



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

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

**JANUARY 8, 2024 – 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: January 5, 2024

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, January 8, 2024 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) +1 919-762-6783 and entering PIN: 820 747 885#. 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

January 8, 2024 - 6:00 PM – New Britain Educational Administration Center

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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. Superintendent's Report
- B. Committee Reports
- C. Board Reports
- D. Student Representatives Report

### 3. Presentation

- A. Facilities Master Plan Presentation by Bureau Veritas  
Presented by Ms. Rebecca Gonzalez and Mary Venable, Lead Project Manager for Bureau Veritas | Page 7

### 4. New Business

- A. Approve minutes from the Regular Board of Education meeting on December 4, 2023  
Submitted by Ms. Aja Edwards | No Committee Review | Page 116

#### Board Acceptance:

- B. Enrollment Report  
Submitted by Mr. Jeff Prokop | No Committee Review | Page 121
- C. Report of Personnel Transactions and Extracurricular Appointments  
Submitted by Dr. Nicole Sanders | No Committee Review | Page 122

#### New Britain Board of Education

Joseph Listro – President | Barbara Marino – Vice President | Diana Reyes – Secretary

Anthony Cane | Salvador Escobales | Anthony Kane | Annie S. Parker | Joan Pina | Jose Rivera | Tina Santana

## 5. Consent Agenda

- A. Board policy revision - 4114/4124 Job Accommodations and Accommodation Transfers  
Submitted by Dr. Nicole Sanders | Page 128
- B. Recommended policy for adoption - 5111.00 Admission and Placement of Students  
Submitted by Ms. Kristie Bourdoulous | Page 155
- C. Recommended policy for adoption - 5111.10 HALS Enrollment Policy  
Submitted by Ms. Ivelise Velasquez | Page 164
- D. Recommended curriculum for adoption - Problem Solving, Algebra 1, Algebra 2, Geometry  
Submitted by Ms. Lara Bohlke | Page 173
- E. Approve new position request – Teacher Apprentice  
Submitted by Dr. Nicole Sanders | Page 182
- F. Approve Memorandum of Understanding between CSDNB and Local 871, New Britain Federation of Teachers regarding salary, expectations, and union representation for Teacher Apprentices and Mentors  
Submitted by Dr. Nicole Sanders | Page 198
- G. Approve new position request – Lead Teacher  
Submitted by Andrew Mazzei | Page 201
- H. Approve updated job description – Family School Liaison  
Submitted by Mr. Joe Vaverchak | Page 204
- I. Approve updated job description – Senior Accountant  
Submitted by Ms. Ann Alfano | Page 211
- J. Review new position request – Culinary Club: After school  
Submitted by Mr. Andrew Mazzei | Page 220
- K. Review new position request – Boxing Club: After school  
Submitted by Mr. Andrew Mazzei | Page 223
- L. Review new position request – Chess Club: After school  
Submitted by Mr. Andrew Mazzei | Page 226
- M. Review new position request – EdRising Club: After school  
Submitted by Mr. Andrew Mazzei | Page 229
- N. Accept donation from Stacey Lombardo, President and Founder of InfoShred, to support 4th and 5th grade students – Chamberlain Elementary (\$2,000.00)  
Submitted by Mr. Zaldivar | Page 230
- O. Accept grant from the Commission on Community & Neighborhood Development for the purchase and installation of a playground – Lincoln Elementary (\$233,000.00)  
Submitted by Mr. Robert Smedley | Page 231
- P. Accept grant from The Office of Early Childhood to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs) – Districtwide (\$172,859.53)



- Q. Accept grant from The Office of Early Childhood to support any costs associated with providing early childhood care and education services from April 1, 2023, through June 30, 2024 – Districtwide (\$28,350.00)  
Submitted by Mr. Christopher Badenhop | Funding Source: Infant and Toddler Expansion Grant | Page 298
- R. Approve afterschool programming stipends to provide extracurricular activities to benefit students – Pulaski Middle School (\$40,000.00)  
Submitted by Mr. Alex Ortiz | Funding Source: Commissioner's Network 23470531000151181 | Page 307
- S. Approve purchase order between CSDNB and Total Communications for replacement of phone system – Districtwide (\$1,320,814.02)  
Submitted by Mr. Robert Smedley | Funding Source: ESSER | Page 311
- T. Approve contract and purchase order between CSDNB and Yang's US Taekwondo to offer afterschool program –Smalley Elementary (\$15,000.00)  
Submitted by Ms. Andrea Foligno | Funding Source: Commissioner Network 204 601210002-53200 | Page 325
- U. Approve purchase order between CSDNB and PowerSchool Group LLC, for the renewal of E-Collect add on – Districtwide (\$21,369.00)  
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Software Budget 101092110000-53510 | Page 328
- V. Approve purchase order between CSDNB and PowerSchool Group, LLC for yearly renewal of licensing, cloud hosting, and registration services – Districtwide (\$143,126.25)  
Submitted by Mr. Jeff Prokop | Funding Source: MI Local Software Budget 101092110000-53510 | Page 331
- W. Approve purchase order between CSDNB and Dr. Szachowicz & Mr. McNulty to conduct a full day of interviews with District Leadership to support Future-Focused Academic Improvement Planning (\$9,000.00)  
Submitted by Dr. Tony Gasper | Funding Source: ESSER | Page 334
- X. Approve an audit on Board Policies to be conducted by CABA (\$3,000)  
Submitted by Mr. Joseph Listro
- Y. Accept donation from the NBHS Band Boosters to fund a stipend position for a Color Guard Advisor – NBHS (\$2,500.00)  
Submitted by Mr. Damon Pearce | Page 337
- Z. Approve contract and purchase order between CSDNB and The Modern Classroom Project to provide 50 full online mentorship subscriptions to teachers – Districtwide (\$72,500.00)  
Submitted by Mr. Tyrone Richardson | Funding Source: ESSER 20639610002-53200 | Page 339
- AA. Approve contract between CSDNB and New Britain Parks, Recreation, and Community Services Development to collaborate with after-school programming in the middle and elementary schools – Districtwide (\$112,000.00) Submitted by Mayra Rodriguez | Funding Source: Extended School Hours State Grant Professional and Technical Services | Page 345
- BB. Approve contract and purchase order between CSDNB and Klinberg Family Centers to provide mental health services and “Love Wins” based interventions built on the needs of the students and families – Districtwide (\$90,000.00)  
Submitted by Ms. Donna Clark | Funding Source: Title IV Grant 2019 969 10001 53340 | Page 350
- CC. Accept financial report – October 31, 2023 & November 30, 2023  
Submitted by Ms. Ann Alfano | Page 354

## 6. Executive Session

- A. Executive session for the purposes of reviewing the Superintendent's contract  
Submitted by Dr. Tony Gasper

## 7. Closing and Adjournment

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

# FACILITY CONDITION ASSESSMENT & ENERGY AUDIT



**BUREAU  
VERITAS**

*prepared for*

**Consolidated School District of New Britain**  
250 John Downey Dr.  
New Britain, CT 06051  
Ms. Rebecca Gonzalez



## **PREPARED BY:**

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## **BV PROJECT #:**

*160936.23R000-000.379*

## **DATE OF REPORT:**

*January 2, 2024*

Districtwide Facilities Study  
CSDNB Schools and Facilities  
New Britain, Connecticut

Bureau Veritas

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# 1. Introduction

## Portfolio Overview and Assessment Details

In 2023 Bureau Veritas performed facilities evaluation services for CSDNB that included the following analyses:

- Facilities Condition Assessment (FCA)
- Energy Audit, with energy conservation recommendations
- Space needs analysis
- Preventative maintenance schedule creation
- 3D scanning of school facilities, producing CAD floor plans and room schedules

The following facilities were evaluated:

Site	Address	GSF
Chamberlain Elementary	120 Newington Avenue	101,492
Di Loreto School	732 Slater Avenue	90,537
Gaffney Elementary	322 Slater Avenue	66,942
Holmes Elementary	2150 Stanley Street	65,912
Jefferson Elementary	140 Horse Plain Road	63,558
Lincoln Elementary	145 Steele Street	94,630
Northend Elementary	160 Bassett Street	49,581
Smalley Academy	175 West Street	117,139
Smith Elementary	142 Rutherford Street	86,140
Vance Village Elementary	183 Vance Street	75,122
Pulaski Middle School	757 Farmington Avenue	157,459
Pulaski Portable	757 Farmington Avenue	8,432
Roosevelt Middle School	40 Goodwin Street	100,800
Slade Middle School	183 Steele Street	153,711
Slade Portable	183 Steele Street	8,432
New Britain High School	110 Mill Street	402,190
Maintenance Shop	170 Rockyhill Avenue	12,500
Gates Building	272 Main Street	44,000
Brookside School	525 South Main Street	10,056
Facilities Office	250 John Downey Drive	12,400

This report has been prepared on behalf of and exclusively for the use of the Consolidated School District of New Britain. The report, or any excerpt thereof, shall not be used by any party other than the Client or for any other purpose than that specifically stated in our agreement or within the *Purpose and Scope* section of this report without the express written consent of Bureau Veritas.

Any reuse or distribution of this report without such consent shall be at the Client and the recipient's sole risk, without liability to Bureau Veritas.

**Prepared by:** Mary Venable, CEM, RA  
Program Manager  
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## 2. Facility Condition, Priorities and Costs

### Facility Condition Index (FCI)

The Facility Condition Index (FCI) is a method of objectively indicating a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility.

$$\text{FACILITY CONDITION INDEX (FCI)} = \frac{\text{BUILDING RELATED NEEDS}}{\text{BUILDING REPLACEMENT VALUE}}$$

The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description	
0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

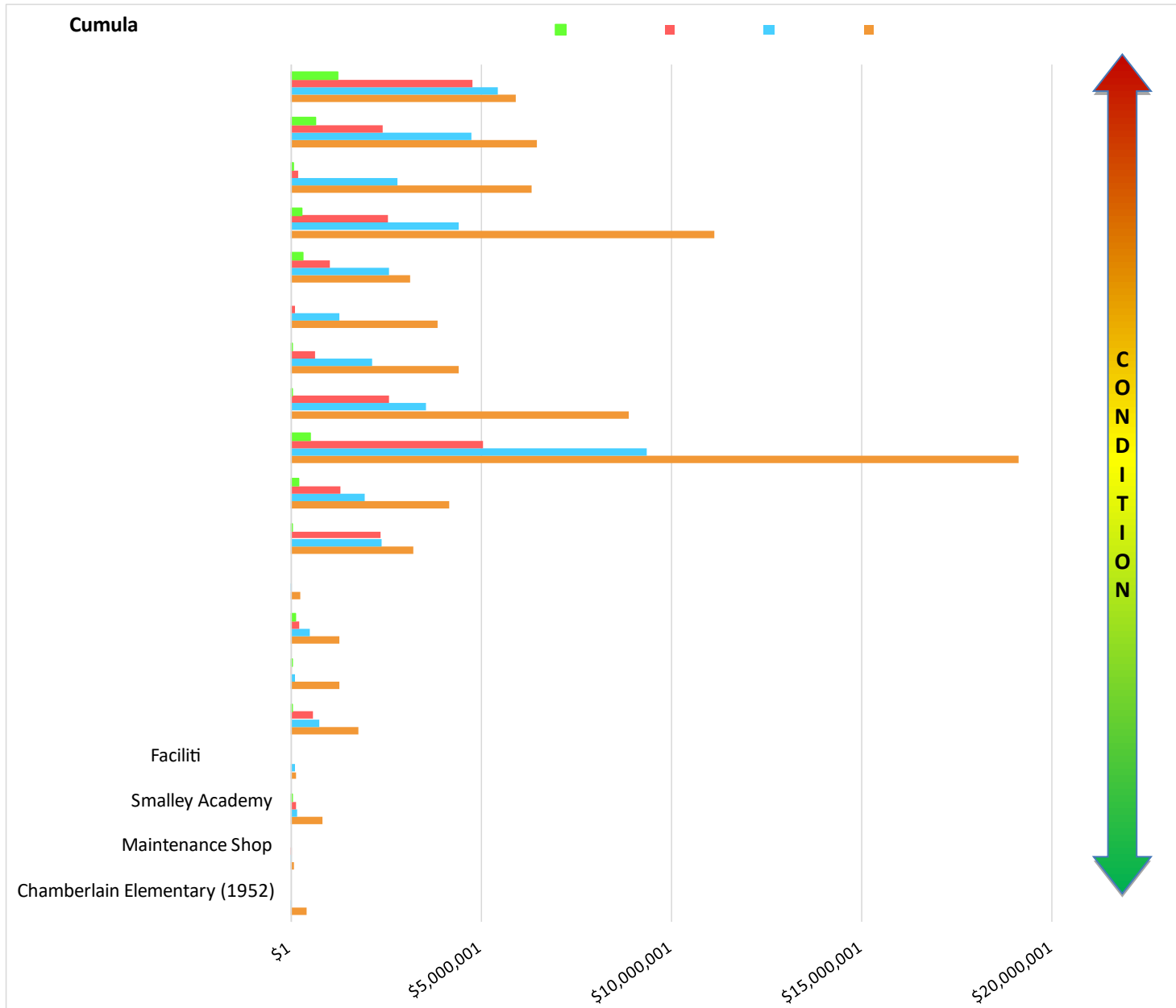
The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCI's have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCI's are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCI's ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the FCI ratings for each property.:

The following table shows District facilities ordered by highest 10-year FCI, indicating those with the greatest needs to maintain building integrity.

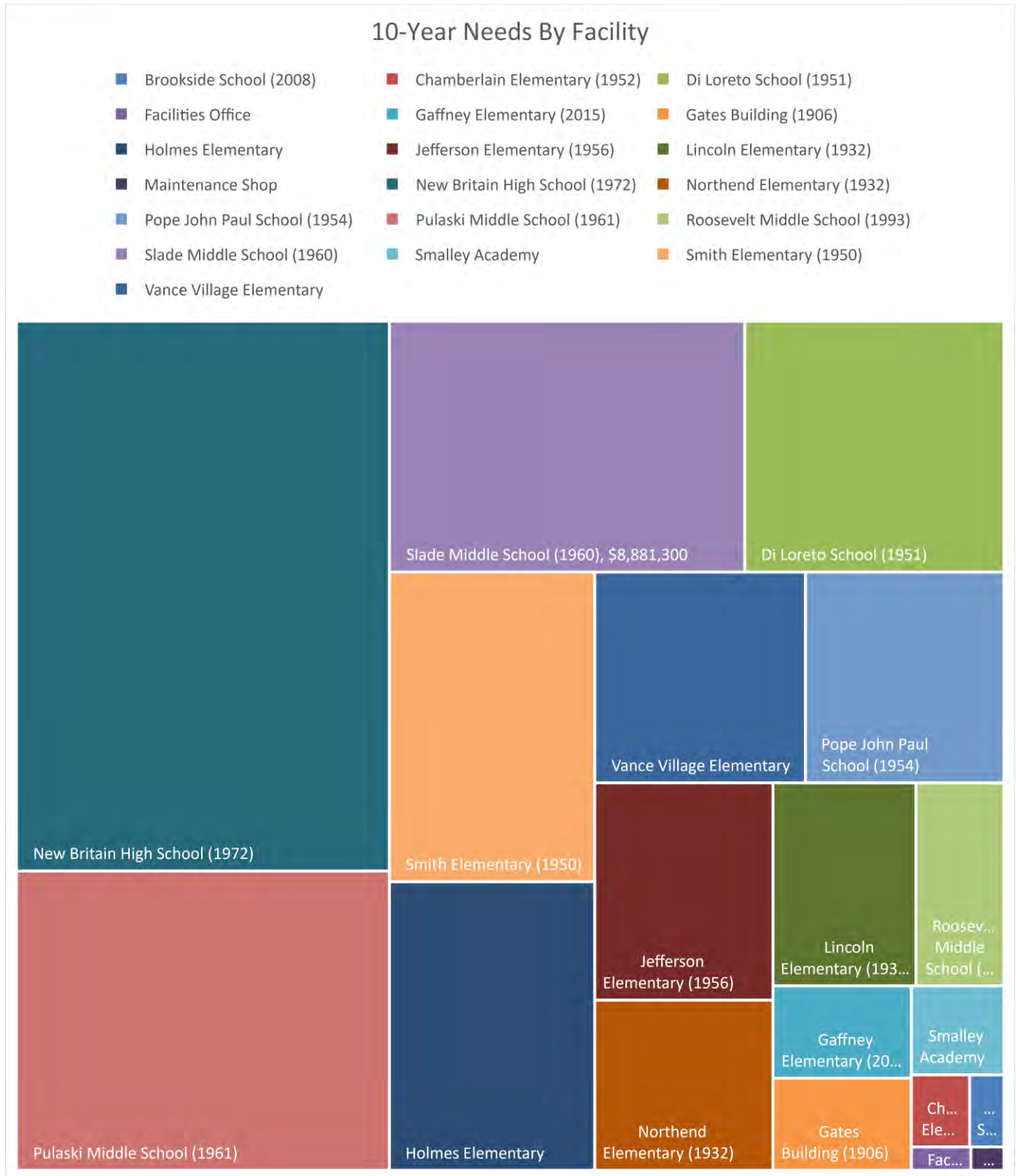
Facility (year built)	Cost/SF	Total SF	Replacement Value	Current	3-Year	5-Year	10-Year
Holmes Elementary	\$325	65,912	\$21,421,400	6%	22%	25%	28%
Di Loreto School (1951)	\$345	68,544	\$23,647,680	3%	10%	20%	27%
Smith Elementary (1950)	\$325	86,140	\$27,995,500	0%	1%	10%	23%
Pulaski Middle School (1961)	\$340	165,891	\$56,402,940	1%	5%	8%	20%
Northend Elementary (1932)	\$325	49,581	\$16,113,825	2%	6%	16%	19%
Jefferson Elementary (1956)	\$325	63,558	\$20,656,350	0%	1%	6%	19%
Vance Village Elementary	\$325	75,122	\$24,414,650	0%	3%	9%	18%
Slade Middle School (1960)	\$345	182,731	\$63,042,195	0%	4%	6%	14%
New Britain High School (1972)	\$360	431,671	\$144,788,400	0%	4%	7%	13%
Pope John Paul School (1954)	\$325	50,000	\$36,785,125	1%	4%	5%	11%
Lincoln Elementary (1932)	\$325	94,630	\$30,754,750	0%	8%	8%	11%
Brookside School (2008)	\$325	10,056	\$3,268,200	0%	0%	0%	8%
Gates Building (1906)	\$460	44,000	\$20,240,000	1%	1%	3%	6%
Gaffney Elementary (2015)	\$325	66,942	\$21,756,150	0%	0%	1%	6%
Roosevelt Middle School (1993)	\$345	100,800	\$34,776,000	0%	2%	2%	5%
Facilities Office	\$300	12,400	\$3,720,000	0%	0%	3%	4%
Smalley Academy	\$325	117,139	\$29,250,000	0%	1%	1%	3%
Maintenance Shop	\$300	12,500	\$3,750,000	0%	0%	1%	2%
Chamberlain Elementary (1952)	\$325	101,492	\$32,984,900	0%	0%	0%	1%



The chart below graphically depicts the costs shown in the table above.



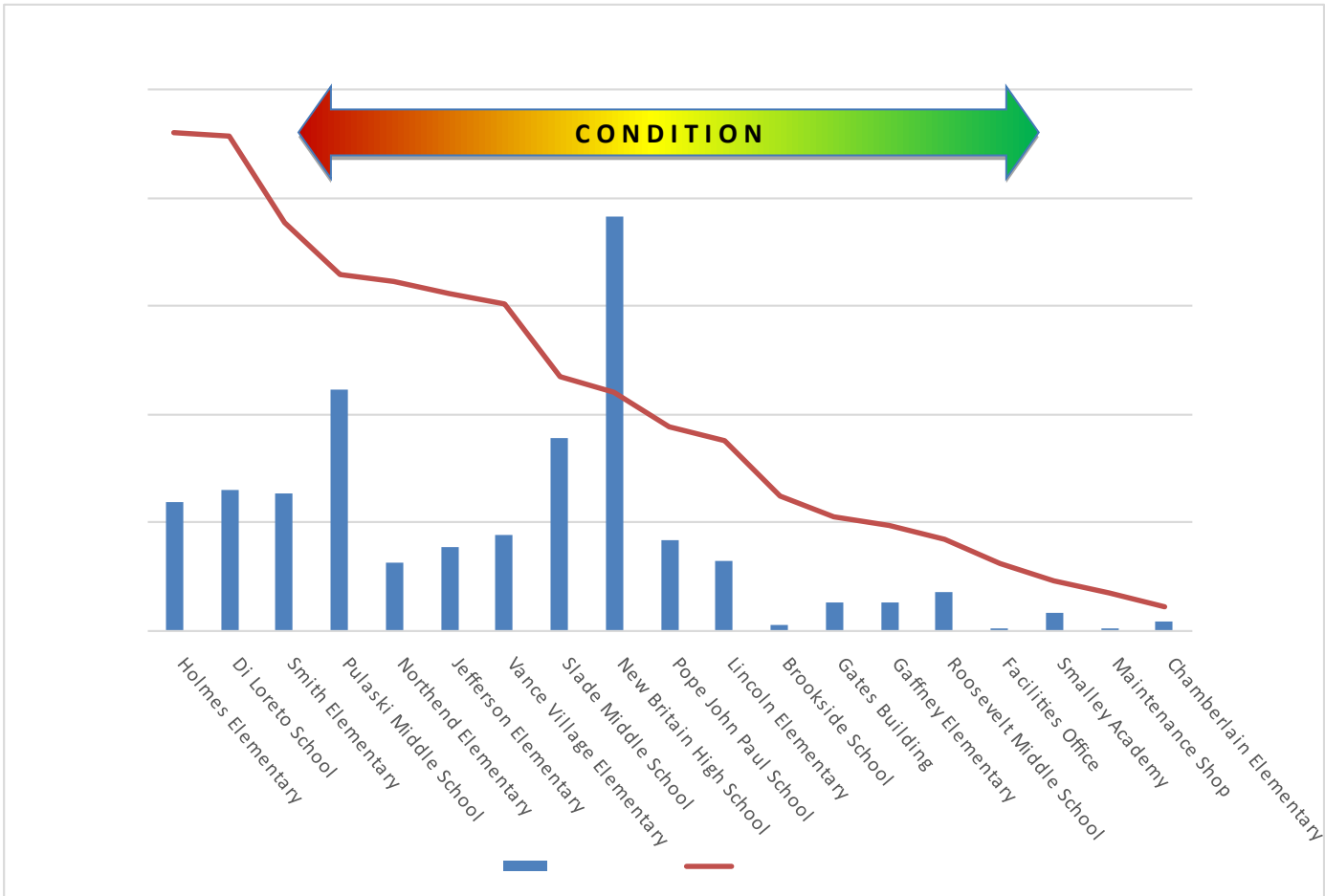
The following table provides a visual scale of the upcoming dollar-cost needs of the facilities.



### Costs per Facility vs. FCI Ratings

The following chart presents the 10-year FCI vs. the 10-year cumulative costs per building. This comparison demonstrates the following:

- New Britain High School, the facility with the greatest dollar value of anticipated needs, will remain in fairly good condition when the anticipated capital replacements are implemented on schedule.
- Pulaski Middle School and Slade Middle School will require relatively higher expenditures to maintain fair condition through year 10.
- DiLoreto, Holmes, and Smith have the most urgent requirements to maintain fair usable condition.



## Immediate Needs

Facility/Building	Total Items	Total Cost
Holmes Elementary / 1955 Building	13	\$879,500
Holmes Elementary / 1997 Additions	2	\$350,400
Smith Elementary / Addition	2	\$53,800
Gaffney Elementary	2	\$339,100
Gates Building	2	\$133,700
Lincoln Elementary	6	\$107,500
Di Loreto School / Middle School	1	\$7,900
Northend Elementary	2	\$316,200
Di Loreto School / Original Building	8	\$629,200
Smith Elementary / Original Building	2	\$1,600
Slade Middle School / Phase 2 (1980's)	2	\$16,400
Slade Middle School / Phase I (1960)	1	\$14,400
New Britain High School / Phase I 1972 New Britain High School	4	\$436,600
New Britain High School / Phase II 1999 New Britain High School	2	\$64,900
Pope John Paul School	7	\$450,200
Pulaski Middle School	10	\$281,400
Roosevelt Middle School	5	\$205,400
Di Loreto School / Site	2	\$261,700
Holmes Elementary / Site	5	\$201,500
New Britain High School / Site	4	\$12,900
Slade Middle School / Site	3	\$78,100
Smith Elementary / Site	1	\$7,400
Smalley Academy	2	\$95,100
Vance Village Elementary	3	\$40,600
<b>Total</b>	<b>91</b>	<b>\$4,985,500</b>

See the Appendix for full list.

## Plan Type Distribution Across All Buildings

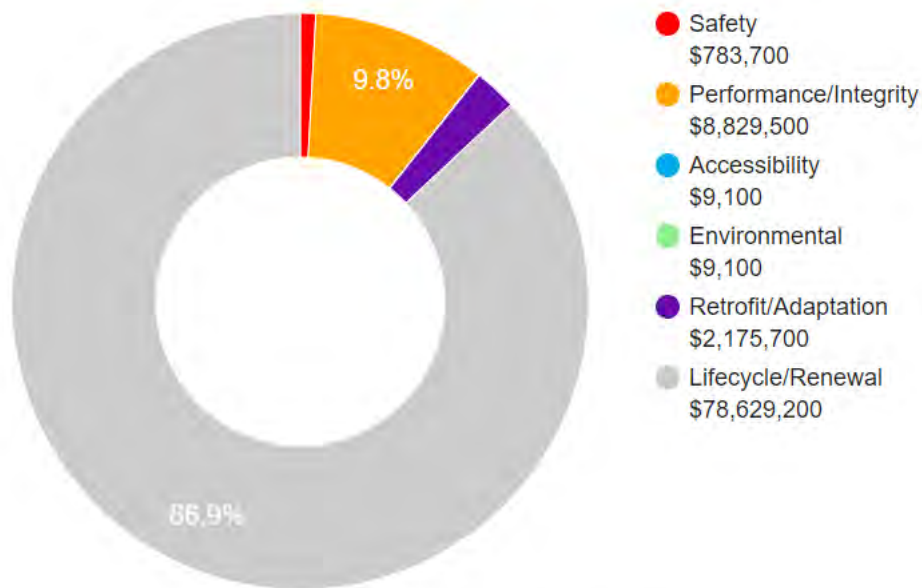
Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance.

The distribution below shows that the majority of anticipated costs are for normal upkeep. The Safety and Performance/Integrity costs indicate urgent costs to remedy unsafe conditions and assets that are failed, close to failing, or excessively aged with failure expected within 2 years.

### Plan Type Descriptions

<b>Safety</b>	■ An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
<b>Performance/Integrity</b>	■ Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
<b>Accessibility</b>	■ Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
<b>Environmental</b>	■ Improvements to air or water quality, including removal of hazardous materials from the building or site.
<b>Retrofit/Adaptation</b>	■ Components, systems, or spaces recommended for upgrades in order to meet current standards, facility usage, or client/occupant needs.
<b>Lifecycle/Renewal</b>	■ Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

### Plan Type Distribution (by Cost)



10-YEAR TOTAL: \$90,436,300

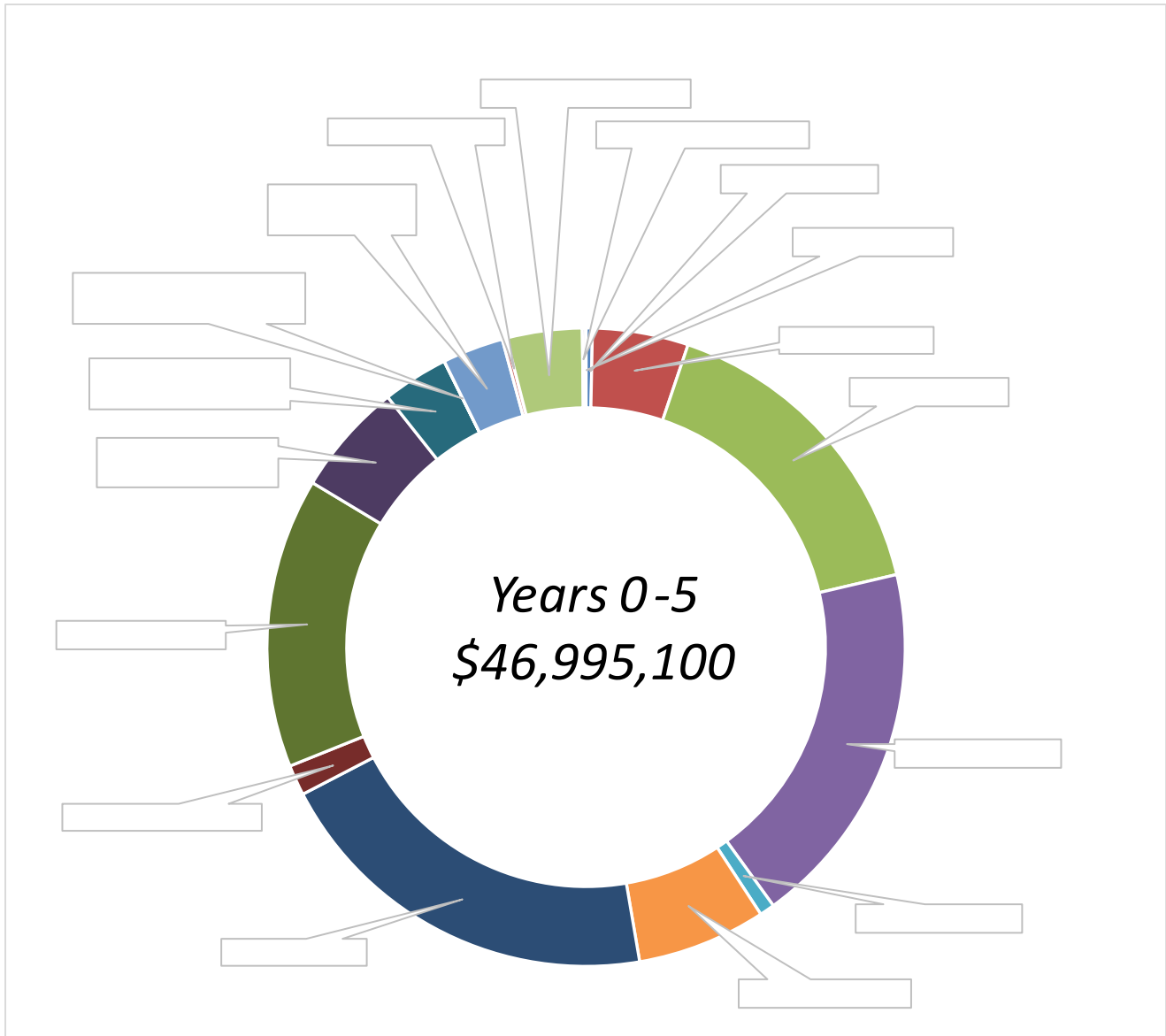


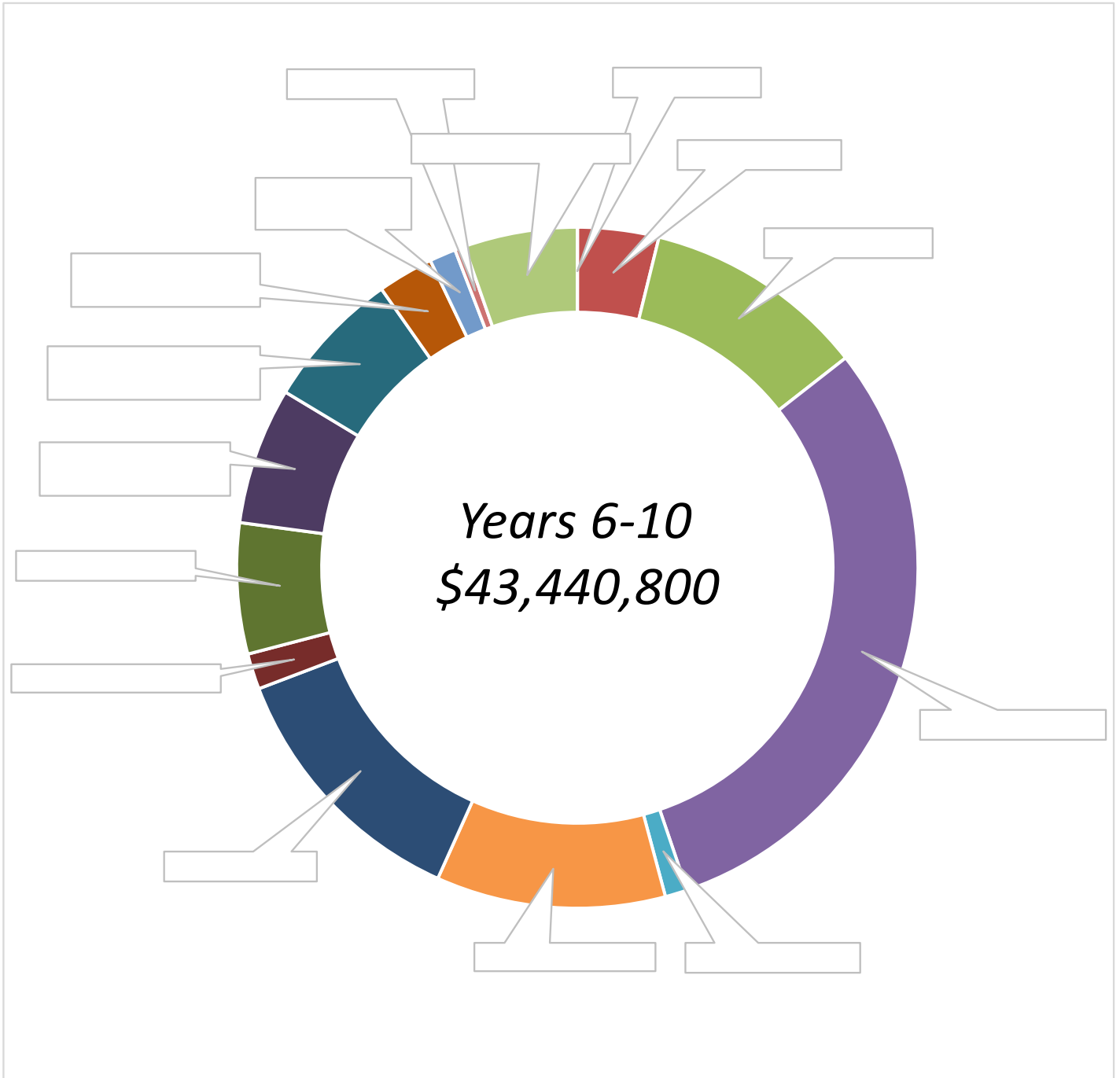
The chart demonstrates that the vast majority of upcoming costs are normal lifecycle replacement costs. Bureau Veritas typically sees about 90% of building costs in this category.



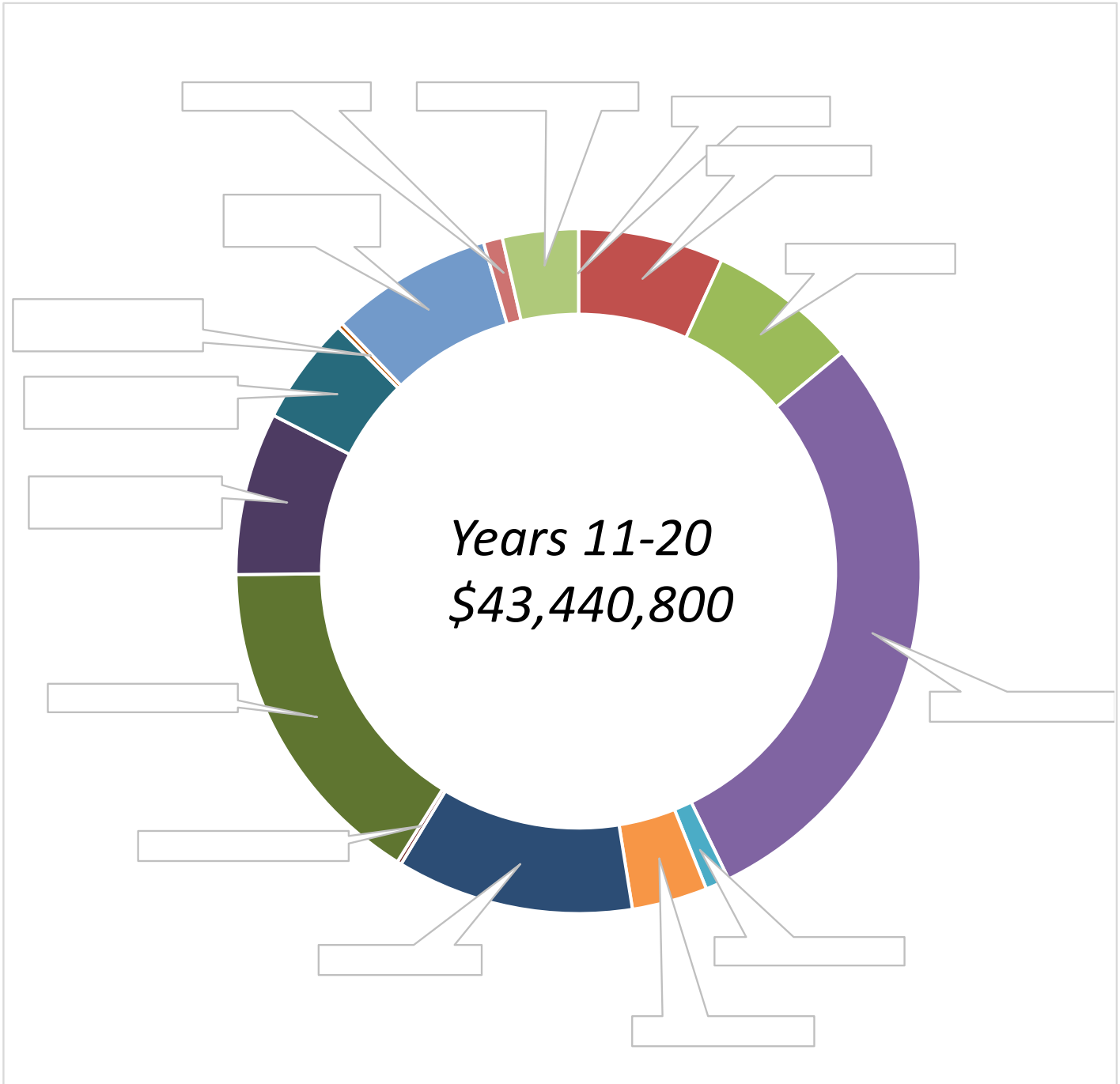
### 3. Systems Expenditure Forecast

Costs by Component and by Time Period Across All Facilities









## 4. Space Utilization Analysis

### Methodology

Bureau Veritas performed a detailed room by room inventory of all the spaces in each building using 3-D scanning to record the actual dimensions of each room, as well as recording each room's use. This data was then compared to State published guidelines for school room sizes, plus a survey of school design standards from other entities throughout the U.S.:

- Connecticut Department of Administrative Services – Connecticut School Construction Standards and Compilation of Space School Standards
- School design standards, Texas Administrative Code
- School design standards, Albuquerque Public Schools
- Indian Affairs Education Space Criteria Handbook, 80 IAM 2-H
- Planning For Education: Space Guidelines for Planning Educational Facilities, Oklahoma State Department Of Education
- State Building Aid for Public School Districts And BOCES The State Education Department (New York)

Capacities for schools were derived from standards for recommended classroom size and number of students. State of Connecticut guidelines provide for a standard size for classrooms of 900 square feet and 25 students per classroom. This equates to 36 square feet per student. Certain classrooms are sized up to 1,200 square feet, such as pre-K and high school science classrooms,

Computations for the capacity of schools are based on the number of general, standard sized classrooms in each school. Specialized classrooms such as music and art rooms are excluded from the determination of school capacity, as these are occupied by the same students as the general classrooms at times during the day. Small classrooms are also assumed to be special purpose classrooms occupied by students at sporadic times of the day for special purposes, and that these students are accounted for in their homerooms, being the main standard sized classrooms.

School space standards vary around the U.S. Some guidelines are available from localities for classroom sizes and for auxiliary spaces, usually based on grade level and overall school occupant load. Features such as number of plumbing fixtures and location and number of exits are controlled by building codes. Most municipalities have adopted versions of the International Building Codes and have added local amendments. Educational trade organizations have also published guidelines for aspects of schools such as interior finishes, furnishings, and design of interior spaces. These guidelines have widely varying recommendations and formats.

For this analysis, Bureau Veritas has used the State of Connecticut's guidelines for new school spaces as the standard to which to compare spaces for the different uses within a school.

All rooms within each building have been mapped, and their use has been used to assign a space use and category. The overall categories are as follows:

- Administration
- Assembly
- Circulation
- Classroom - General
- Classroom - Pre-K
- Classroom - Small
- Classroom - Specialty
- Dining
- Gymnasium and Sports Related Areas
- Maintenance and Support
- Storage

Each room has furthermore been classified as meeting recommended size standards, with a tolerance (generally plus or minus 10%), or being over- or undersized. The size standards typically apply to classrooms, offices, gymnasiums, and similar rooms that generally have size standards available.

In addition to the school capacity analysis, the community surveys conducted among teachers, students and parents provided information on other needs of the buildings, such as the adequacy of music and art classrooms, heating and cooling adequacy, condition and needs of site facilities. The surveys provide an additional level of feedback to management as to further needs apart from space sizes.

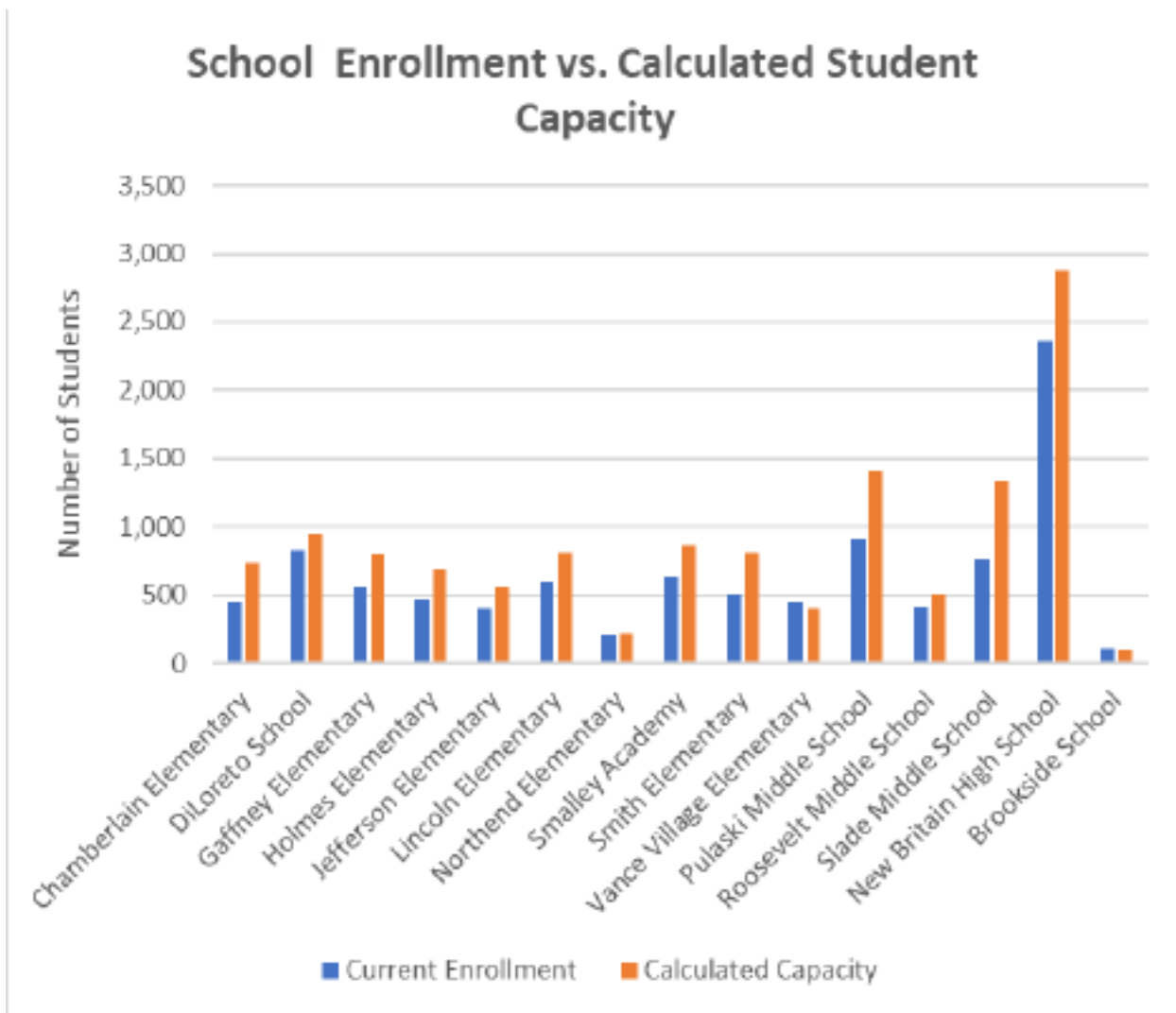
Bureau Veritas (BV) has completed the Space Analysis of the internal spaces at the schools and the major buildings owned and operated by the Consolidated School District of New Britain. The goal of the assessment is to provide the District with an analysis of the student capacity at each school, the space occupied by different departments and offices within the building along with the recommended space utilization for various offices and other spaces. The study also focused on recommendations for the following questions:

- Recommendations for the efficient space utilization at the High School
- Locations for various special programs, including pre-K and adult education
- Mix of programs at Roosevelt

The Appendix contains a summary of the space assessments for each school by space function.

### Findings

The school capacity analysis resulted in the following determinations:



School Enrollment and Capacity					
Facility	Reported Area (Sq.Ft.)	Current Enrollment	Calculated Capacity	% of Capacity	% Occupancy
Chamberlain Elementary	101,492	450	740	61%	Underpopulated
DiLoreto School	90,537	826	945	87%	Slightly underpopulated
Gaffney Elementary	66,942	556	796	71%	Underpopulated
Holmes Elementary	65,912	465	693	67%	Underpopulated
Jefferson Elementary	63,558	402	548	73%	Underpopulated
Lincoln Elementary	94,630	605	807	75%	Underpopulated
Northend Elementary	49,581	209	219	95%	Appropriately populated
Smalley Academy	117,139	637	860	74%	Underpopulated
Smith Elementary	86,140	505	804	63%	Underpopulated
Vance Village Elementary	75,122	453	406	110%	Nominally overpopulated; classrooms are smaller than standard
Pulaski Middle School	165,891	908	1,402	65%	Nominally underpopulated; classrooms are smaller than standard
Roosevelt Middle School	100,800	413	503	82%	Nominally underpopulated; classrooms are smaller than standard
Slade Middle School	162,143	758	1,332	57%	Underpopulated
New Britain High School	402,190	2,363	2,880	82%	Most classrooms are smaller than standard, overcrowding may be inefficient space configuration
Brookside School	10,056	104	94	110%	Nominally overpopulated

These findings are based on comparing the full-time, core classrooms to a standard of 900 square feet per classroom and 36 square feet per student. Many of the schools have significantly smaller classrooms, limiting class size, while the combined square footage of the classrooms could be reconfigured for more spacious classrooms and larger classes.

This space analysis cannot address whether class sizes are appropriate. This is a decision that is unique to every school district and to CSDNB. This study may help quantify and bring attention to any mismatch between the existing classroom sizes and a desirable student count per class.

#### Pre-K programs:

- The Pre-K classes at Gaffney Elementary appear to have appropriate classroom spaces. State standards recommend that Pre-K classes be limited to 20 children. Gaffney does not have space to absorb more children in the existing Pre-K classrooms.
- The combined Pre-K programs currently occupy 20 classrooms at Gaffney, Roosevelt and the High School, with 429 students. Assuming this number of students will be anticipated in the future, 22 classrooms should be provided to limit the number of students to 20 per classroom.

The District has expressed the possibility of consolidating the Pre-K programs into a single location. Bureau Veritas suggests the Pre-K programs be consolidated in an existing school that will need rehab work in the next several years. After Holmes and Jefferson, which are already scheduled, DiLoreto and Northend will need modernizing. The Pre-K

funds can then be used to upgrade an existing building and also provide a new home for Pre-K. At DiLoreto, the south wing may be an appropriate new location for Pre-K. An option is:

- Rehab the south wing for Pre-K
- Move elementary to the Middle School wing
- Move the middle school to Roosevelt – which was built as a middle school

Alternatively, if Pre-K is moved to Northend, the entire school may also be suitable to house this program with some upgrades. Many of the other schools appear to have extra capacity for classes that would be displaced by any shuffling of locations.

### **New Britain High School:**

The district is considering whether the spaces within the school are configured in a way that maximizes its capacity. The space analysis reveals that there is ample classroom square footage for the existing enrollment. It also shows that most of the classrooms in the school are much smaller than the standard 900 square feet recommended in State guidelines for new schools. Bureau Veritas recommends the District undertake a detailed architectural study to examine more efficient use of the space.

### **Roosevelt School**

The District has expressed concerns about the multiple programs being run at Roosevelt. Since the school was built as a middle school, the existing HALS Academy and Satellite Academy may be compatible uses with middle schoolers moved from DiLoreto. The Adult Education classes may be more appropriately located at the High School. The Adult Education enrollment numbers would need to be reviewed to see if this program can be accommodated there.

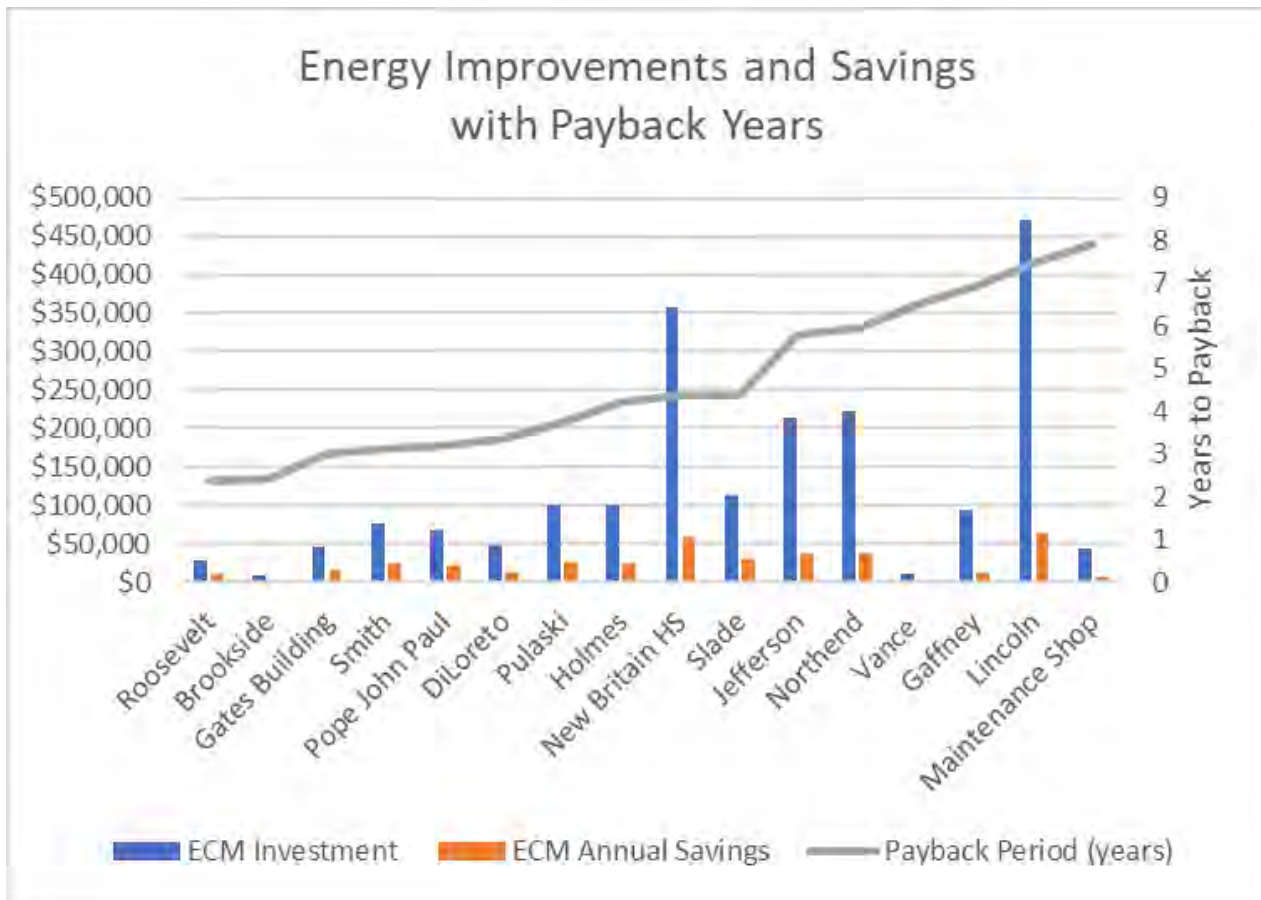
## 5. Energy Conservation

Bureau Veritas has conducted an Energy Audit for each facility and has recommended Energy Conservation Measures (ECMs) to improve energy efficiency and reduce utility costs for each facility. Recommendations include such measures as:

- replacing heating and cooling equipment with energy-efficient units
- upgrading lighting to LED
- reducing water usage through water-conserving plumbing fixtures
- optimizing existing equipment efficiency through retro-commissioning and advanced controls
- upgrading older windows and poorly insulated building shell components

Measures are recommended if the cost for installation will be offset by savings in energy bills.

The chart below shows estimated costs and annual utility savings for recommended ECMs for each school, in order of fastest payback, that is, how many years until the cost of the improvement pays for itself in lower utility bills.



See the cost implications of recommended ECMs in the individual facility sections below. A list of recommended ECMs is included in the Appendix.

## 6. Findings Per Facility

### 6.1. Chamberlain Elementary (1952, Renovated 2022)



### Facility Condition Index

FCI Analysis   Chamberlain Elementary(1952)			
<i>Replacement Value</i>	<i>Total SF</i>	<i>Cost/SF</i>	
\$ 32,984,900	101,492	\$ 325	
		<b>Est Reserve Cost</b>	<b>FCI</b>
<b>Current</b>		\$ 0	0.0 %
<b>3-Year</b>		\$ 0	0.0 %
<b>5-Year</b>		\$ 13,000	0.0 %
<b>10-Year</b>		\$ 420,600	1.3 %

### Priority Needs

No high priority replacements were identified for Chamberlain due to its recent renovation.



## Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	450	
Student capacity per standards:		
•Per square foot of general classroom	740	36 SF classroom/student

## Energy Efficiency Recommendations

No energy efficiency improvements were identified for Chamberlain due to its recent renovation.

## Summary and Recommendations

- Enrollment and capacity numbers show that Chamberlain is well below its theoretical capacity.
- The school was recently refurbished and is in excellent condition, with minimal expenditures projected through the next 10 years.
- The building is energy-efficient.



## 6.2. Di Loreto School (1957, 1995, 2002)



### Facility Condition Index

#### FCI Analysis | Di Loreto School / Original Building

<i>Replacement Value</i> \$ 23,647,700	<i>Total SF</i> 68,544	<i>Cost/SF</i> \$ 345
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	Est Reserve Cost	FCI
Current	\$ 629,100	2.7 %
3-Year	\$ 2,387,200	10.1 %
5-Year	\$ 3,663,300	15.5 %
10-Year	\$ 4,587,300	19.4 %

**FCI Analysis | Di Loreto School / Middle School**

<i>Replacement Value</i> \$ 10,561,200	<i>Total SF</i> 30,612	<i>Cost/SF</i> \$ 345
---	---------------------------	--------------------------

	Est Reserve Cost	FCI
Current	\$ 8,000	0.1 %
3-Year	\$ 8,300	0.1 %
5-Year	\$ 1,057,800	10.0 %
10-Year	\$ 1,873,700	17.7 %

**Priority Needs**

Flooding has recurred in the basement of DiLoreto, reportedly from underground fire lines outside the building. The City is working with the District to resolve the issue, and an engineering study is in progress. Mold abatement also required. Sealing of walls and Installation of a third sump pump has been recommended.



**Playground Surfaces**

Rubber, Poured-in-Place  
Site Di Loreto School Site

Uniformat Code: G2050  
Recommendation: **Replace in 2023**

Priority Score: **91.9**

Plan Type: Safety

Cost Estimate: \$254,300

**\$\$\$\$**

Recommended to replace wood chips, which are susceptible to collecting hazardous debris - AssetCALC ID: 6904993



**Packaged Unit in Poor condition.**

RTU, Pad or Roof-Mounted  
Original Building Di Loreto School Roof

Uniformat Code: D3050  
Recommendation: **Replace in 2023**

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$31,900

**\$\$\$\$**

Unit past useful life. Very inefficient. Uses R22. - AssetCALC ID: 6873843



**Storefront in Poor condition.**

Glazing & Framing  
Original Building Di Loreto School  
Building Exterior

Uniformat Code: B2020  
Recommendation: **Replace in 2023**

Priority Score: **60.9**





Plan Type: Retrofit/Adaptation

Cost Estimate: \$514,500

**\$\$\$\$**

Some of the windows do not operate properly. - AssetCALC ID: 6873876

Other upcoming significant replacements:

<u>Description</u> 📄 ▼	<u>Condition</u>	<u>Uniformat Code</u>	<u>Location</u>	<u>Priority Score</u>	<u>Subtotal</u>	<u>Next Action</u>
 Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H	Fair	C - Interiors	Original Building	44.1813	\$ 321 K	2026
 Suspended Ceilings, Acoustical Tile (ACT)	Fair	C - Interiors	Original Building	44.1821	\$ 240 K	2026
 Flooring, Vinyl Tile (VCT)	Fair	C - Interiors	Original Building	44.18	\$ 220 K	2026
 Roofing, Single-Ply Membrane, EPDM	Fair	B - Shell	Original Building	44.8114	\$ 178 K	2026

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	826	
Student capacity per standards:		
▪Per square foot of general classroom *	945	36 SF classroom/student

## Energy Efficiency Recommendations

Recommended Non- Renewable Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$54,583
Estimated Annual Cost Savings Related to ECMs	\$12,693
Net Effective ECM Payback	4.3 Years
Estimated Annual Energy Savings	6%
Estimated Annual Water Cost Savings	72%

## Summary and Recommendations

- Classrooms in this building generally meet the standard size of 900 square feet for general classrooms and 1,200 square feet for kindergarten. The analysis shows that the building is somewhat slightly below according to the standard cited.
- The building is anticipated to incur a moderate amount of normal replacement costs after Year 5. Significant opportunities exist for energy efficiency upgrades, including lighting and plumbing fixture upgrades.

### 6.3. Gaffney Elementary (1956, Renovated 2015)



#### Facility Condition Index

FCI Analysis   Gaffney Elementary(2015)			
Replacement Value	Total SF	Cost/SF	
\$ 21,756,200	66,942	\$ 325	
		<b>Est Reserve Cost</b>	<b>FCI</b>
<b>Current</b>		\$ 7,500	0.0 %
<b>3-Year</b>		\$ 18,200	0.1 %
<b>5-Year</b>		\$ 106,700	0.5 %
<b>10-Year</b>		\$ 1,272,500	5.8 %

#### Priority Needs

No high priority replacements were identified for Gaffney due to its recent renovation.

#### Space Utilization

Student Enrollment and Capacity		Standard
<b>Current enrollment</b>	566	
<b>Student capacity per standards:</b>		
▪Per square foot of general classroom *	796	36 SF classroom/student

\* General classroom includes K and Pre-K

## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$108,192 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$12,576 <i>(In Current Dollars)</i>
Net Effective ECM Payback	8.6 years
Estimated Annual Energy Savings	8%
Estimated Annual Utility Cost Savings	8%
Estimated Annual Water Cost Savings	8%

## Summary and Recommendations

Gaffney was completely renovated in 2015, and remains in good condition with minimal lifecycle expenditures anticipated in the next ten years. The building is fairly energy efficient and presents modest opportunities for energy improvements.

The core classroom sizes are generally consistent with the 900 SF standard. When current enrollment is evaluated using the 36 sf/student and 25 student/classroom criteria, the school presents as having additional capacity. This appears to be due to fewer students in the classrooms than the 25 standard class size. It appears the school can handle increased student loads by increasing class size.

There are currently 136 pre-K students in seven classrooms, resulting in an average load of 20 per classroom. Twenty students per class correlates with the State-recommended maximum class size for pre-K.



### 6.4. Holmes Elementary (1955, 1997)



#### Facility Condition Index

##### FCI Analysis | Holmes Elementary / 1955 Building

<i>Replacement Value</i> \$ 15,072,200	<i>Total SF</i> 46,376	<i>Cost/SF</i> \$ 325
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	Est Reserve Cost	FCI
Current	\$ 879,500	5.8 %
3-Year	\$ 3,918,100	26.0 %
5-Year	\$ 4,014,500	26.6 %
10-Year	\$ 4,289,700	28.5 %

##### FCI Analysis | Holmes Elementary / 1997 Additions

<i>Replacement Value</i> \$ 7,095,100	<i>Total SF</i> 21,831	<i>Cost/SF</i> \$ 325
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	Est Reserve Cost	FCI
Current	\$ 350,500	4.9 %
3-Year	\$ 849,300	12.0 %
5-Year	\$ 1,413,300	19.9 %
10-Year	\$ 1,603,700	22.6 %

Priority Needs



**Playground Surfaces in Poor condition.**

Rubber, Poured-in-Place  
 Site Holmes Elementary Play area  
 Unimat Code: G2050  
 Recommendation: **Replace in 2023**

Priority Score: **91.9**  
 Plan Type: Safety  
 Cost Estimate: \$183,800  
**\$\$\$\$**

Replace wood chips with solid rubber play surface, as wood chips invite contamination with trash, bottles, broken glass etc. - AssetCALC ID: 6827217



**Roofing in Poor condition.**

Built-Up  
 1997 Additions Holmes Elementary Roof  
 Unimat Code: B3010  
 Recommendation: **Replace in 2023**

Priority Score: **88.9**  
 Plan Type: Performance/Integrity  
 Cost Estimate: \$349,700  
**\$\$\$\$**

Multiple leaks reported. Replacement is recommended - AssetCALC ID: 6724046



**Storefront - full height window wall system in Poor condition.**

Glazing & Framing  
 1955 Building Holmes Elementary Building Exterior - older  
 Unimat Code: B2020  
 Recommendation: **Replace in 2023**

Priority Score: **87.9**  
 Plan Type: Performance/Integrity  
 Cost Estimate: \$362,500  
**\$\$\$\$**

Most seals are shrunken and displaced, many metal panels are damaged, some frames damaged. Replacement is recommended. - AssetCALC ID: 6724106



**HVAC System in Poor condition.**

Hydronic Piping, 2-Pipe  
 1955 Building Holmes Elementary Throughout  
 Unimat Code: D3050  
 Recommendation: **Replace in 2023**

Priority Score: **85.9**  
 Plan Type: Performance/Integrity  
 Cost Estimate: \$244,500  
**\$\$\$\$**



Piping in original building is assumed to be original. Replacement is recommended. - AssetCALC ID: 6827716



**Packaged Unit in Poor condition.**

Priority Score: **81.9**

RTU, Pad or Roof-Mounted  
1955 Building Holmes Elementary Roof

Plan Type:  
Performance/Integrity

Uniformat Code: D3050  
Recommendation: **Replace in 2023**

Cost Estimate: \$21,300

**\$\$\$\$**

Rusty and excessively aged. Replacement is recommended. - AssetCALC ID: 6723979  
Note: All units are aged and in need of replacement.

