



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education
Finance, Facilities, and Transportation Committee Meeting
December 19, 2022 – 6:15 PM | New Britain Educational Administration Center

Call to Order and Opening

Ms. Sanders- Connolly, Board President, called the meeting to order at 6:42 PM.

Board Members Present

Mr. Anthony Cane*, Mr. Matt Marino*, Ms. Annie Parker*, Ms. Gayle Sanders-Connolly*, Ms. Tina Santana#

*Committee member

#Attended remotely

CSDNB Staff Present

Ms. Ann Alfano, Mr. Christopher Badenhop, Ms. Lara Bohlke, Ms. Donna Clark, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Wanda Lickwar, Ms. Maryellen Manning, Dr. Silvia Mayo-Molina, Mr. Jeff Prokop, Dr. Nicole Sanders, Mr. Paul Salina, Mr. Robert Smedley, Mr. Mark Spalding, Ms. Donnah Swaby

New Business

Review and Approve Minutes from Finance, Facilities, and Transportation Committee Meeting on November 28, 2022

There were no recommended changes to the minutes from the Finance, Facilities, and Transportation Committee Meeting on November 28, 2022.

Mr. Anthony Cane motioned to approve the minutes from the Finance, Facilities, and Transportation Committee Meeting on as submitted, seconded by Ms. Sanders- Connolly. Motion carried unanimously.

IT Update

Presented by Mr. Jeff Prokop

Chief Information Officer Jeff Prokop provided a graph consisting of information between the dates of July 1, 2022 and December 16th, 2022. In regards to Staff Help Ticket Updates, they run about 2000 tickets for this time of year with a goal of having them resolved within a 14-day span. Mr. Prokop discussed having an 87% rate of completing them in that time.

In regards to Student Tech Help Tickets, Mr. Prokop broke it down into the types of claims and tickets. There are 1079 Students insured, and there have been 467 claims served.

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Insurance Claim Type	Count
Broken Keyboard	62
Cracked Screen	219
Internal Damage	79
Replacement Charger	96
Replacement Protective Case	11
Total	467

Ticket Issue Type	Count
Account Issue	118
Charger/ Case Issue	190
Damaged Device	596
Destroyed Device	10
Lost Device	475
Performance Issue	626
Total	2015

Pulaski and DiLoreto are scheduled for network upgrades on 12/21/22, and District CEN upgrade from 4gb to 10gb scheduled for 12/27/22.

Facilities Update

Presented by Ms. Rebecca Gonzalez

Director of Facilities Rebecca Gonzalez provided committee members with updates regarding the following projects in the district:

- **Project Coordination**
 - Kick off meeting held with both the Architect and HVAC vendors, December 19th. HVAC vendor working on drawings and Architect is preparing the contract for our review. Once ready, it will be presented to the Board.
 - As a reminder, the state is requiring that we separate the roof and HVAC projects but coordinate together. The grant application submission will only be for the roof.
- **Grant Application**
 - Grant application due to the state for the roof portion of the project, first week of February.
- **OSGR Collaboration**
 - Prep meeting with the Office of School Construction Grants and Review the first week of January to review documentation and prepare for the application submission.
- **Environmental Work**
 - Underway, testing roof structures for asbestos to inform our work ahead.

RFP'S

- **Master Facilities Plan**
 - Product - a comprehensive study of our buildings which includes aging facilities, mechanical systems, energy efficiency, and space reconfigurations. This work will help inform our capital planning and grant application projects to be prioritized for the district.
 - Vendor selected, Bureau Veritas
 - Bid Review meeting held, Dec 9th
 - Vendor was asked to revise the bid to include specific meeting structure for stakeholder input to the project
 - Timeline to the project will be updated to include presentation to the board
 - Revised RFP and proposal will be shared with the board during our next board meeting for review and approval
- **Transportation**
 - Bid Opening held, Dec 15th
 - Received bids from Dattco and First Student
 - Finalizing totals for the 5-year contract to determine lowest bidder. We will need to offer the city ordinance, 10% differential to Dattco if determined that they are within 10% of the First Student bid. Dattco will then have the opportunity to match the lowest bid.
 - Contract to be awarded in January

