have witnessed, been involved with, or are able to provide information about the incident underlying the expulsion request. All evidence should be gathered and stored for safekeeping (see below special rules for weapons and drugs). Please also see Board Policy 5-2 for more details concerning searches of students and seizure of property.
 - b. This investigation should include an interview with the student and his/her parent/guardian or if such an interview did not take place, documentation of all attempts to reach the student and parent/guardian. In addition, signed witness statements may be obtained.
 - c. Upon conclusion of the investigation, the administrator charged with responsibility for the expulsion matter should submit a written report to the Superintendent detailing the findings and conclusions of the investigation. The memo should note any social service agency or police activity associated with the expulsion request. This report should also include a recommendation for or against expulsion, and if an expulsion is recommended, the length of the expulsion and whether an alternative educational program is recommended.
- C. If, after the inquiry, the Superintendent or designee determines that a student ought to be expelled, the Superintendent should forward such request to the Board of Education or duly appointed hearing officer within five days of the request from the principal.
- D. Except in an emergency situation requiring the student's immediate removal, the Board of Education or an impartial hearing panel officer should, prior to expelling the student, conduct a hearing to be governed by the following procedures:
 - a. The student and parent(s) or guardian(s) shall be given written notice (via certified mail, registered mail or verified personal delivery), at least three calendar days prior to the date of the hearing. The notice shall contain:
 - i. The date, time and place of the scheduled hearing.
 - ii. A statement of the issue to be determined at the hearing as well as the Board's jurisdiction to hear the matter.

- iii. A short and plain statement of the matters asserted, with reference to the particular sections of the General Statutes or Board policies that have been violated; upon request from the student, a more definite and detailed statement of the issues will be furnished.
 - 1. A copy of Policy 5131.00 (Student Discipline Code) and accompanying procedures.
 - 2. A statement, where applicable, that the board is not responsible to provide an alternative education opportunity if the student is expelled for the acts alleged.
- E. An expulsion hearing is conducted in accordance with applicable provisions of Connecticut's Uniform Administrative Procedure Act and Connecticut statutes governing student discipline. At the hearing the student should have the right to testify, to produce witnesses and other evidence and to cross-examine the Board's witnesses in his or her defense. The student should have the right to demand that any witnesses against him or her appear in person to answer his or her questions, subject to the provisions below.
- F. Where deemed appropriate by the Superintendent or designee, because of reasonable concern regarding danger to or retaliation against a student, the identity of student witnesses may be withheld. In such case, the determination concerning the admissibility of anonymous testimony or statements should be made by the Board panel at the expulsion hearing. In camera testimony and evidence may be taken in making this determination. A witness' unsubstantiated desire to remain anonymous will not justify a refusal to testify.
- G. A student may be represented by any third party of the student's, his or her parents', or guardian's choice, including an attorney. Such representation shall be at the student's or parents' expense.
- H. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his or her parent(s) or guardian(s) cannot speak the English language. The student or parent/guardian must make a request to the Superintendent for a translator at least 24 hours prior to the hearing.
- I. The Board or panel should keep a verbatim record (tape or script) of the hearing, and the student or such student's parent(s) or guardian(s) should be entitled to a copy of that record at his or her own expense.
- J. The Board of Education, at a meeting in which three or more members of such Board are present, or an impartial hearing panel-officer as described below, may expel any pupil consistent with this policy, provided that a majority of the Board members sitting in the expulsion hearing votes to expel and that at least three affirmative votes for expulsion are cast. Unless an emergency exists, no pupil may be expelled without a formal hearing.
- K. For purposes of conducting expulsion hearings, the Board of Education may establish an impartial hearing board of one or more persons or may duly appoint a hearing officer. No members of any such Board should be a member of the hearing board. The hearing board shall have the authority to conduct the expulsion hearing and render a final decision in accordance with the law.
- L. The Board or panel shall report its final decision in writing to the student and parent/guardian, stating the reasons on which the decision is based, the alternative educational program and the penalty to be imposed within twenty-four hours after reaching its decision. Said decision shall be based solely on evidence produced at the hearing. The Board shall issue its written decision within 30 days of the close of the hearing.

- M. In determining the length of the expulsion and nature of alternative education, if any, the Board or the panel officer may receive and consider evidence of the student's past disciplinary problems which have led to removal from classroom, suspension or expulsion.

- N. "Expelled" status and the nature of conduct for which the student is expelled will be noted on the student's cumulative record. Such notice shall be expunged from the cumulative educational record by the Board of Education if a pupil graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon.

VI. Alternative Educational Opportunity

Any pupil under sixteen years of age who is expelled shall be offered an alternative educational opportunity during the period of expulsion, provided any parent or guardian of such pupil who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of Section 10-184. Any pupil expelled for the first time who is between the ages of sixteen and eighteen and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by his or her local or regional board of education. Such alternative may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program pursuant to Section 10-69. The Board of Education shall count the expulsion of a pupil when he or she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he or she is between the ages of sixteen and eighteen. The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required pursuant to this section. The age limitation for the provision of alternate educational opportunity does not apply to pupils requiring special education.

The Board of Education is not required to offer an alternative educational opportunity to any pupil between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons if it is determined at the expulsion hearing that the conduct for which the pupil is expelled involved (1) possession of a firearm, as defined in 18 U.S.C. 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Section 53a-3, on school property or at a school-sponsored activity or (2) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, as defined in subdivision (9) of Section 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Sections 21a-277 and 21a-278. If a pupil is expelled pursuant to this section for possession of a firearm or deadly weapon, the Board of Education shall report the violation to the local Police Department. If a pupil is expelled pursuant to this section for the sale or distribution of such a controlled substance, the Board of Education shall refer the pupil to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. The notice of the hearing to the student and parent should state that the Board is not required to offer an educational opportunity under these circumstances.

Note: This section does not apply to special education students.

If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action, in so referring the student, to the Commissioner of Education within thirty days after the student is arrested. In addition, the Board of Education shall submit to the Commissioner of Education such information on the expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. § 8921 et seq. The Board shall notify the Commissioner of Education within thirty days of any expulsion from school when it is determined that a student over sixteen years of age was involved in the sale or distribution of a controlled substance. The Board should refer the pupil to an appropriate state or local agency for

rehabilitation, intervention, or job training, or any combination thereof, and inform the Department of Education that the student has been so referred. In its notice, the Board should give the name of the pupil and a summary of the Board's action in so referring a pupil to a service. It is not required that notice be sent to the Commissioner when students are expelled for other reasons.

The Board may adopt the decision of a student expulsion hearing conducted by another school district provided the Board of Education shall first hold a hearing pursuant to the provisions of Connecticut law to determine whether the conduct which was the basis for the expulsion in the other district would also warrant expulsion here. The pupil may be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with this policy and the law.

Each school year, the Pupil Services Department should prepare a report for the Superintendent listing the names of all expelled students, the reasons for their expulsion, the length of the expulsion, the alternative education offered (if any) and the current status of the students.

An expelled pupil may apply for readmission. Readmission may be granted at the discretion of the Board and may be conditioned upon specified criteria including but not limited to, rehabilitation activities, special conduct rules, and restitution undertaken at the student's expense. The Board may delegate to the Superintendent the authority to make readmission decisions at his discretion.

VII. Assaults/Threats

It is the responsibility of all employees to promote the health and safety of all students. Staff should make all reasonable efforts to diffuse a situation prior to any physical confrontation and to prevent escalation of a confrontation which has already commenced. If a situation arises in which a staff member reasonably believes physical force is appropriate, such force should be utilized in accordance with Board Policy 3-23. All assaults on staff are to be reported immediately by the building principal or designee on the official threat and assault form to the police for prosecution with a copy of the report to the Superintendent if the perpetrator is a pupil. All staff members, both certified and non-certified, should cooperate with police and prosecution authorities in prosecuting the perpetrator to the full extent of the law. Whenever an emergency exists, the hearing provided above should be held as soon possible after the expulsion.

In the event that a student has issued a threat against another student, any school employee, or school transportation personnel, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of the schools, students and employees.

VIII. Weapons/Drug Incidents

Any employee who has reason to suspect that a student possesses a weapon or is in possession of drugs in violation of Board policy 3-22 or the law shall immediately communicate that suspicion to an administrator or to another adult who immediately contacts an administrator. All searches of a student's person or property shall be done in accordance with Policy 5-2, Search and Seizure. However, the Board shall not disclose any professional communications regarding drug or alcohol abuse, consistent with Connecticut General Statutes §10-154a. Principals should immediately report all weapons/drug incidents to the Superintendent.

The principal shall obtain written statements from any person who provided information on the weapon or drugs. Documentation regarding the chain of custody of the evidence must be provided. The administrator will contact the police, submit the weapon/drugs to police and request a signed affidavit from police for its receipt.

IX. Transportation

Pupils who are out of school due to suspension or expulsion may not utilize school transportation services, as provided in Board Policy 3-12.

X. Discipline Policy for Pupils with Disabilities

Except as otherwise provided in a student's Individualized Education Plan (IEP), the school district should apply the same standards of conduct to special education students as are applied to regular education students as outlined in Section 2 of these procedures, consistent with state and federal law.

A. Suspensions Up to Ten School Days

- a. In general, the school district may suspend a special education student for up to ten days (a single event or a series of events) as a disciplinary measure without resorting to the PPT process regardless of whether or not the student's misconduct was related to his/her disability. Such discipline does not amount to a change in the student's placement and therefore there is no need for a PPT team meeting or evaluation under these circumstances. Teachers may use time out rooms, study carrels, in-house or outside suspension, etc.
- b. However, any serious incident, pattern of misbehavior or unusual behavior may raise concern as to whether the student's placement continues to be appropriate. In such cases, the special education teacher should recommend that a PPT be held.

B. Suspensions Over Ten Days or Expulsions

- a. Exclusion from school in excess of ten days in succession or a series of suspensions resulting in excess of ten days in the aggregate without an intervening PPT does constitute a significant change of placement for students eligible for services under the Individuals With Disabilities Education Act (I.D.E.A.) or Section 504. Where such an action is considered, the school district is required to comply with all applicable requirements under I.D.E.A., particularly with regard to convening a PPT.
- b. Administrators are to look at the length of each suspension, the proximity of the suspensions to each other, the nature of the behavior and the total amount of time the student has been out of school in determining whether or not a series of suspensions warrants a significant change in the student's placement.
- c. A PPT should be held and the student's program should be re-evaluated to determine whether or not the misconduct was caused by the student's disability or the result of an inappropriate placement. This re-evaluation should include a review of past disciplinary action, the reasons for those actions and the total number of suspension days. The student's academic record and any changes in the student's family situation should be reviewed as well. This PPT may, where recommended by the team, request additional formal or informal assessments.
- d. Determining whether or not a student's conduct is related to his/her disability is a complex issue. For this reason, the Director of Pupil Services (or designee) should be notified of any PPT's held for this purpose.

C. Conduct Related to the Student's Disability

- a. If the student's misconduct is caused by a disability or is the result of an inappropriate placement, the student may not be suspended in excess of ten consecutive school days or expelled and the IEP should be adjusted to help control the student's behavior. Unless specifically stated otherwise

by the student's PPT, it should be expressly noted in the IEP that the student will be expected to adhere to the school's disciplinary code (Policy 3-3 and procedures) as well as other pertinent school rules.

- b. It may be appropriate to include a behavior management program (including specific consequences up to and including suspension) in the IEP. Once an IEP contains such a plan, the district is to implement the disciplinary measures under the behavior management plan in the IEP in accordance with the state law and these procedures.
- c. If a student engages in dangerous behavior posing a threat to the safety of others and the school district desires to immediately remove the student from the schools, the district may change the student's placement as permitted by law. The student may have the right to stay in his/her current placement pending resolution of all proceedings.

D. Conduct Not Related to the Student's Disability

- a. If the student's misconduct was not caused by a disability as determined by a PPT, the student may be suspended or expelled from school in the same manner as similarly situated regular education children. However, special education services are to be continued during the period of expulsion.
- b. As stated above, it should be expressly noted in the IEP records that the student will be expected to adhere to the school's disciplinary code (Policy 3-3 and procedures) as well as other pertinent school rules.
- c. If a parent or guardian disagrees with the determination regarding the relatedness of the misconduct to the student's handicapping condition or with a subsequent placement, they may request a due process hearing

E. Drugs and Alcohol

- a. There is one major exception to the rules stated above for special education students. If a student is handicapped solely by virtue of an addiction to drugs or alcohol, and the student violates the district's policies or the law regarding alcohol and drugs, the student may be disciplined (up to and including expulsion) in the same manner as regular education students. If however, the student has handicapping conditions in addition to the addiction, the due process rights normally accorded special education students are to be followed.

F. Record Keeping

- a. All disciplinary action taken against a special education student should be recorded in the student's folder and be available for the next subsequent PPT to review.

XI. Dissemination

Policy 5131.00 and these procedures shall be distributed annually to parents of New Britain students and to school staff.

Appendix A - Suspension Code

The following violations may subject the student to suspension up to ten days or possible expulsion.

01	*Assault Adm	Assaulting an administrator
02	*Assault Staff	Assaulting a staff member
03	*Assault Stu	Assaulting a student
04	Dan Weap-Ins	Assault with a dangerous weapon or instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or physical injury.
05	Fighting	Physical altercation with another student
06	Alcohol	Possession or consumption of
07	Drugs	Possession/Consumption/Selling
(06 and 07 administer in accordance with Board Policy 3-22)		
08	Weapon Poss	Possession of a dangerous weapon
09	Threat Staff	Expresses an intent to cause harm
10	Threat Stu	Expresses an intent to cause harm
11	Dis Behav	Disruption of the educational process
12	Def of Auth	Refusal to obey a reasonable request of staff member
13	Cutting	Not attending an assigned class/classes
14	Pro Lan/Gest	Use of obscene/profane gestures to a staff member
15	Smoking	Repeated smoking/in hall/lavatory, classroom/grounds
16	Theft	Stealing of school, staff, student property
17	Fail Fol Rul	Continues to disobey school rules after warning/detentions
18	Prop Dam	Destruction/defacing of property on school grounds
19	Lv School	Leaving school without permission
20	Other	Rules & regulations not listed

21	Com Viol	Community behavior off campus which evokes or may evoke retaliatory responses on school property or threatens welfare of employees or students or disrupts or may disrupt the educational process.
22	Extortion	Extorting money or goods/favors blackmailing or intimidating staff or students.
23		Tampering with fire related equipment
24		Gambling
25		Trespassing on school grounds while on suspension
26		Aiding or abetting unauthorized entrance into any N.B. school
27		Behavior that poses a risk of danger or harm to the student or others.
28		Behavior that seriously disrupts or threatens to seriously disrupt the educational process.

*Assault means any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent ability to do so, and any intentional display of force such as would give the victim reason to fear or expect bodily harm.

Appendix B – Preparation of File for Expulsion Hearing

STUDENT NAME: _____ CASE # _____

ALLEGED OFFENSE: _____ SCHOOL: _____

_____ DATE OF BIRTH: _____

	<u>Check</u>	<u>Date</u>
1. Suspension report	_____	
2. Emergency suspension letter to parent with notice of suspension	_____	
3. Principal's Case Incident Report (including principal's letter to Superintendent recommending expulsion proceedings)	_____	
4. Central administrators Case Incident Report (including letter recommending expulsion proceedings)	_____	
5. Statement from witnesses (typed and signed)	_____	
6. Evidence (knife, gun, photograph, etc.)	_____	
7. Police report(s) (legible)	_____	
8. Police receipt for weapon/drugs, etc.	_____	
9. Student Progress Reports	_____	
10. Student Profile and prior discipline records	_____	
11. Grades	_____	
12. Superintendent's letter to Board <u>or hearing officer</u> recommending expulsion	_____	
13. Superintendent's letter to parent and student - send certified and registered mail (with all attachments)	_____	

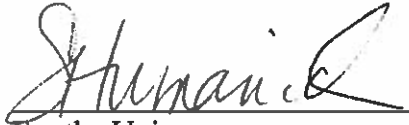
REMINDER: All copies should be sharp and capable of being duplicated.

**Memorandum of Understanding
Between
The Consolidated School District of New Britain
And
The New Britain Federation of Teachers, Local 871**

The parties agree to the following:

1. Kara Lanz and Drew Carlson will receive 1 hour of extra planning per day at the rate of \$40.00 per diem effective March 13, 2023 through June 15, 2023.
2. The compensation for said class for Kara Lanz and Drew Carlson from March 13, 2023 through June 15, 2023, will be \$2,480.00 dollars each.

For the Board /Date

 5/3/23

For the Union /Date

MEMORANDUM OF UNDERSTANDING

Between

THE NEW BRITAIN BOARD OF EDUCATION

And

**NEW BRITAIN FEDERATION OF SCHOOL ADMINISTRATORS,
LOCAL 51, AFSA, AFL-CIO**

The New Britain Board of Education (the "Board") and the New Britain Federation of School Administrators, Local 51 (the "Federation") hereby enter into the following Memorandum of Agreement (the "MOA") regarding the use of Appendix H.

1. the Parties agree to acknowledge the following positions to the Bargaining unit:
 - a. District Coordinator [of Language Arts, PreK-12]
 - b. District Coordinator [for Physical Education, Health and Wellness, PreK-12]
 - c. Athletic Director

2. WHEREAS, the parties wish to amend Appendix H, identifying the position of Director as the Director Pupil Services.

3. WHEREAS, the parties wish to amend Appendix H, identifying the position of Athletic Director as the salary schedule aligned to District Coordinator.

For the Board

/Date

For the Union

/Date

Alfonso Ortiz 5/18/23

**APPENDIX A-3
2024– 2025
SALARY SCHEDULE
LOCAL 51 ADMINISTRATORS**

	1	2	3	4	5	6
High School Principal	160,326	161,148	161,984	162,813	163,635	165,271
M + 30	162,993	163,814	164,650	165,478	166,301	167,965
PhD/M + 60	168,276	169,623	170,440	171,274	172,099	173,820
Director of Pupil Services	153,424	154,256	155,080	155,915	156,744	158,312
M + 30	156,090	156,922	157,745	158,581	159,410	161,003
PhD/M + 60	161,890	162,721	163,545	164,377	165,204	166,857
Principal Hals Academy, Gifted And Fine Arts	151,269	152,095	152,928	153,751	154,580	156,126
M + 30	153,934	154,760	155,594	156,418	157,246	158,820
PhD/M + 60	159,735	160,557	161,389	162,222	163,046	164,676
Middle School Principal	149,108	149,941	150,758	151,592	152,421	153,945
M + 30	151,774	152,607	153,424	154,258	155,087	156,638
PhD/M + 60	157,331	158,406	159,233	160,060	160,884	162,494
Elementary School Principal, District Coordinator, Athletic Director	147,783	148,609	149,439	150,268	151,093	152,604
M + 30	150,449	151,276	152,105	152,934	153,759	155,296
PhD/M + 60	156,248	157,070	157,903	158,732	159,561	161,156
High School Associate Principal High School Vice-Principal	145,794	146,628	147,453	148,285	149,109	150,601
M + 30	148,460	149,293	150,118	150,951	151,776	153,293
PhD/M + 60	154,429	155,256	156,081	156,912	157,741	159,318
MS Assistant Principal, Assistant District Coordinator, High School Supervisor Of Special Services (220 Days)	135,688	136,511	137,344	138,171	139,003	140,392
M + 30	138,353	139,177	140,010	140,837	141,668	143,085
PhD/M + 60	144,154	144,981	145,806	146,633	147,464	148,938
Elementary School Assistant Principal (200)	123,111	123,857	124,704	125,368	126,123	127,384
M + 30	125,778	126,523	127,371	128,033	128,789	130,076
PhD/M + 60	131,049	131,801	132,553	133,302	134,059	135,398
District Supervisor of Special Education: Bridges Program (220 Days)	134,481	135,299	136,142	136,964	137,791	139,169
M + 30	137,146	137,963	138,806	139,629	140,455	141,860
PhD/M + 60	143,162	143,759	144,590	145,416	146,251	147,713

Memorandum of Understanding
Between
Consolidated School District of New Britain
And
Local 51, New Britain Federation of School Administrators

The New Britain Board of Education (the "Board") and the New Britain Federation of School Administrators, Local 51 (the "Federation") hereby enter into the following Memorandum of Understanding (the "MOU") to modify Article V; 5.1 the carrying of ten (10) non-workdays from one fiscal year to the next, to which the parties agree to the following:

As a one-time exception, all members of Local 51 shall be allowed to carry an additional five (5) non-work days into the 2023-2024 work year.

1. At no time shall the total time carried over exceed fifteen (15) days non-work days.
2. This Memorandum of Understanding does not establish a past practice or precedent for either the Board or the Union.

For the Board /Date

For the Union /Date

Alejandro Ortiz 5/18/23



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Alejandro Ortiz () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Tyrone Richardson

Type of Memorandum

New Position Request

Background and Purpose/Rationale

The additional Dean of Students will help to foster a positive, engaging and caring atmosphere at Pulaski Middle School, and a healthy Middle School community by providing programming and leadership opportunities that enable students to flourish. The Dean of Students proactively and effectively communicates with parents.

Financial Information

The total is \$57,000.00 and the funding source is SIG 204405310001-51271.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 30, 2023, To be reviewed by the Personnel Committee on May 30, 2023

New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 5/12/2023 10:28am

Not completed

New Position Request

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

Attach a copy of the Board Approved Job Description (or draft that is pending BOE approval).

[Dean of Students.pdf](#)

Rationale for Requested Position.

A Dean is needed to support students with social emotional behavioral concerns using a multi-tiered system of support.

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

Pulaski will be reallocating School Improvement Grant (SIG) to fund this position.

Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	SIG
* Estimated cost:	57,000
* Is your request for the current fiscal year or the following?	For next year

Administrator's Signature:

X Signed: **Alejandro Ortiz**
Stamped: 5/12/2023 9:32:02 AM; 72.10.98.17; User - Sanders - SandersN@csdnb.org;

Finance Review:

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

* Review outcome:	
* Budget & Position Control:	

CFO Comments:

CFO Signature:

New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 5/12/2023 10:28am

Not completed

Personnel - Step 1: Cabinet

* Select One:

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Personnel - Step 2: Personnel

Personnel Committee meeting date:

* Personnel Committee Meeting Outcome:

Personnel - Step 3: Board Approval

Board Meeting Date:

* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Ivelise Velazquez

Type of Memorandum

New Position Request

Background and Purpose/Rationale

The Assistant Coordinator of School Culture is a new position designed to build school leadership and their team's capacity to implement a multi-tiered system of support to meet the unique behavior and social emotional needs of your students. In addition, this person will develop inter-school consistency in approaches to student conduct and school culture to ensure consistent experience for students and families.

Financial Information

The total is \$132,000 - \$135,000 and the funding source is Local 101096122004-51101.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023, To be reviewed by the Personnel Committee on May 31, 2023

[Assistant Coordinator of School Culture.new position request - Nicole Sanders.pdf](#), [Assistant Coordinator of School Culture.docx - Nicole Sanders.pdf](#)

New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 5/23/2023 4:31pm

Not completed

New Position Request

* Administrator:	Ivelise Velasquez
* Administrator's Title:	Deputy Superintendent
* Requested Position Title:	Assistant Coordinator of School Culture
* Location for requested position:	Districtwide
* Is the position full-time or part-time?	Full-time
* Is the position a 10 or 12 month position?	12 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)	1

Attach a copy of the Board Approved Job Description (or draft that is pending BOE approval).

[Assistant Coordinator of School Culture.docx.pdf](#)

Rationale for Requested Position.

The Assistant Coordinator of School Culture is a position designed to build school leadership and their team's capacity to implement a multi-tiered system of support to meet the unique behavior and social emotional needs of your students. In addition, this person will develop inter-school consistency in approaches to student conduct and school culture to ensure consistent experience for students and families.

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

Funding Source

* Select the funding source:	Local Budget
If applicable, specify the grant:	
* Estimated cost:	\$132,000 - \$135,000
* Is your request for the current fiscal year or the following?	For next year

Administrator's Signature:

X	Signed: Nicole Sanders Stamped: 5/23/2023 3:40:08 PM; 72.10.98.16; User - Sanders - SandersN@csdnb.org;
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Finance Review:

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

* Review outcome:	
* Budget & Position Control:	

CFO Comments:

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New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 5/23/2023 4:31pm

CFO Signature:

Not completed

Personnel - Step 1: Cabinet

* Select One:

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Personnel - Step 2: Personnel

Personnel Committee meeting date:

* Personnel Committee Meeting Outcome:

Personnel - Step 3: Board Approval

Board Meeting Date:

* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Assistant Coordinator of School Culture, pK-12

POSITION SPECIFICATIONS

REPORTS TO

Academics and Accountability Officer (AAO), 6- 12

PRIMARY FUNCTION

- Under the direction of the AAO, 6 - 12, collaborates with school and department administrators to implement an inclusive culture and a multi-tiered system of supports (MTSS) for behaviors for all students, inclusive of social emotional learning curriculum and behavioral interventions.
- Builds the capacity of School Administrators, Deans and Behavior Support Assistants and school teams to implement SRBI/MTSS and facilitate problem solving related to student behavior needs.
- In collaboration with school administrators, oversees the growth and development of Deans and Behavior Support Assistants and monitors their implementation of engagement and positive behavioral supports.
- Convenes and chairs the district school culture committee, charged with monitoring, and supporting the positive climate of all pK-12 schools.
- Develops inter-school consistency in approaches to student conduct and school culture to ensure consistent experience for students and families.

QUALIFICATION PROFILE

- Advanced degree in education or related field with significant coursework in Psychology, Child Development, Social Work Mental Health, or Behavior Analysis.
- Specialized coursework or professional development related to identifying root cause of maladaptive behavior, Scientific Research-Based Intervention(SRBI) for behavior, and methods of progress monitoring in response to Scientific Research- Based (SRBI) for behavior.

CERTIFICATION / LICENSE

- Connecticut Certification as an Intermediate Administrator (092)
- Motor vehicle license or ability to provide own transportation
- Certified CPI Trainer (may be acquired after hire)

EDUCATION

- Bachelor's degree from a regionally accredited college or university
- Master's degree in a education-related field from a regionally accredited college or university

EXPERIENCE

- A minimum of five years of exemplary classroom teaching experience is required.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of adult learning, universal design for learning principles, culturally responsive teaching and inclusive educational practices.
- Knowledge of trends, regulations, policies, evaluation, and issues related to positive behavior interventions.
- Knowledge of social emotional curricula and restorative practices.
- Ability to cultivate and maintain positive relationships with private and public agencies.
- Successful experience in data collection and analysis.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Consults with school staff to create interventions for students who demonstrate behaviors associated with social maladjustment and/or students with a demonstrated, documented emotional/behavioral disorder.
- Analyzes data regarding behavior interventions for consistency and effectiveness of implementation.
- Collaborates with school leadership teams to ensure that schools are using quantitative and qualitative data collection methods that can be monitored and analyzed on an ongoing basis.
- Leads the planning, development and implementation of professional development/training and/or coordination of training and develops technical assistance for all schools implementing MTSS.
- Supports and collaborates with the District Crisis Response Team to ensure collaboration with community-based behavior prevention/response efforts city-wide.
- Analyzes the staff development needs of Deans, Behavior Support Assistants and school teams and proposes effective activities to meet those needs.
- Maintains a system of accumulating, analyzing and reporting on data related to area of responsibility, including timely compliance with all state and federal regulations.
- Audits school and classroom environments for positive behavior practices that establish predictability, safety and consistency designed to encourage positive behavior, and redirect and replace maladaptive behaviors.
- Collaborates in and/or leads the development and implementation of proactive diversity, equity and inclusion initiatives, which will support the district's strategic plan.
- Engages in self-development and self-directed research to keep up to date on current research trends and best practices relevant to areas of responsibility.
- Co-evaluates Deans and Behavior Support Assistance as directed.

ADDITIONAL DUTIES

Participates in district level meetings, leadership activities and other duties as assigned.

EQUIPMENT

Uses a personal computer and printer.

TRAVEL REQUIREMENTS

Travels to all schools within the districts, city/state agencies and professional meetings as required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 51 collective bargaining agreement.

WORK SCHEDULE

Follows Local 51 - New Britain Federation of School Administrators

UNION AFFILIATION

Local 51 - New Britain Federation of Administrators

FUNDING SOURCE

Local

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

CREATED:
PERSONNEL REVIEW:
BOARD APPROVED:
REVISOR:
PERSONNEL REVIEW:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Dr. Tony Gasper

Type of Memorandum

New Position Request

Background and Purpose/Rationale

The Communications Assistant (Spanish) is needed to assist with the translation and outreach to Spanish families. This will promote enhanced engagement as this person assists with public relations and communications. This new position is a mirror image of the Communications Assist (Arabic). There is a need to provide Spanish families with identical support.

Financial Information

The total is \$64,720.50 and the funding source is ESSER Grant 206390210002.

Committee Review

To be reviewed by the Personnel Committee on May 31, 2023

[Communications Assistant \(Spanish\) edited and clean copy - Nicole Sanders.doc](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Communications Assistant (Arabic) (Spanish)

POSITION SPECIFICATIONS

REPORTS TO

Safety and Communications Manager

PRIMARY FUNCTION

Assists with the translation and outreach to Arabic Spanish families within the school district. Assists with the coordination of public relations activities and communications for the Board of Education and the Superintendent of Schools. Helps generate in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in an increasingly complex and sophisticated world. Facilitates or arranges for comprehensive educational and supportive services to families and their children.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

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

EDUCATION

Bachelor's degree in Communications or Journalism preferred.
Certification as a parent educator or similar certification program recommended.