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	465	
Student capacity per various standards:		
▪Per square foot of general classroom *	693	36 SF classroom/student

\* General classroom includes K and Pre-K

Energy Efficiency Recommendations

Recommended Non-Renewable Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$114,585 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$21,266 <i>(In Current Dollars)</i>
Net Effective ECM Payback	5.4 years
Estimated Annual Energy Savings	28%
Estimated Annual Utility Cost Savings <i>(excluding water)</i>	20%

## Summary and Recommendations

Holmes is scheduled for a complete renovation. In its current state, the school requires significant lifecycle replacements and repairs in the next 5+ years, although some major elements have recently been replaced, such as the boilers. Significant plumbing, HVAC and lighting energy improvements can be made.

The school has significant capacity over its current enrollment. All classrooms approximately meet the size standard of 900 square feet per room.

### 6.5. Jefferson Elementary (1956, 1996)



#### Facility Condition Index

##### FCI Analysis | Jefferson Elementary / Original building

Replacement Value	Total SF	Cost/SF	Est Reserve Cost	FCI
\$ 16,658,900	49,808	\$ 325		
			<b>Current</b>	<b>0.0 %</b>
			<b>3-Year</b>	<b>0.6 %</b>
			<b>5-Year</b>	<b>6.6 %</b>
			<b>10-Year</b>	<b>19.7 %</b>

##### FCI Analysis | Jefferson Elementary / 1990's Addition

Replacement Value	Total SF	Cost/SF	Est Reserve Cost	FCI
\$ 3,997,500	12,300	\$ 325		
			<b>Current</b>	<b>0.0 %</b>
			<b>3-Year</b>	<b>0.1 %</b>
			<b>5-Year</b>	<b>4.1 %</b>
			<b>10-Year</b>	<b>10.7 %</b>

**FCI Analysis | Jefferson Elementary / Portable Classroom**

<i>Replacement Value</i> \$ 435,000	<i>Total SF</i> 1,450	<i>Cost/SF</i> \$ 300
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	Est Reserve Cost	FCI
Current	\$ 0	0.0 %
3-Year	\$ 1,100	0.2 %
5-Year	\$ 1,100	0.2 %
10-Year	\$ 14,300	3.3 %

**Priority Needs**



**Exterior Walls in Poor condition.**

Metal/Insulated Sandwich Panels  
Original building Jefferson Elementary Building  
Exterior

Uniformat Code: B2010  
Recommendation: **Replace in 2025**

Priority Score: **89.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$93,500

**\$\$\$\$**

Some panels are very rusted or separating from the frame. Some have holes. A few were recently replaced and more are likely soon to fail. - AssetCALC ID: 6723221



**Parking Lots in Poor condition.**

Pavement, Concrete  
Site Jefferson Elementary Site

Uniformat Code: G2020  
Recommendation: **Replace in 2025**

Priority Score: **84.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$151,200

**\$\$\$\$**

bad alligatoring, worn, replace soon - AssetCALC ID: 6723391



### Flooring in Poor condition.

Carpet, Commercial Standard  
1990's Addition Jefferson Elementary Conference room

Unifomat Code: C2030  
Recommendation: **Replace in 2025**

Priority Score: **81.7**






Plan Type:  
Performance/Integrity

Cost Estimate: \$3,800

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carpet dirty, torn - AssetCALC ID: 6723160

Other significant upcoming replacements:

Description	Condition	Unifomat Code	Location	Priority Score	Subtotal	Next Action
 Cabinet/ceiling heater, Hydronic, Column/Cabinet Style (per EA)	Fair	D - Services	1955 Building	44.1827	\$ 1 M	2026
 Roofing, Single-Ply Membrane, EPDM	Fair	B - Shell	1955 Building	44.8114	\$ 506 K	2025
 Storefront - full height window wall system, Glazing & Framing	Poor	B - Shell	1955 Building	80.7263	\$ 341 K	2023
 Interior Lighting System, Full Upgrade, Medium Density & Standard Fixtures	Fair	D - Services	1955 Building	44.1813	\$ 207 K	2026
 Unit Ventilator, approx/nominal 3 Ton	Fair	D - Services	1955 Building	44.1813	\$ 180 K	2026

## Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	402	
<b>Student capacity per standards:</b>		
▪Per square foot of general classroom *	548	36 SF classroom/student

\* General classroom includes K and Pre-K

## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$ 246,949 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$33,450 <i>(In Current Dollars)</i>
Net Effective ECM Payback	7.3 years
Estimated Annual Energy Savings	57%
Estimated Annual Utility Cost Savings <i>(excluding water)</i>	38%
Estimated Annual Water Cost Savings	70%

## Summary and Recommendations

At 60+ years old, and with its last renovation more than twenty years ago, Jefferson is due for an overall renovation. Significant plumbing, HVAC and lighting energy improvements are recommended.

The school has significant capacity over its current enrollment. Most of the classrooms approximately meet the size standard of 900 square feet per room. Some restrooms are very small and are far from meeting accessibility requirements.



## 6.6. Lincoln Elementary(1932, 2005)



### Facility Condition Index

FCI Analysis   Lincoln Elementary(1932)			
Replacement Value	Total SF	Cost/SF	
\$ 30,754,800	94,630	\$ 325	
	Est Reserve Cost		FCI
Current	\$ 8,700		0.0 %
3-Year	\$ 2,037,200		6.6 %
5-Year	\$ 2,058,900		6.7 %
10-Year	\$ 2,892,800		9.4 %

### Priority Needs



#### Roofing in Poor condition.

any type, Repairs per Man-Day  
Lincoln Elementary

Uniformat Code: B3010  
Recommendation: **Repair in 2023**

Priority Score: **88.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$1,200

\$\$\$\$

Roof areas where it puddles. Need repair. - AssetCALC ID: 6869917



**Sidewalk in Failed condition.**

Concrete, Small Areas/Sections  
Lincoln Elementary Site

Uniformat Code: G2030  
Recommendation: **Replace in 2023**

Priority Score: **85.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$65,300

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Damaged concrete. Reported as unsafe. - AssetCALC ID: 6869830



**Athletic Surfaces & Courts in Failed condition.**

Basketball/General, Asphalt Pavement  
Lincoln Elementary Site

Uniformat Code: G2050  
Recommendation: **Mill & Overlay in 2023**

Priority Score: **82.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$3,300

\$\$\$\$

Asphalt has alligator cracking and previous patches, broken areas. - AssetCALC ID: 6869841



**Playground Surfaces in Poor condition.**

Rubber, Poured-in-Place  
Lincoln Elementary Playground East

Uniformat Code: G2050  
Recommendation: **Replace in 2023**

Priority Score: **55.9**

Plan Type: Retrofit/Adaptation

Cost Estimate: \$27,600

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Replace wood chips with rubber surfacing. - AssetCALC ID: 6890831



Other significant upcoming replacements:

 Description 	Condition	Uniformat Code	Location	Priority Score	Subtotal	Next Action
 Roofing, Single-Ply Membrane, EPDM	Fair	B - Shell	Lincoln Elementary	35.8105	\$ 687 K	 2025
 Interior Lighting System, Full Upgrade, Medium Density & Standard Fixtures	Fair	D - Services	Lincoln Elementary	35.1804	\$ 426 K	 2026
 Window, Aluminum Double-Glazed, 28-40 SF	Poor	B - Shell	Lincoln Elementary	71.7254	\$ 113 K	 2025
 Window, Steel, 16-25 SF	Poor	B - Shell	Lincoln Elementary	71.7254	\$ 102 K	 2025

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	605	
Student capacity per standards:		
▪Per square foot of general classroom	827	36 SF classroom/student

Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$540,695 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$56,477 <i>(In Current Dollars)</i>
Net Effective ECM Payback	9.6 years
Estimated Annual Energy Savings	33%
Estimated Annual Utility Cost Savings	34%
Estimated Annual Water Cost Savings	37%

## Summary and Recommendations

- Enrollment and capacity numbers show that Lincoln is well below its theoretical capacity.
- Lincoln remains in good condition through the next 10 years.
- Significant energy savings are available for identified energy upgrades.

## 6.7. Northend Elementary (1932, Renovated 2005)



### Facility Condition Index

FCI Analysis   Northend Elementary(1932)			
Replacement Value	Total SF	Cost/SF	
\$ 16,113,900	49,581	\$ 325	
	Est Reserve Cost		FCI
Current	\$ 316,300		2.0 %
3-Year	\$ 911,100		5.7 %
5-Year	\$ 2,473,700		15.4 %
10-Year	\$ 3,024,100		18.8 %

### Priority Needs



#### Security/Surveillance System in Poor condition.

Full System Upgrade, Average Density  
Northend Elementary Throughout building

Uniformat Code: D7030  
Recommendation: **Replace in 2023**

Priority Score: **54.9**

Plan Type:  
Retrofit/Adaptation

Cost Estimate: \$0

**\$\$\$\$**

System is functional but is past its useful life. Needs to be upgraded to newest technology. - AssetCALC ID: 6724867



**BAS/HVAC Controls in Poor condition.**

Extensive/Robust BMS or Smart Building System  
Northend Elementary

Unifomat Code: D8010  
Recommendation: **Upgrade/Install in 2023**

Priority Score: **54.9**

Plan Type:  
Retrofit/Adaptation

Cost Estimate: \$316,200

**\$\$\$\$**

BAS system needs to be upgraded to reflect new technologies and new equipment installed at the site. - AssetCALC ID: 6724821

Additional significant upcoming replacements:

<u>Description</u> 🎛️	<u>Condition</u>	<u>Unifomat Code</u>	<u>Location</u>	<u>Priority Score</u>	<u>Subtotal</u>	<u>Next Action</u>
 Flooring, Vinyl Tile (VCT) 3	Fair		C - Interiors	Northend Elementary	35.1791 \$ 175 K	2026
 Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H	Fair		C - Interiors	Northend Elementary	35.1804 \$ 95 K	2025
 Packaged Unit, RTU, Pad or Roof-Mounted, 60 TON 2	Fair		D - Services	Northend Elementary	35.1804 \$ 90 K	2025

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	209	
Student capacity per standards:		
▪Per square foot of general classroom	219	36 SF classroom/student

\* General classroom includes K

## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$ 256,043 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$33,610 <i>(In Current Dollars)</i>
Net Effective ECM Payback	7.6 years
Estimated Annual Energy Savings	34%
Estimated Annual Utility Cost Savings	36%
Estimated Annual Water Cost Savings	22%

## Summary and Recommendations

- Northend is anticipated to have a moderate amount of upcoming lifecycle replacement expenses as it reaches its twentieth year after renovation. Additional expenses may be anticipated if recommended energy efficiency replacements are undertaken.
- The space utilization analysis shows the school is approximately at full capacity.



## 6.8. Smalley Academy (1970's, Renovated 2019)



### Facility Condition Index

FCI Analysis   Smalley Academy			
Replacement Value	Total SF	Cost/SF	
\$ 29,250,000	117,139	\$ 325	
		<b>Est Reserve Cost</b>	<b>FCI</b>
Current		\$ 9,400	0.0 %
3-Year		\$ 148,800	0.5 %
5-Year		\$ 171,000	0.6 %
10-Year		\$ 818,900	2.8 %

### Priority Needs



#### Roofing Accessories

Metal Roofing Snow Guard  
Smalley Academy

Uniformat Code: B3010  
Recommendation: **Install in 2023**

Priority Score: **62.9**

Plan Type:  
Retrofit/Adaptation

Cost Estimate: \$9,400

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Snow guards recommended for metal roofs to prevent masses of snow sliding off metal roofs onto pedestrians  
- AssetCALC ID: 6838341



### Playground Surfaces

Rubber, Poured-in-Place  
Smalley Academy Playground

Unifomat Code: G2050  
Recommendation: **Replace in 2023**

Priority Score: **55.9**

Plan Type:  
Retrofit/Adaptation

Cost Estimate: \$85,700

**\$\$\$\$**

Replace wood chips with rubber play surface to reduce contamination of play area with debris - AssetCALC ID: 6838371

Other significant upcoming replacements:

Description	Condition	Unifomat Code	Location	Priority Score	Subtotal	Next Action
 Flooring, any surface, w/ Epoxy Coating, Prep & Paint	Fair	C - Interiors	Smalley Academy	35.1764	\$ 120 K	2026

### Space Utilization

Student Enrollment and Capacity	Standard
Current enrollment	637
Student capacity per standards:	
•Per square foot of general classroom	860 36 SF classroom/student

\* General classroom includes K

### Energy Efficiency Recommendations

Chamberlain Elementary School was completely renovated in 2019/2020. All the school’s energy-consuming equipment and controls are state-of-the-art and energy-efficient. All plumbing fixtures are equipped with water-saving features. No energy upgrades are currently recommended.

### Summary and Recommendations

- Smalley was renovated very recently, and only modest expenditures are anticipated in the next ten years for upcoming capital replacements. The building is also energy efficient, and Bureau Veritas identified no additional energy conservation measures that should be undertaken.
- Most of the classrooms approximately meet the 900 square foot standard size. The number of general classrooms indicates that the student enrollment is currently much less than the school’s capacity.
- Because of the building’s very good condition and excess capacity, Smalley should be considered for increased student enrollment from other schools that may be overcrowded.



## 6.9. Smith Elementary (1950, Renovated 1990's)



### Facility Condition Index

FCI Analysis   Smith Elementary(1950)			
Replacement Value	Total SF	Cost/SF	
\$ 27,995,500	86,140	\$ 325	
	Est Reserve Cost		FCI
Current	\$ 63,500		0.2 %
3-Year	\$ 189,900		0.7 %
5-Year	\$ 2,789,800		10.0 %
10-Year	\$ 6,339,200		22.6 %

### Priority Needs



#### Parking Lots in Poor condition.

Pavement, Asphalt  
Site Smith Elementary Site

Uniformat Code: G2020  
Recommendation: **Mill & Overlay in 2025**

Priority Score: **84.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$157,700

**\$\$\$\$**

Cracking, alligatoring, needs replacing soon - AssetCALC ID: 6876385





### Recommended Follow-up Study: Traffic Study

Traffic Study  
Site Smith Elementary Site

Uniformat Code: P2030  
Recommendation: **Perform Study in 2023**

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$7,400

\$\$\$\$

When picking up or dropping off their kids, parents do not have an ideal route to take that does not interfere with busses, kids, and other parents. The result is chaotic, unsafe, and inefficient environment for kids leaving or entering school - AssetCALC ID: 6880780



### Split System in Poor condition.

Condensing Unit/Heat Pump, 16 to 20 TON  
Original Building Smith Elementary Roof

Uniformat Code: D3030  
Recommendation: **Replace in 2024**

Priority Score: **81.8**

Plan Type:  
Performance/Integrity

Cost Estimate: \$40,200

\$\$\$\$

Very aged, rusted, significantly past typical lifespan - AssetCALC ID: 6876372  
Note: Most units require replacement in the short term.



### Flooring in Poor condition.

any surface, w/ Epoxy Coating  
Original Building Smith Elementary Auditorium

Uniformat Code: C2030  
Recommendation: **Prep & Paint in 2025**

Priority Score: **81.6**

Plan Type:  
Performance/Integrity

Cost Estimate: \$31,900

\$\$\$\$

Worn, needing new coat - AssetCALC ID: 6876362

Other major upcoming expenditures:

Description 	Condition	Uniformat Code	Location	Priority Score	Subtotal	Next Action
 Electrical System, Full System Renovation/Upgrade, Medium Density/Complexity	Fair	D - Services	Original Building	44.1833	\$ 1 M	 2027
 Plumbing System, Supply & Sanitary, Medium Density (excludes fixtures)	Fair	D - Services	Original Building	44.4534	\$ 691 K	 2027
 HVAC System, Hydronic Piping, 2-Pipe	Fair	D - Services	Original Building	44.5434	\$ 314 K	 2027
 Parking Lots, Pavement, Asphalt, Mill & Overlay	Poor	G - Sitework	Site	80.4558	\$ 148 K	 2025

Space Utilization

Student Enrollment and Capacity		Standard
<b>Current enrollment</b>	505	
<b>Student capacity per standards:</b>		
▪Per square foot of general classroom	804	36 SF classroom/student

\* General classroom includes K and Pre-K

Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$89,037 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$22,348 <i>(In Current Dollars)</i>
Net Effective ECM Payback	3.9 years

## Summary and Recommendations

- Smith Elementary is in good condition currently but will need to anticipate significant capital replacements within ten years. Costs may also be anticipated for available energy conservation improvements.
- Most classrooms approximately meet the standard of 900 square feet per classroom,
- The space analysis indicates that the school has considerable additional student capacity. Smith should be considered for increased student enrollment from other schools that may be overcrowded.

## 6.10. Vance Village Elementary (1926, Renovated 2005)



### Facility Condition Index

FCI Analysis   Vance Village Elementary			
Replacement Value	Total SF	Cost/SF	
\$ 24,414,700	75,122	\$ 325	
	Est Reserve Cost	FCI	
Current	\$ 7,500	0.0 %	
3-Year	\$ 634,800	2.6 %	
5-Year	\$ 2,143,000	8.8 %	
10-Year	\$ 4,422,800	18.1 %	

### Priority Needs



#### Exterior Walls in Poor condition.

any painted surface  
Vance Village Elementary Building exterior

Uniformat Code: B2010  
Recommendation: **Prep & Paint in 2025**

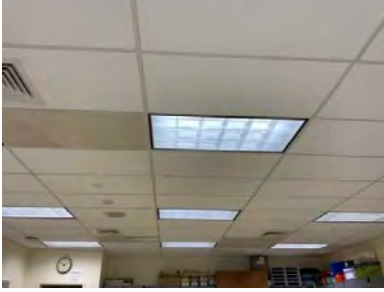
Priority Score: **89.6**

Plan Type:  
Performance/Integrity

Cost Estimate: \$368,500

**\$\$\$\$**

The exterior walls exhibit peeled and faded paint. The walls require repainting. - AssetCALC ID: 6735563



### Suspended Ceilings in Poor condition.

Acoustical Tile (ACT)  
Vance Village Elementary Classrooms

Uniformat Code: C1070  
Recommendation: **Replace in 2025**

Priority Score: **81.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$74,400

**\$\$\$\$**

High humidity in the classrooms is causing the ceiling tiles to be delaminated and damaged. - AssetCALC ID: 6735530



### Playground Surfaces

Rubber, Poured-in-Place  
Vance Village Elementary Site

Uniformat Code: G2050  
Recommendation: **Replace in 2038**

Priority Score: **55.0**

Plan Type: Retrofit/Adaptation

Cost Estimate: \$106,400

**\$\$\$\$**

Replace wood chips with rubber play surface - AssetCALC ID: 6735542

Other major upcoming expenditures:

Description	Condition	Uniformat Code	Location	Priority Score	Subtotal	Next Action
 Plumbing System, Supply & Sanitary, Medium Density (excludes fixtures)	Fair	D - Services	Vance Village Elementary	35.4525	\$ 407 K	2028

### Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	453	
Student capacity per standards:		
•Per square foot of general classroom *	406	36 SF classroom/student

\* Includes K. Classrooms are below standard 900 SF.



## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$ 112,342 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$18,347 <i>(In Current Dollars)</i>
Net Effective ECM Payback	6.1 years

## Summary and Recommendations

- Vance Village is still in good condition but significant capital replacements can be anticipated as the last remodel reaches its twentieth year. Some energy efficiency upgrades may also be anticipated as recommended by Bureau Veritas. Lighting and plumbing upgrades should be anticipated in the upcoming capital replacements.
- The classrooms at Vance Village are all less than the standard 900 square feet, and most range between 600 and 700 square feet. This reduces the overall capacity of the school, as the classrooms will not accommodate the standard 25 students.
- The analysis indicates that Vance Village is enrolled above its capacity.

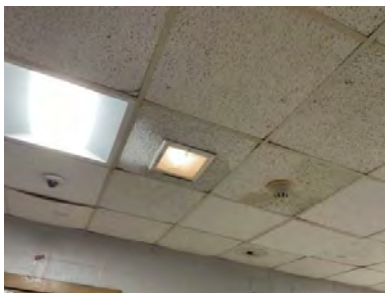
### 6.11. Pulaski Middle School (1961, Renovated, 1991, 2008, 2018)



#### Facility Condition Index

FCI Analysis   Pulaski Middle School(1961)			
Replacement Value \$ 56,403,000	Total SF 165,891	Cost/SF \$ 340	
	Est Reserve Cost		FCI
Current	\$ 281,400		0.5 %
3-Year	\$ 2,566,100		4.5 %
5-Year	\$ 4,425,600		7.8 %
10-Year	\$ 11,127,100		19.7 %

#### Priority Needs



**Suspended Ceilings in Poor condition.**

Acoustical Tile (ACT)  
Pulaski Middle School Throughout building

Uniformat Code: C1070  
Recommendation: Replace in 2023

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$167,400

**\$\$\$\$**

Approximately 50% of the ceiling tiles are damaged due to age and humidity. They are stained and sagging and replacement is recommended. - AssetCALC ID: 6734506



**Suspended Ceilings in Poor condition.**

Hard Tile, Replacement w/ ACT  
Pulaski Middle School Throughout building

Uniformat Code: C1070  
Recommendation: Replace in 2023

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$46,500

\$\$\$\$

The existing hard ceiling tiles should be replaced with suspended ACT. - AssetCALC ID: 6734529



**Packaged Unit in Poor condition.**

RTU, Pad or Roof-Mounted  
Pulaski Middle School Roof

Uniformat Code: D3050  
Recommendation: Replace in 2023

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$11,700

\$\$\$\$

The unit uses R-22 as a refrigerant. Replacement is recommended. - AssetCALC ID: 6734510



**Air Handler in Poor condition.**

Interior AHU, Easy/Moderate Access  
Pulaski Middle School Gymnasium

Uniformat Code: D3050  
Recommendation: Replace in 2024

Priority Score: **81.8**

Plan Type:  
Performance/Integrity






Cost Estimate: \$23,400

\$\$\$\$

Antiquated air handler requires constant maintenance. Parts are difficult to obtain. Replacement is recommended - AssetCALC ID: 6734520



Other major upcoming replacements:

<u>Description</u> 	<u>Condition</u>	<u>Uniformat Code</u>	<u>Location</u>	<u>Priority Score</u>	<u>Subtotal</u>
 Fire Alarm System, Full System Upgrade, Standard Addressable, Install	Fair	D - Services	Pulaski Middle School	35.1804	\$ 498 K
 Security/Surveillance System, Full System Installation, Average Density, Install	Fair	D - Services	Pulaski Middle School	35.1791	\$ 498 K
 Wall Finishes, any surface, Prep & Paint	Fair	C - Interiors	Pulaski Middle School	35.1764	\$ 372 K
 Intercom/PA System, Public Address Upgrade, Facility-Wide	Fair	D - Services	Pulaski Middle School	35.1804	\$ 274 K

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	908	
Student capacity per standards:		
•Per square foot of general classroom	1,402	36 SF classroom/student

\* Many classrooms are below standard 900 SF

Energy Efficiency Recommendations

Recommended Non- Renewable Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$116,155
Estimated Annual Cost Savings Related to ECMs	\$24,132
Net Effective ECM Payback	4.8 Years
Estimated Annual Water Cost Savings	10%

Summary and Recommendations

- Pulaski is in good condition, without significant expenditures required in the next few years. Needs will increase as the 2008 renovations reach their twentieth year. Expenditures may also occur if the recommended energy upgrades are undertaken.
- Almost all of the classrooms in the original part of the building are smaller than the standard 900 square feet, thus reducing the standard class size of 25 students per class without overcrowding. Many classrooms are larger, but increasing class size to fill the space is not feasible. Thus, calculations based on classroom size and square feet per student will not provide a true picture of the school's capacity.
- The cafeteria, auditorium and gym are already undersized for the current student population.

## 6.12. Roosevelt ELC/HALS Academy



### Facility Condition Index

FCI Analysis   Roosevelt Middle School(1993)			
Replacement Value \$ 34,776,000	Total SF 100,800	Cost/SF \$ 345	
		Est Reserve Cost	FCI
Current		\$ 32,400	0.1 %
3-Year		\$ 584,300	1.7 %
5-Year		\$ 735,800	2.1 %
10-Year		\$ 1,778,900	5.1 %

### Priority Needs



#### Playground Surfaces

Rubber, Poured-in-Place  
Roosevelt Middle School Site

Uniformat Code: G2050  
Recommendation: **Replace in 2023**

Priority Score: **91.9**

Plan Type: Safety

Cost Estimate: \$172,700

**\$\$\$\$**

Replace wood chips with rubber play surface to avoid hazardous debris from mixing with wood chips - AssetCALC ID: 6932156



**Split System in Poor condition.**

Condensing Unit/Heat Pump, 21 to 30 TON  
Roosevelt Middle School Roof

Uniformat Code: D3030  
Recommendation: **Replace in 2024**

Priority Score: **81.8**

Plan Type:  
Performance/Integrity

Cost Estimate: \$47,800

\$\$\$\$

Very aged, nearing end of life - AssetCALC ID: 6830270



**Packaged Unit in Poor condition.**

RTU, Pad or Roof-Mounted, 26 to 50 TON  
Roosevelt Middle School Roof

Uniformat Code: D3050  
Recommendation: **Replace in 2025**

Priority Score: **81.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$79,700

\$\$\$\$

Very aged, rusting, near end of life - AssetCALC ID: 6830296  
Note: Many other HVAC units need replacement.

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	413	
Student capacity per standards:		
•Per square foot of general classroom *	503	36 SF classroom/student

\* Includes adult ed. Most classrooms are below the standard 900 SF.

Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$ 130,065 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$27,866 <i>(In Current Dollars)</i>
Net Effective ECM Payback	4.7 years

### Recommended Energy Conservation Measures: Financial Impact

Estimated Annual Water Cost Savings	20%
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### Summary and Recommendations

- Roosevelt is in good condition, and only modest capital replacements are anticipated in the next ten years. Expenditures may also include recommended energy conservation upgrades, primarily lighting and plumbing fixtures.
- Twelve classrooms on the first floor are in use for the Early Learning Center. The classrooms are not configured with ensuite toilets as needed for children of this age. The school's classrooms are appropriate for its former use as a middle school.
- Per the space analysis calculations, this school appears to be underpopulated. In this case, space could be used to alleviate crowding at other locations.



### 6.13. Slade Middle School (1960, 1980)



#### Facility Condition Index

##### FCI Analysis | Slade Middle School / Phase I (1960)(1960)

<i>Replacement Value</i>	<i>Total SF</i>	<i>Cost/SF</i>
\$ 73,600,000	115,000	\$ 640

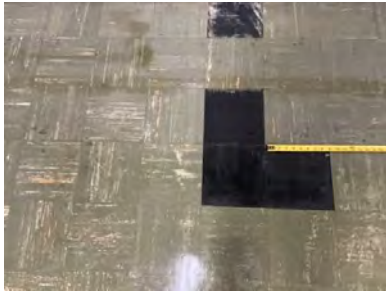
	Est Reserve Cost	FCI
Current	\$ 14,400	0.0 %
3-Year	\$ 2,384,100	3.2 %
5-Year	\$ 3,201,300	4.3 %
10-Year	\$ 7,371,200	10.0 %

##### FCI Analysis | Slade Middle School / Phase 2 (1980's)(1980)

<i>Replacement Value</i>	<i>Total SF</i>	<i>Cost/SF</i>
\$ 37,971,900	59,331	\$ 640

	Est Reserve Cost	FCI
Current	\$ 16,500	0.0 %
3-Year	\$ 150,900	0.4 %
5-Year	\$ 294,800	0.8 %
10-Year	\$ 1,275,600	3.4 %

### Priority Needs



#### Flooring in Poor condition.

Vinyl Tile (VCT), w/ Asbestos Abatement Phase I (1960) Slade Middle School

Uniformat Code: C2030  
Recommendation: **Replace in 2024**

Priority Score: **90.8**

Plan Type: Safety

Cost Estimate: \$85,000

\$\$\$\$

Missing tiles, Asbestos-containing materials - AssetCALC ID: 6899142



#### Site Earthwork in Poor condition.

Slopes & Contours, Reshaping/Regrading Site Slade Middle School Site

Uniformat Code: G1070  
Recommendation: **Repair in 2023**

Priority Score: **81.9**

Plan Type: Performance/Integrity

Cost Estimate: \$74,400

\$\$\$\$

Allowance for sitework to correct building flooding issue - AssetCALC ID: 6935831



#### Fences & Gates in Poor condition.

Fence, Chain Link 8' Site Slade Middle School Site

Uniformat Code: G2060  
Recommendation: **Replace in 2025**

Priority Score: **81.7**

Plan Type: Performance/Integrity

Cost Estimate: \$26,600

\$\$\$\$

Fence has become warped and detached - AssetCALC ID: 6899139

Other major upcoming replacements:

	Description	Condition	Unifomat Code	Location	Priority Score	Subtotal	Next Action
	Casework, Cabinetry, Standard	Fair	E - Equipment & Furnishings	Phase I (1960)	44.2713	\$ 450 K	2026
	Suspended Ceilings, Acoustical Tile (ACT)	Fair	C - Interiors	Phase I (1960)	44.1821	\$ 403 K	2026
	Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H	Poor	C - Interiors	Phase I (1960)	80.1849	\$ 250 K	2025
	Fire Suppression System, Existing Sprinkler Heads, by SF	Fair	D - Services	Phase I (1960)	44.7222	\$ 123 K	2026

Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	758	
Student capacity per various standards:		
•Per square foot of general classroom *	1,332	36 SF classroom/student

\* Most classrooms are below the standard 900 SF.

Energy Efficiency Recommendations

Recommended Non-Renewable Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$133,639 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$42,023 <i>(In Current Dollars)</i>
Net Effective ECM Payback	3.18 years
Estimated Annual Water Cost Savings	50%



## Summary and Recommendations

- The newer portion of the building is in good condition, without large capital expenditures expected in the next ten years. The original portion of the building is in fairly good condition, with significant capital replacement costs anticipated within ten years. Energy improvement measures, primarily plumbing upgrades and equipment re-commissioning may also be added to those costs.
- Most of the classrooms are under the standard of 900 square feet, which means their occupancy will be less than the standard 25 students per class.
- The capacity calculations suggest the schools is significantly under capacity.

## 6.14. New Britain High School (1972, 1999, 2008)

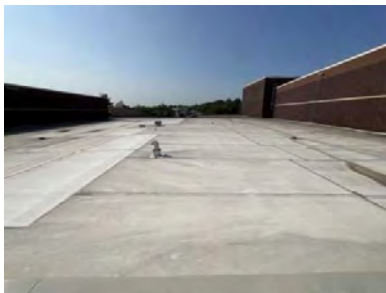


### Facility Condition Index

FCI Analysis   New Britain High School(1972)		
Replacement Value	Total SF	Cost/SF
\$ 144,788,400	431,671	\$ 360

	Est Reserve Cost	FCI
<b>Current</b>	\$ 508,900	<b>0.4 %</b>
3-Year	\$ 5,047,800	3.5 %
5-Year	\$ 9,363,900	6.5 %
10-Year	\$ 19,107,800	13.2 %

### Priority Needs



#### Roofing in Poor condition.

Single-Ply Membrane, TPO/PVC  
Phase I 1972 New Britain High School New Britain High School Roof

Uniformat Code: B3010  
Recommendation: **Replace in 2024**

Priority Score: **88.8**

Plan Type:  
Performance/Integrity

Cost Estimate: \$1,296,600

**\$\$\$\$**

Significant & moderate leaks. Leaks over gym roof. Roof installed in 2021 evaluate for cause of early failure. - AssetCALC ID: 6879104



**Sidewalk in Poor condition.**

Concrete, Small Areas/Sections  
Site New Britain High School Site

Uniformat Code: G2030  
Recommendation: **Replace in 2024**

Priority Score: **85.8**

Plan Type:  
Performance/Integrity

Cost Estimate: \$148,800

**\$\$\$\$**

Trip hazards created by deteriorating concrete. - AssetCALC ID: 6879205



**Cooling Tower in Poor condition.**

(Typical) Open Circuit  
Site New Britain High School Site

Uniformat Code: D3030  
Recommendation: **Replace in 2025**

Priority Score: **85.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$223,200

**\$\$\$\$**

Rusted and has vegetation growing out of it - AssetCALC ID: 6879122



**Air Handler in Failed condition.**

Exterior AHU, 8001 to 10000 CFM  
Phase II 1999 New Britain High School New  
Britain High School Mechanical Penthouse 2

Uniformat Code: D3050  
Recommendation: **Replace in 2023**

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$62,500

**\$\$\$\$**

Not functioning, missing parts. - AssetCALC ID: 6808752



**Lockers in Poor condition.**

Steel-Baked Enamel, 12" W x 15" D x 72" H  
Phase I 1972 New Britain High School New  
Britain High School Throughout building

Uniformat Code: C1090  
Recommendation: **Replace in 2024**

Priority Score: **81.8**

Plan Type:  
Performance/Integrity

Cost Estimate: \$212,600

**\$\$\$\$**

Likely original lockers. Scratches, dents, & vandalism present - AssetCALC ID: 6879173

Additional major upcoming replacements: electrical system upgrades

## Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	2,363	
<b>Student capacity per state standards:</b>		
▪Per square foot of general classroom (standard size)	989	36 SF of core classroom space per student
▪Add classrooms 600-800 SF	2,880	36 SF of core classroom space per student

## Energy Efficiency Recommendations

Recommended Non-Renewable Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$411,207 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to <u>ECMs</u>	\$53,621 <i>(In Current Dollars)</i>
Net Effective ECM Payback	7.7 years
Estimated Annual Utility Cost Savings <i>(excluding water)</i>	44%

## Summary and Recommendations

New classroom wings were added in 1999 and 2008. The school offers advanced programs in STEM and health care. The school is considered by the School District to be overcrowded, and the District has been considering whether reconfiguration of interior spaces might result in more efficient use of the space. The school is facing some significant expenditures for normal lifecycle replacements in the next ten years, but the Facility Condition Index shows that the building is in overall good condition in relation to its overall replacement cost.

The space analysis reveals that the majority of the classrooms are small rooms between 600 and 800 square feet, in contrast with the standard classroom size of 900 square feet. This results in smaller class capacities than the State standard of 25 students. Since so many of the classrooms are small, a reasonable calculation of capacity could not be based on only the full-size classrooms. The calculation therefore includes the smaller classrooms that are assumed to be fully occupied throughout the school day. This calculates to a capacity of 2,880 students, and yet the school is crowded at a current enrollment of 2,363. The conclusion is that the building has ample interior space but an inefficient configuration of classrooms. A further study evaluating class sizes and schedules should be undertaken to determine if reconfiguring interior spaces can alleviate the overcrowding.

The school has a high number of exterior doors, which could potentially present security issues. The district should commission an architectural study to determine the number of required exits per the building code and examine whether any exterior doors should be eliminated. Any unneeded doors cannot just be locked, as they will still appear to be exits in an emergency, but must be removed. Door locking systems must be able to provide security from intruders and allow emergency exiting. Delayed-egress door hardware can be helpful, and alarm systems must be able to notify if emergency egress doors are opened or held open, such as when a person inside holds open a door for an unauthorized person to enter. Egress doors must never be unopenable from the interior of the building.



## 6.15. Brookside School (2008)



### Facility Condition Index

FCI Analysis   Brookside School(2008)			
<i>Replacement Value</i> \$ 3,268,200	<i>Total SF</i> 10,056	<i>Cost/SF</i> \$ 325	
		<b>Est Reserve Cost</b>	<b>FCI</b>
<b>Current</b>		\$ 0	0.0 %
<b>3-Year</b>		\$ 0	0.0 %
<b>5-Year</b>		\$ 900	0.0 %
<b>10-Year</b>		\$ 246,400	7.5 %

### Priority Needs

No priority needs were identified for this facility.

## Space Utilization

Student Enrollment and Capacity		Standard
Current enrollment	104	
<b>Student capacity per various standards:</b>		
▪Per square foot of general classroom *	94	36 SF classroom/student

\* Classrooms are below the standard 900 SF.

## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$9,048 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$2,912 <i>(In Current Dollars)</i>
Net Effective ECM Payback	3.1 years

## Summary and Recommendations

- Brookside is in good condition and significant capital replacement expenses are not expected through year five.
- Classroom areas evaluated on the basis of 36 square feet of classroom per student indicates a school capacity of 94 students.



## 6.1. Maintenance Shop (Late 1960's estimated)



### Facility Condition Index

FCI Analysis   Maintenance Shop			
Replacement Value	Total SF	Cost/SF	
\$ 3,750,000	12,500	\$ 300	
	Est Reserve Cost		FCI
Current	\$ 0		0.0 %
3-Year	\$ 13,500		0.4 %
5-Year	\$ 36,700		1.0 %
10-Year	\$ 77,100		2.1 %

### Priority Needs



#### Window in Poor condition.

Aluminum Double-Glazed, 16-25 SF  
Maintenance Shop Building Exterior

Uniformat Code: B2020  
Recommendation: **Replace in 2025**

Priority Score: **87.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$12,100

\$\$\$\$

Very old, single pane, seals broken - AssetCALC ID: 6894820

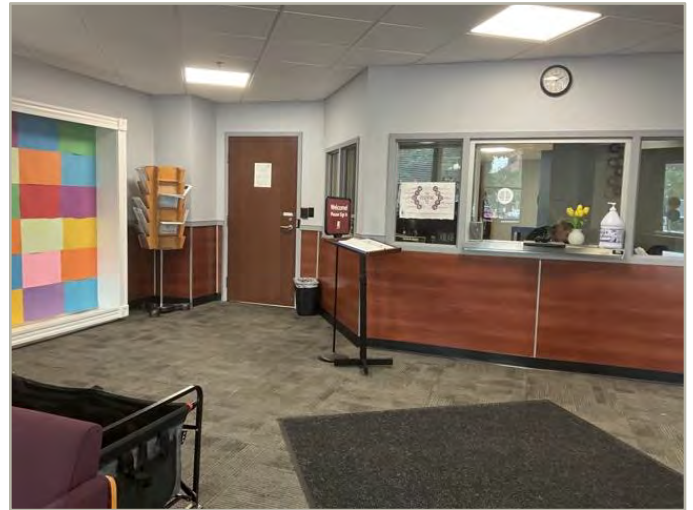
## Energy Efficiency Recommendations

Recommended Energy Conservation Measures: Financial Impact	
Total Projected Initial ECM Investment	\$ 51,166 <i>(In Current Dollars)</i>
Estimated Annual Cost Savings Related to ECMs	\$5,075 <i>(In Current Dollars)</i>
Net Effective ECM Payback	10 years

## Summary and Recommendations

The shop is aged but in overall good condition, with few upcoming costs anticipated. Upgrades to lighting, windows, HVAC and plumbing fixtures are recommended energy efficiency measures.

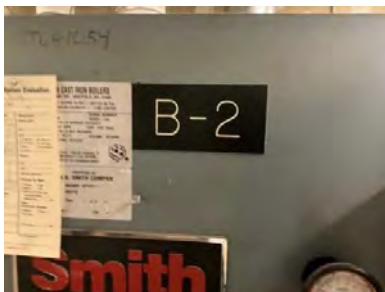
## 6.2. Gates Building (1906, renovated early 2000's)



### Facility Condition Index

FCI Analysis   Gates Building(1906)			
Replacement Value	Total SF	Cost/SF	
\$ 20,240,000	44,000	\$ 460	
	Est Reserve Cost		FCI
<b>Current</b>	\$ 133,800		<b>0.7 %</b>
3-Year	\$ 220,900		1.1 %
5-Year	\$ 505,300		2.5 %
10-Year	\$ 1,269,200		6.3 %

### Priority Needs



#### Boiler in Failed condition.

Gas, HVAC, 1001 to 2000 MBH  
Gates Building Basement

Uniformat Code: D3020  
Recommendation: **Replace in 2023**

Priority Score: **86.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$54,000

**\$\$\$\$**

The boiler has reportedly been inoperable for five years. - AssetCALC ID: 6892177



### Packaged Unit in Poor condition.

RTU, Pad or Roof-Mounted, 26 to 50 TON  
Gates Building Roof

Uniformat Code: D3050  
Recommendation: **Replace in 2023**

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$79,700

**\$\$\$\$**

VAV system according to model #. Very aged, past expected life. Reported to have failing coils. Replacement needed. - AssetCALC ID: 6892150

Other significant upcoming replacements: Interiors, HVAC, plumbing

### Summary and Recommendations

The Gates Building is well maintained. Other than the equipment noted above, most anticipated replacement costs are normal lifecycle replacements.



## 6.3. Facilities Office (1970's estimated)



### Facility Condition Index

The building is a leased facility. FCI is not applicable to leased premises.

### Priority Needs

None identified.

### Summary and Recommendations

Upcoming costs are for interior replacements only, as the building is leased.

## 6.4. Pope John Paul School (1954, Renovated 2017)



### Facility Condition Index

FCI Analysis   Pope John Paul School(1954)			
Replacement Value \$ 36,785,200	Total SF 50,000	Cost/SF \$ 325	
	Est Reserve Cost		FCI
Current	\$ 219,400		0.6 %
3-Year	\$ 1,311,400		3.6 %
5-Year	\$ 1,949,900		5.3 %
10-Year	\$ 4,173,200		11.3 %

### Priority Needs



#### Structural Elements in Poor condition.

any type, Repairs per Man-Day  
Pope John Paul School Building exterior

Uniformat Code: B1010  
Recommendation: **Repair in 2023**

Priority Score: **88.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$116,900

**\$\$\$\$**

Areas of the brick facade are stained and there is some missing mortar and settlement. Repairs are recommended. - AssetCALC ID: 6733127



**Parking Lots in Poor condition.**

Pavement, Asphalt  
Pope John Paul School Site

Uniformat Code: G2020  
Recommendation: **Mill & Overlay in 2023**

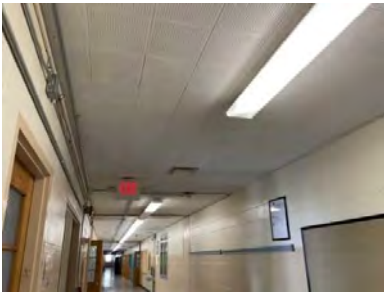
Priority Score: **84.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$204,600

**\$\$\$\$**

Large sections of the parking lot have missing and damaged surfaces. - AssetCALC ID: 6733160



**Suspended Ceilings in Poor condition.**

Hard Tile, Replacement w/ ACT  
Pope John Paul School Throughout building

Uniformat Code: C1070  
Recommendation: **Replace in 2023**

Priority Score: **81.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$67,900

**\$\$\$\$**

The existing hard ceiling tiles most likely contain ACM and removal is recommended. - AssetCALC ID: 6733162



**Flooring in Poor condition.**

Wood, Strip  
Pope John Paul School Cafeteria

Uniformat Code: C2030  
Recommendation: **Replace in 2025**

Priority Score: **81.7**

Plan Type:  
Performance/Integrity

Cost Estimate: \$39,900

**\$\$\$\$**

Aged, gaps between board - AssetCALC ID: 6733146

Other significant upcoming replacements: Fire alarm system, interiors, commercial kitchen equipment

**Summary and Recommendations**

Pope John Paul is a leased premises. Responsibility for capital improvements may be shared by the owner and the District.

The building is aged but serviceable.



## 7. Appendices

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- Appendix A: District-Wide Replacement Reserves
- Appendix B: District-Wide Immediate Needs
- Appendix C: Recommended Energy Conservation Measures (ECM)
- Appendix D: Priority Score Report
- Appendix E: School Space Allocation by Function

## **Appendix A:** District-Wide Replacement Reserves

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Replacement Reserves Report																							
Summary																							
1/1/2024																							
Location	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	Total Escalated Estimate	
Brookside School	\$0	\$0	\$0	\$0	\$62,393	\$832	\$48,740	\$108,056	\$64,407	\$14,924	\$10,029	\$51,500	\$3,819	\$0	\$0	\$155,385	\$52,880	\$17,306	\$0	\$0	\$4,116,594	\$4,706,865	
Chamberlain Elementary	\$0	\$0	\$0	\$37,170	\$12,921	\$33,272	\$40,617	\$0	\$0	\$57,559	\$43,061	\$0	\$48,499	\$38,246	\$1,410,171	\$1,341,700	\$0	\$6,325	\$57,910	\$2,798,385	\$6,842,711	\$13,158,548	
Di Loreto School / Middle School	\$7,909	\$0	\$348	\$0	\$1,059,356	\$0	\$0	\$0	\$0	\$0	\$815,875	\$0	\$0	\$468	\$48,236	\$1,279,700	\$0	\$0	\$0	\$0	\$1,301,851	\$4,513,744	
Di Loreto School / Original Building	\$629,083	\$0	\$20,186	\$1,771,751	\$32,303	\$1,243,828	\$142,413	\$115,400	\$399,395	\$0	\$270,002	\$0	\$14,398	\$97,175	\$0	\$957,237	\$0	\$6,325	\$677,610	\$0	\$193,526	\$6,570,634	
Di Loreto School / Site	\$261,711	\$0	\$0	\$0	\$0	\$6,654	\$0	\$0	\$14,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$469,607	\$752,165	
Facilities Office	\$0	\$0	\$0	\$0	\$103,514	\$0	\$29,808	\$0	\$0	\$0	\$5,100	\$0	\$0	\$0	\$0	\$139,114	\$0	\$36,897	\$0	\$0	\$6,720	\$321,152	
Gaffney Elementary	\$339,097	\$0	\$71,611	\$0	\$38,584	\$49,908	\$229,422	\$1,007,046	\$0	\$55,693	\$461,462	\$4,576,904	\$28,099	\$51,854	\$67,073	\$313,441	\$1,596,221	\$0	\$20,877	\$604,383	\$9,511,677	\$3,529,009	
Gates Building	\$133,725	\$0	\$0	\$87,118	\$0	\$284,386	\$13,518	\$188,259	\$2,828	\$192,789	\$366,574	\$13,243	\$28,341	\$865,447	\$0	\$412,001	\$3,070	\$210,837	\$272,991	\$172,231	\$281,649	\$3,529,009	
Holmes Elementary / 1955 Building	\$879,420	\$325,962	\$574,582	\$2,140,911	\$64,726	\$31,670	\$4,442	\$0	\$251,473	\$0	\$19,286	\$3,311	\$17,581	\$161,569	\$133,454	\$52,333	\$234,484	\$33,207	\$64,696	\$0	\$318,511	\$5,311,619	
Holmes Elementary / 1997 Additions	\$350,471	\$96,898	\$0	\$401,903	\$495,675	\$68,295	\$2,031	\$1,961	\$168,322	\$14,841	\$3,286	\$0	\$23,188	\$16,703	\$273,822	\$75,188	\$92,966	\$8,433	\$64,063	\$0	\$30,565	\$2,188,611	
Holmes Elementary / Site	\$201,492	\$0	\$0	\$36,067	\$0	\$2,773	\$0	\$0	\$41,811	\$0	\$270,002	\$0	\$0	\$48,471	\$0	\$206,684	\$0	\$64,130	\$56,191	\$0	\$370,828	\$1,298,447	
Jefferson Elementary	\$0	\$0	\$0	\$0	\$0	\$0	\$62,068	\$0	\$0	\$0	\$66,715	\$0	\$0	\$0	\$0	\$0	\$83,414	\$0	\$0	\$0	\$96,955	\$309,151	
Jefferson Elementary / 1990's Addition	\$0	\$0	\$4,060	\$0	\$26,800	\$131,672	\$0	\$229,179	\$0	\$0	\$37,857	\$235	\$5,456	\$96,005	\$11,898	\$41,900	\$0	\$0	\$0	\$7,601	\$0	\$30,910	\$623,574
Jefferson Elementary / Original building	\$0	\$0	\$99,241	\$0	\$14,357	\$990,622	\$56,940	\$722,560	\$1,113,013	\$263,248	\$25,714	\$15,038	\$20,839	\$96,161	\$20,581	\$178,323	\$136,225	\$0	\$33,117	\$0	\$411,914	\$4,197,893	
Jefferson Elementary / Portable Classroom	\$0	\$0	\$1,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,286	\$0	\$0	\$0	\$0	\$7,453	\$30,704	\$1,581	\$47,776	\$0	\$4,608	\$106,423	
Jefferson Elementary / Site	\$0	\$0	\$162,056	\$0	\$89,318	\$0	\$0	\$0	\$11,796	\$1,143	\$500	\$3,126	\$0	\$23,162	\$9,937	\$0	\$8,433	\$0	\$15,853	\$0	\$325,324	\$325,324	
Lincoln Elementary	\$107,526	\$0	\$1,257,757	\$1,122,474	\$21,715	\$28,225	\$0	\$853,050	\$0	\$0	\$9,291	\$1,324	\$1,087,735	\$0	\$3,618	\$4,147	\$0	\$726,870	\$553,055	\$30,756	\$54,724	\$5,862,266	
Maintenance Shop	\$0	\$0	\$13,420	\$0	\$0	\$23,254	\$0	\$32,030	\$1,751	\$6,935	\$104,072	\$7,063	\$758	\$228,382	\$0	\$97,661	\$4,435	\$44,487	\$4,524	\$28,379	\$25,535	\$622,685	
New Britain High School / Phase I 1972 New Britain High School	\$436,553	\$1,596,545	\$1,051,840	\$1,206,592	\$160,368	\$3,386,162	\$319,426	\$1,256,209	\$3,199,197	\$2,064,948	\$985,494	\$2,679,388	\$207,635	\$259,759	\$489,128	\$2,456,356	\$410,007	\$1,502,000	\$1,874,835	\$340,176	\$449,870	\$26,332,486	
New Britain High School / Phase II 1999 New Britain High School	\$64,896	\$0	\$8,458	\$433,683	\$372,803	\$80,100	\$136,777	\$211,792	\$322,007	\$305,966	\$63,143	\$103,001	\$33,911	\$0	\$0	\$278,228	\$1,539,487	\$237,192	\$18,821	\$0	\$1,168,353	\$5,378,619	
New Britain High School / Phase III 2008 New Britain High School	\$0	\$0	\$0	\$0	\$0	\$316,703	\$33,763	\$0	\$240,768	\$14,979	\$332,746	\$185,402	\$251,587	\$0	\$0	\$216,372	\$54,586	\$219,007	\$278,239	\$0	\$238,259	\$2,382,411	
New Britain High School / Site	\$12,979	\$153,285	\$263,439	\$476,373	\$62,214	\$0	\$91,388	\$178,605	\$137,232	\$254,182	\$641,434	\$0	\$463,205	\$159,089	\$181,691	\$0	\$0	\$107,203	\$463,120	\$0	\$33,598	\$3,679,035	
Northend Elementary	\$316,240	\$0	\$477,660	\$227,667	\$6,700	\$1,571,815	\$24,434	\$467,165	\$28,480	\$2,358	\$202,145	\$0	\$958,285	\$7,493	\$9,004	\$746,078	\$13,646	\$122,364	\$428,805	\$26,096	\$239,353	\$5,875,790	
Pope John Paul School	\$450,260	\$0	\$546,388	\$545,647	\$88,008	\$581,003	\$0	\$1,558,316	\$482,074	\$0	\$232,002	\$0	\$274,472	\$663,447	\$41,805	\$531,242	\$0	\$501,494	\$343,388	\$32,265	\$52,701	\$6,924,513	
Pulaski Middle School	\$281,323	\$28,193	\$774,950	\$1,532,909	\$30,628	\$1,828,832	\$182,776	\$1,680,671	\$4,522,948	\$225,494	\$651,077	\$98,478	\$21,218	\$3,106,599	\$0	\$1,660,756	\$0	\$903,390	\$848,824	\$47,718	\$94,459	\$18,461,245	
Roosevelt Middle School	\$205,536	\$253,577	\$321,574	\$37,228	\$27,518	\$142,085	\$32,214	\$447,011	\$15,755	\$0	\$596,799	\$455,492	\$959,562	\$1,255,085	\$7,316	\$137,706	\$423,858	\$971,977	\$7,239	\$19,013	\$6,006,607	\$12,323,151	
Slade Middle School / New Britain Transitional School (1990)	\$0	\$0	\$35,975	\$813	\$0	\$16,020	\$42,648	\$60,923	\$8,147	\$2,802	\$64,001	\$0	\$117,912	\$3,825	\$0	\$18,217	\$22,175	\$96,897	\$97,814	\$16,776	\$23,999	\$628,942	
Slade Middle School / Phase 2 (1980's)	\$16,477	\$0	\$0	\$134,395	\$0	\$143,934	\$415,885	\$564,915	\$0	\$0	\$0	\$0	\$847,953	\$115,857	\$0	\$395,647	\$159,493	\$579,802	\$139,346	\$0	\$224,628	\$3,738,332	
Slade Middle School / Phase I (1960)	\$14,351	\$87,591	\$338,772	\$1,943,374	\$498,666	\$318,552	\$118,677	\$1,180,608	\$1,828,651	\$285,023	\$757,006	\$291,022	\$880,251	\$8,117	\$123,807	\$80,487	\$1,101,266	\$1,202,739	\$1,120,449	\$83,320	\$301,808	\$12,564,538	
Slade Middle School / Site	\$78,090	\$5,255	\$28,193	\$53,943	\$0	\$0	\$17,453	\$0	\$191,806	\$186,409	\$0	\$0	\$24,249	\$72,495	\$0	\$4,968	\$0	\$0	\$84,042	\$0	\$327,918	\$1,074,824	
Smalley Academy	\$95,032	\$0	\$0	\$139,388	\$0	\$22,182	\$7,298	\$357,431	\$15,082	\$0	\$268,145	\$211,740	\$62,442	\$2,020,522	\$0	\$2,619,815	\$3,550,544	\$1,323,706	\$128,850	\$538,223	\$156,280	\$11,516,680	
Smith Elementary / Addition	\$53,788	\$3,723	\$0	\$5,343	\$0	\$19,409	\$424,129	\$1,234,641	\$0	\$16,671	\$16,572	\$9,417	\$177,270	\$152,663	\$0	\$494,434	\$78,552	\$1,318	\$8,325	\$0	\$513,572	\$3,209,827	
Smith Elementary / Original Building	\$1,595	\$77,299	\$33,832	\$6,249	\$2,576,553	\$3,943	\$1,115,822	\$387,631	\$10,234	\$62,414	\$291,699	\$196,217	\$480,084	\$366,964	\$1,792,789	\$1,027,953	\$256,553	\$41,904	\$9,410	\$0	\$1,662,246	\$10,401,392	
Smith Elementary / Site	\$7,441	\$0	\$167,356	\$0	\$0	\$0	\$0	\$3,138	\$3,366	\$1,110	\$32,857	\$883	\$0	\$45,349	\$0	\$0	\$0	\$82,578	\$0	\$0	\$28,856	\$372,934	
Vance Village Elementary	\$40,644	\$0	\$573,928	\$194,524	\$236,651	\$1,276,177	\$467,516	\$329,872	\$604,464	\$462,903	\$447,740	\$478,512	\$648,852	\$81,987	\$562,035	\$532,109	\$25,587	\$1,062,795	\$43,686	\$58,902	\$177,082	\$8,305,965	
Grand Total	\$4,985,639	\$2,628,328	\$6,826,295	\$12,535,872	\$4,918,902	\$13,765,177	\$4,030,397	\$13,206,277	\$13,667,402	\$4,447,350	\$8,089,847	\$5,203,229	\$12,239,533	\$9,995,976	\$5,184,372	\$16,226,207	\$8,587,375	\$11,717,420	\$7,734,726	\$4,228,969	\$26,861,177	\$197,080,469	

## **Appendix B:** District-Wide Immediate Needs

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## Immediate Needs Report

16 empty Facilities/Buildings have been hidden from the report.  
You can show them in the report by unchecking the button labelled "Hide empty folders" above.