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Ms. Gonzalez gave the board an update regarding the RELC Odor. After extensive research, it was found that the odor dates back to 1994. Last week odor increased, this was a direct correlation to the inspections of the floor drains in the locker rooms. Floor clean out caps were replaced which were found to be deteriorated and rotting. City Health Inspectors were invited to join the assessment team. Roto Rooter was on site to clean out grease trap based on guidance from City Health Inspector and original plumbing drawings were located and are being reviewed for possible changes to sewer plumbing to eliminate the sewer gas issue. This evaluation will include dye and smoke testing of existing systems to verify drawings first and IAQ test will be performed when students are back from the Holiday break.

Districtwide Security Updates:

Presented by Ms. Rebecca Gonzalez

Pulaski will be finished over the Christmas break and this finalizes the camera installations project for the district.

Access Controls

Gaffney in progress, next scheduled is Holmes, then Jefferson. Chamberlain is in progress and being managed through the Construction Project. High School door alarm sensors and bathroom card swipes are scheduled for install in January.

PRESENTATION:

Presented by Ms. Rebecca Gonzalez

Superintendent Gasper started the discussion regarding the lease on Production Court for a central kitchen. Dr. Gasper feels that based on the capacity of storage left, and the amount of rent that is paid to maintain storage, the lease agreement is needed. After discussion with Ann Alfano, the architectural bids are in the \$100,000.00. This project will be funded by federal funds, but after the building inspector examined the building, he found that the roof will not be able to support the HVAC.

The rough order of magnitude costs provided by Colliers, is related to the costs in retrofitting the 140 Production Court Warehouse we've been leasing. Without a true design of the space, the estimates provided are based on current market pricing for similar projects and several meetings held with Colliers to discuss current building layout and existing systems in order to identify where the upgrades should be focused. Prior to working with Colliers, we held a meeting at the site with our City Engineer, Building and Health Inspectors, and Fire Marshal for their insights on whether the space was viable for this type of project. Their insights yielded some concerns and possible challenges that we wanted to professionally explore and share with the board. The scope of work includes, the architectural design costs, HVAC modifications, electrical modifications, the structural modifications needed for the HVAC work, kitchen equipment, office space light renovations/modifications, sewage and sanitation upgrades, life safety upgrades, video surveillance upgrades, and more. Added factors taken into consideration include the (50-60) staff members that will occupy the space. The existing 40 -50 cubic square feet of existing storage we are using. Lastly, related to the light office renovations, we would need to add bathroom space to accommodate the number of staff members in the building bringing the building to code. The estimate in range is approximately 3 – 4.5 million which includes some unknowns such as what will be needed for gas and generator costs if added to the project.

The alternatives that we have will be either renovating NBHS, or finding another building suitable. Renovations are allowed but new construction is prohibited under federal funds. Slade, Pulaski, and Roosevelt have the biggest prep kitchens in the district.

Partnerships: Accept Donation from Donor's Choose for Holmes STEAM Program (\$1,610.00)

Submitted by Ms. Shannon Shah and Ms. Natasha Woodward | Funding Source: Donor's Choose

The STEAM team at Holmes Elementary is looking to accept the donation of 6 dash robots and 6 kindle fire tablets to help implement activities in our STEAM program. This donation will serve students in Kindergarten through fifth grade in our school. This project will reach over 450 students. Having access to materials such as this will increase students' interest in STEM careers. Our school has a population of over 65% minority. Being able to bring interest in STEM to a diverse population is key as the field is truly blossoming. These are two Donors Choose projects that were fully funded, each with three Dash robots and 3 tablets to use to go along with them.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion

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carried unanimously.