EXPERIENCE

Three to five years of progressive experience in a large organization.
Two years of experience in education, community outreach, or social work, at all grade levels.
Experience in supervising adults and programming.
Experience working directly with young children and their families.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of community resources to meet families' needs
- Ability to maintain accurate records.
- Must be able to maintain strict confidentiality and a high level of integrity.
- Strong interpersonal skills and a knack for productive collaboration across varying departments
- Ability to multitask and monitor several projects on a daily basis
- Ability to work well under pressure and manage time effectively
- Ability to coordinate work with others.
- Ability to describe and work orally and in writing in Arabic Spanish and English.
- Ability to compose clear and accurate correspondence in Arabic Spanish and English.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to the public, staff members and parents in an effective and courteous manner.
- Ability to work independently with a minimum of supervisory direction.
- Ability to understand, apply and use personal computers and software applications, including Microsoft Office and other appropriate applications

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Maintains open lines of communication with all community organizations.

- Assists with the preparation of all school district publications (except student publications) in Arabic Spanish and English.
- Assists Board of Education with communications to families in Arabic-Spanish and English.
- Helps develop content for social media, websites, newsletters, press releases and other channels in Arabic Spanish and English.
- Assists in managing all social and digital media platforms, including all administrative and school websites throughout the district.
- Helps coordinate and facilitate various events throughout the district, including recognition events for staff and others.
- Establishes priorities within work assignment while planning and organizing work according to office or standard procedures.
- Works closely with Safety & Communication Manager, school administration and staff to assess needs and offer responsive services to families, while ensuring adherence to program requirements.
- Plans, organizes, prioritizes and performs work according to standard procedures.
- Works in cooperation with school personnel to help carry out the Board of Education's policies regarding student attendance.
- Serves as a liaison among schools, students and parents.

ADDITIONAL DUTIES

- Seeks or responds to requests for information from/for school systems, state, federal, and professional organization.
- Performs special assignments, studies, and other administrative functions as directed by the Safety and Communications Manager
- Ability to carry out instructions furnished in written or oral form.
- Knowledge of office procedures, including record keeping.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to build and maintain relationships.
- Proficient in using Microsoft Office Programs and Google Applications.
- Serves as a member of the districtwide attendance teams
- Performs other related duties as assigned by supervisor

EQUIPMENT

- Uses personal computer, printer, copier, and other related equipment.
- Must be proficient in current technology to develop and present information to a variety of audiences.

TRAVEL REQUIREMENTS

- Frequent travel to all school district buildings and functions.
- May travel out of the district as necessary.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Salary and benefits linked to pay grade 11B of the Local 1186 contract.
- Non-exempt position.

WORK SCHEDULE

- 7.5 hour work day
- 37.5 hours per week
- Must be able to work flexible hours to accommodate the needs of the position.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Grant or district funded.

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

CREATED: MC 09/2021
PERSONNEL REVIEW: 09/27/2021
BOARD APPROVED: 10/04/2021



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Communications Assistant (Spanish)

POSITION SPECIFICATIONS

REPORTS TO

Communications Manager

PRIMARY FUNCTION

Assists with the translation and outreach to Spanish families within the school district. Assists with the coordination of public relations activities and communications for the Board of Education and the Superintendent of Schools. Helps generate in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in an increasingly complex and sophisticated world. Facilitates or arranges for comprehensive educational and supportive services to families and their children.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

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

EDUCATION

Bachelor's degree in Communications or Journalism preferred.
Certification as a parent educator or similar certification program recommended.

EXPERIENCE

Three to five years of progressive experience in a large organization.
Two years of experience in education, community outreach, or social work, at all grade levels.
Experience in supervising adults and programming.
Experience working directly with young children and their families.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of community resources to meet families' needs
- Ability to maintain accurate records.
- Must be able to maintain strict confidentiality and a high level of integrity.
- Strong interpersonal skills and a knack for productive collaboration across varying departments
- Ability to multitask and monitor several projects on a daily basis
- Ability to work well under pressure and manage time effectively
- Ability to coordinate work with others.
- Ability to describe and work orally and in writing in Spanish and English.
- Ability to compose clear and accurate correspondence in Spanish and English.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to the public, staff members and parents in an effective and courteous manner.
- Ability to work independently with a minimum of supervisory direction.
- Ability to understand, apply and use personal computers and software applications, including Microsoft Office and other appropriate applications

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Maintains open lines of communication with all community organizations.

- Assists with the preparation of all school district publications (except student publications) in Spanish and English.
- Assists Board of Education with communications to families in Spanish and English.
- Helps develop content for social media, websites, newsletters, press releases and other channels in Spanish and English.
- Assists in managing all social and digital media platforms, including all administrative and school websites throughout the district.
- Helps coordinate and facilitate various events throughout the district, including recognition events for staff and others.
- Establishes priorities within work assignment while planning and organizing work according to office or standard procedures.
- Works closely with Safety & Communication Manager, school administration and staff to assess needs and offer responsive services to families, while ensuring adherence to program requirements.
- Plans, organizes, prioritizes and performs work according to standard procedures.
- Works in cooperation with school personnel to help carry out the Board of Education's policies regarding student attendance.
- Serves as a liaison among schools, students and parents.

ADDITIONAL DUTIES

- Seeks or responds to requests for information from/for school systems, state, federal, and professional organization.
- Performs special assignments, studies, and other administrative functions as directed by the Safety and Communications Manager
- Ability to carry out instructions furnished in written or oral form.
- Knowledge of office procedures, including record keeping.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to build and maintain relationships.
- Proficient in using Microsoft Office Programs and Google Applications.
- Serves as a member of the districtwide attendance teams
- Performs other related duties as assigned by supervisor

EQUIPMENT

- Uses personal computer, printer, copier, and other related equipment.
- Must be proficient in current technology to develop and present information to a variety of audiences.

TRAVEL REQUIREMENTS

- Frequent travel to all school district buildings and functions.
- May travel out of the district as necessary.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Salary and benefits linked to pay grade 11B of the Local 1186 contract.
- Non-exempt position.

WORK SCHEDULE

- 7.5 hour work day
- 37.5 hours per week
- Must be able to work flexible hours to accommodate the needs of the position.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Grant.

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

CREATED: MC 09/2021
PERSONNEL REVIEW: 09/27/2021
BOARD APPROVED: 10/04/2021



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Ivelise Velazquez () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Joe Vaverchak

Type of Memorandum

New Position Request

Background and Purpose/Rationale

This request is for a part-time preschool attendance position to work with our attendance team under a grant funding, for a two year period. The individual will work to improve preschool attendance.

Financial Information

The total is \$14,400 per year and the funding source is Community Foundation of Greater New Britain

Committee Review

To be reviewed by the Personnel Committee on May 31, 2023

New Position Request Form

For: **Alexandre, JayShawn**
Sent By: Turcotte

Sent To: User - admin

Sent On: 4/28/2023 9:43am
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.)

Joe Vavrechak
Attendance Supervisor
Community Attendance Liaison
RELC
Part-time
10 Month Position
1

Attach a copy of the Board Approved Job Description (or draft that is pending BOE approval).

[Community Attendance Liaison.pdf](#)

Rationale for Requested Position.

This position would allow for educating and supporting our district and community preschool parents about the importance of daily attendance. This is a proactive effort to decrease Kindergarten chronic absenteeism, as that is one of district's largest challenge areas. This position may also include home visits and outreach for incoming registrations to connect families with appropriate resources.

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
2630 Preschool Attendance
14,400.00
For this year

Administrator's Signature:

X Signed: **Joe Vavrechak**
Stamped: 4/28/2023 8:48:14 AM; 72.10.98.18; User - Turcotte - turcotte@csdnb.org;

Finance Review:

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

- * Review outcome:

CFO reviewed request. Forwards to
Personnel & Talent Development.

- * Budget & Position Control:

Board Approval required.

CFO Comments:

CFO Signature:

X Signed: **Ann Alfano**
Stamped: 4/28/2023 9:36:04 AM; 72.10.98.16; User - Alfano - Alfano@csdnb.org;

New Position Request Form

For: **Alexandre, JayShawn**

Sent To: User - admin

Sent On: 4/28/2023 9:43am

Sent By: Turcotte

Not completed

Personnel - Step 1: Cabinet

* Select One:

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Personnel - Step 2: Personnel

Personnel Committee meeting date:

* Personnel Committee Meeting Outcome:

Personnel - Step 3: Board Approval

Board Meeting Date:

* 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

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
NO PERSONNEL REVIEW
BOARD APPROVED: 08/17/20**



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Mayra Rodriguez () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Mayra Rodriguez

Type of Memorandum

Acceptance of Donation

Background and Purpose/Rationale

A grant in the amount of \$10,000 was awarded from The Petit Foundation to help support the 3 week CREATE summer program. Funds will be used to support the Community Based Organizations providing enrichment activities for summer participants throughout the full day. Through collaborations with Community Organizations, students are provided with educational, yet fun, hands-on learning activities that help support student learning.

Financial Information

The total is grant donation is \$10,000.00

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 30, 2023

[Petit Foundation Award Letter - Mayra Rodriguez.pdf](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Joe Vaverchak () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Joe Vaverchak

Type of Memorandum

Acceptance of Donation

Background and Purpose/Rationale

A donation was made in the amount of \$2,000.00 from the First Church of Christ, Congregational for Youth Homeless Road to Recovery Program.

Financial Information

The total donation is \$2,000.00

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[Donation - Mavra Rodriguez.pdf](#)

First Church of Christ, Congregational
United Church of Christ
830 Corbin Avenue
New Britain, CT 06052
Phone: 860-229-3709
On the Web: www.firstnewbritain.org



May 7, 2023

Consolidated School District of N. B
c/o Joe Vaverchak
272 Main Street
New Britain, CT 06052

To Whom It May Concern:

The Aston Fund, of the First Church of Christ, Congregational, New Britain is please to send you this gift to pursue your great work; especially during these most difficult times.

Sincerely,
Charlotte Ohanesian, Chair

The First Church of Christ Aston Consolidated Fund Committee
Committee Members: Joyce Anderson, Joan Cromwell, Janet Culton, Joyce Petrisko and
Judy Robertson

Please acknowledge: Charlotte Ohanesian
c/o First Church of Christ
830 Corbin Avenue
New Britain, CT 06052

CAROLINE ASTON CONSOLIDATED FUND
FIRST CHURCH OF CHRIST
830 CORBIN AVE
NEW BRITAIN CT 06052

557
51-309/111
515

May 6, 2023
Date

Pay to the Order of Consolidated School District of New Britain \$ 2,000.00

Two Thousand + 00/100 Dollars  Security Features Details on Back.

TD Bank
America's Most Convenient Bank®

Chaei

For Sherrille Chaei Janet A. Culton MP
Road to Recovery

⑆011103093⑆ 15444037⑆ 0557



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Mayra Rodriguez () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Mayra Rodriguez

Type of Memorandum

Grant Award

Background and Purpose/Rationale

A grant in the amount of \$50,000 was awarded from The Fund for Greater Hartford to help support the 3 week SEE and CREATE summer programs. Funds will be used to support the Community Based Organizations providing enrichment activities for summer participants throughout the full day. Through collaborations with Community Organizations, students are provided with educational, hands-on learning activities that help support student learning.

Financial Information

The total grant is \$50,000.00

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[Fund for Greater Hartford - Mayra Rodriguez.pdf](#)

The Fund

FOR GREATER HARTFORD



May 19, 2023

Consolidated School District of New Britain
227 Main Street
New Britain, CT 06050

Dear Ms. Rodriguez,

On behalf of the Board of Trustees of The Fund for Greater Hartford, I am pleased to share that your organization has received an award. Please refer to the attached grant agreement for award details. The grant agreement must be signed and returned via email no later than June 1, 2023.

If you have any questions, please do not hesitate to contact me directly at 860-232-3113 or krusso@fundforgreaterhartford.org.

Sincerely,

A handwritten signature in black ink, appearing to read "KRUSO", written in a cursive style.

Kimberley Russo
Executive Director

The Fund

FOR GREATER HARTFORD



Please sign and email a copy no later than June 1, 2023 to krusso@fundforgreaterhartford.org.

Agency Name: Consolidated School District of New Britain

Program/Project Name: Summer Enrichment Experience (SEE)

Award Amount: \$50,000

Grant Requirements:

- This grant is made exclusively for the purposes outlined in the submitted grant proposal. It is the grantee's responsibility to notify The Fund for Greater Hartford (The Fund) if there are any changes in this plan or any circumstances that would affect its fulfillment, including any significant shifts in funding.
- Awards must be expended by May 31, 2024. Any grant funds not expended or committed for the purposes of the grant must be returned to The Fund unless the grantee has received prior written approval to extend the funds.
- This award is a one-year award and the opportunity to apply for continued funding is not guaranteed.
- The final report will be due in the April 2024. Details on report submission will be shared prior to the due date.
- The Fund may monitor and conduct a review of your operations under this grant, which may include a visit by The Fund personnel to observe your program, discuss the program and its finances with your personnel, and review financial and other records and materials connected with the activities financed by the grant.
- The Fund may include information about this grant on its website. The Fund for Greater Hartford's name and logo may be included on the grantee's website and materials as appropriate. Notify staff prior to referencing The Fund in print, radio, television and electronic media.
- Grantees are expected to demonstrate in all aspects of their operations full compliance with legislation prohibiting discrimination on the basis of race, color, creed, national origin, sex, sexual preference, or disability. Further, it is expected that grantees will actively seek diversity in their governance and program staff.
- There must be no change in the grantee's qualification as an organization exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Service (IRS) Code or its classification as not a private foundation.
- Grantee agrees to defend, indemnify and hold harmless the Foundation and its directors, officers, agents, representatives and employees against any and all direct and third-party suits, claims, or liabilities of any

nature arising out of, or as consequence of, any act, omission, or breach of this Agreement by Grantee and/or Grantee's directors, officers, agents, representatives or employees. Furthermore, Grantee agrees to reimburse the Foundation for any loss, cost, injury, damage or other expense incurred by the Foundation of any nature arising out of, or as consequence of, any act, omission, or breach of this Agreement by Grantee and/or Grantee's directors, officers, agents, representatives or employees, including, but not limited to, misappropriation of Foundation financial assets or Grant funds. This Section 15 shall survive any expiration or termination of this Agreement.

I understand and agree to the terms of the grant agreement and will share this information with other agency representatives as appropriate.

Executive Director (signature)

Date

Print Name



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Rebecca Gonzalez () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Rebecca Gonzalez

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

The vendor is under a bidding consortium for this work per DPH.

CT Feminine Care Act - Accessibility to feminine hygiene products from grades (3-12).

Seeking approval from the board for the high school purchase order as it is the only school above the 15k threshold.

All of the other schools are under 15k. The Act calls for all schools to be ready with supplies by July 1. Some funding for the supplies and services is being provided through a grant and is being managed by the Department of Public Health.

Financial Information

The total is \$18,202.08 and the funding source is State grant and Facilities 56101.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 30, 2023

[Citron Hygiene agreement - 5.4.23 - Rebecca Gonzalez.pdf](#)



Elevating
the washroom
experience

CUSTOMER AGREEMENT

Issued From 13 Linnell Circle
Billerica, MA 01821

Created Date 2023-May-1
Expiration Date 2023-May-31
Term (Months) 36
Agreement # CA-0451060
Cust. Order # CO-0451060

Prepared By Marcelo Leone
Phone +1 (860) 982-7576
Email mleone@citronhygiene.com

Prepared For Christopher Aucoin
Phone 860-505-9723
Email aucoin@csdnb.org

Customer New Britain High School
Customer Address 110 Mill Street
New Britain, Connecticut
06051
United States

Location New Britain High School
Location Address 110 Mill Street
New Britain, Connecticut
06051
United States

Recurring Services			
Item Number	Item Description	Quantity	Frequency
1-09-108	Aunt Flow Full Service Program, Model E (no service July and August)	26.00	28 Days
Total Annual Price			\$18,202.08

Signing below acknowledges I have read and agree to the Terms and Conditions of this agreement on the following page(s).

New Britain High School ("Customer")

Citron Hygiene GP Inc. ("Citron Hygiene LP")

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____

Terms & Conditions

1. This agreement ("Agreement") sets out the terms on which Citron will provide Customer, on an exclusive basis, with recurring or ad hoc hygiene services and sale of products as initially detailed in the table above. Additional recurring services may be added to this Agreement by way of a Customer Order form with its own term and automatically becomes part of and subject to the terms hereof. Citron's washroom hygiene services include i) the rental and maintenance of the equipment and ii) servicing of the equipment including any materials required (e.g., consumable refills or batteries) required at the frequencies in days set out above.
2. This Agreement shall start on the date the Agreement is signed by the Customer or the date specified by the Customer (the "Start Date") and unless either party terminates the Agreement in accordance with its terms, it shall run for the initial term as outlined above (the "Term") and will automatically renew for additional terms of twelve (12) months (the "Renewal Term"). Customer of Citron may terminate this Agreement effective on the last day of the Term or Renewal Term by providing by email by notice to customersuccess-us@citronhygiene.com, at least ninety (90) days prior to the expiry of the Term or Renewal Term.
3. This Agreement can be terminated prior to the end of its Term or Renewal Term based on the following:
 - a) **Service Related:** If Customer is not satisfied with the services provided by Citron, Customer can notify Citron by email to customersuccess-us@citronhygiene.com and if Citron fails to resolve any material issue within (30) days to the Customer's satisfaction, acting reasonably, the Customer can terminate this Agreement on giving thirty (30) days notice without penalty.
 - b) **Contract Related:** Either party may terminate this Agreement on written notice to the other party in the event of a) material breach of any term of this Agreement including, not cured within thirty (30) days of receiving written notice of such breach, by the terminating party, b) default by Customer in the performance of any of its obligations herein, including non-payment, c) appointment of a receiver to property of either party, or d) liquidation of either party's business for any reason. Service Related: If Customer is not satisfied with the services provided by Citron, Customer can notify Citron by email to customersuccess-us@citronhygiene.com and If Citron fails to resolve any material issue within (30) days to the Customer's satisfaction, acting reasonably, the Customer can terminate this Agreement on giving thirty (30) days' notice, without penalty.
4. If Customer terminates this Agreement or any individual service prior to the expiration of the Term or Renewal Term, other than for service issues covered by Clause 3 a), Customer shall pay Citron i) any outstanding invoices, plus ii) a cancellation fee equal to (a) the number of months remaining in the Term for each or the particular service cancelled multiplied by (b) 50% of the monthly amount for each recurring service, plus iii) equipment deinstallation fees, if applicable.
5. All equipment, except for equipment purchased by the Customer, is the sole property of Citron for use with the services and products purchased from Citron. Customer will be responsible for loss, theft, or damage above and beyond normal wear & tear or operating issues by not following the recommended operation instructions. Customer shall keep the equipment free from all liens, claims, and security interests. Customer acknowledges that a portion of the monthly charges are for i) the rental and use of the equipment and ii) the recurring services provided.
6. Customer permits Citron to access its premises to perform the services during regular business hours or at an agreed time of day. Customer agrees to provide 24-hour notice to cancel a scheduled service. If Citron attempts service and is not able to complete service during the agreed time of day, Citron reserves the right to charge for the rescheduled service to ensure continuity of service and operation of the equipment. Conversely, If Citron personnel are unable to complete assigned tasks due to late or missed appointments, Citron will make best efforts to reschedule the appointment to a mutually agreed upon date.
7. Customer will pay the amounts set forth above for the various services and products.
 - a) Services: Citron reserves the right, on each anniversary date from the start date of the services outlined above, to adjust prices on the various services and will provide notice of any change to service price, which notice may be in the form of an invoice.
 - b) Products: Citron reserves the right to adjust the prices based on changes to the pricing and terms with our suppliers.

Citron reserves the right to impose a fuel, environmental, recycling and/or other charge, to partially cover operational cost increases from higher fuel, regulatory, or recycling costs incurred.

8. Customer agrees to pay all amounts due within thirty (30) days of the date of the invoice. Any payments not received by Citron on the due date will be subject to an interest charge on the unpaid balance of 1.0% per month, or the maximum allowable rate. Citron may suspend services until all overdue monies and charges due to Citron have been paid in full. The amount of all applicable taxes shall be added to the price and paid by Customer unless Customer has provided Citron with exemption certificates acceptable to the taxing authorities. Early termination of this Agreement will not relieve the Customer of any outstanding amounts due to Citron.

9. Citron, upon notice, shall be free to sub-contract, assign or otherwise transfer its rights and obligations under this Agreement to another party without the Customer's consent. Customer may not sub-contract, assign or otherwise transfer its rights and obligations under this Agreement to another party without Citron's consent.

10. Citron is making no representation or warranty, and there is no condition, in each case, express or implied, in respect of the services or products. The amounts payable to Citron for the services are established on the basis that it assumes no liability in connection with any claims in respect thereto. As such, and notwithstanding any other provision in this Agreement, in no event shall Citron have any liability at any time to the customer for any damages arising out of the performance of the services or products.

11. In no event shall Citron be liable to Customer or to any other person or entity with respect to any subject matter of this Agreement, under any equity, common law, tort, contract, estoppel, negligence, strict liability or other theory for any incidental, special, punitive, consequential or indirect damages or damages resulting from loss of sale, business, profits, data, opportunity or goodwill, even if the remedies provided for in this Agreement fail of their essential purpose.

12. Citron will not be held responsible for events outside of its control. If and to the extent that Citron's performance of any of its obligations pursuant to this Agreement is prevented, hindered or delayed by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions, revolutions, strikes, labor disputes, epidemic, pandemic, sanctions, embargo, any law or action by a government or public authority, legal process or any other similar cause beyond Citron's reasonable control (each, a "Force Majeure Event"), then Citron shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected by the Force Majeure Event for as long as such Force Majeure Event continues; Citron will use commercially reasonable efforts to recommence service whenever and to whatever extent possible.

13. This Agreement, including any subsequent Customer Order Form, constitute the entire understanding and agreement between the Citron and Customer, and supersedes all prior agreements or arrangements, oral or written, between Citron and Customer. If any provision is found to be invalid, or otherwise unenforceable, the other provisions will not be affected and will remain in full force and effect.

14. This Agreement and any dispute arising out of or in connection with this Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Delaware, and any action or proceedings related or arising to this agreement shall be brought only in the courts of such jurisdiction. Each party irrevocably consents and submits to such jurisdiction and venue.

15. The person signing the agreement on behalf of the Customer, certifies, represents, and warrants that the agreement has been read and is duly authorized to execute this Agreement on behalf of the Customer and grants permission to Citron to perform services, maintenance and repairs on equipment that is located at the premises specified in this Agreement.

16. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same Agreement.

17. Any notice under or in connection with the Agreement shall be in writing and be delivered by e-mail or by certified or registered mail, return receipt requested, to the Customers nominated address as set out at the beginning of this Agreement, or if to Citron, by e-mail to customersuccess-us@citronhygiene.com.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Rebecca Gonzalez () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Rebecca Gonzalez

Type of Memorandum

Bid Award

Background and Purpose/Rationale

Custodial Supply Bid Award:
March 21, 2023 - posted bid
April 21, 2023 - bid opening
April 24, 2023 - bid review and tabulation work

The most responsive and responsible bid was from Imperial Bag & Paper Co. LLC. Bid reflects competitive pricing for all products requested and the cleaning program would be easily standardized across the district. Additionally, their machine pricing is optimal with a wide variety of machines to choose from. This makes them a great candidate for the bid because the entire district needs an overhaul in custodial machinery over the next 5 years and with the great pricing offered, the district will be able to repair and advance itself while staying within budget.

Financial Information

The total is \$350,000 and the funding source is Facilities Custodial Supplies 101093126000 - 56101.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 30, 2023

[Custodial Supplies Bid 2023 - requested information tab - Rebecca Gonzalez.png](#), [Custodial Bid Amended PUBLIC - Rebecca Gonzalez](#)

**NEW BRITAIN BOARD OF EDUCATION
272 MAIN STREET
NEW BRITAIN, CT 06050-1960**

CSDNB Custodial Supply Bid

In accordance with the specifications, the undersigned agrees to provide the items described on the Bid Form, complete and in place at a location designated by the Consolidated School District. The Consolidated Schools District reserves the right to reject all bids and/or make more than one award on the basis of this bid. Awards will be made to the most responsible bidder. The Consolidated School District of New Britain reserves the right to award a bid based on the best interests of the school district and is not required to select the lowest bidder. All quantities are estimated. Bids must be firm for a period of 90 days following the bid opening.

The Consolidated School District of New Britain (CSDNB) is seeking competitive bids from qualified firms to provide Custodial Supplies for all of its buildings.

Specifications and the form of proposal on which bids must be submitted may be obtained at the Facilities office at 250 John Downey Drive, New Britain CT 06051 between the hours of 7:00AM - 3:00PM. A PDF version can be obtained by emailing a request to aucoin@CSDNB.org. It is the responsibility of the vendor/firm to check for any issued addenda prior to any submission of the bid for this RFP. Failure to address any addenda relating to the bid may disqualify submitted bids or proposals for this RFP.

Sealed bids (1 original, 2 copies) should be submitted and received at the Facilities office at 250 John Downey Drive, New Britain CT 06051, on or before Friday April 21, 2023. At this time they will be opened and reviewed for award.

The CSDNB reserves the right to accept or reject any or all options, bids, or proposals. To waive any technicality in a bid or part thereof submitted, and to accept the bid or proposal which may not be the lowest bid, deemed to be in the best interest of the CSDNB. The CSDNB reserves the right to award parts of this bid to multiple vendors if it is in the best interest of the CSDNB.

Expected Schedule for Bid Process:

Bid Documents Available - March 21, 2023

Questions due by - March 31, 2023

Bid Submissions Due - April 21, 2023

Finance/ Facilities Committee Review - April 24, 2023

Expected BOE approval - May 8, 2023

Bid Specifications for Custodial Supplies for the CSDNB

Scope of Work:

This bid/proposal covers the requirements of the CSDNB and all its locations within New Britain for custodial supplies. Bidders will include all labor, materials, equipment, supplies, and services to fulfill the requirements of these bid specifications.

Term of Contract:

The contract period shall be three (3) years from the date of award (July 1, 2023), with the option to extend the contract for two (2) additional years. Any contract extension will be based on the recommendations of the Administration and shall be contingent upon the approval of the BOE.

Laws:

The vendor/firm will comply with all applicable laws and regulations for the Federal, State, and Local governments as part of the agreement with the CSDNB for all services provided.

General Instructions:

All work and services provided by the vendor/firm will be performed in a professional manner, using quality equipment and material for any and all services provided as part of the agreement with the CSDNB.

Buildings to be included in the Bid

CSDNB Board of Education Building
New Britain High School
Pulaski Middle School
Slade Middle School
Diloreto Middle School/Elementary School
Gaffney Elementary School
Jefferson Elementary School
Holmes Elementary School
Smalley Elementary School
Smith Elementary School
Vance Elementary School
Lincoln Elementary School
Northend Elementary School
Chamberlain Elementary School
Pope John Paul Elementary School
Brookside Alternative Behavior Center
Roosevelt Early Learning Center
Transition Center
Pulaski Portable
Facilities office

Terms of Bid/RFP:

It is the intent of the CSDNB to award this bid/RFP, in its entirety, to one bidder. Bidders are required to provide pricing for all items in all three divisions of this bid. Price per usage is required for bulk chemicals on the bid sheet.

Division 1**Consumable Supplies :**

The goal of CSDNB is the continued development of a standards-based cleaning maintenance program to promote the health and well-being of the school community. The CSDNB intends to achieve this goal through the use of high quality, safe, effective, environmentally preferable products. Products shall be Green Seal or EcoLogo labeled and meet all the State of Connecticut requirements for schools. CSDNB would like to implement standard procedures for the use of all cleaning products along with training and quality assurance programming and planning. Firms should show how they are able to provide expertise in how to use their products, training in standard procedures along with the consultation and improved management of custodial chemicals and supply inventory and logistics.

Products:

- Paper towels and dispensers – Roll type paper with manual operation. No electronics
- Toilet paper and Dispensers-
- Tissues
- Hand Sanitizer
- Soap
- Custodial chemicals shall include but are not limited to; disinfectant, degreaser, glass cleaner, neutral cleaner, Vandell remover
- Chemical dispensers with associated chemicals
- Trash can liners
- Disposable gloves and safety gear

Division 2

Custodial Equipment:

The goal of CSDNB is the continued development of a standards-based cleaning maintenance program to promote the health and well-being of the school community. The CSDNB intends to achieve this goal through the use of high quality, safe, effective, Equipment. Equipment shall be OSHA approved and meet all safety standards for Connecticut. CSDNB wants to implement standard procedures for using all non-chemical biased equipment along with training and quality assurance programming and planning. Firms shall provide expertise in how to use their equipment, training in standard procedures, and consultation and improved management of custodial equipment and logistics.

Equipment:

- Custodial carts and caddies
- Towels and rags
- Mops and Handles
- Mop buckets
- Trash barrels for custodians and classrooms
- Dustpans and brooms
- Entrance mats and area rugs
- Dusters
- Scrapers

Division 3

Custodial machines and floor care:

The goal of CSDNB is the continued development of a standards-based cleaning maintenance program to promote the health and well-being of the school community. The CSDNB intends to achieve this goal through high quality, safe, effective machines and Eco-Friendly floor care. Machines shall be OSHA approved and meet all safety standards for Connecticut. CSDNB wants to implement standard procedures for all machines, training and quality assurance programming and planning. Firms shall provide expertise in how to use their machines, training in standard procedures, and consultation and improved management of custodial machinery and logistics. Alternative machines shall be provided to advance cleaning techniques. Floor care products shall be Green Seal or EcoLogo labeled and meet all the State of Connecticut requirements for schools. CSDNB would like to institute a scrub and recoat program and treat all floor types in their intended fashion ex: terrazzo, rubber, VCT, etc.