Facility/Building	Total Items	Total Cost
Holmes Elementary / 1955 Building	13	\$879,500
Holmes Elementary / 1997 Additions	2	\$350,400
Smith Elementary / Addition	2	\$53,800
Gaffney Elementary	2	\$339,100
Gates Building	2	\$133,700
Lincoln Elementary	6	\$107,500
Di Loreto School / Middle School	1	\$7,900
Northend Elementary	2	\$316,200
Di Loreto School / Original Building	8	\$629,200
Smith Elementary / Original Building	2	\$1,600
Slade Middle School / Phase 2 (1980's)	2	\$16,400
Slade Middle School / Phase I (1960)	1	\$14,400
New Britain High School / Phase I 1972 New Britain High School	4	\$436,600
New Britain High School / Phase II 1999 New Britain High School	2	\$64,900
Pope John Paul School	7	\$450,200
Pulaski Middle School	10	\$281,400
Roosevelt Middle School	5	\$205,400
Di Loreto School / Site	2	\$261,700
Holmes Elementary / Site	5	\$201,500
New Britain High School / Site	4	\$12,900
Slade Middle School / Site	3	\$78,100
Smith Elementary / Site	1	\$7,400
Smalley Academy	2	\$95,100
Vance Village Elementary	3	\$40,600
<b>Total</b>	<b>91</b>	<b>\$4,985,500</b>

### 1955 Building

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6724031	Holmes Elementary / 1955 Building	Chimney	B2010	Exterior Walls, Brick, Repair	Poor	Performance/Integrity	\$7,000
6724106	Holmes Elementary / 1955 Building	Building Exterior - older	B2020	Storefront - full height window wall system, Glazing & Framing, Replace	Poor	Performance/Integrity	\$362,500
6724043	Holmes Elementary / 1955 Building	Older part of school	B2050	Exterior Door, Steel, Standard, Replace	Poor	Performance/Integrity	\$600
6724011	Holmes Elementary / 1955 Building	Restroom older	C1090	Toilet Partitions, Metal, Replace	Poor	Performance/Integrity	\$5,400
6724083	Holmes Elementary / 1955 Building	Gymnasium	C2030	Flooring, Maple Sports Floor, Replace	Poor	Performance/Integrity	\$50,800

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6723982	Holmes Elementary / 1955 Building	Gymnasium	D2010	Drinking Fountain, Wall-Mounted, Single-Level, Replace	Poor	Performance/Integrity	\$1,300
6816911	Holmes Elementary / 1955 Building	Classrooms, Hall	D2010	Drinking Fountain, Wall-Mounted, Single-Level, Replace	Poor	Performance/Integrity	\$26,800
6723979	Holmes Elementary / 1955 Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$21,300
6724004	Holmes Elementary / 1955 Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$8,000
6723969	Holmes Elementary / 1955 Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$15,900
6723985	Holmes Elementary / 1955 Building	Penthouse	D3050	Air Handler, Interior AHU, Easy/Moderate Access, Replace	Poor	Performance/Integrity	\$9,800
6827716	Holmes Elementary / 1955 Building	Throughout	D3050	HVAC System, Hydronic Piping, 2-Pipe, Replace	Poor	Performance/Integrity	\$244,500
6723993	Holmes Elementary / 1955 Building	Auditorium	E2010	Fixed Seating, Auditorium/Theater, Metal Cushioned Standard, Replace	Poor	Performance/Integrity	\$125,800

**Total (13 items)**

**\$879,500**

**1997 Additions**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6810697	Holmes Elementary / 1997 Additions	Rear elevation at media center and art classroom	B2080	Awning, Metal, per SF of awning, Refinish	Poor	Performance/Integrity	\$700
6724046	Holmes Elementary / 1997 Additions	Roof	B3010	Roofing, Built-Up, Replace	Poor	Performance/Integrity	\$349,700

**Total (2 items)**

**\$350,400**

**Addition**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6876343	Smith Elementary / Addition	Roof	D3030	Split System, Condensing Unit/Heat Pump, 13 to 15 TON, Replace	Poor	Retrofit/Adaptation	\$26,900
6876326	Smith Elementary / Addition	Roof	D3030	Split System, Condensing Unit/Heat Pump, 13 to 15 TON, Replace	Poor	Performance/Integrity	\$26,900

**Total (2 items)**

**\$53,800**

**Gaffney Elementary**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6818544	Gaffney Elementary	Play equipment areas	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	NA	Retrofit/Adaptation	\$331,700
6817675	Gaffney Elementary	Site	P2030	Engineering Study, Traffic Study, Evaluate/Report	Poor	Performance/Integrity	\$7,400



ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
<b>Total (2 items)</b>							<b>\$339,100</b>

**Gates Building**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6892177	Gates Building	Basement	D3020	Boiler, Gas, HVAC, 1001 to 2000 MBH, Replace	Failed	Performance/Integrity	\$54,000
6892150	Gates Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, 26 to 50 TON, Replace	Poor	Performance/Integrity	\$79,700
<b>Total (2 items)</b>							<b>\$133,700</b>

**Lincoln Elementary**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6869917	Lincoln Elementary		B3010	Roofing, any type, Repairs per Man-Day, Repair	Poor	Performance/Integrity	\$1,200
6869830	Lincoln Elementary	Site	G2030	Sidewalk, Concrete, Small Areas/Sections, Replace	Failed	Performance/Integrity	\$65,300
6890831	Lincoln Elementary	Playground East	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	Poor	Retrofit/Adaptation	\$27,600
6869914	Lincoln Elementary		G2050	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Seal & Stripe	Poor	Retrofit/Adaptation	\$2,700
6869841	Lincoln Elementary	Site	G2050	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Mill & Overlay	Failed	Performance/Integrity	\$3,300
6890829	Lincoln Elementary	Site	P2030	Engineering Study, Traffic, Study	Poor	Performance/Integrity	\$7,400
<b>Total (6 items)</b>							<b>\$107,500</b>

**Middle School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6900522	Di Loreto School / Middle School	Metal roofs	B3010	Roofing Accessories, Metal Roofing Snow Guard, Install	NA	Safety	\$7,900
<b>Total (1 items)</b>							<b>\$7,900</b>

**Northend Elementary**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6724867	Northend Elementary	Throughout building	D7030	Security/Surveillance System, Full System Upgrade, Average Density, Replace	Poor	Retrofit/Adaptation	\$0
6724821	Northend Elementary		D8010	BAS/HVAC Controls, Extensive/Robust BMS or Smart Building System, Upgrade/Install	Poor	Retrofit/Adaptation	\$316,200
<b>Total (2 items)</b>							<b>\$316,200</b>

**Original Building**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6873876	Di Loreto School / Original Building	Building Exterior	B2020	Storefront, Glazing & Framing, Replace	Poor	Retrofit/Adaptation	\$514,500
6873821	Di Loreto School / Original Building	Building Exterior	B2050	Overhead/Dock Door, Wood, 12'x12' (144 SF), Replace	Poor	Retrofit/Adaptation	\$3,200
6873899	Di Loreto School / Original Building	Front of the building	D3030	Split System, Condensing Unit/Heat Pump, Replace	Poor	Performance/Integrity	\$4,300
6873843	Di Loreto School / Original Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$31,900
6873928	Di Loreto School / Original Building	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Retrofit/Adaptation	\$47,800
6873889	Di Loreto School / Original Building	Roof	D3060	Exhaust Fan, Roof or Wall-Mounted, 16" Damper, 1001 to 2000 CFM, Replace	Poor	Retrofit/Adaptation	\$12,800
6873817	Di Loreto School / Original Building	Roof	D3060	Exhaust Fan, Roof or Wall-Mounted, 12" Damper, 501 to 1000 CFM, Replace	Poor	Retrofit/Adaptation	\$3,000
6873921	Di Loreto School / Original Building	Roof	D3060	Exhaust Fan, Roof or Wall-Mounted, 42" Damper, 15001 to 20000 CFM, Replace	Poor	Retrofit/Adaptation	\$11,700
<b>Total (8 items)</b>							<b>\$629,200</b>

**Original Building**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6882076	Smith Elementary / Original Building	Building Exterior	B2010	Exterior Walls, Plaster skim coat, Repair	Poor	Performance/Integrity	\$500
6880781	Smith Elementary / Original Building	Parking lot	Y1010	ADA Parking, Designated Stall, Pavement Markings & Signage, Install	Poor	Accessibility	\$1,100
<b>Total (2 items)</b>							<b>\$1,600</b>

**Phase 2 (1980's)**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6885817	Slade Middle School / Phase 2 (1980's)	Building exterior	B3010	Roofing, any type, Repairs per Man-Day, Repair	Poor	Performance/Integrity	\$5,800
6935823	Slade Middle School / Phase 2 (1980's)	Roof	B3010	Roofing Accessories, Metal Roofing Snow Guard, Install	NA	Safety	\$10,600
<b>Total (2 items)</b>							<b>\$16,400</b>

**Phase I (1960)**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6899145	Slade Middle School / Phase I (1960)	Locker room	C2030	Flooring, any surface, w/ Paint or Sealant, Prep & Paint	Poor	Performance/Integrity	\$14,400

**Total (1 items)**

**\$14,400**

**Phase I 1972 New Britain High School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
7171723	New Britain High School / Phase I 1972 New Britain High School	Building Exterior	B2010	Caulking, Window Edge/Trim, per 36 SF Window (or 24 LF), Replace	Failed	Performance/Integrity	\$1,800
6879055	New Britain High School / Phase I 1972 New Britain High School	Roof	B2050	Exterior Door, Steel, Standard, Replace	Poor	Performance/Integrity	\$6,400
6879069	New Britain High School / Phase I 1972 New Britain High School	Roof	D3060	Exhaust Fan, Centrifugal, 24" Damper, Replace	Failed	Performance/Integrity	\$3,200
6879119	New Britain High School / Phase I 1972 New Britain High School	Primary Mechanical Room	D5020	Switchgear, 277/480 V, Replace	Fair	Lifecycle/Renewal	\$425,200

**Total (4 items)**

**\$436,600**

**Phase II 1999 New Britain High School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6879658	New Britain High School / Phase II 1999 New Britain High School	Restrooms	C1090	Toilet Partitions, Plastic/Laminate, Replace	Failed	Performance/Integrity	\$2,400
6808752	New Britain High School / Phase II 1999 New Britain High School	Mechanical Penthouse 2	D3050	Air Handler, Exterior AHU, 8001 to 10000 CFM, Replace	Failed	Performance/Integrity	\$62,500

**Total (2 items)**

**\$64,900**

**Pope John Paul School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6733127	Pope John Paul School	Building exterior	B1010	Structural Elements, any type, Repairs per Man-Day, Repair	Poor	Performance/Integrity	\$116,900
6733167	Pope John Paul School	Site	B1080	Stair/Ramp Rails, Metal, Refinish	Poor	Performance/Integrity	\$2,900
6733105	Pope John Paul School	Site	B1080	Stairs, Concrete, Exterior, Replace	Poor	Performance/Integrity	\$26,300
6733162	Pope John Paul School	Throughout building	C1070	Suspended Ceilings, Hard Tile, Replacement w/ ACT, Replace	Poor	Performance/Integrity	\$67,900
6733160	Pope John Paul School	Site	G2020	Parking Lots, Pavement, Asphalt, Mill & Overlay	Poor	Performance/Integrity	\$204,600
6733140	Pope John Paul School	Site	G2020	Parking Lots, Pavement, Asphalt, Seal & Stripe	Poor	Performance/Integrity	\$26,300

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6838577	Pope John Paul School	Throughout building	P2030	Engineering Study, Environmental, Asbestos (ACM) & Lead Base Paint (LBP), Evaluate/Report	NA	Environmental	\$5,300

**Total (7 items)**

**\$450,200**

**Pulaski Middle School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6863211	Pulaski Middle School	West addition metal roofs	B3010	Roofing Accessories, Metal Roofing Snow Guard, Install	NA	Safety	\$9,400
6734529	Pulaski Middle School	Throughout building	C1070	Suspended Ceilings, Hard Tile, Replacement w/ ACT, Replace	Poor	Performance/Integrity	\$46,500
6734506	Pulaski Middle School	Throughout building	C1070	Suspended Ceilings, Acoustical Tile (ACT), Replace	Poor	Performance/Integrity	\$167,400
6734443	Pulaski Middle School	Kitchen	C2030	Flooring, Vinyl Tile (VCT), Replace	Poor	Performance/Integrity	\$13,300
6734486	Pulaski Middle School	Building exterior	D3030	Split System, Condensing Unit/Heat Pump, Replace	Poor	Performance/Integrity	\$4,300
6734510	Pulaski Middle School	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$11,700
6734497	Pulaski Middle School	Roof	D3050	Packaged Unit, RTU, Pad or Roof-Mounted, Replace	Poor	Performance/Integrity	\$11,700
6734411	Pulaski Middle School	Roof	D3050	Piping & Valves, Fiberglass Insulation, HVAC Heating Water or Steam, Replace	Poor	Performance/Integrity	\$4,800
6734538	Pulaski Middle School	Kitchen	E1030	Foodservice Equipment, Walk-In, Evaporator for Refrigerator/Freezer, Replace	Poor	Performance/Integrity	\$4,900
6863210	Pulaski Middle School	Site	P2030	Traffic Engineering Study, Traffic Study	NA	Safety	\$7,400

**Total (10 items)**

**\$281,400**

**Roosevelt Middle School**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6932155	Roosevelt Middle School	Roof eaves, areas exposed to ground	B3010	Roofing Accessories, Metal Roofing Snow Guard, Install	NA	Safety	\$17,500
6932156	Roosevelt Middle School	Site	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	NA	Safety	\$172,700
6830259	Roosevelt Middle School	Site	G2060	Retaining Wall, Brick/Stone, Repair	Poor	Performance/Integrity	\$400
6874951	Roosevelt Middle School	Throughout school	P2030	Engineering Study, Plumbing, Sanitary Sewer System, Evaluate/Report	Poor	Performance/Integrity	\$7,400
6874563	Roosevelt Middle School	Site	P2030	Engineering Study, Traffic Study, Study	NA	Safety	\$7,400

**Total (5 items)**

**\$205,400**

**Site**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6904993	Di Loreto School / Site	Site	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	NA	Safety	\$254,300
6905023	Di Loreto School / Site	Site	P2030	Engineering Study, Traffic, Study	Poor	Safety	\$7,400
<b>Total (2 items)</b>							<b>\$261,700</b>

**Site**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6724062	Holmes Elementary / Site	Site - Entry drive from Nye	G2020	Parking Lots, Pavement, Asphalt, Cut & Patch	Poor	Performance/Integrity	\$1,200
6827217	Holmes Elementary / Site	Play area	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	Poor	Safety	\$183,800
6724044	Holmes Elementary / Site	Site	G2060	Fences & Gates, Fence, Chain Link 6', Replace	Poor	Performance/Integrity	\$1,100
6827188	Holmes Elementary / Site	Site	P2030	Engineering Study, Traffic study, Study	Poor	Performance/Integrity	\$7,400
6827212	Holmes Elementary / Site	Site and building	Y1090	ADA Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report	NA	Accessibility	\$8,000
<b>Total (5 items)</b>							<b>\$201,500</b>

**Site**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6879042	New Britain High School / Site	Site	G2020	Parking Lots, Pavement, Asphalt, Cut & Patch	NA	Performance/Integrity	\$2,900
6808772	New Britain High School / Site	Site	G2030	Site Stairs & Ramps, Handrails, Metal, Install	Failed	Safety	\$700
6879065	New Britain High School / Site	Site	G2060	Fences & Gates, Fence, Chain Link 4', Replace	Failed	Safety	\$1,900
6897613	New Britain High School / Site	Site	P2030	Engineering Study, Traffic, Traffic Study	Poor	Safety	\$7,400
<b>Total (4 items)</b>							<b>\$12,900</b>

**Site**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6899118	Slade Middle School / Site	Throughout building	D2010	Drinking Fountain, Exterior/Site, Metal Pedestal, Replace	Failed	Performance/Integrity	\$3,200
6935831	Slade Middle School / Site	Site	G1070	Site Earthwork, Slopes & Contours, Reshaping/Regrading, Repair	Poor	Performance/Integrity	\$74,400
6899182	Slade Middle School / Site	Site	G2020	Parking Lots, Pavement, Asphalt, Cut & Patch	NA	Performance/Integrity	\$500
<b>Total (3 items)</b>							<b>\$78,100</b>

**Site**

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6880780	Smith Elementary / Site	Site	P2030	Engineering Study, Traffic Study, Study	Poor	Performance/Integrity	\$7,400
<b>Total (1 items)</b>							<b>\$7,400</b>
<b>Smalley Academy</b>							
ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6838341	Smalley Academy		B3010	Roofing Accessories, Metal Roofing Snow Guard, Install	NA	Retrofit/Adaptation	\$9,400
6838371	Smalley Academy	Playground	G2050	Playground Surfaces, Rubber, Poured-in-Place, Replace	NA	Retrofit/Adaptation	\$85,700
<b>Total (2 items)</b>							<b>\$95,100</b>
<b>Vance Village Elementary</b>							
ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
6735548	Vance Village Elementary	Site	G2020	Parking Lots, Pavement, Asphalt, Cut & Patch	Poor	Performance/Integrity	\$29,200
6735567	Vance Village Elementary	Playground	G2050	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Seal & Stripe	Poor	Performance/Integrity	\$4,000
6841105	Vance Village Elementary	Site	P2030	Engineering Study, Study	NA	Safety	\$7,400
<b>Total (3 items)</b>							<b>\$40,600</b>



## **Appendix C:** Recommended Energy Conservation Measures (ECM)

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ECM #	Description of ECM	Projected Initial Investment	Total Estimated Annual Cost Savings (Utility + O&M)	Averaged Payback (Years)
	DiLoreto Elementary			
1	Install Low Flow Tankless Restroom Fixtures	\$8,593	\$4,734	1.82
2	Install Low Flow Faucet Aerators	\$682	\$878	0.78
3	Replace Incandescent/CFL /Halogen Lamps With LED Lamps	\$262	\$86	3.05
4	Install Refrigerant Additive	\$3,354	\$929	3.61
5	Replace Existing Linear Fluorescent Lamps	\$24,582	\$6,464	3.80
6	Replace Existing Air Conditioners with Energy Star Air Conditioners	\$9,990	\$1,013	9.86
Totals		\$47,464	\$14,104	3.82
	Gaffney Elementary			
1	Install Low Flow Faucet Aerators	\$1,183	\$514	2.30
2	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$65,400	\$10,009	6.53
3	Re-Commission The Building & Its Control Systems	\$27,497	\$3,051	9.01
Totals		\$94,080	\$13,574	5.95
	Holmes Elementary			
1	Replace Defective Steam Traps	\$1,020	\$1,760	0.58
2	Install Low Flow Faucet Aerators	\$819	\$550	1.49
3	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$27,448	\$11,638	2.36
4	Install Outside Air Temperature Reset Controls For Hot Water Boilers	\$5,656	\$1,496	3.78
5	Install Low Flow Tankless Restroom Fixtures	\$37,200	\$5,529	6.73
6	Re-Commission The Building & Its Control Systems	\$27,497	\$2,656	10.35
Totals		\$99,639	\$23,629	4.21
	Jefferson Elementary			
1	Install Low Flow Faucet Aerators	\$318	\$427	0.75
2	Install Thermostatic Radiator Valves on Steam Radiators	\$5,819	\$2,804	2.07
3	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$32,364	\$12,514	2.59
4	Install Low Flow Tankless Restroom Fixtures	\$6,538	\$3,047	2.15
5	Reduce HVAC Hours of Operation	\$52,199	\$9,883	5.28
6	Replace Rooftop Package Unit	\$117,500	\$8,492	13.84
Totals		\$214,738	\$37,167	4.45
	Lincoln Elementary			
1	Replace Incandescent/CFL /Halogen Lamps With LED Lamps	\$1,527	\$1,380	1.11
2	Replace Existing Linear Fluorescent Lamps	\$20,815	\$12,144	1.71
3	Retrofit Flush Tank Toilets to Dual Flush	\$4,971	\$1,350	3.68

4	Install Refrigerant Additive	\$25,375	\$7,063	3.59
5	Re-Commission The Building & Its Control Systems	\$21,953	\$2,677	8.20
6	Replace Rooftop Package Unit	\$161,908	\$15,431	10.49
7	Install SCADA BMS System to centralized the control of all HVAC Units	\$175,000	\$18,685	9.37
8	Replace Existing Air Conditioners with Energy Star Air Conditioners	\$12,487	\$1,200	10.40
9	Upgrade Insulation	\$46,133	\$2,823	16.34
Totals		\$470,169	\$62,753	7.21
Northend Elementary				
1	Install Low Flow Faucet Aerators	\$379	\$677	0.56
2	Reduce HVAC Hours of Operation	\$9,180	\$4,922	1.87
3	Replace Existing Linear Fluorescent Lamps	\$23,347	\$7,638	3.06
4	Install On-Demand Ventilation on Air Handlers	\$5,299	\$1,746	3.04
5	Re-Commission The Building & Its Control Systems	\$21,953	\$3,107	7.07
6	Replace Rooftop Package Unit	\$150,000	\$17,869	8.39
7	Replace Existing Air Conditioners with Energy Star Air Conditioners	\$12,487	\$1,385	9.01
Totals		\$222,646	\$37,345	4.71
Smith Elementary				
1	Install Low Flow Faucet Aerators	\$197	\$585	0.34
2	Install Thermostatic Radiator Valves on Steam Radiators	\$1,940	\$3,760	0.52
3	Replace Defective Steam Traps	\$2,041	\$3,373	0.60
4	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$30,657	\$10,370	2.96
5	Install Low Flow Tankless Restroom Fixtures	\$5,779	\$1,467	3.94
6	Re-Commission The Building & Its Control Systems	\$36,810	\$5,276	6.98
Totals		\$77,423	\$24,832	2.56
Vance Elementary				
1	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$41,058	\$10,994	3.73
2	Install Low Flow Tankless Restroom Fixtures	\$14,599	\$3,179	4.59
3	Re-Commission The Building & Its Control Systems	\$31,001	\$5,275	5.88
4	Install Timers On Exhaust Fans	\$11,030	\$938	11.76
Totals		\$97,689	\$20,386	6.49
Pulaski Middle School				
1	Install Outside Air Temperature Reset Controls For Hot Water Boilers	\$3,393	\$8,316	0.41
2	Install On-Demand Ventilation on Air Handlers	\$10,599	\$7,149	1.48
3	Control External Air Leakage In Commercial Buildings	\$723	\$339	2.13
4	Re-Commission The Building & Its Control Systems	\$73,571	\$8,941	8.23
5	Install Low Flow Faucet Aerators	\$12,718	\$2,069	6.15
Totals		\$101,004	\$26,814	3.68
Roosevelt MS				
1	Install Low Flow Faucet Aerators	\$440	\$268	1.64
2	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$86,874	\$26,539	3.27

3	Install Low Flow Tankless Restroom Fixtures	\$7,099	\$1,526	4.65
4	Install Low Flow Shower Heads	\$1,024	\$235	4.35
5	Install On-Demand Ventilation on Air Handlers	\$17,664	\$2,394	7.38
Totals		\$113,100	\$30,962	4.26
	Slade Middle School			
1	Install Low Flow Faucet Aerators	\$819	\$2,774	0.30
2	Install Energy Savers on Vending, Snack Machines	\$852	\$635	1.34
3	Re-Commission The Building & Its Control Systems	\$77,611	\$33,581	2.31
4	Install Low Flow Tankless Restroom Fixtures	\$36,926	\$8,443	4.37
Totals		\$116,208	\$45,432	\$8
	New Britain HS			
1	Install Energy Savers on Vending, Snack Machines	\$1,704	\$1,439	\$1
2	Install Low Flow Faucet Aerators	\$2,093	\$1,566	\$1
3	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$77,245	\$28,412	\$3
4	Install Low Flow Tankless Restroom Fixtures	\$98,162	\$12,715	\$8
5	Re-Commission The Building & Its Control Systems	\$178,368	\$15,448	\$12
Totals		\$357,571	\$59,579	
	Maintenance Shop			
1	Install Low Flow Faucet Aerators	\$30	\$14	2.19
2	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$12,785	\$3,375	3.79
3	Replace External Windows	\$9,757	\$661	14.77
4	Upgrade Unit Heaters to Condensing Gas Fired Unit Heaters	\$21,920	\$1,590	13.79
Totals		\$44,492	\$5,639	8.63
	Gates Building			
1	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$33,209	\$12,813	2.59
2	Install Low Flow Tankless Restroom Fixtures	\$3,363	\$1,164	2.89
3	Install Low Flow Faucet Aerators	\$379	\$177	2.15
4	Install On-Demand Ventilation on Air Handlers	\$8,832	\$1,184	7.46
Totals		\$45,783	\$15,338	3.77
	Brookside			
1	Install Low Flow Faucet Aerators	\$45	\$34	1.33
2	Upgrade Building Lighting to LED and Install Automatic Lighting Controls	\$7,823	\$3,201	2.44
Totals		\$7,868	\$3,235	1.89
	Pope John Paul			
1	Replace Existing Linear Fluorescent Lamps	\$25,105	\$11,213	2.24
2	Install Low Flow Faucet Aerators	\$455	\$230	1.97
3	Install Low Flow Tankless Restroom Fixtures	\$20,720	\$4,945	4.19
4	Re-Commission The Building & Its Control Systems	\$22,175	\$4,940	4.49

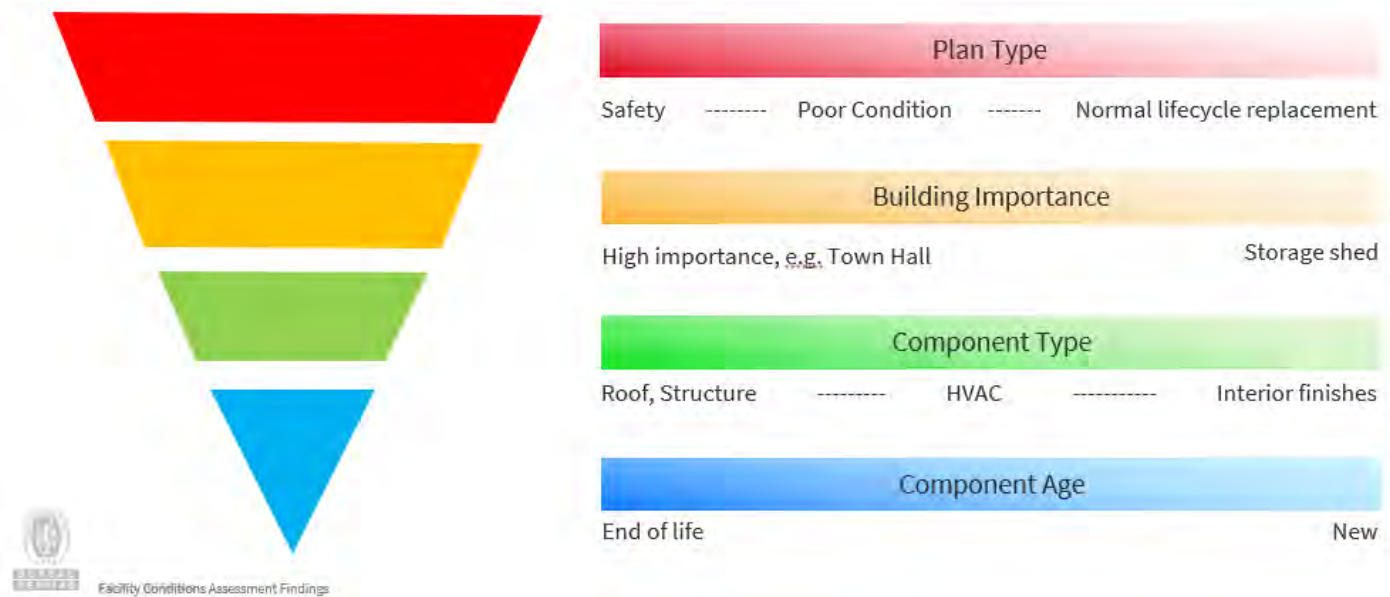
Totals		\$68,454	\$21,329	3.22
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## **Appendix D:** Priority Score Report

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The Priority Score Report lists capital assets in order based on the urgency of their replacement, with most urgent receiving the highest score on a 100-point scale. The urgency of replacement is derived by a formula based on the following factors, which are then weighted as shown:



These factors are weighted in the calculation as follows:

Plan Type Weight:	1000
Building Weight:	100
Component type (Unifomat):	10
Component Age (Remaining Useful Life):	1

The final priority score is calculated using this formula:

$$RulScore = 10 - (9 * RUL/Lifespan)$$

$$TotalWeight = BuildingWeight + PlanWeight + RulWeight + UnifomatWeight$$

$$RawScore = (BuildingWeight * BuildingScore) + (PlanWeight * PlanScore) + (RulWeight * RulScore) + (UnifomatWeight * UnifomatScore)$$

$$PriorityScore = (RawScore - TotalWeight) / TotalWeight * 1000$$

Items included in the following report are those with a score of 70 or above.

# Priority Score Report

01/01/2024

This report lists items having a priority score of 70 or higher (highest = 100). The report can be generated with other options through the AssetCalc software.



ID	UF Location Code	Description	Lifespan	Raw Score	Conditionement	First Replac	Plan Type	Quantity	Unit	Cost
6932155	Roosevelt Middle School B3011	Roofing Accessories, Metal Roofing Snow Guard, Install	30	<b>80.91</b>	NA	2023	Safety	1,030	LF	\$17,518
6863211	Pulaski Middle School B3011	Roofing Accessories, Metal Roofing Snow Guard, Install	30	<b>80.91</b>	NA	2023	Safety	550	LF	\$9,354
6932156	Roosevelt Middle School G2055	Playground Surfaces, Rubber, Poured-in-Place, Replace	20	<b>80.27</b>	NA	2023	Safety	6,250	SF	\$172,738
6863210	Pulaski Middle School P2032	Engineering Study, Traffic	(No Lifespan)	<b>80.19</b>	NA	2023	Safety	1	EA	\$7,441
6874563	Roosevelt Middle School P2032	Engineering Study, Traffic	(No Lifespan)	<b>80.19</b>	NA	2023	Safety	1	EA	\$7,441
6841105	Vance Village Elementary P2032	Engineering Study, Traffic	(No Lifespan)	<b>80.19</b>	NA	2023	Safety	1	EA	\$7,441
6735563	Vance Village Elementary B2011	Exterior Walls, any painted surface, Prep & Paint	10	<b>71.90</b>	Poor	2025	Performance/ Integrity	115,560	SF	\$368,521
6869917	Lincoln Elementary B3015	Roofing, any type, Repairs per Man-Day, Repair	(No Lifespan)	<b>71.82</b>	Poor	2023	Performance/ Integrity	1	EA	\$1,169
6733127	Pope John Paul School B1011	Structural Elements, any type, Repairs per Man-Day, Repair	(No Lifespan)	<b>71.82</b>	Poor	2023	Performance/ Integrity	100	EA	\$116,930
6869853	Lincoln Elementary B2021	Window, Steel, 16-25 SF, Replace	30	<b>71.73</b>	Poor	2025	Performance/ Integrity	60	EA	\$108,426
6869845	Lincoln Elementary B2021	Window, Aluminum Double-Glazed, 28-40 SF, Replace	30	<b>71.73</b>	Poor	2025	Performance/ Integrity	5	EA	\$6,644
6724909	Northend Elementary B2021	Window, Aluminum Double-Glazed, 28-40 SF, Replace	30	<b>71.73</b>	Poor	2025	Performance/ Integrity	68	EA	\$90,355

ID	UF Location Code	Description	Lifespan	Raw Score	Conditionement	First Replac	Plan Type	Quantity	Unit	Cost
6869903	Lincoln Elementary B2021	Window, Aluminum Double-Glazed, 16-25 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	62	EA	\$62,611
6724963	Northend Elementary B2021	Window, Aluminum Double-Glazed, 16-25 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	13	EA	\$13,128
6869818	Lincoln Elementary B2021	Window, Aluminum Double-Glazed, up to 15 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	4	EA	\$2,764
6735539	Vance Village Elementary B2021	Window, Vinyl-Clad Double-Glazed, 16-25 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	65	EA	\$62,186
6869875	Lincoln Elementary B2021	Window, Aluminum Double-Glazed, 28-40 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	90	EA	\$119,588
6869803	Lincoln Elementary B2021	Window, Aluminum Double-Glazed, 28-40 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	2	EA	\$2,658
6894820	Maintenance Shop B2021	Window, Aluminum Double-Glazed, 16-25 SF, Replace	30	71.73	Poor	2025	Performance/ Integrity	12	EA	\$12,118
6892177	Gates Building D3021	Boiler, Gas, HVAC, 1001 to 2000 MBH, Replace	30	71.64	Failed	2023	Performance/ Integrity	1	EA	\$54,000
6869830	Lincoln Elementary G2031	Sidewalk, Concrete, Small Areas/Sections, Replace	50	71.55	Failed	2023	Performance/ Integrity	3,070	SF	\$65,268
6734411	Pulaski Middle School D3051	Piping & Valves, Fiberglass Insulation, HVAC Heating Water or Steam, Replace	40	71.55	Poor	2023	Performance/ Integrity	500	LF	\$4,784
6735536	Vance Village Elementary C2012	Moldings, Baseboard/Tri m, Commercial High-End, Replace	30	71.55	Poor	2025	Performance/ Integrity	100	LF	\$1,063

ID	UF		Description	Lifespan	Raw Score	Conditionement	First Replac	Plan Type	Quantity	Unit	Cost
	Location	Code									
6735548	Vance Village Elementary	G2021	Parking Lots, Pavement, Asphalt, Cut & Patch	(No Lifespan)	71.46	Poor	2023	Performance/ Integrity	5,000	SF	\$29,233
6733160	Pope John Paul School	G2021	Parking Lots, Pavement, Asphalt, Mill & Overlay	25	71.45	Poor	2023	Performance/ Integrity	55,000	SF	\$204,628
6733140	Pope John Paul School	G2021	Parking Lots, Pavement, Asphalt, Seal & Stripe	5	71.44	Poor	2023	Performance/ Integrity	55,000	SF	\$26,309
6869841	Lincoln Elementary	G2051	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Mill & Overlay	25	71.27	Failed	2023	Performance/ Integrity	900	SF	\$3,348
6735567	Vance Village Elementary	G2051	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Seal & Stripe	5	71.26	Poor	2023	Performance/ Integrity	8,300	SF	\$3,970
6830259	Roosevelt Middle School	G2066	Retaining Wall, Brick/Stone, Repair	(No Lifespan)	71.19	Poor	2023	Performance/ Integrity	30	SF	\$399
6874951	Roosevelt Middle School	P2032	Engineering Study, Plumbing, Sanitary Sewer System, Evaluate/Report	(No Lifespan)	71.19	Poor	2023	Performance/ Integrity	1	EA	\$7,441
6817675	Gaffney Elementary	P2032	Engineering Study, Traffic	(No Lifespan)	71.19	Poor	2023	Performance/ Integrity	1	EA	\$7,441
6890829	Lincoln Elementary	P2032	Engineering Study, Traffic	(No Lifespan)	71.19	Poor	2023	Performance/ Integrity	1	EA	\$7,441
6733105	Pope John Paul School	B1081	Stairs, Concrete, Exterior, Replace	50	71.19	Poor	2023	Performance/ Integrity	450	SF	\$26,309
6733146	Pope John Paul School	C2034	Flooring, Wood, Strip, Replace	30	71.19	Poor	2025	Performance/ Integrity	2,500	SF	\$39,863
6830319	Roosevelt Middle School	B2051	Exterior Door, Aluminum-Framed & Glazed, Standard Swing, Replace	30	71.19	Poor	2025	Performance/ Integrity	27	EA	\$37,311

ID	UF		Description	Lifespan	Raw Score	First Replac		Plan Type	Quantity Unit		Cost
	Location	Code				Conditionement	Year		Quantity	Unit	
6733162	Pope John Paul School	C1071	Suspended Ceilings, Hard Tile, Replacement w/ ACT, Replace	25	71.18	Poor	2023	Performance/ Integrity	18,250	SF	\$67,899
6734520	Pulaski Middle School	D3055	Air Handler, Interior AHU, Easy/Moderate Access, 2401 to 4000 CFM, Replace	25	71.18	Poor	2024	Performance/ Integrity	1	EA	\$23,386
6735530	Vance Village Elementary	C1071	Suspended Ceilings, Acoustical Tile (ACT), Replace	25	71.18	Poor	2025	Performance/ Integrity	20,000	SF	\$74,410
6734506	Pulaski Middle School	C1071	Suspended Ceilings, Acoustical Tile (ACT), Replace	25	71.18	Poor	2023	Performance/ Integrity	45,000	SF	\$167,423
6734529	Pulaski Middle School	C1071	Suspended Ceilings, Hard Tile, Replacement w/ ACT, Replace	25	71.18	Poor	2023	Performance/ Integrity	12,500	SF	\$46,506
6734497	Pulaski Middle School	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 5 TON, Replace	20	71.18	Poor	2023	Performance/ Integrity	1	EA	\$11,693
6830296	Roosevelt Middle School	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 26 to 50 TON, Replace	20	71.18	Poor	2025	Performance/ Integrity	1	EA	\$79,725
6892150	Gates Building	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 26 to 50 TON, Replace	20	71.18	Poor	2023	Performance/ Integrity	1	EA	\$79,725
6830293	Roosevelt Middle School	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 26 to 50 TON, Replace	20	71.18	Poor	2025	Performance/ Integrity	1	EA	\$79,725
6830247	Roosevelt Middle School	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 26 to 50 TON, Replace	20	71.18	Poor	2025	Performance/ Integrity	1	EA	\$79,725
6734510	Pulaski Middle School	D3055	Packaged Unit, RTU, Pad or Roof-Mounted, 5 TON, Replace	20	71.18	Poor	2023	Performance/ Integrity	1	EA	\$11,693

ID	UF		Description	Lifespan	Raw Score	Conditionement	First Replac	Plan Type	Quantity	Unit	Cost
	Location	Code									
6830270	Roosevelt Middle School	D3037	Split System, Condensing Unit/Heat Pump, 21 to 30 TON, Replace	15	71.18	Poor	2024	Performance/ Integrity	1	EA	\$47,835
6734538	Pulaski Middle School	E1038	Foodservice Equipment, Walk-In, Evaporator for Refrigerator/Freezer, Replace	15	71.18	Poor	2023	Performance/ Integrity	1	EA	\$4,890
6830333	Roosevelt Middle School	D3037	Split System, Condensing Unit/Heat Pump, 8 to 10 TON, Replace	15	71.18	Poor	2024	Performance/ Integrity	1	EA	\$18,284
6742887	Vance Village Elementary	C2035	Flooring, Vinyl Tile (VCT), Replace	15	71.18	Poor	2025	Performance/ Integrity	1,500	SF	\$7,973
6734486	Pulaski Middle School	D3037	Split System, Condensing Unit/Heat Pump, 3 TON, Replace	15	71.18	Poor	2023	Performance/ Integrity	1	EA	\$4,252
6830236	Roosevelt Middle School	D3037	Split System, Condensing Unit/Heat Pump, 21 to 30 TON, Replace	15	71.18	Poor	2024	Performance/ Integrity	1	EA	\$47,835
6830314	Roosevelt Middle School	D3037	Split System, Condensing Unit/Heat Pump, 21 to 30 TON, Replace	15	71.18	Poor	2024	Performance/ Integrity	1	EA	\$47,835
6734443	Pulaski Middle School	C2035	Flooring, Vinyl Tile (VCT), Replace	15	71.18	Poor	2023	Performance/ Integrity	2,500	SF	\$13,288
6830326	Roosevelt Middle School	D3037	Split System, Condensing Unit/Heat Pump, 8 to 10 TON, Replace	15	71.18	Poor	2024	Performance/ Integrity	1	EA	\$18,284
6734478	Pulaski Middle School	B1081	Stairs, Metal, Interior, Refinish	10	71.18	Poor	2024	Performance/ Integrity	2,500	SF	\$3,986
6733167	Pope John Paul School	B1085	Stair/Ramp Rails, Metal, Refinish	10	71.18	Poor	2023	Performance/ Integrity	1,800	LF	\$2,870
6830348	Roosevelt Middle School	C2057	Ceiling Finishes, any flat surface, Prep & Paint	10	71.18	Poor	2025	Performance/ Integrity	150	SF	\$319
6735566	Vance Village Elementary	B1085	Stair/Ramp Rails, Metal, Refinish	10	71.18	Poor	2025	Performance/ Integrity	160	LF	\$255



## **Appendix E:** School Space Allocation by Function

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<b>Chamberlain Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	31	5,456	5%
Assembly	1	2,274	2%
Circulation	45	21,536	21%
Classroom - General	31	26,624	26%
Classroom - Pre-K	-	-	0%
Classroom - Small	5	1,904	2%
Classroom - Specialty	9	7,496	7%
Dining	1	3,848	4%
Gymnasium and Sports Related Areas	1	3,367	3%
Maintenance and Support	81	15,237	15%
Storage	16	12,230	12%
<b>TOTAL</b>	<b>221</b>	<b>99,972</b>	<b>99%</b>

<b>DiLoreto School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	25	5,607	5%
Assembly	2	4,738	4%
Circulation	36	22,371	20%
Classroom - General	41	34,025	30%
Classroom - Pre-K	-	-	0%
Classroom - Small	2	604	1%
Classroom - Specialty	8	7,819	7%
Dining	1	4,318	4%
Gymnasium and Sports Related Areas	5	9,655	9%
Maintenance and Support	64	9,778	9%
Storage	43	8,833	8%
Classroom - Kindergarten	3	4,420	4%
<b>TOTAL</b>	<b>230</b>	<b>112,168</b>	<b>99%</b>

<b>Gaffney Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	31	5,697	8%
Assembly	1	2,121	3%
Circulation	15	13,285	18%
Classroom - General	24	21,024	29%
Classroom - Pre-K	7	6,266	9%
Classroom - Small	5	1,017	1%
Classroom - Specialty	7	7,516	10%
Dining	1	3,021	4%
Gymnasium and Sports Related Areas	1	3,314	5%
Maintenance and Support	50	6,178	8%
Storage	14	2,919	4%
<b>TOTAL</b>	<b>156</b>	<b>72,358</b>	<b>99%</b>

<b>Holmes Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	17	4,534	7%
Assembly	1	2,846	4%
Circulation	11	10,843	17%
Classroom - General	24	20,836	33%
Classroom - Kindergarten	4	4,114	6%
Classroom - Small	-	-	0%
Classroom - Specialty	4	5,695	9%
Dining	1	2,662	4%
Gymnasium and Sports Related Areas	1	2,797	4%
Maintenance and Support	39	5,907	9%
Storage	19	3,627	6%
<b>TOTAL</b>	<b>121</b>	<b>63,861</b>	<b>100%</b>

<b>Jefferson Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	21	4,910	8%
Assembly	1	2,835	5%
Circulation	22	11,523	19%
Classroom - General	17	14,834	24%
Classroom - Pre-K	-	-	0%
Classroom - Small	3	1,111	2%
Classroom - Specialty	6	6,312	10%
Dining	1	2,046	3%
Gymnasium and Sports Related Areas	5	3,793	6%
Maintenance and Support	43	4,675	8%
Storage	8	3,923	6%
Classroom - Kindergarten	5	4,880	8%
<b>TOTAL</b>	<b>132</b>	<b>60,842</b>	<b>100%</b>

<b>Lincoln Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	32	5,884	7%
Assembly	1	2,018	2%
Circulation	37	22,440	25%
Classroom - General	30	22,651	26%
Classroom - Kindergarten	7	7,117	8%
Classroom - Small	6	3,263	4%
Classroom - Specialty	5	3,786	4%
Dining	1	2,195	2%
Gymnasium and Sports Related Areas	2	3,779	4%
Maintenance and Support	72	6,006	7%
Storage	27	8,802	10%
<b>TOTAL</b>	<b>220</b>	<b>87,941</b>	<b>100%</b>

<b>Northend Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	14	3,272	7%
Assembly	-	-	0%
Circulation	29	10,152	23%
Classroom - General	8	5,999	14%
Classroom - Kindergarten	2	1,881	4%
Classroom - Small	10	4,492	10%
Classroom - Specialty	4	4,280	10%
Dining	1	2,006	5%
Gymnasium and Sports Related Areas	1	3,377	8%
Maintenance and Support	54	4,043	9%
Storage	11	4,329	10%
<b>TOTAL</b>	<b>134</b>	<b>43,831</b>	<b>100%</b>

<b>Smalley Academy Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	28	5,229	5%
Assembly	1	2,822	3%
Circulation	34	20,185	21%
Classroom - General	30	25,203	26%
Classroom - Pre-K	-	-	0%
Classroom - Small	10	4,563	5%
Classroom - Specialty	6	8,118	8%
Dining	1	2,380	2%
Gymnasium and Sports Related Areas	1	3,868	4%
Maintenance and Support	56	8,608	9%
Storage	22	10,876	11%
Classroom - Kindergarten	6	5,763	6%
<b>TOTAL</b>	<b>195</b>	<b>97,615</b>	<b>100%</b>

<b>Smith Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	26	5,716	7%
Assembly	1	2,537	3%
Circulation	34	19,109	24%
Classroom - General	28	23,687	29%
Classroom - Pre-K	-	-	0%
Classroom - Small	2	733	1%
Classroom - Specialty	6	6,971	9%
Dining	1	4,332	5%
Gymnasium and Sports Related Areas	2	3,929	5%
Maintenance and Support	68	6,308	8%
Storage	11	2,669	3%
Classroom - Kindergarten	5	5,255	6%
<b>TOTAL</b>	<b>184</b>	<b>81,246</b>	<b>100%</b>

<b>Vance Village Elementary Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	32	5,939	9%
Assembly	1	4,029	6%
Circulation	39	17,234	27%
Classroom - General	22	14,615	23%
Classroom - Pre-K	-	-	0%
Classroom - Small	5	1,141	2%
Classroom - Specialty	5	6,331	10%
Dining	-	-	0%
Gymnasium and Sports Related Areas	1	3,473	5%
Maintenance and Support	84	7,449	12%
Storage	7	1,294	2%
Classroom - Kindergarten	4	2,984	5%
<b>TOTAL</b>	<b>200</b>	<b>64,489</b>	<b>100%</b>



<b>Pulaski Middle School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	49	10,213	7%
Assembly	3	5,496	4%
Circulation	58	38,616	25%
Classroom - General	55	50,483	33%
Classroom - Pre-K	-	-	0%
Classroom - Small	8	4,248	3%
Classroom - Specialty	8	11,648	8%
Dining	1	3,305	2%
Gymnasium and Sports Related Areas	4	9,825	6%
Maintenance and Support	116	16,790	11%
Storage	15	3,296	2%
Classroom - Kindergarten	-	-	0%
<b>TOTAL</b>	<b>317</b>	<b>153,920</b>	<b>100%</b>

<b>Roosevelt Middle School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	52	9,857	11%
Assembly	-	-	0%
Circulation	50	23,121	25%
Classroom - General	24	17,461	19%
Classroom - Adult Education	1	659	1%
Classroom - Small	2	740	1%
Classroom - Specialty	16	15,659	17%
Dining	1	4,406	5%
Gymnasium and Sports Related Areas	3	10,002	11%
Maintenance and Support	62	8,645	9%
Storage	17	2,704	3%
Classroom - Kindergarten	-	-	0%
<b>TOTAL</b>	<b>228</b>	<b>93,254</b>	<b>100%</b>

<b>Slade Middle School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	67	20,260	13%
Assembly	1	3,741	2%
Circulation	56	37,586	25%
Classroom - General	56	47,967	32%
Classroom - Adult Education	-	-	0%
Classroom - Small	3	1,764	1%
Classroom - Specialty	13	13,030	9%
Dining	-	-	0%
Gymnasium and Sports Related Areas	4	8,875	6%
Maintenance and Support	74	11,676	8%
Storage	51	5,982	4%
Classroom - Kindergarten	-	-	0%
<b>TOTAL</b>	<b>325</b>	<b>150,881</b>	<b>100%</b>

<b>New Britain High School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	135	28,775	8%
Assembly	1	7,354	2%
Circulation	109	79,826	23%
Classroom - General	32	34,627	10%
Classroom - General <800SF	99	68,081	19%
Classroom - Pre-K	1	985	0%
Classroom - Small	8	3,626	1%
Classroom - Specialty	39	43,488	12%
Dining	1	12,579	4%
Gymnasium and Sports Related Areas	8	36,357	10%
Maintenance and Support	229	22,268	6%
Storage	48	10,932	3%
<b>TOTAL</b>	<b>710</b>	<b>348,898</b>	<b>99%</b>

<b>Brookside School Space Allocation by Function</b>			
<b>Space allocation by space type:</b>	<b># spaces</b>	<b>SF</b>	<b>% total building</b>
Administration	11	2,007	23%
Assembly	1	762	9%
Circulation	2	1,648	19%
Classroom - General	5	3,388	38%
Classroom - Adult Education	-	-	0%
Classroom - Small	-	-	0%
Classroom - Specialty	-	-	0%
Dining	-	-	0%
Gymnasium and Sports Related Areas	-	-	0%
Maintenance and Support	14	978	11%
Storage	1	69	1%
Classroom - Kindergarten	-	-	0%
<b>TOTAL</b>	<b>34</b>	<b>8,852</b>	<b>100%</b>



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

**NEW BUSINESS**



## New Britain Board of Education | Regular School Board Meeting

December 4, 2023 - 6:00 PM – New Britain Educational Administration Center

### 1. Call to Order and Opening

#### Call to Order

Board Secretary Mr. Joseph Listro, called the meeting to order at 6:01 PM.

#### Board Members Present

Mr. Anthony Cane, Mr. Sal Escobales, Mr. Anthony Kane, Mr. Joseph Listro, Ms. Barbara Marino, Ms. Annie Parker, Ms. Joan Pina, Ms. Diana Reyes, Mr. Jose Rivera, and Ms. Tina Santana

#### Student Board Members Present

Ariana Mohamed

### 2. Public Participation

**Nassir Alsami** – Nassir, senior at NBHS expressed his concerns of the current events happening in the Middle East. He suggested the promotion of peace and empathy within the schools are needed, as well as providing more insight and knowledge of the current events happening in the world and how it affects the students here in our district.

**Alderwoman Sharon Saavedra** – Ms. Saavedra congratulated the newly appointed/elected members of the Board, and wished them well as they embark on their new journey. She expressed her concerns as the Board has not come together to delegate positions and reiterated to the Board, their purpose as members.

### 3. Election of Officers

#### President:

Ms. Parker motioned to nominate Joseph Listro as President of the Board, seconded by Ms. Reyes. Motion failed due to a 5:5 vote.

Mr. Cane motioned to nominate Barbara Marino as President of the Board, seconded by Mr. Kane. Motion failed due to a 5:5 vote.

Mr. Listro stated that due to the split votes of Board Chairman not being appointed, the Board cannot move forward with the election of officers.

Mr. Cane motioned to table this election to the next meeting in January, seconded by Mr. Rivera. Dr. Gasper recommended the Board resolve this matter as soon as possible. Ms. Reyes suggested the Board have a special meeting once the Board can come to an agreement. Due to a split vote 5:5, motion failed.

## 4. Reports

### A. Superintendent's Report

Report attached.

### B. Board Reports

Mr. Cane thanked Academic & Accountability Officer, Tyrone Richardson for visiting his school. Mr. Cane attended the CAFE Conference, where he felt it could've been more informative.

Mr. Listro shared that he also attended the CAFE Conference, where he stated our very own student representative Ariana Mohamed represented the District of New Britain so well.

Ms. Santana followed up by reiterating how great Ms. Ariana did as a speaker, and how well she engaged with the panel and audience. Ms. Santana attended the Coffee Talk event at Slade, and concluded by giving a shout out to Principal of Pulaski, Mr. Ortiz and sent well wishes to Smith Elementary Principal, Ms. Falvey.

Mr. Kane congratulated the NBHS Football team for a successful season. He reminded the Board of the many concerts that will be happening in the coming weeks, and asked the community to come out and support.

### C. Student Representative Report

Ms. Ariana reintroduced herself once more to the new members, and thanked them for the continuous work they do for the students of New Britain. Ms. Ariana provided updates of what's going on at the high school and ended by sharing her excitement of being able to view her senior photos, that are now available for purchase.

## 5. Presentation

### A. HALS Academy – Tiny House Project

Presented by Ms. Leona Clerkin & HALS Students

Presentation attached.

## 6. New Business

### A. Approve minutes from the Regular Board of Education meeting on November 6, 2023

Submitted by Ms. Aja Edwards | No Committee Review

Ms. Santana motioned to approve minutes from the Regular Board of Education meeting on November 6, 2023, seconded by Ms. Reyes. Ms. Joan Pina abstained from voting. Motion carried unanimously. Ms. Joan Pina abstained from voting.

### B. Approve 2024 Board of Education Meeting Calendar

Submitted by Ms. Aja Edwards | No Committee Review

Mr. Kane motioned to approve the 2024 Board of Education Meeting Calendar with the amended change reflecting the date change April board meeting, seconded by Ms. Reyes Motion carried unanimously.

### C. Approve 2024 Board of Education Grievance Hearing Calendar

Submitted by Ms. Aja Edwards | No Committee Review

Ms. Reyes motioned to approve 2024 Board of Education Grievance Hearing Calendar, seconded by Ms. Santana. Motion carried unanimously.

Board Acceptance:

## New Britain Board of Education

Joseph Listro – President | Barbara Marino – Vice President | Diana Reyes – Secretary

Anthony Cane | Salvador Escobales | Anthony Kane | Annie S. Parker | Joan Pina | Jose Rivera | Tina Santana

- D. Enrollment Report  
Submitted by Mr. Jeff Prokop | No Committee Review  
**Ms. Reyes motioned to accept enrollment report, seconded by Mr. Cane. Motion carried unanimously**
- E. 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 Ms. Reyes. Motion carried unanimously.**
- F. Grant from Long Island Sound Schools network to research various factors & increase ocean literacy in students and our community – HALS Academy (\$5,000.00)  
Submitted by Ms. Leona Clerkin  
**Mr. Cane motioned to approve grant from Long Island Sound Schools network to research various factors & increase ocean literacy in students and our community at HALS Academy in the amount of \$5,000.00, seconded by Ms. Reyes. Motion carried unanimously.**
- G. Donation from BIC Corporation for writing supplies in support of Global Education week – Smith Elementary (\$2,794.00)  
Submitted by Ms. Michele Kushman  
**Mr. Cane motioned to approve donation from BIC Corporation for writing supplies in support of Global Education week at Smith Elementary in the amount of \$2,794.00, seconded by Ms. Reyes. Motion carried unanimously.**

**Board Approval:**

- H. Contract(s) between CSDNB and Office of Early Childhood for individual consultants to support our School readiness teachers and/or administrators – Districtwide (\$35,000.00)  
Submitted by Mr. Christopher Badenhop | Funding Source: Office of Early Childhood 320 Professional Education Services  
**Ms. Parker motioned to approve contract(s) between CSDNB and Office of Early Childhood for individual consultants to support our School readiness teachers and/or administrators in the amount of 35,000.00, seconded by Mr. Kane. Ms. Joan Pina and Ms. Diana Reyes abstained from voting, motion carried unanimously.**
- I. Contract between CSDNB and MABE (Multistate Association for Bilingual Education-Northeast, Inc.) to provide professional development and technical assistance for staff of Dual Language Education – DiLoreto Magnet School (\$19,600.00)  
Submitted by Ms. Silvia Mayo-Molina | Funding Source: Local Dept. 962- Technical Services Local: 1010-962-22044-53500  
**Mr. Cane motioned to approve contract between CSDNB and MABE (Multistate Association for Bilingual Education-Northeast, Inc.) to provide professional development and technical assistance for staff of Dual Language Education at DiLoreto Magnet School in the amount of \$19,600.00, seconded by Ms. Reyes. Motion carried unanimously.**
- J. Purchase Order between CSDNB and CDW-G for renewal of Google education license – Districtwide (\$46,750.00)  
Submitted by Mr. Jeff Prokop | Funding Source: MIS Local Software Budget 101092110000-53510  
  
**Ms. Parker motioned to approve purchase Order between CSDNB and CDW-G for renewal of Google education license in the amount of 46,750.00, seconded by Ms. Reyes. Motion carried unanimously.**
- K. Contract between CSDNB and Sprague Operating Resources for one-year contract to fix the price of the natural gas supply for fuel cell – Districtwide  
Submitted by Mr. Robert Smedley  
**Ms. Parker motioned to approve contract between CSDNB and Sprague Operating Resources for one-year contract to fix the price of the natural gas supply for fuel cell districtwide, seconded by Ms. Reyes.**



## D. Closing and Adjournment

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

Meeting adjourned at 7:17 pm

## New Britain Public Schools K-12 Enrollment as of January 2, 2024

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	414	30	1	17.39	18.6	51.69	48.31	2.42	15.94	72.22	0	0	9.42	85.75
Chamberlain Bridges	24	6	1	100	12.5	91.67	8.33	0	20.83	70.83	0	0	8.33	91.67
Chamberlain DHH	14	1	0	100	14.29	71.43	28.57	0	0	92.86	0	0	7.14	100
DiLoreto Elementary & Middle School	824	13	-6	17.11	18.69	49.39	50.61	1.58	7.77	81.31	0	0.12	9.22	73.06
Gaffney Elementary School	362	12	3	16.3	12.43	49.72	50.28	2.49	15.19	64.36	0	0	17.96	70.44
Gaffney - Key Elementary	59	1	1	100	3.39	88.14	11.86	6.78	18.64	64.41	0	0	10.17	86.44
Holmes Elementary School	466	19	-1	15.45	26.61	51.29	48.71	6.65	17.17	50.21	0.21	0.43	25.11	69.96
Jefferson Elementary School	401	8	-1	16.96	28.68	49.63	50.37	5.24	13.22	62.59	0	0.25	18.7	75.81
Lincoln Elementary School	565	32	10	14.69	27.08	50.62	49.38	2.12	13.27	63.72	0.35	0	20.53	74.69
Lincoln SCS	6	-1	-1	0	33.33	50	50	0	0	83.33	0	0	16.67	66.67
Lincoln - Key Elementary	37	1	0	100	5.41	72.97	27.03	0	27.03	56.76	2.7	0	13.51	91.89
Northend Elementary School	210	6	0	21.43	15.71	47.14	52.86	2.38	20.48	68.1	0.48	0	8.57	83.33
Smalley Elementary School	638	20	-5	19.91	26.02	50.31	49.69	1.57	12.7	75.39	0.63	0.16	9.56	84.33
Smith Elementary School	466	8	3	15.24	20.17	47.64	52.36	2.15	14.38	68.24	1.5	0	13.73	79.61
Smith Pathways	22	1	-1	100	13.64	68.18	31.82	0	13.64	59.09	0	0	27.27	81.82
Smith - Key Elementary	19	1	-1	100	10.53	73.68	26.32	10.53	21.05	63.16	0	0	5.26	84.21
Vance Elementary School	452	-3	-3	15.71	14.38	49.34	50.66	0.22	14.16	73.67	0.22	0	11.73	78.1
Slade Middle School	707	13	3	22.49	19.52	52.33	47.67	2.83	13.15	72.56	0.14	0.14	11.17	76.52
Slade Bridges	23	-2	-3	100	17.39	69.57	30.43	0	26.09	56.52	0	0	17.39	78.26
Slade - Key Middle	27	0	0	100	3.7	77.78	22.22	0	18.52	74.07	0	0	7.41	81.48
Pulaski Middle School	885	8	6	21.02	26.1	53.79	46.1	3.16	13.79	65.31	0.23	0.45	17.06	78.42
Pulaski Pathways	31	-1	-1	100	6.45	41.94	58.06	6.45	6.45	70.97	0	0	16.13	77.42
HALS Academy	136	1	0	0	0	44.85	55.15	4.41	18.38	39.71	0	0	37.5	52.94
New Britain High School	2363	-12	-19	21.29	19	50.91	48.96	3.09	14.39	65.59	0.51	0.25	16.08	69.78
New Britain Transitional Center	41	8	5	97.56	19.51	63.41	36.59	0	2.44	85.37	0	0	12.2	90.24
Brookside School	86	15	4	53.49	25.58	56.98	43.02	0	13.95	76.74	0	0	9.3	88.37
CLIMB	30	-11	-1	100	26.67	80	20	6.67	20	56.67	0	0	16.67	63.33
Satellite Careers Academy	175	5	-1	21.14	14.29	49.14	50.86	0.57	13.14	77.71	0	0	8.57	86.29
District Total	9483	179	-7	21.79	20.35	51.44	48.52	2.74	13.88	67.96	0.34	0.17	14.88	75.54

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	82	14	1	46.34	0	51.22	48.78	4.88	20.73	63.41	0	0	10.98	63.41
Gaffney - Key Elementary	67	27	3	74.63	0	70.15	29.85	1.49	22.39	67.16	0	0	8.96	79.1
Roosevelt Early Learning Center	274	71	-6	46.72	0.36	56.57	43.43	2.19	14.23	69.71	0.73	0	13.14	77.37
District Total	423	112	-2	51.06	0.24	57.68	42.32	2.6	16.78	68.09	0.47	0	12.06	74.94

### 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.



## Personnel Transactions Report

January 8, 2024

### Certified Personnel

6

#### **Heather Gosselin, Instructional Coach, PK-5 (Literacy) at Holmes Elementary School**

Effective December 11, 2023

Master's Degree – Certification: Elementary K-6; Remedial Reading and Remedial Language Arts 1-12

\$95,426, Step 12 – Vacancy; Local Funding

#### **Sandra Fraioli, Substitute Family and Consumer Science Teacher at New Britain High School**

Effective January 4, 2024

Master's + 60 – Certification: PreK-8; Home Economics PreK-12

\$83.61 per hour – Temporary Hire; Local Funding

#### **Erica Ladrigan, Instructional Coach, PK-5 (Math) at Holmes Elementary School**

Effective January 2, 2024

Master's + 30 – Certification: Elementary K-6

\$102,375, Step 12 – Vacancy; Local Funding

#### **Ryan Partridge, Art Teacher at DiLoreto Elementary and Middle School**

Effective December 11, 2023

Master's Degree – Certification: Art PK -12

\$58,399, Step 3 – Vacancy; Local Funding

#### **Kelly Rollo, Pupil Services Transition Specialist at New Britain High School**

Effective February 1, 2024

Master's + 30 – Certification: Intermediate Administration and Supervision; Comprehensive Special Education K-12; Remedial Reading and Remedial Language Arts 1-12

\$102,375, Step 12 – Vacancy; Local Funding

#### **Courtney Whalen, Science Teacher at Pulaski Middle School**

Currently Instructional Paraeducator at Pulaski Middle School

Effective December 1, 2023

Bachelor's Degree – Certification: General Science 7-12

\$52,673, Step 3 – Vacancy; Local Funding

### Support Personnel

7

#### **Maci Bradley, Behavior Support Assistant at New Britain Transitional Center**

Currently Instructional Paraeducator at Chamberlain Elementary School – Bridges

Effective January 2, 2024

\$25.71 per hour - Vacancy; Local Funding

**Donna Kolodziej, Instructional Paraeducator at Gaffney Elementary School – KEY**

Currently Literacy Tutor at DiLoreto Elementary and Middle School

Effective January 3, 2024

\$23.31 per hour, Step 8 – Vacancy; Local Funding

**Shala Mailhot, Instructional Paraeducator at Lincoln Elementary School – KEY**

Effective January 2, 2024

\$19.86 per hour, Step 1 – Vacancy; Local Funding

**Jacqueline Martinez, School Secretary I – Main Office at New Britain High School**

Effective January 3, 2024

\$28.91 per hour, Step 4 – Vacancy; Local Funding

**Gerard O’Connor, Dean of Students at Slade Middle School**

Effective January 2, 2024

\$51.86 per hour, Step 10 – Newly Created Position; Grant Funding

**Jenymar Vega, Instructional Paraeducator at Smith Elementary School**

Currently Substitute Paraeducator at Smith Elementary School

Effective December 11, 2023

\$19.86 per hour, Step 1 – Vacancy; Local Funding

**Renata Witkowski, Instructional Paraeducator at Lincoln Elementary School**

Effective January 3, 2024

\$19.86 per hour, Step 1 – Vacancy; Local Funding

**Leave of Absence**

**0**

**Resignations**

**9**

**Stone Belzo, Behavior Support Assistant at Northend Elementary School**

Effective January 5, 2024

8 months of service

**Asza DuPree, Teaching Assistant at Lincoln Elementary School**

Effective December 27, 2023

1 year, 10 months of service

**Cynthia Falcetti, Kindergarten Teacher at Smalley Elementary School**

Effective December 21, 2023

4 years, 4 months of service

**Sonia Gordon, Math Teacher at Pulaski Middle School**

Effective January 5, 2024

7 months of service

**Kaja Hermanowski, Instructional Coach, PK-5 (Math) at Jefferson Elementary School**

Effective January 5, 2024

9 years, 4 months of service

**Dayana Hernandez, Instructional Paraeducator for the KEY Program at New Britain High School**

Effective December 1, 2023

9 months of service

**Neveen Latif, Instructional Paraeducator at Lincoln Elementary School – KEY**

Effective January 16, 2024

2 years, 1 month of service

**Halina Makowska-George, ESL Teacher at New Britain High School**

Effective December 1, 2023

19 years, 5 months of service

**Taylor Stanizzi, Instructional Paraeducator at Gaffney Elementary School – KEY**

Effective January 1, 2024

1 year, 2 months of service

**Retirements**

**4**

**Craig Cote, Districtwide Maintenance Assistant at Facilities**

Effective April 12, 2024

26 years, 7 months of service

**Sandra Dichner, Physical Education and Health Teacher at New Britain High School**

Effective June 25, 2024

27 years of service

**Beryl Piper, Physical Education and Health Teacher at New Britain High School**

Effective June 25, 2024

4 years of service

**Miroslaw Wolczacki, Districtwide Carpenter/Maintenance at Facilities**

Effective April 5, 2024

22 years, 6 months of service

**Layoffs**

**0**

**Terminations**

**1**

**Juan Santana, Custodian I (2<sup>nd</sup> Shift) at Chamberlain Elementary School**

Effective December 18, 2023

5 months of service



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## Extracurriculars Report

January 8, 2024

### Extracurricular Activities

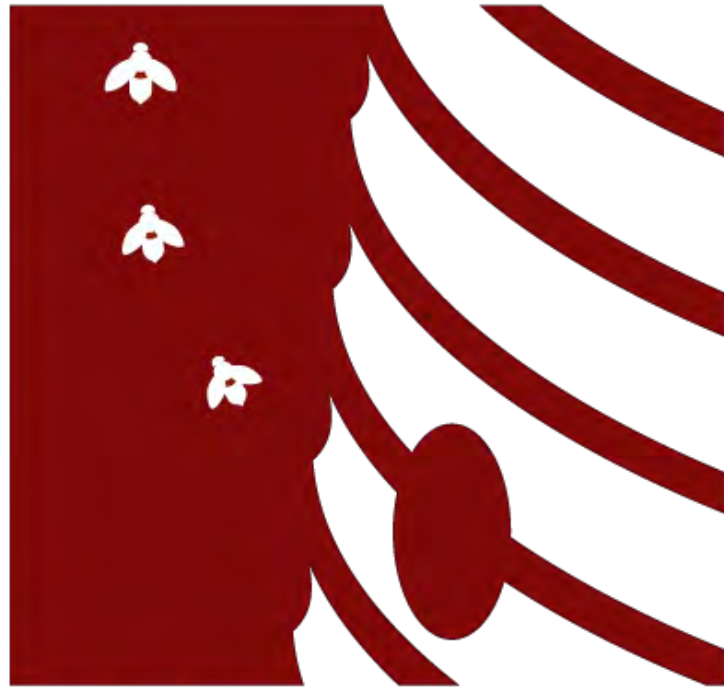
Location	Extracurricular Activity	Employee
Pulaski	Yearbook	Split – Denise Cafiero/Jovanna Bailey/Ana Davila
Slade	Band Director	Suzanne O'Connor

### Athletics

Location	Sport	Employee
DiLoreto	Fall Intramurals – Basketball Girls	David Reilly
NBHS	Strength & Conditioning – Winter	Carolyn Marino







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

**CONSENT AGENDA**



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Nicole Sanders and Dr. Gasper

#### Type of Memorandum

Board Policy Review

#### Background and Purpose/Rationale

4114/4124: Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Board Policy 4114/4214 - Employee and Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990 has been updated to reflect current legislation.  
The policy was updated to reflect current legislation.