Partnerships: Accept Donation from Connecticut Carpentry Group, LLC for School Uniforms, Incentives, and Student/Family Activities at NBTC (\$2,000.00)

Submitted by Ms. Donnah Swaby | Funding Source: Connecticut Carpentry Group, LLC

Mr. & Mrs. James Dufour have provided financial gifts to the New Britain Transitional Center for several years. This donation will be used to purchase school uniforms for our students in grades K-8. It will also be used to purchase incentives for students as well as other student/family activities.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Academics: Accept Grant from State Legislature Allocation of Funds for an Emergency Stabilization Grant Program for School Readiness (\$1,235,328.00)

Submitted by Mr. Christopher Badenhop | Funding Source: Office of Early Childhood/Office of Policy and Management

The state legislature allocated \$30 million in FY23 through FY24 in funding for an emergency stabilization grant program for School Readiness and Child Day Care. The OEC is charged with developing (1) criteria for school readiness programs and child care centers to determine eligibility to receive a grant, and (2) guidelines for the expenditure of funds. (Sec. 10 and Sec. 259 in P.A. 22-118)

Which programs are eligible for these grant funds?

- All programs that currently receive funding from the OEC through a Child Day Care Contract or a School Readiness grant; **AND** Attests that > 50% of children enrolled in School Readiness and Child Day Care funded spaces across all program sites live at or below 300% of the Federal Poverty Level (FPL).
- Information will be reported at the program level, not by each individual program site.
- Grant funds will be awarded to currently funded programs quarterly starting July 1, 2022 through June 30, 2024.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January Motion carried unanimously.

Academics: Accept School Readiness Administrative Funds Enhancement Grant to Support the Role of School Readiness Liaisons (\$157,479.48)

Submitted by Mr. Christopher Badenhop | Funding Source: Office of Early Childhood

These funds are intended to support the role of the Liaison in the coordination, program evaluation and administration of the School Readiness Grant. These funds will provide communities with increased access to resources to enhance monitoring and support program quality improvement. A portion of these funds may be dedicated to compensating parent members of the School Readiness Council for any time and travel related to council meetings, and any activities related to training, leadership, and community engagement. These funds are not intended to support program staff, initiatives, or activities.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Partnerships: Accept Grant from OEC Child Day Care (CDC) Infant and Toddler Expansion Funding for School Readiness Programs (\$1,134,000.00)

Submitted by Mr. Christopher Badenhop | Funding Source: Office of Early Childhood

The Child Day Care (CDC) Infant and Toddler expansion funding, as a part of P.A 22-80 (S.B. 1) is intended to provide low-income Connecticut families with increased access to high-quality, affordable infant and toddler care in licensed

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facilities. Phase 2 of this expansion supports the creation of new full day/full year infant and toddler spaces in currently funded School Readiness Programs.

Mr. Cane motioned to add this item to the Board's Regular Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Partnerships: Approve Purchase Order and Contract between All Pointe Home Care Agency and Consolidated School District of New Britain for Nursing Services for Students (\$20,930.00)

Submitted by Ms. Donna Clark | Funding Source: ESSER II 206397412001-53200

All Pointe Home Care agency is being utilized to contract nursing services. These services are required to meet the special education needs of students, as outlined in their Individual Education Plans.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Operations: Approve Purchase Order to Remove Hazardous Materials – NBHS (\$8,696.70)

Submitted by: Mr. Robert Smedley | Funding Source: Local 101097412002-51275

The NBHS Science Department has a chemical storage room for safe storage of hazardous materials. There are many chemicals and hazardous materials that are no longer needed for the current or future science curriculum. Science teachers have identified said materials and a hazardous material for disposal list was created and shared to three contractors for pricing.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Operations: Accept Financial Report – November 28, 2022

Submitted by Ms. Ann Alfano

The Financial Report ending in November 28, 2022 was presented.

Mr. Cane motioned to add this item to the Board's Consent Agenda for the Regular Board Meeting in January. Motion carried unanimously.

Closing and Adjournment

The meeting was adjourned at 7:15 PM.

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