Machines and Floor Care:

- Floor finish
- Floor finish remover
- Carpet cleaning machines
- Swing machines
- Auto-scrubbers
- Pressure washers
- Salt Spreaders
- Ice treatment
- All in one bathroom cleaning machines
- Vacuums
- Associated machine and floor care products if applicable
- Machine Repair where necessary.

Division 1, 2, 3 Requirements:

Training: The CSDNB believes that a trained department is a successful and motivated department. Proper training creates a safe environment in effective use of the chemicals and supplies. It creates both district and individual goals and responsibilities. Training capabilities for all products offered must be available onsite with the option of offsite training. Yearly training renewal will be provided by the firm selected. The Firm must describe what their training process will look like and what state mandated training they offer. EX: OSHA, Bloodborne pathogens, Asbestos. Firms shall indicate which of the following training programs and materials that they will be asked to provide along with costs, if any, and if there are any additional training services that are available that are not listed below:

- Compliance Training (SDS, Right to Know, Bloodborne pathogen, GHS, other)
- Train the trainers program
- Classroom Cleaning
- Restroom Cleaning
- Carpet Care
- Hard Floor Care
- Wood Floor Care
- Glass Cleaning
- Shower Room/Locker Room Cleaning
- Job Cards
- Wall Charts
- Operating Manual
- Videos

Safety Data Sheet: Vendor/Firm awarded the contract must provide all locations and the Director of Facilities copies of all Safety Data Sheets in compliance with OSHA's Hazard Communication Standard. All labels for secondary containers are to meet OSHA's guidelines. As a service to the CSDNB to assist in our compliance with OSHA requirements, the vendor will provide SDS sheets and labeling in both English and Spanish.

Technical Service Support: Vendor/firm will provide ongoing technical service support regarding products, procedures, and equipment as requested by the CSDNB.

Prior Performance: Vendor/firm will provide a minimum of three (3) references for like size facilities with whom the vendor/firm has conducted business and performed similar services as outlined in this RFP. Current providers are exempted from this requirement.

Dispensing Systems: Vendor/firm will provide Chemical Proportioning and Dispensing System that is designed to minimize chemical waste and maximize proper chemical usage and safety. This dispensing system will be provided at no charge to the CSDNB. Vendor/firm shall describe the system they propose to use as part of this RFP and the CSDNB may request a sample demonstration prior to the award of any contract. Vendor/Firm will provide per usage pricing for bulk chemicals on bid sheet.

Company Representatives: The qualifications of the representatives assigned to the CSDNB as well as back up personnel must be outlined in the proposal. The CSDNB is looking for qualified additional support beyond simply providing and delivering the requested supplies. Bid proposals should identify a

brief history of how long their company has been providing Custodial Supplies and what support, training and value added qualifications their company would bring beyond providing and delivering the requested supplies.

Secondary Labeling: The successful vendor/firm shall be able to provide sufficient secondary product labels/bottles for each item sold. The labels must be resistant to deterioration from contact with chemicals and/or water. All secondary labels shall be bilingual and shall comply with the requirements of the OSHA Hazard Communication Standard.

Brand Name: All products submitted must be recognized as a national brand and conform to the State of Connecticut requirements for schools. The brand name must appear on the proposal for each item. A space left blank will not be considered for award.

Chemical Products: All products must be UL, EPA, and OSHA approved, and meet State of Connecticut requirements for schools where applicable. Products shall be Green Seal Certified or EcoLogo where appropriate or have independent lab tests that prove the chemicals meet Green Seal Standards. All testing and documentation will be at the vendor/firm's expense. Vendor/firm shall furnish applicable test data and descriptive literature for all products as needed.

Regulatory Compliance: Assistance with regulatory compliance shall be given proactively. Expert Witness Consultation during litigation that has reasonable connectivity to floors or any cleaning processes or Custodial supplies shall be available at the request of the CSDNB. Vendors/firms may state what services they may be able to provide in this area.

Supply Capabilities: Vendor/firm will provide information related to the average inventory dollars in stock, shipping locations, number and type of delivery vehicles, and standard means of delivery. Vendor/firm will indicate what delivery methods their company is able to provide in addition to same or next day deliveries for special or emergency needs. Vendors/firms will be required to maintain adequate stock of items within this RFP to avoid delays or back orders.

Chemical Manufacturer Access: Vendor/firm shall insure access through the internet to the school district's chosen manufacturer of custodial supplies.

Ordering Options: Understanding that orders may need to be placed in a variety of manners, vendors/firms shall indicate which of the following ordering options are available through their company. The CSDNB uses a purchase order system with workflow approvals prior to ordering taking place so we will need to place orders in the following manners, telephone, email, or internet ordering.

Other Services: The ongoing process of improving overall housekeeping operations, will include, but not be limited to evaluations, consultations, and recommendations regarding new equipment intended to optimize current labor force efforts and that they can service. Vendors/firms shall describe what options are available for equipment service and repair, along with if there are any limitations on makes, brands, or types of equipment that can be serviced and where their service facilities are located.

Supply Ordering: Supply ordering will be done on an as needed basis and will be delivered to any of the locations listed in the bid, as agreed upon with the vendor at time of order. If there is a larger percentage discount for larger orders at one time please list it in your RFP response.

Unit/ Bulk Pricing: Unit pricing is requested for the items listed in each Division. The items listed represent approximately 85% of the annual purchases made for each division. The remaining items purchased are a variety of non-routine items that are ordered on an as needed basis. When applicable, vendors should list discounted bulk pricing.

General Conditions

A. Pre - Bid Inspections

Bidders are encouraged to visit all sites to satisfy themselves as to the condition and requirements for each school location and district office. Visitation can be set up through Chris Aucoin- Manager of Custodial Operations by either email aucoin@csdnb.org or phone (860) 505-9723.

B. Payments

Payments will be made after services are performed and completed. Vendors/Firms shall send itemized invoices, no later than one month after services are rendered. In no instance shall the CSDNB be held liable for invoices submitted more than sixty days following the close of the fiscal year on June 30 of each contract year. The invoices should be sent to the attention of the CSDNB Facilities Office located at 250 John Downey Dr, NB CT 06051 or emailed to: FacilitiesAP@csdnb.org

C. Basis of Award

An award will be made to the most responsible and qualified bidder. CSDNB reserves the right to award all or portions of the contract agreement to one or multiple bidders if it is deemed in the best interest of the CSDNB. The Consolidated Schools District reserves the right to reject all bids and/or make more than one award on the basis of this bid. Awards will be made to the most responsible bidder. The Consolidated School District of New Britain reserves the right to award a bid based on the best interests of the school district and is not required to select the lowest bidder.

D. Laws

The vendors/firms shall comply with all applicable guidelines, regulations, and laws set forth by the Federal, State, and Local governments.

E. Damage to CSDNB and/or Personal Property

The vendors/firms shall be responsible for the repair or replacement of damage caused by the use, misuse, or negligence of the vendor/firm or their employees during the actions of services provided. The vendor/firm will be required to carry the required level of insurance needed to provide services to the CSDNB for the entire duration of the contracted agreement. The vendor/firm is responsible for reporting any damage to the Manager of Custodial Operations within 24 hours of the occurrence.

F. Assessment of Penalties

In the event that the vendor/firm is not providing satisfactory service, had been given a chance to improve in which the CSDNB had to have remedied by CSDNB staff or another vendor, The CSDNB will assess the awarded vendor/firm a penalty for the full amount expended to correct the deficiencies. In the event that the vendors/firms performance and/or equipment is not in proper working condition, the CSDNB reserves the right to negotiate and assess penalties. Negotiation of penalties will be discussed by all parties and final determination will be made by the CSDNB and the Board of Education legal counsel.

G. Disputes

In the event that there is a disagreement between the CSDNB and the awarded vendors/firms regarding interpretations of contractual requirements, the vendor/firm is to proceed with the work in question under protest until the disagreements are resolved by the CSDNB and the Board of Education legal counsel. The decision shall be binding on all parties entered into the agreement.

H. Cancellation Clause

The CSDNB reserves the right to stop work and/or terminate the contract agreement for non-compliance with the contract as long as the awarded vendor/firm has been given the opportunity to rectify any non-compliance items within 30 days unless it involves the safety of staff, students, and visitors.

I. Bid Pricing

The CSDNB will award and enter a contractual agreement with the vendors/firms who are the most responsible bidder that is deemed in the best interest of the CSDNB. Prices set on the original contract execution date shall remain effective according to the schedule listed below:

Chemicals: Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to no greater than (5%) Five percent on an annual basis. Manufacturer letters will verify increases.

Supplies: Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to no greater than (5%) Five percent on an annual basis. Manufacturer letters will verify increases.

Equipment: Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to no greater than (5%) Five percent on an annual basis. Manufacturer letters will verify increases.

Products: Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to no greater than (5%) Five percent on an annual basis. Manufacturer letters will verify increases.

Trash Liners: Prices to be held for one-year firm, any increase for the succeeding periods will be based on manufacturer increases and will be limited to no greater than (5%) Five percent on an annual basis. Manufacturer letters will verify increases.

GENERAL BID SPECIFICATIONS - PART A

Bids shall be made on the bid forms furnished by the CSDNB, without alteration. Bids shall be submitted in a sealed envelope, stating on the outside of the envelope the words "BID DOCUMENTS", CSDNB bid number, the title of the project or bid package for which the bid is being submitted, and the time and date of the bid opening. All bidders shall provide three (3) copies of the bid, one original and two copies of their bid, unless otherwise stated. Bids received after the deadline will be rejected. All spaces on the bid form must be filled in with figures and words or the CSDNB in its sole discretion, may reject the bid as non-responsive. NO faxed or emailed bids will be accepted.

Contractor qualifications - Right of refusal

CSDNB may make such investigations and conduct such scope reviews as deemed necessary by Finance, in order for the BOE to determine the ability of the bidder to perform the work and the bidder shall promptly, upon CSDNB's request, furnish to CSDNB all such data for this purpose. CSDNB expressly reserves the right to reject a bid if, in the BOE's sole discretion, CSDNB determines, that a bid is non-responsive, a bidder is not responsible, a bidder is not qualified to perform the work or the BOE otherwise determines that the award of a contract to the bidder is not in the best interest of CSDNB. Conditional bids will not be accepted.

Subcontractors

The bidder is specifically advised that any person, firm or other party to whom bidder intends to award a subcontract or purchase order must be acceptable to CSDNB and that approval of the proposed subcontract award cannot be sought from CSDNB unless and until the successful bidder submits all information and evidence to CSDNB regarding the qualifications, experience and responsibility of the proposed subcontractor. Although the bidder is not required to attach such information to its bid, the bidder is hereby advised of this requirement so that it may plan accordingly and prevent delays.

Modification

Any bidder may modify his/her/its bid prior to the scheduled deadline for receipt of bids. The bidder wishing to modify its bid shall submit such modified bid in accordance with the invitation to bid, shall unequivocally indicate that its prior bid is superseded by the modified bid and shall submit its modified bid in an envelope clearly marked "MODIFIED BID".

Errors

The CSDNB, in its sole discretion, reserves the right to waive typographical or technical defects in the bid, as well as its right to correct an award erroneously made as a result of a clerical error on the part of the CSDNB.

Permits/Licenses

All applicable permits and licenses shall be obtained at the sole cost of bidders. No permits or permit fees shall be waived by the CSDNB unless otherwise stated in the CSDNB's Invitation to Bid or Instructions to Bidders.

Obligations of Bidders

Each bidder shall, prior to submitting a bid, familiarize itself with the conditions under which the work will be performed and conduct its own due diligence. Bidders shall be presumed to have read and to be thoroughly familiar with the specifications and all bid documents. The failure of any bidder to request, receive or examine any information or the failure of the bidder to familiarize itself with the conditions relating to the performance and timing of the work shall in no way relieve any bidder from any obligation in respect to the bid and shall not subject the CSDNB to any liability whatsoever. Furthermore, the bidder is responsible for being aware of and conforming in all respects to all existing Federal, State of Connecticut, and Town statutes, Ordinances, Regulations, laws and other legal applicable legal requirements, regardless of whether any such applicable requirements are specifically identified in the bid documents.

Withdrawal of Bids

Bids may be withdrawn prior to the time fixed for opening by submitting written notification of withdrawal to the CSDNB prior to the bid opening deadline. Negligence or mistake on the part of the bidder in preparing the bid confers no right of withdrawal or modification of the bid after such bid has been opened.

“Or equal” Clause

Whenever a material, article or piece of equipment is identified in the bid document by reference to manufacturers’ or vendors’ names, trade names, catalog numbers, etc., it is intended to establish a standard, unless otherwise stated; any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design may be considered equally acceptable if, in the opinion of the CSDNB, the material, article, or equipment so proposed is of equal substance and function. Any substitutions must be approved in writing by the Purchasing Agent or their designee, who shall have sole discretion to determine the acceptability of the proposed substitute. The product must meet or exceed the specifications of any products currently used by the CSDNB.

Non - Collusive Bid Statement

All bidders shall be required to sign the non-collusive statement attached.

Insurance

The vendor/firm will provide adequate proof of insurance to the CSDNB for the types of insurance and limits indicated below, providing for all of its operations performed in compliance with this contract. The successful bidder shall obtain and pay for the insurance coverage described below with the indicated minimum limits. Bidders agree to furnish Certificates of Insurance to the CSDNB, certifying coverage to be in effect for the term of this contract and that the CSDNB will be given sixty (60) days prior written notice of cancellation or nonrenewal. These requirements, if checked, also apply to any subcontractor or common carrier used by the Bidder.

I. Worker’s Compensation

Connecticut Statutory Limits
Applicable Federal Statutory Limits
Employer’s Liability \$500,000 per Accident
\$500,000 Disease per Employee
\$500,000 Policy Limit

II. Commercial General Liability

Each Occurrence \$1,000,000
General Aggregate \$ 2,000,000
Products & Completed Operations Aggregate \$ 2,000,000

III. Business Automobile Liability

(including owned, hired & non-owned vehicles)
Liability (Combined Single Limit) \$1,000,000 each Accident

IV. Umbrella/Excess Liability (If Required)

Liability Limit – Each Occurrence Aggregate 10,000,000

V. Sexual Misconduct & Molestation (as a separate policy or an endorsement to the General Liability)
Each Occurrence \$1,000,000
Aggregate \$1,000,000

VI. Additional Insured

The CSDNB to be named as additional insured on all insurance policies, except Workers Compensation and Professional Liability.

The vendor shall hold the CSDNB harmless for and against any and all injuries to persons and/or property resulting out of performance of this contract and resulting from the bidder's negligence.

ITEM VI MUST APPEAR ON THE FACE OF THE INSURANCE CERTIFICATE IN THE SECTION ENTITLED "DESCRIPTION OF OPERATION"

Indemnity/Hold Harmless

The vendors/firms insurance policies will be endorsed to provide for the CSDNB to be named as an additional insured. The contractor will indemnify and save harmless CSDNB from all suits and actions related to injuries to and/or damage to the property of others as a result of the activities of the contractor, its servants and agencies acting for the contractor.

Certificate of Insurance

The vendor/firm, prior to the start of any work under this contract, shall provide the CSDNB Purchasing Office with a certificate of insurance to conform to the following:

- a. Form(s) acceptable to the CSDNB.
- b. Insurance provided by insurance companies authorized to write coverage in the State of Connecticut.
- c. Policy dates must cover the term of this contract.
- d. Certificate will provide for at least 30 days' notice to the CSDNB prior to cancellation.
- e. All additional insured certificates are to list the CSDNB.

Under no circumstances shall the vendor/firm begin work until:

- (1) the contract for same shall have been signed by all parties,
- (2) the required bonds have been furnished by the vendor/firm and approved by the CSDNB,
- (3) the required certificates of insurance have been filed with and approved by the CSDNB's Purchasing Office and
- (4) The Contractor has been duly instructed in writing by the CSDNB to proceed with the work.

If the vendor/firm commences the work before the provisions referred to in this paragraph are fulfilled, the CSDNB, in its sole option, may cancel or terminate the contract without penalty or liability chargeable to the CSDNB.

Award to other than the apparent low bidder

The CSDNB reserves the right to award the work to a bidder other than the one which submitted the lowest price if it deems such action to be in the best interest of the CSDNB.

Prices

Prices quoted for merchandise, supplies, or equipment shall be the net prices delivered into the CSDNB. The CSDNB reserves the right to award separate items to separate bidders. The CSDNB is tax exempt

and will provide the certificate. Bidders may indicate exceptions to this. Bidders must include a Federal ID number or Social Security number to be considered for bid approval.

Reserved Rights of CSDNB:

The CSDNB reserves the right to accept or reject any or all bids or proposals; to waive any technicality in a bid or proposal or part thereof submitted, and to accept the bid deemed to be in the best interest of the CSDNB. Further, the CSDNB reserves the right to split bids and quotations among two or more bidders. The CSDNB reserves the right to reject any bid submitted by a joint venture if the CSDNB determines that any entity to the joint venture fails to satisfy the CSDNB’s requirements (i.e., bonding, insurance, qualifications, responsibility).

Discrepancy in Bid Form

In the event of any discrepancy between the amount written in numerical figures and the amount stated in written words, the amount written in words will be controlled. The CSDNB hereby notifies all bidders that the BOE’s contract with the successful bidder shall contain the following provision of the above statement.

Miscellaneous Requirements

Questions/Requests for Information: All Questions shall be submitted in writing only and e-mailed to aucoin@csgdnb.org at least seven (7) days prior to the bid opening date. Bidders shall not attempt or engage in any ex parte or verbal communications with BOE personnel prior to the bid opening deadline.

All Applicable building codes to be met.

All construction shall meet all applicable Building and Fire Codes, as well as ADA requirements.

Deliveries: All deliveries are inside deliveries.

Provision of Bid Packets, Submission of Bids: Bid packets will be mailed upon request.

Bid packets will not be faxed.

Bid proposals must be mailed back or delivered to: 250 John Downey Drive, New Britain CT, 06051

Please include one original and three copies of your bid unless otherwise specified.

ALL ENVELOPES MUST BE MARKED PROPERLY WITH BID TITLE, AND BID DATE.

Ownership of Documents

All qualification statements, proposals and bids submitted by bidders are to be the sole property of the CSDNB and subject to the provisions of the Connecticut General Statutes (re: Freedom of Information).

Ownership of Subsequent Products

Any work product, whether acceptable or unacceptable, developed under a contract awarded as a result of this invitation to bid is to be the sole property of the CSDNB unless stated otherwise in the invitation to bid or contract. Timing and Sequence – Timing and sequence of events resulting from this invitation to bid will ultimately be determined by the CSDNB.

No Oral Agreements

The CSDNB, its agencies and employees, shall not be responsible for any alleged oral agreement or arrangement made by a bidder with any agency or employee of the CSDNB.

Rejection for Default or Misrepresentation

The CSDNB reserves the right to reject the bid of any bidder that is in default of any prior contract or for misrepresentation. Assigning, Transferring of Agreement – Bidders are prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, their rights, title or interest therein or their power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the CSDNB.

Cost of Preparing Qualification/Proposal Statements

The CSDNB shall not be responsible for any expenses incurred by any bidder in preparing and submitting a bid.

No Conflict of Interest

Bidder certifies, by submitting a bid, that no owner, employee or family member (defined for purposes of this invitation to bid as a spouse, parent, sibling or child) of an owner or employee of bidder is a current or former employee of the CSDNB. Bidder further certifies that no owner or employee of bidder has any interest, direct or indirect, which is incompatible with the proper discharge of the proposed duties in the public interest or that would tend to impair Bidder's independent judgment or action in the performance of the proposed duties. Bidder certifies that it does not have any past, present or currently planned interests which are an actual or potential organizational conflict of interest with respect to performing the work for the CSDNB under this invitation to bid. Bidder hereby covenants and agrees that no employee, elected official or appointed official of the CSDNB has any interest in this agreement or will directly or indirectly benefit therefrom.

Compliance with the CSDNB Regulations

Bidder shall cause all persons performing work pursuant to the contract between bidder and the CSDNB to comply with all CSDNB requirements, including instructions pertaining to conduct and to building access and related requirements issued by the CSDNB, respectively. All personnel shall wear readily visible identification in a form that is satisfactory to the CSDNB. The CSDNB may promulgate and modify from time-to-time rules and regulations relating to conduct as the BOE, in its sole discretion, may determine, and the contractor shall cause all persons performing work to comply with any such requirements.

Confidential Information

Bidder shall cause all persons under bidder's control who are providing services or materials under or through bidder's contract with the CSDNB to preserve and protect all information of the CSDNB to which they have access during the performance of work as confidential. Bidder expressly acknowledges that if the facilities that are subject of the project are public libraries, the security and safety of the occupants, users, and general public are of paramount and bidder shall observe and enforce appropriate security protocol to ensure the safety of users and occupants.

Division 1 Bid Sheet					
Item	Unit Price	Price per case	Bulk Price if applicable	Price per Usage (Chemicals)	Notes
Recycled Hardwound Paper towel. 800'					
Dispensers					
Single Roll Bath Tissue 2 Ply white					
Facial Tissue - Case with individual boxes					
Hand Sanitizer Refills - Please see Purell addendum					
Hand Sanitizer Wall Mount Dispensers - Please see Purell addendum					
Hand Soap - Please see Purell addendum					
Hand Soap Wall Mount Dispensers- Please see Purell addendum					
Disinfectant wipes - Please see Purell addendum					
Custodial Chemical Dispenser system with wall cartridges,. No Barrels or pails					
Degreaser					
Disinfectant					
Glass Cleaner					
Neutral Cleaner					
Vandal Remover - (non aerosol)					
Enzyme eliminator					
Trash Can Liners - 40 x 46- 2 mil - Black					
Trash Can Liners - 33 x 40- 2 mil - Clear					
Trash Can Liners - 24 x 33 Available Mil options - Clear					
Nitrile Gloves - Non Sterile- Powder and Latex free - Small					
Nitrile Gloves - Non Sterile- Powder and Latex free - Medium					
Nitrile Gloves - Non Sterile- Powder and Latex free - Large					
Disposable Coveralls - Elastic Wrist and Ankles - Small					
Disposable Coveralls - Elastic Wrist and Ankles - Medium					
Disposable Coveralls - Elastic Wrist and Ankles - Large					
Batteries AA (Case) Quantity per case					
Batteries AAA (Case) Quantity per case					

Division 1 Bid Sheet Continued					
Item	Unit Price	Price per case	Bulk Price if applicable	Price per Usage (Chemicals)	Notes
Batteries C (Case) <i>Quantity per case</i>					
Batteries D (Case) <i>Quantity per case</i>					
Batteries 9 volt (Case) <i>Quantity per case</i>					
Urinal Deodorizer Screens - <i>Non- dissolving</i>					
Magic Erasers					

Division 2 Bid Sheet

Item	Unit Price	Price per case	Bulk Price if applicable	Notes
Commercial Style Caddy Bag				
Janitorial Cleaning Cart wheeled with bag and mop bucket platform				
Microfiber Towels - 16" x 16" Red Quantity per case				
Microfiber Towels - 16" x 16" Blue Quantity per case				
Microfiber Towels - 16" x 16" Yellow Quantity per case				
Microfiber Towels - 16" x 16" Green Quantity per case				
Wet Mop Handle - Gripper Style - Fiber Glass				
Dry Mop Handle - Clip on Style- Wooden				
Wet Mop Head- Microfiber- 28" Looped Blue				
Wet Mop Head Microfiber- 28" Looped Red				
Wet Mop- Finish Head - 28" Medium				
Dry Mop 24" Micro Fiber				
Dry Mop 60" Micro Fiber				
35 qrt Mop Bucket with Wringer with separate reservoirs				
Trash Barrel - Classroom - Slim 23 Gallon (20"L x 11"W x 30"H)				
Trash Barrel - Custodial Use - 55 Gallon				
Trash Barrel Dolly Single (55 Gallon)				
Trash Barrel Dolly Tandem (55 Gallon)				
Lobby Broom and Dust Pan Combo				
Entryway carpet with rubber backing 4' x 6' Water Hog				
Entryway carpet with rubber backing 4' x 10' Water Hog				
Entryway carpet with rubber backing 4' x 20' Water Hog				

Division 2 Bid Sheet Continued

Item	Unit Price	Price per case	Bulk Price if applicable	Notes
Extension Pole (for duster and squeegee)				
Lambswool Duster attachment				
Microfiber Duster attachment				
Floor Squeegee 24"				
Floor Squeegee 36"				
Floor Scraper 4"				
Floor Scraper Blades 4"				
Short Handed Scrub Brushes				
Basic Utility Tool Kit (Screw Drivers, Wrenches, Hammer)				
Toilet bowl Brush - Cotton				
3 M Clear packing tape - 2" wide rolls				
32 Oz Spray Bottle with Spray top				
Utility Knife				
Industrial Toilet Plunger				
Fiber Glass Ladder- 6ft				
Fiber Glass Ladder- 8ft				
Fiber Glass Ladder- 10ft				

Division 3 Bid Sheet				
Item	Unit Price	Price per case	Bulk Price if applicable	Notes
Green Seal Floor Wax (5 gallon)				
Floor Finish Remover				
Wax/floor Stripper				
Industrial Carpet Extractor (100 PSI w/3 stage vac) corded				
Floor Scrubber (Swing Machine) 20"				
Auto Floor Scrubber Ride on 28" AGM Battery				
Auto Floor Scrubber walk behind 20" AGM Battery, Drive Motor				
Auto Scrubber (Willmop style) AGM Battery				
Scrubbing Brush 20"				
Polishing Brush 20"				
Buffing Pad 20"				
Diamond Pad cleaning 20"				
Diamond Pad buffing 20"				
Scrubbing Brush 28"				
Polishing Brush 28"				
Diamond Pad cleaning 28"				
Pressure Washer Electric - 2000 PSI				
Industrial Salt Spreader 65lb capacity				
Ice Melt - 50lb bags Eco Friendly				
All purpose touch free cleaning machine (bathrooms)				
Industrial upright vacuum with bag				
Vacuum bags with hepa filter				
Industrial Backpack Vacuum 6QT & 10QT				
Industrial Wet Vacuum with mounted front squeegee				
Portable Floor Blower				
Machine Repair Labor Rate				

Consolidated School District of New Britain
Bid Price Sheet

Proposal of _____ (hereinafter called "Bidder")*

To the Consolidated School District of New Britain, Connecticut (hereinafter called "CSDNB".)

The Bidder, in compliance with your invitation for bids for Custodial Supplies for the Consolidated School District of New Britain(CSDNB) having examined the specifications with related documents, and being familiar with all of the conditions surrounding the furnishing of the proposed equipment or services including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies or services and to provide the equipment or services in accordance with the bid specifications, as prepared by CSDNB, within the time set forth in the bid specifications, and at the prices stated on the Bid Division Section Sheets. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The Bidder hereby agrees to commence work under this contract on or before a date to be fixed in the written "Notice to Proceed" given by CSDNB to the Bidder and to fully complete all work related to the Contract within the agreed upon work schedule of the Contract or the Notice to Proceed, whichever is later.

The Bidder agrees to provide the services or products and perform the work described in the specifications for the CSDNB Bid on Custodial Supplies and acknowledges that pricing is listed correctly on the specific division bid sheets and that they are attached to this document for submission. Bidders are asked to initial their bid division documents.

Authorized Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

Company Name: _____



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

This cart is purchased factory direct, and there are no other vendors. Previous cart purchases were over double the cost of these carts.

This purchase is for 300 Pochar C30BH charging carts that are to be deployed throughout the school district. The additional carts will provide charging capacity and safe-keeping in the classrooms.

Financial Information

The total is \$153,000.00 and the funding source is MIS Local Budget - Equipment Replacement 101092125800-57345.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[C30B-H - Fully Assembled 30-Unit Charging Cart with Electronic Keypad — Pochar LLC - Jeffrey Prokop.pdf](#), [Consolidated School District of New Britain Quote Pochar - Jeffrey Prokop.pdf](#)

strips are powered by a single cord that only takes up one outlet. Ground fault protection is built into the front and back of the cart for user safety!



C30B-H(Y630BH)



FULLY ASSEMBLED

SIMPLY ADD ON CORD HANGERS & WHEELS

JUST ADD

Wire Racks & Wheels!



Fits Up To 14" Screen



1.2MM Strong Sturdy Steel



LOCK SYSTEM & CORD ORGANIZATION



FROM TOP



ON DIVIDERS



KEYPAD LOCK



OPTIONAL LOCK
(Lock not Included)

BACKSIDE ORGANIZATION

GROUNDING



CHAIN HOOK
(Chain not included)



CHARGER HOLDERS



ORGANIZED CORDS



POCHAR LLC
 2821 E Philadelphia St STE A
 Ontario, CA 91761
 Tel: (909) 930-0998

Quote# CSDNB-001
Quote Date: 05/16/2023
Valid Until: 05/23/2023

QUOTE

Bill To
 Jeff Prokop
 Consolidated School District of New Britain
 183 steele st
 New Britain Connecticut 06052
 Phone: 424-333-6340
 Email: prokop@csdnb.org

Ship To
 Jeff Prokop
 Consolidated School District of New Britain
 183 Steele St
 New Britain Connecticut 06052
 Phone: 424-333-6340
 Email: prokop@csdnb.org

MODEL #	DESCRIPTION	UNIT PRICE	DISCOUNT PRICE	QUANTITY	TOTAL
C30B-H	FULLY ASSEMBLED 30-UNIT CHARGING CART WITH ELECTRONIC KEYPAD (Black)	\$599.99	\$510.00	300	\$153,000.00

Notes

1. We accept P.O. from public and private schools, hospitals, and government facilities. Payment term is net 30 for all orders.
2. For non-P.O. orders, the payment must be received in full prior to shipment.
3. We accept payment through credit card, bank transfer, and paper checks.
4. The above quote number must be referenced in order to receive the special pricing for the products and quantities listed. If any quantities are changed, prices will be subject to renegotiation. All information contained within this quote is valid for the next 30 days. MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING.
5. For bulk orders that need to be shipped with LTL carriers, we do not provide Inside Delivery. If liftgate service is needed upon delivery, a shipping cost of \$100 will be added to the final invoice.