#### Financial Information

N/A

#### Committee Review

To be reviewed by the Policy Committee on December 11, 2023

[4114-4214-Job-Accommodations-Accommodation-Transfers \(1\) \(2\) - Nicole Sanders.pdf](#), [New Britain - ADA Policy and Admin. Regs Clean Copy - Nicole Sanders.docx](#), [New Britain - ADA Policy and Admin. Regs with proposed changes \(SG revisions\) - Nicole Sanders.docx](#)



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **4114/4214 - Job Accommodations and Accommodation Transfers**

Approved on May 19, 2014

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It is the policy of the Board of Education to comply with the Americans With Disabilities Act of 1990 in its employment practices. In particular, it is the policy of the Board to treat all employees without discrimination because of physical or mental disability in regard to any position for which the employee is qualified and to treat them equally in all employment practices such as the following: rate of pay or other forms of compensation, benefits, training, upgrade, transfer or demotion, layoff or termination, and all other terms, conditions, and privileges of employment.

#### **Legal References/Citations**

Americans With Disabilities Act, 42 U.S.C. 12101-12117, and 12201-12213

Federal Regulations, 29 C.F. R. Part 1630

EEOC Technical Assistance Manual

EEOC Policy Guidance



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Administrative Procedure**

#### **4114/4214 - Job Accommodations and Accommodation Transfers**

Approved on May 19, 2014

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#### **I. Purpose**

The purpose of these procedures is to establish guidelines to ensure that the school district complies with the Americans With Disabilities Act of 1990 in its employment practices.

#### **II. Job Accommodations**

- A. The school district will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability to enable him or her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of the school district.
- B. The school district will remove architectural and structural barriers to an employee's workplace accessibility and usability where such removal is needed and is readily achievable and reasonable.
- C. The following modifications may be made to an individual employee's job under appropriate circumstances:
  - a. Modification of an individual employee's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.
  - b. Modification of an individual's work schedule.

Modification of the work environment, or the manner or circumstances under which the job is customarily performed, including work flow and/or procedures affecting an employee's job functions, if reasonable.

#### **III. Accommodation Transfers**

- A. Accommodation transfers will be considered only when accommodation within the individual's current position would pose an undue hardship on the operations of the school district.
- B. An employee who can no longer perform, with or without accommodation, his or her current position because of a disability, will be placed, on a lateral basis, in an existing vacant position (or in a position that will become vacant within a reasonable time) if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the school district.

- C. If such vacancy exists and the employee declines such placement, the employee will be placed in an existing vacant position (or in a position that will become vacant within a reasonable time) on successively lower levels if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the school district.
- D. Employees in need of an accommodation transfer will be given first consideration (before posting) for such vacancies on a lateral or downgrade basis. If no such vacancies exist, or the employee declines such placement, the employee will be terminated.

#### **IV. Reasons for Accommodations**

The school district may make job accommodations or accommodation transfers under the following circumstances:

- To accommodate the needs of an employee with a disability
- To accommodate other extraordinary personal needs of an employee
- To satisfy other needs of the school district

#### **V. Employee Requests**

Any employee in need of accommodation for workplace accessibility or usability, to perform essential job duties, to participate in school district sponsored programs and activities, or who needs alternative accessible formats for school district communications, or who may need emergency treatment or emergency evacuation assistance, should make such needs known to his or her immediate supervisor.

After appropriate discussion and consideration in consultation with the Chief Human Resources Officer, the affected employee will be informed as to what, if any, reasonable accommodation will be made. If the request for an accommodation is denied, the employee will have an opportunity to appeal the decision to the Superintendent.

#### **VI. Confidentiality**

All employee accommodation requests and related information will be treated as confidential to the maximum extent possible. The school district will maintain all information regarding the medical condition or history of applicants, employees, and employees' dependents on separate forms and in separate locked medical files, and treat such information as a confidential medical record to be utilized only as permitted by law.

## Board Policy Statement

### ~~4114/4214 - Job Accommodations and Accommodation Transfers~~ **Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990**

Approved on ~~May 19, 2014~~

It is the policy of the Board of Education to comply with the Americans With Disabilities Act of 1990 in its employment practices. In particular, it is the policy of the Board to treat all employees without discrimination because of physical or mental disability in regard to any position for which the employee is qualified and to treat them equally in all employment practices such as the following: rate of pay or other forms of compensation, benefits, training, upgrade, transfer or demotion, layoff or termination, and all other terms, conditions, and privileges of employment.

#### **Legal References/Citations**

~~Americans With Disabilities Act, 42 U.S.C. 12101-12117, and 12201-12213 ¶¶~~

~~Federal Regulations, 29 C.F.R. Part 1630 ¶¶~~

~~EEOC Technical Assistance Manual ¶¶~~

~~EEOC Policy Guidance ¶¶~~

29 U.S.C. §§ 705, 794

34 C.F.R. Part 104

42 U.S.C. § 12101 et seq.

28 C.F.R. Part 35

## Administrative Procedures

### ~~4114/4214 - Job Accommodations and Accommodation Transfers Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990~~

Approved on May 19, 2014

#### I. Purpose

~~The purpose of these procedures is to establish guidelines to ensure that the school district complies with the Americans With Disabilities Act of 1990 in its employment practices. ¶~~

~~The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.~~

In order to fulfill its obligation under Section 504/ADA, the New Britain Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs within the Consolidated School District of New Britain (the “District”). In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

~~It is the policy of the Consolidated School District of New Britain (the school district) to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the school districts policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. ¶~~

#### ~~Terms Used in This Policy~~ II. Definitions

As used in this ADA policy, the following terms have the indicated meaning:



- **Disability**: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Substantially limiting**: In accordance with the ADA final regulations, the determination of whether an impairment ~~substantially~~ substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADA regulations.
- **Major life activities**: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.
- **Physical or mental impairment**: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
- **Direct threat**: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

- **Qualified individual**: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation**: Includes any changes to the job, work environment, or hiring process and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship**: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - The nature and cost of the accommodation.
  - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
  - The overall financial resources of the employer; the size, number, type and location of facilities.
  - The type of operations of the ~~Consolidated School District of New Britain~~ District, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job**: ~~Term refers to those~~ Those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

### III. Job Accommodations

- A. The ~~school~~ District will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability to enable him or

her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of the ~~school-D~~ district.

B. The ~~school-D~~ district will remove architectural ~~and structural~~ barriers to an employee's workplace accessibility and usability where such removal is needed and is readily achievable, i.e., easily accomplishable and able to be carried out without much difficulty or expense ~~and reasonable.~~

C. An employee's ~~d~~Direct/immediate supervisor will work with the Personnel and Talent Department to ensure that employee accommodations are ~~reasonable~~ reasonably implemented.

~~D~~E. The following modifications may be made to an individual employee's job under appropriate circumstances:

- a. Modification of an individual employee's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.
- b. Modification of an individual's work schedule. ¶
- c. Modification of the work environment, or the manner or circumstances under which the job is customarily performed, including work flow and/or procedures affecting an employee's job functions, if reasonable.

E. All employees are required to comply with the ~~school-d~~ District safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation. ¶

D. Individuals who are currently using illegal drugs are ~~excluded from coverage under the school districts ADA policy~~ not considered an individual with a disability.

#### **IVH. Accommodation Transfers -**

A. Accommodation transfers will be considered only when accommodation within the individual's current position would pose an undue hardship on the operations of the ~~school-D~~ district.

B. An employee who can no longer perform, with or without accommodation, his or her current position because of a disability, will be placed, on a lateral basis, in an existing vacant position (or in a position that will become vacant within a reasonable time) if he or she is qualified for and can perform the essential job duties of that position, with or

without accommodation, unless such placement would pose an undue burden on the operations of the ~~school-d~~District.

C. If such vacancy exists and the employee declines such placement, the employee will be placed in an existing vacant position (or in a position that will become vacant within a reasonable time) on successively lower levels if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the ~~school-~~District.

D. Employees in need of an accommodation transfer will be given first consideration (before posting) for such vacancies on a lateral or downgrade basis. If no such vacancies exist, or the employee declines such placement, the employee will be terminated.

#### ~~IV. Reasons for Accommodations~~ ¶¶

~~The school district may make job accommodations or accommodation transfers under the following circumstances: ¶¶~~

- ~~● To accommodate the needs of an employee with a disability ¶¶~~
- ~~● To accommodate other extraordinary personal needs of an employee ¶¶~~
- ~~● To satisfy other needs of the school district ¶¶~~

#### **VI. Employee Requests**

Any employee in need of accommodation for workplace accessibility or usability, to perform essential job duties, to participate in ~~school-d~~District sponsored programs and activities, or who needs alternative accessible formats for ~~school-d~~District communications, ~~or who may need emergency treatment or emergency evacuation assistance~~, should make such needs known to his or her immediate supervisor.

After appropriate discussion and consideration in consultation with the ~~Chief Human Resources Officer~~, ~~Director of Talent and Equity~~, the affected employee will be informed as to what, if any, reasonable accommodation will be made. If the request for an accommodation is denied, the employee will have an opportunity to appeal the decision to the Superintendent.

#### **VII. Confidentiality**

All employee accommodation requests and related information will be treated as confidential to the maximum extent possible. The ~~school-d~~District will maintain all information regarding the medical condition or history of applicants, employees, and employees' dependents on separate

forms and in separate locked medical files, and treat such information as a confidential medical record to be utilized only as permitted by law.

### **Terms Used in This Policy¶¶**

As used in this ADA policy, the following terms have the indicated meaning: ¶¶

- ~~Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.¶¶~~
- ~~Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.¶¶~~
- ~~Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.¶¶~~
- ~~Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.¶¶~~
- ~~Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.¶¶~~
- ~~Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:¶¶~~
  - ~~The nature and cost of the accommodation.¶¶~~
  - ~~The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such~~

~~facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.¶¶~~

~~○ The overall financial resources of the employer, the size, number, type and location of facilities.¶¶~~

~~○ The type of operations of the Consolidated School District of New Britain, including the composition, structure and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.¶¶~~

~~● Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.¶¶~~

~~The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.¶¶~~

### **VIII. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability**

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the district's designated Section 504/ADA Coordinator (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability the District to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or

cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the District shall designate an appropriate party to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- F. The complaint should contain the following information:
  - 1. The name of the complainant;
  - 2. The date of the complaint;
  - 3. The date(s) of the alleged discrimination;
  - 4. The names of any witnesses or individuals relevant to the complaint;
  - 5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
  - 6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

- G. Upon receipt of the complaint, the individual investigating the complaint shall:
  - 1. Provide a copy of the written complaint to the Superintendent of Schools;
  - 2. Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
  - 3. Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;



4. Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
  5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with individuals with information and review of documents relevant to the complaint;
  6. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
  7. Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;
  8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
  9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;
  10. In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.
- H. If the complainant or respondent is not satisfied with the findings and conclusions of the investigation, the appealing party may request review and

reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent's decision shall be final.

**IX. The Section 504/ADA Coordinator for this district is:**

**[Insert Name, Title, Address and Telephone Number]**

**X. Complaints to Federal or State Agencies**

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

**SECTION 504/ADA DISCRIMINATION  
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENT**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

1. Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

2. Contact Information for Complainant:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Tel. #)

\_\_\_\_\_  
(Cell # or Work #)

3. Name of Covered Individual: \_\_\_\_\_

4. Address of Covered Individual (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

5. Relationship to School (e.g., position, visitor, parent) (if applicable):  
\_\_\_\_\_

6. Please describe the nature of your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Board Policy Statement

### 4114/4214 - Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Approved on

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the New Britain Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

**[Insert Name, Title, Address and Telephone Number]**

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office

U.S. Department of Education

[8<sup>th</sup> Floor](#)

[5 Post Office Square](#)

[Boston, MA 02109- 3921](#)

[\(617\) 289-0111](#)

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact [REDACTED], the Section 504/ADA Coordinator for the Consolidated School District of New Britain Public Schools, at phone number [REDACTED].

**Legal References/Citations**

29 U.S.C. §§ 705, 794

34 C.F.R. Part 104

42 U.S.C. § 12101 et seq.

28 C.F.R. Part 35

**Administrative Procedures**  
**4114/4214 - Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990**

Approved on

## **I. Purpose**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the New Britain Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs within the Consolidated School District of New Britain (the “District”). In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

## **II. Definitions**

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability**: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Substantially limiting**: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.
- **Major life activities**: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking,

communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

- **Physical or mental impairment:** (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine;(b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the job, work environment, or hiring process and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - The nature and cost of the accommodation.



- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the District, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

### III. Job Accommodations

- A. The District will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability to enable him or her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of the District.
- B. The District will remove architectural barriers to an employee's workplace accessibility and usability where such removal is needed and is readily achievable, i.e., easily accomplishable and able to be carried out without much difficulty or expense.
- C. An employee's direct/immediate supervisor will work with the Personnel and Talent Department to ensure that employee accommodations are reasonably implemented.
- D. The following modifications may be made to an individual employee's job under appropriate circumstances:
  - a. Modification of an individual employee's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.
  - b. Modification of an individual's work schedule.
  - c. Modification of the work environment, or the manner or circumstances under which the job is customarily performed, including work flow and/or procedures affecting an employee's job functions, if reasonable.

E. All employees are required to comply with the District safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation. D. Individuals who are currently using illegal drugs are not considered an individual with a disability.

#### **IV. Accommodation Transfers**

A. Accommodation transfers will be considered only when accommodation within the individual's current position would pose an undue hardship on the operations of the District.

B. An employee who can no longer perform, with or without accommodation, his or her current position because of a disability, will be placed, on a lateral basis, in an existing vacant position (or in a position that will become vacant within a reasonable time) if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the District.

C. If such vacancy exists and the employee declines such placement, the employee will be placed in an existing vacant position (or in a position that will become vacant within a reasonable time) on successively lower levels if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the District.

D. Employees in need of an accommodation transfer will be given first consideration (before posting) for such vacancies on a lateral or downgrade basis. If no such vacancies exist, or the employee declines such placement, the employee will be terminated.

#### **VI. Employee Requests**

Any employee in need of accommodation for workplace accessibility or usability, to perform essential job duties, to participate in District sponsored programs and activities, or who needs alternative accessible formats for District communications, should make such needs known to his or her immediate supervisor.

After appropriate discussion and consideration in consultation with the ~~Chief Human Resources Officer~~ Director of Talent and Equity, the affected employee will be informed as to what, if any, reasonable accommodation will be made. If the request for an accommodation is denied, the employee will have an opportunity to appeal the decision to the Superintendent.

## **VII. Confidentiality**

All employee accommodation requests and related information will be treated as confidential to the maximum extent possible. The District will maintain all information regarding the medical condition or history of applicants, employees, and employees' dependents on separate forms and in separate locked medical files, and treat such information as a confidential medical record to be utilized only as permitted by law.

## **VIII. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability**

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the district's designated Section 504/ADA Coordinator (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability the District to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance

with these procedures. If the Superintendent is the subject of the complaint, the District shall designate an appropriate party to conduct the investigation in accordance with these procedures.

- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- F. The complaint should contain the following information:
  - 1. The name of the complainant;
  - 2. The date of the complaint;
  - 3. The date(s) of the alleged discrimination;
  - 4. The names of any witnesses or individuals relevant to the complaint;
  - 5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
  - 6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

- G. Upon receipt of the complaint, the individual investigating the complaint shall:
  - 1. Provide a copy of the written complaint to the Superintendent of Schools;
  - 2. Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
  - 3. Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;
  - 4. Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
  - 5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with

individuals with information and review of documents relevant to the complaint;

6. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
  7. Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;
  8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
  9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;
  10. In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.
- H. If the complainant or respondent is not satisfied with the findings and conclusions of the investigation, the appealing party may request review and reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal

standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent's decision shall be final.

**IX. The Section 504/ADA Coordinator for this district is:**

**[Insert Name, Title, Address and Telephone Number]**

**X. Complaints to Federal or State Agencies**

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

**SECTION 504/ADA DISCRIMINATION  
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENT**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

1. Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

2. Contact Information for Complainant:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Tel. #)

\_\_\_\_\_  
(Cell # or Work #)

3. Name of Covered Individual: \_\_\_\_\_

4. Address of Covered Individual (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

5. Relationship to School (e.g., position, visitor, parent) (if applicable):

\_\_\_\_\_

6. Please describe the nature of your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Board Memorandum

Submitted by Kristie Bourdoulous for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Kristie Bourdoulous Staff Presenter: Kristie Bourdoulous

#### Type of Memorandum

Recommended policy for adoption - 5111.00 Admission and Placement of Students

#### Background and Purpose/Rationale

5111.00

This policy revision is in accordance with changes to legislation amending the entry age of kindergarten students. Specifically, Section 1 of Public Act 23-208 states that children need to turn five on or before September 1 of the school year in order to be automatically eligible to enroll in school. Our current policy states that children need to be five on or before January 1 of the school year.

Legislation states that school districts may consider early entry to kindergarten upon (1) a written request by a parent or guardian, and (2) an assessment is completed by the school that determines admitting a child to kindergarten would be developmentally appropriate.

A CSDNB K Entrance Age Advisory Team, comprised of teachers (preschool and kindergarten), instructional coaches, administrators from preschool sites, the school readiness liaison, the special educator supervisor and members of the academic office convened over three sessions to: review legislation, collect/analyze student data, and make revisions to the policy and administrative regulations. This policy revision is in accordance with changes to legislation amending the entry age of kindergarten students. Specifically, Section 1 of Public Act 23-208 states that children need to turn five on or before September 1 of the school year in order to be automatically eligible to enroll in school. Our current policy states that children need to be five on or before January 1 of the school year.

#### Financial Information

N/A

#### Committee Review

To be reviewed by the Policy Committee on December 11, 2023

[Admission and Placement of Students Revised Final - Kristie Bourdoulous.docx](#),  
[Admission and Placement of Students Track Changes - Kristie Bourdoulous.docx](#),  
[Admission and Placement of Students Original - Kristie Bourdoulous.docx](#)

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## **Board Policy Statement**

### **5111.00 - Admission and Placement of Students**

Approved on March 3, 2004

#### **I. Admission**

Children are expected to attend school from age five to age eighteen unless the child is a high school graduate. Exceptions to this attendance / participation are noted below. District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. [Exceptions from routine] Early admission to kindergarten may be approved by the Board of Education on the basis of supporting evidence. A parent or person having control of a child five or six years of age who does not wish to send the child to school may appear at the district office and sign an option form per CT general statute 10-184.

Children under 18 years of age must attend school unless the child is a high school graduate or the parent or guardian of a child sixteen or seventeen consents to the child's withdrawal from school. Such parent must be informed of educational options available in the school system or community [who have attained the age of sixteen and who have voluntarily terminated]. Students whose parents have voluntarily terminated their enrollment in the District's schools and subsequently seeks readmission may be readmitted after ninety school days from the date of such termination [and will be informed of adult education opportunities]

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

#### **II. Placement**

Children who transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will review the data with parents and determine the child's final grade placement. Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age 21.

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## **Administrative Procedure**

### **5111.00 - Admission and Placement of Students**

Approved on March 3, 2004

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If a child is five years old on or before the first of January of any year, he or she may enter kindergarten. Connecticut law requires public school to be open to all children who reach the age of five on or before the first January of any school year. It is the local Board of Education's decision to admit children before he or she is age eligible for kindergarten. There is no state law that requires public schools to test the readiness of children before they enter kindergarten in the public schools.

#### **I. Early Entry into Kindergarten**

- A. All requests for early entry into kindergarten will be processed by the Pupil Services Department. No request for early admission will be honored after September 15 of the school year of kindergarten entry.
- B. The following criteria have been established in order to determine that a pupil will experience success if admitted:
  - a. That the family medical doctor gives written approval relative to the physical and social readiness of the child.
  - b. That the preschool or daycare provider gives written approval relative to the maturity and readiness of the child.
  - c. That the child be able to perform those fine and gross motor activities that are needed to be successful in kindergarten as determined by the DIAL-R or similar kindergarten screening instrument.
- C. Written request for entry by the parents/guardians and supporting documentation will be forwarded to the Board of Education with the Superintendent's or Superintendent's designee's recommendation.

#### **II. Waiver of School Attendance Until Age Seven**

A parent or guardian of a child five or six years of age has the option of not sending the child to school until seven years of age. To exercise this option, the parent must complete and sign the attached option form. Placement of the child first entering school at age six or seven will be completed according to board policy.

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## Board Policy Statement

### 5111.00 - Admission and Placement of Students

Approved on March 3, 2004

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#### I. Admission

Children are expected to attend school from age five to age eighteen unless the child is a high school graduate. Exceptions to this attendance / participation are noted below. District schools shall be open to all children five years of age and over who reach age five on or before the first day of ~~January~~ ~~September~~ of any school year. ~~[Exceptions from routine]~~

Early admission to kindergarten may be approved by the ~~Board of Education on the basis of supporting evidence~~ Superintendent or Superintendent's designee upon (1) a written request by a parent or guardian, and (2) an assessment completed by the school that determines admitting the child to kindergarten would be developmentally appropriate.

A parent or person having control of a child five or six years of age who does not wish to send the child to school may appear at the district office and sign an option form per CT general statute 10-184.

Children under 18 years of age must attend school unless the child is a high school graduate or the parent or guardian of a child sixteen or seventeen consents to the child's withdrawal from school. Such parent must be informed of educational options available in the school system or community [who have attained the age of sixteen and who have voluntarily terminated].

Students whose parents have voluntarily terminated their enrollment in the District's schools and subsequently seeks readmission may be readmitted after ninety school days from the date of such termination [and will be informed of adult education opportunities]

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as ~~being in need of~~ ~~needing~~ special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

#### II. Placement

Children who transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will review the data with parents and determine the child's final grade placement. Children who have attained the age of nineteen or older may

be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age 21.¶

¶

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## Administrative Procedure

### 5111.00 - Admission and Placement of Students

Approved on March 3, 2004

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If a child is five years old on or before the first of ~~January~~ ~~September~~ of any year, he or she may enter kindergarten. Connecticut law requires public school to be open to all children who reach the age of five on or before the first of ~~January~~ ~~September~~ of any school year. ~~It is the local Board of Education's decision to admit children before he or she is age eligible for kindergarten. There is no state law that requires public schools to test the readiness of children before they enter kindergarten in the public schools.~~ ~~Early admission to kindergarten may be approved by the Superintendent or Superintendent's designee.~~

#### I. Early Entry into Kindergarten

- A. All requests for early entry into kindergarten will be processed by the ~~Pupil Services Department.~~ ~~Superintendent or Superintendent's Designee.~~ ~~No request for early admission will be honored after September 15 of the school year of kindergarten entry.~~
- B. The following ~~process has been established in order to determine early admission:~~ ~~criteria have been established in order to determine that a pupil will experience success if admitted:~~ ¶
- ~~a. Written request from the parent or guardian will be forwarded to the Superintendent, or Superintendent's designee, by the first of July for the upcoming school year, and That the family medical doctor gives written approval relative to the physical and social readiness of the child.~~ ¶
- ~~b. An assessment completed by the school determines admitting the child to kindergarten would be developmentally appropriate. That the preschool or daycare provider gives written approval relative to the maturity and readiness of the child.~~ ¶
- ~~c. That the child be able to perform those fine and gross motor activities that are needed to be successful in kindergarten as determined by the DIAL-R or similar kindergarten screening instrument.~~

~~C. Written request for entry by the parents/guardians and supporting documentation will be forwarded to the Board of Education with the Superintendent's or Superintendent's designee's recommendation. ¶~~

## **II. Waiver of School Attendance Until Age Seven**

A parents or guardians of a child five or six years of age has the option of not sending the child to school until seven years of age. To exercise this option, the parent must complete and sign the attached option form. Placement of the child first entering school at age six or seven will be completed according to board policy.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Board Policy Statement

#### 5111.00 - Admission and Placement of Students

Approved on

#### **I. Admission**

Children are expected to attend school from age five to age eighteen unless the child is a high school graduate. Exceptions to this attendance / participation are noted below. District schools shall be open to all children five years of age and over who reach age five on or before the first day of September of any school year.

Early admission to kindergarten may be approved by the Superintendent or Superintendent's designee upon (1) a written request by a parent or guardian, and (2) an assessment completed by the school that determines admitting the child to kindergarten would be developmentally appropriate.

A parent or person having control of a child five or six years of age who does not wish to send the child to school may appear at the district office and sign an option form per Connecticut General Statute Section 10-184.

Children under 18 years of age must attend school unless the child is a high school graduate or the parent or guardian of a child sixteen or seventeen consents to the child's withdrawal from school. Such parent must be informed of educational options available in the school system or community [who have attained the age of sixteen and who have voluntarily terminated]. Students whose parents have voluntarily terminated their enrollment in the district's schools and subsequently seeks readmission may be readmitted after ninety school days from the date of such termination [and will be informed of adult education opportunities].

According to Connecticut General Statute Section 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as needing special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

#### **II. Placement**

Children who transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance



personnel, and the school principal. After such observations and evaluations have been completed, the principal will review the data with parents and determine the child's final grade placement.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age 21.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Administrative Procedure

#### 5111.00 - Admission and Placement of Students

If a child is five years old on or before the first of September of any school year, he or she may enter kindergarten. Connecticut law requires public schools to be open to all children who reach the age of five on or before the first of September of any school year. Early admission to kindergarten may be approved by the Superintendent or Superintendent's designee.

#### I. Early Admission into Kindergarten

A. All requests for early admission into kindergarten will be processed by the Superintendent or Superintendent's Designee.

B. The following process has been established to determine early admission:

a. Written request from the parent or guardian will be forwarded to the Superintendent or Superintendent's designee, by the first of July for the upcoming school year, and

b. An assessment completed by the school determines admitting the child to kindergarten would be developmentally appropriate.

#### II. Waiver of School Attendance Until Age Seven

A parent or guardian of a child five or six years of age has the option of not sending the child to school until seven years of age. To exercise this option, the parent must complete and sign the attached option form. Placement of the child first entering school at age six or seven will be completed according to board policy.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Ivelise Velazquez () for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Ivelise Velazquez

#### Type of Memorandum

Recommended policy for adoption - 5111.10 HALS Enrollment Policy

#### Background and Purpose/Rationale

District proposes the adoption of a new policy for enrollment into the House of Arts and Letters (HALs). The draft policy and slide deck regarding the policy are attached. No formal policy exists currently for the process to enroll students into HALs.

#### Financial Information

N/A

#### Committee Review

To be reviewed by the Policy Committee on December 11, 2023



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Board Policy Statement

#### 5111.10 - The House of Arts, Letters and Science (HALs) Enrollment Policy

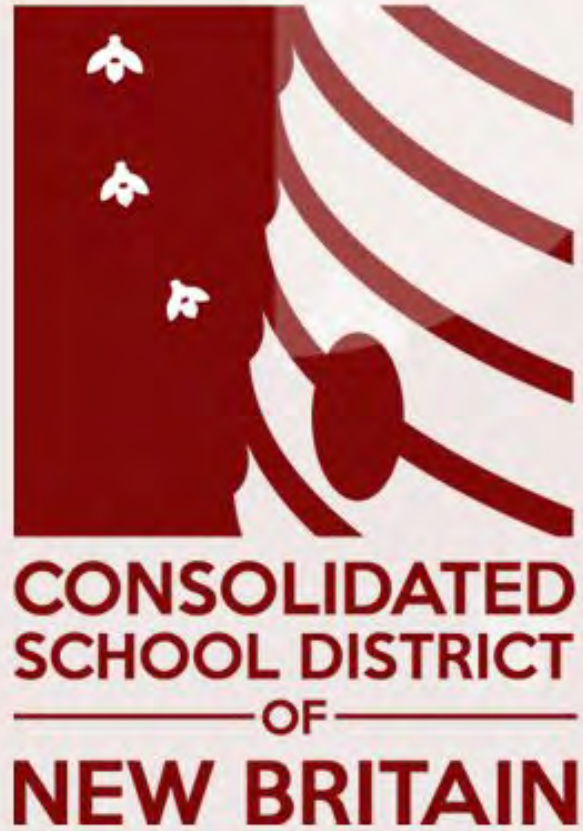
Approved on DRAFT

- I. CSDNB Philosophy Regarding Gifted and Talented - CSDNB addresses the unique needs of our gifted and high achieving students by providing an engaging, rigorous, and individualized education that enables each student to reach his/her maximum potential.
- II. Definition of Gifted and Talented -
  - A. "Extraordinary learning ability" means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.
  - B. Imbalance is determined pursuant to §10-226e-3 and §10-226e-4 of the Regulations of Connecticut State Agencies, comparing school proportions with the district proportions of students in the same grade.
- IV. Enrollment Process
  - A. Incoming classes of 6th graders are evaluated against academic criteria, attendance, behavior, and teacher recommendation to determine their extraordinary learning ability.
  - B. Students are ranked based on that criteria to receive invitations to enroll.
  - C. Beyond the 50 seats, students are placed on a waiting list that includes 10% more students.
  - D. Pursuant §10-226e-3 and §10-226e-4 of the Regulations of Connecticut State Agencies regarding racial imbalance, no more than **5 or 10 or 15 percent** points more or less than the district demographic for any one racial group will be enrolled in the school or placed on the waitlist.
  - E. By the end of May, families must respond to the due date for accepting the seat at HALs for 6th grade.
  - F. Families that accept a seat at HALs sign a contract that agrees to academic and behavioral standards to continue enrollment.
  - G. If a student leaves HALS, a new student can be enrolled off the waitlist based on a review of the same criteria used to enroll the cohort.
  - H. New students who enter the district can be considered for the waitlist or an opening based on a review of the same criteria used to enroll the cohort.
- V. Legislation/CSDE Guidance -  
Connecticut Public Act 17-82  
R.C.S.A. §10-226e-1(9)  
R.C.S.A. §10-226e-1(10)  
CSDE Guidance on Gifted and Talented, <https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf>



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

- VI. Regulations
- A. Families who accept placement into HALs in the Spring, will be required to adhere to summer session reading and/or assignments in preparation for the school year.
  - B. The principal of the school will maintain the waitlist of students and initiate an evaluation of a student coming off the waitlist to determine placement into open seats or seats that become vacant due to a student leaving the program.
  - C. Per CSDE guidelines, the enrollment list will be completed using a group PPT process where the steps described in policy are reviewed and verified year to year. An individual PPT will be used to determine entry into seats that become available for students on the waitlist.
  - D. Classes will be enrolled to include the maximum cited in local bargaining contracts.



**Board of Education  
HALs Enrollment Policy  
December 11, 2023**

# Purpose for the New Policy

- To propose a new policy addressing enrollment into HALs.
- To propose a change in how new cohorts of students will be identified for enrollment at HALs.
- To address racial imbalance moving forward.

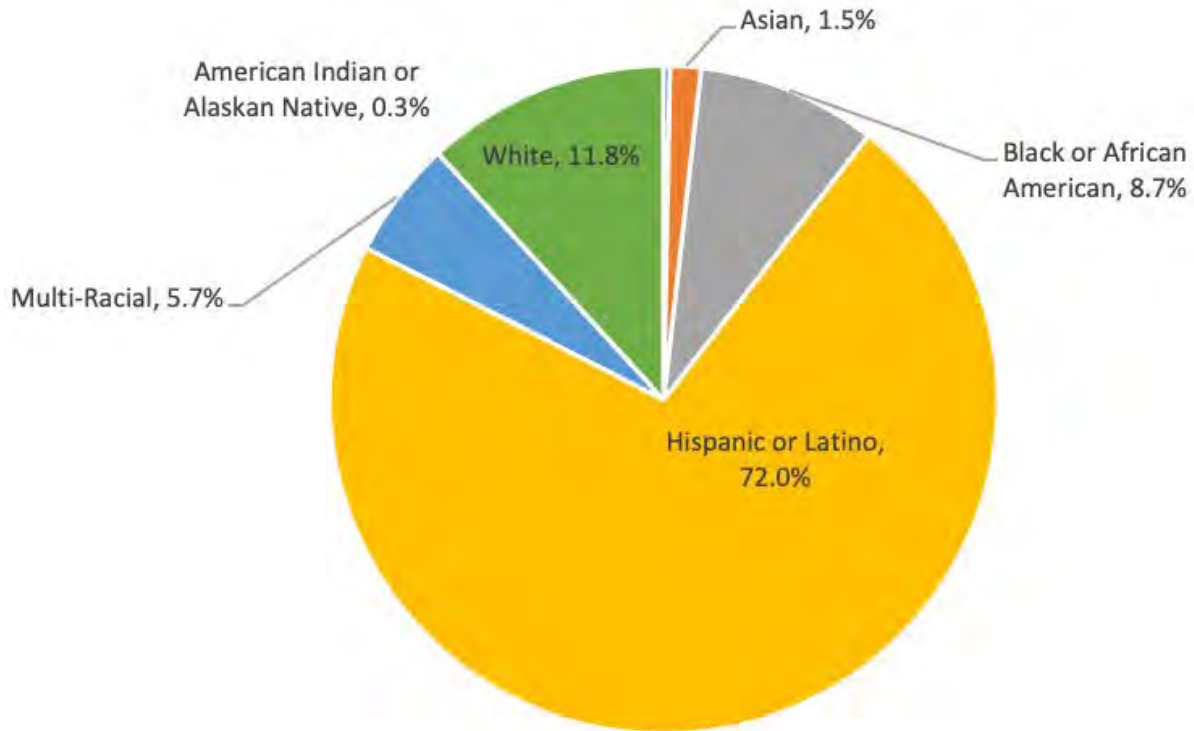


# Definitions

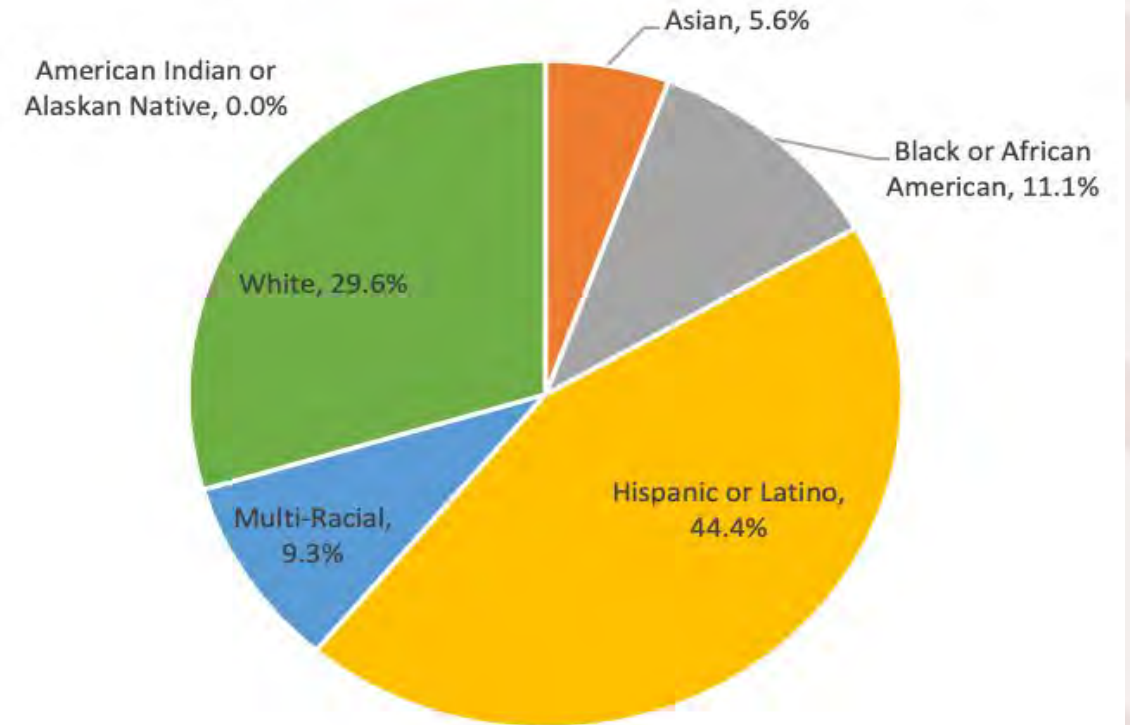
- “Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.
- Racial imbalance is determined pursuant to §10-226e-3 and §10-226e-4 of the Regulations of Connecticut State Agencies, comparing school proportions with the district proportions of students in the same grade.

# Demographics of Incoming 5th Grade Cohort

## Actual Demographics: Current 5th Grade

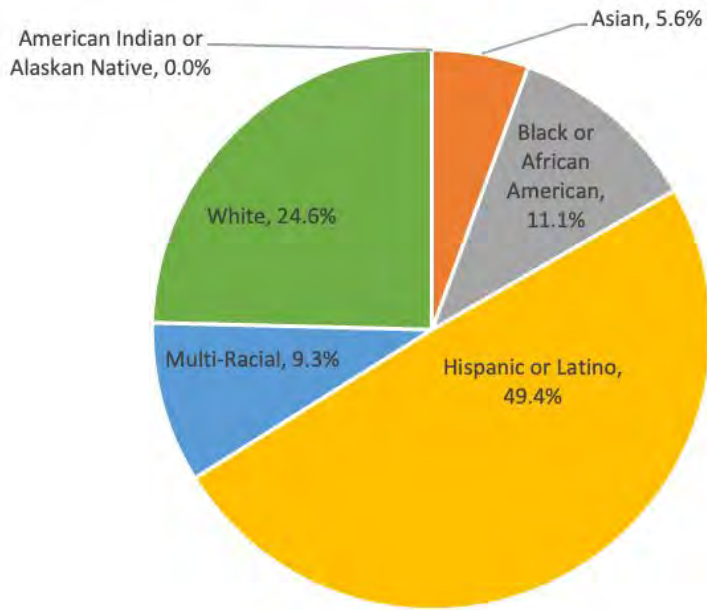


## Demographics of Top 54 Combined Scale Score

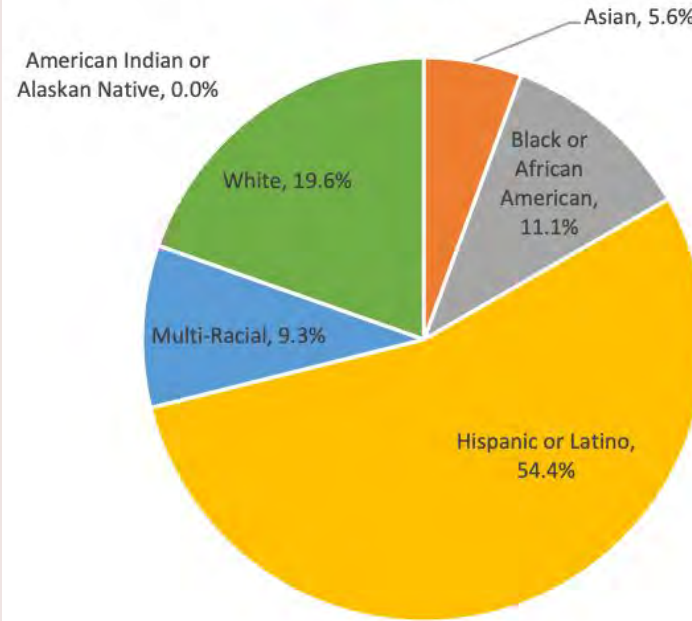


# Adjusting Racial Balance Among the 54 Seats

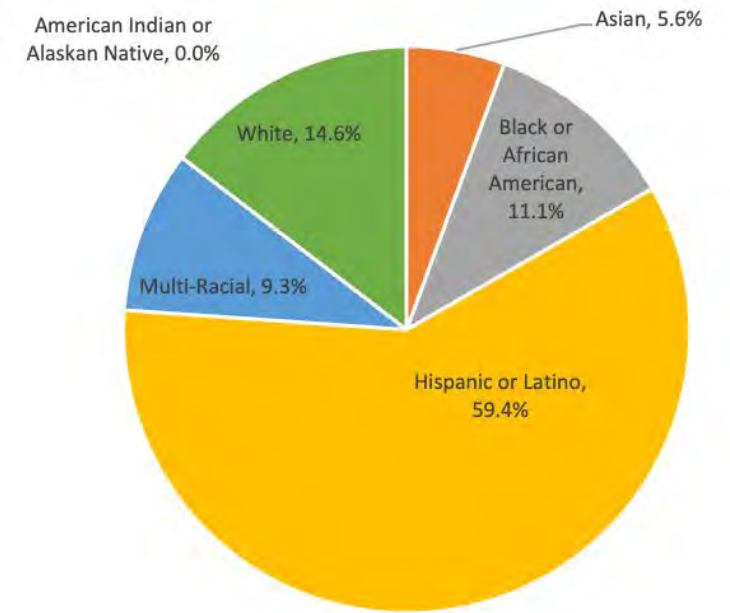
Enrollment with 5 Percentage Point Adjustment



Enrollment with 10 Percentage Point Adjustment



Enrollment with 15 Percentage Point Adjustment



Actual Demographics of Current 5th Grade



***With each adjustment of the group least represented (Latino) and the group over-represented (White), we get closer to the actual 5th grade demographic.***

# Question for the Board of Education

- Does the Board of Education choose to enact a policy to guide enrollment into HALs?
- Shall the policy include guidance on an adjustment to the racial balance of the students who will be accepted into the maximum number of seats available?
- If so, will that adjustment be capped at 5, 10 or 15%?



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Lara K. Bohlke for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Colm Duffin and Lara Bohlke

#### Type of Memorandum

Recommended curriculum for adoption - Problem Solving, Algebra 1, Algebra 2, Geometry

#### Background and Purpose/Rationale

November 2023 Mathematics Curriculum

This presentation is aligned with Dr. Gasper's 'Essential 10' - Curriculum: A rigorous, useful, Board-approved curriculum document for every subject area, course, and grade.

As discussed at the last Curriculum Committee meeting, the curriculum renewal and curriculum writing process has been progressing and there is curriculum ready to move forward to the Board for approval. The curriculum coming to the November 20th meeting is taught in the Mathematics Department and will be presented by the Mathematics Department Chair, Mr. Colm Duffin. Mr. Duffin and his team have spent time ensuring curricula are based on and aligned to the Connecticut Core Standards for Mathematics (CCSM), Connecticut English Language Proficiency Standards (CELP) and CSDNB's Profile of a Graduate (POG). They have aligned concepts across each curriculum, created a rigorous pacing and assessment structure utilizing data team time to discuss student performance and provided opportunities for students to practice the skills they will need to exhibit on their end of unit and end of course assessments as well as SATs.

The 4 curricula being presented at the meeting includes Problem-Solving, Algebra 1, Geometry and Algebra 2.

#### Financial Information

N/A

#### Committee Review

To be presented at the December 11, 2023 Curriculum Committee

[November 2023 Mathematics Curriculum - Lara Bohlke.pdf](#)





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

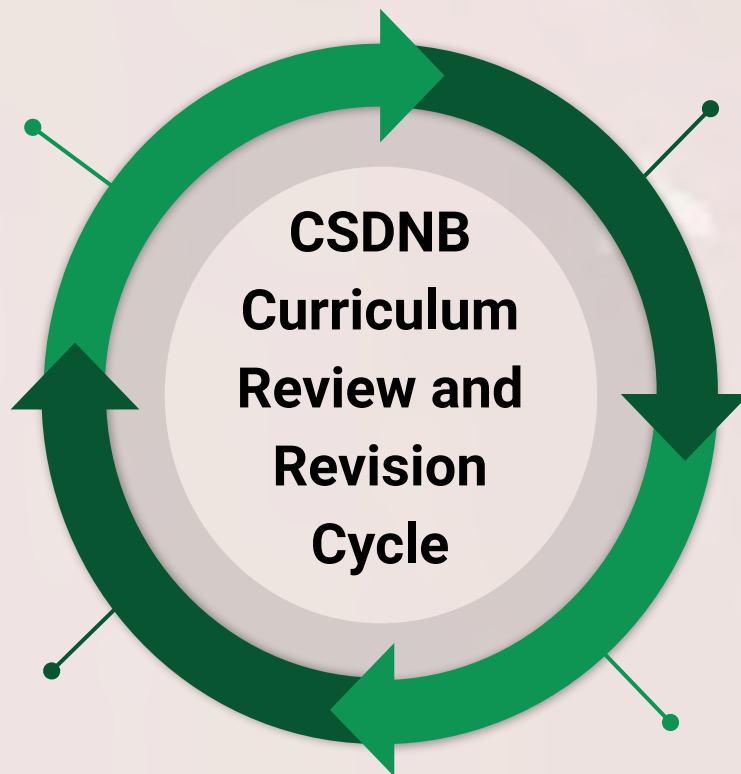
# CSDNB CURRICULUM REVIEW AND REVISION CYCLE

## STEP FOUR: BOE APPROVAL

Make necessary adjustments based on the pilot, discuss with stakeholders, and bring to the BOE curriculum committee for approval.

## STEP THREE: PILOT

Use the draft curriculum units and/or materials with a subset of students including students with disabilities and multilingual learners.



## STEP ONE: DATA REVIEW

Review student outcome data to determine if students are responding to the curriculum with increasing levels of proficiency. IF the data shows no revision is needed, the curriculum will be placed on a list for review in another 2 years.

## STEP TWO: REVISION

Revise the curriculum with teachers including special education and multilingual staff.



# Common Elements Across All Content Areas

- **Essential questions developed to engage students in critical thinking and inquiry**
- **Profile of a Graduate Focus**
- **Designed with Content Area Standards/Frameworks and CT English Language Proficiency (CELP) Standards**
- **Specific Skills ★ Student-Centered Learning Experiences ★ Assessments in alignment with Standards, Frameworks and PoG**
- **Culturally Responsive Teaching Resources**
- **Strategies to support all learners**
- **Units written by NBHS staff with sustained support from EdAdvance**

# Problem Solving (405)

Standard. 1 credit, Grade 9

## STEP FOUR: BOE APPROVAL

[Problem Solving Course Mapping](#)

[Problem Solving Pacing Guide](#)

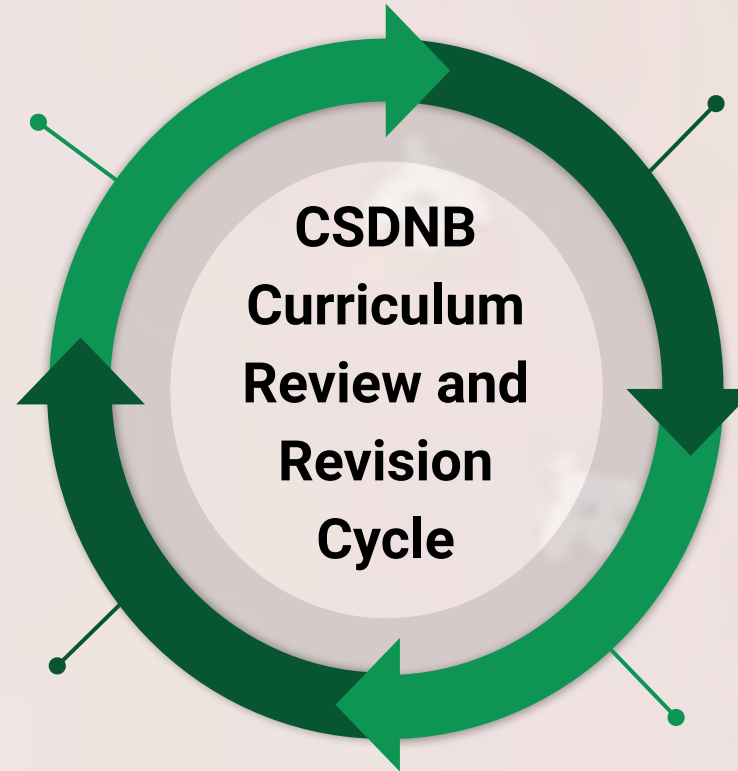
## STEP THREE: PILOT

Grade level standards

Common student experience

Centered on student thinking and standards of mathematical practice

Piloted 2021-2022, Revised 2022-2023



## STEP 1: COURSE DATA REVIEW

- Align to CCSS standards and POG
- Focus on mindset, confidence, self-efficacy, and application
- Student-centered v. teacher-centered
- Concrete vs. abstract

## STEP TWO: COURSE REVISION

- Participants:
  - Colm Duffin: DH, Math
  - Teachers

# Algebra 1(433, 434, 431)

Standard, Accelerated, Honors. 1 credit, Grade 9 (primarily)

## STEP FOUR: BOE APPROVAL

[Algebra 1 Course Mapping](#)

[Algebra 1 Pacing Guide](#)

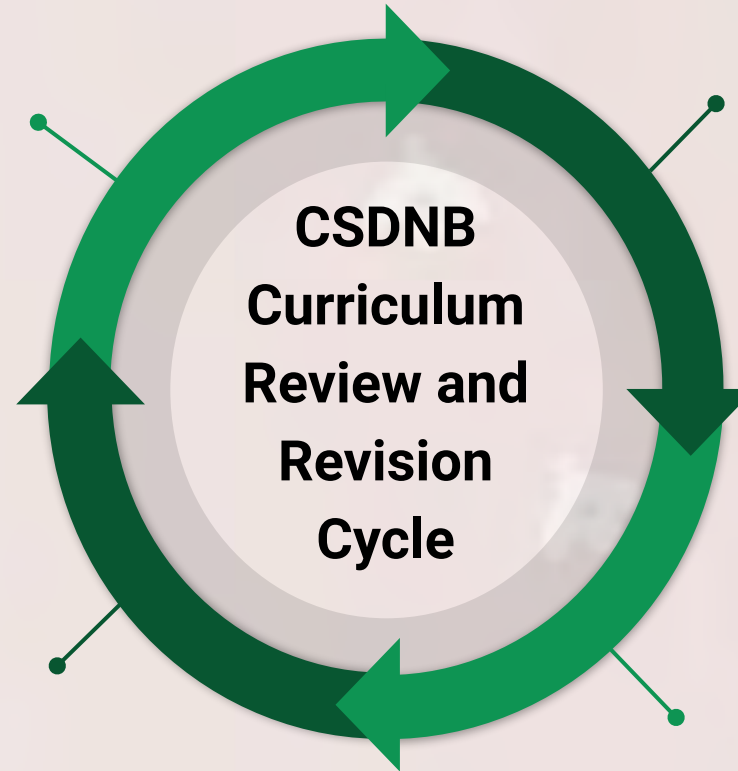
## STEP THREE: PILOT

Grade level standards

Common student experience

Centered on student thinking and standards of mathematical practice

Revised 2021-2023



## STEP 1: COURSE DATA REVIEW

- Align to CCSS standards and POG
- Focus on standards of mathematical practice
- Student-centered v. teacher-centered
- Common Assessments

## STEP TWO: COURSE REVISION

- Participants:
  - Colm Duffin: DH, Math
  - Teachers

# Geometry (453, 452, 451)

Standard, Accelerated, Honors. 1 credit, Grades 9-11

## STEP FOUR: BOE APPROVAL

[Geometry Course Mapping](#)

[Geometry Pacing Guide](#)

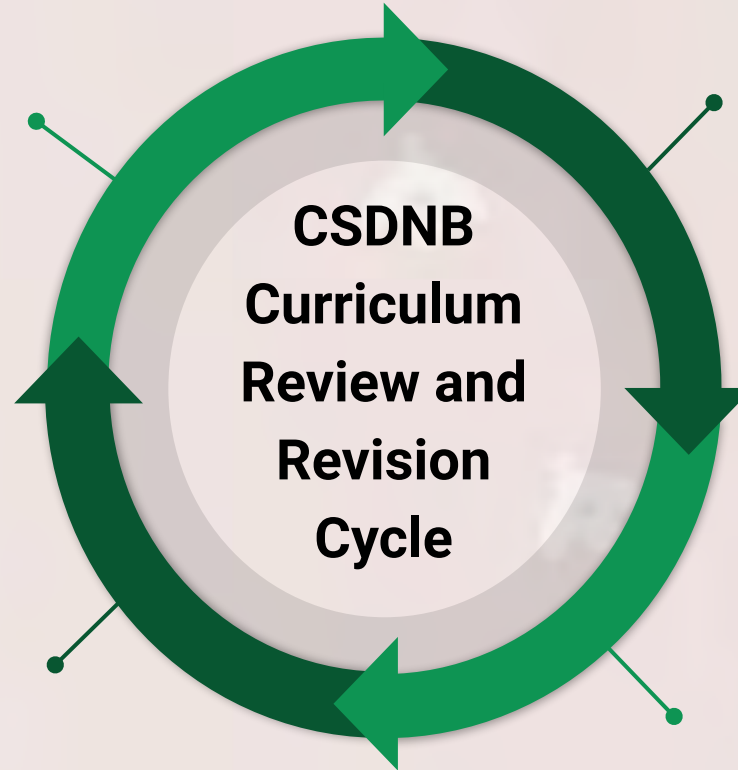
## STEP THREE: PILOT

Grade level standards

Common student experience

Centered on student thinking and standards of mathematical practice

Piloted 2021-2022. Revised 2022-2023



## STEP 1: COURSE DATA REVIEW

- Align to grade level CCSS standards and POG
- Focus on standards of mathematical practice
- Student-centered v. teacher-centered
- Common Assessments

## STEP TWO: COURSE REVISION

- Participants:
  - Colm Duffin: DH, Math
  - Teachers

# Algebra 2 (463, 462, 461)

Standard, Accelerated, Honors. 1 credit, Grades 10-12

## STEP FOUR: BOE APPROVAL

[Algebra 2 Course Mapping](#)

[Algebra 2 Pacing Guide](#)

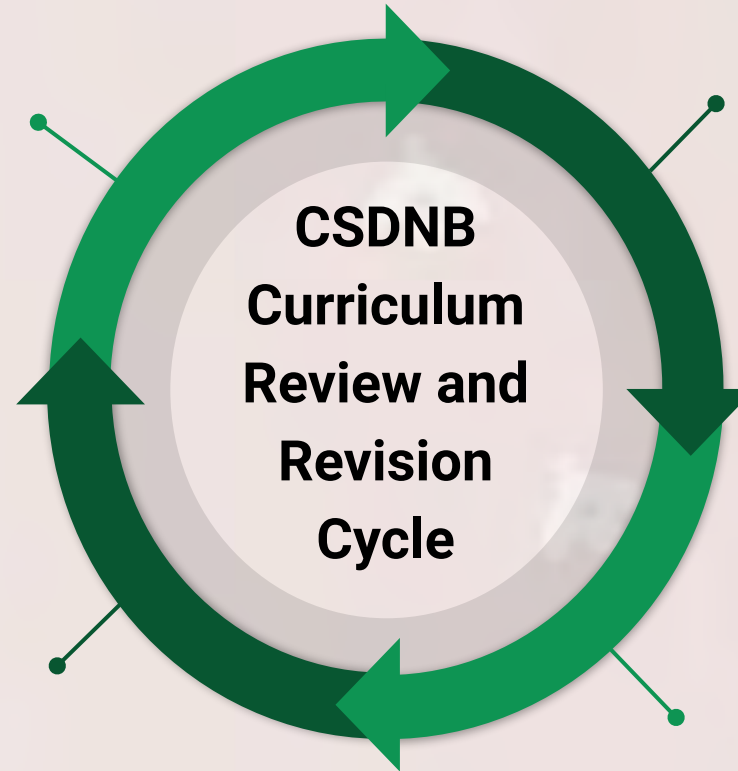
## STEP THREE: PILOT

Grade level standards

Common student experience

Centered on student thinking and standards of mathematical practice

Piloted and revised 2022-2023



## STEP 1: COURSE DATA REVIEW

- Align to grade level CCSS standards and POG
- Focus on standards of mathematical practice
- Student-centered v. teacher-centered
- Common Assessments

## STEP TWO: COURSE REVISION

- Participants:
  - Colm Duffin: DH, Math
  - Teachers





**CONSOLIDATED  
SCHOOL DISTRICT  
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NEW BRITAIN**



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Nicole Sanders

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

The Teacher Apprentice job description was created to align with the district's commitment to diversification of the educator workforce through grow your own pathways.

#### Financial Information

The total is Hourly Pay Rate: \$31.00 - \$41.00 and the funding source is Alliance District Increasing Educator Diversity Alliance District Increasing Educator Diversity .

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023





**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
PERSONNEL & TALENT DEVELOPMENT

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## **Teacher Apprentice**

### POSITION SPECIFICATIONS

#### **REPORTS TO**

Building Principal

#### **PRIMARY FUNCTION**

Teacher Apprentice will work side-by-side with their Mentor Teachers while being supported by the alternate route to certification program coordinator for one academic school year to help apprentice prepare for a successful career in education. Under the supervision of the building principal and with day-to-day guidance from the classroom/content area teacher and instructional coaches, apprentice will assist the teacher in establishing and maintaining an efficient and effective classroom by providing students with academic and social-emotional support in daily instructional activities.

#### **REQUIREMENT**

- Accepted into an Alternate Route Teacher Certification Program

#### **EDUCATION**

- Bachelor's degree required

#### **EXPERIENCE**

- Experience working with school-age students or adolescents is preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Time management and organizational skills to fulfill completion of coursework and apprenticeship.
- Skill in developing and applying core content knowledge and current teaching methods and pedagogy
- Skill in developing and applying knowledge of differentiated instruction based upon student learning needs and styles.
- Ability to engage in self-evaluation and reflection with regard to performance and professional growth.
- Skill in developing and applying student behavior management strategies.
- Ability to meet the educational needs of racially, ethnically, socioeconomically and linguistically diverse learners.
- Skill in effective communication and collaboration with all members of the school community including families and colleagues.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Establish, foster and maintain positive cooperative working relationships with students and adults in a learning environment.

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Serve in an apprenticeship position under the guidance of a mentor teacher for the academic school year
- Complete coursework program, and pass assessments for Connecticut state certification
- Attend district and school-based professional development sessions
- Effectively communicates, coordinates, and collaborates with the classroom teacher in order to assist in daily instruction.
- Provide instruction in core content areas under the direction of the mentor teacher.
- Support daily functions of the mentor teacher's classroom and duties including arrival, dismissal, lunch coverage, and recess as needed.
- Enforces school safety protocols within the classroom, on field trips, and throughout the school.
- Assists the classroom teacher in reviewing, grading, and recording assignments and assessments.
- Maintains, observes and analyzes each student's progress through formative assessments and progress-monitoring and is aware of students who need more one-on-one guidance.
- Strictly adheres to the school's rules and policies.

## ADDITIONAL DUTIES

## EQUIPMENT

- Uses computers, network system and provided district technology as needed.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Hourly Pay Rate: \$31.00 - \$41.00
- Benefits linked to Local 2407-Non-Exempt Employee

### WORK SCHEDULE

- 7-hour work day, Monday-Friday, 10-month position.

### UNION AFFILIATION

Not applicable.

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

*The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*





# CONNECTICUT TEACHER RESIDENCY PROGRAM



## 2024–2025 Resident Openings

The **Connecticut Teacher Residency Program** is an alternate route to teacher certification focused on increasing teachers of color across the state of Connecticut. Certification pathways offered are elementary education (Grades 1-6) and special education (PreK-12). Resident candidates will be enrolled in rigorous coursework for 14-18 months and serve in a paid residency position in a mentor teacher's classroom for the school year. Residents will work in a partner district and attend classes in one of our cohort locations across the state.



### Qualifications

- » Demonstrated commitment to diversity in the field of education
- » Experience working with marginalized populations
- » Bachelor's degree required
- » Undergraduate GPA of 3.0 or greater\*

*\*Candidates with an undergraduate GPA below a 3.0 may apply, but must complete a waiver request.*



### Benefits

- Year 1**
  - » Residents earn a salary plus benefits (Minimum of \$28,000 from August 2024-June 2025)
  - » Two \$2000 summer stipends
- Year 2**
  - » Eligible for a full-time teaching position in a partner district upon successfully upon successfully meeting program requirements.
  - » Elementary or special education resident educator certificate with a three-year commitment to teach in a partner district

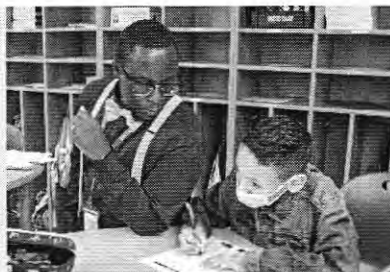


### Program Components

- » **Coursework** – Six weeks of summer classes and evening classes on Tuesdays and Thursdays for 14-18 months beginning June 2024
- » **Residency** – One year in a Mentor Teacher's classroom for hands-on experience and student teaching: August 2024 – June 2025
- » **Assessments** – edTPA, Foundations of Reading Test, Praxis II \*\*
- » **Teaching** – Full-time teaching position, with support, August 2025-June 2028

*\*\* All must be passed before receiving initial educator certificate.*

Learn more, register for an info session, or apply to the program at [www.ct-trp.org](http://www.ct-trp.org)



APPLICATIONS OPEN FALL 2023

For more information, please contact Niralee Patel-Lye, CT Teacher Residency Program Recruitment and Retention Coach at [npatellye@crec.org](mailto:npatellye@crec.org)

RESC Alliance  
CONNECTICUT ALLIANCE OF REGIONAL EDUCATIONAL SERVICE CENTERS





# Annual Report 2022-2023

The [National Center for Teacher Residencies'](#) (NCTR) latest annual data collection indicates that the teacher residency movement is growing in scale and influence with teacher residency graduates of NCTR Network members now serving over half a million students across the United States. NCTR's [Black Educators Initiative](#) (BEI) is making a significant impact on recruiting and preparing teachers of color in teacher residency programs as NCTR reports the highest ever percentage of teachers of color enrolled at 69%.

For the 2022-2023 academic year, NCTR surveyed 739 teacher residents, 438 graduates, 721 mentor teachers, 274 principals who hosted teacher residents, and 225 principals who have recently hired graduates for over 30 NCTR Network programs.

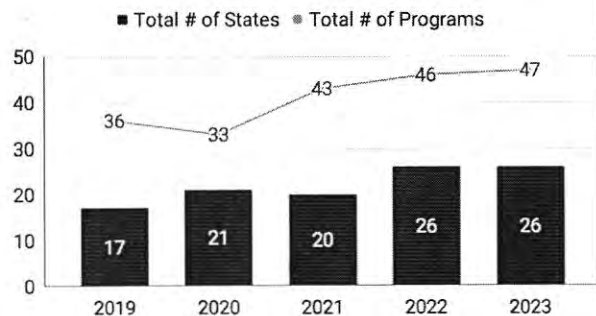
## Growth in the development of new programs & existing programs' graduates are strengthening the national teacher residency movement.

NCTR Network teacher residency programs have seen an increase in the total number of teacher residents enrolled for the 2022-2023 academic year for the second consecutive year.

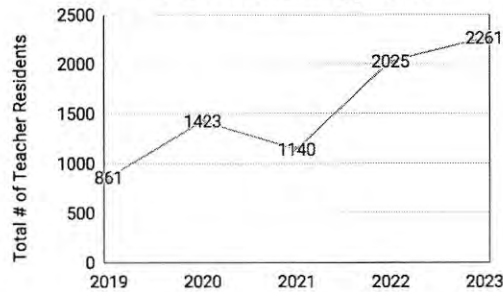
Also, in 2022, NCTR welcomed 22 aspiring teacher residency programs (as compared to 14 programs last year) into its nationally known [Residency Design Academy](#) (RDA).

The NCTR Network's collective impact continues to grow having graduated over 9,000 teacher residents who are positively impacting their students and school communities.

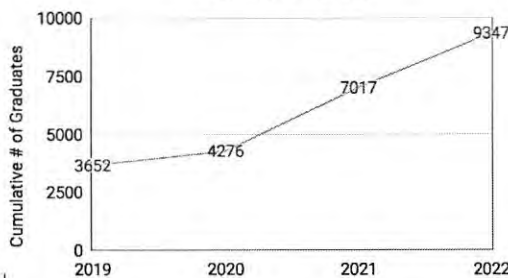
### Size & Geography of NCTR Network



### Enrollment in NCTR Network Programs



### NCTR Network Program Graduates



**NCTR  
At A  
Glance**

**47**

Network Programs

**22**

Residency Design Academy (RDA) Programs

**26**

States where Network & RDA programs are located

**393**

Partner districts and CMOs

**1,090**

Training sites

**2,261**

Residents enrolled in NCTR programs

**9,347**

graduates of current NCTR programs (cumulative)

**500,000+**

Students estimated to be taught by Network graduates (cumulative)



# Teacher residency programs are preparing an unprecedented number of teachers of color.

NCTR Network teacher residency programs are more diverse than ever with 69% of teacher residents and 49% of mentor teachers identifying as a person of color (POC). This far surpasses the national percentage of teachers who identify as a person of color.\*



69%  
of teacher residents enrolled for 2022-2023 identify as a POC – the highest percentage ever recorded by NCTR



20%  
of teachers nationally identify as a POC\*



49%  
of mentors working with residents for 2022-2023 identify as a POC – the highest percentage ever recorded by NCTR

**27** teacher residency programs received BEI grants (2022-2023)

## National Comparison on Diversity

### NCTR Residencies



33%  
of teacher residents enrolled for 2022-2023 identify as Black or African American



28%  
of teacher residents enrolled for 2022-2023 identify as Hispanic or Latinx

### National



6%  
of teachers nationally identify as Black or African American\*

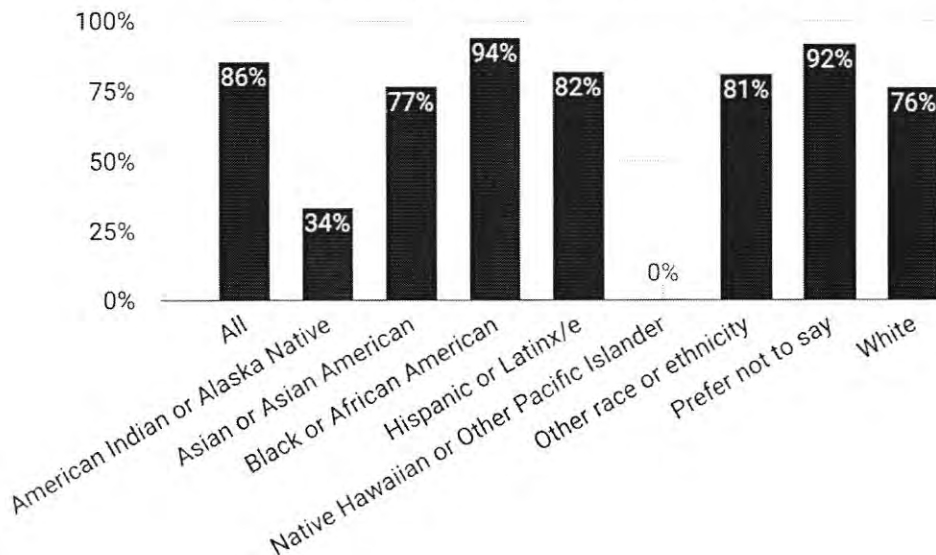


9%  
of teachers nationally identify as Hispanic or Latinx\*

## Black Graduate Retention Rate

For the first time ever, the graduate retention rate for Black teacher residents is the highest among all other racial groups. NCTR's data is especially notable because national data reports that 10% of all Black teachers leave the profession entirely each year -- the highest percentage among all racial and ethnic groups.^

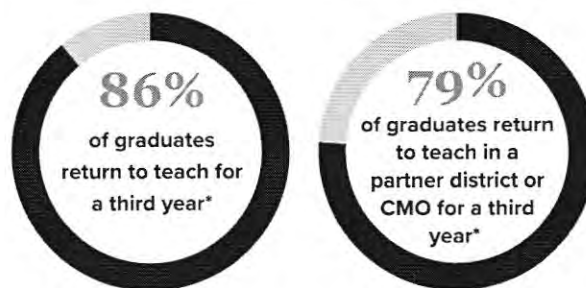
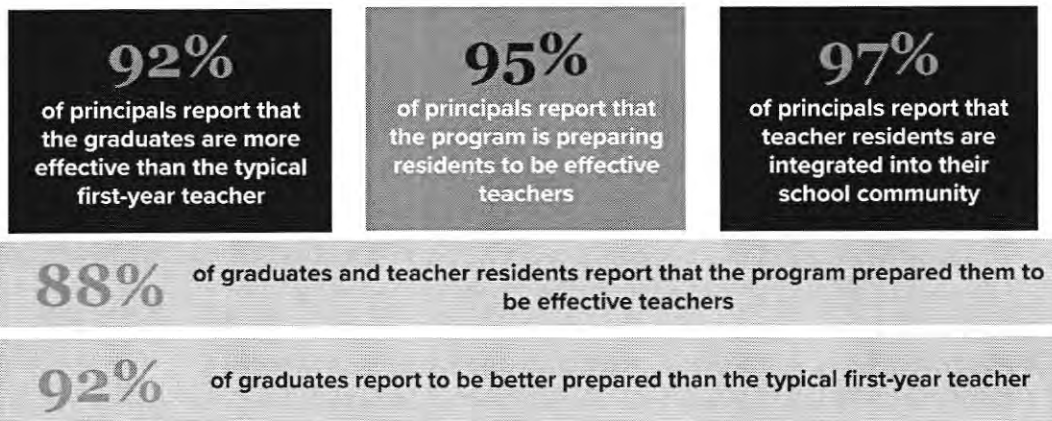
### Retention by Race and Ethnicity





## Teacher residencies continue to prepare effective teachers who stay in the classroom.

Principals, teacher residents, and teacher residency graduates that were surveyed indicate that NCTR Network teacher residency programs effectively prepare teacher residents for their roles in the classroom in addition to preparing them to stay in the field after graduation, especially at a time when it is critical to not only recruit, but also retain effective, diverse, and culturally responsive educators.



\*Three-year retention rate for 2022-2023

## Teacher residencies create opportunities for mentor teachers to improve their own practice.

A significant percentage of mentor teachers indicate that serving as a mentor has positively impacted their work.

*"My mentor teacher taught me absolutely everything I know. Her classroom management style allowed for mutual respect and safety."*

NCTR Network Residency Graduate

*"I'm genuinely proud to be a mentor in this program and continue to support our future teachers as they develop into successful educators."*

NCTR Network Residency Mentor Teacher

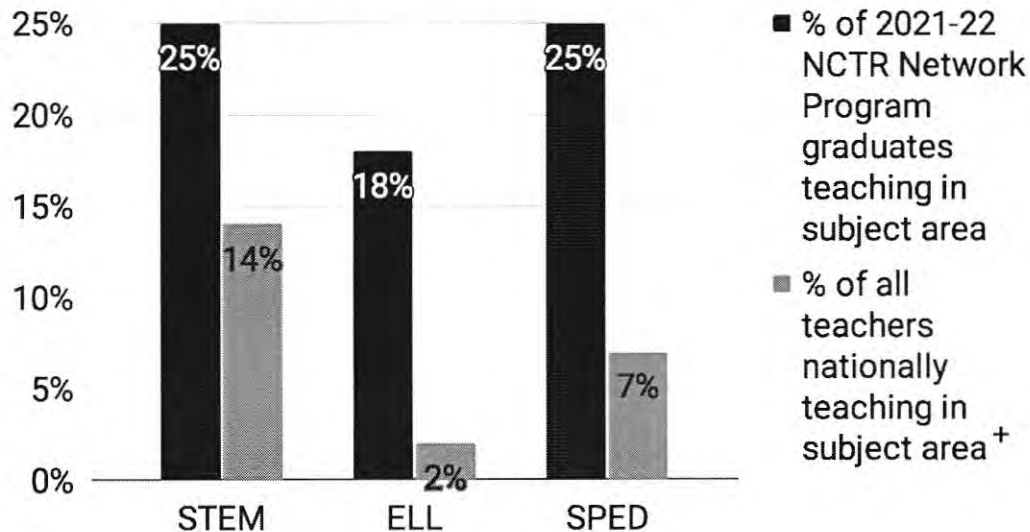




## Teacher residents continue to serve in high-need areas.

Teacher residency programs use data from their partner school district(s) to identify shortage areas and collaboratively prepare teacher residents to fill those open positions.

### Teaching in Specialized Subject Areas



83%

of 2021-2022 teacher graduates were hired to teach in Title I schools



1,341

classrooms in Title I schools were filled by 2021-2022 graduates

## Principals understand the value of teacher residencies.

A significant percentage of principals surveyed indicate that teacher residents are positively contributing to the school's culture and student learning.

*"Having a teacher resident in our school adds value to our classroom... Our students benefit from having another teacher in the classroom, while at the same time, our mentor teacher is developing her leadership, instructional, and mentor skills."*

NCTR Network Residency Principal

91%

of hosting principals report that having a teacher resident positively impacted student learning and achievement

97%

of hosting principals report that graduates positively impacted school culture

## Resources

\*National Center for Education Statistics. (2023). Characteristics of Public School Teachers. Condition of Education. U.S. Department of Education, Institute of Education Sciences. Retrieved May 26, 2023, from <https://nces.ed.gov/programs/coe/indicator/clr>

\*National Center for Education Statistics. (2022). Teacher Turnover: Stayers, Movers, and Leavers. Condition of Education. U.S. Department of Education, Institute of Education Sciences. Retrieved [date], from <https://nces.ed.gov/programs/coe/indicator/slc>

+U.S. Department of Education, National Center for Education Statistics, Schools and Staffing Survey (SASS), "Public School Teacher Data File" and "Private School Teacher Data File," 1987-88 through 2011-12; SASS, "Charter School Teacher Data File," 1999-2000; and National Teacher and Principal Survey (NTPS), "Public School Teacher Data File" 2015-16, 2017-18, and 2020-21; and "Private School Teacher Data File," 2017-18 and 2020-21.



# Consolidated School District of New Britain

## Increasing Educator Diversity through Grow Your Own Pathways

**Personnel Committee Meeting**

December 18, 2023



# CSDNB Equity-Diversity Policy Highlights

- The recruitment of diverse teachers and staff provides all students with a better chance of seeing themselves as part of the education system.
- The District is committed to increasing the recruitment and retention of highly qualified diverse staff.
- The District is committed to fostering a learning environment where diversity is encouraged and to recruiting and retaining a workforce that reflects the diversity of our students and community.
- The Board is committed to hiring the best employees of all racial and ethnic backgrounds who will bring their unique talents and skills into the school system.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

**Board Policy Statement**  
**0523.00 – Equity and Diversity**  
Approved on November 5, 2018

#### **Purpose**

Every student deserves a respectful learning environment in which their cultural, racial and ethnic diversity is valued and contributes to successful academic outcomes. The Consolidated School District of New Britain (District) is committed to identifying and correcting practices and policies that perpetuate the achievement gap and institutional racism in all forms in order to provide all of its students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives and very presence of diverse participants. The District is committed to the success of every student in each of our schools and to our mission and vision statements.

The Board of Education (Board) believes that the responsibility for student success is broadly shared by District staff, families, our community and our student's own efforts. Achievement gaps between white students and students of color are unacceptable if we are to meet our mission and vision statements and our moral obligations to our students, their families and our community as a whole. These gaps are contrary to our belief that all children can learn and succeed. Adult behaviors must not contribute to achievement gaps or create barriers to success. Adult behaviors must be concentrated on elimination of gaps, particularly those that are predicated on a student's race, ethnicity, home language, personal characteristics or culture and on assurance of educational equity between students. The Board, Superintendent and staff commit to conducting an equity and diversity impact assessment on all future policies that have a significant impact on student learning and resource allocation. This commitment also includes conducting assessments on policies that are periodically reviewed and updated through the policy development process that have a significant impact on student learning and resources allocation.



# Educators and Students Race/Ethnicity Trend

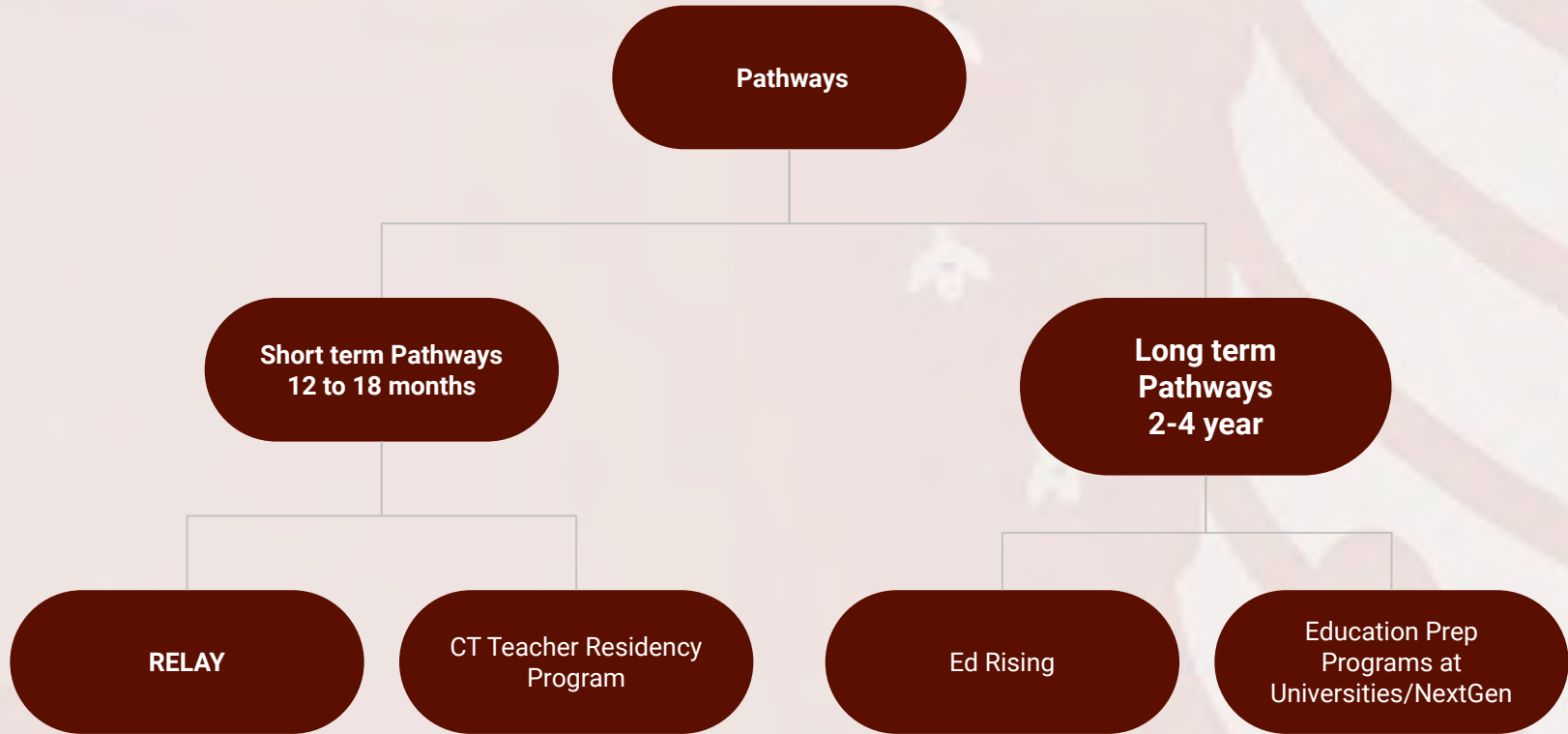
A body of research states “...that students who have had even one same-race teacher during their time in elementary and secondary school experience a wide variety of benefits that include higher test scores, lower rates of chronic absenteeism, fewer suspensions, higher rates of recommendation for gifted and talented programs, higher rates of enrollment in advanced courses and higher rates of high school graduation and college enrollment.”

*Comparison of Educator and Student Diversity Trend*

	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	Approximate Change
<b>Students</b>	82.4%	83.6%	83.7%	84.7%	85.7%	3%
<b>Educators</b>	17.8%	19.0%	19.6%	20.9%	20.7%	3%

Data taken from: [SDE: Educator-Diversity-Dashboard](#)

# Grow Your Own Pathways



# Brief Overview of Pathways

## Short Term

- **CT Teacher Residency Program (CREC Region)** is an elementary certification program that requires a resident teacher to work directly with a mentor teacher throughout the school year while engaging in coursework.
- **RELAY** is an accelerated part time Teaching Residency Program and Masters of Arts in Teaching (MAT) program designed for non-certified staff members employed within partner schools. Relay students earn a certification while continuing to work in their schools.

## Long Term

- **NextGen Educators Program** was created through a partnership between the state Department of Education and Central Connecticut State University. It places students who are studying to become educators in public school classrooms, where they will support experienced teachers two to three days a week.
- **EdRising** offers New Britain High School students opportunities to develop and engage in teaching and learning experiences as their entry point into the teaching profession.



# Benefits of Residency Programs

## Teacher residencies create opportunities for mentor teachers to improve their own practice.

A significant percentage of mentor teachers indicate that serving as a mentor has positively impacted their work.

*"My mentor teacher taught me absolutely everything I know. Her classroom management style allowed for mutual respect and safety."*

NCTR Network Residency Graduate

*"I'm genuinely proud to be a mentor in this program and continue to support our future teachers as they develop into successful educators."*

NCTR Network Residency Mentor Teacher

## Teacher residency programs are preparing an unprecedented number of teachers of color.

NCTR Network teacher residency programs are more diverse than ever with 69% of teacher residents and 49% of mentor teachers identifying as a person of color (POC). This far surpasses the national percentage of teachers who identify as a person of color.\*



of teacher residents enrolled for 2022-2023 identify as a POC -- the highest percentage ever recorded by NCTR



of teachers nationally identify as a POC\*



of mentors working with residents for 2022-2023 identify as a POC -- the highest percentage ever recorded by NCTR



Resource: [NCTR-Annual-Report-2022-2023.pdf](#)



# Teacher Apprenticeship - Earn While You Learn!

- **CSDNB's will pilot first Registered Teacher Apprenticeship Program**
- **The Apprenticeship is a collaborative project between**
  - State Department of Education,
  - Department of Labor
  - National Center for Teacher Residencies
  - American Federation of Teachers and Connecticut Federation of Teachers
- **What does this mean?**
  - State Model
  - Increase participant capacity
  - Additional financial support
  - Increase diversitificaiton of the workforce



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



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Nicole Sanders

#### Type of Memorandum

Contract Approval

#### Background and Purpose/Rationale

The Connecticut teacher residency program is an alternate route/grow your own teacher certification program that CSDNB participated in for the past three years. The Grow Your Own model is a mechanism for diversifying the educator workforce. The district has successfully hired the five candidates upon completion of the rigorous program.

In partnership with the State Department of Education, and the National Center for Grow Your, CSDNB will pilot the teacher apprenticeship program. CSDNB was selected to pilot the teacher apprenticeship program because of our implementation of best practices for the teacher residency program. The two memorandums of agreement were co-created with various stakeholders and are aligned to our annual teacher residency agreement. The teacher apprentice MOA details assurances that include collective bargaining aspects that were not present in the original agreement. These assurances benefit the teacher apprentice.

In addition, the mentor MOA details salary as well as committed to the mentor expectations which are also similar to what's documented in our annual teacher residency agreement.

See Background Information

#### Financial Information

Funded through Alliance District Increasing Educator Diversity Grant

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023

**Memorandum of Agreement**

**Between**

**The New Britain Federation of Teachers, AFT #871**

**And**

**The Consolidated School District of New Britain**

1. Teacher Apprentices within the Consolidated School District of New Britain will be eligible for membership with the New Britain Federation of Teachers, AFT #871 and follow the Collective Bargaining Agreement between the aforementioned parties except as amended by the Employer Acceptance Agreement and this Memorandum of Agreement. Teacher Apprentices will be represented by the New Britain Federation of Teachers, Local 871, AFT.
2. If the Union believes there is a violation of the Collective Bargaining Agreement, the issue will be addressed through the grievance process identified in Article IX in the current Collective Bargaining Agreement but will not be arbitrable.
3. Teacher Apprentices who are hired by the Consolidated School District of New Britain within 100 working days of the end of the apprenticeship program as a regularly scheduled teacher will have their time in the Apprenticeship Program count toward District seniority, per the Collective Bargaining Agreement.
4. Upon completion of the Teacher Apprenticeship Program and possession of a Connecticut Resident Certificate, Teacher Apprentices will be allowed to apply for vacant positions within the District. The year of apprenticeship within the District will be considered in the employee's salary placement.
5. The Teacher Mentor, Teacher Apprentice, the Union, the District, and the TRP Director will work collaboratively to provide dispute resolution should a disagreement arise. The Teacher Mentor, Teacher Apprentice, the Union and/or the District can request this dispute resolution process.

\_\_\_\_\_  
For the CSDNB

\_\_\_\_\_  
For the NBFT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Memorandum of Agreement**

**Between**

**The New Britain Federation of Teachers, AFT #871**

**And**

**The Consolidated School District of New Britain**

1. Teacher Apprentice Mentors within the Consolidated School District of New Britain will follow the Collective Bargaining Agreement between the aforementioned parties except as amended by the Employer Acceptance Agreement and this Memorandum of Agreement.
2. Mentors will receive a minimum stipend of \$6,000.00 in two installments: one during the month of December and one at the end of the school year in June. The Mentor stipend can be negotiated after the budget is approved.
3. Mentors will not be assigned unscheduled duties including but not limited to class coverage while serving as a Teacher Apprentice Mentor.
4. If the Union believes there is a violation of the Collective Bargaining Agreement in issues related to the Teacher Apprentice Program, the issue will be addressed through the grievance process identified in Article IX in the current Collective Bargaining Agreement.
5. The Teacher Mentor, Teacher Apprentice, the Union, the District, and the TRP Director will work collaboratively to provide dispute resolution should a disagreement arise. The Teacher Mentor, Teacher Apprentice, the Union and/or the District can request this dispute resolution process.

\_\_\_\_\_  
For the CSDNB

\_\_\_\_\_  
For the NBFT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Andrew Mazzei () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Andrew Mazzei

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

Lead Teacher Team

The purpose of the lead teachers is to create a collaborative team for full school data analysis, building wide decision making and a direct line of communication to teams that directly impact adult actions to improve student outcomes.

#### Financial Information

The total is \$31,000 (10 teachers at \$3,100) and the funding source is School Improvement Grant 2346-052-10001-51181.

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023

[Lead Teachers - Slade - Andrew Mazzei.pdf](#)



# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/19/2023 10:01am

**Not completed**

## New Position Request

* Administrator:	Andrew Mazzei
* Administrator's Title:	Interim Principal
* Requested Position Title:	Lead Teacher
* Location for requested position:	Slade Middle School
* Is the position full-time or part-time?	Full-time
* Is the position a 10 or 12 month position?	Stipend Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)	10 - 9 grade level teams, 1 UA team

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

[Lead Teacher.pdf](#)

Rationale for Requested Position.

Lead teachers will be a bridge from the administration team to the teachers. They will meet regularly with admin to create agendas for the week, share data, and assist in the overall improvement of Slade Middle School.

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

Lead teachers have been approved in the CN grant through the state.

## Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	Comm Net
* Estimated cost:	\$31,00 (10 x \$3,100)
* Is your request for the current fiscal year or the following?	Summer Entry for Upcoming School Year (This option is for Finance/Personnel Use only.)

Administrator's Signature:

<b>X</b>	<b>Signed: Andrew Mazzei</b> Stamped: 7/19/2023 9:08:38 AM; 72.10.98.19; User - Mazzei - mazzei@csdnb.org;
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## Finance Review:

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

* Review outcome:	CFO reviewed request. Forwards to Personnel & Talent Development.
* Budget & Position Control:	Board Approval required.

CFO Comments:

Please ensure that this is forwarded to Senior Leadership to follow new process

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/19/2023 10:01am

CFO Signature:

**Not completed**

<b>X</b>	<b>Signed: Ann Alfano</b> Stamped: 7/25/2023 2:52:36 AM; 85.44.190.106;
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## 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

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### Board Memorandum

Submitted by Joe Varverchak () for approval at the Regular Board Meeting in January 2024  
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Ivelise Velzaquez

#### Type of Memorandum

Other -

#### Background and Purpose/Rationale

The Family Support Liaison job description was updated to reflect appropriate supervisory structure.

#### Financial Information

The total is Pay Grade 5B - Range \$45,903 - \$54,113 and the funding source is Local Local .

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023

[Mark - Up Family School Liaison - Nicole Sanders.doc](#), [Clean Copy Family School Liaison - Nicole Sanders.doc](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
TALENT DEVELOPMENT OFFICE

## Family School Liaison

### POSITION SPECIFICATIONS

#### REPORTS TO

District Coordinator of Partnerships and Engagement–Attendance Supervisor

#### PRIMARY FUNCTION

Assists in maintaining an acceptable level of school attendance by providing counseling and assistance to students and their families where chronic absenteeism problems are found. Facilitates or arranges for comprehensive educational and supportive services to families and their children. Coordinates collaboration with school staff and funding agencies to ensure all required program components are adhered to. Plans events and workshops for students and families.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

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

##### EDUCATION

Bachelor's degree in Education, Social Work, Psychology or Sociology preferred.

##### EXPERIENCE

- 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 social casework principles and practices, with emphasis on chronic attendance issues.
- Knowledge of community resources to meet families' needs
- Ability to independently 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 process paperwork accurately according to standardized procedures.
- Ability to build and maintain relationships.
- Proficient in using Microsoft Office Programs and Google Applications.

#### ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Works closely with the ~~District Coordinator of Partnerships and Engagement~~ Attendance Supervisor, 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.
- Receives case referrals from school personnel.
- Maintains case load to ensure families and students have appropriate resources.
- Investigates cases to determine the reasons for absence and 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 and written correspondence concerning student absenteeism including maintenance of student contact log.
- Collects statistical information and prepare reports to local and state agencies and ~~Partnership Coordinator~~ Attendance Supervisor as required.
- Serves as a liaison among schools, students and parents in addition
- Reports work accomplished to supervisor.
- Provides parenting education via group and home visit when appropriate.

### ADDITIONAL DUTIES

- Serves as a member of the school attendance teams
- Performs other related duties as assigned by supervisor.

### EQUIPMENT

Uses personal computer, printer and other related office equipment.

### TRAVEL REQUIREMENTS

Frequent travel within the school district.

### TERMS OF EMPLOYMENT

#### SALARY & BENEFITS

- Salary and benefits aligned with pay grade 5B of the Local 1186 contract, including step increases.
- Non-exempt position.

#### WORK SCHEDULE

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

#### UNION AFFILIATION

Not applicable.

### FUNDING SOURCE

May be grant or district funded.

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

The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview. –

CREATED: 4/22/19 SS  
PERSONNEL REVIEW: 4/29/19  
BOARD APPROVED: 05/06/19





## Family School Liaison

### POSITION SPECIFICATIONS

#### REPORTS TO

Attendance Supervisor

#### PRIMARY FUNCTION

Assists in maintaining an acceptable level of school attendance by providing counseling and assistance to students and their families where chronic absenteeism problems are found. Facilitates or arranges for comprehensive educational and supportive services to families and their children. Coordinates collaboration with school staff and funding agencies to ensure all required program components are adhered to. Plans events and workshops for students and families.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

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

##### EDUCATION

Bachelor's degree in Education, Social Work, Psychology or Sociology preferred.

##### EXPERIENCE

- 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 social casework principles and practices, with emphasis on chronic attendance issues.
- Knowledge of community resources to meet families' needs
- Ability to independently 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 process paperwork accurately according to standardized procedures.
- Ability to build and maintain relationships.
- Proficient in using Microsoft Office Programs and Google Applications.

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Works closely with the Attendance Supervisor, school administration and staff to assess needs and offer responsive services to families, while ensuring adherence to program requirements.
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- Collects statistical information and prepare reports to local and state agencies and Attendance Supervisor as required.
- Serves as a liaison among schools, students and parents in addition
- Reports work accomplished to supervisor.
- Provides parenting education via group and home visit when appropriate.

## ADDITIONAL DUTIES

- Serves as a member of the school attendance teams
- Performs other related duties as assigned by supervisor.

## EQUIPMENT

Uses personal computer, printer and other related office equipment.

## TRAVEL REQUIREMENTS

Frequent travel within the school district.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and benefits aligned with pay grade 5B of the Local 1186 contract, including step increases.
- Non-exempt position.

### WORK SCHEDULE

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

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

May be 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.*

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 4/22/19 SS  
PERSONNEL REVIEW: 4/29/19  
BOARD APPROVED: 05/06/19

REVISED:  
PERSONEL REVIEW:  
BOARD APPROVAL:



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Ann Alfano () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Ann Alfano

#### Type of Memorandum

Other -

#### Background and Purpose/Rationale

Senior Accountant job description position has been revised to be in alignment with the current accounting practices and procedures.

The revised skills and responsibilities will ensure that the future candidate has the qualifications to assist with all accounting operations following good accounting practices for standards and compliance to meet the needs of the District.

#### Financial Information

The total is \$87,889 and the funding source is the General Fund.

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023

[Revised\\_SeniorAcct\\_JobDescription - Diana Rios.pdf](#), [RedLineVersion\\_SeniorAcct\\_JobDescription - Diana Rios.pdf](#), [Original\\_Senior Accountant\\_Job Description - Diana Rios.pdf](#)



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

## **Senior Accountant-Finance**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Chief Financial Officer

#### **PRIMARY FUNCTION**

- Supervision of and responsibility District Food Service Program eligibility for Free and Reduced meals
- Responsible for preparing and submitting District Telecommunications application for Schools & Libraries Universal Service (E-Rate)
- Responsible for maintaining Business and Operations page on District Website
- Supervises and evaluates the accounting staff in carrying out their day-to-day responsibilities related to purchase ordering, check preparation and bill payment, cash receipts and disbursement reporting, etc
- Assist Director of Finance with day to day issues and special projects

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

##### **EDUCATION**

A Bachelor's degree in Accounting or related field

##### **EXPERIENCE**

At least five (5) years of practical experience.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of modern office practices, procedures and methods of the department; familiarity with modern bookkeeping and accounting principles.
- Ability to prepare reports and correspondence.
- Ability in oral and written expression.
- Ability to deal effectively with school personnel and the public.
- Ability to carry out instructions furnished in written or oral form.
- Ability to work independently.
- Ability to understand, apply and use personal computers and software applications.
- Ability to process paperwork accurately to standardized procedures.
- Work in standard office environment.
- Ability to supervise others.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Exercises good judgment in making decisions, projective planning and ongoing projects.
- Prepares statistical reports and agenda for Board of Education.
- Maintains all matters in a strictly confidential and business-like manner.
- Assists the Director of Finance in the development and presentation of the annual District budget to the Board of Education, Board of Finance & Taxation, Common Council and general public.



- Assists in preparation of various State and Federal financial reports, including but not limited to ED 001, ED012, ED 017, ED 021, ED 103, ED 111, ED 141, and ED 452.
- Reconciles various District accounts with control accounts in the City of New Britain Finance Department.
- Assists with the development of annual tuition rates charged to other public school districts.
- Supervises records retention and disposal compliance with the State of Connecticut Record Retention and Disposal requirements.
- Assists with preparation of reports, schedules, etc. and coordinates annual financial audit of District by outside independent auditors.

## ADDITIONAL DUTIES

- Purchases materials and supplies for central office needs.
- Provides assistance with transportation calls.

## EQUIPMENT

Uses personal computer, printer and copier.

## TRAVEL REQUIREMENTS

Limited travel to schools and other facilities as required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

### WORK SCHEDULE

Must work standard schedule and overtime as needed.

### UNION AFFILIATION

## FUNDING SOURCE

---

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: Month/Year Initials  
Revised 9/8/2010 AMR  
BOARD APPROVED: Month/Day/Year





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
TALENT DEVELOPMENT OFFICE

## Senior Accountant-Finance

### POSITION SPECIFICATIONS

#### REPORTS TO

Chief Financial Officer

#### PRIMARY FUNCTION

- ~~Supervision of and responsibility District Food Service Program eligibility for Free and Reduced meals~~
- ~~Responsible for preparing and submitting District Telecommunications application for Schools & Libraries Universal Service (E-Rate)~~
- ~~Responsible for maintaining Business and Operations page on District Website~~
- ~~Supervises and evaluates the accounting staff in carrying out their day to day responsibilities related to purchase ordering, check preparation and bill payment, cash receipts and disbursement reporting, etc~~
- ~~Assist Director of Finance with day to day issues and special projects~~
- Provides fiscal management assistance by performing a variety of accounting and auditing functions. Pre-audit of expenditures and accounting records. Preparation/posting of general ledger entries, revenue and expenditure analyses, and participation on special projects for the Finance Department

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

##### EDUCATION

A Bachelor's degree in Accounting or related field

##### EXPERIENCE

At least five (5) years of practical experience.

#### SKILLS, KNOWLEDGE & ABILITIES

- ~~Knowledge of modern office practices, procedures and methods of the department; familiarity with modern bookkeeping and accounting principles. Demonstrated knowledge in Microsoft Products and other financial accounting software packages.~~
- Ability to prepare reports and correspondence.
- ~~Ability in oral and written expression. Good written and verbal communication skills~~
- ~~Ability to deal effectively with school personnel and the public. Ability to establish and maintain effective working relationships with all levels of administration.~~
- Ability to carry out instructions furnished in written or oral form.
- Ability to work independently.
- Ability to understand, apply and use personal computers and software applications.
- Ability to process paperwork accurately to standardized procedures.
- Work in standard office environment. Ability to prioritize daily tasks and meet timely obligations
- Strong organizational skills and effective problem-solving skills.
- ~~Ability to supervise others.~~

#### ESSENTIAL PERFORMANCE RESPONSIBILITIES



- Exercises good judgment in making decisions, projective planning and ongoing projects.
- Prepares statistical reports and agenda for Board of Education.
- Make bank deposits for all funds including but not limited to General Fund, State & Federal Grant Funds, and Student Activity Accounts
- Assist with State and Federal Grant Funds request from the State of Connecticut and Federal Government eGrants Management System
- ~~Maintains all matters in a strictly confidential and business-like manner.~~
- Assists the ~~Director of Finance~~ Chief Financial Officer with in the development and presentation of the annual ~~District District Budget~~ budget to the Board of Education, Board of Finance & Taxation, Common Council and general public.
- Assists in ~~preparation~~ preparing of various State and Federal financial reports, including but not limited to EFS (Former ED 001), ED012, ED 017, ED 021, ED 103, ED 111(Cash Management), ED 141, and ED 452.
- Complete account reconciliations for various district accounts including but not limited to General Fund, State & Federal Grant Funds and Student Activity Accounts ~~Reconciles various District accounts with control accounts in the City of New Britain Finance Department.~~
- Assists with the development of annual tuition rates charged to other public school districts.
- ~~Supervises records retention and disposal compliance with the State of Connecticut Record Retention and Disposal requirements.~~
- Assists with the preparation of reports, schedules, ~~etc.~~ and coordination of thees annual financial audit of the District by outside independent auditors.
- Preparation and entry of journal entries, budget transfers and budget adjustments
- Prepare budget and expenditure projections, forecasts and analyses as requested
- Prepare Fringe Benefit calculations and analyses
- Assist with fiscal year-end close
- Respond to inquiries regarding invoices, payments, purchase orders, and employee reimbursements
- Review accounting procedures and processes and recommend improvements
- Perform other duties/functions as assigned by Chief Financial Officer or designee
- 

## ADDITIONAL DUTIES

- ~~Purchases materials and supplies for central office needs.~~
- ~~Provides assistance with transportation calls.~~

## EQUIPMENT

Uses personal computer, printer and copier.

## TRAVEL REQUIREMENTS

Limited travel to schools and other facilities as required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and Benefits linked to Local 818 – Exempt Employee – Grade 3A

### WORK SCHEDULE

Must work standard schedule ~~and overtime as needed.~~

### UNION AFFILIATION

Non-Union

## FUNDING SOURCE

General Fund

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.

CREATED: Month/Year-Initials  
Revised 9/8/2010-AMR  
BOARD APPROVED: Month/Day/Year

CREATED: Month/Day/Year  
REVISED: 12/04/2023 AA  
BOARD APPROVED: Month/Day/Year





**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

## **Senior Accountant-Finance**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Chief Financial Officer

#### **PRIMARY FUNCTION**

- Provides fiscal management assistance by performing a variety of accounting and auditing functions. Pre-audit of expenditures and accounting records. Preparation/posting of general ledger entries, revenue and expenditure analyses, and participation on special projects for the Finance Department

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

##### **EDUCATION**

A Bachelor's degree in Accounting or related field

##### **EXPERIENCE**

At least five (5) years of practical experience.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Demonstrated knowledge in Microsoft Products and other financial accounting software packages.
- Ability to prepare reports and correspondence.
- Good written and verbal communication skills
- Ability to establish and maintain effective working relationships with all levels of administration.
- Ability to carry out instructions furnished in written or oral form.
- Ability to work independently.
- Ability to understand, apply and use personal computers and software applications.
- Ability to process paperwork accurately to standardized procedures.
- Ability to prioritize daily tasks and meet timely obligations
- Strong organizational skills and effective problem-solving skills.
- 

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Make bank deposits for all funds including but not limited to General Fund, State & Federal Grant Funds, and Student Activity Accounts
- Assist with State and Federal Grant Funds request from the State of Connecticut and Federal Government eGrants Management System
- Assists the Chief Financial Officer with the development of the annual District Budget .
- Assists in preparing various State and Federal financial reports, including but not limited to EFS (Former ED 001), ED012, ED 017, ED 021, ED 103, ED 111(Cash Management), ED 141, and ED 452.
- Complete account reconciliations for various district accounts including but not limited to General Fund, State & Federal Grant Funds and Student Activity Accounts

- Assists with the development of annual tuition rates charged to other public school districts.
- Assists with the preparation of reports, schedules, and coordination of the annual financial audit of the District by outside independent auditors
- Preparation and entry of journal entries, budget transfers and budget adjustments
- Prepare budget and expenditure projections, forecasts and analyses as requested
- Prepare Fringe Benefit calculations and analyses
- Assist with fiscal year-end close
- Respond to inquiries regarding invoices, payments, purchase orders, and employee reimbursements
- Review accounting procedures and processes and recommend improvements
- Perform other duties/functions as assigned by Chief Financial Officer or designee

## ADDITIONAL DUTIES

## EQUIPMENT

Uses personal computer, printer and copier.

## TRAVEL REQUIREMENTS

Limited travel to schools and other facilities as required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and Benefits linked to Local 818 – Exempt Employee – Grade 3A

### WORK SCHEDULE

Must work standard schedule

### UNION AFFILIATION

Non-Union

## FUNDING SOURCE

General Fund

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*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

*The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: Month/Day/Year  
 REVISED: 12/04/2023 AA  
 BOARD APPROVED: Month/Day/Year



**2023-2024**

**Nonexempt Salaries**

Eligible employees shall advance one (1) step effective July 1, 2023. 2% All Steps

<b>Grade</b>	<b>2nd Step</b>	<b>3rd Step</b>	<b>4th Step</b>	<b>5th Step</b>	<b>6th Step</b>	<b>7th Step</b>	<b>8th Step</b>	<b>9th Step</b>
<b>1</b>	86,480	89,056	91,696	94,592	97,456	100,480	104,096	107,664
biweekly	3,326.15	3,425.23	3,526.77	3,638.15	3,748.31	3,864.62	4,003.69	4,140.92
8 hrs	54.05	55.66	57.31	59.12	60.91	62.80	65.06	67.29
<b>2</b>	71,819	75,173	78,624	82,232	85,995	89,408	93,015	96,564
37.5 hrs	36.83	38.55	40.32	42.17	44.10	45.85	47.70	49.52
<b>3</b>	75,712	79,227	82,867	86,674	90,667	94,266	98,051	101,816
40 hrs	36.40	38.09	39.84	41.67	43.59	45.32	47.14	48.95
<b>4</b>	74,818	78,125	81,557	85,155	88,982	92,414	96,096	99,736
40 hrs	35.97	37.56	39.21	40.94	42.78	44.43	46.20	47.95
<b>5</b>	71,843	75,171	78,603	82,264	86,029	89,440	93,038	96,616
40 hrs	34.54	36.14	37.79	39.55	41.36	43.00	44.73	46.45
<b>6</b>	67,353	70,473	73,691	77,123	80,652	83,850	87,224	90,578
37.5 hrs	34.54	36.14	37.79	39.55	41.36	43.00	44.73	46.45
<b>7</b>	66,612	69,537	72,501	75,660	78,936	81,978	85,235	88,491
37.5 hrs	34.16	35.66	37.18	38.80	40.48	42.04	43.71	45.38

**Exempt Salaries**

Eligible employees shall advance one (1) step effective July 1, 2023. 2% All Steps

<b>Grade</b>	<b>2nd Step</b>	<b>3rd Step</b>	<b>4th Step</b>	<b>5th Step</b>	<b>6th Step</b>	<b>7th Step</b>	<b>8th Step</b>	<b>9th Step</b>
<b>1a</b>	121,525	123,347	125,198	127,076	128,981	130,916	132,893	134,871
<b>2a</b>	103,083	105,659	108,301	111,009	113,784	116,628	119,281	121,934
<b>2b</b>	71,819	75,173	78,624	82,232	85,995	89,408	93,015	96,564
<b>3a</b>	87,889	90,087	92,339	94,647	97,014	99,438	101,701	103,963
<b>4a</b>	79,100	81,078	83,105	85,182	87,312	89,495	91,531	93,567
<b>5a</b>	71,910	73,707	75,551	77,438	79,374	81,359	82,378	83,397





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Andrew Mazzei () for approval at the Regular Board Meeting on December 4, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Andrew Mazzei

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

Culinary Club: After school

To improve engagement and attendance, Slade Middle School will create a Culinary Club to enlist students to cook on a weekly basis with a trained Culinary teacher. The Club will engage in school-wide activities by creating a menu, executing recipes, and delivering product. The club is in direct alignment with New Britain High School and their food services program.

#### Financial Information

The total is \$2,500 and the funding source is Commissioner's Network 2348-052-1000151275.

#### Committee Review

To be reviewed by the Personnel Committee on November 27, 2023

[Culinary Club - Slade - Andrew Mazzei.pdf](#)

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:32pm

Not completed

## New Position Request

* Administrator:	Andrew Mazzei
* Administrator's Title:	Interim Principal
* Requested Position Title:	Culinary Club
* Location for requested position:	Slade Middle School
* Is the position full-time or part-time?	Part-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).

[Culinary Club Job Description.pdf](#)

Rationale for Requested Position.

To improve engagement and attendance, Slade Middle School anticipates offering extracurricular clubs that will be paid through a stipend.

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

## Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	Com Net
* Estimated cost:	\$2,500
* Is your request for the current fiscal year or the following?	For this year

Administrator's Signature:

<b>X</b>	Signed: <b>Andrew Mazzei</b> Stamped: 7/11/2023 11:33:31 AM; 72.10.98.19; User - Mazzei - mazzei@csdnb.org;
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## Finance Review:

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

* Review outcome:	CFO reviewed request. Forwards to Personnel & Talent Development.
* Budget & Position Control:	Board Approval required.

CFO Comments:

CFO Signature:

<b>X</b>	Signed: <b>Ann Alfano</b> Stamped: 7/25/2023 3:18:27 AM; 85.44.190.106; User - Alfano - Alfano@csdnb.org;
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# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:32pm

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

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### Board Memorandum

Submitted by Andrew Mazzei () for approval at the Regular Board Meeting on December 4, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Andrew Mazzei

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

Boxing Club: After School

The Boxing Club allows students to exercise while learning boxing techniques using heavy bags, speed bags, and teacher led sequencing routines with mitts. The Boxing Club will not be a place where students are allowed to strike one another, however, self-discipline will be taught, in alignment with DESSA competencies of Self-Management and Personal Responsibility.

#### Financial Information

The total is \$2,500 and the funding source is Commissioner's Network 2348-052-10001-51275.

#### Committee Review

To be reviewed by the Personnel Committee on November 27, 2023

[Boxing Club - Slade - Andrew Mazzei.pdf](#)

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:59pm

Not completed

## New Position Request

* Administrator:	Andrew Mazzei
* Administrator's Title:	Interim Principal
* Requested Position Title:	Boxing Club
* Location for requested position:	Slade Middle School
* Is the position full-time or part-time?	Part-time
* Is the position a 10 or 12 month position?	Stipend 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).

[Boxing Club Job Description.pdf](#)

Rationale for Requested Position.

To improve engagement and attendance, Slade Middle School anticipates offering extracurricular clubs that will be paid through a stipend.

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

## Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	Com Net
* Estimated cost:	\$2,500
* Is your request for the current fiscal year or the following?	For this year

Administrator's Signature:

**X** Signed: **Andrew Mazzei**  
Stamped: 7/11/2023 11:59:19 AM; 72.10.98.19; User - Mazzei - mazzei@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: 7/25/2023 3:17:36 AM; 85.44.190.106; User - Alfano - Alfano@csdnb.org;

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:59pm

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

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### Board Memorandum

Submitted by Andrew Mazzei () for approval at the Regular Board Meeting on December 4, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Andrew Mazzei

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

Chess Club: After school

To improve engagement and attendance, Slade Middle School will host a weekly Chess Club. Chess is an organized game that can teach students key DESSA competencies of Self-Awareness, Self-Management, Relationship Skills, Decision Making, and Optimistic Thinking among other skills.

#### Financial Information

The total is \$2,500 and the funding source is Commissioner's Network 2348-052-10001-51275.

#### Committee Review

To be reviewed by the Personnel Committee on November 27, 2023

[Chess Club - Slade - Andrew Mazzei.pdf](#)

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:34pm

Not completed

## New Position Request

* Administrator:	Andrew Mazzei
* Administrator's Title:	Interim Principal
* Requested Position Title:	Chess Club
* Location for requested position:	Slade Middle School
* Is the position full-time or part-time?	Part-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).

[Chess Club Job Description.pdf](#)

Rationale for Requested Position.

To improve engagement and attendance, Slade Middle School anticipates offering extracurricular clubs that will be paid through a stipend.

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

## Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	Com Net
* Estimated cost:	\$2,500
* Is your request for the current fiscal year or the following?	For this year

Administrator's Signature:

**X** Signed: **Andrew Mazzei**  
Stamped: 7/11/2023 11:35:19 AM; 72.10.98.19; User - Mazzei - mazzei@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: 7/25/2023 3:14:57 AM; 85.44.190.106; User - Alfano - Alfano@csdnb.org;

# New Position Request Form

Sent By: Mazzei

Sent To: User - admin

Sent On: 7/11/2023 12:34pm

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 Andrew Mazzei () for approval at the Regular Board Meeting on December 4, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Andrew Mazzei

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

EdRising After school Club

Educators Rising is a community-based movement, in which chapters at schools feed teacher preparation programs at institutes of higher education with the support of State Departments of Education and local funders and foundations. These entities come together to provide a clear pathway to increase teacher diversity and teacher quality. By establishing a middle school chapter, students will have access to mentorship opportunities with fellow EdRising club members in the NBHS and CCSU chapters. Middle schoolers will also have the opportunity to compete at the National Competition alongside their NBHS and CCSU mentors.

#### Financial Information

The total is \$2,500 and the funding source is Commissioner's Network 2348-052-10001-52175.

#### Committee Review

To be reviewed by the Personnel Committee on November 27, 2023



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Manuel Zaldivar () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Kristie Bourdoulous Staff Presenter: Jessica Paole

#### Type of Memorandum

Acceptance of Donation

#### Background and Purpose/Rationale

Stacey Lombardo is donating \$2,000.00 to support our 4th and 5th grade students. She would like us to use the money to purchase books of interest and that are culturally relevant. The students can use the books for book clubs, self-selected text and engagement.

#### Financial Information

The total donation is \$2,000.00

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Robert Smedley () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Rebecca Gonzalez Staff Presenter: Robert Smedley

#### Type of Memorandum

Acceptance of Donation

#### Background and Purpose/Rationale

CSDNB presented a need to the Community Development Block Grant Program for funding to replace the deteriorating playscape at Lincoln School. The CDBG committee voted unanimously to approve funding for the project which includes replacement and updating of the Lincoln School Playscape.

#### Financial Information

The total donation is \$233,000.

#### Committee Review

FFT on 12/18/23

[Lincoln Playground \(1\) - Robert Smedley.pdf](#)





# CITY OF NEW BRITAIN

DEPARTMENT OF PLANNING & DEVELOPMENT

JACK S. BENJAMIN, DIRECTOR

EST. 1871

WWW.NEWBRITAINCT.GOV

October 18, 2023

Dr. Anthony Gasper  
Superintendent of Schools  
Consolidated School District of New Britain  
272 Main Street  
New Britain, CT 06051

Dr. Gasper,

I am pleased to inform you that the City of New Britain's Commission on Community & Neighborhood Development has awarded the Consolidated School District of New Britain \$233,000 in Community Development Block Grant (CDBG) funds for the purchase and installation of a playground Lincoln Elementary School located at 145 Steele Street, New Britain, CT.

Enclosed is a Subrecipient Contract for the provision of these CDBG funds. Please execute both copies of the contract and return one to the City's Department of Planning & Development (DPD) located at City Hall – Suite 311.

I am available at 860-826-3329 or via email at [scott.williams@newbritainct.gov](mailto:scott.williams@newbritainct.gov) should you have any questions.

Sincerely,

Scott Williams  
Grants Administrator

# MEMORANDUM OF AGREEMENT

## Part I - Agreement

**BY AND BETWEEN:**        **City of New Britain**  
                                  **Department of Planning & Development,**  
                                  hereinafter called the “City,” and

**Consolidated School District of New Britain**  
                                  hereinafter called the “Subrecipient” or “Agency”

**PROJECT:**                 **Lincoln Elementary School Playground**

**CONTRACT AMOUNT:**    **\$233,000.00**

**WHEREAS,** the City of New Britain is a recipient of Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, and

**WHEREAS,** the City awarded Fiscal Year 2021 CDBG Program funds in the amount of \$233,000 for the purchase and installation of a new playscape at Lincoln Elementary School located at 145 Steele Street in New Britain, CT;

**NOW, THEREFORE,** the parties to this Agreement agree to the following:

### **SCOPE OF SERVICES**

- A. Activities** – The Consolidated School District of New Britain shall purchase and install a new playscape at 145 Steele Street. The new playscape will adhere to modern accessibility standards, as required by CFR §570.614.
  
- B. Project Benefit** – The immediate surrounding neighborhood of Smith Elementary School is primarily residential and comprised of 51% Low-Moderate Income residents. The new playscape will be publically available to these LMI families in order to provide youth recreation opportunities. Additionally, the current playscape is non-conforming with modern accessibility standards. The new playscape will remove architectural barriers preventing access.

## BUDGET/BUDGET PERIOD

The budgeted line items are set forth below:

	HUD Funds Awarded	Other Sources	Total
<b>Project Costs</b>			
Purchase & Installation of Playscape	233,000.00		233,000.00
<b>TOTAL PROJECT COSTS</b>	<b>\$233,000.00</b>	<b>\$0.00</b>	<b>\$233,000.00</b>

The City shall pay the Subrecipient for activities authorized under this Agreement in an amount not to exceed \$233,000. Where the total costs of the activities exceed the authorized \$233,000, the Subrecipient shall notify the City of its intent to support the costs of the activities with its own funding sources. Where total costs are less than the authorized \$233,000, the City will reprogram any remaining balance of funds to other City projects.

The contract period shall be one year from the date on which this contract is executed. Any amendments to this budget or contract period must be approved in writing by the City and the Agency.

## REQUESTS FOR PAYMENT AND REPORTING

The Agency shall submit a Request(s) for Payment to the City accompanied by copies of contracts and invoices, vouchers or other official documentation evidencing in proper detail the nature and propriety of the costs for which payment is to be made. The Request for Payment shall include the Agency's certification that the requested payment is exclusively for costs authorized under this Contract, and for no other purposes, and that the costs are not allocable to or included as a cost of any other sources of funds.

The City shall pay the Agency the funds authorized under this Contract subject to the Agency's compliance with this Contract and Federal Contract Requirements, and to its designated Contractor's(s) compliance with project specifications and applicable codes, laws and regulations.

## CONSTRUCTION CONTRACT AUTHORITY

1. The Agency shall adhere to OMB regulations at 2 CFR Part 200, set forth procurement requirements for contractor selection and contract administration.  
All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Cost or price analysis must be made and documented in connection with every procurement action.
2. The Agency must incorporate Federal Contract Requirements, including payment of Federal Prevailing Wage Rates, as specified by the City, as part of the Requests for Bids/Quotations and Contract Documents. Requests for Bids/Quotations and Contract Documents must be approved by the City prior to finalization by the Agency.

3. The Agency shall provide the City with a copy of the selected proposal(s) prior to contract execution to allow for review by the City.
4. The Agency shall notify the City as to the date and time of the scheduled Preconstruction Conference, Contract Signing, and/or Notice to Proceed.
5. The Agency shall provide the City with a copy of the executed contract(s) and documentation pertaining to the contracts as requested by the City.
6. The Agency shall provide the City with copies of invoices and change orders for review and approval prior to payment or execution until the entire contract is complete.
7. The Agency shall provide the City with access to the construction site for purposes of inspection and monitoring of compliance with contract conditions if requested by the City.
8. The Agency must comply with all applicable New Britain and State of Connecticut Building, fire and health codes and must obtain all the necessary permits and approvals.
9. The U. S. Department of Housing and Urban Development requires that all projects supported in whole or in part by Department funds must have on site during construction a sign acknowledging or recognizing the Department's support.

## **OTHER PROVISIONS**

1. The Agency must comply with all applicable New Britain and State of Connecticut codes and must obtain all the necessary permits and approvals.
2. The U. S. Department of Housing and Urban Development requires that all projects supported in whole or in part by Department funds must have on site during the rehabilitation phase a sign acknowledging or recognizing the Department's support.
3. The Agency must be in compliance with all laws and regulations of the City of New Britain.
4. Work under this Contract must comply with the requirements of the ANSI standards under A117.1 and the Americans with Disabilities Act Accessibility Guidelines.
5. The Agency must adhere to all State and Federal regulations as regards the testing, removal and disposal of asbestos, lead, and PCB containing materials that may be impacted by the renovations. The Agency must submit a copy of disposal manifests to the City.

## **TERMS AND CONDITIONS & ASSURANCES**

This contract is subject to and incorporates the provisions attached as Part II - Terms and Conditions and Part III - Assurances, dated 7/17.

## **ATTACHMENTS**

Project Budget & Scope (To be provided by the Agency for City approval prior to bid solicitation)  
Part II - Terms and Conditions, including Insurance Requirements  
Part III – Assurances  
Federal Contract Requirements, including Wage Rate Decision and Federal Labor Standards.  
Document Checklist  
Insurance Requirements  
Federal Funding Accountability and Transparency Act (FFATA) Reporting Form  
MWBE Reporting Form  
Grant Payment Summary Sheet  
Project Sign Template

IN WITNESS WHEREOF, the parties do mutually agree and hereunto affix their hands,

**CITY OF NEW BRITAIN  
DEPARTMENT OF PLANNING & DEVELOPMENT**

Signed: \_\_\_\_\_  
Jack S. Benjamin

Date: \_\_\_\_\_  
10/16/2022

Witness: \_\_\_\_\_

**AGENCY**

Signed: \_\_\_\_\_  
By:

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# CDBG Income Limit Standards for New Britain

(Hartford County, FY-2022 Median Family Income: \$118,100)

Effective June 15, 2023

FAMILY SIZE	Extremely Low Income 0-30% of Median	Very Low Income 31-50% of Median	Low Income 51-80% of Median
1	\$0 - \$24,850	\$24,851 - \$41,350	\$41,351 - \$66,150
2	\$0 - \$28,400	\$28,401 - \$47,250	\$47,251 - \$75,600
3	\$0 - \$31,950	\$31,951 - \$53,150	\$53,151 - \$85,050
4	\$0 - \$35,450	\$35,451 - \$59,050	\$59,051 - \$94,500
5	\$0 - \$38,300	\$38,301 - \$63,800	\$63,801 - \$102,100
6	\$0 - \$41,150	\$41,151 - \$68,500	\$68,501 - \$109,650
7	\$0 - \$44,000	\$44,001 - \$73,250	\$73,251 - \$117,200
8+	\$0 - \$46,800	\$46,801 - \$77,950	\$77,951 - \$124,750

**PART II - TERMS AND CONDITIONS****A. Termination**

The City may terminate this Contract at any time in the event of default, inability or failure to perform on the part of the Agency of any of the terms or conditions hereof, noncompliance with Federal, State or City laws, or when the City and the Agency agree to terminate the Contract in whole or in part. Such termination will be effective upon fifteen (15) days written notice to the Agency. In the case of a breach of the terms, conditions, or any other provision of this Contract the City may, at its sole option, require a partial or total rescission or modification of any element of the Contract and may impose additional requirements upon the Agency as a precondition to continuing the Contract. Failure by the City to require the Agency to perform any element of this Contract for any period of time shall not be construed as a waiver as to the requirement of future compliance. No allowance by the City to the Agency to correct any breach shall be deemed to require the City to allow subsequent breaches to be corrected in like manner. Immediately upon termination, the Agency shall forward to the City an itemized breakdown of the monies expended by the program through the date of termination, shall refund all unused funds, and shall surrender to such place as the City shall designate all property purchased for the program with funds made available under this Contract.

It is expressly agreed that if at any time the Grant Program is discontinued, for whatsoever reason, then and in that case, the City may unilaterally terminate this Contract. The Agency waives any and all rights it may have in law or equity to enforce any rights it may have in such a case and recognizes the City's absolute, unfettered right to take such action.

**B. Assignability**

The Agency agrees not to subcontract, assign or in any way transfer any of its responsibilities under this Contract without the prior written consent of the City.

**C. Guarantor**

The Agency agrees, if the City shall so require, to offer proof of sufficient capitalization or sources of funding to properly perform its duties hereunder and indemnify the City as required. If the Agency lacks sufficient resources, or has an insufficient track record to insure the City that it can and will comply with the terms hereof, the City may, at its sole discretion, require that the Agency provide the City with a third party Guarantor of the Agency's duties hereunder and agrees to enter into such guarantee agreements as the City may require. In passing on the responsibility to any proposed Guarantor, the City reserves the right to require access to all records deemed by the City or its agents necessary, and the Agency agrees to assist the City in obtaining such information.

The Agency expressly agrees to allow the City to impose the above Guarantor requirements either at the commencement of this Contract or at such time during the life hereof as the City determines necessary to protect its rights hereunder. Failure of the City to require a guarantor for any period of the Contract shall not be deemed a waiver of the City's rights to so require in the future.

**D. Indemnity**

The Agency expressly agrees to indemnify and hold harmless the City from any claims or suits of whatsoever nature either in law or equity arising out of any damages or injury or wrong done any person or thing by the Agency in its performance of an incidental or collateral to the performance of any of its duties or obligations hereunder arising, unless such action is caused by the City.

**E. Waiver of Hearing**

The Agency expressly waives any right to a hearing if the City should seek enforcement of any term herein by resort to an ex parte prejudgment hearing.

## PART III – ASSURANCES

### A. GENERAL ASSURANCES

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THE AGENCY HEREBY ASSURES AND CERTIFIES THAT:

1. It possesses legal authority to execute the proposed program or perform the described service.
2. Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the execution of this Contract including all understandings, terms, conditions and assurances and directing and authorizing the person identified as the official representative of the Agency to act in connection with the Contract and to provide such additional information as may be required.
3. It will give the City of New Britain and the United States Department of Housing and Urban Development (HUD) through the authorized representatives access to and the right to examine all records, books, papers or documents related to this Contract.
4. None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before Congress.
5. To the best of the Agency's knowledge and belief:
  - a. No Federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
  - b. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
6. FAITH-BASED ACTIVITIES
  - a. Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under the CDBG Program. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under the CDBG Program, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
  - b. A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.
  - c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
  - d. CDBG funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the CDBG Program. Where a structure is used for both eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost

CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U. S. C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR part 40 for residential structures, and Appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings). (b) The Americans with Disabilities Act (42 U. S. C. 12131; 47 U. S. C. 155, 201, 218 and 225)(ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993 that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable-that is, easily accomplishable and able to be carried out without much difficulty or expense.

## **B. SPECIFIC RECORD-KEEPING ASSURANCES**

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THE AGENCY HEREBY ASSURES AND CERTIFIES THAT it will establish and maintain records in accordance with requirements prescribed by HUD and/or the City with respect to all matters covered by this Contract. Such records shall be retained beyond the required four (4) year period if audit findings have not been resolved.

### **1. Financial Records**

The Agency will maintain copies of all financial transactions initiated under this Program and will submit records as required by the City.

### **2. Documentation of Costs**

All costs shall be supported by properly executed payroll, time records, invoices, contracts or vouchers or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Contract shall be clearly identified and readily accessible.

### **3. Program Benefit**

The Agency shall maintain records which demonstrate that the activity primarily benefits low- and moderate-income persons. For each activity determined to benefit low- and moderate-income persons based on the incomes of the households directly benefiting from the activity where the activity involves the submission of an application or the completion of a personal record, the following records shall be maintained:

- a. The size of each household receiving benefit.
- b. The income of each such household.
- c. Evidence that Section 8 Income Limits by household size have been applied in determining whether a beneficiary qualifies as low- and moderate-income.

### **4. Equal Opportunity and Affirmative Action**

The Agency shall maintain racial, ethnic and gender data as well as data concerning female-headed households showing the extent to which these categories of persons have participated in or benefited from programs and activities funded under this Program.