SubTotal	\$153,000.00
Shipping	\$0.00
Sales Tax 6.35%	\$9,715.50
Grand Total	\$162,715.50

Bank Information for Direct Deposit
 Company Name: POCHAR LLC
 Wells Fargo Account # 8499173162
 Wells Fargo Routing # 122000247



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Alejandro Ortiz () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Tyrone Richardson

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

Chromebook devices needed for their one to one devices and loaners. The need for online assessments, classroom tasks, assignments, and enrichments for our students

Financial Information

The total is \$35,000.00 and the funding source is Commissioner's Network 234705310001-57243.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[NJWR222 - Alejandro Ortiz.pdf](#)



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JEFF PROKOP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NJWR222	5/15/2023	PULASKI 35K	2354906	\$34,721.36

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	106	5988499	\$32.00	\$3,392.00
CDW Chrome OS White Glove Service with Laser Etching-Tier 1 Static Small Mfg. Part#: CUSTOMBNDWGS1 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	106	3223462	\$24.00	\$2,544.00
CDW CDWG Asset Tag applied WITH another CDW Configuration Center service Mfg. Part#: ASSETTAGW/INSTALL UNSPSC: 81111511 Contract: MARKET	106	338520	\$0.00	\$0.00
Dell Chromebook 3110 - 11.6" - Celeron N4500 - 4 GB RAM - 32 GB eMMC Mfg. Part#: 939GH Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	106	6847262	\$271.56	\$28,785.36

SUBTOTAL	\$34,721.36
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$34,721.36

PURCHASER BILLING INFO	DELIVER TO
------------------------	------------

Billing Address:
 CONSOLIDATED SCHOOL DISTRICT
 ACCOUNTS PAYABLE
 272 MAIN ST
 PO BOX 1960
 NEW BRITAIN, CT 06051-2663
Phone: (860) 225-6351
Payment Terms: NET 30 Days-Govt/Ed

Shipping Address:
 PULASKI MIDDLE SCHOOL
 JEFF PROKOP
 757 FARMINGTON AVE
 NEW BRITAIN, CT 06053
Shipping Method: UPS Ground (2- 3 Day)

Please remit payments to:
CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Vincent Mulvihill | (866) 773-7348 | vinny@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$34,721.36	\$939.21/Month	\$34,721.36	\$1,082.26/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.




Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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 For more information, contact a CDW account manager



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop and Ann Alfano

Type of Memorandum

BID Award and Contract Approval

Background and Purpose/Rationale

The Consolidated School District of New Britain issued an RFP for Copier Services and Copier (MFD) Fleet Leasing in March 2023. An internal Copier RFP committee assembled to review proposals. After presentations from the three strongest contenders, the committee scored each prospective vendor with the scoring matrix as outlined in the RFP.

<https://www.csdnb.org/bids-contracted-services.php>

The copier RFP Committee's recommendation is to award Ricoh the contract.

At this time a final BAFO (Best and final Offer) regarding the specific devices and locations is still underway, we would like to proceed in moving forward with board approval to quickly execute the contracts and purchasing in early July to ensure the fastest turn around for a much needed device fleet refresh during the summer.

The contract terms for these services would be set for five years. In the contract, the school district leases all Multi Function Devices (Copiers which also work as scanners, some with fax capabilities.) The copier fleet can be as large as the print shop at the Gates Building or a small office copier. The fleet size is expected to be up to 116 devices in total and will include RFID badge readers for staff access.

The fleet would mostly come from a Ricoh Greenline Option, which school districts may participate in. Devices are certified after a full dismantling and rebuild and come at a significant savings.

All licensing with PaperCut is continued and transferred with this agreement, along with support for the transition.

The lease costs are broken into monthly payments that also include the minimum copier count charges. Overage charges are billed quarterly.

Financial Information

The total is Yearly Cost \$212,019.36 - \$245,000 plus quarterly overage charges and the funding source is MIS Local Budget Copier and Print Services starting in FY 2023-24 101092125300-55500.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[2022-2023_RFP-Copier-Managed-Print-Services-CSDNB-2023 - Jeffrey Prokop.pdf](#), [Copier RFP - Evaluations - Jeffrey Prokop.pdf](#), [Copier RFP -](#)

Consolidated School District of New Britain

REQUEST FOR PROPOSAL

Managed Print Services

Proposal Release Date: Thursday, March 16, 2023

Issued By:

RFP- Managed Print Services

Jeff Prokop

prokop@csdnb.org.

INTRODUCTION

This is an invitation to vendors to participate in a Request for Proposal (“RFP”) for Managed Print Services. Awards will be based on Proposer responses to this RFP.

About Consolidated School District of New Britain:

Introduction

Consolidated School District of New Britain (CSDNB), CT, also known as **New Britain Public Schools**, is a [school district](#) headquartered in [New Britain, Connecticut](#). The district serves approximately 10,000 students.

High School

- New Britain High School
- Satellite Careers Academy (SCA)

Middle schools

- Pulaski Middle School
- Slade Middle School
- House of Arts Letters and Sciences Academy (HALS Academy)

Primary/ schools

- Chamberlain Primary School
- DiLoreto Magnet School (K-8)
- Gaffney Elementary School (PK-5)
- Holmes Elementary School
- Jefferson Elementary School
- Lincoln Elementary School
- Northend Elementary School
- Smalley Elementary School
- Smith Elementary School
- Vance Elementary School

Shared Campus / Smaller Learning Centers

- Roosevelt (formerly a middle school) is a shared campus between SCA, HALS and the Roosevelt Early Learning Center (Preschool).
- Brookside is a small campus building hosting students grades 8-12.
- New Britain Transitional Center is a small campus building hosting students grades K-12.

This Request for Proposal seeks competitive proposals complying with the terms, conditions and requirements set forth below.

CSDNB will accept proposals until 3:00 PM., 04/14/2023. Proposals shall be submitted electronically.

Any questions or concerns regarding this Request for Proposal shall be directed to Jeff Prokop electronically to e-mail address: prokop@csdnb.org.

Proposal Evaluations

Factors which will be used to evaluate Respondent's proposals include the following selection criteria:

<u>Evaluation Criteria</u>	<u>Weight</u>
Organizational Capability, Account Support & Staffing Plan	20 Points
Demonstrated experience of the Respondent providing Managed Print Services to education for a minimum of five (5) years.	
A staffing plan that describes the number, function, relevant experience and competencies of employees and management team assigned for this proposal. Staffing plan demonstrates the overall quality of employees and management team, adequacy of staffing levels for the assignment given previous experience in similar projects at education institutions of similar or greater size than Consolidated School District of New Britain.	
Implementation, Deployment, and Transition-Out Plans	10 Points
Preliminary project plan which provides a comprehensive management approach and description of processes to be applied when executing the services. This should include a timeline with key milestones for the projects as well as development of weekly reports.	
Comprehensive and effective proposal with regards to a Change Management Plan	
Preliminary project plan that provides a comprehensive management approach, timeline and description of processes to be used in conducting the work.	
Transition-out plan is comprehensive and addresses the needs of Consolidated School District of New Britain while taking a thoughtful and all-inclusive approach to consider the districts best interest.	
Technology Features and Functionalities of Proposed Hardware, Infrastructure, Software and Security Plan	10 Points
Features and functionalities of the Respondent's hardware, software, and infrastructure (where applicable).	
Features and functionalities of the Respondent's hardware, software and infrastructure (where applicable) are user-friendly.	
Overall quality of hardware, software and infrastructure (where applicable) which meets or exceeds Consolidated School District of New Britain's expectations.	
Equipment qualifies as ENERGY STAR® compliant.	
Respondent's plan considers Consolidated School District of New Britain's security needs and adheres to the requirements outlined by the school district. Thoughtful consideration has been given to provide a superior level of service related to potential security issues, including prompt remediation of security issues.	
Pricing/Fee Structure	40 Points
Pricing is fair, competitive, and consistent with rates offered to peer institutions/organizations utilizing similar services.	
Approach to fee structure is comprehensive, simple to understand, and easily applied within a practical environment.	
Overall value to Consolidated School District of New Britain of any financial incentives, including but not limited to rebates, tiered/volume discounts, various incentive programs.	
References & History of Success	10 Points

Three References from other education institutes which have contracted or utilized Respondent’s services, whose requirements are similar to those outlined herein.	
Examples of managed print services projects with successful outcomes at comparable education institutions. At a minimum those examples should be provided for each institution utilized as a reference.	
Projected cost savings/containment opportunities realized as a result of a successfully deployed managed print services program, including examples of savings opportunities (in dollars) realized by other clients as a result of instituting a managed print services program. Projected cost savings shall be based on actual data and be itemized, delineated, and presented in a fashion which is easily understood and can be effectively communicated.	
Demonstrated experience in successfully planning, implementing, and executing processes for rightsizing equipment with other public education institutes.	
Reporting/Analytical Capabilities	10 Points
Demonstrated ability to provide robust reporting which meets or exceeds the Consolidated School District of New Britain’s requirements as outlined: including but not limited to: reports of print operations, i.e. volume by user, total number of pages and other printing analytics; invoice reports for job tickets; client detail reports; and accounting reports	
TOTAL POINTS AVAILABLE:	100 POINTS

The award of a contract will be based upon a comprehensive review, analysis and negotiation of the proposal, which is most advantageous to the needs of Consolidated School District of New Britain. The contract award will be based on a points-earned matrix derived from a pricing and technical evaluation as outlined below.

Consolidated School District of New Britain will exercise a Best and Final Offer (BAFO) approach to this procurement, for which additional details are included below.

The award shall be made to the most responsive bidder offering the most advantageous proposal to Consolidated School District of New Britain, as determined by Consolidated School District of New Britain. All Bidders submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed. The importance given to each element is represented proportionately by the respective point assignments as noted above.

The submittal and evaluation of proposals received in response to this RFP shall adhere to a two-phased approach as outlined below.

Phase # 1:

Phase one of this RFP will require prequalified bidders to provide a response to the RFP per the terms, conditions and specifications outlined in in this document. Two (2) bidders shall be selected as a result of the evaluation of phase one proposals. The two bidders who will be invited to proceed to phase two of the evaluation will be those whose proposals receive the highest score and/or ranking.

Phase # 2:

Phase two of this procurement will consist of two bidder finalists, selected by Consolidated School District of New Britain as a result of the initial round of evaluation of the RFP responses, to participate in a best and final (BAFO) offer process through which both vendors will complete a full assessment of Consolidated School District of New Britain’s current printing infrastructure and practices to determine needs for future efficiency, recommend solutions for rightsizing, and provide updated financial proposals based upon a **cost per copy model**. Any expenses incurred during the process of completing a full assessment will be borne at the expense of the Respondent. Respondents selected as finalists will be required to sign a Nondisclosure agreement prior to proceeding to the second phase of this procurement.

Estimated Timetable

The following schedule will apply to this RFP:

- Release of RFP Thursday, March 16, 2023**
- Closing Date for Written Inquiries..... Wednesday, March 29, 2023**
- Answers to Written Inquiries Posted Online: Friday, March 31, 2023
- Submission of RFP Friday, April 14, 2023**
- Est. Date of Identification of Finalists
- Presentations and Walkthrough April 20-24, 2023
- Anticipated Due Date of BAFO Monday, May 8, 2023**
- Anticipated Award Date..... Monday, May 15, 2023**
- Contract Execution and Device Fleet Deployment.....**Summer 2023**
- Service Commencement TBA

INSTRUCTIONS TO BIDDERS

Point of Contact and Inquiries

Jeff Prokop electronically to e-mail address: prokop@csdnb.org.

All questions must be submitted in writing via email.

Consolidated School District of New Britain will provide a written response to all written requests for clarification and will post the responses online in a Q&A format. All questions must be received by **Wednesday, March 29, 2023.**

Submission Format

The following process so described is intended to ensure that all Proposers have equal access to information relative to this RFP. No information communicated verbally shall be effective unless confirmed by written communication.

In all cases, no verbal communication will override written communications and only written communications are binding.

This Request for Proposal seeks competitive proposals complying with the terms, conditions and requirements set forth below.

CSDNB will accept proposals until 3:00 PM., 04/14/2023.

Proposals shall be submitted electronically.

*****IMPORTANT NOTE*****

Any RFP proposal received after the date and time stated will not be considered and will be returned to the Proposer unopened.

Proposals should be presented in a format that can easily be incorporated into a contract between the proposer and Consolidated School District of New Britain. Proposals must be submitted electronically within same time frame as hard copies.

Bidding Terms

Proposals must demonstrate: an understanding of the scope of work, the ability to accomplish the tasks set forth; and must include information that will enable Consolidated School District of New Britain to determine the proposer's overall qualifications.

Each Proposer must respond to, and be capable of, supplying all services outlined in the RFP specification.

Addenda to the RFP: If it becomes necessary to revise any part of this RFP, notice of the revision will be given in the form of an addendum to all prospective proposers who are on record with the Purchasing Department as having received this RFP. All addenda shall become a part of this RFP. Receipt of addenda must be acknowledged by each proposer. The failure of a Bidder to acknowledge any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized representative of the Respondent and returned with the proposal on or before the proposal opening date. Failure to sign and return any and all addenda shall be grounds for rejection of the proposal response.

RFP Status and Submission Information:

- a. **RFP Acceptance/Rejection:** Consolidated School District of New Britain reserves the right to cancel this solicitation, to reject any or all proposals received (or any part thereof without penalty), to waive informalities or irregularities and to award a contract not based solely on the lowest cost, but based on an offer which, in the sole opinion of Consolidated School District of New Britain, best fulfills or exceeds the requirements of this RFP and is most advantageous to Consolidated School District of New Britain. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to Consolidated School District of New Britain or that all proposals were rejected. Firms whose proposals are not accepted shall be notified after a binding contractual agreement between Consolidated School District of New Britain and the selected bidder exists or after the Consolidated School District of New Britain has rejected all proposals.
- b. **RFP Submittals:** Any exceptions and/or alternates must be stated in the response to the RFP. All exceptions must be outlined on a separate document titled "Exceptions to Terms, Conditions, and Specifications". Failure to provide required data to allow for evaluation of the RFP or failure to complete the accompanying documents may be grounds for rejecting the RFP.

Consolidated School District of New Britain expressly reserves the right to negotiate prior to an award, any contract that may result from this RFP. Further, this bid creates no obligation on the part of Consolidated School District of New Britain to award a contract.

- c. **Effective Period of Proposals:** The proposals submitted must remain in effect for a minimum period of one hundred eighty (180) days after the closing date to allow time for evaluation, approval, negotiation, and award of the contract.

Proposal Preparation, Pre-Award Presentations and Negotiations:

- a. **Proposal Preparation:** Consolidated School District of New Britain will assume no cost for proposal preparation and submission. Answers to Proposer’s questions that impact scope, timetable, etc. will be communicated in writing contemporaneously to all parties as quickly as possible. If Consolidated School District of New Britain awards a contract to a Proposer, the Proposer’s responses to this RFP will become part of the executed contract.
- b. **Pre-Award Presentations:** As a part of the evaluation process, Consolidated School District of New Britain may require presentations from the highest ranked proposers. If a Proposer is requested to make a presentation, the Proposer will make the necessary arrangements and bear all costs associated with the presentation. Consolidated School District of New Britain tentatively expects presentations to occur in accordance with the timetable included in this RFP. Respondents are hereby notified of the likelihood of the requirement for presentations during this time period and, by submitting a proposal in response to this RFP, agree to make themselves available for the forthcoming presentations.
- c. **Award Negotiations:** Selection may be made without further discussion or negotiation; therefore, proposals should be submitted upon the most favorable terms. Proposals must demonstrate an understanding of the scope of work, the ability to accomplish the tasks set forth, and must include information that will enable Consolidated School District of New Britain to determine the Proposer's over all qualifications. Consolidated School District of New Britain reserves the right to request additional information or clarification on any matter included in the proposal. Prior to the award, Consolidated School District of New Britain may elect to conduct negotiations with the highest ranked proposers for purposes, which may include but are not limited to:
 - i. Resolving minor differences and informalities;
 - ii. Clarifying necessary details and responsibilities;
 - iii. Emphasizing important issues and points;
 - iv. Receiving assurances from proposers; and/or
 - v. Exploring ways to improve the final contract.

If good-faith negotiations between the highest ranked bidder and the Consolidated School District of New Britain do not result in mutually agreeable terms, Consolidated School District of New Britain reserves the right to abandon negotiations with the highest ranked bidder, rescind its Notice of Intent to Award, and commence negotiations with the second highest ranked Bidder.

Requests for Clarification and/or Supplemental Information

As part of the review process, Consolidated School District of New Britain may request the Proposer to supply, in writing: clarifications; additional documentation; or information needed to fairly evaluate each proposal.

Proposers are required to provide a written response within three (3) business days of their receipt of any request for clarification by the Consolidated School District of New Britain.

Presentations

Consolidated School District of New Britain reserves the right, but is not obligated, to request that each proposer provide a formal presentation of its proposal at a date and time to be determined. If required by Consolidated School District of New Britain, it is anticipated that such presentation will not exceed one (1) hours. No proposer will be entitled to be present during, or otherwise receive any information regarding, any other presentation of any other proposer.

Consolidated School District of New Britain will include proposals presentations (if requested), references, phase II assessment and interviews in its evaluation.

Review of References: Each Proposer is required to provide references for three (3) education institutions, Fortune 1000 companies, or agencies, of a comparable size and scope to Consolidated School District of New Britain, with which it has an Agreement providing goods and/or services similar to the scope of this RFP. Please include name, title, telephone number and **e-mail address** of a contact person at each institution Consolidated School District of New Britain reserves the right, but is not obligated, to contact and review any Managed Print Services program of any institution by any Proposer as a reference.

Proposal Qualification Data

If necessary to evaluate proposals, Proposers may be requested to furnish information including but not limited to the following topics:

- a. Financial resources;
- b. Personnel resources;
- c. Project Plan;
- d. Ability to meet schedules with Project Timeline; and
- e. Ability to meet specification requirements.

GENERAL REQUIREMENTS

Bidders must address the following requirements in their proposal, detailing how their services meet or exceed each feature.

Proposer's Background and Experience

- a. Company Profile.
- b. Provide a description of your organization's primary line of business, including a list of goods and services offered by your company.
- c. Describe your company's experience delivering services similar in size and breadth to the Scope of Services outlined in this RFP and how it provides a competitive advantage in the education market. Proposals must demonstrate a minimum of five (5) years of experience.
- d. Describe how you or your company has positioned itself to provide services that are competitively advantageous or provide value beyond other companies, and how you rank in particular services relative to your competitors. Include a comparison of your equipment and services versus others on the market and what value you provide beyond the competitors.

- e. Describe your firm’s methods and procedures for controlling and assuring the quality of services being provided by your firm’s workforce. Please include work protocols, standard procedures and control measures implemented by your firm and its staff.
- f. If applicable, please describe your firm’s database and management tools that will be used to manage the tasks and track issues associated with the deliverables of this project.
- g. Organizational Chart – Provide an organizational chart showing the hierarchical structure of functions and positions within your organization.
- h. Describe your experience implementing Managed Print Services solutions at education institutions similar to Consolidated School District of New Britain.
- i. Provide a list of your distribution affiliations (HP, Dell, etc.) and discuss the products you are certified to resell *and* service.
- j. Describe your experience in performing detailed assessments as described in this RFP and provide case histories of various levels of completed assessments. Please include details of how you would conduct a full walk-through of Consolidated School District of New Britain
- k. If you are a selected awardee, does your organization intend to subcontract any part of the MPS services? If so, please provide details.
- l. Describe your ability to provide a single point of contact and toll-free number for all service inquiries.
- m. Provide any additional information you feel is relevant to this RFP.

PROJECT SCOPE OF SERVICES

PROJECT OVERVIEW:

The following outlines the Project Scope of Services for a professional firm to implement a cost per copy (CPC) Managed Print Services (MPS) program at the Consolidated School District of New Britain. The components of this project will require: recommendations for changes to current printing practices and/or infrastructure improvements; proposals for on-going optimization of hard copy devices; plan for life cycle management of printing and multi-functional hardware; process for machine repair and maintenance; method of replenishment of supplies; description of process for vendor collaboration in support of existing internal help-desks (in addition to required independent help desk managed by vendor); implementation plan including description of how support is provided for change management and training, real-time fleet monitoring, and formalized reporting on printing operations.

DELIVERABLES AND MAIN REQUIREMENTS

Upon award of the resultant contract, the selected vendor shall deliver the equipment and/or provide services that meet the requirements of Consolidated School District of New Britain as listed herein.

Requirements:

Provide an explanation of: installation services deemed necessary for a successful implementation; the benefits a MPS program will provide to Consolidated School District of New Britain; and how the vendor will achieve said plan. The plan should include multiple options including, but not limited to:

Description of your method to right size multi-function devices (MFD) at Consolidated School District of New Britain.

Provide a detailed business model for replacement of current copiers/MFD's with like for like models for Consolidated School District of New Britain.

Discuss your process for providing on-going optimization services, including: planning for standardization, right-sizing and consulting services; office mapping; and researching user needs for new/updated copier hardware for Consolidated School District of New Britain printing, scanning, faxing, and photocopier hardware. Optimization services should include:

- i. Life-Cycle Management Services, including repair and maintenance for Consolidated School District of New Britain printing, scanning and copying hardware;
- ii. Supply replenishment options ensuring sufficient and accessible supplies are available including out of hours needs and spikes in need common in education;
- iii. Real-time fleet performance monitoring and billing;
- iv. Collaboration with Consolidated School District of New Britain to provide Help Desk support managed by Consolidated School District of New Britain, in addition to independent Help Desk managed by the vendor.
- v. Describe options and process for upgrading existing equipment or allowable trade-ins during the term of a placement of a vendor-owned machine.

Green Initiative Requirements:

Consolidated School District of New Britain takes environmental responsibility very seriously and therefore is interested in not only your company's green initiatives, but also on how your company can assist Consolidated School District of New Britain in identifying additional opportunities to broaden the reach of Consolidated School District of New Britain's positive impact on the local and global environments. Therefore, Respondents proposal shall address each of the below requirements:

- a. Provide a detailed narrative of your organization's green initiative efforts.
- b. Describe how your organization manages the power consumption of printers, fax machines, and multifunctional devices.
- c. Describe how your organization can reduce Consolidated School District of New Britain's current power consumption specifically related to the goods and services being solicited in the RFP.
- d. Provide a detailed narrative on how your organization can assist Consolidated School District of New Britain in minimizing its paper consumption.

TECHNICAL REQUIREMENTS

Bidders must address the following requirement in their submission detailing:
Proposed equipment (brochure and BLI rating/review).

On-Site Support Requirements

Consolidated School District of New Britain requires a minimum response of (4) hours with onsite technician (tech) available at each location to service the fleet of copiers. The tech(s) will be available onsite from 8:30 AM – 5:30 PM, Monday through Friday. A designated backup should also be available in case of absence. The backup techs need to be familiar with the location of the fleet machines and the requirements listed below. Call back times need to be within 60 minutes and tech **support must be provided within four (4) hours**. We require a 95% response time for all service calls placed. We will

require a main help desk number to be available for customers to place service calls and to order supplies. All calls will be logged and reports will be made available as needed. The onsite technician will:

- a. Understand common machine fault codes and correct them.
- b. Diagnose and correct common image quality problems.
- c. Replace major components in the print engine, fusing subsystem, and paper handling areas of the machines.
- d. Develop and implement a preventive maintenance schedule for identified high-use equipment.
- e. Maintain an appropriate on-site inventory of parts and supplies.
- f. When required, vendor's on-site technician will serve as an interface to off-site technicians or remote diagnostics.
- g. When required vendor's on-site technician will perform color balancing and color printer calibration.
- h. Maintain customer contracted uptime (95% three month rolling average uptime) and include a plan for managing the Service Level Agreement (SLA)
- i. The vendor will supply a list of meter read information in electronic format that will interface with all billing programs and download to internal systems.

Please provide a description of the following:

- Your approach to training users on any new equipment or changes
 - Do you have training documentation or online training available?
 - For users and Service Desk?
- The work flow and process around toner replacements.
 - What is your removable/recycle process?
 - What is the service level on toner delivery?
 - What is the process if the user needs toner in an emergency?
 - Will the vendor supply toner on hand in an emergency?
- The process for services and/or maintenance on MFD's
 - What is the service level on break-fix calls?
 - Do you keep parts on site for emergency devices?
 - Do you have hot swap devices for down machines?

Describe the details of the Manage Print Service program.

- How will we know if this program is successful?
- How will success be measured?

Provide a list of any software or hardware (besides the MFD's themselves) that will be used to drive success of the program. Is there any software or hardware that is not included in this proposal that is required for success of the program?

Provide a transition plan to take Consolidated School District of New Britain from its current state to you manage print service program.

IMPLEMENTATION EXPECTATIONS, TIMELINE & TRANSITION-OUT PLAN

The selected vendor shall deliver a completed implementation plan and timeline for the duration of each phase of the project. The Project Plan should describe the programs and/or resources, which support the likelihood of delivering a Managed Print Services Program.

Provide a completed implementation plan with timeline including at a minimum:

- Changes to current fleet of copiers/MFDs at Consolidated School District of New Britain
- Rollout of supply replenishment services
- Fleet monitoring and reporting/billing
- Integration of the Print Management Help Desk into the SJFC Service Desk operation.

STAFFING REQUIREMENTS, ROLES AND SKILL SETS

Describe your ability to support all locations listed as in-scope within this RFP.

Provide your organization’s formula for determining on-site support representation for all locations; and

Provide a list of qualified technicians who will manage all locations.

Provide an organizational chart showing the hierarchical structure of functions and positions within your organization.

Respondent’s proposal may include any industry paper or non-academic publications of note that demonstrate the expertise of their organization, staff or management team in their respective and relevant field(s).

Selected vendor is at all times ultimately responsible for troubleshooting all MFDs under this program.

Help Desk Support: Additional details related to Help Desk Support

ONGOING ACTIVITY AND TRAINING

Vendor will be required to provide ongoing training of Consolidated School District of New Britain faculty and staff for optimizing their printing practices, while decreasing annual printing spend in departmental budgets and grants.

Vendor will be required to train Consolidated School District of New Britain staff, as needed, within one week of installation of equipment.

Vendor Duties and Responsibilities:

Describe your options and process for submitting the following service requests:

- Meter readings
- Describe your process for tracking and filling supply orders (i.e. toner) – including specified turn-around time.
- Must have ability to supply critical equipment parts within 24 hours;
- Must provide on-site preventative maintenance;
- Describe your organization’s ability to diagnose and repair certain issues remotely; must provide a comparable, or better, loaner machine within 24 hours of interrupted service.

- Must have ability to monitor and support existing hardware (printers, scanners) inventory (open architecture) which must be readily available to Consolidated School District of New Britain for auditing purposes.
- Existing hardware includes: **see equipment list.**
- Must support desktop, workgroup, network and low to mid volume production copiers, printers, and scanners.
- Manage installation of all hardware (copiers, etc.) including delivery, uncrate, assemble, test and run, assigning to server, securing IP address and loading drivers and printer software. Vendor must follow Consolidated School District of New Britain's currently established protocol for requesting and securing IP addresses.
- Must be able to support departmental/building moves and equipment relocation/reinstallation as needed. Any such move/reinstallation is expected not to impact any warranty that is in place and vendor will be required to replace any machine that is damaged during such move at no additional expense to Consolidated School District of New Britain.
- Provide requirements for Consolidated School District of New Britain support required during implementation. Include number of employees, roles, responsibilities, on-going support requirements, etc.

Consolidated School District of New Britain will require a certain amount of supplies, including but not limited toner, available on-site to accommodate emergent situations. Respondent shall provide estimates of on-site inventory levels, including which items they propose to maintain on-site while giving consideration to the need for consistent monitoring of supplies on a per machine basis through an automated process with automatic releases of supplies when necessary.

PERFORMANCE CRITERIA:

Reporting

Describe ability to supply meaningful reporting such as volume by user, total number of pages and trending.

Describe ability to provide monthly reports that track service calls, service history, end user copy and print usage, inventory/service/asset management.

Account Management

Describe your process for adding/removing devices under a multi-location MPS program.

Provide a detailed strategy for removal of devices/right sizing copier fleets. Specify:

- Replace of all equipment via an attrition model;
- Full replacement model
- Describe your fleet cancellation options and allowable timelines.

Describe your options for existing machine upgrades during the term of a vendor- owned equipment placement.

Describe your policy on equipment trade-in allowances.

Inventory Control

Successful vendor should provide a strategy for developing and maintaining ongoing inventory control. Methodology for implementing change at the department level after removing equipment and updating inventory control.

IT REQUIREMENTS

Security/Encryption

Each model that is networked and has a hard drive will be required to have successfully completed or be in the process of completing Common Criteria certification. The vendor must include proof of certification. Device certification should include the entire device (network controller, hard disk, embedded web server, external ports, etc.) and not only specific subsystems. For each product documentation is required indicating what subsystems are being certified.

Device certification should include proof of separation of fax and network functionality.

Describe process for CERT notifications, vendor vulnerability disclosures, remediation of vulnerabilities, and notification of end-users are notified.

Define preventative maintenance plan, including process for handling and installing patches and security updates, especially as pertains to firmware upgrades and device response times.

Describe capabilities for protecting sensitive fax information.

Provide a list of software used for security monitoring the hardware on your devices
If it's not included in the cost, provide the cost of the software and hardware for the system.

All security issues require rapid response and immediate remediation. Vendor shall provide a plan, including maximum response times to address Consolidated School District of New Britain's need for rapid response and resolution.

Software Requirements

Any software installed by the vendor must successfully integrate with the computer systems at all Consolidated School District of New Britain locations. Scanning features must fully integrate with the district's email services.

List of Desktop Operating Systems
Windows 10
Windows 11
Mac OS
List of Server Protocols and Operating Systems
Windows Server 2019
Papercut Server

Vendor may be required to install or provide, where necessary, all required drivers for the various machines.

Device should allow for disk overwrite for copies and printing. If so, describe whether it includes automatic overwrite when job is completed or on demand. Detail any additional hardware or software required for this function.

Device should allow for disk overwrite for scanning. If so, describe whether it includes automatic overwrite when job is completed or on demand. Detail any additional hardware or software required for this function.

Describe whether remote access protocols such as SNMP, HTTP, FTP be shut down on your equipment.

Does your equipment authenticate users for network functions such as network scanning? If so, how is this accomplished (local vs. server based)?

Successful vendor will insure that MFP device's that are removed will have the hard drives wiped at no charge and to high security standard.

CONTRACT TERM

It is anticipated that the length of the contract resulting from this RFP will be for five (5) years.

COST PER COPY PROPOSAL MFD COPIERS

Consolidated School District of New Britain is looking for an all-inclusive (except paper) **Cost per Copy/Print Program** to replace current MFD fleet (see inventory list addendum).

Average Monthly Volume MFD Fleet

B&W Copies/Prints

Color Copies/Prints

Inventory and volume attached in inventory list.

Vendor Proposed Cost per Copy MFD (based on minimum of 1,200,000 copies/prints per month-60 Month Term)

Cost per Copy/Print \$ _____

Cost per Color Copy/Print \$ _____

Overage Cost per Copy/Print \$ _____

Cost per copy/print fixed for contract term.

Additional Equipment

Consolidated School District of New Britain wishes to maintain a coterminous fleet and requires a formula for adding additional equipment over term of the agreement. For the first 24 months of this agreement additional equipment should be new and for the remaining term equipment could be new or remanufactured.

<u>Segment</u>	<u>Speeds</u>	<u>Monthly Volume Band</u>
A4		
1	up to 20	
2	21-30	
3	31-40	
4	41-69	
5	70-90	
6	91+	
Color	30	
Color	50	

Please provide monthly volume bands for additional equipment.

Current Equipment and Average Monthly Print/Copy Volume.

See attached list

***Proposals must include a minimum of “like for like” or greater equipment specification based on current in place equipment.**

***Equipment is to be configured with finishers and paper sources required to accommodate unit's monthly volume production.**

Central Office Print Shop Consideration

Needs:

- Color, quick copies/good quality-color unit
- High capacity drawers (13 x19 paper)
- Efi fiery with command work stations for MAC/PC
- Saddle stitching capability with other stapling capability

Managed Print Solution-Network Printers

Cost per Print B&W \$ _____

Cost per Print Color \$ _____

***Network Printer list and print volumes attached.**

***Printers listed are contracted at the school level and does not represent every network printer in the district. Any contracted network printer services would still be done at the school level.**

Additional Software Requirements:

The Consolidated School District of New Britain has a printing environment that allows the staff to send print jobs into a "cloud queue" in order to be able to retrieve jobs securely for processing only when the user is at the printing device. The district uses RFID badges for staff, and incorporate that into the printing environment by using RFID readers to allow staff access to the devices. This allows for secure printing and to alleviates lost copies events. The district uses Papercut as our solution for this, and would like to continue doing so. Document scanning features must fully integrate with our staff's email services.

This sheet must be completed, signed and returned with Respondent's proposal. Failure to sign and return this sheet will result in the rejection of your proposal.

1. By signature hereon, Respondent offers and agrees to furnish the products and/or services at the prices proposal and comply with all terms, conditions and requirements set forth in the Request for Proposal.
2. By signature hereon, Respondent affirms that he has not given nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to any CSDNB employee, officer or board member in connection with the submitted proposal.
3. By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or institution represented by the Respondent, or anyone acting for the firm, corporation, or institution has violated federal or state antitrust laws, nor communicated, directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
4. By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this solicitation are current, complete and accurate.
5. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the Request for Proposal is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.
6. By signature hereon, Respondent certifies it is a small business and/or a minority/female owned business as indicated below. Indicate status if applicable:
 - Small Business
 - Minority/Female Owned Business
7. By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of CSDNB.
8. By signature hereon, Respondent affirms that he has not received compensation for participation in the preparation of the specifications for this Request for Proposal.
9. By signature hereon, Respondent signifies his compliance with all Federal laws and regulations pertaining to equal employment opportunities.
10. Respondent certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Complete the Following:

Federal Employer Identification No.: _____

If Sole Owner, SS No.: _____

If a Corporation, State of Incorporation: _____

Submitted By: _____
(Company Name)

(Authorized Signature)

(Printed Name/Title)

(Date)

(Street Address)

(City, State, Zip Code)

PRICING AND DELIVERY SCHEDULE

Proposal of: _____
(Company Name)

Having carefully examined all the specifications and requirements of this Request for Proposal and any attachments thereto, the undersigned proposes to furnish the goods and services as required at the BELOW PROPOSALD TERMS.

Pricing Schedule: \$ _____

Submitted By: _____
(Authorized Signature)

(Printed Name/Title)

(Date)

RESPONDENT QUESTIONNAIRE

Respondents are requested to submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to your proposal package. Please reference each response by its item number indicated below:

1. Legal name of the company: _____
Number of years in the business: _____
Type of Operation: Individual _____ Partnership _____ Corporation _____
Number of employees: _____
2. Is your company currently in default on, any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances and prospects for resolution.
3. Provide a current financial statement for your company.
4. Provide a customer reference list of no less than three (3) organizations with which your company currently has contracts with and has previously provided goods and/or services of equal type and scope, as requested herein, within the past five (5) years. The reference list must include company name, contact person, and telephone number, project description and length of business relationship.
5. Describe your company's service support philosophy, how it is carried out, and how success in keeping this philosophy is measured.
6. Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship exist between your company and any CSDNB employee? If yes, please explain.
7. Is your company a minority-owned business? If so, under what certifying agency, state or federal is it certified?

Submitted By: _____
(Authorized Signature)

(Printed Name/Title)

Company	MFP Maker	Monthly Lease	Papercut licenses	Monthly Copy	MFP B&W / copy	MFP Color / copy	Overage Cost per copy/	lease and price per copy per month	Yearly cost
CBS	Xerox	21900	included	1.2 million	0.0045	0.045	0.0049	\$27,300.00	\$327,600.00
ABS	Canon	14723	included	1.2 million	0.00475	0.04	\$0.00475	\$20,423.00	\$245,076.00
Ricoh	Ricoh-Greenline	11160	1708.28	1.2 million	0.004	0.0456	0.0035	\$17,668.28	\$212,019.36

Evaluations			
	ABS	CBS	Ricoh
Member 1	90	78	94
Member 2	66	54	74
Member 3	86	75	91
Member 4	73	57	87
Member 5	84	64	88
Member 6	78	39	88
Member 7	90	69	86
Member 8	78	50	92
Member 9	71	46	88
Member 10	79	37	93
Total	795	569	881
Average	79.5	56.9	88.1



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

The quote contains additional services (enrollment and etching) and licenses that are not part of contract pricing. The chromebook devices are priced from the PEPPM 2022 Catalog. It is a nationwide cooperative contract created to assist government agencies and educational organizations fulfill their bidding requirements for procurement.

This purchase order is for 900 Dell chromebooks for the elementary schools. These will be used for the student devices at the middle and secondary grades. While the devices are priced from the PEPPM 2022 Catalog contract, the quote includes additional services (etching and enrollment services) which are not specific to the contract pricing.

Financial Information

The total is \$288,900.00 and the funding source is MIS Local Budget Equipment Replacement 2023-24 101092125800-57345.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[NJWR297 - 900 Dell CBs - Jeffrey Prokop.pdf](#)



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JEFF PROKOP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NJWR297	5/15/2023	DELL 900	2354906	\$288,900.00

QUOTE DETAILS

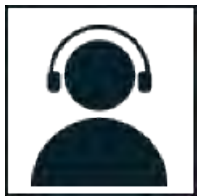
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	5988499	\$32.00	\$28,800.00
CDW Chrome OS White Glove Service with Laser Etching-Tier 1 Static Small Mfg. Part#: CUSTOMBNDWGS1 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	3223462	\$24.00	\$21,600.00
CDW CDWG Asset Tag applied WITH another CDW Configuration Center service Mfg. Part#: ASSETTAGW/INSTALL UNSPSC: 81111511 Contract: MARKET	900	338520	\$0.00	\$0.00
Dell Chromebook 3110 - 11.6" - Celeron N4500 - 4 GB RAM - 32 GB eMMC Mfg. Part#: 939GH Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	6847262	\$265.00	\$238,500.00

INSTALL SUMMARY

ITEM	QTY	CDW#
Dell Chromebook 3110 - 11.6" - Celeron N4500 - 4 GB RAM - 32 GB eMMC	150	6847262
ITEMS TO BE INSTALLED CDW CDWG Asset Tag applied WITH another CDW Configuration Center service	150	338520

SUBTOTAL	\$288,900.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$288,900.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CONSOLIDATED SCHOOL DISTRICT ACCOUNTS PAYABLE 272 MAIN ST PO BOX 1960 NEW BRITAIN, CT 06051-2663 Phone: (860) 225-6351 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: PULASKI MIDDLE SCHOOL JEFF PROKOP 757 FARMINGTON AVE NEW BRITAIN, CT 06053 Shipping Method: UPS Ground (2- 3 Day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Vincent Mulvihill | (866) 773-7348 | vinny@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$288,900.00	\$7,667.41/Month	\$288,900.00	\$8,877.90/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager

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CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

The quote contains additional services (enrollment and etching) and licenses that are not part of contract pricing.

The chromebook devices are priced from the PEPPM 2022 Catalog. It is a nationwide cooperative contract created to assist government agencies and educational organizations fulfill their bidding requirements for procurement.

This purchase order is for 900 touchscreen chromebooks for the elementary schools. These will be used for the student devices at the elementary grades.

While the devices are priced from the PEPPM 2022 Catalog contract, the quote includes additional services (etching and enrollment services) which are not specific to the contract pricing.

Financial Information

The total is \$301,500.00 and the funding source is MIS Local Budget Equipment Replacement 101092125800-57345.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[NJWR371 - 900 Acer CBs - Jeffrey Prokop.pdf](#)



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JEFF PROKOP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NJWR371	5/15/2023	ACER 900	2354906	\$301,500.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	5988499	\$32.00	\$28,800.00
CDW Chrome OS White Glove Service with Laser Etching-Tier 1 Static Small Mfg. Part#: CUSTOMBNDWGS1 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	3223462	\$24.00	\$21,600.00
CDW CDWG Asset Tag applied WITH another CDW Configuration Center service Mfg. Part#: ASSETTAGW/INSTALL UNSPSC: 81111511 Contract: MARKET	900	338520	\$0.00	\$0.00
Acer Chromebook 511 C734T - 11.6" - Celeron N4500 - 4 GB RAM - 32 GB SSD - Mfg. Part#: NX.AYWAA.001 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	900	6762534	\$279.00	\$251,100.00

SUBTOTAL	\$301,500.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$301,500.00

PURCHASER BILLING INFO	DELIVER TO
------------------------	------------

Billing Address:
 CONSOLIDATED SCHOOL DISTRICT
 ACCOUNTS PAYABLE
 272 MAIN ST
 PO BOX 1960
 NEW BRITAIN, CT 06051-2663
Phone: (860) 225-6351
Payment Terms: NET 30 Days-Govt/Ed

Shipping Address:
 PULASKI MIDDLE SCHOOL
 JEFF PROKOP
 757 FARMINGTON AVE
 NEW BRITAIN, CT 06053
Shipping Method: UPS Ground (2- 3 Day)

Please remit payments to:
CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Vincent Mulvihill | (866) 773-7348 | vinny@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$301,500.00	\$8,001.81/Month	\$301,500.00	\$9,265.10/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.




Why finance?

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 For more information, contact a CDW account manager



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on June 5, 2023.

Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop

Type of Memorandum

Purchase Order

Background and Purpose/Rationale

The Network team of the IT Department has researched several antivirus products to replace our current product.

After sitting through numerous product overviews, and a quote collection process for all potential products, we chose to proceed with a one year license for Webroot EDR (Endpoint Detection and Response)

The decision was based on features as well as price considerations.

Financial Information

The total is \$26,650.00 and the funding source is MIS Local Software Budget (2023-24) 101092110000-53510.

Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on May 31, 2023

[Antivirus Quotes Pricing Grid - Jeffrey Prokop.pdf](#), [Webroot - Jeffrey Prokop.pdf](#)



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JEFF PROKOP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

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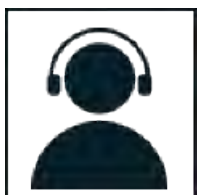
Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NKBC736	5/17/2023	WEBROOT	2354906	\$26,650.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
WEBROOT SECANYWHERE BUS ENDPT PROT	2600	7201185	\$10.25	\$26,650.00
Mfg. Part#: 1000062533				
Electronic distribution - NO MEDIA				
Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)				

SUBTOTAL	\$26,650.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$26,650.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CONSOLIDATED SCHOOL DISTRICT ACCOUNTS PAYABLE 272 MAIN ST PO BOX 1960 NEW BRITAIN, CT 06051-2663 Phone: (860) 225-6351 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: SLADE MIDDLE SCHOOL JEFF PROKOP 183 STEELE ST MIS OFFICE NEW BRITAIN, CT 06052-1598 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Vincent Mulvihill | (866) 773-7348 | vinny@cdwg.com

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$26,650.00	\$720.88/Month	\$26,650.00	\$830.68/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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Product	Vendor 1 (CDWG)	Vendor 2 (DIRECT)	Vendor 3 (SHI)
Webroot EDR	\$26,650.00	36,400.00	\$36,400.00



May 10, 2023

To: Board of Education
From: Ann Alfano, Chief Financial Officer
CC: Dr Tony Gasper, Superintendent
Re: Financial Report Month Ending April 30, 2023

Please see attached financial reports:

General Fund Operating Budget:

- Exhibit A – By Category – Page 1
- Exhibit B – By Object Code – Pages 2 to 4
- Exhibit C – Pending Budget Transfers (NEEDS BOARD APPROVAL) – Page 5
- Exhibit D – Internal (Departmental/School) Budget Transfers – Page 6

Check Register – Exhibit E – Pages 7 to 31

Extra Earnings – Exhibit F – Pages 32 to 33



Consolidated School District of New Britain
 2022-2023 Operating Budget Summary Report
 As of April 30, 2023

Description						Expenditures				%		Actual		
	Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.	2021-2022	2020-2021	2019-2020
		Board	Internal	Board	Internal									
Certified Salaries	51,732,641	(458,112)	3,655	42,355	-	51,320,539	18,829,390	29,266,828	48,096,218	3,224,321	93.7%	48,894,910	49,474,156	51,975,443
Non-Certified Salaries	21,981,624	-	1,026	-	-	21,982,650	5,718,896	15,052,859	20,771,755	1,210,895	94.5%	21,855,562	20,146,272	19,692,522
Fringes & Insurances	16,755,364	(1,486,131)	-	-	-	15,269,233	2,710,728	5,528,393	8,239,121	7,030,112	54.0%	11,133,590	21,415,002	17,402,788
Purchased Professional Services	3,541,414	529,112	(17,370)	(42,355)	-	4,010,801	603,128	3,134,982	3,738,110	272,691	93.2%	6,219,438	6,302,660	5,476,682
Purchased Contractual Services	2,304,000	(3,000)	4,680	(9,000)	-	2,296,680	283,031	1,954,497	2,237,528	59,151	97.4%	3,800,224	2,033,699	2,129,045
Purchased Other Services	22,586,077	46,333	3,568	-	203	22,636,181	6,748,798	17,641,896	24,390,694	(1,754,512)	107.8%	23,303,631	16,540,360	18,903,309
Supplies	5,524,353	130,351	4,441	(6,524)	(218)	5,652,403	2,188,255	4,867,073	7,055,328	(1,402,925)	124.8%	7,852,267	6,905,298	5,869,569
Capital Outlay	748,300	1,233,447	-	10,000	-	1,991,747	16,683	2,578,107	2,594,790	(603,043)	130.3%	2,115,913	2,304,888	3,684,054
Other	149,715	8,000	-	5,524	15	163,254	13,011	92,081	105,091	58,163	64.4%	167,952	224,196	207,433
Operating Transfers Out	376,512	-	-	-	-	376,512	-	-	-	376,512	0.0%	356,511	353,468	359,156
Grand Total	125,700,000	-	(0)	-	-	125,700,000	37,111,919	80,116,716	117,228,635	8,471,364	93.3%	125,700,000	125,700,000	125,700,000

Consolidated School District of New Britain
2022-2023 Operating Budget Detail Report
As of April 30, 2023

Obj Code	Description					Expenditures			%		Actual				
		Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.	2021-2022	2020-2021	2019-2020
			Board	Internal	Board	Internal									
511XX	<u>Certified Salaries</u>	51,732,641	(458,112)	3,655	42,355	51,320,539	18,829,390	29,266,828	48,096,218	3,224,321	93.7%	48,894,910	49,474,156	51,975,443	
	<u>Non-Certified Salaries</u>														
5122X	Managers / Supervisors	1,973,049				1,973,049	514,710	1,466,543	1,981,253	(8,204)	100.4%	1,936,495	1,744,157	1,488,351	
5123X	Secretarial	4,707,496		1,026		4,708,522	1,080,636	3,638,255	4,718,891	(10,369)	100.2%	4,582,925	4,214,589	4,176,403	
5124X	Paraprofessional	6,867,520				6,867,520	2,168,989	4,363,462	6,532,451	335,069	95.1%	6,210,832	6,125,654	5,897,006	
5125X	Custodial /Maint./Security	5,324,150				5,324,150	977,623	3,916,557	4,894,181	429,969	91.9%	5,138,517	5,264,308	4,854,026	
5126X	Health / Medical	1,811,332				1,811,332	536,737	1,015,060	1,551,797	259,535	85.7%	1,781,379	1,595,117	1,937,240	
5127X	Other Salaries	1,298,077				1,298,077	440,201	652,981	1,093,182	204,895	84.2%	2,205,413	1,202,446	1,339,496	
		21,981,624	-	1,026	-	21,982,650	5,718,896	15,052,859	20,771,755	1,210,895	94.5%	21,855,562	20,146,272	19,692,522	
	<u>Fringes & Insurances</u>														
52101	Health Insurance	8,681,526	(1,486,131)			7,195,395		525	525	7,194,870	0.0%	2,741,139	14,325,661	10,859,791	
52102	Life Insurance	109,000				109,000		134,121	134,121	(25,121)	123.0%	107,696	88,440	73,183	
52103	Disability Insurance	14,000				14,000			-	14,000	0.0%				
52104	H.S.A. Contribution	1,864,000				1,864,000		1,693,720	1,693,720	170,280	90.9%	1,818,178	1,526,560	1,711,365	
52200	FICA / Medicare	1,111,246				1,111,246	609,050	681,633	1,290,683	(179,437)	116.1%	1,094,975	1,118,595	1,036,439	
52300	Retirement Contributions	4,147,592				4,147,592	2,058,587	2,921,385	4,979,972	(832,380)	120.1%	4,284,226	3,367,266	2,819,054	
52500	Tuition Reimbursement	24,000				24,000	-	45,429	45,429	(21,429)	189.3%	25,710	28,688	14,687	
52600	Unemployment Compensati	120,000				120,000			-	120,000	0.0%	33,829	276,167	67,916	
52700	Workers' Compensation	684,000				684,000	43,090	51,581	94,671	589,329	13.8%	1,027,836	683,625	820,353	
		16,755,364	(1,486,131)	-	-	15,269,233	2,710,728	5,528,393	8,239,121	7,030,112	54.0%	11,133,590	21,415,002	17,402,788	
	<u>Purchased Professional Services</u>														
53061	Testing / Scoring Psy Ex	10,000				10,000	2,179	7,821	10,000	0	100.0%	5,333	18,645	5,806	
53200	Instructional	57,950			(28,349)	29,601	1,085	18,127	19,212	10,389	64.9%	19,072	8,329	14,269	
53210	Tutors	50,000				50,000		20,269	20,269	29,731	40.5%	45,149	22,308	15,444	
53211	Tutors - Special Ed	100,000				100,000		200,947	200,947	(100,947)	200.9%	183,252	65,884	144,879	
53212	Bus Monitors	786,811				786,811	-	563,043	563,043	223,768	71.6%	599,652	233,826	973,422	
53300	Employee Train & Dev			2,000		2,000		2,000	2,000	-	100.0%				
53320	In-Service	86,130	113,418	(8,526)	(14,006)	177,016	18,101	123,565	141,666	35,350	80.0%	188,944	113,077	214,268	
53321	Testing Services	49,000	(6,000)	(17,189)		25,811	3,970	10,530	14,500	11,311	56.2%	16,242	15,804	20,048	
53323	Prof Educational Svc.					-			-	-	0.0%	63,867			
53340	Other Prof/Tech Services	4,000	458,112	(3,655)		458,457	458,113	510	458,623	(166)	100.0%	439,867	13,264	41,640	
53350	Recruitment & Retention	35,000				35,000	6,349	16,808	23,156	11,844	66.2%	32,220			
53400	Translations	5,000				5,000		10,644	10,644	(5,644)	212.9%	8,151	61,186	3,653	
53402	Other Serv - Medical					-			-	-	0.0%		817,599		
53409	Other Serv - Reg Ed					-	18	45,404	45,422	(45,422)	0.0%	22,366		715,744	
53410	Other Serv - Support	26,372				26,372		16,936	16,936	9,436	64.2%	27,942	694,606	714,658	
53411	Audit/Accounting Services	33,000				33,000	2,913	26,078	28,990	4,010	87.8%			17,295	

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Consolidated School District of New Britain
2022-2023 Operating Budget Detail Report
As of April 30, 2023

Obj Code	Description	Transfers				Revised Budget	Expenditures			%		Actual			
		Prior Transfers		Pending Transfers			Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.	2021-2022	2020-2021	2019-2020	
		Board	Internal	Board	Internal										
53412	Legal Fees					212,000	385	438,991	439,376	(227,376)	207.3%	276,926	207,247	159,306	
53440	Outside Trainer Services					25,000		14,963	14,963	10,038	59.9%	24,730	23,000	15,333	
53500	Technical Services		(36,418)	10,000		195,925	15,009	180,399	195,408	517	99.7%	2,748,725	2,030,358	379,220	
53510	Data Processing					755,808	19,785	605,805	625,590	130,218	82.8%	601,631	911,612	695,218	
53540	Sports Officials					83,000	-	80,666	80,666	2,334	97.2%	47,368	38,986	70,763	
53950	Outside Substitute Services					1,000,000	75,222	751,477	826,699	173,301	82.7%	868,003	1,026,929	1,275,717	
		3,541,414	529,112	(17,370)	(42,355)	-	4,010,801	603,128	3,134,982	3,738,110	272,691	93.2%	6,219,438	6,302,660	5,476,682
<u>Purchased Contractual Services</u>															
54101	Refuse Removal					181,000		140,986	169,369	11,631	93.6%	10,478	187,300	169,385	
54103	Snow Removal					45,000		3,633	3,633	41,368	8.1%		5,680	12,199	
54300	Repairs & Maintenance				(9,000)	1,767,000	205,898	1,548,316	1,754,214	12,786	99.3%	3,587,113	1,294,141	1,934,616	
54400	Rentals		(3,000)	4,680	-	303,680	48,750	261,562	310,312	(6,632)	102.2%	202,634	546,579	12,845	
		2,304,000	(3,000)	4,680	-	2,296,680	283,031	1,954,497	2,237,528	59,151	97.4%	3,800,224	2,033,699	2,129,045	
<u>Purchased Other Services</u>															
55100	Transportation		(1,000)		3,500	5,968,094	36,087	5,144,844	5,180,931	787,163	86.8%	7,213,187	5,448,350	5,492,294	
55109	Transportation - Special Ed					4,575,913	-	1,141,183	1,141,183	3,434,730	24.9%	4,410,947	1,883,578	3,587,110	
55110	Transportation - Outplaced					609,754	-	514,905	514,905	94,849	84.4%	237,608	116,595	154,430	
55300	Communications					225,000	104,352	366,078	470,430	(245,430)	209.1%	277,252	205,341	218,325	
55301	Postage			(13,246)	180	87,037	3,752	47,347	51,099	35,938	58.7%	50,203	49,394	109,853	
55302	Licenses/Fees - Tech		50,333	15,009	-	65,342	11,016	52,176	63,192	2,150	96.7%	77,114	346,106		
55303	Internet Service					-	5,128	2,564	7,692	(7,692)	0.0%	13,007	2,084		
55400	Advertising			12,000	-	38,000		29,944	29,944	8,056	78.8%	7,269	1,353	3,628	
55500	Printing & Binding			(1,200)	(3,500)	413,350	56,926	226,610	283,535	129,815	68.6%	258,554	244,912	276,603	
55610	Tuition - Public In-State					1,019,101	529,668	727,645	1,257,313	(238,212)	123.4%	998,506	1,010,100	1,307,746	
55611	Tuition - Local Residential					91,241	50,772	104,794	155,566	(64,325)	170.5%	60,255	121,536	118,643	
55612	Tuition - VOAG/Magnet Sch					3,744,760		3,892,081	3,892,081	(147,321)	103.9%	3,283,960	2,957,298	2,714,701	
55613	Tuition - Outplacement					18,357	2,088	25,454	27,542	(9,185)	150.0%	24,515		973	
55620	Tuition - Regular Ed					21,888	2,970	3,843	6,813	15,075	0.0%	21,888		20,508	
55630	Tuition - Private In-State					3,774,472	2,594,346	3,596,514	6,190,860	(2,416,388)	164.0%	3,476,424	2,473,333	2,760,589	
55631	Tuition - Private Out-State					91,241	20,949	154,565	175,514	(84,273)	192.4%	63,125	88,630	89,281	
55690	Tuition - Outplaced					462,854	773,152	349,545	1,122,697	(659,843)	242.6%	386,842	404,384	2,030,223	
55691	Tuition - Other services					1,393,409	2,556,074	1,252,860	3,808,934	(2,415,525)	273.4%	2,430,551	1,180,867		
55800	Travel Reimbursement		(3,000)	(8,995)	23	36,368	1,519	8,944	10,463	25,905	28.8%	12,422	6,498	18,403	
		22,586,077	46,333	3,568	203	22,636,181	6,748,798	17,641,896	24,390,694	(1,754,512)	107.8%	23,303,631	16,540,360	18,903,309	
<u>Supplies</u>															
56100	Office Supplies			(25,006)	(2,490)	219,962	410,942	181,804	592,745	(372,783)	269.5%	257,061	205,213	228,782	
56101	Custodial Supplies					350,000	53,498	373,540	427,038	(77,038)	122.0%	539,258	181,316	338,447	

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Consolidated School District of New Britain
2022-2023 Operating Budget Detail Report
As of April 30, 2023