The Agency shall maintain racial, ethnic and gender data on all employees of the Agency, including part-time and temporary employees.



3. Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto (24 CFR Part 107), which directs HUD to take all action necessary and appropriate to prevent discrimination by race, color, religion (creed), sex or national origin, in the sale, leasing, rental or other disposition of residential property and related facilities (including land to be developed for residential use), or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions agreed to be made by the Federal Government.
4. HUD Final Rule for Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, dated February 3, 2012.
5. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR Part 570.602), which requires that no person in the United States shall on the grounds of race, color, national origin, religion or sex, be excluded from participation under, any program or activity funded in whole or in part with CDBG funds.

**SPECIFIC DISCRIMINATORY ACTIONS PROHIBITED  
AND CORRECTIVE ACTIONS  
(as included in 24 CFR 570.602)**

1. An Agency may not, on the grounds of race, color, national origin, religion or sex:
  - a. Deny any facilities, services, financial aid or other benefits provided under the program or activity.
  - b. Provide any facilities, services, financial aid or other benefits which are different, or are provided in a different form from that provided to others under the program or activity.
  - c. Subject an individual to segregated or separate treatment in any facility in, or in any matter or process related to receipt of any services or benefit under the program or activity.
  - d. Restrict an individual in any way access to, or the enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under the program or activity.
  - e. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership or other requirement or condition which the individual must meet in order to be provided under the program or activity.
  - f. Deny an individual opportunity to participate in a program or activity as an employee.
2. An Agency may not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination on the basis of race, color, national origin, religion or sex, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to individuals of a particular race, color, national origin, religion or sex.
3. An Agency, in determining the site or location of housing or facilities provided in whole or in part with CDBG funds, may not make selections of such site or location which have the effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, national origin, religion or sex; or which have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act and of this section.
4.
  - a. In administering a program or activity funded in whole or in part with CDBG funds which the previously discriminated against persons on the grounds of race, national origin or sex, or if there is sufficient evidence to conclude that such discrimination existed, the Agency must take affirmative action to overcome the effects of prior discrimination.
  - b. In the absence of such discrimination, an Agency, in administering a program or activity funded in whole or in part with CDBG funds may take any non-discriminatory affirmative action necessary to ensure that the program or activity is open to all without regard to race, color, national origin, religion or sex.

SIGN MUST HAVE BLUE BACKGROUND WITH WHITE LETTERS

**PROJECT NAME**

**FEDERAL FUNDING PROVIDED BY THE  
U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT**

*THROUGH THE*

**City of New Britain's Community Development Block Grant**

*MADE POSSIBLE BY*

**Mayor Erin E. Stewart**

*AND*

**Commission on Community & Neighborhood Development**







# CITY OF NEW BRITAIN

## DEPARTMENT OF PLANNING & DEVELOPMENT

The following documents need to be submitted Department of Planning & Development prior to payment request.

**NOTE: COPIES OF THE FOLLOWING DOCUMENTS MUST BE FILED WITH THE PAYMENT REQUEST.**

### Paperwork Needed:

- 1: Scope of work and Project Bid Results from qualified contractors.
- 2: Copy of insurance certificate (Copy of insurance certificate with the City as additionally insured the certificate must read "The Department of Planning & Development and City of New Britain and the Consolidated School District" and Bond (if required) .
- 3: Copies of GC's State Contractors Registration/ Licenses.
- 4: Copy of Employer Federal Identification Number or Social Security Number along with Contractor's name, W-9 form, for Contractors and Sub-Contractors.
- 5: Executed Construction Contract/Agreements, Notice to proceed, Change Orders and PO's, Copies of Permits
- 6: Asbestos and or environmental clearances/Disposal manifests (if applicable)
- 7: Project Inspection Sheet, sign-off from the Building Department Inspectors, Fire Marshal (if applicable) form attached and Agency Rep
- 8: Project Wage Rate Sheet, a work schedule, Certified Payrolls and Employee interview forms (Davis Bacon Form WH-347 only)
- 9: MBE/WBE Report- form attached
- 10: UEI Number and FFATA Form (for contract over \$25K)
- 11: Construction meeting notes/Inspections done in house by Staff or Property Manager
- 12: Original invoices
- 13: Payment request must be on Agency letterhead with the amount of funds requested and description of the work or materials purchased and a copy of the invoice with DPD form attached.
- 14: Beneficiary Report
- 15: Lien Waiver, if requesting final payment
- 16: Final Report and Grant Payment summary as Applicable (see attached)

If you have any questions or need additional assistance concerning this documents, please feel free to contact me.

Margaret Malinowski  
mmalinowski@newbritainct.gov



**CITY OF NEW BRITAIN  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
FINAL REPORT FORM**

FINAL REPORT COVER SHEET:

Date:

Organization Name:
Contract #:
Project Title:
Grant Amount: \$
Grant Year:
List of Deliverables:
Amendment Descriptions and Approval Dates (if any):
Contact Person:
Title:
Contact Organization:
Street Address:
City:
State:
Postal Code:
Contact Telephone Number:
Contact Fax Number:
Contact Email Address:
Website:
Additional Comments:

- A. **NARRATIVE:** [Instructions: Describe the work accomplished under the grant; include any particular successes achieved or problems encountered that might be instructive to other grantees and/or the State or beneficial to the program as a whole. Describe any differences between the planned major work items as outlined in the original Grant Contract and the actual major work items performed.]
- B. **BUDGET:** [Instructions: Describe and explain any major differences between the budget in the executed grant contract and actual expenditures billed. Detail Project Delivery Costs as a separate category (not to exceed 20% of federal funding received)]
- C. **LEVERAGED FUNDS:** [Instructions: Catalog the non-federal funding sources for you project and their uses.]
- D. **DELIVERABLES:** [Instructions: Please list and provide all the deliverables detailed in the grant contract; provide their completion dates and include copies or links to documents.]



This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance. Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be

**Community Development Programs**

- 1. **Grantee:** Enter the name of the unit of government submitting this report.
- 3. **Contact Person:** Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.
- 7a. **Grant Number:** Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.
- 7b. **Amount of Contract/Subcontract:** Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7i, the dollar figure would be for the subcontract only and not for the prime contract.
- 7c. **Type of Trade:** Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7i, the type of trade code would be for the subcontract only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.
- 7d. **Business Racial/Ethnic/Gender Code:** Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 7i. **Contractor Identification (ID) Number:** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.
- 7g. **Section 3 Contractor:** Enter Yes or No.
- 7h. **Subcontractor Identification (ID) Number:** Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.
- 7i. **Section 3 Contractor:** Enter Yes or No.
- 7i. **Contractor/Subcontractor Name and Address:** Enter this information for each Previous editions are obsolete.

completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3.

A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act. The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary

firm receiving contract/subcontract activity only one time on each report for each firm.

**Multifamily Housing Programs**

- 1. **Grantee/Project Owner:** Enter the name of the unit of government, agency or mortgage entity submitting this report.
- 3. **Contact Person:** Same as item 3 under CPD Programs.
- 4. **Reporting Period:** Check only one period.
- 5. **Program Code:** Enter the appropriate program code.
- 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.
- 7b. **Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.
- 7c. **Type of Trade:** Same as item 7c. under CPD Programs.
- 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 7i. **Contractor Identification (ID) Number:** Same as item 7i. under CPD Programs.
- 7g. **Section 3 Contractor:** Enter Yes or No.
- 7h. **Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.
- 7i. **Section 3 Contractor:** Enter Yes or No.
- 7i. **Contractor/Subcontractor Name and Address:** Same as item 7i. under CPD Programs.

may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front.

Complete item 7h. only once for each contractor/subcontractor on each semi-annual report.

Enter the prime contractor's ID in item 7i. for all contracts and subcontracts. Include only contracts executed during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

**Public Housing and Indian Housing Programs**

PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.

- 1. **Project Owner:** Enter the name of the unit of government, agency or mortgage entity submitting this report. Check box as appropriate.
- 3. **Contact Person:** Same as item 3 under CPD Programs.
- 4. **Reporting Period:** Check only one period.
- 5. **Program Code:** Enter the appropriate program code.
- 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.
- 7b. **Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.
- 7c. **Type of Trade:** Same as item 7c. under CPD Programs.
- 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.
- 7e. **Woman Owned Business:** Enter Yes or No.
- 7i. **Contractor Identification (ID) Number:** Same as item 7i. under CPD Programs.
- 7g. **Section 3 Contractor:** Enter Yes or No.
- 7h. **Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.
- 7i. **Section 3 Contractor:** Enter Yes or No.
- 7i. **Contractor/Subcontractor Name and Address:** Same as item 7i. under CPD Programs.



**Federal Funding Accountability and Transparency Act (FFATA)**

**THE FOLLOWING TABLE MUST BE COMPLETED BY CONTRACTORS, AND THEIR SUBCONTRACTORS, WITH CONTRACTS TOTALING \$30,000 OR MORE.**

FFATA was signed into law on September 26, 2006 and is intended to increase federal transparency through the creation of a publicly available and easily searchable online database. As a prime recipient of federal funds, the City is required to collect sub-award and executive compensation information from contractors for entry into that database. Your company as a sub-awardee, is required to provide the information below:

<b>Contractor Data Fields</b>	
Small Business with annual gross income of less than \$300,000 per year. <i>If you checked the box at right you do not need to complete the remainder of this form. Sign the form and return to the City.</i>	<input type="checkbox"/> Check if Applicable See Question 2 of the attached Sub-Award Reporting Information sheet
Contractor UEI Number	
Contractor Name	
Contractor Address	
Amount of Contract	\$
The names and total compensation of the five most highly compensated officers.	<input type="checkbox"/> Check if <u>Not</u> Applicable See Question 4 of the attached Sub-Award Reporting Information sheet
Name 1	\$
Name 2	\$
Name 3	\$
Name 4	\$
Name 5	\$

I certify that the information above is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Name and Title of Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## **Transparency Act Sub-Award Reporting Information**

### **1. What is the Transparency Act?**

The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. That site is at [www.USAspending.gov](http://www.USAspending.gov).

### **2. Do small businesses need to report this information?**

Yes. This reporting requirement applies to both large and small businesses. The exception is for entities with an annual gross income of less than \$300,000 per year.

### **3. If I am a small business and I subcontract to a large business, will this reporting requirement still apply?**

Yes, unless the \$300,000 gross income exception applies to your business.

### **4. What is required to be reported as part of the Transparency Act?**

FFATA prescribes specific pieces of information to be reported:

The following data about sub-awards greater than \$10,000

- Name of entity receiving award
- Amount of award
- Location of the entity
- The Total Compensation and Names of the top five executives *if*:
  - o 80% or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - o \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.



## **Federal Funding Accountability and Transparency Act (FFATA)**

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### **5. What is a sub-award?**

The Office of Management & Budget issued guidance identifying the requirement to report first-tier sub-awards on April 6, 2010 and that guidance may be found at the OMB Open Government site at <http://www.whitehouse.gov/omb/open>. That guidance defines a sub-award as generally referring to a monetary award made as a result of a Federal award to a grant recipient or contractor to a sub-recipient or sub-contractor respectively.

### **6. Why is sub-award information being collected?**

The Federal Funding Accountability and Transparency Act (Transparency Act) requires OMB to "ensure the existence and operation of a single searchable website" for Federal awards. The Transparency Act's definition of "Federal awards" included not only prime awards for grants, cooperative agreements, loans, and contracts, but also included sub-grants and sub-contracts. OMB's guidance issued on April 6, 2010 and August 27, 2010 furthers the implementation of the Transparency Act and enhances the transparency of Federal spending.

### **7. Are there exemptions from FFATA reporting?**

Yes. Exemptions include entities with an annual gross income of less than \$300,000 per year, contracts with individuals, and classified contracts.

### **8. Obtaining a UEI Number**

A UEI number is required for any contractor performing work for projects totaling \$25,000 or more, which are funded with Federal monies. If you do not have one, you should call the UEI number request line at 1-866-705-5711 to obtain a number. The process is free and takes about ten minutes. Or you may register at the Dun and Bradstreet site at <http://fedgov.dnb.com/webform>.



## FEDERAL CONTRACT REQUIREMENTS

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This project is being funded in whole or in part by the City of New Britain using Federal funds from the U. S. Department of Housing and Urban Development under the Community Development Block Grant Program. The Department of Planning & Development of the City of New Britain, hereinafter called "DPD," is the appointed administering agency for the City's Community Development Block Grant Program authorized to ensure compliance with applicable Federal contract requirements. The following Federal contract requirements must be complied with by the Contractor and all sub-contractors in connection with the performance of work under this contract.

### 1. Wages and Salaries

Attention of Bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage and salary rates specified in the Contract Documents and the conditions of employment with respect to certain categories and classifications of employees. (Exhibit A)

The rates of pay set forth within the Contract Documents are the minimum to be paid during the life of the Contract. It is therefore the responsibility of Bidders to inform themselves as to local labor conditions, such as the length of work day and work week, overtime compensation, health and welfare contributions, labor supply and prospective changes or adjustments of rates.

### 2. Federal Labor Standards

The Bidder is advised of the requirement under this Contract for compliance with the Federal Labor Standards Provisions including the "Anti-Kickback Act" and Labor Standards for Ratios of Apprentices and Trainees to Journeymen. (Exhibit B)

### 3. Patents/Copyrights

a) The Contractor shall hold and save the City and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract including its use by the City, unless otherwise specifically stipulated in the Contract Documents.

b) License and/or Royalty Fees for the use of a process which is authorized by City must be reasonable, and paid to the holder of the patent, or his authorized licensee, direct by the City and not by or through the Contractor.

c) If the Contractor uses any design, device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the City of such patented or copyrighted design, device or material. It is mutually agreed and understood that, without exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the City of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the City for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## FEDERAL CONTRACT REQUIREMENTS

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### 4. Conflict of Interest

No employee, officer or agent of the City of New Britain or subgrantee, shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, Officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above

has a financial or other interest in the firm selected for award. The City's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

### 5. Inspection and Retainage of Records

The Contractor shall allow for access by the Owner, the U. S. Department of Housing and Urban Development, the Comptroller General or any of their duly authorized representative to any books, documents, papers, correspondence, construction drawings, receipts, vouchers, payrolls, and agreements with subcontractors which are duly pertinent to the Contract for the purpose of making audits, examinations, excerpts and transcripts. The Contractor shall preserve all such records for a period of three (3) years after the final payment hereunder.

### 6. Equal Employment Opportunity

Contractors must comply with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and by Executive Order 13672 of July 21, 2014, and as supplemented in Department of Labor Regulations at 41 CFR Part 60 as revised through June 15, 2016, by Discrimination on the Basis of Sex Final Rule.

### 7. Lobbying

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, on officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

## FEDERAL CONTRACT REQUIREMENTS

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- c) The Contractor will require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all contracts shall certify and disclose accordingly.

### 8. Right of the Owner to Terminate Contract

In the event that any of the provisions of this contract are violated by the Contractor, or by any of his Subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Contractor and the Surety shall have the right to take over and perform the contract; Provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefore.

### 9. Section 3

This contract is subject to Section 3 provisions of the Housing and Urban Development Act of 1968 (12 U.S.C.1701u) that is regulated by the provision of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low-income persons. (Exhibit C - Section 3 Business Form and Exhibit D - Worker Certification Form).

### 10. Debarment and Suspension

In accordance with Executive Order 12549 "Debarment and Suspension" the City and its subgrantees must not make any award or permit any award (by subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

### 11. Unique Entity ID (UEI) Number (transitioning from DUNS Number/Obtaining a UEI Number

Transitioning from using a DUNS Number to using a Unique Entity ID:

- To find your Unique Entity ID(s), sign in to SAM.gov and go to your Workspace (the link is in the subheader menu). In the Workspace, locate the Entities widget and select its title to show a list of your entities. The Unique Entity ID is displayed on each entity summary in the list.
- You do not need to update your registration until its expiration date.



## FEDERAL CONTRACT REQUIREMENTS

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- The first time you update your entity after April 4, 2022, you will be required to validate the legal business name and physical address of your entity. You may discover that the legal business name and physical address displayed for your entity have changed. If the information provided does not match, see the article [What to do If You Can't Find a Match for Your Entity](#). Once you have updated your entity registration, the option to update POCs only will be available.
- If you need to update your legal business name or physical address, start and complete the process by updating your registration in SAM.gov. If either is incorrect, use the "Create Incident" option. Do not call the Federal Service Desk for help changing your legal business name or physical address. The front-line help desk cannot set up a ticket for this. They also do not have access to the information you provide through SAM.gov and cannot provide updates on your ticket status.

### Registering a new entity:

- If you need to register a new entity, you can do so without a DUNS Number by signing in to SAM.gov and selecting Get Started. You will get a Unique Entity ID during the registration process; you don't need to get one in advance.
- If you are the only Entity Administrator at your entity, we highly recommend assigning at least one other person the same role to provide backup in case you are unavailable when your entity's registration renewal is due.

### 12. Indemnity

The Contractor expressly agrees to indemnify and hold harmless the City of New Britain from any claims or suits of whatsoever nature either in law or equity arising out of any damages or injury or wrong done any person or thing by the Contractor in its performance of an incidental or collateral to the performance of any of its duties or obligations hereunder arising, unless such action is caused by the City.

### 13. Insurance

A Certificate of Insurance will be required from the Bidder awarded the Contract at the time of the execution of the Contract. See Insurance Requirements below:

# FEDERAL CONTRACT REQUIREMENTS

## Insurance Requirements

The Contractor shall not commence work under this contract until he has obtained all necessary insurance and has filed certificates of insurance with the City. Each insurance policy shall contain a clause providing that the City must be notified thirty (30) days in advance in the event of any restrictive amendment, cancellation, or non-renewal.

Insurance must be in effect for the whole duration of the contract and for 12 months following acceptance of the work by the City.

All insurance must be issued by companies licensed to do business in the State of Connecticut.

Failure to provide the required insurance and certificates may, at the option of the City, be held to be a willful and substantial breach of this contract.

The contractor agrees to provide original, completed certificate(s) of evidencing the following coverages from an insurance company(ies) licensed by the State of Connecticut which have at least an "A-VIII" policyholders rating according to BEST Publications' latest edition of their Key Rating Guide:

Commercial General Liability:	
General Aggregate	\$1,000,000
Prod./Compl. Operations Aggregate	\$1,000,000
Occ. Aggregate	\$1,000,000
Automobile Liability:	
Liability Limit	\$1,000,000
Worker's Comp. and Employer's Liability:	
\$100,000 each accident	
\$500,000 disease policy	
\$100,000 disease accident limit	

**"The City of New Britain and the Department of Planning & Development and the Consolidated School District and their agents, officials, and employees"** must be named as "Additional Insured", and the Contractor agrees to provide replacement/renewal certificates 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 30 days prior to cancellation.

These certificates must be presented to the City Department of Planning & Development prior to execution of the contract.

Failure to provide the required insurance and certificates may, at the option of the City, be held to be a willful and substantial breach of the contract.

## FEDERAL CONTRACT REQUIREMENTS

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### 14. Clean Air & Clean Water

Contractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

### 15. Bonds

The following bonds are required:

- 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price.
- 2) A performance bond on the part of the contractor for 100% of the contract price.
- 3) A payment bond on the part of the contractor for 100% of the contract price.

### 16. Application of a Buy America Preference

The agency must ensure that all applicable programs comply with section 70914 of the Act, including by the incorporation of a Buy America preference in the terms and conditions of each award the infrastructure project. The Act requires the following Buy America preference:

- (1) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- (3) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

# **Exhibit "A"**

## **Davis-Bacon Wage Rates**

**Please contact Margaret Malinowski  
at (860)826-3341 for the most recent  
wage determinations.**

# **Exhibit “B”**

## **Federal Labor Standards**

**A. APPLICABILITY**

The Project or Program to which the construction work covered by this Contract pertains is being assisted by the United States of America, and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**(1) MINIMUM WAGES**

- (i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment, computed at rates not less than those contained in the wage determination of the Secretary of Labor (which is attached hereto and made a part hereof), regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH1321)) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place, where it can be easily seen by the workers.

**(ii) Additional Classifications.**

- (A) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:
- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination;
  - (2) The classification is utilized in the area by the construction industry; and
  - (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (B) If the contractor, the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division ("Administrator"), Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget ("OMB") under OMB control number 1235-0023.)
- (C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, or HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1235-0023.)



- (D) The wage rate (including fringe benefits, where appropriate) determined pursuant to subparagraphs (1)(ii)(B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this Contract from the first day on which work is performed in the classification.
- (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1235-0023.)
- (2) **Withholding.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the U.S. Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Department of Labor shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**(3) Payrolls and basic records.**

- (i) **Maintaining Payroll Records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification(s), hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid.

Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.

Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1235-0023 and 1215-0018)

(ii) **Certified Payroll Reports.**

- (A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <https://www.dol.gov/agencies/whd/forms> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the U.S. Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1235-0008.)

- (B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
    - (1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;
    - (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;
    - (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract; and
  - (C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph (a)(3)(ii)(b).
  - (D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (iii) The contractor or subcontractor shall make the records required under subparagraph (a)(3)(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the U.S. Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.
- (4) Apprentices and Trainees.**
- (i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency (where appropriate), to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program.

If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringe benefits shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed, unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (iii) **Equal employment opportunity.** The utilization of apprentices, trainees, and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (5) **Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this Contract.
- (6) **Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs (1) through (11) in this paragraph (a) and such other clauses as HUD or its designee may, by appropriate instructions, require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.
- (7) **Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
- (8) **Compliance with Davis-Bacon and Related Act Requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this Contract.
- (9) **Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.
- (10) **Certification of Eligibility.**
- (i) By entering into this Contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

- (ii) No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.
- (iii) Anyone who knowingly makes, presents, or submits a false, fictitious, or fraudulent statement, representation or certification is subject to criminal, civil and/or administrative sanctions, including fines, penalties, and imprisonment (e.g., 18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

**(11) Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic, to whom the wage, salary, or other labor standards provisions of this Contract are applicable, shall be discharged or in any other manner discriminated against by the contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

## **B. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The provisions of this paragraph (b) are applicable where the amount of the prime contract exceeds **\$100,000**. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

- (1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work, which may require or involve the employment of laborers or mechanics, shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek, unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in subparagraph B(1) of this paragraph, the contractor, and any subcontractor responsible therefor, shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph B(1) of this paragraph, in the sum of **\$27** for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph B(1) of this paragraph. In accordance with the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. § 2461 Note), the Department of Labor adjusts this civil monetary penalty for inflation no later than January 15 each year.
- (3) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the U.S. Department of Labor, withhold or cause to be withheld from any moneys payable on account of work performed by the contractor or subcontractor under any such contract, or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages, as provided in the clause set forth in subparagraph B(2) of this paragraph.
- (4) **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph B(1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs B(1) through (4) of this paragraph.

## **C. HEALTH AND SAFETY**

The provisions of this paragraph (c) are applicable where the amount of the prime contract exceeds **\$100,000**.

- (1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his or her health and safety, as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.
- (2) The contractor shall comply with all regulations issued by the Secretary of Labor pursuant to 29 CFR Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96), 40 U.S.C. § 3701 et seq.
- (3) The contractor shall include the provisions of this paragraph in every subcontract, so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

# **Exhibit “C”**

## **Section 3 Business Form**

## **SECTION 3 REQUIREMENTS**

### **Definition of a Section 3 Resident**

- A public housing resident; or
- Individuals that reside in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and whose income do not exceed the local income criteria of low- or very low-income.

Persons requesting consideration to the above preferences will be required to submit appropriate documentation to demonstrate their eligibility.

Acceptable documentation includes, but is not limited to the following:

- proof of residency in a public housing development
- evidence of eligibility for Section 8 voucher certificate or voucher
- evidence of eligibility for a federally assisted program for the poor (e.g. Jobs, JTPA, Jobs Corps.)
- evidence of eligibility for a State or local assistance program for the poor or receipt of AFDC
- income tax records

### **Definition of a Section 3 Business Concern**

- Businesses that are 51 percent or more owned by Section 3 residents
- Businesses whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents; or
- Businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.



### **Goals for Training and Employment**

The contractor will, to the greatest extent feasible, employ Section 3 residents at 10 percent of the aggregate number of new hires for each year over the duration of the Section 3 project.

### **Order of Preference for Section 3 Residents**

In providing training and employment opportunities generated from the expenditure of Section 3 covered activities to Section 3 residents, the following order of preference will be followed:

1. First priority will be given to Section 3 residents of the City of New Britain or neighborhoods in which the Section 3 covered project is allotted;
2. Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act, homeless persons residing in the City of New Britain or neighborhood in which the Section 3 covered project is located shall be given the highest priority.
3. Other Section 3 residents.

### ***SECTION 3 CLAUSE***

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

- a) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b) The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d) The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g) With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

### CONTRACTOR'S SECTION 3 PLAN CERTIFICATION

Project \_\_\_\_\_

Contractor's  
Name \_\_\_\_\_

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assistance projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very-low income persons.

As representative of the Contractor, I hereby agree:

- to list on Table A all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.
- to comply to the greatest extent feasible with the objectives and percentage goals established in the Section 3 Plan for Housing and Community Development Assistance of the City of New Britain.
- that to the greatest extent feasible vacant positions in relation to this project will be filled with Section 3 residents.
- to conduct recruitment activities in a manner consistent with the Section 3 requirements as shown on Table B.
- to include in all contracts with subcontractors in excess of \$100,000 the Section 3 Clause and to require the subcontractor to comply with similar certification requirements.
- to maintain proper records to demonstrate compliance with the Section 3 plan.
- to award to the greatest extent possible, all subcontracts in excess of \$100,000 to eligible Section 3 firms.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**TABLE A**

Contractor/Subcontractor: \_\_\_\_\_

Project Name: \_\_\_\_\_

The number of persons currently employed by contractor that will be performing work under this contract:

Job Title	Total Employees

The number of employees you intend to hire for contract:

Job Title	Number Needed

If additional employees are needed, the Contractor will be required to report: his efforts to hire Section 3 Residents, the actual number of residents hired' and the hours the residents worked.

Which of the above positions will be a training position:

Job Title	Estimated Length of Training

List type and amount of work to be subcontracted out. (If subcontract equals or exceeds \$100,000.00, the subcontractor will be required to fill out TABLE A.)

Subcontractor	Amount of Subcontract



## **Recruitment Efforts**

At a minimum the following tasks must be completed to demonstrate a good faith effort with the requirements of Section 3. The contracting party and each contractor or subcontractor seeking to establish a good faith effort as required should be filling au training positions with persons residing in the target area.

1. Send notices of job availability subcontracting opportunities subject to these requirements to recruitment sources, trade organizations and other community groups capable of referring eligible Section 3 applicants, including the Department of Labor.
2. Include in all solicitations and advertisements a statement to encourage eligible Section 3 residents to apply.
3. When using a newspaper of major circulation to request bids, quotes or to advertise employment opportunities to also advertise in minority owned newspapers.
4. Maintain a list of all residents from the target area(s) who have applied either on their own or by referral from any service, and employ such persons, if otherwise eligible and if a trainee exists. (If the contractor has no vacancies, the applicant, if otherwise eligible, shall be listed for the first available vacancy). A list of eligible applicants will be maintained for future vacancies.
5. The contractor must certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligation under 24 CFR Part 135.

# **Exhibit “D”**

## **Section 3 Worker Certification Form**

## Section 3 Worker and Targeted Section 3 Worker Self-Certification

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The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

### Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name: \_\_\_\_\_

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)?  YES  NO
  
2. Are you a resident of the City of New Britain?  YES  NO
  
3. In the field below, select the amount of individual income you believe you earn on an annual basis. \*The grantee should confirm that their state and local laws do not prohibit this question.  

<input type="checkbox"/> Less than \$10,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> More than \$60,000
<input type="checkbox"/> \$10,001 - \$20,000	<input type="checkbox"/> \$40,001 - \$50,000	
<input type="checkbox"/> \$20,001 - \$30,000	<input type="checkbox"/> \$50,001 - \$60,000	

Select from **ONE** of the following two options below:

I qualify as a:

- Section 3 Worker
  
- Targeted Section 3 Worker

---

**Employee Affirmation**

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY**

Is the employee a Section 3 worker based upon their self-certification?  YES  NO

Is the employee a Targeted Section 3 worker based upon their self-certification?  YES  NO

Was this an applicant who was hired as a result of the Section 3 project?  YES  NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

**Equal Employment  
Opportunity Certification**  
Excerpt From 41 CFR §60-1.4(b)

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

Department of Veterans Affairs  
OMB Control No. 2502-0029  
(exp. 4/30/2020)

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: **Provided, however,** That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work:

**Provided,** That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally-assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed

Firm Name and Address	By
	Title

upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### Excerpt from HUD Regulations

##### 200.410 Definition of term "applicant".

- (a) In multifamily housing transactions where controls over the mortgagor are exercised by the Commissioner either through the ownership of corporate stock or under the provisions of a regulatory agreement, the term "applicant" as used in this subpart shall mean the mortgagor.
- (b) In transactions other than those specified in paragraph(a) of this section, the term "applicant" as used in this subpart shall mean the builder, dealer or contractor performing the construction, repair or rehabilitation work for the mortgagor or other borrower.

##### 200.420 Equal Opportunity Clause to be included in contracts and subcontracts.

- (a) The following equal opportunity clause shall be included in each contract and subcontract which is not exempt:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

- (2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard race, creed, color, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

- (4) The contractor will comply with all provisions of Executive Order 10925 of March 6 1961, as amended, and of the regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

- (5) The contractor will furnish all information and reports required by Executive Order 10925 of March 6, 1961, as amended, and by the regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by HUD and the Committee for purposes of investigation to ascertain compliance with such regulations, and orders.

- (6) In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of the said regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked provided in the said Executive Order or by regulations, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

- (7) The contractor will include the provisions of Paragraphs(1) through (7) in every subcontract or purchase order unless exempted by regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to Section 303 of Executive Order 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders as HUD may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by HUD, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (b) Except in subcontracts for the performance of construction work at the site of construction, the clause is not required to be inserted in subcontracts below the second tier. Subcontracts may incorporate by reference to the equal opportunity clause.

##### 200.425 Modification in and exemptions from the regulations in this subpart.

- (a) The following transactions and contracts are exempt from the regulations in this subpart:

- (1) Loans, mortgages, contracts and subcontracts not exceeding \$10,000.

- (2) Contract and subcontracts not exceeding \$100,000 for standard commercial supplies or raw material;

- (3) Contracts and subcontracts under which work is to be or has been performed outside the United States and where no recruitment of workers within the United States is involved. To the extent that work pursuant to such contracts is done within the United States, the equal opportunity clause shall be applicable;

- (4) Contracts for the sale of Government property where no appreciable amount of work is involved; and

- (5) Contracts and subcontracts for an indefinite quantity which are not to extend for more than one year if the purchaser determines that the amounts to be ordered under any such contract or subcontract are not reasonably expected to exceed \$100,000 in the case of contracts or subcontracts for standard commercial supplies and raw materials, or \$10,000 in the case of all other contracts and subcontracts.



# Equal Employment Opportunity

The contractor is performing work in connection with a program of Federal financial assistance. Equal employment compliance requirements are administered by the U. S. Department of Housing and Urban Development.

The contractor is prohibited from discriminating against any employee or applicant for employment because of race, color, religion, sex, or national origin. In addition, the contractor is required to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination in connection with:

- \* employment, upgrading, demolition, or transfer
- \* recruitment or recruitment advertising
- \* rates of pay or other forms of compensation
- \* layoff or termination
- \* selection for training, including apprenticeship

This notice must be posted in conspicuous places available to employees and applicants for employment.

*Requests for information and complaints of discrimination may be addressed to:*

Commission on Human Rights & Opportunities  
State of Connecticut  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860)541-3400 - Phone

# Emergency Solutions Grant Program Payment Request Form

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## SUBRECIPIENT INFORMATION

Program Name: \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
Contact Person at Agency: \_\_\_\_\_  
Agency Telephone Number: \_\_\_\_\_  
ESG Fiscal Year: \_\_\_\_\_  
Contract Term: \_\_\_\_\_  
ESG Contract Amount: \_\_\_\_\_

## REQUEST INFORMATION

Expenditure Period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Request Amount: \$ \_\_\_\_\_

## ATTACHMENTS

Source Documentation     Financial Report     Program Benefit Report

## CERTIFICATION

I, the duly authorized representative of the Agency, hereby certify:

- that the funds requested in this Payment request will be spent consistent with the ESG Subrecipient Contract between the Agency and the City of New Britain
- that there have been no material changes in conditions which would require notice to the DPD as regards to the operations of the program
- that the DPD can rely upon this information as being truthful and accurate in forwarding funds under this request

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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For DPD use only

## Community Development Block Grant Program Quarterly Report - Program Benefit

Program Name: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Contract Term: \_\_\_\_\_

### PART I - DIRECT BENEFICIARY DATA

#### *Income Information*

Presumed Benefit     Income Data

Row	Column	Number of Persons	
		A	
#1	Extremely Low Income		
#2	Low Income		
#3	Moderate Income		
#4	<i>Subtotal Extremely Low/ Low/Moderate Income</i>		
#5	Upper Income		
#6	TOTAL		
#7	Extremely Low/ Low/ Moderate Benefit Percentage		
#8	Beneficiary Goal		

#### *Race/Ethnicity Information*

Row	Column	Number of Persons	
		A	B
		All	Hispanic
#9	White		
#10	Black or African American		
#11	Asian		
#12	American Indian or Alaska Native		
#13	Native Hawaiian or Other Pacific Islander		
#14	TOTAL		

**NOTE:** The cumulative total reported in Income Information, Column C, Row #6 *must equal* Race/Ethnicity Information, Column E, Row #14.

**INSTRUCTIONS**  
**Community Development Block Grant Program**  
**Beneficiary Report - Public Facilities Activities**

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**PART I - DIRECT BENEFICIARY DATA**

**Direct Beneficiaries** are persons who actively participate in a program. Client Records must be maintained by the Agency for all persons claimed as Direct Beneficiaries. Beneficiaries must be residents of the City of New Britain. A Beneficiary may be counted only once during the contract period regardless of the number or type of units of services provided to that client by the Program.

*Income Information*

- Column A** Report the totals for the contract term (for all Rows # 1-6)
- Rows # 1-5** In reference of the HUD income limits as applied to the entire household of the direct beneficiary show the number of direct beneficiaries who are extremely low-income beneficiaries in Row # 1, low-income beneficiaries in Row # 2, and moderate-income beneficiaries in Row # 3. Rows # 1-3 should be subtotaled in Row # 4. All other direct beneficiaries of the program not reported in Rows # 1, 2 and 3 should be reported in Row # 5.
- Row # 6** Rows # 4 & 5 should be totaled and entered into Row # 6.
- Row # 7** Compute the percentage of low/moderate-income beneficiaries (Row # 4 divided by Row # 6).
- Row # 8** Show the goal for the number of beneficiaries as projected in the Subrecipient Contract.

*Race/Ethnicity Information*

- Column A** Report the totals for the contract term (for all Rows 9-19)
- Column B** Ethnic Categories
- Of the persons reported in Column A all rows, report the number of persons who meet the following definition:
- Hispanic or Latino.* The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.
- Rows # 9-13** Race Categories
- White.* A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American.* person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."

**INSTRUCTIONS**  
**Community Development Block Grant Program**  
**Beneficiary Report - Public Facilities Activities**

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*Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

*American Indian or Alaska Native.* A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

*Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Row # 14** Compute the total (the sum of Rows # 9-18). The cumulative total reported in Column A, Row # 14 must equal *Income Information*, Column A, Row # 6.

**PART II - ACTIVITY COST SUMMARY**

Instructions are provided on Beneficiary Report Form.

**PART III - IDENTIFICATION**

Identify the person responsible for completion of this report. Provide a telephone number where they may be reached if there are questions regarding the report.

Choose the Organization Type(s) that best describe your organization.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Christopher Badenhop ( ) for approval at the Regular Board Meeting in January 2024.  
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Ann Alfano or Chris Badenhop

#### Type of Memorandum

Grant Acceptance

#### Background and Purpose/Rationale

The Office of Early Childhood hereby makes the following grant award in accordance with the provision in PA 22 118 that appropriated \$20 million in American Rescue Plan Act (ARPA) funding to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs). The project(s) identified will comply with allowable uses of State Fiscal Relief Funds under the American Rescue Plan Act of 2021 and in accordance with the attached grant application for the approved projects included herein.

HRA, ELP, YMCA and the YWCA are part of the State's vital network of human services and community providers that help to meet the childcare needs of children and families in Connecticut. The financial support is crucial to the state's ability to provide early childhood school readiness services. Financial support is essential to ensure this Beneficiary's ability to continue to conduct school readiness services for early childhood development by strengthening the quality of the school readiness program's facility, asset improvement of the facility and mitigate the negative public health impacts caused by the COOVID-19 pandemic. Each agency has been approved for specific ways in which to use the grant funds, according to OEC's contracts with them.

#### Financial Information

Grant total is \$172,859.53

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[SR-P HRA of New Britain - Christopher Badenhop.pdf](#), [SR-P Early Learning Program - CCSU - BB Signed - Christopher Badenhop.pdf](#), [SR-P Meriden-New Britain-Berlin YMCA - BB Signed - Christopher Badenhop.pdf](#), [SR-P YWCA of New Britain - BB Signed - Christopher Badenhop.pdf](#)





Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD

Phone: (860) 500-4412 - Fax: (860) 326-0554  
450 Columbus Boulevard, Suite 301  
Hartford, Connecticut 06103  
www.ct.gov/oec  
Affirmative Action/Equal Opportunity Employer



Beth Bye  
Commissioner  
Elera Trueworthy  
Deputy

### NOTICE OF BENEFICIARY GRANT AWARD

#### Priority School Readiness

The Office of Early Childhood hereby makes the following grant award in accordance with the provision in PA 22-118 that appropriated \$20 million in American Rescue Plan Act (ARPA) funding to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs). The project(s) identified will comply with allowable uses of State Fiscal Relief Funds under the American Rescue Plan Act of 2021 and in accordance with the attached grant application for the approved projects included herein.

**Early Learning Program - CCSU** is part of the State's vital network of human services and community providers that help to meet the childcare needs of children and families in Connecticut. The financial support of **Early Learning Program - CCSU** is crucial to the state's ability to provide early childhood school readiness services. Financial support is essential to ensure this Beneficiary's ability to continue to conduct school readiness services for early childhood development by strengthening the quality of the school readiness program's facility, asset improvement of the facility and mitigate the negative public health impacts caused by the COVID-19 pandemic.

<b>Grantee:</b>	Early Learning Program - CCSU						
<b>Street Address:</b>	1285 East Street						
<b>City/Town:</b>	New Britain	<b>State:</b>	CT	<b>Zip:</b>	06053	<b>CORE Supplier ID:</b>	0000000089-00
<b>Grant Program Name:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant Payment						
<b>OEC Grant No:</b>	23OEC1XAG2ELP	<b>Project Title:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant				
<b>Date of Award:</b>	July 1, 2022 – December 31, 2024						
<b>Amount of Award:</b>	\$9,900						

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all Federal Grant Conditions as established by the Treasury Final Rule.

**Early Learning Program - CCSU**

BY:   
Name: Talhaht Mennan  
Title: Director  
Duly Authorized

9/27/23  
Date:

OFFICE OF EARLY CHILDHOOD:   
BY: Beth Bye, Commissioner

10/12/2023  
Date:



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

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CONNECTICUT Office of  
Early Childhood

Beth Bye  
Commissioner  
Elena Trueworthy  
Deputy

### ARPA of 2021 ONE TIME PRIVATE PROVIDER GRANT AWARD PROJECT SUMMARY & CERTIFICATION FORM

**GRANTEE NAME:** Early Learning Program - CCSU

**PROJECT NAME:** American Rescue Plan Act of 2021 (ARPA), One Time Private Provider Grant

**OFFICE OF EARLY CHILDHOOD GRANT NUMBER:** 23OEC1XAG2ELP

**GRANTEE MAILING ADDRESS:** 1285 East Street, New Britain, CT 06053

**GRANTEE POINT OF CONTACT:** Christopher Badenhop

**Email:** badenhop@csgdnb.org

**Phone Number:** 860-827-2242

American Rescue Plan Act of 2021 (ARPA)										
Allowable Investments Initiatives/Other Funding										
Category: Improvements for Non-Profit										
Provider Name: Early Learning Program, Inc. at CCSU										
Requested Facility Improvements/Allowable Investment (Improved Infrastructure, Asset Improvements, Utility Improvements)	Brief Description of Request	Program Address	Current Status	Estimated Completion Date	OTM #	UD #	Amount \$	End Use	Cost per Unit	Notes
1 Quality Improvement	1st floor of classroom, 2nd bathroom, 1st room, 1st room, 1st room, and the entire basement that needs to be repaired.	1120 East Street, New Britain, CT, 06053	Open	06/01/23	06-2300007		1120	19	1150.00	
									<b>TOTAL REQUEST</b>	<b>1150.00</b>

**GRANTEE ATTESTATION FOR GRANT AWARD  
UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUNDING**


For the completion of the ARPA payments to strengthen quality, invest in deferred maintenance, or make asset improvements, the Office of Early Childhood requires the grantee signature below for receipt of these funds. The funding for the approved projects will be provided on a retrospective basis. After the work has been completed, a copy of the paid invoice, cancelled check and completed Office of Early Childhood invoice will need to be submitted for payment of ARPA funds.

1. The Grantee shall apply these ARPA funds to support the projects included in this grant award.
2. The Grantee agrees to comply with all federal reporting requirements as specified by the U.S. Department of the Treasury, the State of Connecticut contracting agency and Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
3. The Grantee acknowledges that this payment, including audits related to this payment, is not subject to rehearing or appeal in any forum.
4. The Grantee acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, and agrees to cooperate fully with any audits.
5. The Grantee agrees that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
6. The Grantee agrees to immediately repay any funds that were used for unauthorized purposes or inappropriate expenditures as determined by the State of Connecticut contracting agency and/or the OPM.

In order to finalize the ARPA funding for these approved projects, please sign below and return this document to [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov). Should you have any additional questions, contact [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov)

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all the terms set forth above in this attestation.

Grantee Name: Early Learning Program, Inc.

Authorized Grantee Signature:  Date: 9/27/23.

Printed Name and Title of Signatory: Talhaht Mannan, Director



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

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Connecticut Office of  
Early Childhood

Beth Bye  
Commissioner  
Elena Trueworthy  
Deputy

### NOTICE OF BENEFICIARY GRANT AWARD

#### Priority School Readiness

The Office of Early Childhood hereby makes the following grant award in accordance with the provision in PA 22-118 that appropriated \$20 million in American Rescue Plan Act (ARPA) funding to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs). The project(s) identified will comply with allowable uses of State Fiscal Relief Funds under the American Rescue Plan Act of 2021 and in accordance with the attached grant application for the approved projects included herein.

**HRA of New Britain** is part of the State's vital network of human services and community providers that help to meet the childcare needs of children and families in Connecticut. The financial support of **HRA of New Britain** is crucial to the state's ability to provide early childhood school readiness services. Financial support is essential to ensure this Beneficiary's ability to continue to conduct school readiness services for early childhood development by strengthening the quality of the school readiness program's facility, asset improvement of the facility and mitigate the negative public health impacts caused by the COVID-19 pandemic.

<b>Grantee:</b>	HRA of New Britain						
<b>Street Address:</b>	180 Clinton Street						
<b>City/Town:</b>	New Britain	<b>State:</b>	CT	<b>Zip:</b>	06053	<b>CORE Supplier ID:</b>	0000000089-00
<b>Grant Program Name:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant Payment						
<b>OEC Grant No:</b>	23OEC1XAG2HRA	<b>Project Title:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant				
<b>Date of Award:</b>	July 1, 2022 – December 31, 2024						
<b>Amount of Award:</b>	\$53,564						

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all Federal Grant Conditions as established by the [Treasury Final Rule](#).

HRA of New Britain

BY:

Name:

Title:

Duly Authorized

Date:

OFFICE OF EARLY CHILDHOOD:

BY:

Beth Bye, Commissioner

Date:



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

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Beth Bye  
Commissioner  
Elena Trueworthy  
Deputy

### ARPA of 2021 ONE TIME PRIVATE PROVIDER GRANT AWARD PROJECT SUMMARY & CERTIFICATION FORM

**GRANTEE NAME:** HRA of New Britain

**PROJECT NAME:** American Rescue Plan Act of 2021 (ARPA), One Time Private Provider Grant

**OFFICE OF EARLY CHILDHOOD GRANT NUMBER:** 23OEC1XAG2HRA

**GRANTEE MAILING ADDRESS:** 180 Clinton Street, New Britain, CT 06053

**GRANTEE POINT OF CONTACT:** Christopher Badenhop

**Email:** badenhop@cstdnb.org

**Phone Number:** 860-827-2242

Line Item	Description	Program	Fiscal Year	Start Date	End Date	Amount	Source
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**GRANTEE ATTESTATION FOR GRANT AWARD  
UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUNDING**

For the completion of the ARPA payments to strengthen quality, invest in deferred maintenance, or make asset improvements, the Office of Early Childhood requires the grantee signature below for receipt of these funds. The funding for the approved projects will be provided on a retrospective basis. After the work has been completed, a copy of the paid invoice, cancelled check and completed Office of Early Childhood invoice will need to be submitted for payment of ARPA funds.

1. The Grantee shall apply these ARPA funds to support the projects included in this grant award.
2. The Grantee agrees to comply with all federal reporting requirements as specified by the U.S. Department of the Treasury, the State of Connecticut contracting agency and Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
3. The Grantee acknowledges that this payment, including audits related to this payment, is not subject to rehearing or appeal in any forum.
4. The Grantee acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, and agrees to cooperate fully with any audits.
5. The Grantee agrees that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
6. The Grantee agrees to immediately repay any funds that were used for unauthorized purposes or inappropriate expenditures as determined by the State of Connecticut contracting agency and/or the OPM.

In order to finalize the ARPA funding for these approved projects, please sign below and return this document to [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov). Should you have any additional questions, contact [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov)

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all the terms set forth above in this attestation.

Grantee Name: Human Resources Agency of New Britain, Inc.

Authorized Grantee Signature:  Date: 9/29/23

Printed Name and Title of Signatory: Dr. Mario Gropone, Executive Director





# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD

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### NOTICE OF BENEFICIARY GRANT AWARD

#### Priority School Readiness

The Office of Early Childhood hereby makes the following grant award in accordance with the provision in PA 22-118 that appropriated \$20 million in American Rescue Plan Act (ARPA) funding to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs). The project(s) identified will comply with allowable uses of State Fiscal Relief Funds under the American Rescue Plan Act of 2021 and in accordance with the attached grant application for the approved projects included herein.

Meriden-New Britain-Berlin YMCA is part of the State's vital network of human services and community providers that help to meet the childcare needs of children and families in Connecticut. The financial support of Meriden-New Britain-Berlin YMCA is crucial to the state's ability to provide early childhood school readiness services. Financial support is essential to ensure this Beneficiary's ability to continue to conduct school readiness services for early childhood development by strengthening the quality of the school readiness program's facility, asset improvement of the facility and mitigate the negative public health impacts caused by the COVID-19 pandemic.

<b>Grantee:</b>	Meriden-New Britain-Berlin YMCA						
<b>Street Address:</b>	50 High Street						
<b>City/Town:</b>	New Britain	<b>State:</b>	CT	<b>Zip:</b>	06051	<b>CORE Supplier ID:</b>	0000000089-00
<b>Grant Program Name:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant Payment						
<b>OEC Grant No:</b>	23OEC1XAG2NBY	<b>Project Title:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant				
<b>Date of Award:</b>	July 1, 2022 – December 31, 2024						
<b>Amount of Award:</b>	\$22,589						

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all Federal Grant Conditions as established by the Treasury Final Rule.

Meriden-New Britain-Berlin YMCA  
BY:   
Name: John Benjamin  
Title: CEO  
Duly Authorized

Date: 9/28/23

OFFICE OF EARLY CHILDHOOD:   
BY: \_\_\_\_\_  
Beth Bye, Commissioner

10/19/2023  
Date:



Ned Lamont  
Governor  
Susan Bystewicz  
Lt. Governor

# STATE OF CONNECTICUT OFFICE OF EARLY CHILDHOOD

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Beth Bye  
Commissioner  
Elena Trueworthy  
Deputy

## ARPA of 2021 ONE TIME PRIVATE PROVIDER GRANT AWARD PROJECT SUMMARY & CERTIFICATION FORM

**GRANTEE NAME:** Meriden-New Britain-Berlin YMCA  
**PROJECT NAME:** American Rescue Plan Act of 2021 (ARPA), One Time Private Provider Grant  
**OFFICE OF EARLY CHILDHOOD GRANT NUMBER:** 23OEC1XAG2NBY  
**GRANTEE MAILING ADDRESS:** 50 High Street, New Britain, CT 06051

**GRANTEE POINT OF CONTACT:** Christopher Badenhop

**Email:** badenhop@csdnb.org

**Phone Number:** 860-827-2242

**GRANTEE ATTESTATION FOR GRANT AWARD  
UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUNDING**


For the completion of the ARPA payments to strengthen quality, invest in deferred maintenance, or make asset improvements, the Office of Early Childhood requires the grantee signature below for receipt of these funds. The funding for the approved projects will be provided on a retrospective basis. After the work has been completed, a copy of the paid invoice, cancelled check and completed Office of Early Childhood invoice will need to be submitted for payment of ARPA funds.

1. The Grantee shall apply these ARPA funds to support the projects included in this grant award.
2. The Grantee agrees to comply with all federal reporting requirements as specified by the U.S. Department of the Treasury, the State of Connecticut contracting agency and Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
3. The Grantee acknowledges that this payment, including audits related to this payment, is not subject to rehearing or appeal in any forum.
4. The Grantee acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, and agrees to cooperate fully with any audits.
5. The Grantee agrees that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
6. The Grantee agrees to immediately repay any funds that were used for unauthorized purposes or inappropriate expenditures as determined by the State of Connecticut contracting agency and/or the OPM.

In order to finalize the ARPA funding for these approved projects, please sign below and return this document to [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov). Should you have any additional questions, contact [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov).

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all the terms set forth above in this attestation.

Grantee Name: Mendon - New Britain - Berlin YMKH

Authorized Grantee Signature:  Date: 9/28/17

Printed Name and Title of Signatory: John Bejnani CEO







# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD

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### NOTICE OF BENEFICIARY GRANT AWARD

#### Priority School Readiness

The Office of Early Childhood hereby makes the following grant award in accordance with the provision in PA 22-118 that appropriated \$20 million in American Rescue Plan Act (ARPA) funding to provide one-time support to the private providers that received FY 2023 Cost-of-Living Adjustments (COLAs). The project(s) identified will comply with allowable uses of State Fiscal Relief Funds under the American Rescue Plan Act of 2021 and in accordance with the attached grant application for the approved projects included herein.

**YWCA of New Britain Childcare Center** is part of the State's vital network of human services and community providers that help to meet the childcare needs of children and families in Connecticut. The financial support of **YWCA of New Britain Childcare Center** is crucial to the state's ability to provide early childhood school readiness services. Financial support is essential to ensure this Beneficiary's ability to continue to conduct school readiness services for early childhood development by strengthening the quality of the school readiness program's facility, asset improvement of the facility and mitigate the negative public health impacts caused by the COVID-19 pandemic.

<b>Grantee:</b>	YWCA of New Britain Childcare Center						
<b>Street Address:</b>	19 Franklin Square						
<b>City/Town:</b>	New Britain	<b>State:</b>	CT	<b>Zip:</b>	06051	<b>CORE Supplier ID:</b>	0000000089-00
<b>Grant Program Name:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant Payment						
<b>OEC Grant No:</b>	23OEC1XAG2NBC	<b>Project Title:</b>	American Rescue Plan Act of 2021 One Time Private Provider Grant				
<b>Date of Award:</b>	July 1, 2022 – December 31, 2024						
<b>Amount of Award:</b>	\$86,806.53						

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all Federal Grant Conditions as established by the [Treasury Final Rule](#).

YWCA of New Britain Childcare Center  
 BY: *Tracey Madden-Kenneseey*  
 Name: Tracey Madden-Kenneseey  
 Title: Executive Director  
 Duly Authorized

9/27/23  
 Date:

OFFICE OF EARLY CHILDHOOD: *Beth Bye*  
 BY: \_\_\_\_\_  
 Beth Bye, Commissioner

10/12/2023  
 Date:

**GRANTEE ATTESTATION FOR GRANT AWARD  
UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUNDING**

For the completion of the ARPA payments to strengthen quality, invest in deferred maintenance, or make asset improvements, the Office of Early Childhood requires the grantee signature below for receipt of these funds. The funding for the approved projects will be provided on a retrospective basis. After the work has been completed, a copy of the paid invoice, cancelled check and completed Office of Early Childhood invoice will need to be submitted for payment of ARPA funds.

1. The Grantee shall apply these ARPA funds to support the projects included in this grant award.
2. The Grantee agrees to comply with all federal reporting requirements as specified by the U.S. Department of the Treasury, the State of Connecticut contracting agency and Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
3. The Grantee acknowledges that this payment, including audits related to this payment, is not subject to rehearing or appeal in any forum.
4. The Grantee acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, and agrees to cooperate fully with any audits.
5. The Grantee agrees that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
6. The Grantee agrees to immediately repay any funds that were used for unauthorized purposes or inappropriate expenditures as determined by the State of Connecticut contracting agency and/or the OPM.

In order to finalize the ARPA funding for these approved projects, please sign below and return this document to [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov). Should you have any additional questions, contact [OEC.statefunded@ct.gov](mailto:OEC.statefunded@ct.gov).

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1) I have the authority to execute this agreement on behalf of the grantee; and 2) The grantee shall comply with all the terms set forth above in this attestation.

Grantee Name: The Young Women's Christian Association of New Britain, Inc  
AKA YWCA of New Britain, Childcare Center

Authorized Grantee Signature: Trocy Madlen-Horscey Date: 9/27/23

Printed Name and Title of Signatory: Trocy Madlen-Horscey





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Christopher Badenhop () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Ann Alfano

#### Type of Memorandum

Grant Acceptance

#### Background and Purpose/Rationale

The Office of Early Childhood Education has awarded the Infant and Toddler Expansion Grant to several City of New Britain School Readiness and Child Day Care programs for which the Consolidated School District of New Britain is the fiduciary.

The grant funds may be used to support any costs associated with providing early childhood care and education services from April 1, 2023, through June 30, 2024.

#### Financial Information

The total grant is for \$28,350

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[Qtr 1 SR IT Enroll Grant New Britain - Christopher Badenhop.xlsx](#), [FY23 Enrollment Grant IT EXP N Britain - Christopher Badenhop.xlsx](#), [SR CDC Enrollment-based Grant FY24 Guidance - NEW IT Addition - Christopher Badenhop.pdf](#)



## School Readiness & Child Day Care Enrollment-based Grant Guidance July 1, 2022 – June 30, 2024

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.

### How long will School Readiness and Child Day Care Contracts receive these grant funds?

- Grant funds will be awarded to currently funded programs quarterly starting July 1, 2022 through June 30, 2024.

### How will programs apply for the funds?

1. Program Administrators will attest quarterly that they are eligible to receive the grant funds.
  - a. **Application forms can be accessed via this [link](https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi7bW6tcAh2tGogO76OijH3dUN0ZWTvZHVtBNTVhWRIJLQzZPTDFINDRPSi4u)** and must be completed by the due date in the chart below. You may also copy and paste the following link in your web browser to access the application:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH\\_abtzi7bW6tcAh2tGogO76OijH3dUN0ZWTvZHVtBNTVhWRIJLQzZPTDFINDRPSi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi7bW6tcAh2tGogO76OijH3dUN0ZWTvZHVtBNTVhWRIJLQzZPTDFINDRPSi4u)

Reporting Periods included for the Enrollment-based grant each Quarter:	Application Due to OEC by close of business on:
Q.1 July, August, September 2023	October 27, 2023
Q.2 October, November, December 2023	January 12, 2024
Q.3 January, February, March 2024	April 12, 2024
Q.4 April, May, June 2024	July 12, 2024

- b. A form must be completed for each program if you wish to receive enrollment-based grant funds. This form may be completed per program and must include the Registry ID and license number (as applicable) for each individual site associated with that program.
2. OEC Program Managers will pull actual utilization from monthly reports submitted via ECE Reporter to calculate the payments. Payments will be calculated by:
  - a. Actual utilization across all program sites for the three months of the quarter x enrollment-based grant award amount by space type = enrollment-based grant award for quarter

3. **\*NEW\*** Infant/Toddler Expansion spaces will be included as part of the enrollment-based grant. Utilized I/T Expansion spaces are eligible to receive funds. For providers who had utilized I/T Expansion spaces during FY23, payment for these utilized spaces will be included with the FY24 first quarter enrollment-based grant payment. Going forward, I/T Expansion spaces utilized in FY24 will be paid for in the quarter they are utilized.
4. OEC Program Managers will provide notice to School Readiness Liaisons so payments may be distributed to programs appropriately.
5. CDC grant awards will be paid via CT-CORE directly to the subcontractor.
6. School Readiness funds will be loaded into the eGMS system and fiduciaries will be responsible for drawing down and distributing funds to programs. Each quarter the OEC will provide the fiscal agent with the amount of each individual grant award for eligible programs.

#### **How can our program use these grant funds?**

- Funds may be used to support any costs associated with providing early childhood care and education services from July 1, 2022, through September 30, 2024. That includes paying for:
  - Personnel costs, including payroll and salaries or similar compensation for any employee (including any sole proprietor or independent contractor), and benefits
  - Premium pay, or costs for employee recruitment and retention, including but not limited to staff bonuses, wage increases, costs of insurance coverage, retirement, educational advancement, tuition reimbursement and child care costs
  - Rent (including under a lease agreement) or payment on any mortgage obligation, utilities, or insurance
  - Facility maintenance or improvements, including outdoor learning spaces/playgrounds
  - Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices
  - Purchases of or updates to equipment and supplies
  - Goods and services necessary to maintain child care services
  - Mental health supports for children and staff
  - Professional development for staff

#### **When does our program need to expend the enrollment-based grant funds?**

- All enrollment-based grant funds must be expended by September 30, 2024.

#### **How will our program report back to the OEC the use of these funds?**

- All receipts of payments towards business expenses should be retained for your records and for auditing purposes.
- All funds are subject to state and federal audit requirements.

#### **How much could my program earn per month per space type?**

- Grant awards are calculated per utilized space type per month that a currently funded School Readiness or Child Day Care program is eligible to receive funds.
  - For example: A School Readiness site/program with 20 full-day/full-year spaces utilized 18 spaces for the months of July, August, and September. The program meets the eligibility requirements outlined above. The quarterly grant award would be calculated by taking the 18 utilized spaces x \$80.00 x 3 months = \$4,320.

- Funding is based on utilization so programs can earn funds for any months that spaces are utilized. Even though School Day and Part Day spaces are not funded during July and August you could still be eligible for funding for September. Public Schools that receive SR funding are eligible to apply providing the other criteria is met.

Monthly Enrollment-based Grant Award Amount per Utilized Space Type	
<b>Child Day Care</b>	
Infant/Toddler FT	\$35.00
Infant/Toddler WA	\$13.00
Preschool FT	\$80.00
Preschool WA	\$32.00
School Age*	\$110.00
<b>School Readiness</b>	
Full-Day/Full-Year	\$80.00
School Day/School-Year	\$64.00
Part-Day/Part-Year	\$48.00
Wrap-Around	\$91.00

\*School Age amount varies by program; depending on region and type of care provided.

**What are the income levels for 300% of the Federal Poverty Level?**

Programs *may* use the excel workbook provided to assist in calculating the percentage of children enrolled at or below 300% the Federal Poverty Level. This workbook is just intended to be a tool, if you choose to use it, it **does not** need to be submitted with your quarterly application.

Federal Poverty Levels	
March 2023 - March 2024	
Family Size	Annual Income 300% FPL
1	\$43,740
2	\$59,160
3	\$74,580
4	\$90,000
5	\$105,420
6	\$120,840
7	\$136,260
8	\$151,680
*Each additional person add: \$15,420	

The workbook contains four tabs:

- First tab includes instructions on how to use the workbook.
- The second through fourth tab should be used to calculate the percentage of children who are 50% or below 300% of the federal poverty level.
  - For each of these tabs, the following inputs are needed:
    - In the **orange** cell, enter the total number of children enrolled in School Readiness and Child Day Care funded spaces at the program.
    - In the **yellow** cells, enter the total number of children, according to family size, of those enrolled in your program's School Readiness and Child Day Care funded spaces during the month, whose gross annual family income is equal to or less than the listed amount which reflects 300% of the Federal Poverty Level.
      - If two children were enrolled in the same space over the course of the month, the program shall only count one of the children, the program may choose which child to count. Example: A child is enrolled in a SR preschool space and withdraws from the program in the middle of the month. A new child is enrolled to take their SR funded space. In this example, the program could count either the child who attended the beginning of the month or the newly enrolled child.
- The fifth (final) tab will automatically pull data from the previous worksheets (tabs #2-4) and calculate the percentage of children at or below 300% FPL for the quarter. The final percentage can be found in the **green** cell (C14).