Obj Code	Description						Expenditures			%		Actual			
		Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.	2021-2022	2020-2021	2019-2020
			Board	Internal	Board	Internal									
56102	Maint Supplies / Repairs	240,000				240,000	33,322	203,259	236,581	3,419	98.6%	545,002	456,244	200,183	
56103	Misc (Equip) Supplies	22,937				22,937	-	870	870	22,067	3.8%	3,537	122,940	9,382	
56110	Instructional Supplies	414,348	156,000	12,452	(218)	582,582	156,034	316,717	472,750	109,832	81.1%	788,410	1,231,000	774,061	
56111	Instructional Supplies - Art	55,865		(5)	-	55,860	11,041	45,418	56,460	(599)	101.1%	58,772	34,770	85,421	
56112	Instructional Supplies - Mus	32,295				32,295	7,663	24,566	32,229	66	99.8%	31,170	21,133	25,314	
56113	Instructional Supplies - PE	16,534				16,534	2,466	13,027	15,493	1,041	93.7%	12,652	14,679	10,297	
56115	Instructional Supplies - Culir	6,000		10,000	-	16,000	8,620	23,958	32,577	(16,577)	203.6%	28,179	14,480	19,649	
56150	COVID19 Supplies					-			-		0.0%	3,527	336,695	190,902	
56210	Heat & Gas	1,034,566				1,034,566	512,902	1,081,071	1,593,973	(559,407)	154.1%	788,304	954,011	883,073	
56220	Electricity	1,897,735				1,897,735	793,391	1,646,631	2,440,022	(542,287)	128.6%	1,977,659	1,739,423	1,969,817	
56260	Gasoline	400,000				400,000	-	313,062	313,062	86,938	78.3%	289,830	135,929	248,092	
56270	Water	111,527				111,527	44,460	147,991	192,451	(80,924)	172.6%	149,416	87,432	116,375	
56401	Parent Activity Fees	1,000				1,000	223	699	921	79	92.1%				
56410	Textbooks	601,560	(326,649)	(7,000)	(1,000)	266,911	86,396	131,409	217,805	49,106	81.6%	602,716	1,051,437	659,463	
56420	Library Books	45,000				45,000	25,993	18,966	44,959	41	33.3%	44,885	194,128	44,841	
56430	Periodicals	6,900	(2,000)			4,900	-	1,012	1,012	3,888	20.7%	1,671	6,068	11,489	
56900	Other Supplies	40,627	303,000	14,000	(3,034)	354,593	32,686	319,117	351,803	2,790	99.2%	1,730,218	118,401	58,984	
		5,524,353	130,351	4,441	(6,524)	(218)	5,652,403	2,188,255	4,867,073	7,022,751	(1,370,348)	124.8%	7,852,267	6,905,298	5,869,569
Capital Outlay															
57201	CARES ACT								-	-				335,358	
57300	Non-Instruct Equip - Replac	43,600				43,600	-	-	-	43,600	0.0%	435	2,516	167,018	
57301	Non-Instruct Equip - New	63,750				63,750	-	12,224	12,224	51,526	19.2%	25,559	13,089	195,411	
57333	Furniture & Fixtures					-	-	-	-	-	0.0%		32,850		
57345	Instruct Equip - Replace	544,650		(16,800)		527,850	210	14,519	14,729	513,121	2.8%	494,915	638,003	56,166	
57346	Instruct Equip - New	96,300				96,300	3,092	81,151	84,243	12,057	87.5%	534,906	1,227,996	2,930,102	
57350	Software - Tech Related		50,316	16,800		67,116	-	62,346	62,346	4,770	92.9%	94,966	38,634		
57969	Facilities Improvements		1,183,131		10,000	1,193,131	13,381	1,203,933	1,217,314	(24,183)	102.0%	965,133	351,800		
		748,300	1,233,447	-	10,000	-	1,991,747	16,683	2,578,107	2,594,790	600,890	130.3%	2,115,913	2,304,888	3,684,054
Other															
58100	Dues & Fees	94,215	8,000		15	102,230	6,628	84,925	91,553	10,677	89.6%	100,900	124,558	150,393	
58150	Operational / Athletics	20,000				20,000	350	4,260	4,609	15,391	23.0%	5,222	5,203	4,499	
58200	Operational / High School G	35,500			5,524	41,024	6,033	2,896	8,929	32,095	21.8%	61,830	94,435	52,541	
		149,715	8,000	-	5,524	15	163,254	13,011	92,081	105,091	58,163	64.4%	167,952	224,196	207,433
Operating Transfers Out															
59101	Transfer to Adult Ed Fund	376,512				376,512			-	376,512	0.0%	356,511	353,468	359,156	
	Grand Total	125,700,000	-	(0)	9,000	-	125,700,000	37,111,919	80,116,716	117,196,058	9,707,875	93.3%	125,700,000	125,700,000	125,700,000

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CSDNB
 Pending Budget Transfers
 Requires Board Approval
 April 30, 2023

<u>Budget Unit</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
101096322074	54300	ROOSEVELT CURTAIN PROJECT	9,000.00	
101096322074	56410	ROOSEVELT CURTAIN PROJECT	1,000.00	
101093126000	57969	ROOSEVELT CURTAIN PROJECT		10,000.00
101006124000	55500	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL	3,500.00	
101097610001	55100	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL		3,500.00
101006110001	53320	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL	14,006.39	
101097610001	51181	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL		14,006.39
101006110001	53200	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL	28,348.78	
101097610001	51181	JUNE CREDIT RECOVERY NBHS SUMMER SCHOOL		28,348.78

Consolidated School District of New Britain
 2022-2023 Internal Budget Transfers
 As of April 30, 2023

<u>Budget Unit</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
101006124000	56100	NBHS GRADUATION	2,490.35	
101006124001	58200	NBHS GRADUATION		2,490.35
101006110001	56900	NBHS GRADUATION	3,033.81	
101006124001	58200	NBHS GRADUATION		3,033.81
101006124001	56110	MILEAGE REIMBURSEMENT	22.60	
101006124000	55800	MILEAGE REIMBURSEMENT		22.60
101006124001	56110	CPR TRAINING DUES	15.00	
101006124000	58100	CPR TRAINING DUES		15.00
101006210001	56110	ADDITIONAL POSTAGE NEEDS	180.00	
101006224000	55301	ADDITIONAL POSTAGE NEEDS		180.00

Check Register
04/01/2023 to 04/30/2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399014	04/06/2023	11331	ADT COMMERCIAL LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$203.13
399015	04/06/2023	14968	AGPARTS WORLDWIDE INC	1010	921	57345	INSTR EQUIP - REPLACE	\$2,209.35
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$1,376.72
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	007	56100	OFFICE SUPPLIES	\$10.27
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	009	56110	INSTRUCTIONAL SUPPLIES	\$68.55
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	009	56100	OFFICE SUPPLIES	\$134.61
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	051	56100	OFFICE SUPPLIES	\$261.58
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	054	56110	INSTRUCTIONAL SUPPLIES	\$61.29
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	090	56110	INSTRUCTIONAL SUPPLIES	\$17.99
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	911	56100	OFFICE SUPPLIES	\$28.98
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	921	56100	OFFICE SUPPLIES	\$492.98
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$1,131.04
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	941	56100	OFFICE SUPPLIES	\$16.99
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	951	56100	OFFICE SUPPLIES	\$356.38
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$131.64
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	961	56410	TEXTBOOKS	\$304.21
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$681.38
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$32.29
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	1010	978	57346	INSTR EQUIP - NEW	\$630.32
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$831.08
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2042	969	56110	INSTRUCTIONAL SUPPLIES	\$871.83
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2046	012	56110	INSTRUCTIONAL SUPPLIES	\$107.52
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2046	012	56900	OTHER SUPPLIES	\$852.76
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2047	003	56900	OTHER SUPPLIES	\$1,036.93
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2325	969	56110	INSTRUCTIONAL SUPPLIES	\$1,296.19
399018	04/06/2023	14395	AMAZON.COM SERVICES INC	2382	966	56410	TEXTBOOKS	\$400.85
399019	04/06/2023	15037	AMERICAN READING COMPANY INC	1010	962	56410	TEXTBOOKS	\$11,200.00
399020	04/06/2023	14169	AMY L BARANSKY FISH	2348	052	56110	INSTRUCTIONAL SUPPLIES	\$9.76
399021	04/06/2023	15375	JAY P BEAULIEU	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$114.14
399022	04/06/2023	12089	LARA BOHLKE	1010	961	53320	IN-SERVICE	\$1,375.00
399023	04/06/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2346	012	53320	IN-SERVICE	\$6,500.00
399024	04/06/2023	13378	BURLINGTON ENGLISH INC	2382	966	55050	OTHER PURCHASE SERVICES	\$4,800.00

Check Register
04/01/2023 to 04/30/2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399025	04/06/2023	10257	CABE	1010	901	58100	DUES & FEES	\$56.00
399026	04/06/2023	10278	CAROLINA BIOLOGICAL SUPPLY CO	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$26.70
399027	04/06/2023	10311	CENTRAL CONN STATE UNIVERSITY	1010	098	53500	TECHNICAL SERVICES	\$2,684.80
399028	04/06/2023	12754	LEONA C CLERKIN	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$299.87
399029	04/06/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$11.21
399030	04/06/2023	10368	COMCAST	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$290.25
399031	04/06/2023	10368	COMCAST	1010	053	55300	COMMUNICATIONS	\$173.01
399032	04/06/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$629.12
399033	04/06/2023	10368	COMCAST	1010	061	55300	COMMUNICATIONS	\$636.08
399034	04/06/2023	10368	COMCAST	1010	011	55300	COMMUNICATIONS	\$887.94
399035	04/06/2023	10368	COMCAST	1010	009	55300	COMMUNICATIONS	\$935.07
399036	04/06/2023	10368	COMCAST	1010	061	55300	COMMUNICATIONS	\$761.60
399037	04/06/2023	10368	COMCAST	1010	012	55300	COMMUNICATIONS	\$737.98
399038	04/06/2023	10368	COMCAST	1010	003	55300	COMMUNICATIONS	\$174.18
399039	04/06/2023	12335	COMCAST BUSINESS	1010	051	55300	COMMUNICATIONS	\$592.22
399040	04/06/2023	12335	COMCAST BUSINESS	1010	005	55300	COMMUNICATIONS	\$592.22
399041	04/06/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$378.40
399042	04/06/2023	10387	CONNECTICUT JUNIOR REPUBLIC	1010	974	55630	TUITION - PRIV IN-STATE	\$5,940.00
399043	04/06/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$3,744.47
399044	04/06/2023	10425	CREATIVE PROMOTIONS	1010	978	57301	NON-INSTR EQUIP - NEW	\$590.00
399045	04/06/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$7,754.72
399046	04/06/2023	10489	DELL COMPUTER CORPORATION	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$1,320.74
399047	04/06/2023	15255	DELORES S COLE	2346	012	53320	IN-SERVICE	\$9,240.00
399047	04/06/2023	15255	DELORES S COLE	2348	052	53320	IN-SERVICE	\$8,800.00
399048	04/06/2023	10509	DIRECT ENERGY SERVICES LLC	1010	008	56210	HEAT & GAS	\$7,363.62
399048	04/06/2023	10509	DIRECT ENERGY SERVICES LLC	1010	051	56210	HEAT & GAS	\$9,008.81
399048	04/06/2023	10509	DIRECT ENERGY SERVICES LLC	1010	931	56210	HEAT & GAS	\$1,160.04
399049	04/06/2023	10521	DRAIN DOCTOR INC	1010	051	54300	REPAIRS & MAINTENANCE	\$950.00
399050	04/06/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55610	TUITION - PUBLIC IN-STATE	\$4,793.60
399051	04/06/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$621.14
399051	04/06/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$19,223.55
399052	04/06/2023	10581	ENFIELD PUBLIC SCHOOLS	1010	978	58100	DUES & FEES	\$350.00

Check Register
04/01/2023 to 04/30/2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	003	56220	ELECTRICITY	\$7,343.86
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	005	56220	ELECTRICITY	\$5,489.69
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	006	56220	ELECTRICITY	\$4,854.69
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	007	56220	ELECTRICITY	\$3,883.83
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	008	56220	ELECTRICITY	\$9,351.46
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	009	56220	ELECTRICITY	\$5,002.91
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$51.37
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	015	56220	ELECTRICITY	\$7,035.36
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	053	56220	ELECTRICITY	\$8,448.08
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	061	56220	ELECTRICITY	\$1,852.47
399053	04/06/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$3,619.28
399055	04/06/2023	14139	FIRST STUDENT INC	1010	912	53212	BUS MONITORS	\$40,097.28
399055	04/06/2023	14139	FIRST STUDENT INC	1010	912	55100	TRANSPORTATION	\$553,573.52
399055	04/06/2023	14139	FIRST STUDENT INC	1010	978	55100	TRANSPORTATION	\$48,920.15
399055	04/06/2023	14139	FIRST STUDENT INC	2068	912	55100	TRANSPORTATION	\$3,191.30
399056	04/06/2023	14139	FIRST STUDENT INC	1010	912	55100	TRANSPORTATION	\$549,581.74
399057	04/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$573.66
399058	04/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399059	04/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$572.25
399060	04/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399061	04/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$416.54
399062	04/06/2023	15349	HOME SCIENCE TOOLS	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$142.20
399063	04/06/2023	15359	ID ZONE	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$440.00
399064	04/06/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$8,641.89
399065	04/06/2023	10769	INNOVATIVE SERVICES INC	1010	969	54300	REPAIRS & MAINTENANCE	\$300.00
399066	04/06/2023	10783	IPEVO INC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$4,612.67
399067	04/06/2023	15333	KATIE MCGINNIS	2324	544	59900	NON DISTRICT EXP	\$1,575.00
399068	04/06/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$21,826.44
399069	04/06/2023	10920	LAKESHORE LEARNING MATERIALS	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$1,590.68
399070	04/06/2023	14479	LAUNCHING LEADERS IN EDUCATION	2347	053	53320	IN-SERVICE	\$3,000.00
399071	04/06/2023	14969	LAW OFFICE OF T J MORELLI-WOLFE PC	1010	974	53412	LEGAL	\$1,200.00
399072	04/06/2023	10937	LEARN	1010	974	55691	TUITION-OTHER SERV	\$1,041.40

Check Register
04/01/2023 to 04/30/2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399073	04/06/2023	15189	LUCAS CONANT	1010	963	53500	TECHNICAL SERVICES	\$400.00
399074	04/06/2023	15153	MCHAELEN CONSULTING SERVICES LLC	2324	051	53320	IN-SERVICE	\$400.00
399075	04/06/2023	15352	MERCY TRANSPORTATION GROUP LLC	1010	912	55108	TRANSPORT-HOMELESS	\$510.00
399076	04/06/2023	13527	MERIDEN PUBLIC SCHOOLS	1010	974	55690	TUITION - OUTPLACED	\$2,217.40
399076	04/06/2023	13527	MERIDEN PUBLIC SCHOOLS	1010	974	55691	TUITION-OTHER SERV	\$3,696.00
399077	04/06/2023	15361	MYBINDING LLC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$295.18
399077	04/06/2023	15361	MYBINDING LLC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$295.18
399078	04/06/2023	13902	NOVUS INSIGHT INC	1010	921	53510	DP AND CODING SERV	\$332.50
399079	04/06/2023	11194	OIC OF NEW BRITAIN INC	2004	951	53200	INSTRUCTIONAL SERV	\$23,745.67
399080	04/06/2023	11199	ORIENTAL TRADING COMPANY	2334	007	56110	INSTRUCTIONAL SUPPLIES	\$560.87
399081	04/06/2023	15287	PALMBALL LLC	1010	061	56113	INSTR SUPPLIES - PE	\$1,320.00
399082	04/06/2023	15020	PRISM ACADEMY LLC	1010	974	55630	TUITION - PRIV IN-STATE	\$9,375.80
399082	04/06/2023	15020	PRISM ACADEMY LLC	1010	974	55690	TUITION - OUTPLACED	\$1,287.01
399083	04/06/2023	11308	QUILL CORP	1010	091	56110	INSTRUCTIONAL SUPPLIES	\$620.17
399083	04/06/2023	11308	QUILL CORP	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$845.97
399084	04/06/2023	14474	READYCT	2063	951	53200	INSTRUCTIONAL SERV	\$12,931.11
399085	04/06/2023	14372	RIVERSIDE INSIGHTS	1010	974	53061	TESTING/SCORING PSY EX	\$3,378.10
399086	04/06/2023	11393	ROCHESTER 100 INC	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$1,740.00
399087	04/06/2023	14730	SCHOOL SPECIALTY LLC	1010	005	56111	INSTR SUPPLIES - ART	\$424.60
399087	04/06/2023	14730	SCHOOL SPECIALTY LLC	1010	013	56100	OFFICE SUPPLIES	\$2,870.00
399087	04/06/2023	14730	SCHOOL SPECIALTY LLC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$468.98
399088	04/06/2023	15172	SABRINA J SCOTT	2382	966	55800	TRAVEL REIMBURSEMENT	\$16.51
399089	04/06/2023	11520	SHRED IT CONNECTICUT	1010	911	56100	OFFICE SUPPLIES	\$108.47
399091	04/06/2023	13199	SOLIANT HEALTH	2063	974	53200	INSTRUCTIONAL SERV	\$234,919.95
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	53212	BUS MONITORS	\$64,528.67
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55107	TRANSPORT-603	\$1,843.74
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55108	TRANSPORT-HOMELESS	\$27,388.32
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55109	TRANSPORT - SPECIAL ED	\$316,732.10
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55110	OUTPLACED-TRANSPORTATION	\$104,657.91
399092	04/06/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55111	MONITORS OUTPLACED	\$15,950.21
399093	04/06/2023	14858	BETHANY N SWICKLAS	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$169.31
399094	04/06/2023	11645	TEACHER'S DISCOVERY	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$620.83

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399095	04/06/2023	15152	THE ANSWER'S IN THE ROOM	2324	051	53320	IN-SERVICE	\$700.00
399096	04/06/2023	11165	THE NIXON COMPANY INC	1010	978	56100	OFFICE SUPPLIES	\$520.00
399097	04/06/2023	14835	TIMECLOCK PLUS LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$6,219.18
399100	04/06/2023	11714	U S POSTAL SERVICE	1010	062	55301	POSTAGE	\$180.00
399101	04/06/2023	14521	VALLEY PUBLISHING COMPANY INC	2382	966	55050	OTHER PURCHASE SERVICES	\$3,233.77
399102	04/06/2023	11805	WOODWIND & BRASSWIND	2346	012	56110	INSTRUCTIONAL SUPPLIES	\$308.00
399103	04/06/2023	11818	YWCA OF NEW BRITAIN	2059	969	53340	OTHER PROF/TECH SVC	\$30,000.00
399108	04/14/2023	12723	ACCO BRANDS USA LLC	2020	969	57346	INSTR EQUIP - NEW	\$728.13
399109	04/14/2023	10022	ACE TRAILER LEASING INC	1010	969	54300	REPAIRS & MAINTENANCE	\$950.00
399110	04/14/2023	10024	ACES	1010	974	55690	TUITION - OUTPLACED	\$1,921.25
399110	04/14/2023	10024	ACES	1010	974	55691	TUITION-OTHER SERV	\$1,360.00
399111	04/14/2023	15284	ACTION APPAREL INC	1010	931	56101	CUSTODIAL SUPPLIES	\$1,279.50
399112	04/14/2023	10035	ADELBROOK INC	1010	974	55630	TUITION - PRIV IN-STATE	\$22,631.00
399112	04/14/2023	10035	ADELBROOK INC	1010	974	55690	TUITION - OUTPLACED	\$616.25
399113	04/14/2023	14968	AGPARTS WORLDWIDE INC	1010	921	54300	REPAIRS & MAINTENANCE	\$239.70
399113	04/14/2023	14968	AGPARTS WORLDWIDE INC	2637	921	56114	SUPPLIES - TECH RELATED	\$169.95
399114	04/14/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	011	54300	REPAIRS & MAINTENANCE	\$913.50
399114	04/14/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	053	54300	REPAIRS & MAINTENANCE	\$7,316.01
399114	04/14/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	061	54300	REPAIRS & MAINTENANCE	\$6,230.00
399115	04/14/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	012	54300	REPAIRS & MAINTENANCE	\$491.55
399115	04/14/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	051	54300	REPAIRS & MAINTENANCE	\$439.02
399115	04/14/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	052	54300	REPAIRS & MAINTENANCE	\$980.32
399115	04/14/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	932	54300	REPAIRS & MAINTENANCE	\$825.38
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	003	56110	INSTRUCTIONAL SUPPLIES	\$26.99
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$530.00
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	006	56110	INSTRUCTIONAL SUPPLIES	\$35.50
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	007	56110	INSTRUCTIONAL SUPPLIES	\$360.95
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	009	56110	INSTRUCTIONAL SUPPLIES	\$23.99
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	009	56100	OFFICE SUPPLIES	\$151.68
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	012	56100	OFFICE SUPPLIES	\$315.08
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	015	56110	INSTRUCTIONAL SUPPLIES	\$4.99
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	015	56112	INSTR SUPPLIES - MUSIC	\$6.29

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399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	015	56113	INSTR SUPPLIES - PE	\$26.69
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	051	56110	INSTRUCTIONAL SUPPLIES	\$391.69
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	052	56110	INSTRUCTIONAL SUPPLIES	\$732.70
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	053	56112	INSTR SUPPLIES - MUSIC	\$99.47
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	061	57346	INSTR EQUIP - NEW	\$512.95
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	902	56100	OFFICE SUPPLIES	\$33.43
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	911	56100	OFFICE SUPPLIES	\$607.41
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	921	56100	OFFICE SUPPLIES	\$399.99
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$192.01
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	962	56401	PARENT ACTIVITY SUPPLIES	\$89.96
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	963	56100	OFFICE SUPPLIES	\$40.73
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$62.91
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$2,775.39
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	2020	969	53325	PARENT ACTIVITIES	\$20.89
399117	04/14/2023	14395	AMAZON.COM SERVICES INC	2303	008	57301	NON-INSTR EQUIP - NEW	\$32.99
399118	04/14/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55630	TUITION - PRIV IN-STATE	\$45,604.30
399118	04/14/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55690	TUITION - OUTPLACED	\$1,808.92
399118	04/14/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55691	TUITION-OTHER SERV	\$5,426.76
399119	04/14/2023	12095	AMY M ANDERSON	1010	961	55800	TRAVEL REIMBURSEMENT	\$24.43
399120	04/14/2023	13164	APPLE INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$2,592.00
399121	04/14/2023	10504	BLICK ART MATERIALS LLC	1010	012	56111	INSTR SUPPLIES - ART	\$1,906.75
399122	04/14/2023	15311	BODYROC LLC	2347	053	53200	INSTRUCTIONAL SERV	\$5,000.00
399123	04/14/2023	12089	LARA BOHLKE	1010	961	55800	TRAVEL REIMBURSEMENT	\$42.05
399123	04/14/2023	12089	LARA BOHLKE	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$3,067.03
399123	04/14/2023	12089	LARA BOHLKE	1010	961	56410	TEXTBOOKS	\$1,169.50
399125	04/14/2023	10244	BUS PARTS WAREHOUSE	2050	969	57346	INSTR EQUIP - NEW	\$582.85
399126	04/14/2023	10302	CDW GOVERNMENT INC	2020	969	57346	INSTR EQUIP - NEW	\$1,220.73
399127	04/14/2023	10328	CHILDREN'S CENTER OF HAMDEN INC	1010	974	55630	TUITION - PRIV IN-STATE	\$3,405.44
399128	04/14/2023	12335	COMCAST BUSINESS	2382	966	55050	OTHER PURCHASE SERVICES	\$201.12
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	003	56210	HEAT & GAS	\$211.70
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	005	56210	HEAT & GAS	\$3,089.47
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	006	56210	HEAT & GAS	\$1,955.49

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399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	007	56210	HEAT & GAS	\$290.67
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	008	56210	HEAT & GAS	\$2,217.54
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	009	56210	HEAT & GAS	\$1,599.92
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	011	56210	HEAT & GAS	\$1,109.59
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	012	56210	HEAT & GAS	\$3,261.94
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	013	56210	HEAT & GAS	\$1,846.19
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	015	56210	HEAT & GAS	\$1,935.74
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	051	56210	HEAT & GAS	\$3,213.58
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	061	56210	HEAT & GAS	\$6,292.52
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	931	54300	REPAIRS & MAINTENANCE	\$350.12
399130	04/14/2023	10389	CONNECTICUT NATURAL GAS	1010	931	56210	HEAT & GAS	\$646.74
399131	04/14/2023	10392	CONNECTICUT RADIO INC	1010	052	54300	REPAIRS & MAINTENANCE	\$870.00
399132	04/14/2023	11924	CONNECTICUT TIRE INC	1010	052	56102	MAINT SUPPLIES/REPAIRS	\$211.53
399133	04/14/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$450.00
399134	04/14/2023	10455	DALENA AUTO PARTS INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$318.21
399135	04/14/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$50,123.90
399136	04/14/2023	10493	DEMCO INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$355.50
399137	04/14/2023	10521	DRAIN DOCTOR INC	1010	061	54300	REPAIRS & MAINTENANCE	\$370.00
399138	04/14/2023	15380	DRAPERS SUPER BEE APIARIES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$1,035.15
399139	04/14/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	53210	TUTORS	\$700.00
399139	04/14/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	53300	EMPLOYEE TRAIN & DEV	\$460.00
399139	04/14/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	56110	INSTRUCTIONAL SUPPLIES	\$928.02
399139	04/14/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	59900	NON DISTRICT EXP	\$1,290.83
399139	04/14/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	59901	NON DISTR-INSTR EXP	\$13,003.33
399140	04/14/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$662.98
399141	04/14/2023	14883	ENGRAVING SYSTEMS LLC	2068	961	57346	INSTR EQUIP - NEW	\$26,572.00
399142	04/14/2023	12576	EVERSOURCE ENERGY	1010	011	56220	ELECTRICITY	\$5,843.60
399142	04/14/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$12,772.71
399143	04/14/2023	14139	FIRST STUDENT INC	1010	009	55100	TRANSPORTATION	\$660.00
399143	04/14/2023	14139	FIRST STUDENT INC	1010	011	55100	TRANSPORTATION	\$442.00
399143	04/14/2023	14139	FIRST STUDENT INC	1010	061	55100	TRANSPORTATION	\$351.00
399143	04/14/2023	14139	FIRST STUDENT INC	1010	091	55100	TRANSPORTATION	\$143.00

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399143	04/14/2023	14139	FIRST STUDENT INC	1010	912	55100	TRANSPORTATION	\$2,730.00
399144	04/14/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55630	TUITION - PRIV IN-STATE	\$6,458.10
399145	04/14/2023	15151	FOLLETT CONTENT SOLUTIONS LLC	1010	961	56420	LIBRARY BOOKS	\$5,827.39
399146	04/14/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399147	04/14/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$744.45
399148	04/14/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399149	04/14/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399150	04/14/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399151	04/14/2023	12900	FUN AND FUNCTION LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$24.93
399152	04/14/2023	13830	GANDER PUBLISHING INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$3,252.40
399153	04/14/2023	12798	GLOBAL EQUIPMENT CO INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$4,186.95
399153	04/14/2023	12798	GLOBAL EQUIPMENT CO INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$4,472.95
399154	04/14/2023	10669	GRAINGER	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$222.35
399155	04/14/2023	10670	GRAYBAR ELECTRIC COMPANY	1010	931	56101	CUSTODIAL SUPPLIES	\$4,059.00
399156	04/14/2023	14107	HARTFORD HEALTHCARE REHAB NTRK LLC	1010	978	53320	IN-SERVICE	\$648.00
399157	04/14/2023	10691	HARTFORD HOSPITAL	1010	974	55630	TUITION - PRIV IN-STATE	\$137,555.00
399157	04/14/2023	10691	HARTFORD HOSPITAL	1010	974	55691	TUITION-OTHER SERV	\$1,260.00
399158	04/14/2023	12466	KEVIN M HEBERT	1010	054	56100	OFFICE SUPPLIES	\$59.00
399159	04/14/2023	10709	HEINEMANN	1010	962	56410	TEXTBOOKS	\$936.60
399160	04/14/2023	10730	HOME DEPOT CREDIT SERVICES	1010	931	57969	FACILITIES IMPROVEMENTS	\$2,274.60
399160	04/14/2023	10730	HOME DEPOT CREDIT SERVICES	1010	932	54300	REPAIRS & MAINTENANCE	\$1,405.65
399160	04/14/2023	10730	HOME DEPOT CREDIT SERVICES	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$147.48
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53320	IN-SERVICE	\$149.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53401	OTHER SERV - SUPPORT	\$52.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53403	OTHER SERV - PROF	\$868.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	54001	PURCH PROP SVC	\$5,804.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	55050	OTHER PURCHASE SERVICES	\$2,932.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	56110	INSTRUCTIONAL SUPPLIES	\$469.00
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59900	NON DISTRICT EXP	\$9,733.62
399161	04/14/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59901	NON DISTR-INSTR EXP	\$52,259.00
399162	04/14/2023	15359	ID ZONE	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$350.81
399163	04/14/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$5,834.29

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399164	04/14/2023	15076	IMPERIAL DADE	1010	009	56101	CUSTODIAL SUPPLIES	\$2,316.50
399164	04/14/2023	15076	IMPERIAL DADE	1010	012	56101	CUSTODIAL SUPPLIES	\$1,027.82
399164	04/14/2023	15076	IMPERIAL DADE	1010	052	56101	CUSTODIAL SUPPLIES	\$1,204.58
399164	04/14/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$10,993.42
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	005	54300	REPAIRS & MAINTENANCE	\$341.57
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	007	54300	REPAIRS & MAINTENANCE	\$375.00
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	008	54300	REPAIRS & MAINTENANCE	\$375.00
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	011	54300	REPAIRS & MAINTENANCE	\$341.57
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	015	54300	REPAIRS & MAINTENANCE	\$375.00
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	051	54300	REPAIRS & MAINTENANCE	\$335.00
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	052	54300	REPAIRS & MAINTENANCE	\$375.00
399165	04/14/2023	10769	INNOVATIVE SERVICES INC	1010	053	54300	REPAIRS & MAINTENANCE	\$375.00
399166	04/14/2023	15270	ERIC JIANTONIO	2382	966	55800	TRAVEL REIMBURSEMENT	\$73.36
399167	04/14/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$376.25
399167	04/14/2023	10835	JOHN BOYLE COMPANY	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$597.83
399168	04/14/2023	15337	KATHERINE ELIZABETH BALBI	2324	544	53323	PROF EDUCATIONAL SVC	\$712.50
399169	04/14/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$20,280.60
399170	04/14/2023	15186	JULYANNA F KORKATZIS	1010	931	55800	TRAVEL REIMBURSEMENT	\$132.81
399171	04/14/2023	10920	LAKESHORE LEARNING MATERIALS	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$1,625.83
399172	04/14/2023	14855	JOAN P LANDRUM	1010	962	55800	TRAVEL REIMBURSEMENT	\$47.62
399173	04/14/2023	14523	LANGUAGE TESTING INTERNATIONAL INC	1010	962	53321	TESTING SERVICES	\$2,110.00
399174	04/14/2023	10937	LEARN	1010	974	55690	TUITION - OUTPLACED	\$4,401.50
399175	04/14/2023	15373	LECTORUM PUBLICATIONS INC	1010	962	56410	TEXTBOOKS	\$2,391.80
399176	04/14/2023	12391	MARJAM SUPPLY CO INC	1010	009	56102	MAINT SUPPLIES/REPAIRS	\$218.46
399177	04/14/2023	14877	LISA F MARTIN	1010	962	55800	TRAVEL REIMBURSEMENT	\$31.90
399178	04/14/2023	12093	CRISTINA MORANT	1010	962	56100	OFFICE SUPPLIES	\$76.53
399179	04/14/2023	11969	MUSIC AND ARTS	1010	052	56112	INSTR SUPPLIES - MUSIC	\$68.86
399179	04/14/2023	11969	MUSIC AND ARTS	2601	963	58999	OTHER EXPENSES	\$925.00
399180	04/14/2023	11138	NEW BRITAIN FENCE COMPANY LLC	1010	005	54300	REPAIRS & MAINTENANCE	\$390.00
399181	04/14/2023	11142	NEW BRITAIN PARKS & RECREATION	2303	008	55050	OTHER PURCHASE SERVICES	\$1,520.00
399182	04/14/2023	11142	NEW BRITAIN PARKS & RECREATION	2316	969	53200	INSTRUCTIONAL SERV	\$55,500.00
399183	04/14/2023	11144	NEW BRITAIN PLUMBING SUPPLY CO	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$1,925.86

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399184	04/14/2023	13902	NOVUS INSIGHT INC	1010	921	53510	DP AND CODING SERV	\$332.50
399185	04/14/2023	11199	ORIENTAL TRADING COMPANY	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$34.99
399186	04/14/2023	14987	OVERHEAD DOOR CO OF HARTFORD INC	1010	931	54300	REPAIRS & MAINTENANCE	\$1,542.70
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	003	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	005	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	006	54300	REPAIRS & MAINTENANCE	\$250.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	007	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	008	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	009	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	011	54300	REPAIRS & MAINTENANCE	\$250.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	012	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	013	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	015	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	051	54300	REPAIRS & MAINTENANCE	\$450.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	052	54300	REPAIRS & MAINTENANCE	\$250.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	053	54300	REPAIRS & MAINTENANCE	\$200.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	054	54300	REPAIRS & MAINTENANCE	\$125.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	061	54300	REPAIRS & MAINTENANCE	\$950.00
399187	04/14/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$100.00
399188	04/14/2023	13854	PYRAMID EDUCATIONAL CONSULTANTS INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$313.50
399189	04/14/2023	13688	QBS INC	2020	969	53320	IN-SERVICE	\$70.00
399190	04/14/2023	11308	QUILL CORP	1010	053	56100	OFFICE SUPPLIES	\$655.00
399190	04/14/2023	11308	QUILL CORP	1010	911	56100	OFFICE SUPPLIES	\$183.25
399191	04/14/2023	14474	READYCT	2063	951	53200	INSTRUCTIONAL SERV	\$12,733.96
399192	04/14/2023	15376	ROME MCGUIGAN, P.C.	1010	931	55300	COMMUNICATIONS	\$3,270.00
399193	04/14/2023	11430	SAFETY-KLEEN SYSTEMS INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$433.93
399194	04/14/2023	14730	SCHOOL SPECIALTY LLC	1010	003	56113	INSTR SUPPLIES - PE	\$442.45
399194	04/14/2023	14730	SCHOOL SPECIALTY LLC	1010	013	56110	INSTRUCTIONAL SUPPLIES	\$2.50
399194	04/14/2023	14730	SCHOOL SPECIALTY LLC	1010	962	56100	OFFICE SUPPLIES	\$467.55
399194	04/14/2023	14730	SCHOOL SPECIALTY LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$225.82
399195	04/14/2023	15172	SABRINA J SCOTT	2382	966	55800	TRAVEL REIMBURSEMENT	\$16.51
399196	04/14/2023	12039	MARY SEGARRA	2382	966	55800	TRAVEL REIMBURSEMENT	\$97.86

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399197	04/14/2023	12332	SHERRY E BRZOSKA	2581	974	53402	OTHER SERV - MEDICAL	\$5,046.25
399198	04/14/2023	14731	GENESE SIMMONS	1010	061	55800	TRAVEL REIMBURSEMENT	\$22.60
399199	04/14/2023	12165	SOCIAL THINKING	1010	098	56110	INSTRUCTIONAL SUPPLIES	\$229.62
399200	04/14/2023	15371	SPORTS IMPORTS INC	1010	978	57346	INSTR EQUIP - NEW	\$429.65
399201	04/14/2023	13930	SPRAGUE OPERATING RESOURCES LLC	1010	061	56210	HEAT & GAS	\$57,032.97
399202	04/14/2023	11566	STAPLES BUSINESS ADVANTAGE	1010	921	56100	OFFICE SUPPLIES	\$420.06
399203	04/14/2023	11635	TAP COMMERCIAL WATER TREATMENT LLC	1010	061	54300	REPAIRS & MAINTENANCE	\$125.00
399204	04/14/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$530.91
399205	04/14/2023	14031	THE STANDARD (EAP)	1010	941	53500	TECHNICAL SERVICES	\$469.80
399207	04/14/2023	12303	TRC	1010	061	54300	REPAIRS & MAINTENANCE	\$1,303.00
399208	04/14/2023	13868	TUXIS OHRS FUEL INC	1010	003	56210	HEAT & GAS	\$16,709.62
399209	04/14/2023	15351	TYRONE RICHARDSON	1010	978	53500	TECHNICAL SERVICES	\$240.00
399210	04/14/2023	12258	UNITED RENTALS INC	1010	003	54300	REPAIRS & MAINTENANCE	\$1,377.72
399210	04/14/2023	12258	UNITED RENTALS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$2,811.46
399211	04/14/2023	11755	W. B. MASON COMPANY INC	1010	009	56100	OFFICE SUPPLIES	\$273.27
399211	04/14/2023	11755	W. B. MASON COMPANY INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$476.20
399211	04/14/2023	11755	W. B. MASON COMPANY INC	1010	931	56101	CUSTODIAL SUPPLIES	\$5,606.72
399212	04/14/2023	11797	WINDOW REPAIR SYSTEMS INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,626.33
399213	04/14/2023	13905	XEROX FINANCIAL SERVICES LLC	1010	921	55500	PRINTING & BINDING	\$18,216.43
399214	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	54001	PURCH PROP SVC	\$771.19
399214	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	55050	OTHER PURCHASE SERVICES	\$756.33
399214	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	56110	INSTRUCTIONAL SUPPLIES	\$416.37
399214	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59900	NON DISTRICT EXP	\$1,819.63
399214	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59901	NON DISTR-INSTR EXP	\$6,949.86
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	53403	OTHER SERV - PROF	\$640.43
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	54001	PURCH PROP SVC	\$1,146.06
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	55050	OTHER PURCHASE SERVICES	\$1,356.37
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	56110	INSTRUCTIONAL SUPPLIES	\$270.14
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59900	NON DISTRICT EXP	\$3,790.25
399215	04/14/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59901	NON DISTR-INSTR EXP	\$16,955.27
399216	04/14/2023	11818	YWCA OF NEW BRITAIN	2324	047	59900	NON DISTRICT EXP	\$17,809.98
399216	04/14/2023	11818	YWCA OF NEW BRITAIN	2324	047	59901	NON DISTR-INSTR EXP	\$89,403.52

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399240	04/24/2023	12229	MICHELLE ABRAHAM	2625	091	58999	OTHER EXPENSES	\$26.78
399241	04/24/2023	15086	ADAM JACOB MYERS	1010	963	53500	TECHNICAL SERVICES	\$550.00
399242	04/24/2023	11331	ADT COMMERCIAL LLC	1010	932	54300	REPAIRS & MAINTENANCE	\$911.00
399243	04/24/2023	10045	AEROWS WINDOW TREATMENT CENTER	1010	006	54300	REPAIRS & MAINTENANCE	\$6,134.00
399243	04/24/2023	10045	AEROWS WINDOW TREATMENT CENTER	1010	008	54300	REPAIRS & MAINTENANCE	\$245.00
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	003	54300	REPAIRS & MAINTENANCE	\$849.68
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	005	54300	REPAIRS & MAINTENANCE	\$587.25
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	006	54300	REPAIRS & MAINTENANCE	\$372.31
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	007	54300	REPAIRS & MAINTENANCE	\$1,257.79
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	011	54300	REPAIRS & MAINTENANCE	\$842.46
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	013	54300	REPAIRS & MAINTENANCE	\$174.00
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	052	54300	REPAIRS & MAINTENANCE	\$1,373.50
399244	04/24/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	061	54300	REPAIRS & MAINTENANCE	\$1,050.50
399245	04/24/2023	10051	AIRGAS USA LLC	1010	969	54300	REPAIRS & MAINTENANCE	\$54.28
399246	04/24/2023	15087	ALEKSANDRA NEWLAND	1010	963	53500	TECHNICAL SERVICES	\$550.00
399247	04/24/2023	15190	ALEXANDER SANTIAGO	1010	963	53500	TECHNICAL SERVICES	\$550.00
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	013	56100	OFFICE SUPPLIES	\$160.93
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$300.78
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	062	56100	OFFICE SUPPLIES	\$135.84
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	902	56100	OFFICE SUPPLIES	\$70.98
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	921	56900	OTHER SUPPLIES	\$1,866.89
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	921	56100	OFFICE SUPPLIES	\$902.76
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	941	56100	OFFICE SUPPLIES	\$558.54
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$1,689.15
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2019	969	53325	PARENT ACTIVITIES	\$335.54
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$1,175.16
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2042	969	56110	INSTRUCTIONAL SUPPLIES	\$557.14
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2042	969	57346	INSTR EQUIP - NEW	\$75.96
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2045	969	56900	OTHER SUPPLIES	\$198.33
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2047	003	56110	INSTRUCTIONAL SUPPLIES	\$437.47
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2047	003	56900	OTHER SUPPLIES	\$270.36
399249	04/24/2023	14395	AMAZON.COM SERVICES INC	2047	003	56420	LIBRARY BOOKS	\$16.89

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399250	04/24/2023	15037	AMERICAN READING COMPANY INC	1010	962	53320	IN-SERVICE	\$8,400.00
399251	04/24/2023	15074	ANDREW STUDENSKI	1010	963	53500	TECHNICAL SERVICES	\$550.00
399253	04/24/2023	13164	APPLE INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$3,888.00
399254	04/24/2023	15362	ARLYCE BERROUET	2630	051	58999	OTHER EXPENSES	\$125.00
399255	04/24/2023	15392	ARROW A PETER PAN COMPANY	2028	969	55100	TRANSPORTATION	\$2,595.00
399256	04/24/2023	12787	ARTS FOR LEARNING CONNECTICUT	2063	951	53200	INSTRUCTIONAL SERV	\$19,843.75
399257	04/24/2023	14530	AZTEC SOFTWARE LLC	2382	966	55050	OTHER PURCHASE SERVICES	\$12,475.00
399258	04/24/2023	15369	B LINE TRANSPORTATION LLC	1010	912	55108	TRANSPORT-HOMELESS	\$1,645.00
399259	04/24/2023	14726	CAROL L BARBIERI	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$68.69
399260	04/24/2023	10152	BARNES & NOBLE	1010	061	56110	INSTRUCTIONAL SUPPLIES	\$4,554.49
399260	04/24/2023	10152	BARNES & NOBLE	2047	003	56420	LIBRARY BOOKS	\$15.69
399261	04/24/2023	10209	BOYS' & GIRLS' CLUB OF NEW BRITAIN	2063	951	53200	INSTRUCTIONAL SERV	\$29,610.00
399262	04/24/2023	15245	BULLOCK ACCESS	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$730.50
399264	04/24/2023	10257	CABE	1010	902	55400	ADVERTISING	\$3,000.00
399265	04/24/2023	10302	CDW GOVERNMENT INC	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$881.32
399265	04/24/2023	10302	CDW GOVERNMENT INC	1010	008	56100	OFFICE SUPPLIES	\$888.35
399265	04/24/2023	10302	CDW GOVERNMENT INC	1010	921	53510	DP AND CODING SERV	\$34,272.00
399266	04/24/2023	14808	CHRIS POULOS	2348	052	53200	INSTRUCTIONAL SERV	\$2,500.00
399267	04/24/2023	10334	CHRISTINE M KUZIA	1010	963	53500	TECHNICAL SERVICES	\$1,000.00
399268	04/24/2023	10346	CITY OF NEW BRITAIN	2058	969	55050	OTHER PURCHASE SERVICES	\$227.00
399269	04/24/2023	12846	CLEAN HARBOR DISPOSAL SERVICES INC	1010	061	54300	REPAIRS & MAINTENANCE	\$3,250.00
399270	04/24/2023	10368	COMCAST	1010	005	55300	COMMUNICATIONS	\$557.27
399271	04/24/2023	10368	COMCAST	1010	051	55300	COMMUNICATIONS	\$325.48
399272	04/24/2023	10368	COMCAST	1010	006	55300	COMMUNICATIONS	\$707.13
399273	04/24/2023	10368	COMCAST	1010	003	55300	COMMUNICATIONS	\$184.59
399274	04/24/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$388.94
399275	04/24/2023	12335	COMCAST BUSINESS	1010	053	55300	COMMUNICATIONS	\$590.49
399276	04/24/2023	12335	COMCAST BUSINESS	1010	052	55300	COMMUNICATIONS	\$590.49
399277	04/24/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$590.87
399278	04/24/2023	12335	COMCAST BUSINESS	1010	013	55300	COMMUNICATIONS	\$558.72
399279	04/24/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$209.90
399280	04/24/2023	12335	COMCAST BUSINESS	1010	008	55300	COMMUNICATIONS	\$617.00

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399281	04/24/2023	10381	CONNECTICUT BEHAVIORAL HEALTH LLC	2063	974	53200	INSTRUCTIONAL SERV	\$75,874.70
399282	04/24/2023	10389	CONNECTICUT NATURAL GAS	1010	003	56210	HEAT & GAS	\$34,314.15
399283	04/24/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$4,035.61
399284	04/24/2023	12825	CUSTOMINK LLC	1010	963	53500	TECHNICAL SERVICES	\$1,609.43
399285	04/24/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$954.00
399286	04/24/2023	14360	DIAMOND KINGS BASEBALL & SOFTBALL	2348	052	53200	INSTRUCTIONAL SERV	\$750.00
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	006	56210	HEAT & GAS	\$5,524.80
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	008	56210	HEAT & GAS	\$5,364.21
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	009	56210	HEAT & GAS	\$3,479.74
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	015	56210	HEAT & GAS	\$4,501.29
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	052	56210	HEAT & GAS	\$443.42
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	053	56210	HEAT & GAS	\$557.81
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	061	56210	HEAT & GAS	\$8,555.51
399287	04/24/2023	10509	DIRECT ENERGY SERVICES LLC	1010	931	56210	HEAT & GAS	\$1,401.88
399288	04/24/2023	13530	DOMINO SOLAR LTD	1010	013	56220	ELECTRICITY	\$1,081.60
399289	04/24/2023	13530	DOMINO SOLAR LTD	1010	012	56220	ELECTRICITY	\$1,260.27
399290	04/24/2023	12174	ANTHONY F DUVA	1010	921	55800	TRAVEL REIMBURSEMENT	\$83.51
399291	04/24/2023	10529	EAGLE LEASING CO	1010	969	54300	REPAIRS & MAINTENANCE	\$425.00
399292	04/24/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55610	TUITION - PUBLIC IN-STATE	\$47,195.84
399292	04/24/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55690	TUITION - OUTPLACED	\$396.40
399292	04/24/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55691	TUITION-OTHER SERV	\$7,932.01
399293	04/24/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$745.12
399293	04/24/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$23,060.58
399294	04/24/2023	15188	EMILY SQUATRITO	1010	963	53500	TECHNICAL SERVICES	\$550.00
399295	04/24/2023	14883	ENGRAVING SYSTEMS LLC	2028	969	57346	INSTR EQUIP - NEW	\$26,572.00
399295	04/24/2023	14883	ENGRAVING SYSTEMS LLC	2068	961	57346	INSTR EQUIP - NEW	\$26,572.00
399297	04/24/2023	14766	FETCH A RIDE	1010	912	55108	TRANSPORT-HOMELESS	\$2,530.00
399298	04/24/2023	14139	FIRST STUDENT INC	1010	011	55100	TRANSPORTATION	\$520.00
399298	04/24/2023	14139	FIRST STUDENT INC	1010	015	55100	TRANSPORTATION	\$117.00
399298	04/24/2023	14139	FIRST STUDENT INC	1010	052	55100	TRANSPORTATION	\$260.00
399298	04/24/2023	14139	FIRST STUDENT INC	1010	061	55100	TRANSPORTATION	\$2,158.00
399298	04/24/2023	14139	FIRST STUDENT INC	1010	978	55100	TRANSPORTATION	\$208.00

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399299	04/24/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55630	TUITION - PRIV IN-STATE	\$6,458.10
399299	04/24/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55690	TUITION - OUTPLACED	\$1,447.50
399299	04/24/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55691	TUITION-OTHER SERV	\$2,772.00
399300	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399301	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399302	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$1,144.83
399303	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$990.00
399304	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
399305	04/24/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$1,216.80
399306	04/24/2023	14660	WILLIAM K HOSMER	1010	921	55800	TRAVEL REIMBURSEMENT	\$24.50
399307	04/24/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$52,092.01
399308	04/24/2023	15076	IMPERIAL DADE	1010	009	56101	CUSTODIAL SUPPLIES	\$893.80
399308	04/24/2023	15076	IMPERIAL DADE	1010	011	56101	CUSTODIAL SUPPLIES	\$5,856.08
399308	04/24/2023	15076	IMPERIAL DADE	1010	012	56101	CUSTODIAL SUPPLIES	\$3,887.78
399308	04/24/2023	15076	IMPERIAL DADE	1010	051	56101	CUSTODIAL SUPPLIES	\$3,525.70
399308	04/24/2023	15076	IMPERIAL DADE	1010	052	56101	CUSTODIAL SUPPLIES	\$4,939.92
399308	04/24/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$2,512.48
399309	04/24/2023	15024	ISC GROUP LLC	1010	921	53510	DP AND CODING SERV	\$3,726.90
399310	04/24/2023	10788	J.W. PEPPER & SON INC	1010	008	56112	INSTR SUPPLIES - MUSIC	\$318.53
399311	04/24/2023	12092	NAJLA M JAHAF	1010	061	53320	IN-SERVICE	\$97.61
399312	04/24/2023	14017	JEANINE K PRAY	1010	963	53500	TECHNICAL SERVICES	\$500.00
399313	04/24/2023	15343	JESSE P TURNER	2047	003	53320	IN-SERVICE	\$300.00
399314	04/24/2023	15072	JOHN J PYTEL	1010	963	53500	TECHNICAL SERVICES	\$550.00
399315	04/24/2023	15119	JOSEPH R FORAN	1010	963	53500	TECHNICAL SERVICES	\$500.00
399316	04/24/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$16,655.40
399317	04/24/2023	15341	KENDRICK MOORE	2348	052	53200	INSTRUCTIONAL SERV	\$1,008.08
399318	04/24/2023	15021	KENNETH G HOUSE JR	2630	051	58999	OTHER EXPENSES	\$125.00
399319	04/24/2023	13181	KIDS' WHEELS LLC	1010	912	55108	TRANSPORT-HOMELESS	\$7,334.43
399320	04/24/2023	10914	KONE INC	1010	931	54300	REPAIRS & MAINTENANCE	\$4,318.08
399321	04/24/2023	10920	LAKESHORE LEARNING MATERIALS	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$228.97
399321	04/24/2023	10920	LAKESHORE LEARNING MATERIALS	2303	008	57301	NON-INSTR EQUIP - NEW	\$2,554.30
399322	04/24/2023	13606	LANGUAGE LINE SERVICES INC	1010	921	53510	DP AND CODING SERV	\$36.96

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399322	04/24/2023	13606	LANGUAGE LINE SERVICES INC	1010	974	53400	OTHER SERV - TRANSL	\$1,312.60
399323	04/24/2023	14374	IGOR J LEPAK	1010	963	53500	TECHNICAL SERVICES	\$550.00
399324	04/24/2023	15366	MAJOR THEATRE EQUIPMENT CORP	1010	931	57969	FACILITIES IMPROVEMENTS	\$13,870.00
399325	04/24/2023	13664	MARISSA LEVY	1010	963	53500	TECHNICAL SERVICES	\$550.00
399326	04/24/2023	15331	EILEEN D MARQUEZ	1010	941	53350	RECRUITMENT & RETENTION	\$564.21
399327	04/24/2023	15075	MATTHEW BELLIVEAU	1010	963	53500	TECHNICAL SERVICES	\$550.00
399328	04/24/2023	15384	QUENTIN M MCDOUGALD	2624	052	58999	OTHER EXPENSES	\$200.00
399329	04/24/2023	15352	MERCY TRANSPORTATION GROUP LLC	1010	912	55108	TRANSPORT-HOMELESS	\$255.00
399330	04/24/2023	14934	METAL WORKS ENTERPRISES LLC	1010	931	54400	RENTALS	\$5,927.20
399331	04/24/2023	14001	MICHAEL A BIMONTE	1010	963	53500	TECHNICAL SERVICES	\$550.00
399332	04/24/2023	13650	COLLEEN E MOFFETT-MALS	1010	941	53350	RECRUITMENT & RETENTION	\$573.88
399333	04/24/2023	11142	NEW BRITAIN PARKS & RECREATION	2058	969	55050	OTHER PURCHASE SERVICES	\$250.00
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	003	56270	WATER	\$1,019.20
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	005	56270	WATER	\$2,344.01
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	006	56270	WATER	\$1,685.68
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	007	56270	WATER	\$2,591.19
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	008	56270	WATER	\$2,739.60
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	009	56270	WATER	\$950.86
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	011	56270	WATER	\$3,992.83
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	012	56270	WATER	\$3,157.43
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	013	56270	WATER	\$3,427.02
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	015	56270	WATER	\$2,151.53
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	051	56270	WATER	\$2,466.02
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	052	56270	WATER	\$4,697.14
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	053	56270	WATER	\$4,850.32
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	061	56270	WATER	\$9,260.12
399335	04/24/2023	10197	NEW BRITAIN WATER DEPT	1010	931	56270	WATER	\$945.85
399336	04/24/2023	13902	NOVUS INSIGHT INC	1010	921	53510	DP AND CODING SERV	\$665.00
399337	04/24/2023	11175	NUTMEG PUBLIC ACCESS TELEVISION INC	1010	901	58100	DUES & FEES	\$161.25
399338	04/24/2023	11176	OAK HILL	1010	974	55630	TUITION - PRIV IN-STATE	\$56,218.87
399338	04/24/2023	11176	OAK HILL	1010	974	55690	TUITION - OUTPLACED	\$4,660.25
399338	04/24/2023	11176	OAK HILL	1010	974	55691	TUITION-OTHER SERV	\$28,020.71

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399339	04/24/2023	14666	OMNI DATA LLC	1010	921	53510	DP AND CODING SERV	\$6,833.00
399340	04/24/2023	11199	ORIENTAL TRADING COMPANY	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$27.98
399341	04/24/2023	11243	PERKINS TRAVEL CORPORATION	2624	052	58999	OTHER EXPENSES	\$3,990.00
399342	04/24/2023	11244	PERMA-BOUND	1010	961	56410	TEXTBOOKS	\$405.71
399343	04/24/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$220.00
399344	04/24/2023	14002	PHILIP DEMAND	1010	963	53500	TECHNICAL SERVICES	\$550.00
399345	04/24/2023	15320	PMC LLC	2063	931	54001	PURCH PROP SVC	\$4,000.00
399346	04/24/2023	11274	POSITIVE PROMOTIONS INC	1010	015	55301	POSTAGE	\$674.02
399347	04/24/2023	15321	PRIMO PRESS LLC	1010	015	55301	POSTAGE	\$633.00
399348	04/24/2023	15020	PRISM ACADEMY LLC	1010	974	55630	TUITION - PRIV IN-STATE	\$12,430.53
399348	04/24/2023	15020	PRISM ACADEMY LLC	1010	974	55690	TUITION - OUTPLACED	\$1,425.00
399349	04/24/2023	13688	QBS INC	2020	969	53320	IN-SERVICE	\$75.00
399350	04/24/2023	11308	QUILL CORP	1010	922	56100	OFFICE SUPPLIES	\$184.91
399350	04/24/2023	11308	QUILL CORP	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$917.99
399350	04/24/2023	11308	QUILL CORP	2382	966	56110	INSTRUCTIONAL SUPPLIES	\$665.39
399351	04/24/2023	11393	ROCHESTER 100 INC	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$1,595.00
399352	04/24/2023	11442	SANFORD AND HAWLEY INC	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$661.80
399353	04/24/2023	12175	JAN C SAWICKI	1010	921	55800	TRAVEL REIMBURSEMENT	\$33.73
399354	04/24/2023	11454	SCHOLASTIC BOOK CLUBS INC	2047	003	56900	OTHER SUPPLIES	\$120.00
399355	04/24/2023	11455	SCHOLASTIC BOOK FAIRS	2619	009	58999	OTHER EXPENSES	\$1,938.30
399356	04/24/2023	11454	SCHOLASTIC BOOK CLUBS INC	2047	003	56110	INSTRUCTIONAL SUPPLIES	\$50.86
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	003	56113	INSTR SUPPLIES - PE	\$289.13
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	007	56110	INSTRUCTIONAL SUPPLIES	\$554.93
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	008	56111	INSTR SUPPLIES - ART	\$976.46
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	008	56112	INSTR SUPPLIES - MUSIC	\$39.84
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	015	56111	INSTR SUPPLIES - ART	\$1,923.02
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	015	56100	OFFICE SUPPLIES	\$623.94
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	052	56111	INSTR SUPPLIES - ART	\$426.42
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$3,389.60
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$455.74
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$102.44
399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	2042	969	56110	INSTRUCTIONAL SUPPLIES	\$29.89

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399358	04/24/2023	14730	SCHOOL SPECIALTY LLC	2047	003	56900	OTHER SUPPLIES	\$292.38
399359	04/24/2023	11513	SHERWIN WILLIAMS	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$12.62
399360	04/24/2023	10460	D'ANDRE SIMS	1010	941	53350	RECRUITMENT & RETENTION	\$283.78
399361	04/24/2023	13528	SOLAR ENERGY OF AMERICA LLC	1010	011	56220	ELECTRICITY	\$1,044.16
399362	04/24/2023	13199	SOLIANT HEALTH	2063	974	53200	INSTRUCTIONAL SERV	\$130,474.06
399364	04/24/2023	14118	SOLTERRA ACADEMY	1010	974	55630	TUITION - PRIV IN-STATE	\$241,760.42
399364	04/24/2023	14118	SOLTERRA ACADEMY	1010	974	55691	TUITION-OTHER SERV	\$28,016.67
399365	04/24/2023	13930	SPRAGUE OPERATING RESOURCES LLC	1010	061	56210	HEAT & GAS	\$30,368.59
399366	04/24/2023	11586	STEVE WEISS MUSIC INC	1010	061	56112	INSTR SUPPLIES - MUSIC	\$104.00
399367	04/24/2023	11614	SUPER DUPER PUBLICATIONS	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$591.30
399368	04/24/2023	13359	THE AERO ALL GAS COMPANY	1010	969	54300	REPAIRS & MAINTENANCE	\$39.07
399369	04/24/2023	14478	THURSTON FOODS INC	1010	061	56115	INSTR SUPPLIES-CULINARY	\$2,988.73
399370	04/24/2023	12303	TRC	1010	007	54300	REPAIRS & MAINTENANCE	\$1,669.00
399370	04/24/2023	12303	TRC	1010	931	54300	REPAIRS & MAINTENANCE	\$1,887.50
399370	04/24/2023	12303	TRC	1010	969	54300	REPAIRS & MAINTENANCE	\$7,280.00
399371	04/24/2023	11708	TULL BROTHERS	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$1,269.30
399372	04/24/2023	13868	TUXIS OHRS FUEL INC	1010	931	56210	HEAT & GAS	\$14,514.58
399373	04/24/2023	11717	ULINE INC	1010	931	56101	CUSTODIAL SUPPLIES	\$456.01
399374	04/24/2023	12480	US TAEKWONDO CENTER CT INC	2346	012	53200	INSTRUCTIONAL SERV	\$4,500.00
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	003	56100	OFFICE SUPPLIES	\$2,153.54
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	008	56100	OFFICE SUPPLIES	\$633.28
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	009	56100	OFFICE SUPPLIES	\$99.30
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$742.60
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	012	56100	OFFICE SUPPLIES	\$556.95
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	061	56101	CUSTODIAL SUPPLIES	\$5,734.12
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	911	56100	OFFICE SUPPLIES	\$194.58
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	921	55500	PRINTING & BINDING	\$2,230.78
399376	04/24/2023	11755	W. B. MASON COMPANY INC	1010	931	56101	CUSTODIAL SUPPLIES	\$6,100.22
399376	04/24/2023	11755	W. B. MASON COMPANY INC	2050	969	56110	INSTRUCTIONAL SUPPLIES	\$2,561.97
399376	04/24/2023	11755	W. B. MASON COMPANY INC	2382	966	56110	INSTRUCTIONAL SUPPLIES	\$420.13
399377	04/24/2023	11781	WEST MUSIC COMPANY	1010	005	56112	INSTR SUPPLIES - MUSIC	\$712.79
399377	04/24/2023	11781	WEST MUSIC COMPANY	1010	008	56112	INSTR SUPPLIES - MUSIC	\$81.65