<b>SiteName</b>	<b>licensenumbr</b>	<b>EndDate</b>	<b>FundingTown</b>	<b>FundingSourceDescription</b>
Early Learning Program-CCSU	DCCC.15852	June 30, 2023	New Britain	Infant Toddler Expansion
New Britain YMCA - Preschool	DCCC.70356	February 24, 2023	New Britain	Infant Toddler Expansion
New Britain YMCA - Preschool	DCCC.70356	March 31, 2023	New Britain	Infant Toddler Expansion
New Britain YMCA - Preschool	DCCC.70356	April 28, 2023	New Britain	Infant Toddler Expansion
New Britain YMCA - Preschool	DCCC.70356	May 26, 2023	New Britain	Infant Toddler Expansion
New Britain YMCA - Preschool	DCCC.70356	June 30, 2023	New Britain	Infant Toddler Expansion
YWCA of New Britain Child Care Center	DCCC.13507	February 24, 2023	New Britain	Infant Toddler Expansion
YWCA of New Britain Child Care Center	DCCC.13507	March 31, 2023	New Britain	Infant Toddler Expansion
YWCA of New Britain Child Care Center	DCCC.13507	April 28, 2023	New Britain	Infant Toddler Expansion
YWCA of New Britain Child Care Center	DCCC.13507	May 26, 2023	New Britain	Infant Toddler Expansion
YWCA of New Britain Child Care Center	DCCC.13507	June 30, 2023	New Britain	Infant Toddler Expansion



<b>SpaceTypeDescription</b>	<b>AgeGroupDescription</b>	<b>Capacity</b>	<b>#Utilized</b>	<b>Program Due</b>	<b>Program Total</b>	<b>District Total</b>
Full Time Expansion	Infant Toddler	8	8	280	280	6510
Full Time Expansion	Infant Toddler	24	16	560	3255	
Full Time Expansion	Infant Toddler	24	16	560		
Full Time Expansion	Infant Toddler	24	18	630		
Full Time Expansion	Infant Toddler	24	22	770		
Full Time Expansion	Infant Toddler	24	21	735		
Full Time Expansion	Infant Toddler	20	5	175	2975	
Full Time Expansion	Infant Toddler	20	20	700		
Full Time Expansion	Infant Toddler	20	20	700		
Full Time Expansion	Infant Toddler	20	20	700		
Full Time Expansion	Infant Toddler	20	20	700		
				6510	6510	

<b>SiteName</b>	<b>licensenumbr</b>	<b>FundingTown</b>	<b>FundingSourceDescription</b>	<b>SpaceTypeDescription</b>
New Britain YMCA - Preschool	DCCC.70356	New Britain	Infant Toddler Expansion	Full Time Expansion
New Britain YMCA - Preschool	DCCC.70356	New Britain	Infant Toddler Expansion	Full Time Expansion
New Britain YMCA - Preschool	DCCC.70356	New Britain	Infant Toddler Expansion	Full Time Expansion
Early Learning Program-CCSU	DCCC.15852	New Britain	Infant Toddler Expansion	Full Time Expansion
Early Learning Program-CCSU	DCCC.15852	New Britain	Infant Toddler Expansion	Full Time Expansion
Early Learning Program-CCSU	DCCC.15852	New Britain	Infant Toddler Expansion	Full Time Expansion
YWCA of New Britain Child Care Center	DCCC.13507	New Britain	Infant Toddler Expansion	Full Time Expansion
YWCA of New Britain Child Care Center	DCCC.13507	New Britain	Infant Toddler Expansion	Full Time Expansion
YWCA of New Britain Child Care Center	DCCC.13507	New Britain	Infant Toddler Expansion	Full Time Expansion

SiteName	AgeGroupDescription	Capacity	#Utilized	Program Due	Program Total Due	District Total
New Britain YMCA - Preschool	Infant Toddler	24	24	840	2520	5460
New Britain YMCA - Preschool	Infant Toddler	24	24	840		
New Britain YMCA - Preschool	Infant Toddler	24	24	840		
Early Learning Program-CCSU	Infant Toddler	8	8	280	840	
Early Learning Program-CCSU	Infant Toddler	8	8	280		
Early Learning Program-CCSU	Infant Toddler	8	8	280		
YWCA of New Britain Child Care Center	Infant Toddler	20	20	700	2100	
YWCA of New Britain Child Care Center	Infant Toddler	20	20	700		
YWCA of New Britain Child Care Center	Infant Toddler	20	20	700		
				5460	5460	



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Alejandro Ortiz () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Tyrone Richardson

#### Type of Memorandum

Other -

#### Background and Purpose/Rationale

After School Programming Stipends. Additional after-school extra-curricular activities to benefit students at Pulaski School. Use of funds already approved by CSDE via the Commissioner's Network grant.

#### Financial Information

The total is \$40,000.00 and the funding source is Commissioner's Network 23470531000151181.

#### Committee Review

To be reviewed by the Personnel Committee on December 18, 2023 and the Finance Committee on December 18, 2023

[Pulaski After School Programs - Alejandro Ortiz.docx](#), [Pulaski After School Programs - Alejandro Ortiz.docx](#)

## Pulaski Middle School After School Clubs and Activities 2023-24

Club/Activity Name	Brief Description and Requirements to Participate
GEMS Girls Empowered and Motivated for Success.	Mentoring program for our young ladies. The program will provide a platform for students to support each other, take responsibility, and develop their leadership abilities.
Chess Club	Learn to play chess and practice playing it. Chess provides an opportunity for friendly competition, patience, and self-discipline.
Art/Anime Club	Join others with similar interests or have carved out time to be creative with different media in a safe, stress-free space.
Hit Factory Beat Club	Learning the arts and skills of digital music production, videography, and graphic design.
Game Changers	Leadership/mentoring program for young men. The purpose of the program is to create a mentoring program that will equip and encourage our young men to think, behave, manage, take action, and make decisions toward a positive future. Our main objectives are to instill and develop leadership skills and responsibility, create a contribution to the community through service and volunteerism, learn life skills and information for living a responsible and fulfilled life, enjoy fellowship, and develop self-confidence.
National Junior Honor Society	A national organization that promotes academic scholarship, leadership, character, and service. Students are selected and invited to apply in 7th and 8th grade based upon the national prerequisites of the organization. The club will meet throughout the year to support school-wide projects and events.
Paradym(E-Sports)	Esports (Video Game) club with a focus on skill-based curriculum and social-emotional learning. Students will have the opportunities to learn about related career fields and compete against each other, as well as other schools focusing on Smash Bros and Just Dance.
Student Council	Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to allow students to develop leadership by organizing and carrying out school activities and service projects.
Culinary Club	Culinary Club is a club where students learn important life skills to cook food while learning about proper food safety and handling.

Umi Fitness support	Staff will provide support to Umi fitness classes in creating a safe, encouraging, but challenging environment. The program will serve as an outlet for youth creativity, development of physical fitness skills, and healthy options.
Golf	The Golf Club provides students with an opportunity to understand and learn the game of golf. It's a feeder program for the high school and allows the students to learn and improve their golfing skills for potential scholarships.
After School Supervisor	Oversees all after-school clubs and activities ensuring attendance is taken place by all staff, maintains spreadsheets of all students, and alerts administrators and staff if attendance is getting low. Addresses families regarding any issues, concerns, or questions they may have with after-school programming. Ensures that all students safely board buses and will call transportation when needed.



## Pulaski Middle School After School Clubs and Activities 2023-24

Club/Activity Name	Brief Description and Requirements to Participate	Meeting Day/s	Number of students
GEMS Girls Empowered and Motivated for Success.	Mentoring program for our young ladies. The program will provide a platform for students to support each other, take responsibility, and develop their leadership abilities.	Tuesday/Thursday 3-5 PM	10
Chess Club	Learn to play chess and practice playing it. Chess provides an opportunity for friendly competition, patience, and self-discipline.	Tuesday 3-4 PM	10
Art/Anime Club	Join others with similar interests or have carved out time to be creative with different media in a safe, stress-free space.	Tuesday 3-4 PM	10
Hit Factory Beat Club	Learning the arts and skills of digital music production, videography, and graphic design.	Tuesday/Thursday 3-5 PM	10
Game Changers	Leadership/mentoring program for young men. The purpose of the program is to create a mentoring program that will equip and encourage our young men to think, behave, manage, take action, and make decisions toward a positive future. Our main objectives are to instill and develop leadership skills and responsibility, create a contribution to the community through service and volunteerism, learn life skills and information for living a responsible and fulfilled life, enjoy fellowship, and develop self-confidence.	Mondays/Fridays 3-5 PM	10
Culinary Club	Culinary Club is a club where students learn important life skills to cook food while learning about proper food safety and handling.	Mondays 3-5 pm	20
Umi Fitness support	Staff will provide support to Umi fitness classes in creating a safe, encouraging, but challenging environment. The program will serve as an outlet for youth creativity, development of physical fitness skills, and healthy options.	Mondays/Thursday 3-4 PM	20 Plus
Golf	The Golf Club provides students with an opportunity to understand and learn the game of golf. It's a feeder program for the high school and allows the students to learn and improve their golfing skills for potential scholarships.	Mondays 3-5 PM	10
After School Supervisor	Oversees all after-school clubs and activities ensuring attendance is taken place by all staff, maintains spreadsheets of all students, and alerts administrators and staff if attendance is getting low. Addresses families regarding any issues, concerns, or questions they may have with after-school programming. Ensures that all students safely board buses and will call transportation when needed.	Monday-Friday 3-5 PM	Monitors staff attendance and all students to get on late busing



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Robert Smedley ( ) for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Rebecca Gonzalez Staff Presenter: Robert Smedley

#### Type of Memorandum

Purchase Order

#### Background and Purpose/Rationale

Total Communications is a vendor on the State Bid list with an active contract for phone equipment.

The district currently has phone systems that are 25 years old and have passed their life expectancy. Phone systems are crashing on a frequent basis and the operations department fields complaints about not having enough phone lines at our schools. Replacement of our phone systems will allow for continued growth and expansion when needed in our facilities plus additional inbound and outbound phone lines. All phone hardware and equipment will be replaced in this project. Our phone vendor Total Communications is on the State Bid List and has an active contract for phone equipment.

#### Financial Information

The total is \$1,320,814.02 and the funding source is Esser.

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[New Britain Schools Sales Auth form for Phase 1 and Phase 2 Locations for Mitel Phone System,Cabling, Maintenance and Labor \(12-18-23\) - Robert Smedley.pdf](#), [CSD of NB airepspring summary SIP v2 Oct 2023 - Robert Smedley.xls](#), [Phone upgrade Summary - Robert Smedley.pdf](#)



If client is T&M, our current telephony labor rate is: \_\_\_\_\_ (Minimum per Tech: Onsite - 1 Hour; Remote – 0.5 Hour)

If client is under service agreement, our current telephony labor rate is: \_\_\_\_\_ (Minimum per Tech: Onsite - 1 Hour; Remote – 0.5 Hour)

An onsite service charge of **\$195.00** will also be included (*Waived for new system orders*).

*After hours work will be billed at the time and a half rate. Sunday is double time.*

Notes:

Client hereby orders the equipment set forth above under the “*Terms and Conditions*” set forth on page 3 of this document.

**X** \_\_\_\_\_  
Authorized Signature

Date Signed: \_\_\_\_\_

Name:

Title:

## TERMS & CONDITIONS

### 1. GENERAL:

All work described herein shall be performed during regular business hours unless otherwise specified. Client agrees that special circumstances requiring overtime will be charged to Client at Total Communications, Inc.'s (hereinafter referred to as "TCI") then applicable rates and will be authorized in writing by a signed change order or additional work order.

### 2. TIME OF PERFORMANCE:

a. TCI shall complete the installation services with TCI's standard practices within a reasonable time. Client agrees to give TCI access to the Premises during non-business hours to the extent necessary to have all work completed promptly and within a reasonable time. TCI shall perform its standard acceptance testing on the installed Equipment, and Client agrees to monitor said testing. Upon successful completion thereof, TCI shall notify Client that Equipment has been installed and operates in accordance with applicable test and performance specifications. The date of such notification shall be the Installation Complete Date.

b. When the Equipment is purchased, TCI shall use its best efforts to make timely delivery and installation. However, all stated delivery or installation dates are approximate, and TCI SHALL UNDER NO CIRCUMSTANCES, EXCEPT FOR TCI'S WILLFUL MISCONDUCT, BE LIABLE FOR ANY DAMAGES, WHETHER SPECIAL, CONSEQUENTIAL OR OTHERWISE FOR ANY DELAYS IN DELIVERY OR INSTALLATION.

### 3. WARRANTY:

a. Subject to the provisions of this paragraph and Paragraph 7, when the Equipment is purchased, TCI warrants for a period of ninety (90) days from the Installation Completion Date, that as of the Installation Completion Date the Equipment will be free from defects in material and workmanship. If any defects covered by this Warranty appear within the above stated ninety (90) day period, TCI shall have the option of repairing or replacing the Equipment at its expense during routine business hours. Such repair or replacement shall be Client's exclusive remedy for TCI's breach of warranty, or for willful misconduct or gross negligence and Client willingly, knowingly, and voluntarily waives all other remedies. In cases where TCI does not install the Equipment, TCI warrants that the equipment only, if properly installed and maintained, shall be free from defects for a period of ninety (90) days.

b. TCI will not be obligated to service, repair or replace any Equipment which has been repaired or serviced by others, abused, or improperly handled, stored, altered or used or otherwise intermingled with third party material or equipment. No warranties shall apply to, and TCI shall not be obligated to service, repair or replace any equipment which has been installed, repaired, or serviced by others without the express prior written consent of TCI.

c. WHEN THE EQUIPMENT IS PURCHASED, THE WARRANTY STATED ABOVE SHALL BE IN LIEU OF AND EXCLUDES ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION AND WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

### 4. LIMITATIONS ON TCI'S OBLIGATION AND LIABILITY:

a. When the Equipment is purchased all obligations and warranties of TCI hereunder, including warranty obligations, shall be subject to and relieved by any force majeure, Act of God, war, riot, fire, explosion, lightning, power surge, accident, flood, sabotage, inability to obtain fuel or power, governmental laws, regulations or strikes, lockouts or injunctions (whether or not such labor event is within the reasonable control of TCI). Client acknowledges that in order to provide the Equipment to the Client, TCI and the Client must rely on third parties beyond the control of TCI and the customer, including, without limitation, the Client's local telephone utility. TCI's maintenance responsibilities do not extend to Equipment of the public telephone network, nor is TCI responsible for malfunctions in the communication system or Equipment caused by malfunctions in the public telephone network or caused by abuse or misuse of the communication system or Equipment by other than TCI. TCI shall not be responsible for the failure to fulfill any obligation hereunder, including, without limitation any warranty obligations, when such third parties have not provided or maintained the service or products to Client which are necessary for TCI to fulfill its obligations under this Agreement.

b. WHEN THE EQUIPMENT IS PURCHASED, TCI SHALL NOT BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM THE USE OF EQUIPMENT SOLD OR LEASED HEREUNDER OR ARISING FROM CLIENT'S INABILITY TO USE THE EQUIPMENT EITHER SEPARATELY OR IN COMBINATION WITH ANY OTHER EQUIPMENT OR FROM ANY OTHER CAUSE.

### 5. PRICE:

Prices are subject to change. Quoted prices listed are valid for thirty (30) days after the "Date Order Taken" date on this document. Any deviations to this order after date mentioned, such as quantity changes, partial releases, or changes in specifications, are subject to a potential price increase.

### 6. DEFAULT:

If any of Client's obligations to TCI shall not be paid when due, or if Client shall be in default hereunder, and all sums and obligations hereunder shall, at TCI's option, become immediately due and payable. Upon Client's default, in addition to the rights and remedies specified herein, TCI shall have all the rights and remedies under the Uniform Commercial Code and any other laws, including the right to any delinquent payments for which the Client shall remain fully liable. Additionally, upon Client's default, TCI shall have the right, in its sole discretion and without any liability to, or recourse by, Client whatsoever for any damages, whether actual, special or consequential including without limitation any damages for lost business, to terminate or suspend any and all Warranties with respect to the Equipment and any and all obligations TCI may have to service, repair or replace the Equipment, whether arising under this Agreement or otherwise. No remedy of TCI hereunder shall be exclusive of any other remedy herein or provided by law, but such remedies shall be cumulative and in addition to every other remedy.

### 7. REPOSSESSION:

Client agrees that upon its failure to pay any sum hereunder or within forty-five (45) days thereof, TCI shall have the complete right to enter the Premise at any reasonable time for purposes of repossessing the Equipment. Client agrees to cooperate fully with TCI in such repossession. TCI shall use reasonable care in removing the Equipment but shall not be liable to restore the Premises after the Equipment is so removed. Other than the obligation to use due care in removing the Equipment, TCI shall have no liability to, and Client shall have no recourse against TCI whatsoever for, any damages resulting from such repossession, whether actual, special, or consequential, including without limitation, any damages for lost business.

### 8. COMMERCIAL TRANSACTION:

THE CLIENT ACKNOWLEDGES THAT THE TRANSACTION OF WHICH THIS AGREEMENT IS A PART IS A COMMERCIAL TRANSACTION, AND HEREBY WAIVES ITS RIGHT TO NOTICE AND HEARING UNDER CHAPTER 903a OF THE CONNECTICUT GENERAL STATUTES, OR AS OTHERWISE ALLOWED BY ANY STATE OR FEDERAL LAW, WITH RESPECT TO ANY PREJUDGEMENT REMEDY WHICH TCI, ITS SUCCESSORS OR ASSIGNEES MAY DESIRE TO USE.

### 9. TITLES; FILINGS; POWER OF ATTORNEY:

Client agrees that TCI shall retain title to the equipment until all sums due TCI from Client shall have been paid in full. Client hereby appoints TCI as its attorney in fact, coupled with an interest, to file UCC financing statements and other such documents, and to do such other acts, as may be reasonably necessary to give notice of TCI's retention of title to the Equipment and other provisions of this Agreement.

### 10. INDEMNIFICATION:

Client agrees to indemnify and save harmless TCI from all suits, loss, damages, actions or claims of any character, including reasonable attorney's fees and legal costs incurred by TCI in collecting any amounts owed to it by Client, in enforcing, its rights hereunder or brought on account of any injuries or damages received or sustained by any person, persons, or property by or from the Client or Client's contractor or sub-contractor or their employees, of by, or in consequence of any neglect in safeguarding the work, of by, or on account of any act of omission, neglect or misconduct of the Client or his, agent, contractor, sub-contractor arising out of any law ordinance.

### 11. APPLICABLE LAW; JURISDICTION:

This Agreement and all transactions hereunder, and all the rights of the parties, shall be governed as to validity, construction, enforcement and in all other respects by the laws of the State of Connecticut. Client agrees that the Superior Court for Judicial District of Hartford or the United States District Court for the District of Connecticut shall have jurisdiction to hear and determine any claims or disputes pertaining to the financing transactions of which this Agreement is part and/or to any matter arising or in any way related to this Agreement or any other agreement between TCI and Client and expressly submits and consents in advance to such jurisdiction in any action or proceeding.



Consolidated School Dist. of New Britain  
 183 Steele St- Slade M.S.  
 110 Mill St- NB High School  
 New Britain CT  
 Proposal Date: 10/26/2023

**Solution Prepared By:**  
**Paul Dow**  
**Network Account Executive**  
**Total Communications**  
**pauldow@totalcomm.com**

		SIP		SIP							
		Number	Total								
<b>Comcast Proposed SIP: Slade M.S. &amp; Pulaski School &amp; Current</b>											
proposed	SIP Trunks at SLADE- (includes- DiLoretto & Smith)	69	\$773.95								
proposed	SIP Trunks at PULASKI- (includes- High School & Chamberlin)	69	\$773.95								
proposed	DID TN#'s (Slade,H.S.,Diloretto, Smith, Pulaski, Chamberlin)	250	\$0.00								
current	PRI with 40 DID TN#'s at Smalley	1	\$ 518.95								
current	PRI with 60 DID TN#'s at Roosevelt	1	\$ 518.95								
current	PRI with 40 DID TN#'s at Gaffney Admin	1	\$ 518.95								
current	PRI with 160 DID TN#'s at Gates Admin	1	\$ 518.95								
<b>airespring/TCI Proposed SIP: Slade M.S. &amp; NB H.S.</b>											
<b>**Phase 1**</b>											
as/TCI	SIP Trunks at Slade M.S.			100	\$620.00						
as/TCI	SIP Trunks at NB High School w/ 2 PRI Handoffs			46	\$250.00						
as/TCI	DID TN#'s (Slade,H.S.,Diloretto, Smith, Pulaski, Chamberlin)			280	\$84.00						
<b>**Phase 1 Sub-Total**</b>					<b>\$954.00</b>						
<b>**Phase 2**</b>											
as/TCI	SIP/PRI with 40 DID TN#'s at Smalley			1	\$158.50						
as/TCI	SIP/PRI with 60 DID TN#'s at Roosevelt			1	\$164.50						
as/TCI	SIP/PRI with 40 DID TN#'s at Gaffney			1	\$158.50						
as/TCI	SIP/PRI with 160 DID TN#'s at Gates Admin			1	\$194.50						
<b>**Phase 2- Sub-Total**</b>					<b>\$676.00</b>						
<b>Comcast Proposed/Current Total vs airespring Proposed Total for SIP Service</b>		<b>Comcast</b>	<b>\$ 3,623.70</b>	<b>as/TCI</b>	<b>\$ 1,630.00</b>						
		<table border="1"> <tr> <td>Monthly Savings</td> <td>\$ 1,993.70</td> </tr> <tr> <td>Annual Savings</td> <td>\$ 23,934.40</td> </tr> <tr> <td>Term Savings</td> <td>\$ 71,773.20</td> </tr> </table>		Monthly Savings	\$ 1,993.70	Annual Savings	\$ 23,934.40	Term Savings	\$ 71,773.20		
Monthly Savings	\$ 1,993.70										
Annual Savings	\$ 23,934.40										
Term Savings	\$ 71,773.20										

**Terms and Conditions** \*Proposal Expires 12/13/2023\*  
**\*\*3 Year /36 Month Term\*\***

Installation Charge \$ 294.00





# Facilities Department

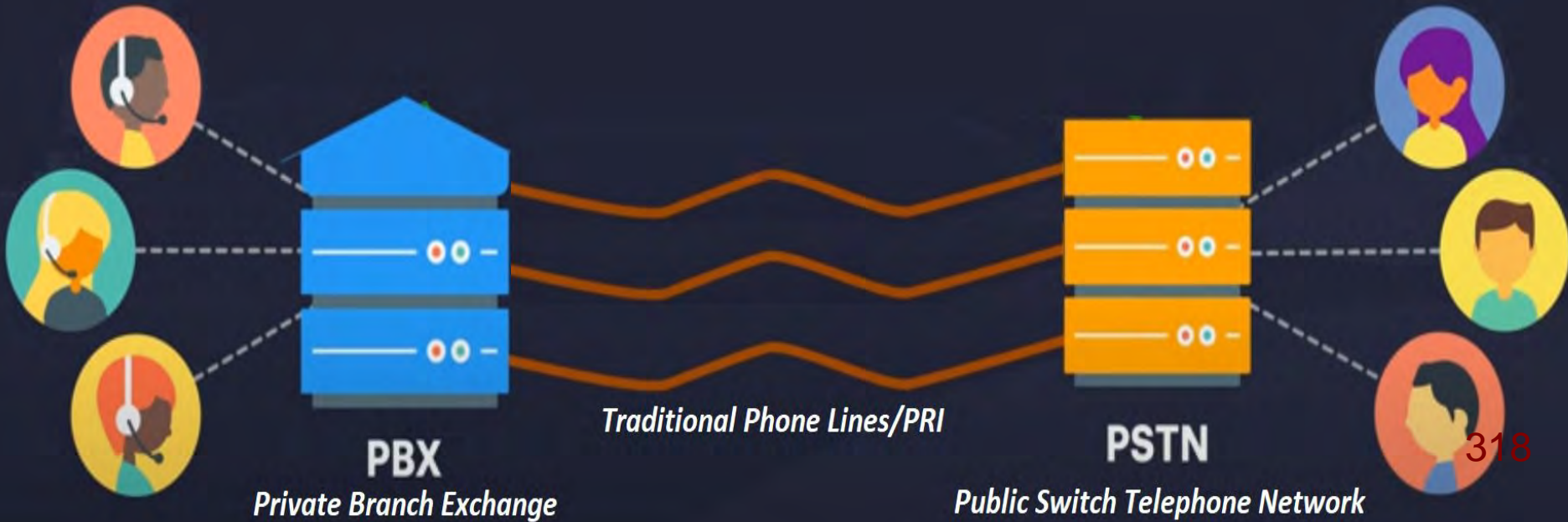
Phone System Replacement

School	Phone System Type	In/Out Lines	Voicemail	Age	Priority Replace (1-4)
Diloreto	Comdial Digital DXP	8	No	25+	1
Smith	Comdial FX	8	No	25+	2
Pulaski	Comdial Digital FX	23	No	25+	1
Slade	Comdial Digital	23	Central Reg/ MIS	25+	1
Chamberlain	Mitel IP	23	All phones, All staff	1	n/a
NBHS	Mitel IP	23	All Phones, All Staff	6 years	4

**317**

# CSDNB PRI / BUSINESS LINES

Primary Rate Interface / Copper lines



# CSDNB SIP TRUNKING

Session Initiation Protocol



**PBX**  
*Private Branch Exchange*

*Traditional Phone Lines/PRI*

**PSTN**  
*Public Switch Telephone Network*



## Classroom / Office Phone- Mitel 6910ip

Phone to phone calling

Outside line access

911 Direct Dial

Voicemail boxes (Virtual)

Inbound (outside) calls need to be routed  
(general public can not call classrooms)

Wall Mounted in standard position in each  
classroom

## Main Office/ Admin Phone- Mitel 6940w Ip

Phone to phone calling

Outside line access

Kari's Law and Ray Baum's Law

Wireless Handset

Cross connect to paging systems

Auto Attendant @ Main Number





## Phone Server (Virtually hosted @ Slade)

Each school has gateway device as failover

120 SIP Trunk Lines that are shared across the phone network. Scalable based on size of network.

Real time provisioning of resources

No change to phone numbers

Voicemail boxes for staff



# Phase 1

Pulaski, Slade, Diloreto and Smith

NBHS - Classroom phones replaced

Chamberlain - Licencing change

Holmes- Appropriate spec's for integration  
after construction

Change from PRI to SIP Trunking- Yields  
savings

Update wiring and infrastructure





## Phase 2

Roosevelt  
Gaffney  
Lincoln  
Vance  
Northend  
Brookside  
Smalley  
Jefferson  
Transition Center\*\*  
Expulsion Center\*\*  
Gates\*\*



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Andrea Foligno () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Kristie Bourdoulous Staff Presenter: Kristie Bourdoulous

#### Type of Memorandum

Purchase Order and Contract Approval

#### Background and Purpose/Rationale

In alignment with Commissioner's Network approved grant - The afterschool program offers students academic support, helps with SEL learning to increase climate and culture and promotes student attendance. 2 Session with Master Yang \$7,500 per session = Each session meets 3 x week for 8 weeks with uniforms for 50 students and 2 instructors.

In alignment with priority 3.2 of Smalley's state approved Commissioner Network Grant, Extended day learning with extra curricular clubs will offer students academic support, help with SEL learning and increase climate and culture to promote student attendance. Master Yang will provide two- 8 week sessions, 3x a week for 50 students each session.

#### Financial Information

The total is \$15,000 and the funding source is Commissioner Network 204 601210002-53200.

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[TKD elevate program - Andrea Foligno.pdf](#)

## Yang's US Taekwondo Proposal Agreement for Consolidated School District of New Britain

Name of the District School: Consolidated School District of New Britain  
Dr, Anthony Gasper, Superintendent  
New Britain Educational Administration Center  
272 Main Street  
New Britain, CT 06051 860-827-  
2203

Date: December 2023

Contact: Master Yang, Yang's US Taekwondo  
275 Newington Ave  
New Britain, CT 06051  
yangtkd@hotmail.com  
860.224.1599

Dates of Service: Mon, Tues & Thur. from January 9, 2024 – May 24, 2024

Service Focus:

1. Project Summary: Students at Smalley, in grades 2-5, will benefit from the many social skills learned through Taekwondo. These skills will benefit students in and outside of school. Social skills are an integral part of a student's education at Smalley.

II. Background:

Yang's US Taekwondo has worked at Smalley during summer elevate program. Students respond well to Master Yang and his staff and have consistently been highly engaged in his instruction. Taekwondo is another way to strengthen the students' abilities and social skills including, but not limited to self-regulation, following instructions, taking turns, and getting along with others.

III. Goals and Outcomes

1. Outcomes for Taekwondo include the following:
  - a. 100% of students will engage fully in weekly classes
  - b. At least 80% of students will complete the one belt testing successfully
  - c. At least 85% of students will have at least satisfactory progress on related social skills goals.

Yang's Taekwondo will provide the following:

- Master Yang and staff will be working with 2 groups of 25 students
- Two 8 weeks (about 2 months) session 3 times a week (Mon, Tues, Thurs)
- Uniforms for each student, including belts

IV. Terms of Payment:

- a The cost for this program is \$24,000 per session. Given the circumstances, Master Yang's charge for these services will be at a \$16,500 discount, for a total of \$7,500 per session.

V. Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent The Consolidated District of New Britain





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

---

### Board Memorandum

Submitted by Andrea Foligno () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Kristie Bourdoulous Staff Presenter: Kristie Bourdoulous

#### Type of Memorandum

Purchase Order and Contract Approval

#### Background and Purpose/Rationale

In alignment with Commissioner's Network approved grant - The afterschool program offers students academic support, helps with SEL learning to increase climate and culture and promotes student attendance. 2 Session with Master Yang \$7,500 per session = Each session meets 3 x week for 8 weeks with uniforms for 50 students and 2 instructors.

In alignment with priority 3.2 of Smalley's state approved Commissioner Network Grant, Extended day learning with extra curricular clubs will offer students academic support, help with SEL learning and increase climate and culture to promote student attendance. Master Yang will provide two- 8 week sessions, 3x a week for 50 students each session.

#### Financial Information

The total is \$15,000 and the funding source is Commissioner Network 204 601210002-53200.

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[TKD elevate program - Andrea Foligno.pdf](#)

## Yang's US Taekwondo Proposal Agreement for Consolidated School District of New Britain

Name of the District School: Consolidated School District of New Britain  
Dr, Anthony Gasper, Superintendent  
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272 Main Street  
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Date: December 2023

Contact: Master Yang, Yang's US Taekwondo  
275 Newington Ave  
New Britain, CT 06051  
yangtkd@hotmail.com  
860.224.1599

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1. Project Summary: Students at Smalley, in grades 2-5, will benefit from the many social skills learned through Taekwondo. These skills will benefit students in and outside of school. Social skills are an integral part of a student's education at Smalley.

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Yang's US Taekwondo has worked at Smalley during summer elevate program. Students respond well to Master Yang and his staff and have consistently been highly engaged in his instruction. Taekwondo is another way to strengthen the students' abilities and social skills including, but not limited to self-regulation, following instructions, taking turns, and getting along with others.

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Yang's Taekwondo will provide the following:

- Master Yang and staff will be working with 2 groups of 25 students
- Two 8 weeks (about 2 months) session 3 times a week (Mon, Tues, Thurs)
- Uniforms for each student, including belts

IV. Terms of Payment:

- a The cost for this program is \$24,000 per session. Given the circumstances, Master Yang’s charge for these services will be at a \$16,500 discount, for a total of \$7,500 per session.

V. Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent The Consolidated District of New Britain



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Jeff Prokop () for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Jeff Prokop Staff Presenter: Jeff Prokop

#### Type of Memorandum

Purchase Order

#### Background and Purpose/Rationale

This purchase order is for the yearly renewal of our PowerSchool SIS licensing, cloud hosting, and PowerSchool Registration services.

PowerSchool is the district's student information system and is essential to the school district's operations.

PowerSchool Registration allows for the new student registration process to begin online, and streamlines many aspects of the student registration process.

#### Financial Information

The total is \$143,126.25 and the funding source is MI Local Software Budget 101092110000-53510.

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on December 18, 2023

[PS SIS and Enrollment Renewal Invoice\\_INV357392 - Jeffrey Prokop.pdf](#)



# Invoice

Date 06/30/2023  
 Invoice# INV357392  
 Due Date 12/21/2023  
 Customer ID 10001128

**Bill To**

Accounts Payable  
 Consolidated School District of New Britain (CNB)  
 272 Main St Po Box 1960  
 New Britain CT 06050-1960  
 United States

**Ship To**

Accounts Payable  
 Consolidated School District of New Britain (CNB)  
 272 Main St Po Box 1960  
 New Britain CT 06050-1960  
 United States

VAT: 6578934000

PO#	Quote#	Customer Success Manager
exec Q-767758	Q-767758	Liana Jackson

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
SW-IS-S-RPPF: PowerSchool Enrollment Additional Pre-Populated Form Invoice Period: 12/21/2023 - 12/20/2024	1,200	Students	\$0.00	3.51	\$4,212.00
MS-PS-S-PSMSR: PowerSchool SIS Maintenance and Support Invoice Period: 12/21/2023 - 12/20/2024	10,745	Students	\$0.00	6.39	\$68,660.55
SW-REG-S-ENALSP: PowerSchool Enrollment Additional Language - Spanish Invoice Period: 12/21/2023 - 12/20/2024	1	Each	\$0.00	1239.94	\$1,239.94
SW-PU-S-IPR: PowerSchool Enrollment Registration Invoice Period: 12/21/2023 - 12/20/2024	10,894	Students	\$0.00	2.72	\$29,631.68
HS-PS-S-PSH: PowerSchool SIS Hosting Invoice Period: 12/21/2023 - 12/20/2024	10,745	Students	\$0.00	2.79	\$29,978.55
PS-PS-S-PDLS: PD+ Subscription Invoice Period: 12/21/2023 - 12/20/2024	1	Students	\$0.00	3582.70	\$3,582.70
HS-PS-S-PSSL: PowerSchool SIS Hosting SSL Certificate Invoice Period: 12/21/2023 - 12/20/2024	1	Each	\$0.00	445.20	\$445.20
SW-REG-S-ENALSP: PowerSchool Enrollment Additional Language - Spanish Invoice Period: 12/21/2023 - 12/20/2024	1	Each	\$0.00	1277.13	\$1,277.13

Thank you for your business

<b>Remit by Check (US Mail Only):</b> POWERSCHOOL GROUP LLC PO BOX 888408 LOS ANGELES, CA 90088-8408	<b>Remit by Check (Courier):</b> LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731	<b>Remit by Wire or ACH:</b> Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBIUS6S (Include invoice number in transmission)	<b>Customer Service:</b> ar@powerschool.com 888-265-7641 (Toll-Free) 916-357-9934 (Fax)
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**332**

This is your annual support/subscription/hosting renewal. To avoid cancellation of your phone support, product updates or hosted products, please work with your Director of Technology or appropriate business person to approve a purchase order and payment for this annual recurring invoice.

# Invoice

Date 06/30/2023  
 Invoice# INV357392  
 Due Date 12/21/2023  
 Customer ID 10001128

Product Description	Qty	Unit	Tax	Unit Price	Extended Price
HS-PS-S-PTEST: PowerSchool SIS Hosting Test Bed Annual Invoice Period: 12/21/2023 - 12/20/2024	10,745	Students	\$0.00	0.34	\$3,653.30
HS-PS-S-PSSL: PowerSchool SIS Hosting SSL Certificate Invoice Period: 12/21/2023 - 12/20/2024	1	Each	\$0.00	445.20	\$445.20

Subtotal	Tax Total	Total (USD)
\$143,126.25	\$0.00	\$143,126.25
		Amt. Due (USD)
		\$143,126.25

## Pay Now

By paying this invoice or continuing to access the services, you agree to renew the services on the same terms and conditions (plus any then-current annual uplift) that govern your access to the services during the immediately preceding subscription period.

Thank you for your business

<b>Remit by Check (US Mail Only):</b> POWERSCHOOL GROUP LLC PO BOX 888408 LOS ANGELES, CA 90088-8408	<b>Remit by Check (Courier):</b> LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731	<b>Remit by Wire or ACH:</b> Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBIUS6S (Include invoice number in transmission)	<b>Customer Service:</b> ar@powerschool.com 888-265-7641 (Toll-Free) 916-357-9934 (Fax)
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**333**

This is your annual support/subscription/hosting renewal. To avoid cancellation of your phone support, product updates or hosted products, please work with your Director of Technology or appropriate business person to approve a purchase order and payment for this annual recurring invoice.





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

---

### Board Memorandum

Submitted by Tony Gasper ( ) for approval at the Regular Board Meeting on January 8, 2024.  
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

#### Type of Memorandum

Purchase Order

#### Background and Purpose/Rationale

Supporting Future-Focused Academic Improvement Planning, Dr. Szachowicz and Mr. McNulty will conduct a full day of interviews with district leadership. This is a follow-up to their earlier report for the Consolidated School District of New Britain.

#### Financial Information

The total is \$9,000.00 and the funding source is ESSER.

#### Committee Review

To be reviewed by the Finance Committee on December 18, 2023

[Invoice SPN - Diana Rios.pdf](#)

## Supporting Future-Focused Academic Improvement Planning Consolidated School District of New Britain

As a follow-up to their earlier report for the Consolidated School District of New Britain, Dr. Szachowicz and Mr. McNulty will conduct a full day of interviews with district leadership.

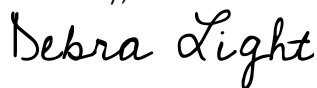
### Scope of Work

Activity Description	Cost
<b>Full-day interviews to be conducted on January 23, 2024, by Dr. Sue Szachowicz and Ray McNulty</b>  1 day @ \$4,500/day per consultant	\$9,000
<b>Total Investment</b>	<b>\$9,000</b>

Consolidated School District of New Britain agrees to pay the fee set forth above upon receipt of the invoice upon delivery of service.

Please indicate Client’s acceptance of this Agreement by signing in the space provided below and returning this to the Successful Practices Network. The delivery of the services is not confirmed until SPN receives this agreement signed by client.

Sincerely,



Debra Light, Vice-President of Administration, Successful Practices Network

Dated: December 13, 2023

**Client: Consolidated School District of New Britain**

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

By: \_\_\_\_\_(signature)

Print Name: \_\_\_\_\_

# Policy Audit Service

The ***Policy Audit Service*** is designed for districts that question the condition of their existing policy manual. CABE's Policy Specialist, in order to determine compliance with state and federal laws, regulations and judicial decisions, will analyze the district's existing manual. The manual will be reviewed to determine inclusion of legally mandated policies and policy areas recommended by CABE.

The Policy Audit Service includes a narrative report on the strengths and weaknesses of the district's existing policy manual and a chart of missing, incomplete and out-of-date policies and suggestions and recommendations for future policy work. An on-site consultation with CABE's Policy Specialist is included to review the findings and discuss the recommendations.

The fee for this service is based on student enrollment and is as follows: up to 1000 students - \$1800, 1001-3000 students - \$2200 and 3001 or more students - \$3000. For an additional fee sample policies will be provided in areas that the district lacks existing policies recommended by CABE, in addition to sample policies judged to be in need of revision. The district is responsible for all follow-up activities utilizing the samples provided by CABE.

If the audit review indicates the need for a custom reworking of the district's existing manual, half of the cost of the Policy Audit Service may be applied toward the purchase of CABE's Customized Policy Service (<https://www.cabe.org/page.cfm?p=275>) if a contract is entered into for such service within six (6) months of the receipt of the audit report.

For more information about this service, please contact CABE's Policy Department at 860-571-7446.



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Damon Pearce () for approval at the Regular Board Meeting on November 6, 2023.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Damon Pearce

#### Type of Memorandum

Acceptance of Donation

#### Background and Purpose/Rationale

The NBHS Band Boosters would like to donate \$2,500 to fund a stipend position for a Color Guard Advisor at the high school for the current school year.

#### Financial Information

The total is \$2,500 and the funding source is .

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on October 23, 2023

[Band Booster Donation Request \(10-23-23\) - Damon Pearce.pdf](#)



October 23, 2023

To Whom It May Concern:

This correspondence is being submitted on behalf of the New Britain High School Band Booster Association. We are requesting to donate \$2,500 to the Consolidated School District of New Britain Board of Education for allocation to a Color Guard Instructor for the 2023-2024 school year. That instructor is Robert Reader; if accepted, the \$2,500 will go to Mr. Reader for his work with the color guard and marching band.

Thank you for your consideration and attention to this request,

Jose Torres, Band Booster President

cc: Tyrone Richardson, Damon Pearce

Jose Torres  
President  
[jmito25@gmail.com](mailto:jmito25@gmail.com)

Alina Iciak  
Vice President  
[iciakalina@gmail.com](mailto:iciakalina@gmail.com)

Thomas Petrisko  
Treasurer  
[tpetrisko@colebrookfinancial.com](mailto:tpetrisko@colebrookfinancial.com)

Marta Wolska  
Recording Secretary  
[maria218421@gmail.com](mailto:maria218421@gmail.com)

Shannon Durand  
Corresponding Secretary  
[durandshan@gmail.com](mailto:durandshan@gmail.com)



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Tyrone Richardson () for approval at the Regular Board Meeting on November 6, 2023.  
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Tyrone Richardson & Lara Bohlke

#### Type of Memorandum

Contract and Purchase Order Approval

#### Background and Purpose/Rationale

On-going support from The Modern Classroom Project. Twenty teachers from various 6-12 schools here in NB have already been trained over the summer and have begun to implement the Modern Classroom strategy for instruction. Twenty more are currently engaged in the next round of training offered asynchronously online. This added support will help to ensure that current and future trained teachers are provided with feedback, more PD options, and resources from the organization. Administrators will receive guidance for supporting teachers at different levels of implementation. We are still in the pilot phase of this plan and the support will help our district with direction on next steps.

The contract covers 50 teachers, however if less than that participate then we will only be charged for that number. The contract is for one year of on and off-site support. The full scope of services will be condensed to meet the support of a full year.

#### Financial Information

The total is \$72,500 and the funding source is ESSER 206396910002 – 53200..

#### Committee Review

To be reviewed by the Curriculum Committee on November 20, 2023

[New Britain Contract - updated August 2022 \(5\) - Ventine "Tyrone" Richardson.pdf](#)



# TRAINING & SUPPORT AGREEMENT

This Agreement (the “Agreement”) is entered into as of November 7th, 2023 by and between The Modern Classrooms Project, a nonprofit corporation organized under the laws of the District of Columbia, located at 15 14th St SE, Washington, DC 20003 (“TMCP”), and Consolidated School District of New Britain located at 272 Main Street, New Britain, CT 06050 (“Sponsor”).

WHEREAS, Sponsor wishes that TMCP provide certain services and TMCP’s performance of such services are of mutual interest and benefit to the TMCP and Sponsor; and WHEREAS, TMCP’s performance of services hereunder will further its educational objectives in a manner consistent with its status as a non-profit, tax-exempt, charitable institution;

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions and any sums to be paid, the parties hereto agree as follows:

## 1. Scope of Work: Virtual Mentorship Program (Open Enrollment)

TMCP will provide Sponsor up to **50 full subscriptions to TMCP’s online Mentorship Program**, to be used by educator(s) selected by Sponsor. For each subscription, each participant shall receive:

- ❖ Full access to TMCP’s premium online course for Consolidated School District of New Britain educator(s).
- ❖ Virtual coaching and detailed feedback from one of TMCP’s expert mentors.
- ❖ Eligibility for CEUs/graduate credits upon completion (*additional fees required*)

**The cost of each subscription is \$750; In total, 50 subscriptions will cost up to \$37,500. Due to capacity constraints and depending on the timing of enrollment, MCP cannot guarantee that all Consolidated School District of New Britain, 50 Mentorship Program subscriptions can be redeemed.**

## 2. Use of Subscriptions: Virtual Mentorship Program (Open Enrollment)

TMCP shall enroll Sponsor’s educators in its Mentorship Program as part of regularly occurring Mentorship Program sessions. This agreement provides for the enrollments of Sponsor’s educators in Mentorship Program sessions starting on or after November 7, 2023 and ending on or before June 30, 2024.

TMCP considers a Mentorship Program subscription to be used as of the date on which the educator using that subscription’s Mentorship Program session begins. After the start date of that session, the educator’s subscription may no longer be transferred or refunded.

Upon request and at any given point prior to June 30, 2024, TMCP shall promptly provide Sponsor with updates about the number of Mentorship Program subscriptions that have been used to date.

### **3. Payment: Virtual Mentorship Program (Open Enrollment)**

- a) TMCP shall invoice Sponsor only for Mentorship Program subscriptions that have been used (as defined above).
- b) Sponsor shall pay TMCP an amount of \$750 per educator enrolled in the Mentorship Program.
- c) On or around the start date of each Mentorship Program session in which Sponsor's educators are enrolled, TMCP shall send to Sponsor a numbered invoice in the amount of \$750 per educator who has been who has been enrolled in the Virtual Mentorship Program at the start of each Mentorship Program session. In the event that Sponsor's educators enroll in multiple sessions, TMCP shall send Sponsor multiple invoices.
- d) In the event that Sponsor wishes to arrange a different plan for payment, requests for alternative arrangements shall be made in writing to [finance@modernclassrooms.org](mailto:finance@modernclassrooms.org).
- e) All payments made hereunder shall include the invoice number and be made by ACH transfer, credit card, or check to The Modern Classrooms Project, 15 14th St SE, Washington, DC 20003.

### **4. Scope of Work: Implementation Support Services**

TMCP will provide Sponsor with a professional learning support package ("Implementation Support Services") which will include:

- ❖ Comprehensive recruitment campaign
- ❖ 1 on-site visit
- ❖ 4 Leadership strategy and coaching sessions
- ❖ Up to 8 Community of Practice sessions for New Britain Educators
- ❖ On-demand support from The Modern Classrooms team

**The cost of the Implementation Support Services is \$35,000.**

### **5. Refunds & Service Transfers: Implementation Support Services**

This agreement covers the provision of the abovementioned Implementation Support Services during the period from November 7, 2023, to June 30, 2024. During that period, it is the responsibility of TMCP to make reasonable efforts to provide each of the services

listed above. It is the responsibility of Sponsor to work with TMCP to find mutually agreeable dates for the provision of these support services.

If Sponsor reasonably requests services listed above, and TMCP is unable to provide such services, TMCP shall refund Sponsor the portion of the Implementation Support Service fees that correspond to the non-provided services. If, however, TMCP makes reasonable efforts to provide these services, but, as a result of Sponsor's acts or omissions, is unable to do so, TMCP shall not refund Sponsor for the services that Sponsor's acts or omissions rendered impossible to provide. **After the end of the contract on June 30, 2024, TMCP shall no longer provide any refunds related to Implementation Support Services, and TMCP shall not be obligated to provide any further Implementation Support Services to Consolidated School District of New Britain or its educator(s) under this agreement.**

Upon request and at any given point during the contract period, TMCP shall promptly provide Sponsor with updates about the services that have been provided to date, as well as the services that remain to be delivered.

## 6. Payment: Implementation Support Services

- a) In consideration of TMCP performing the Implementation Support Services described above, Sponsor shall pay TMCP in two installments, each covering half of the total Implementation Support fee of \$35,000
- b) TMCP shall submit to Sponsor two separate invoices, each in the amount of \$17,500, as follows:
  - i) For Implementation Support Services performed from July to December, TMCP shall send an invoice for \$17,500 on or around December 1.
  - ii) For Implementation Support Services performed from January to June, TMCP shall send an invoice for \$17,500 on or around May 1.
- c) All payments made hereunder shall included in the invoice number and be made by check to:

The Modern Classrooms Project  
15 14th St SE  
Washington, DC 20003

## 7. Independent Contractors

The relationship of Sponsor to TMCP shall be that of an Independent Contractor with respect to all rights and obligations arising under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a relationship of employment, principal and agent, partnership, co- or joint employer, or joint venture. Sponsor shall not permit any of its officers, directors, agents, employees, representatives, contractors, successors, assigns, or anyone acting on their behalf to represent or hold out itself or themselves as employees, agents, or representatives of TMCP or as authorized to make any commitment

to incur any obligation on behalf of TMCP. Consolidated School District of New Britain reserves the right to monitor and evaluate services under this contract.

## **8. Intellectual Property**

- a) Sponsor understands and acknowledges that TMCP, through its employees, has knowledge, experience and expertise in performing work and analysis of the type to be provided under this Agreement, which has been acquired over a substantial number of years prior to entering into this Agreement (“TMCP Background Intellectual Property”). TMCP shall retain all rights to such TMCP Background Intellectual Property. Nothing in this Agreement shall confer any right to Sponsor to acquire by assignment or license, exclusive ownership or use of TMCP Background Intellectual Property.
- b) Copyright in materials created for the performance of the Scope of Work (“Deliverables”) shall vest in TMCP.
- c) TMCP hereby grants to Sponsor an irrevocable, royalty-free, nonexclusive license to use any such copyright to the Deliverables for non-commercial internal purposes.

## **9. Termination**

- a) This Agreement may be terminated (i) for convenience by either party upon sixty (60) days written notice to the other party; or (ii) if either party materially breaches this Agreement, and the non-breaching party provides the breaching party with thirty (30) days advance written notice of termination, and such breach is not remedied within such thirty (30) day period.
- b) Upon written notice, TMCP shall proceed in an orderly fashion to limit or terminate any outstanding commitments and to conclude the work. All costs incurred by TMCP associated with termination shall be allowable including, without limitation, all unreimbursed or non-cancelable costs or commitments incurred or obligated and work performed prior to the effective date of termination, which shall include all appointment of staff prior to the effective date of termination.
- c) In the event of any early termination, TMCP shall submit a final financial report within sixty (60) days of the effective date of termination, accounting for all costs incurred and funds received.
- d) Neither party will be responsible for or liable to the other party for non-performance or delay in performance of any terms or conditions of this Agreement due to acts or occurrences beyond the reasonable control of the nonperforming or delayed party. Such causes include, but are not limited to, acts of God, acts of government, embargoes, terrorism, wars, riots, strikes or other labor disputes, shortages of labor or materials, hurricanes, fires, floods, or any other circumstances of like character. The party whose performance is delayed or prevented shall promptly provide to the other party written notice of the existence of and the reason for such non-performance or delay, and shall work diligently to mitigate its effects and make best efforts to resume performance as soon as practicable.

**10. Scope of Agreement**

- a) This Agreement, including any exhibits, attachments, and documents referenced herein, which are incorporated into this Agreement, constitutes the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. In entering into this Agreement, neither party has relied upon any statement, representation, warranty, or agreement of the other party except for those expressly contained in this Agreement. There are no conditions precedent to the effectiveness of this Agreement other than those expressly stated in this Agreement.
- b) No amendment, modification, or addition to this Agreement will be binding upon the parties hereto unless reduced to writing and signed by an authorized representative of each party.

**11. Governing Law**

The laws of the District of Columbia, without giving effect to its choice of law provisions, shall govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance, and enforcement. Any legal suit, action, or proceeding arising out of or relating to this Agreement shall be brought in the Superior Court of the District of Columbia. The parties agree that a final judgment in any such suit, action, or proceeding may be enforced in other jurisdictions as provided by law.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**The Modern Classrooms Project**

**Consolidated School District of New Britain**

**Signature:** *Kareem Farah*

Signature: \_\_\_\_\_

**Name:** Kareem Farah

Name: \_\_\_\_\_

**Title:** CEO

Title: \_\_\_\_\_

**Date:** November 7th, 2023

Date: \_\_\_\_\_



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Mayra Rodriguez () for approval at the Regular Board Meeting on November 6, 2023.  
Senior Leadership Sponsor: Ann Alfano Staff Presenter: Sondra Sanford

#### Type of Memorandum

Contract Approval

#### Background and Purpose/Rationale

The Partnership Office is seeking contract approval for the attached 2023-2024 Memorandum of Agreement with The New Britain Parks, Recreation and Community Services Department. The purpose of this partnership is to establish the terms and conditions under which CSDNB will provide funding through the Extended School Hours grant to support the "Every Kid Counts" for grades 3-5.

The New Britain Parks, Recreation & Community Services Department has coordinated after school programming since 1992 through a variety of funding: local, state, federal, and foundation grants. A professional relationship built on partnership and collaboration has led to success with after school programs in elementary and middle schools for nearly 30 years. After school programs are supported by the City of New Britain and the Consolidated School District of New Britain.

After-school programs will run from 3:35 – 5:45pm at elementary school sites on full days of school - Monday, Tuesday, Wednesday, Thursday, and Friday - beginning on Monday, September 25, 2023 and ending on Friday, May 24, 2024. Extended School Hours funding in the amount of \$112,000.00 will be granted to New Britain Parks, Recreation and Community Services Department to support elementary level out-of-school time programming at ten school sites: Gaffney, DiLoreto, Lincoln, Smalley, Jefferson, Holmes, Chamberlain, Northend, Vance, and Smith. Budgeted items include but are not limited to: staffing, contractual services, materials and supplies, communications, and professional development.

#### Financial Information

The total is \$112,000.00 and the funding source is Extended School Hours State Grant Professional and Technical Services.

**Committee Review**

To be reviewed by the Finance, Facilities, and Transportation Committee on October 23, 2023

[2023-2024 Parks and Rec- Partnership MOA \(2\) - Mavra Rodriguez.docx](#)



# Partnership Agreement – Memorandum of Agreement

**School Year: 2023-2024**

This Memorandum of Agreement is made and entered into for the academic school year, 2023-2024 by and between the *Consolidated School District of New Britain (CSDNB)* and the *New Britain Parks, Recreation and Community Services Department* After School Program.

**Purpose:** This agreement has been made exclusively for the purposes of collaboration and partnership with after school programming in middle and elementary schools in New Britain.

**Background:** The New Britain Parks, Recreation & Community Services Department has coordinated after school programming since 1992 through a variety of funding: local, state, federal, and foundation grants. A professional relationship built on partnership and collaboration has led to success with after school programs in elementary and middle schools for nearly 30 years. After school programs are supported by the City of New Britain and the Consolidated School District of New Britain.

## **Partner Roles and Responsibilities:**

### ***The Consolidated School District of New Britain agrees to:***

- Support grant-funded after school programs offered through the Parks, Recreation and Community Services Department including the “Exercise the Right Choice” (ERC) program and the Every Kid Counts (EKC) program.
- Grant funds in the amount of \$112,000.00 from the Extended School Hours Grant to support elementary after school programming at ten school sites.
- Ensure students participating in the ERC and EKC program are provided with an electronic device for online learning.
- Provide recruitment support and actively support after school program registration.
- Provide student bus transportation for all qualifying after school program participants at 6:00pm.
- Provide and support opportunities for professional development for after school program staff.
- Provide student and district data for grant reporting purposes.
- Provide program oversight to ensure alignment with district policies and goals.
- Provide program support to ensure that afterschool programming is aligned with the school districts school day curriculum to reinforce and complement students’ academic performance.
- Facilitate a process to have educational staff assist with homework during after school program hours.
- Share district needs assessments with the recreation department for out-of-school time programming.
- Authorize the recreation departments after school program staff to publicize programming at school functions, and PTO/PTA meetings, and post flyers in designated school facilities and related district-managed websites or social media/communication outlets.
- Keep the recreation department informed of important school and district-wide events such as town hall-style meetings, open houses, sporting events, career and college fairs, PTO/PTA meetings, award ceremonies, etc.
- Provide access to schools where after school programming will take place and a designated space where programming will be held.
- Designate a point-person to oversee program and partnership responsibilities.

### ***The New Britain Parks, Recreation and Community Services Department agree to:***

- Recruit and register students who meet the criteria for Every Kid Counts After School Program; maintain and file registration forms and an up-to-date roster of student registration; The criteria for program enrollment will be: students in grades 3-5, with priority allowed for students who 1) have attended SEE and/or Create; 2) are chronically absent, and/or 3) deficient in grade-level proficiency. This information is made known to after school program coordinators through coded lists of students who meet the criteria. Those students in the target population will be invited to the after-school program along with other peers who are a representation of the school

community population. The New Britain Parks and Recreation Department will also include past afterschool program participants, camp participants, and through registrations obtained at school sites beginning at family and community events.

- Coordinate the after-school programs (from 2:50 – 5:45pm at middle school sites, and 3:35 – 5:45pm at elementary school sites), on full days of school - Monday, Tuesday, Wednesday, Thursday, and Friday - beginning on Monday, September 25, 2023 and ending on Friday, May 24, 2024.
- Maintain a daily schedule of activities for each day that the program is in session including but not limited to: academic support/homework help, enrichment, recreation and wellness activities, and project-based learning.
- Recruit, hire, have appropriate background checks (local police and DCF), train and orient staff which may include certified teachers, youth development specialists, and others who offer a mix of perspective and talents to administer the after-school programs at each site funded by the school district and other grant-funded sites as a partner to the district.
- Ensure that at least two program staff per site are certified in First Aid/CPR. At least one First Aid/CPR certified staff is on-site at all times during program operation.
- Complete and pass Child Abuse and Neglect: Mandatory Reporting Course in Safeschools.
- Set up student bus transportation requests through the school district transportation department. Assign a staff person to ride and monitor the after school bus at 6:00pm to ensure student safety in return home to neighborhood stops.
- Maintain a balanced budget for all school district-granted programs; report each quarter to the school district.
- Arrange for the snack and/or dinner program through Whitsons (food service).
- Obtain and maintain inventory of supplies and materials needed for the program at each site. Identify with school administration a secure place to store supplies and materials for the duration of the program year.
- Keep two-way communication with building administrators or their designee via email, phone, or in-person meetings to connect the school day with after school programming.
- Collaborate and develop partnerships with other community partners on site.
- Provide attendance data through Transact data tracking software; submit monthly attendance reports.
- Attend out-of-school time professional development opportunities.
- Use the NIOST APT-O to assess the program quality at least once per year and share results with the school district. The APT-O may be administered with an after school program coordinator, a district representative, and/or an outside program quality advisor.
- Follow the Connecticut After School Network's Best Practices.
- Agree to financial responsibilities of grant-funded programming.

**Funding:** Extended School Hours funding in the amount of \$112,000.00 will be granted to New Britain Parks, Recreation and Community Services Department to support elementary (3<sup>rd</sup>-5<sup>th</sup> grade) level out-of-school time programming at ten school sites: Gaffney, DiLoreto, Lincoln, Smalley, Jefferson, Holmes, Chamberlain, Northend, Vance, and Smith. Budgeted items include but are not limited to: staffing, contractual services, materials and supplies, communications, and professional development.

**Terms of Invoicing and Payment:** The New Britain Parks, Recreation and Community Services Department will invoice the Consolidated School District (e.g. monthly or bimonthly) after services have been rendered or after the full completion of programs. Invoicing should be explicit. Payments for services rendered should be expected within 30 days from invoice. Invoices should be submitted to Mayra Rodriguez at [rodrimay@csdnb.org](mailto:rodrimay@csdnb.org) or mailed to 272 Main Street, New Britain, CT 06051.

**Terms of Agreement:** The terms of this agreement will begin upon signature of agreement through the 2023-2024 academic school year.

**Agency Contacts:** The main contacts for the partnership are as follows:

**Consolidated School District of New Britain (CSDNB)**

Anthony J. Gasper, Ed.D.  
Superintendent of Schools  
272 Main Street  
New Britain, CT 06051  
(860) 827-2200  
[gasper@csdnb.org](mailto:gasper@csdnb.org)

**AND**

**New Britain Parks, Recreation and Community Services Department**

Erik Barbieri  
Director of Parks, Recreation and Community Services  
27 W. Main Street Room#302  
New Britain, CT 06051  
(860) 826-3360  
[Erik.Barbieri@newbritainct.gov](mailto:Erik.Barbieri@newbritainct.gov)

Signed and approved by the duly authorized representatives of the parties:

**Authorized Representative from Consolidated School District of New Britain**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Authorized Representative from New Britain Parks, Recreation and Community Services Department**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Donna Clark () for approval at the Regular Board Meeting on November 6, 2023.  
Senior Leadership Sponsor: Mark Spalding Staff Presenter: Mark Spalding

#### Type of Memorandum

Purchase Order and Contract Approval

#### Background and Purpose/Rationale

This is a request for the CSDNB to partner with Klingberg Family Centers to provide mental health services and "Love Wins" interventions based on the needs of the children and families of the school district. Klingberg will be responsible for the provision of technical support, the identification of evidence-based programs, assistance with program implementation and the provision of clinical school based service delivery. In addition, "Love Wins" interventions will include classroom based wellness activities, consultation services to staff members and families, Crisis/De Escalation intervention support, group work, outreach and professional development. The 11 elementary schools identified to receive "Love Wins" and mental health services from Klingberg are as follows: Smith, Smalley, Northend, DiLoreto Elementary, DiLoreto Middle, Chamberlain, Jefferson , Gaffney , Holmes, Lincoln and NBTC.

The CSDNB will be responsible for identifying targeted schools and staff for service, the provision of referrals for clinical services, the identification of training needs, the provision of building space for service delivery and the coordination of key partners for program success.

Clinical School Based Services funded through insurance of the child. CSDNB will pay Klingberg \$90,000 for the implementation of "Love Wins" interventions in 11 schools, for the funding period of September 2023 - June 30,2024.

#### Financial Information

The total is \$90,000 and the funding source is Title IV Grant 2019 969 10001 53340.

#### Committee Review

To be reviewed by the Finance, Facilities, and Transportation Committee on October 23, 2023

[Klingberg Family Centers MOU Love Wins 23.24 school year - Donna Clark.pdf](#)



**Memorandum of Understanding  
Between  
The Consolidated School District of New Britain and  
Klingberg Family Centers, Inc.**

The Parties of this Memorandum of Understanding (MOU) are **The Consolidated School District of New Britain (CSDNB)** and **Klingberg Family Centers, Inc. (Klingberg)** hereinafter collectively referred to as the Parties.

The 11 elementary schools identified to receive Love Wins and mental health services from Klingberg are as follows: Smith Elementary School, Smalley Elementary School, Northend Elementary School, DiLoreto Elementary and Middle School, Chamberlain Elementary School, Jefferson Elementary School, Gaffney Elementary School, Holmes Elementary School, Lincoln Elementary School and The Transition Center.

I. **Purpose:** The purpose of this agreement is to provide mental health services and “Love Wins” interventions based on the needs of the children and families of the CSDNB.

II. **Roles and Responsibilities:** The Parties agree to the following roles and responsibilities.

a. Responsibilities of **Klingberg**:

- Ongoing technical support to the Partnership Project Manager. Assist in identifying evidence-based programs and needed training.
- Assist the district in implementing selected training and/or presentations.
- Clinical School Based Services: Funded through insurance of the child.

The following services will be provided within the contracted schools and/or virtually;

- Initial assessment for services, including mental health diagnosis
- Treatment planning
- Medication evaluation when indicated
- Individual Therapy
- Family Therapy
- Group Therapy (Bounce Back and CBITS will be facilitated at Chamberlain Elementary School)
- “Love Wins” Interventions:
  - Classroom: The clinician will schedule with teachers as requested. These activities may include: guided meditation, mindfulness, check-in group, yoga, zones of regulation, safety, self-esteem. The clinician and teacher have flexibility in determining what activity the youth in the classroom would benefit most from.
  - Consultation Services: The clinician and/or supervisor will schedule weekly meetings with the school social worker and other school personnel deemed appropriate by school leadership. The purpose of this meeting will be to review and discuss referrals/clients/ Love Wins students. The clinician and/or supervisor are available as needed to attend staff meetings or to provide SEL. Clinician/Supervisor will offer multi-disciplinary case consultation for teachers and/or education staff who are struggling with how to work with particular



youth. Assistance in engaging students and families with the goal of decreasing absenteeism.