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399378	04/24/2023	11795	WILSON LANGUAGE TRAINING	2341	969	56110	INSTRUCTIONAL SUPPLIES	\$59,517.72
399379	04/24/2023	12783	LORIE M WOLOSZYNSKI	1010	974	55800	TRAVEL REIMBURSEMENT	\$999.92
399380	04/24/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2348	052	53200	INSTRUCTIONAL SERV	\$6,750.00
399394	04/28/2023	12723	ACCO BRANDS USA LLC	2020	969	57346	INSTR EQUIP - NEW	\$1,553.54
399395	04/28/2023	10024	ACES	1010	974	55610	TUITION - PUBLIC IN-STATE	\$7,278.40
399396	04/28/2023	14658	ADINA'S PIZZERIA	1010	952	56900	OTHER SUPPLIES	\$885.50
399397	04/28/2023	11331	ADT COMMERCIAL LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$454.93
399398	04/28/2023	10040	ADVANCED BENEFIT STRATEGIES INC	1010	911	58100	DUES & FEES	\$158.34
399399	04/28/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	003	54300	REPAIRS & MAINTENANCE	\$842.88
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	1010	051	56100	OFFICE SUPPLIES	\$272.87
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	1010	052	56112	INSTR SUPPLIES - MUSIC	\$701.78
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	1010	061	56100	OFFICE SUPPLIES	\$2,643.65
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	1010	962	56401	PARENT ACTIVITY SUPPLIES	\$192.01
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	1010	974	56100	OFFICE SUPPLIES	\$290.98
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$938.15
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	2047	003	56110	INSTRUCTIONAL SUPPLIES	\$300.20
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	2047	003	56420	LIBRARY BOOKS	\$14.91
399400	04/28/2023	14395	AMAZON.COM SERVICES INC	2325	969	56110	INSTRUCTIONAL SUPPLIES	\$869.26
399401	04/28/2023	10077	AMERICAN PAYROLL ASSOCIATION	1010	911	58100	DUES & FEES	\$298.00
399402	04/28/2023	15037	AMERICAN READING COMPANY INC	1010	962	56410	TEXTBOOKS	\$7,780.00
399403	04/28/2023	13164	APPLE INC	2382	966	56110	INSTRUCTIONAL SUPPLIES	\$1,949.85
399404	04/28/2023	15362	ARLYCE BERROUET	2630	051	58999	OTHER EXPENSES	\$125.00
399405	04/28/2023	10127	AT&T MOBILITY	1010	931	55300	COMMUNICATIONS	\$4,043.69
399406	04/28/2023	10127	AT&T MOBILITY	1010	931	55300	COMMUNICATIONS	\$3,364.17
399407	04/28/2023	15363	BALDWIN MEDIA MARKETING LLC	1010	941	53350	RECRUITMENT & RETENTION	\$2,750.00
399408	04/28/2023	15329	BEN BRONZ FOUNDATION INC	1010	974	55630	TUITION - PRIV IN-STATE	\$15,939.00
399408	04/28/2023	15329	BEN BRONZ FOUNDATION INC	1010	974	55690	TUITION - OUTPLACED	\$758.33
399409	04/28/2023	14080	BRINGTHEHOOPLA LLC	2303	008	55050	OTHER PURCHASE SERVICES	\$859.00
399410	04/28/2023	10247	C & C JANITORIAL SUPPLIES INC	1010	052	56101	CUSTODIAL SUPPLIES	\$48.38
399411	04/28/2023	13908	CAPITOL CITY CREDIT CO LLC	1010	941	53500	TECHNICAL SERVICES	\$240.00
399412	04/28/2023	10274	CAREY WIPER & SUPPLY CO	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$173.60
399413	04/28/2023	10286	CASAS	2382	966	55050	OTHER PURCHASE SERVICES	\$1,050.00

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399414	04/28/2023	12197	HOLLY A CATRINO	1010	941	55800	TRAVEL REIMBURSEMENT	\$13.74
399415	04/28/2023	10302	CDW GOVERNMENT INC	1010	061	56100	OFFICE SUPPLIES	\$677.40
399415	04/28/2023	10302	CDW GOVERNMENT INC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$1,078.56
399415	04/28/2023	10302	CDW GOVERNMENT INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$3,255.28
399415	04/28/2023	10302	CDW GOVERNMENT INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$560.00
399416	04/28/2023	10328	CHILDREN'S CENTER OF HAMDEN INC	1010	974	55630	TUITION - PRIV IN-STATE	\$14,473.12
399417	04/28/2023	10342	CINTAS FIRE PROTECTION	1010	052	54300	REPAIRS & MAINTENANCE	\$714.50
399418	04/28/2023	10366	COLLINSVILLE POWER EQUIPMENT	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$310.00
399419	04/28/2023	10368	COMCAST	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$290.25
399420	04/28/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$598.02
399421	04/28/2023	10368	COMCAST	1010	015	55300	COMMUNICATIONS	\$1,005.94
399422	04/28/2023	10368	COMCAST	1010	007	55300	COMMUNICATIONS	\$1,155.66
399423	04/28/2023	10368	COMCAST	1010	003	55300	COMMUNICATIONS	\$681.89
399424	04/28/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$336.75
399425	04/28/2023	12335	COMCAST BUSINESS	1010	051	55300	COMMUNICATIONS	\$590.49
399426	04/28/2023	12335	COMCAST BUSINESS	1010	005	55300	COMMUNICATIONS	\$590.49
399427	04/28/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$377.41
399428	04/28/2023	10389	CONNECTICUT NATURAL GAS	1010	007	56210	HEAT & GAS	\$2,329.58
399428	04/28/2023	10389	CONNECTICUT NATURAL GAS	1010	013	56210	HEAT & GAS	\$675.71
399428	04/28/2023	10389	CONNECTICUT NATURAL GAS	1010	052	56210	HEAT & GAS	\$3,054.33
399428	04/28/2023	10389	CONNECTICUT NATURAL GAS	1010	053	56210	HEAT & GAS	\$2,831.97
399428	04/28/2023	10389	CONNECTICUT NATURAL GAS	1010	931	56210	HEAT & GAS	\$560.64
399429	04/28/2023	11924	CONNECTICUT TIRE INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$3,997.84
399430	04/28/2023	13764	CONSTELLATION NEWENERGY INC	1010	061	56220	ELECTRICITY	\$30,309.49
399431	04/28/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$9,957.76
399432	04/28/2023	10425	CREATIVE PROMOTIONS	2097	061	56900	OTHER SUPPLIES	\$2,756.00
399433	04/28/2023	14312	CREATIVE RECREATION	1010	011	54300	REPAIRS & MAINTENANCE	\$5,798.00
399434	04/28/2023	10428	CREC	1010	912	53212	BUS MONITORS	\$1,960.20
399434	04/28/2023	10428	CREC	1010	974	55690	TUITION - OUTPLACED	\$3,571.88
399434	04/28/2023	10428	CREC	1010	974	55691	TUITION-OTHER SERV	\$10,072.86
399435	04/28/2023	14151	CT EARS LLC	1010	974	55690	TUITION - OUTPLACED	\$1,730.40
399435	04/28/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$23,849.26

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399436	04/28/2023	12825	CUSTOMINK LLC	1010	921	56100	OFFICE SUPPLIES	\$480.00
399437	04/28/2023	14988	CW RESOURCES INC	1010	974	55613	OUTPLACEMENT TRANSITIONAL	\$4,134.71
399438	04/28/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$22,189.69
399439	04/28/2023	10455	DALENA AUTO PARTS INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$96.69
399440	04/28/2023	15255	DELORES S COLE	2346	012	53320	IN-SERVICE	\$2,200.00
399440	04/28/2023	15255	DELORES S COLE	2348	052	53320	IN-SERVICE	\$2,640.00
399441	04/28/2023	14360	DIAMOND KINGS BASEBALL & SOFTBALL	2348	052	53200	INSTRUCTIONAL SERV	\$750.00
399442	04/28/2023	10509	DIRECT ENERGY SERVICES LLC	1010	007	56210	HEAT & GAS	\$7,271.22
399442	04/28/2023	10509	DIRECT ENERGY SERVICES LLC	1010	052	56210	HEAT & GAS	\$9,953.50
399442	04/28/2023	10509	DIRECT ENERGY SERVICES LLC	1010	053	56210	HEAT & GAS	\$8,424.73
399443	04/28/2023	13884	DOMUS KIDS INC	1010	974	55691	TUITION-OTHER SERV	\$16,516.50
399444	04/28/2023	10521	DRAIN DOCTOR INC	1010	061	54300	REPAIRS & MAINTENANCE	\$2,434.54
399445	04/28/2023	14613	ANNA M DUFFIN	1010	961	58100	DUES & FEES	\$51.05
399446	04/28/2023	10529	EAGLE LEASING CO	1010	969	54300	REPAIRS & MAINTENANCE	\$225.00
399447	04/28/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55610	TUITION - PUBLIC IN-STATE	\$4,451.20
399448	04/28/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$620.93
399448	04/28/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$19,217.15
399449	04/28/2023	10539	EASTCONN	2630	969	58999	OTHER EXPENSES	\$2,150.00
399450	04/28/2023	13612	EDADVANCE	2047	003	53320	IN-SERVICE	\$8,088.50
399450	04/28/2023	13612	EDADVANCE	2341	969	53320	IN-SERVICE	\$23,708.30
399450	04/28/2023	13612	EDADVANCE	2346	012	53320	IN-SERVICE	\$23,783.20
399450	04/28/2023	13612	EDADVANCE	2347	053	53320	IN-SERVICE	\$32,376.40
399450	04/28/2023	13612	EDADVANCE	2348	052	53320	IN-SERVICE	\$30,553.60
399451	04/28/2023	15007	LEENA M ERIK-SOUSSI	2382	966	55800	TRAVEL REIMBURSEMENT	\$1,185.08
399452	04/28/2023	13584	EVERGREEN CENTER INCORPORATED	1010	974	55631	TUITION - PRIV O-O-STATE	\$21,647.30
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	003	56220	ELECTRICITY	\$13,006.40
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	011	56220	ELECTRICITY	\$25.75
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$71.85
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	013	56220	ELECTRICITY	\$3,943.70
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	051	56220	ELECTRICITY	\$12,115.17
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	052	56220	ELECTRICITY	\$10,361.68
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	053	56220	ELECTRICITY	\$59.24

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	061	56220	ELECTRICITY	\$16,282.01
399453	04/28/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$1,458.44
399454	04/28/2023	14139	FIRST STUDENT INC	1010	912	53212	BUS MONITORS	\$28,240.32
399454	04/28/2023	14139	FIRST STUDENT INC	1010	912	55100	TRANSPORTATION	\$773,974.38
399454	04/28/2023	14139	FIRST STUDENT INC	1010	912	55109	TRANSPORT - SPECIAL ED	\$3,000.00
399454	04/28/2023	14139	FIRST STUDENT INC	1010	963	55100	TRANSPORTATION	\$364.00
399454	04/28/2023	14139	FIRST STUDENT INC	2028	969	55100	TRANSPORTATION	\$728.00
399454	04/28/2023	14139	FIRST STUDENT INC	2068	912	55100	TRANSPORTATION	\$5,071.31
399455	04/28/2023	10609	FLAGHOUSE INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$304.53
399456	04/28/2023	11948	FOLLETT SCHOOL SOLUTIONS INC	1010	061	56110	INSTRUCTIONAL SUPPLIES	\$2,745.67
399457	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.20
399458	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.79
399459	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.79
399460	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$134.37
399461	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$107.80
399462	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$66.95
399463	04/28/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$13.39
399464	04/28/2023	12900	FUN AND FUNCTION LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$366.85
399465	04/28/2023	13880	ALLISON C GALIN	2011	969	55800	TRAVEL REIMBURSEMENT	\$42.25
399466	04/28/2023	15216	ANTHONY J GASPER	1010	902	58100	DUES & FEES	\$108.55
399467	04/28/2023	10669	GRAINGER	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$196.78
399468	04/28/2023	14724	MARY A GRAY	2011	969	55800	TRAVEL REIMBURSEMENT	\$75.78
399469	04/28/2023	15400	HARTFORD ATHLETIC LLC	2606	003	58999	OTHER EXPENSES	\$437.50
399470	04/28/2023	10690	HARTFORD COURANT	1010	931	55300	COMMUNICATIONS	\$737.26
399471	04/28/2023	10691	HARTFORD HOSPITAL	1010	974	55691	TUITION-OTHER SERV	\$5,040.00
399472	04/28/2023	13767	HOLY CROSS CHURCH	1010	911	54400	RENTALS	\$11,000.00
399473	04/28/2023	15381	SUSAN E HUMANICK	1010	941	55800	TRAVEL REIMBURSEMENT	\$73.75
399474	04/28/2023	15359	ID ZONE	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$1,663.61
399475	04/28/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$229.66
399476	04/28/2023	15076	IMPERIAL DADE	1010	006	56101	CUSTODIAL SUPPLIES	\$3,525.70
399476	04/28/2023	15076	IMPERIAL DADE	1010	007	56101	CUSTODIAL SUPPLIES	\$3,670.30
399476	04/28/2023	15076	IMPERIAL DADE	1010	008	56101	CUSTODIAL SUPPLIES	\$5,217.96

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399476	04/28/2023	15076	IMPERIAL DADE	1010	009	56101	CUSTODIAL SUPPLIES	\$1,511.50
399476	04/28/2023	15076	IMPERIAL DADE	1010	011	56101	CUSTODIAL SUPPLIES	\$239.22
399476	04/28/2023	15076	IMPERIAL DADE	1010	013	56101	CUSTODIAL SUPPLIES	\$2,965.80
399476	04/28/2023	15076	IMPERIAL DADE	1010	015	56101	CUSTODIAL SUPPLIES	\$3,972.60
399476	04/28/2023	15076	IMPERIAL DADE	1010	053	56101	CUSTODIAL SUPPLIES	\$6,144.50
399476	04/28/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$5,470.55
399477	04/28/2023	10777	INTEGRATED TECHNICAL SYSTEMS INC	1010	931	57969	FACILITIES IMPROVEMENTS	\$3,617.30
399478	04/28/2023	12002	IRON MOUNTAIN INC	1010	941	53500	TECHNICAL SERVICES	\$1,015.02
399479	04/28/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$312.00
399479	04/28/2023	10835	JOHN BOYLE COMPANY	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$780.82
399480	04/28/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$1,207.26
399481	04/28/2023	14307	KELVIN YOUNG	2303	008	55050	OTHER PURCHASE SERVICES	\$450.00
399482	04/28/2023	15341	KENDRICK MOORE	2348	052	53200	INSTRUCTIONAL SERV	\$2,669.43
399483	04/28/2023	15021	KENNETH G HOUSE JR	2630	051	58999	OTHER EXPENSES	\$125.00
399484	04/28/2023	15358	KIDDIE KABZ LLC	1010	912	55108	TRANSPORT-HOMELESS	\$2,300.00
399485	04/28/2023	10920	LAKESHORE LEARNING MATERIALS	2050	969	56110	INSTRUCTIONAL SUPPLIES	\$9.99
399486	04/28/2023	12177	JON LAMSON	1010	921	55800	TRAVEL REIMBURSEMENT	\$55.65
399487	04/28/2023	14384	LANCE C JAMES	1010	963	53320	IN-SERVICE	\$400.00
399488	04/28/2023	14523	LANGUAGE TESTING INTERNATIONAL INC	1010	962	53321	TESTING SERVICES	\$445.00
399489	04/28/2023	12209	JOHN S LARKIN	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$342.63
399490	04/28/2023	14969	LAW OFFICE OF T J MORELLI-WOLFE PC	1010	974	53412	LEGAL	\$1,600.00
399491	04/28/2023	14356	CHERYL L LIEDKE	2011	969	55800	TRAVEL REIMBURSEMENT	\$113.13
399492	04/28/2023	12146	M A & M INC	1010	931	57010	FACILITIES - CAFETERIA	\$9,344.84
399493	04/28/2023	14932	SILVIA MAYO MOLINA	1010	962	53320	IN-SERVICE	\$395.00
399494	04/28/2023	11030	MC MANAGEMENT INC	1010	931	56101	CUSTODIAL SUPPLIES	\$221.10
399495	04/28/2023	15352	MERCY TRANSPORTATION GROUP LLC	1010	912	55108	TRANSPORT-HOMELESS	\$204.00
399496	04/28/2023	13160	JASON W MIRAMANT	1010	091	56100	OFFICE SUPPLIES	\$72.67
399497	04/28/2023	14187	MULTIMODAL TEACHER OF DEAF SERVICES	2020	969	53403	OTHER SERV - PROF	\$20,104.00
399498	04/28/2023	11124	NBHS STUDENT ACTIVITY ACCT	2097	061	56900	OTHER SUPPLIES	\$520.00
399499	04/28/2023	14903	NEW YORK SECURITY SOLUTIONS INC	1010	007	54300	REPAIRS & MAINTENANCE	\$1,380.00
399499	04/28/2023	14903	NEW YORK SECURITY SOLUTIONS INC	1010	009	54300	REPAIRS & MAINTENANCE	\$829.50
399499	04/28/2023	14903	NEW YORK SECURITY SOLUTIONS INC	1010	011	54300	REPAIRS & MAINTENANCE	\$2,921.50

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399499	04/28/2023	14903	NEW YORK SECURITY SOLUTIONS INC	1010	931	54300	REPAIRS & MAINTENANCE	\$1,950.00
399500	04/28/2023	14081	NEXTCOURIER	1010	911	53500	TECHNICAL SERVICES	\$3,288.80
399501	04/28/2023	14666	OMNI DATA LLC	1010	921	53510	DP AND CODING SERV	\$6,366.00
399502	04/28/2023	11274	POSITIVE PROMOTIONS INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$109.80
399502	04/28/2023	11274	POSITIVE PROMOTIONS INC	2045	969	56900	OTHER SUPPLIES	\$1,499.05
399503	04/28/2023	13146	POWERSCHOOL GROUP LLC	1010	941	53510	DP AND CODING SERV	\$30,114.00
399504	04/28/2023	15020	PRISM ACADEMY LLC	1010	974	55630	TUITION - PRIV IN-STATE	\$7,695.09
399505	04/28/2023	11308	QUILL CORP	1010	951	56100	OFFICE SUPPLIES	\$372.59
399506	04/28/2023	15394	RELAYHUB LLC	2581	969	53500	TECHNICAL SERVICES	\$4,310.08
399507	04/28/2023	11393	ROCHESTER 100 INC	2011	969	56110	INSTRUCTIONAL SUPPLIES	\$870.00
399508	04/28/2023	14730	SCHOOL SPECIALTY LLC	1010	007	56111	INSTR SUPPLIES - ART	\$503.68
399508	04/28/2023	14730	SCHOOL SPECIALTY LLC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$499.73
399509	04/28/2023	11906	SERVICESTAR DOCUMENT MANAGEMENT LLC	1010	921	53500	TECHNICAL SERVICES	\$899.00
399510	04/28/2023	14365	SILICON MOUNTAIN MEMORY	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$6,794.41
399511	04/28/2023	12165	SOCIAL THINKING	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$535.16
399512	04/28/2023	13199	SOLIANT HEALTH	2063	974	53200	INSTRUCTIONAL SERV	\$117,560.54
399513	04/28/2023	14118	SOLTERRA ACADEMY	1010	974	55630	TUITION - PRIV IN-STATE	\$67,533.79
399513	04/28/2023	14118	SOLTERRA ACADEMY	1010	974	55691	TUITION-OTHER SERV	\$5,160.96
399514	04/28/2023	13229	SOUND STAGE PRODUCTIONS INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,760.00
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	53212	BUS MONITORS	\$95,800.87
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55107	TRANSPORT-603	\$2,247.19
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55108	TRANSPORT-HOMELESS	\$56,176.43
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55109	TRANSPORT - SPECIAL ED	\$449,469.17
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55110	OUTPLACED-TRANSPORTATION	\$116,700.68
399515	04/28/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55111	MONITORS OUTPLACED	\$16,540.92
399516	04/28/2023	11560	STADIUM SYSTEMS INC	2348	052	56110	INSTRUCTIONAL SUPPLIES	\$7,370.00
399517	04/28/2023	11566	STAPLES BUSINESS ADVANTAGE	1010	903	56100	OFFICE SUPPLIES	\$95.88
399517	04/28/2023	11566	STAPLES BUSINESS ADVANTAGE	1010	961	56100	OFFICE SUPPLIES	\$311.33
399517	04/28/2023	11566	STAPLES BUSINESS ADVANTAGE	2348	052	56110	INSTRUCTIONAL SUPPLIES	\$4,106.00
399517	04/28/2023	11566	STAPLES BUSINESS ADVANTAGE	2382	966	56110	INSTRUCTIONAL SUPPLIES	\$135.18
399518	04/28/2023	11614	SUPER DUPER PUBLICATIONS	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$382.00
399519	04/28/2023	12023	JORDAN D SYPEK	1010	921	55800	TRAVEL REIMBURSEMENT	\$72.05

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04/01/2023 to 04/30/2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Transaction Amount
399520	04/28/2023	13102	TEXHELP INC	2020	969	57350	SOFTWARE-TECH. RELATED	\$3,150.00
399521	04/28/2023	10330	THE CHILDREN'S MUSEUM INC	2042	969	53200	INSTRUCTIONAL SERV	\$3,600.00
399521	04/28/2023	10330	THE CHILDREN'S MUSEUM INC	2047	003	53200	INSTRUCTIONAL SERV	\$10,575.00
399522	04/28/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$1,594.04
399523	04/28/2023	10737	THE HOSPITAL OF CENTRAL CONNECTICUT	1010	061	58100	DUES & FEES	\$670.00
399524	04/28/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	052	56115	INSTR SUPPLIES-CULINARY	\$159.49
399524	04/28/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$277.48
399525	04/28/2023	11696	TOWN & COUNTRY TRANSPORTATION	1010	912	55108	TRANSPORT-HOMELESS	\$2,932.50
399526	04/28/2023	11708	TULL BROTHERS	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$393.40
399527	04/28/2023	13868	TUXIS OHRS FUEL INC	1010	931	56210	HEAT & GAS	\$10,393.59
399528	04/28/2023	11727	UPS	1010	921	54300	REPAIRS & MAINTENANCE	\$16.79
399529	04/28/2023	12480	US TAEKWONDO CENTER CT INC	2303	008	55050	OTHER PURCHASE SERVICES	\$300.00
399530	04/28/2023	11755	W. B. MASON COMPANY INC	1010	931	56101	CUSTODIAL SUPPLIES	\$599.95
399530	04/28/2023	11755	W. B. MASON COMPANY INC	2382	966	56110	INSTRUCTIONAL SUPPLIES	\$839.36
399531	04/28/2023	11781	WEST MUSIC COMPANY	1010	008	56112	INSTR SUPPLIES - MUSIC	\$1,179.89
399532	04/28/2023	11784	WHEELER CLINIC INC	1010	974	55630	TUITION - PRIV IN-STATE	\$55,765.82
399533	04/28/2023	12094	JENNIFER K WRIGHT	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$71.39
399534	04/28/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2058	969	53401	OTHER SERV - SUPPORT	\$3,826.00
							Total	\$7,077,671.67

Consolidated School District of New Britain
 General Fund Extra Earnings/Overtime and Substitute Coverage Report
 Month Ending April 30, 2023 Versus Fiscal Year Ended 2021-22, 2020-21 and 2019-20

Organization	Account Title	Fiscal Year 2022 - 2023			Fiscal Year 2021-2022		Fiscal Year 2020-2021		Fiscal Year 2019-2020		
		Budget	Expenditures	Variance	Apr-22	Jun-22	Apr-21	Jun-21	Apr-20	Jun-20	
TEACHER'S											
EXTRA EARNINGS / OT:											
101096900030	51181	DW DUTY FREE	100,000	36,642	63,358	295,506	107,471	173,523	249,753	87,338	138,819
101096900040	51181	DW GUIDANCE	60,000	31,102	28,898	57,518	72,414	38,692	57,008	34,574	66,227
101096900130	51181	DW TESTING	-	-	-	697	-	-	-	-	119
101096910001	51181	DW	313,655	15,750	297,905	1,038,894	822,910	398,067	514,306	366,888	436,903
			<u>473,655</u>	<u>83,494</u>	<u>390,161</u>	<u>1,391,918</u>	<u>1,003,492</u>	<u>610,282</u>	<u>821,066</u>	<u>488,800</u>	<u>642,069</u>
SUB COVERAGE											
101096900110	51181	DW SUB TEACH	100,000	-	100,000	3,012	8,810	-	-	-	92,314
GRAND TOTAL			<u>573,655</u>	<u>83,494</u>	<u>490,161</u>	<u>1,394,930</u>	<u>1,012,302</u>	<u>610,282</u>	<u>821,066</u>	<u>488,800</u>	<u>734,383</u>
SECRETARIAL/CLERICAL											
EXTRA EARNINGS / OT:											
101096900010	51238	DW OT/DT	134,000	217,382	(83,382)	388,660	151,016	165,319	194,084	158,299	169,269
101096910001	51238	DW	24,000	78,092	(54,092)	77,732	88,540	30,319	35,662	24,833	30,012
			<u>158,000</u>	<u>295,474</u>	<u>(137,474)</u>	<u>466,392</u>	<u>239,556</u>	<u>195,638</u>	<u>229,746</u>	<u>183,132</u>	<u>199,282</u>
SUB COVERAGE											
101096900100	51238	DW SUB SEC	43,026	51,929	(8,903)	50,640	69,635	9,537	26,719	35,749	41,172
			<u>201,026</u>	<u>347,404</u>	<u>(146,378)</u>	<u>517,032</u>	<u>309,191</u>	<u>205,175</u>	<u>256,465</u>	<u>218,881</u>	<u>240,454</u>
PARA											
EXTRA EARNINGS / OT:											
101096900010	51248	DW OT/DT	-	8,198	(8,198)	222,010	252,658	-	17,972	889	1,161
101096900030	51248	DW DUTY FREE	26,000	1,029,469	(1,003,469)	980,007	116,847	83,186	117,106	32,474	32,655
101096910001	51248	DW	54,000	75,306	(21,306)	467	467	21,719	19,922	42,026	53,828
			<u>80,000</u>	<u>1,112,973</u>	<u>(1,032,973)</u>	<u>1,202,484</u>	<u>369,972</u>	<u>104,905</u>	<u>155,001</u>	<u>75,389</u>	<u>87,644</u>
SUB COVERAGE											
101096900090	51248	DW SUB PARA	70,000	126,860	(56,860)	73,522	118,578	73,522	98,784	63,658	40,566
			<u>150,000</u>	<u>1,239,833</u>	<u>(1,089,833)</u>	<u>1,276,006</u>	<u>488,550</u>	<u>178,427</u>	<u>253,784</u>	<u>139,047</u>	<u>128,210</u>

Consolidated School District of New Britain
 General Fund Extra Earnings/Overtime and Substitute Coverage Report
 Month Ending April 30, 2023 Versus Fiscal Year Ended 2021-22, 2020-21 and 2019-20

Organization	Account Title	Fiscal Year 2022 - 2023			Fiscal Year 2021-2022		Fiscal Year 2020-2021		Fiscal Year 2019-2020	
		Budget	Expenditures	Variance	Apr-22	Jun-22	Apr-21	Jun-21	Apr-20	Jun-20
CUSTODIAL / MAINTENANCE / SECURITY										
EXTRA EARNINGS / OT:										
101096900010	51258 DW OT/DT	338,000	603,541	(265,541)	613,725	782,258	209,552	316,030	340,189	403,631
101096900020	51258 DW CALL IN	12,000	8,257	3,743	6,794	8,592	6,358	8,247	8,472	11,396
101096900990	51258 DW COVID19	-	-	-	652	652	166,136	268,213		
	51258 Total	350,000	611,797	(261,797)	621,171	791,502	382,046	592,489	348,661	415,027
SUB COVERAGE										
101096900060	51258 DW SUB MAINT	350,000	308,517	41,483	222,074	263,339	451,745	598,773	313,080	424,840
		700,000	920,314	(220,314)	843,245	1,054,841	833,791	1,191,262	661,741	839,866
HEALTH / MEDICAL										
EXTRA EARNINGS / OT:										
101096900010	51268 DW OT/DT	25,000	40,784	(15,784)	226,571	280,140	40,183	68,432	24,923	31,378
101096910001	51268 DW	100,000	97,568	2,432	56,364	71,822	139,518	169,076	77,234	104,620
	51268 Total	125,000	138,352	(13,352)	282,935	351,962	179,701	237,508	102,157	135,998
SUB COVERAGE										
101096900070	51268 DW SUB HEALTH	10,000	6,200	3,800	-	-	-	-	10,246	17,757
		135,000	144,552	(9,552)	282,935	351,962	179,701	237,508	112,403	153,755
GRAND TOTAL										
	EXTRA EARNINGS/OT	1,186,655	2,242,091	(1,055,436)	3,964,901	2,756,485	1,472,572	2,035,811	1,198,139	1,480,019
	SUBCOVERAGE	573,026	493,505	79,521	349,248	460,362	534,804	724,276	422,733	616,649
		1,759,681	2,735,596	(975,915)	4,314,149	3,216,846	2,007,376	2,760,087	1,620,872	2,096,667