- Crisis/De Escalation intervention support: Clinicians and/or supervisor is available to provide consultation for youth exhibiting behavioral difficulties. The clinician and/or supervisor may: provide recommendations for level of intervention (call DCF Careline, 211 or 911), assist teacher or staff with understanding the meaning of the behavior and how to effectively intervene to de-escalate, debrief students, classrooms and teachers after a critical incident (lock down, loss of a student/teacher, illness of a student/teacher and other impactful incidents).
- Group Work: Groups will be facilitated by the clinician and scheduling is flexible to meet the needs of the school/students/teachers.
- Outreach: Outreach to families or external organizations for collaboration or planning (e.g., assisting in the organization of open houses, attending parent-teacher conferences, facilitating meetings with our local providers and education on services).
- Professional Development: Klingberg will collaborate with school personnel and CSDNB leadership to identify the training needs of educational and support staff. Training may focus on: Trauma Informed Care; Vicarious Trauma; SEL; staff well-being and self-care.
  - Wellness of Education and Support Staff and School Leadership: Klingberg understands the importance of self-care and well-being and that individual needs in this area are unique. Klingberg will offer regular self-care/well-being activities for staff at all levels in each of its schools. These may include: Morning Coffee Truck; "Lunch and Talk;" creative activities that promote fun and 1:1 staff support.

b. Responsibilities of **CSDNB**:

- Identify targeted schools/staff for service
- Provide confidential and safe meeting space in targeted schools for provision of services
- Provide referrals for clinical services
- Identify staff training needs
- Assist in coordinating the efforts of all key partners, to ensure that the program is moving forward and to assist in any way necessary to facilitate success of the program

III. **Confidentiality:** Klingberg shall ensure the complete confidentiality of any and all information provided by CSDNB. Any material gathered, used and developed shall not be provided to any other party without the express written approval of the superintendent. In addition, Klingberg shall be subject to all of the rules, regulations, and policies of the CSDNB.

IV. **Funding Agreement:**

- a. CSDNB will pay Klingberg the expenses listed below for the funding period of September 2023- June 30, 2024.
  - \$90,000 implementation in 11 Love Wins Schools



- o (Approximately \$8,181 per school)
- b. Klingberg will submit an invoice to Partnership Project Manager to be processed for payment
- c. The funding source for this contract is: \$90,000 Title IV Grant

**V. Independent Contractor:**

- a. In providing services to CSDNB, Klingberg shall at all times operate as an independent contractor and shall have no authority to make any arrangements or incur any liabilities on behalf of the Board of Education.

**VI. Duration and Termination:**

- a. This Agreement is for the period beginning September 1, 2023 and ending June 30, 2024. Either party may terminate this Agreement for non-performance after first giving written notice of breach to the other party and an opportunity for the other party to cure the non-performance within fifteen (15) days of the receipt of written notice. Notice shall be deemed effective when delivered via certified mail to the following:

The Consolidated School District of New Britain  
272 Main Street  
New Britain, CT 06050

And to

Steven A Girelli, PhD  
Klingberg Family Centers, Inc.  
370 Linwood Street  
New Britain, CT 06052

**VII. Whole Agreement:**

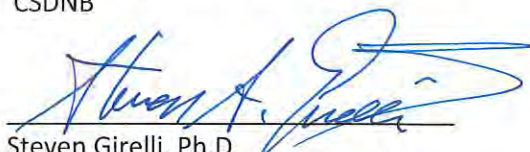
- a. This MOU contains the entire agreement between the parties with respect to the subject matter set forth herein, but may be modified with the written consent of both parties.

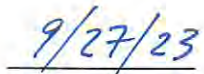
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives.

Primary Partners:

\_\_\_\_\_  
Dr. Anthony J. Gasper, Ed. D, Superintendent  
CSDNB

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steven Girelli, Ph.D.  
President/CEO  
Klingberg Family Centers, Inc.

  
\_\_\_\_\_  
Date



November 1, 2023

To: Board of Education  
From: Ann Alfano, Chief Financial Officer  
CC: Dr Tony Gasper, Superintendent  
Re: Financial Report Month Ending October 31, 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

Extra Earnings – Exhibit E – Pages 7-8

Check Register – Exhibit F – Pages 9-27



Consolidated School District of New Britain  
2023-2024 Operating Budget Summary Report

Description						Expenditures				%	
	Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.
		Board	Internal	Board	Internal						
Certified Salaries	51,167,724	-	6,000	-	-	51,167,724	38,954,210	8,552,693	47,506,902	3,660,821	92.8%
Non-Certified Salaries	22,528,612	-	-	-	-	22,528,612	14,334,130	5,917,498	20,251,628	2,276,984	89.9%
Fringes & Insurances	15,838,837	-	-	-	-	15,838,837	3,037,726	5,924,839	8,962,565	6,876,272	56.6%
Purchased Professional Services	3,893,821	-	(9,742)	-	375	3,894,196	234,447	631,466	865,912	3,028,284	22.2%
Purchased Contractual Services	2,278,354	-	-	-	-	2,278,354	537,307	546,669	1,083,976	1,194,378	47.6%
Purchased Other Services	24,440,594	-	6,000	7,500	2,500	24,440,594	6,963,925	2,185,403	9,149,329	15,291,265	37.4%
Supplies	5,727,764	-	(6,000)	(7,500)	(2,875)	5,727,389	2,785,155	1,659,435	4,444,589	1,282,800	77.6%
Capital Outlay	1,062,825	-	-	-	-	1,062,825	77,649	450,476	528,125	534,701	49.7%
Other	184,957	-	3,742	-	-	184,957	9,893	72,208	82,101	102,856	44.4%
Operating Transfers Out	376,512	-	-	-	-	376,512	-	-	-	376,512	0.0%
<b>Grand Total</b>	<b>127,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>127,500,000</b>	<b>66,934,441</b>	<b>25,940,687</b>	<b>92,875,128</b>	<b>34,624,872</b>	<b>72.8%</b>

Consolidated School District of New Britain  
2023-2024 Operating Budget Detail Report

Obj Code	Description					Expenditures			%			
		Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total Exp & Enc	Available Balance	Expended / Encumb.
			Board	Internal	Board	Internal						
511XX	<u>Certified Salaries</u>	51,167,724		6,000	-	51,167,724	38,954,210	8,552,693	47,506,902	3,660,821	92.8%	
	<u>Non-Certified Salaries</u>											
5122X	Managers / Supervisors	2,127,866				2,127,866	1,275,573	612,031	1,887,604	240,262	88.7%	
5123X	Secretarial	4,986,937				4,986,937	2,966,318	1,489,646	4,455,964	530,973	89.4%	
5124X	Paraprofessional	7,052,240				7,052,240	4,955,762	1,273,347	6,229,109	823,132	88.3%	
5125X	Custodial /Maint./ Security	5,308,218				5,308,218	3,037,977	1,803,514	4,841,491	466,727	91.2%	
5126X	Health / Medical	1,535,726				1,535,726	1,096,799	332,892	1,429,691	106,035	93.1%	
5127X	Other Salaries	1,517,626			-	1,517,626	1,001,701	406,068	1,407,769	109,857	92.8%	
		22,528,612			-	22,528,612	14,334,130	5,917,498	20,251,628	2,276,984	89.9%	
	<u>Fringes &amp; Insurances</u>											
52101	Health Insurance	8,885,774				8,885,774	-	2,983,780	2,983,780	5,901,994	33.6%	
52102	Life Insurance	109,000				109,000	-	43,415	43,415	65,585	39.8%	
52103	Disability Insurance					-	-	-	-	-	0.0%	
52104	H.S.A. Contribution	1,750,000				1,750,000	-	1,749,089	1,749,089	911	99.9%	
52200	FICA / Medicare	1,118,636				1,118,636	1,264,979	(154,984)	1,109,995	8,641	99.2%	
52300	Retirement Contributions	3,147,427				3,147,427	1,686,557	1,094,288	2,780,845	366,582	88.4%	
52500	Tuition Reimbursement	24,000				24,000	-	13,613	13,613	10,388	56.7%	
52600	Unemployment Compensation	120,000				120,000	-	-	-	120,000	0.0%	
52700	Workers' Compensation	684,000				684,000	86,190	195,638	281,828	402,172	41.2%	
		15,838,837	-	-	-	15,838,837	3,037,726	5,924,839	8,962,565	6,876,272	56.6%	
	<u>Purchased Professional Services</u>											
53061	Testing / Scoring Psy Ex	10,000				10,000	-	105	105	9,895	1.1%	
53200	Instructional	40,350			-	40,350	250	700	950	39,400	2.4%	
53210	Tutors	50,000				50,000	-	2,760	2,760	47,240	5.5%	
53211	Tutors - Special Ed	180,000				180,000	-	38,770	38,770	141,230	21.5%	
53212	Bus Monitors	738,426				738,426	89,823	49,882	139,705	598,721	18.9%	
53300	Employee Train & Dev	13,550			-	13,550	-	-	-	13,550	0.0%	
53320	In-Service	122,390			-	122,765	7,243	32,337	39,580	83,185	32.2%	
53321	Testing Services	27,100		(6,000)	-	27,100	1,350	5	1,355	25,745	5.0%	
53323	Prof Educational Svc.					-	-	-	-	-	0.0%	
53325	Parent Activities	2,300				2,300	786	-	786	1,514		
53340	Other Prof/Tech Services	44,258		(3,742)		44,258	31,873	51,611	83,484	(39,226)	188.6%	
53350	Recruitment & Retention	45,000				45,000	562	-	562	44,438	1.2%	
53400	Translations	10,000				10,000	-	1,612	1,612	8,388	16.1%	
53402	Other Serv - Medical					-	-	-	-	-	0.0%	
53409	Other Serv - Reg Ed					-	1,073	4,390	5,463	(5,463)	0.0%	
53410	Other Serv - Support	26,372				26,372	-	811	811	25,561	3.1%	
53411	Audit/Accounting Services	102,000				102,000	-	9,338	9,338	92,663	9.2%	



Obj Code	Description					Expenditures			%			
		Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total Exp & Enc	Available Balance	Expended / Encumb.
			Board	Internal	Board	Internal						
53412	Legal Fees	236,000					236,000	100	30,776	30,876	205,124	13.1%
53440	Outside Trainer Services	25,000					25,000	-	-	-	25,000	0.0%
53500	Technical Services	221,110					221,110	57,822	61,694	119,516	101,594	54.1%
53510	Data Processing	833,965					833,965	2,888	293,720	296,608	537,357	35.6%
53540	Sports Officials	166,000					166,000	-	23,631	23,631	142,369	14.2%
53950	Outside Substitute Services	1,000,000					1,000,000	40,678	29,322	70,000	930,000	7.0%
		3,893,821	-	(9,742)	-	375	3,894,196	234,447	631,466	865,912	3,028,284	22.2%
<u>Purchased Contractual Services</u>												
54101	Refuse Removal	180,500					180,500	112,461	54,748	167,209	13,291	92.6%
54103	Snow Removal	45,000					45,000	32,126	13,400	45,526	(526)	101.2%
54300	Repairs & Maintenance	1,775,400					1,775,400	277,145	426,669	703,814	1,071,586	39.6%
54400	Rentals	277,454					277,454	115,575	51,852	167,427	110,027	60.3%
		2,278,354	-	-	-	-	2,278,354	537,307	546,669	1,083,976	1,194,378	47.6%
<u>Purchased Other Services</u>												
55100	Transportation	6,808,142					6,808,142	134,914	109,345	244,259	6,563,883	3.6%
55109	Transportation - Special Ed	4,675,913					4,675,913	431,010	390,686	821,695	3,854,218	17.6%
55110	Transportation - Outplaced	610,000					610,000	179,907	-	179,907	430,093	29.5%
55300	Communications	261,000					261,000	111,388	142,703	254,090	6,910	97.4%
55301	Postage	80,477					80,477	8,263	31,938	40,201	40,276	50.0%
55302	Licenses/Fees - Tech	47,547		6,000	7,500	2,500	47,547	13,500	39,876	53,376	(5,829)	112.3%
55303	Internet Service	-					-	-	-	-	-	0.0%
55400	Advertising	14,200					14,200	99	1,394	1,493	12,707	10.5%
55500	Printing & Binding	355,700					355,700	69,766	36,705	106,471	249,229	29.9%
55610	Tuition - Public In-State	1,019,101					1,019,101	356,336	99,543	455,878	563,223	44.7%
55611	Tuition - Local Residential	91,241					91,241	132,942	27,328	160,270	(69,029)	175.7%
55612	Tuition - VOAG/Magnet School:	3,279,000					3,279,000	-	-	-	3,279,000	0.0%
55613	Tuition - Outplacement	18,357					18,357	-	4,813	4,813	13,544	26.2%
55620	Tuition - Regular Ed	21,888					21,888	-	1,320	1,320	20,568	0.0%
55630	Tuition - Private In-State	5,179,060					5,179,060	4,216,456	924,190	5,140,647	38,413	99.3%
55631	Tuition - Private Out-State	91,241					91,241	132,942	24,678	157,620	(66,379)	172.8%
55690	Tuition - Outplaced	462,854					462,854	183,335	55,886	239,221	223,634	51.7%
55691	Tuition - Other services	1,393,409					1,393,409	992,768	290,729	1,283,496	109,913	92.1%
55800	Travel Reimbursement	31,465					31,465	300	4,270	4,570	26,895	14.5%
		24,440,595	-	6,000	7,500	2,500	24,440,594	6,963,925	2,185,403	9,149,329	15,291,265	37.4%
<u>Supplies</u>												
56100	Office Supplies	206,956					206,956	13,895	63,462	77,357	129,599	37.4%
56101	Custodial Supplies	350,000					350,000	109,972	265,678	375,650	(25,650)	107.3%
56102	Maint Supplies / Repairs	240,000					240,000	74,538	134,316	208,853	31,147	87.0%

Consolidated School District of New Britain  
2023-2024 Operating Budget Detail Report

Obj Code	Description					Expenditures			%			
		Adopted Budget	Prior Transfers		Pending Transfers	Revised Budget	Encumbr.	Actuals	Total Exp & Enc	Available Balance	Expended / Encumb.	
			Board	Internal								Board
56103	Misc (Equip) Supplies	24,937			24,937	-	3,451	3,451	21,486	13.8%		
56110	Instructional Supplies	436,538			(2,000)	436,538	119,647	214,228	333,875	76.5%		
56111	Instructional Supplies - Art	53,831			(375)	53,456	14,430	4,503	18,932	35.4%		
56112	Instructional Supplies - Music	29,921				29,921	5,100	3,042	8,142	27.2%		
56113	Instructional Supplies - PE	14,742			(500)	14,742	3,335	1,655	4,990	33.9%		
56114	Supplies - Tech Related	8,260				8,260	100	175	7,985	3.3%		
56115	Instructional Supplies - Culinary	17,000			-	17,000	12,730	3,796	16,526	97.2%		
56150	COVID19 Supplies	-			-	-	-	-	-	0.0%		
56210	Heat & Gas	1,120,166				1,120,166	949,389	108,621	1,058,010	94.5%		
56220	Electricity	2,244,643				2,244,643	1,307,726	636,822	1,944,548	86.6%		
56260	Gasoline	521,367				521,367	-	77,369	77,369	14.8%		
56270	Water	149,416				149,416	114,786	97,260	212,046	(62,630)	141.9%	
56401	Parent Activity Supplies	1,845				1,845	-	-	-	1,845	0.0%	
56410	Textbooks	101,421		(13,000)	(7,500)	-	101,421	4,350	12,837	17,187	84,233	16.9%
56420	Library Books	73,700				73,700	51,103	4,530	55,633	18,067	33.3%	
56430	Periodicals	5,200				5,200	100	2,007	2,107	3,093	40.5%	
56900	Other Supplies	127,821		7,000	-	-	127,821	3,954	25,685	29,638	98,183	23.2%
		5,727,764	-	(6,000)	(7,500)	(2,875)	5,727,389	2,785,155	1,659,435	4,444,589	1,282,800	77.6%
	<u>Capital Outlay</u>											
57010	Facilities - Cafeteria	-										
57201	CARES ACT								-	-		
57300	Non-Instruct Equip - Replace	43,600				43,600	1,139	2,578	3,717	39,883		8.5%
57301	Non-Instruct Equip - New	81,750				81,750	9,489	51,363	60,852	20,898		74.4%
57345	Instruct Equip - Replace	524,650				524,650	331	289,600	289,931	234,719		55.3%
57346	Instruct Equip - New	55,000				55,000	66,689	39,182	105,871	(50,871)		192.5%
57350	Software - Tech Related	357,825				357,825	-	67,753	67,753	290,072		18.9%
57969	Facilities Improvements					-	-	-	-	-		
		1,062,825	-	-	-	-	1,062,825	77,649	450,476	528,125	534,701	49.7%
	<u>Other</u>											
58100	Dues & Fees	104,957		3,742	-	104,957	9,893	72,109	82,002	22,955		78.1%
58150	Operational / Athletics	20,000				20,000	-	-	-	20,000		0.0%
58200	Operational / High School Grad	60,000				60,000	-	99	99	59,901		0.2%
		184,957	-	3,742	-	-	184,957	9,893	72,208	82,101	102,856	44.4%
	<u>Operating Transfers Out</u>											
59101	Transfer to Adult Ed Fund	376,512				376,512	-	-	-	376,512		0.0%
	Grand Total	127,500,000	-	-	-	-	127,500,000	66,934,441	25,940,687	92,875,128	34,624,872	72.8%

CSDNB  
Pending Budget Transfers  
Requires Board Approval

<u>Account Code</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
101096122004	56410	Transfer from Textbooks account to License & Fees account	7,500.00	
101096110001	55302	Transfer from Textbooks account to License & Fees account		7,500.00



Consolidated School District of New Britain  
2023-2024 Internal Budget Transfers

<u>Budget Unit</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
101000510001	56113	Transfer from PE Supplies to Instructional Supplies	500.00	
101000510001	56110	Transfer from PE Supplies to Instructional Supplies		500.00
101006110001	56111	Transfer from Art Supplies to PD account	375.00	
101006110001	53320	Transfer from Art Supplies to PD account		375.00
101096122004	56110	Transfer from Instructional Supplies to License Fees	2,500.00	
101096110001	55302	Transfer from Instructional Supplies to License Fees		2,500.00

Consolidated School District of New Britain  
 General Fund Extra Earnings/Overtime and Substitute Coverage Report  
 Month Ending October 31, 2023 Versus Fiscal Year Ended 2022-2023, 2021-22 and 2020-21

Organization	Account Title	Fiscal Year 2023 - 2024			Fiscal Year 2022-2023		Fiscal Year 2021-2022		Fiscal Year 2020-2021	
		Budget	Expenditures	Balance	Oct-23	Jun-23	Oct-21	Jun-22	Oct-20	Jun-21
<b>TEACHER'S</b>										
<b>EXTRA EARNINGS / OT:</b>										
101096900030	51181 DW DUTY FREE	125,000	21,873	103,127	26,662	138,053	46,805	107,471	32,087	249,753
101096900040	51181 DW GUIDANCE	28,000	31,037	(3,037)	31,102	52,276	44,997	72,414	38,692	57,008
101096900130	51181 DW TESTING	6,000	4,350	1,650	1,858	-	-	697	-	-
101096910001	51181 DW	235,000	75,023	159,977	223,975	121,137	361,087	822,910	237,971	514,306
		<u>394,000</u>	<u>132,282</u>	<u>261,718</u>	<u>283,596</u>	<u>311,465</u>	<u>452,889</u>	<u>1,003,492</u>	<u>308,750</u>	<u>821,066</u>
<b>SUB COVERAGE</b>										
101096900110	51181 DW SUB TEACH	151,000	18,532	132,468	-	138,053	-	8,810	-	-
<b>GRAND TOTAL</b>		<u>545,000</u>	<u>150,814</u>	<u>394,186</u>	<u>283,596</u>	<u>449,518</u>	<u>452,889</u>	<u>1,012,302</u>	<u>308,750</u>	<u>821,066</u>
<b>SECRETARIAL/CLERICAL</b>										
<b>EXTRA EARNINGS / OT:</b>										
101096900010	51238 DW OT/DT	125,000	52,632	72,368	109,818	265,385	151,435	151,016	59,099	194,084
101096910001	51238 DW	24,000		24,000	61,859	88,679	32,958	88,540	17,752	35,662
		<u>149,000</u>	<u>52,632</u>	<u>96,368</u>	<u>171,677</u>	<u>354,063</u>	<u>184,394</u>	<u>239,556</u>	<u>76,851</u>	<u>229,746</u>
<b>SUB COVERAGE</b>										
101096900100	51238 DW SUB SEC	51,000	16,256	34,744	15,402	62,370	18,854	69,635	5,153	26,719
		<u>200,000</u>	<u>68,888</u>	<u>131,112</u>	<u>187,079</u>	<u>416,433</u>	<u>203,248</u>	<u>309,191</u>	<u>82,005</u>	<u>256,465</u>
<b>PARA</b>										
<b>EXTRA EARNINGS / OT:</b>										
101096900010	51248 DW OT/DT	200,000	62,667	137,333	4,627	9,947	88,511	252,658	-	17,972
101096900030	51248 DW DUTY FREE	75,000	191,745	(116,745)	202,361	1,374,561	121,779	116,847	9,335	117,106
101096910001	51248 DW	54,000		54,000	28,920	90,587	467	467	16,476	19,922
		<u>329,000</u>	<u>254,412</u>	<u>74,588</u>	<u>235,909</u>	<u>1,475,094</u>	<u>210,757</u>	<u>369,972</u>	<u>25,810</u>	<u>155,001</u>
<b>SUB COVERAGE</b>										
101096900090	51248 DW SUB PARA	101,000	36,942	64,058	21,456	180,734	16,186	118,578	14,848	98,784
		<u>430,000</u>	<u>291,354</u>	<u>138,646</u>	<u>257,364</u>	<u>1,655,828</u>	<u>226,944</u>	<u>488,550</u>	<u>40,658</u>	<u>253,784</u>

Consolidated School District of New Britain  
 General Fund Extra Earnings/Overtime and Substitute Coverage Report  
 Month Ending October 31, 2023 Versus Fiscal Year Ended 2022-2023, 2021-22 and 2020-21

Organization	Account Title	Fiscal Year 2023 - 2024			Fiscal Year 2022-2023		Fiscal Year 2021-2022		Fiscal Year 2020-2021	
		Budget	Expenditures	Balance	Oct-23	Jun-23	Oct-21	Jun-22	Oct-20	Jun-21
<b>CUSTODIAL / MAINTENANCE / SECURITY</b>										
<b>EXTRA EARNINGS / OT:</b>										
101096900010	51258 DW OT/DT	278,000	242,277	35,723	192,922	744,444	227,738	782,258	72,150	316,030
101096900020	51258 DW CALL IN	13,000	2,465	10,535	3,447	9,165	2,331	8,592	2,986	8,247
101096910001	51258 DW	-	-	-	-	-	-	-	-	-
101096900990	51258 DW COVID19	-	-	-	-	-	652	652	10,087	268,213
	<b>51258 Total</b>	<u>291,000</u>	<u>244,742</u>	<u>46,258</u>	<u>196,369</u>	<u>753,608</u>	<u>230,721</u>	<u>791,502</u>	<u>85,223</u>	<u>592,489</u>
<b>SUB COVERAGE</b>										
101096900060	51258 DW SUB MAINT	350,000	306,741	43,259	237,073		191,675	263,339	227,042	598,773
		<u>641,000</u>	<u>551,483</u>	<u>89,517</u>	<u>433,443</u>	<u>753,608</u>	<u>422,396</u>	<u>1,054,841</u>	<u>312,265</u>	<u>1,191,262</u>
<b>HEALTH / MEDICAL</b>										
<b>EXTRA EARNINGS / OT:</b>										
101096900010	51268 DW OT/DT	48,000	4,837	43,163	15,531	46,198	103,474	280,140	15,931	68,432
101096910001	51268 DW	100,000	89,045	10,955	59,564	117,305	31,350	71,822	86,398	169,076
	<b>51268 Total</b>	<u>148,000</u>	<u>93,882</u>	<u>54,118</u>	<u>75,096</u>	<u>163,503</u>	<u>134,824</u>	<u>351,962</u>	<u>102,329</u>	<u>237,508</u>
<b>SUB COVERAGE</b>										
101096900070	51268 DW SUB HEALTH	10,000	2,806	7,194	1,632	7,214	-	-	-	-
		<u>158,000</u>	<u>96,688</u>	<u>61,312</u>	<u>76,728</u>	<u>170,717</u>	<u>134,824</u>	<u>351,962</u>	<u>102,329</u>	<u>237,508</u>
<b>GRAND TOTAL</b>										
	EXTRA EARNINGS/OT	1,311,000	777,950	533,050	962,647	3,057,734	1,213,585	2,756,485	598,963	2,035,811
	SUBCOVERAGE	663,000	381,277	281,723	275,564	388,371	226,716	460,362	247,043	724,276
		<u>1,974,000</u>	<u>1,159,228</u>	<u>814,772</u>	<u>1,238,211</u>	<u>3,446,104</u>	<u>1,440,301</u>	<u>3,216,846</u>	<u>846,006</u>	<u>2,760,087</u>



Check Register

October 1, 2023 - October 31, 2023

Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402133	10/06/2023	10022	ACE TRAILER LEASING INC	1010	931	54400	RENTALS	\$570.00
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	003	54300	REPAIRS & MAINTENANCE	\$461.00
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	011	54300	REPAIRS & MAINTENANCE	\$1,613.77
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	015	54300	REPAIRS & MAINTENANCE	\$478.50
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	051	54300	REPAIRS & MAINTENANCE	\$848.25
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	052	54300	REPAIRS & MAINTENANCE	\$2,881.29
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	053	54300	REPAIRS & MAINTENANCE	\$2,669.76
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	061	54300	REPAIRS & MAINTENANCE	\$5,791.22
402135	10/06/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	091	54300	REPAIRS & MAINTENANCE	\$2,563.22
402136	10/06/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	006	54300	REPAIRS & MAINTENANCE	\$552.54
402136	10/06/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	053	54300	REPAIRS & MAINTENANCE	\$609.73
402136	10/06/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	091	54300	REPAIRS & MAINTENANCE	\$483.52
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	006	56100	OFFICE SUPPLIES	\$95.52
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	007	56100	OFFICE SUPPLIES	\$161.88
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	009	56110	INSTRUCTIONAL SUPPLIES	\$152.31
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	009	56100	OFFICE SUPPLIES	\$30.39
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	053	56113	INSTR SUPPLIES - PE	\$52.98
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$58.96
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	061	56900	OTHER SUPPLIES	\$131.07
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	090	56100	OFFICE SUPPLIES	\$182.84
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	902	56100	OFFICE SUPPLIES	\$153.89
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	911	56100	OFFICE SUPPLIES	\$1,502.88
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$150.00
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$48.52
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	2058	969	56900	OTHER SUPPLIES	\$1,213.05
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	2382	966	55050	OTHER PURCHASE SERVICES	\$209.87
402137	10/06/2023	14395	AMAZON.COM SERVICES INC	2382	966	56100	OFFICE SUPPLIES	\$47.98
402138	10/06/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	53400	OTHER SERV - TRANSL	\$247.51
402139	10/06/2023	12095	AMY M ANDERSON	1010	961	55800	TRAVEL REIMBURSEMENT	\$48.67
402140	10/06/2023	13543	ARBITERPAY	1010	978	53540	SPORTS OFFICIALS	\$1,000.00

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402140	10/06/2023	13543	ARBITERPAY	1010	978	53540	SPORTS OFFICIALS	\$2,000.00
402140	10/06/2023	13543	ARBITERPAY	1010	978	53540	SPORTS OFFICIALS	\$1,000.00
402140	10/06/2023	13543	ARBITERPAY	1010	978	53540	SPORTS OFFICIALS	\$1,000.00
402140	10/06/2023	13543	ARBITERPAY	1010	978	53540	SPORTS OFFICIALS	\$1,000.00
402141	10/06/2023	10127	AT&T MOBILITY	1010	931	55300	COMMUNICATIONS	\$8,095.86
402142	10/06/2023	14619	CHRISTOPHER L BADENHOP	2325	969	53300	EMPLOYEE TRAIN & DEV	\$597.44
402143	10/06/2023	12497	EILEEN M BLEAN	1010	963	56100	OFFICE SUPPLIES	\$8.51
402144	10/06/2023	10504	BLICK ART MATERIALS LLC	1010	091	56111	INSTR SUPPLIES - ART	\$155.69
402145	10/06/2023	10238	BSN SPORTS LLC	2700	061	58999	OTHER EXPENSES	\$884.79
402146	10/06/2023	10250	C & M TELEPHONE	1010	009	55300	COMMUNICATIONS	\$125.00
402146	10/06/2023	10250	C & M TELEPHONE	1010	052	55300	COMMUNICATIONS	\$132.00
402146	10/06/2023	10250	C & M TELEPHONE	1010	931	55300	COMMUNICATIONS	\$1,109.50
402147	10/06/2023	14586	GINA M CAVALLO	1010	008	56110	INSTRUCTIONAL SUPPLIES	\$265.50
402148	10/06/2023	10302	CDW GOVERNMENT INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$291.28
402149	10/06/2023	10342	CINTAS FIRE PROTECTION	1010	931	53340	OTHER PROF/TECH SVC	\$842.00
402150	10/06/2023	10346	CITY OF NEW BRITAIN	2058	969	55050	OTHER PURCHASE SERVICES	\$531.50
402151	10/06/2023	10366	COLLINSVILLE POWER EQUIPMENT	1010	931	54300	REPAIRS & MAINTENANCE	\$290.53
402152	10/06/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$11.21
402153	10/06/2023	10368	COMCAST	1010	053	55300	COMMUNICATIONS	\$174.55
402154	10/06/2023	10368	COMCAST	1010	061	55300	COMMUNICATIONS	\$642.25
402155	10/06/2023	10368	COMCAST	1010	012	55300	COMMUNICATIONS	\$745.89
402156	10/06/2023	10368	COMCAST	1010	003	55300	COMMUNICATIONS	\$208.07
402158	10/06/2023	10387	CONNECTICUT JUNIOR REPUBLIC	1010	974	55630	TUITION - PRIV IN-STATE	\$8,456.25
402159	10/06/2023	10389	CONNECTICUT NATURAL GAS	1010	003	56210	HEAT & GAS	\$1,676.64
402159	10/06/2023	10389	CONNECTICUT NATURAL GAS	1010	013	56210	HEAT & GAS	\$1,187.32
402159	10/06/2023	10389	CONNECTICUT NATURAL GAS	1010	051	56210	HEAT & GAS	\$1,896.82
402159	10/06/2023	10389	CONNECTICUT NATURAL GAS	1010	931	56210	HEAT & GAS	\$353.98
402160	10/06/2023	10408	COOPERATIVE EDUCATIONAL SERVICES	1010	941	55400	ADVERTISING	\$964.00
402161	10/06/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$5,922.75



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402162	10/06/2023	10446	CURRICULUM ASSOCIATES LLC	1010	961	56410	TEXTBOOKS	\$2,103.75
402162	10/06/2023	10446	CURRICULUM ASSOCIATES LLC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$502.32
402163	10/06/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$722.25
402164	10/06/2023	15327	NANCY J CZAPLICKI	1010	931	56101	CUSTODIAL SUPPLIES	\$107.00
402165	10/06/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$5,826.14
402166	10/06/2023	10521	DRAIN DOCTOR INC	1010	015	54300	REPAIRS & MAINTENANCE	\$590.00
402166	10/06/2023	10521	DRAIN DOCTOR INC	1010	051	54300	REPAIRS & MAINTENANCE	\$420.00
402167	10/06/2023	10529	EAGLE LEASING CO	1010	931	54400	RENTALS	\$225.00
402168	10/06/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$3,673.01
402169	10/06/2023	14883	ENGRAVING SYSTEMS LLC	2628	061	58999	OTHER EXPENSES	\$3,741.80
402170	10/06/2023	15511	ERIK LEE BIRD	1010	978	53540	SPORTS OFFICIALS	\$40.00
402171	10/06/2023	13584	EVERGREEN CENTER INCORPORATED	1010	974	55611	TUITION - LOC RESIDENTIAL	\$12,338.93
402171	10/06/2023	13584	EVERGREEN CENTER INCORPORATED	1010	974	55631	TUITION - PRIV O-O-STATE	\$12,338.93
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	005	56220	ELECTRICITY	\$6,566.99
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	007	56220	ELECTRICITY	\$5,928.07
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	008	56220	ELECTRICITY	\$12,852.57
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	009	56220	ELECTRICITY	\$8,313.22
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	011	56220	ELECTRICITY	\$9,568.87
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$168.14
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	015	56220	ELECTRICITY	\$4,527.29
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	053	56220	ELECTRICITY	\$7,114.91
402172	10/06/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$9,304.81
402173	10/06/2023	14334	JILL M FITZSIMMONS	1010	054	56110	INSTRUCTIONAL SUPPLIES	\$47.80
402174	10/06/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55630	TUITION - PRIV IN-STATE	\$7,338.75
402174	10/06/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55690	TUITION - OUTPLACED	\$150.00
402175	10/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402176	10/06/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$427.65
402177	10/06/2023	15216	ANTHONY J GASPER	1010	902	53340	OTHER PROF/TECH SVC	\$100.00
402178	10/06/2023	12798	GLOBAL EQUIPMENT CO INC	1010	931	57301	NON-INSTR EQUIP - NEW	\$22,005.91



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402179	10/06/2023	10664	GOPHER	1010	053	56113	INSTR SUPPLIES - PE	\$836.60
402180	10/06/2023	10669	GRAINGER	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,805.85
402181	10/06/2023	10743	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	2347	053	56110	INSTRUCTIONAL SUPPLIES	\$26,292.00
402181	10/06/2023	10743	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	2348	052	56110	INSTRUCTIONAL SUPPLIES	\$26,292.00
402182	10/06/2023	14446	ID WHOLESALER	1010	931	56100	OFFICE SUPPLIES	\$722.97
402183	10/06/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$34,916.47
402183	10/06/2023	15076	IMPERIAL DADE	1010	931	57300	NON-INSTR EQUIP - REPLACE	\$143.46
402184	10/06/2023	10788	J.W. PEPPER & SON INC	1010	053	56112	INSTR SUPPLIES - MUSIC	\$251.99
402185	10/06/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$100.94
402186	10/06/2023	15337	KATHERINE ELIZABETH BALBI	2025	544	53323	PROF EDUCATIONAL SVC	\$600.00
402187	10/06/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$24,453.00
402188	10/06/2023	10914	KONE INC	1010	052	54300	REPAIRS & MAINTENANCE	\$906.89
402188	10/06/2023	10914	KONE INC	1010	061	54300	REPAIRS & MAINTENANCE	\$5,004.40
402189	10/06/2023	14291	LAGACE & ASSOC TREE SERVICE LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$1,875.00
402190	10/06/2023	12209	JOHN S LARKIN	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$404.99
402191	10/06/2023	15025	LYNX SYSTEMS LLC	1010	931	53340	OTHER PROF/TECH SVC	\$599.40
402192	10/06/2023	12098	JOHN P MAYETTE	1010	062	56100	OFFICE SUPPLIES	\$92.44
402194	10/06/2023	15370	JENNIFER L MORIN	1010	974	56900	OTHER SUPPLIES	\$100.00
402195	10/06/2023	14187	MULTIMODAL TEACHER OF DEAF SERVICES	2020	969	53403	OTHER SERV - PROF	\$35,710.40
402196	10/06/2023	11144	NEW BRITAIN PLUMBING SUPPLY CO	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,509.95
402197	10/06/2023	14081	NEXTCOURIER	1010	911	53500	TECHNICAL SERVICES	\$3,273.99
402198	10/06/2023	13902	NOVUS INSIGHT INC	1010	921	53510	DP AND CODING SERV	\$361.00
402199	10/06/2023	11201	OTIS ELEVATOR COMPANY	1010	931	54300	REPAIRS & MAINTENANCE	\$1,246.39
402200	10/06/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$4,250.00
402202	10/06/2023	13146	POWERSCHOOL GROUP LLC	1010	911	58100	DUES & FEES	\$7,481.25
402203	10/06/2023	15020	PRISM ACADEMY LLC	1010	974	55630	TUITION - PRIV IN-STATE	\$11,023.74
402203	10/06/2023	15020	PRISM ACADEMY LLC	1010	974	55691	TUITION-OTHER SERV	\$975.00
402204	10/06/2023	14474	READYCT	2063	951	53200	INSTRUCTIONAL SERV	\$53,012.31
402205	10/06/2023	11457	SCHOLASTIC CLASSROOM MAGAZINES	1010	091	56110	INSTRUCTIONAL SUPPLIES	\$109.89

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402206	10/06/2023	14730	SCHOOL SPECIALTY LLC	1010	003	56113	INSTR SUPPLIES - PE	\$442.00
402206	10/06/2023	14730	SCHOOL SPECIALTY LLC	1010	009	56111	INSTR SUPPLIES - ART	\$237.06
402206	10/06/2023	14730	SCHOOL SPECIALTY LLC	1010	009	56100	OFFICE SUPPLIES	\$128.49
402206	10/06/2023	14730	SCHOOL SPECIALTY LLC	1010	051	56110	INSTRUCTIONAL SUPPLIES	\$60.58
402207	10/06/2023	11496	SECURITY UNIFORMS	1010	931	56101	CUSTODIAL SUPPLIES	\$39.95
402208	10/06/2023	11515	SHIFFLER EQUIPMENT SALES INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,824.20
402209	10/06/2023	11520	SHRED IT CONNECTICUT	1010	911	53500	TECHNICAL SERVICES	\$645.00
402210	10/06/2023	13493	SNO-WHITE POWER EQUIPMENT	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$271.74
402211	10/06/2023	13882	KEIRA Z SOLER	1010	961	55800	TRAVEL REIMBURSEMENT	\$67.33
402212	10/06/2023	13930	SPRAGUE OPERATING RESOURCES LLC	1010	061	56210	HEAT & GAS	\$13,627.72
402213	10/06/2023	11568	STATE OF CONN BUREAU OF ELEVATORS	1010	931	53340	OTHER PROF/TECH SVC	\$240.00
402214	10/06/2023	11630	T. K. C.	1010	931	53340	OTHER PROF/TECH SVC	\$22,805.92
402215	10/06/2023	11635	TAP COMMERCIAL WATER TREATMENT LLC	1010	931	53340	OTHER PROF/TECH SVC	\$140.00
402216	10/06/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,076.04
402216	10/06/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	931	57010	FACILITIES - CAFETERIA	\$1,022.29
402217	10/06/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	052	56115	INSTR SUPPLIES-CULINARY	\$188.64
402218	10/06/2023	14478	THURSTON FOODS INC	1010	052	56115	INSTR SUPPLIES-CULINARY	\$235.06
402218	10/06/2023	14478	THURSTON FOODS INC	1010	061	56115	INSTR SUPPLIES-CULINARY	\$160.75
402219	10/06/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55630	TUITION - PRIV IN-STATE	\$6,935.00
402219	10/06/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55690	TUITION - OUTPLACED	\$1,320.00
402219	10/06/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55691	TUITION-OTHER SERV	\$4,345.00
402220	10/06/2023	11727	UPS	1010	921	54300	REPAIRS & MAINTENANCE	\$21.33
402221	10/06/2023	11734	USI INC	1010	003	56110	INSTRUCTIONAL SUPPLIES	\$266.39
402222	10/06/2023	11755	W. B. MASON COMPANY INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$742.60
402222	10/06/2023	11755	W. B. MASON COMPANY INC	1010	090	56100	OFFICE SUPPLIES	\$158.18
402223	10/06/2023	11781	WEST MUSIC COMPANY	1010	009	56112	INSTR SUPPLIES - MUSIC	\$661.00
402224	10/06/2023	11795	WILSON LANGUAGE TRAINING	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$756.00
402225	10/06/2023	11813	YARDE METALS	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$1,859.50
402226	10/06/2023	15388	ZEAL EDUCATION GROUP LLC	2063	969	53340	OTHER PROF/TECH SVC	\$14,500.00



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402232	10/13/2023	15284	ACTION APPAREL INC	1010	931	56101	CUSTODIAL SUPPLIES	\$15,744.20
402232	10/13/2023	15284	ACTION APPAREL INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$4,395.25
402233	10/13/2023	10040	ADVANCED BENEFIT STRATEGIES INC	1010	911	58100	DUES & FEES	\$182.34
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	005	54300	REPAIRS & MAINTENANCE	\$2,720.31
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	007	54300	REPAIRS & MAINTENANCE	\$1,621.82
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	008	54300	REPAIRS & MAINTENANCE	\$3,151.17
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	011	54300	REPAIRS & MAINTENANCE	\$957.00
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	013	54300	REPAIRS & MAINTENANCE	\$1,174.81
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	015	54300	REPAIRS & MAINTENANCE	\$897.26
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	051	54300	REPAIRS & MAINTENANCE	\$2,359.36
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	052	54300	REPAIRS & MAINTENANCE	\$522.00
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	053	54300	REPAIRS & MAINTENANCE	\$2,001.00
402234	10/13/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	061	54300	REPAIRS & MAINTENANCE	\$9,633.52
402235	10/13/2023	10051	AIRGAS USA LLC	1010	931	56210	HEAT & GAS	\$46.60
402236	10/13/2023	14395	AMAZON.COM SERVICES INC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$160.20
402236	10/13/2023	14395	AMAZON.COM SERVICES INC	1010	941	53320	IN-SERVICE	\$48.50
402236	10/13/2023	14395	AMAZON.COM SERVICES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$206.04
402237	10/13/2023	15515	ASSOC FOR MIDDLE LEVEL EDUCATION	2022	969	53320	IN-SERVICE	\$2,399.92
402238	10/13/2023	15247	ATHLETIC TRAINER SOLUTIONS	1010	978	57346	INSTR EQUIP - NEW	\$4,800.00
402239	10/13/2023	15369	B LINE TRANSPORTATION LLC	1010	912	55100	TRANSPORTATION	\$4,460.00
402240	10/13/2023	10238	BSN SPORTS LLC	1010	978	57346	INSTR EQUIP - NEW	\$5,493.38
402241	10/13/2023	10267	CANES' CORNER STORE	1010	978	57346	INSTR EQUIP - NEW	\$3,705.00
402242	10/13/2023	15440	CITRON HYGIENE US CORP	1010	931	56101	CUSTODIAL SUPPLIES	\$7,048.46
402243	10/13/2023	10368	COMCAST	1010	011	55300	COMMUNICATIONS	\$896.79
402244	10/13/2023	10368	COMCAST	1010	009	55300	COMMUNICATIONS	\$944.13
402245	10/13/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$186.55
402246	10/13/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$397.74
402247	10/13/2023	12335	COMCAST BUSINESS	1010	053	55300	COMMUNICATIONS	\$603.41
402248	10/13/2023	12335	COMCAST BUSINESS	1010	052	55300	COMMUNICATIONS	\$603.41

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402249	10/13/2023	12335	COMCAST BUSINESS	1010	013	55300	COMMUNICATIONS	\$574.08
402250	10/13/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$209.90
402251	10/13/2023	12335	COMCAST BUSINESS	1010	008	55300	COMMUNICATIONS	\$633.98
402252	10/13/2023	12335	COMCAST BUSINESS	2382	966	55050	OTHER PURCHASE SERVICES	\$201.12
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	003	56210	HEAT & GAS	\$141.11
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	005	56210	HEAT & GAS	\$666.81
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	006	56210	HEAT & GAS	\$1,091.84
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	007	56210	HEAT & GAS	\$98.17
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	008	56210	HEAT & GAS	\$1,557.12
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	009	56210	HEAT & GAS	\$996.24
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	011	56210	HEAT & GAS	\$1,009.90
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	015	56210	HEAT & GAS	\$1,415.80
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	052	56210	HEAT & GAS	\$1,418.76
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	053	56210	HEAT & GAS	\$1,743.21
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	061	56210	HEAT & GAS	\$2,326.66
402253	10/13/2023	10389	CONNECTICUT NATURAL GAS	1010	931	56210	HEAT & GAS	\$400.49
402254	10/13/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$5,734.10
402255	10/13/2023	10425	CREATIVE PROMOTIONS	1010	978	57301	NON-INSTR EQUIP - NEW	\$780.00
402256	10/13/2023	10432	CRISIS PREVENTION INSTITUTE INC	2020	969	53320	IN-SERVICE	\$4,349.00
402257	10/13/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$300.00
402258	10/13/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$14,389.53
402259	10/13/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$6,543.17
402260	10/13/2023	13530	DOMINO SOLAR LTD	1010	013	56220	ELECTRICITY	\$985.88
402261	10/13/2023	13530	DOMINO SOLAR LTD	1010	012	56220	ELECTRICITY	\$1,254.75
402262	10/13/2023	12174	ANTHONY F DUVA	1010	921	55800	TRAVEL REIMBURSEMENT	\$83.25
402263	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	53210	TUTORS	\$300.00
402263	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	55050	OTHER PURCHASE SERVICES	\$160.00
402263	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	56110	INSTRUCTIONAL SUPPLIES	\$1,264.71
402263	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	59900	NON DISTRICT EXP	\$253.33



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402263	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	59901	NON DISTR-INSTR EXP	\$13,969.47
402264	10/13/2023	10532	EARLY LEARNING PROGRAM INC	2326	534	55050	OTHER PURCHASE SERVICES	\$9,000.00
402265	10/13/2023	10535	EAST HARTFORD PUBLIC SCHOOLS	1010	974	55610	TUITION - PUBLIC IN-STATE	\$37,153.00
402266	10/13/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$600.23
402266	10/13/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$18,576.58
402267	10/13/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$1,135.02
402268	10/13/2023	15511	ERIK LEE BIRD	1010	978	53540	SPORTS OFFICIALS	\$80.00
402269	10/13/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$78.29
402269	10/13/2023	12576	EVERSOURCE ENERGY	1010	052	56220	ELECTRICITY	\$6,829.03
402269	10/13/2023	12576	EVERSOURCE ENERGY	1010	061	56220	ELECTRICITY	\$26,548.18
402270	10/13/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402271	10/13/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$990.00
402272	10/13/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402273	10/13/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402274	10/13/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402275	10/13/2023	10670	GRAYBAR ELECTRIC COMPANY	1010	931	54300	REPAIRS & MAINTENANCE	\$256.31
402276	10/13/2023	14660	WILLIAM K HOSMER	1010	921	55800	TRAVEL REIMBURSEMENT	\$11.72
402277	10/13/2023	12959	HUDDELSON LLC	2382	966	55050	OTHER PURCHASE SERVICES	\$50.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53320	IN-SERVICE	\$113.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53401	OTHER SERV - SUPPORT	\$39.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53403	OTHER SERV - PROF	\$658.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	54001	PURCH PROP SVC	\$4,399.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	55050	OTHER PURCHASE SERVICES	\$2,222.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	56110	INSTRUCTIONAL SUPPLIES	\$355.00
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59900	NON DISTRICT EXP	\$7,377.44
402278	10/13/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59901	NON DISTR-INSTR EXP	\$39,607.00
402279	10/13/2023	15439	HUSSEIHANN N VILLANUEVA	2025	544	53323	PROF EDUCATIONAL SVC	\$250.00
402279	10/13/2023	15439	HUSSEIHANN N VILLANUEVA	2630	969	58999	OTHER EXPENSES	\$1,200.00
402280	10/13/2023	15000	IMAGINE LEARNING LLC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$588.34

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402281	10/13/2023	10769	INNOVATIVE SERVICES INC	1010	931	53340	OTHER PROF/TECH SVC	\$4,037.61
402282	10/13/2023	12002	IRON MOUNTAIN INC	1010	941	53500	TECHNICAL SERVICES	\$1,082.78
402283	10/13/2023	13422	JERRELL HARGRAVES	1010	978	53540	SPORTS OFFICIALS	\$250.00
402284	10/13/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$126.18
402285	10/13/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$26,169.84
402286	10/13/2023	10914	KONE INC	1010	061	54300	REPAIRS & MAINTENANCE	\$807.69
402287	10/13/2023	14662	LUKE W LACKI	1010	921	55800	TRAVEL REIMBURSEMENT	\$15.46
402288	10/13/2023	12177	JON LAMSON	1010	921	55800	TRAVEL REIMBURSEMENT	\$93.78
402289	10/13/2023	13606	LANGUAGE LINE SERVICES INC	1010	921	53510	DP AND CODING SERV	\$34.99
402289	10/13/2023	13606	LANGUAGE LINE SERVICES INC	1010	974	53400	OTHER SERV - TRANSL	\$731.85
402290	10/13/2023	15516	MELISSA R LESSER	1010	061	53320	IN-SERVICE	\$125.00
402291	10/13/2023	12369	ASHLEY F LODOVICO	1010	061	53320	IN-SERVICE	\$250.00
402292	10/13/2023	15103	TIMOTHY W MAIA JR	2607	952	58999	OTHER EXPENSES	\$238.01
402293	10/13/2023	11030	MC MANAGEMENT INC	1010	931	56101	CUSTODIAL SUPPLIES	\$246.30
402294	10/13/2023	11969	MUSIC AND ARTS	1010	053	56112	INSTR SUPPLIES - MUSIC	\$364.40
402295	10/13/2023	11088	MUSIC THEATRE INTERNATIONAL	2601	963	58999	OTHER EXPENSES	\$2,930.00
402296	10/13/2023	15487	NAPA AUTO PARTS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$365.06
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	003	56270	WATER	\$928.39
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	005	56270	WATER	\$1,884.51
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	006	56270	WATER	\$762.80
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	007	56270	WATER	\$1,873.91
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	008	56270	WATER	\$1,808.94
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	009	56270	WATER	\$728.69
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	011	56270	WATER	\$2,930.17
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	012	56270	WATER	\$2,041.02
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	013	56270	WATER	\$1,846.05
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	015	56270	WATER	\$1,361.05
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	051	56270	WATER	\$3,279.87
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	052	56270	WATER	\$4,845.12



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402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	053	56270	WATER	\$3,974.17
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	061	56270	WATER	\$15,474.95
402298	10/13/2023	10197	NEW BRITAIN WATER DEPT	1010	931	56270	WATER	\$432.02
402299	10/13/2023	12512	NICHOLAS HUDYMA JR	1010	978	53540	SPORTS OFFICIALS	\$250.00
402300	10/13/2023	15490	NRG BUSINESS MARKETING LLC	1010	051	56210	HEAT & GAS	\$315.60
402300	10/13/2023	15490	NRG BUSINESS MARKETING LLC	1010	931	56210	HEAT & GAS	\$0.95
402301	10/13/2023	14666	OMNI DATA LLC	1010	921	53510	DP AND CODING SERV	\$6,706.50
402302	10/13/2023	11247	PETER COFRANCESCO	1010	963	53500	TECHNICAL SERVICES	\$400.00
402303	10/13/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$55.00
402304	10/13/2023	13146	POWERSCHOOL GROUP LLC	1010	911	53411	AUDIT/ACCTG SERVICES	\$9,337.50
402305	10/13/2023	14338	DELANEY R QUINN	1010	053	56115	INSTR SUPPLIES-CULINARY	\$10.75
402306	10/13/2023	11329	REALLY GOOD STUFF LLC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$54.93
402307	10/13/2023	11393	ROCHESTER 100 INC	1010	006	56100	OFFICE SUPPLIES	\$155.00
402308	10/13/2023	12024	SONDRA SANFORD	1010	951	56100	OFFICE SUPPLIES	\$21.18
402309	10/13/2023	12175	JAN C SAWICKI	1010	921	55800	TRAVEL REIMBURSEMENT	\$20.57
402310	10/13/2023	11469	SCHOOL HEALTH CORPORATION	1010	978	57346	INSTR EQUIP - NEW	\$1,108.00
402311	10/13/2023	14730	SCHOOL SPECIALTY LLC	1010	007	56111	INSTR SUPPLIES - ART	\$638.34
402312	10/13/2023	15243	SNOW LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00
402313	10/13/2023	13528	SOLAR ENERGY OF AMERICA LLC	1010	011	56220	ELECTRICITY	\$842.44
402314	10/13/2023	14115	SPECIALTY TRANSPORTATION INC	1010	976	53212	BUS MONITORS	\$49,882.16
402314	10/13/2023	14115	SPECIALTY TRANSPORTATION INC	1010	976	55109	TRANSPORT - SPECIAL ED	\$390,685.71
402314	10/13/2023	14115	SPECIALTY TRANSPORTATION INC	2008	952	53340	OTHER PROF/TECH SVC	\$20,000.00
402315	10/13/2023	13195	SUPERIOR INC	1010	931	53340	OTHER PROF/TECH SVC	\$1,620.56
402316	10/13/2023	12023	JORDAN D SYPEK	1010	921	55800	TRAVEL REIMBURSEMENT	\$89.15
402317	10/13/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$168.08
402318	10/13/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$224.27
402319	10/13/2023	11754	VISTA HIGHER LEARNING INC	1010	961	56410	TEXTBOOKS	\$0.00
402320	10/13/2023	11755	W. B. MASON COMPANY INC	1010	006	56110	INSTRUCTIONAL SUPPLIES	\$2,227.80
402320	10/13/2023	11755	W. B. MASON COMPANY INC	1010	921	55500	PRINTING & BINDING	\$151.08

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402322	10/13/2023	11805	WOODWIND & BRASSWIND	2601	963	58999	OTHER EXPENSES	\$1,083.75
402323	10/13/2023	15461	WYNTER LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00
402324	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2326	048	55050	OTHER PURCHASE SERVICES	\$27,000.00
402325	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	54001	PURCH PROP SVC	\$2,191.92
402325	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	55050	OTHER PURCHASE SERVICES	\$2,530.25
402325	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	56110	INSTRUCTIONAL SUPPLIES	\$1,158.96
402325	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59900	NON DISTRICT EXP	\$2,694.09
402325	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59901	NON DISTR-INSTR EXP	\$16,262.09
402326	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59900	NON DISTRICT EXP	\$1,046.17
402326	10/13/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59901	NON DISTR-INSTR EXP	\$5,769.17
402327	10/13/2023	11818	YWCA OF NEW BRITAIN	2326	047	55050	OTHER PURCHASE SERVICES	\$22,500.00
402328	10/13/2023	11818	YWCA OF NEW BRITAIN	2324	047	59900	NON DISTRICT EXP	\$12,700.20
402328	10/13/2023	11818	YWCA OF NEW BRITAIN	2324	047	59901	NON DISTR-INSTR EXP	\$91,862.20
402357	10/23/2023	10019	ACCURATE INSULATION	1010	931	53340	OTHER PROF/TECH SVC	\$390.00
402358	10/23/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	54300	REPAIRS & MAINTENANCE	\$7,112.48
402359	10/23/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	931	54300	REPAIRS & MAINTENANCE	\$3,570.37
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	051	56110	INSTRUCTIONAL SUPPLIES	\$156.26
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	051	56100	OFFICE SUPPLIES	\$75.65
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	053	56110	INSTRUCTIONAL SUPPLIES	\$506.52
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$105.98
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	061	56100	OFFICE SUPPLIES	\$128.69
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	062	56103	MISC (EQUIP) SUPPLIES	\$50.76
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	902	56900	OTHER SUPPLIES	\$227.97
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$381.60
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	952	56900	OTHER SUPPLIES	\$33.30
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	961	53320	IN-SERVICE	\$3,248.15
402360	10/23/2023	14395	AMAZON.COM SERVICES INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$93.72
402362	10/23/2023	15037	AMERICAN READING COMPANY INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$78,720.00
402362	10/23/2023	15037	AMERICAN READING COMPANY INC	2068	969	56110	INSTRUCTIONAL SUPPLIES	\$489,875.00



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402363	10/23/2023	14619	CHRISTOPHER L BADENHOP	2630	969	58999	OTHER EXPENSES	\$144.00
402364	10/23/2023	12089	LARA BOHLKE	1010	961	55800	TRAVEL REIMBURSEMENT	\$23.71
402365	10/23/2023	10238	BSN SPORTS LLC	1010	978	57301	NON-INSTR EQUIP - NEW	\$955.00
402366	10/23/2023	15222	TRACINA L BURGOS	1010	974	56900	OTHER SUPPLIES	\$100.00
402367	10/23/2023	10250	C & M TELEPHONE	1010	931	55300	COMMUNICATIONS	\$250.00
402368	10/23/2023	15291	CC'S SMOKIN WITH CHRIS	1010	931	53320	IN-SERVICE	\$3,559.00
402369	10/23/2023	10311	CENTRAL CONN STATE UNIVERSITY	1010	098	53500	TECHNICAL SERVICES	\$10,908.36
402370	10/23/2023	10328	CHILDREN'S CENTER OF HAMDEN INC	1010	974	55630	TUITION - PRIV IN-STATE	\$109,594.32
402371	10/23/2023	10350	CITY OF NEW BRITAIN PARKING GARAGE	1010	911	58100	DUES & FEES	\$1,172.00
402372	10/23/2023	10368	COMCAST	1010	005	55300	COMMUNICATIONS	\$571.94
402373	10/23/2023	10368	COMCAST	1010	051	55300	COMMUNICATIONS	\$332.76
402374	10/23/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$336.75
402375	10/23/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$603.41
402376	10/23/2023	10369	COMMERCIAL APPLIANCE REPAIR	1010	061	54300	REPAIRS & MAINTENANCE	\$202.00
402377	10/23/2023	10389	CONNECTICUT NATURAL GAS	1010	061	56210	HEAT & GAS	\$397.62
402378	10/23/2023	13764	CONSTELLATION NEWENERGY INC	1010	061	56220	ELECTRICITY	\$26,945.03
402379	10/23/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$4,701.93
402380	10/23/2023	10425	CREATIVE PROMOTIONS	1010	978	57301	NON-INSTR EQUIP - NEW	\$780.00
402381	10/23/2023	10428	CREC	1010	941	53320	IN-SERVICE	\$1,650.00
402382	10/23/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$17,549.00
402384	10/23/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$6,039.42
402385	10/23/2023	13693	DIANA L SHEARD	1010	952	56900	OTHER SUPPLIES	\$100.00
402386	10/23/2023	10521	DRAIN DOCTOR INC	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$2,370.00
402387	10/23/2023	15522	DYLAN HOVEY	1010	978	53540	SPORTS OFFICIALS	\$100.00
402388	10/23/2023	13937	EAGLE FENCE & GUARDRAIL INC	1010	007	54300	REPAIRS & MAINTENANCE	\$4,375.00
402389	10/23/2023	10529	EAGLE LEASING CO	1010	931	54400	RENTALS	\$115.00
402390	10/23/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$465.75
402391	10/23/2023	15237	ELITE SPORTSWEAR LP	1010	978	57346	INSTR EQUIP - NEW	\$387.04
402392	10/23/2023	10582	ENVIRONMENTAL SYSTEMS CORP	1010	931	54300	REPAIRS & MAINTENANCE	\$240.00

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402393	10/23/2023	12576	EVERSOURCE ENERGY	1010	003	56220	ELECTRICITY	\$139.21
402393	10/23/2023	12576	EVERSOURCE ENERGY	1010	013	56220	ELECTRICITY	\$114.01
402394	10/23/2023	10606	FIRST LINE ELECTRIC LLC	1010	052	56102	MAINT SUPPLIES/REPAIRS	\$5,303.64
402395	10/23/2023	14139	FIRST STUDENT INC	1010	912	55100	TRANSPORTATION	\$8,886.00
402396	10/23/2023	15079	FOCUS CENTER FOR AUTISM INC	1010	974	55630	TUITION - PRIV IN-STATE	\$6,458.10
402397	10/23/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402398	10/23/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402399	10/23/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402400	10/23/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402401	10/23/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402402	10/23/2023	15313	JASON O GIBSON	2607	952	58999	OTHER EXPENSES	\$104.00
402403	10/23/2023	10669	GRAINGER	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$315.93
402404	10/23/2023	13432	KIM M GREMILLION	1010	007	56111	INSTR SUPPLIES - ART	\$74.16
402405	10/23/2023	15523	HAILEY VASAS	1010	978	53540	SPORTS OFFICIALS	\$100.00
402406	10/23/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$1,026.24
402407	10/23/2023	10777	INTEGRATED TECHNICAL SYSTEMS INC	1010	061	54300	REPAIRS & MAINTENANCE	\$1,289.70
402407	10/23/2023	10777	INTEGRATED TECHNICAL SYSTEMS INC	1010	931	53340	OTHER PROF/TECH SVC	\$5,039.28
402408	10/23/2023	10788	J.W. PEPPER & SON INC	1010	054	56112	INSTR SUPPLIES - MUSIC	\$241.99
402409	10/23/2023	15524	JACOB DAVIS	1010	978	53540	SPORTS OFFICIALS	\$100.00
402410	10/23/2023	10834	JOHN BONETTI	1010	978	53540	SPORTS OFFICIALS	\$120.00
402411	10/23/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$260.45
402412	10/23/2023	15525	KAYLEE GRAVEL	1010	978	53540	SPORTS OFFICIALS	\$100.00
402413	10/23/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$28,854.54
402414	10/23/2023	13574	MAX PIZZA II LLC	1010	941	53320	IN-SERVICE	\$45.94
402415	10/23/2023	14934	METAL WORKS ENTERPRISES LLC	1010	931	54400	RENTALS	\$6,075.38
402416	10/23/2023	15019	MIDLAND FUND RAISING INC	2619	009	58999	OTHER EXPENSES	\$306.55
402417	10/23/2023	11142	NEW BRITAIN PARKS & RECREATION	1010	952	56900	OTHER SUPPLIES	\$190.00
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	006	56210	HEAT & GAS	\$44.96
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	008	56210	HEAT & GAS	\$42.80



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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	009	56210	HEAT & GAS	\$63.23
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	015	56210	HEAT & GAS	\$171.22
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	052	56210	HEAT & GAS	\$90.97
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	053	56210	HEAT & GAS	\$188.08
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	061	56210	HEAT & GAS	\$257.89
402418	10/23/2023	15490	NRG BUSINESS MARKETING LLC	1010	931	56210	HEAT & GAS	\$49.33
402419	10/23/2023	11176	OAK HILL	1010	974	55630	TUITION - PRIV IN-STATE	\$44,514.09
402419	10/23/2023	11176	OAK HILL	1010	974	55691	TUITION-OTHER SERV	\$20,868.00
402420	10/23/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$55.00
402421	10/23/2023	15394	RELAYHUB LLC	2581	969	53500	TECHNICAL SERVICES	\$936.76
402422	10/23/2023	15299	RZ DESIGN ASSOCIATES INC	1010	931	53340	OTHER PROF/TECH SVC	\$500.00
402423	10/23/2023	11457	SCHOLASTIC CLASSROOM MAGAZINES	1010	090	56110	INSTRUCTIONAL SUPPLIES	\$203.28
402424	10/23/2023	11469	SCHOOL HEALTH CORPORATION	1010	974	56900	OTHER SUPPLIES	\$4,190.97
402425	10/23/2023	14730	SCHOOL SPECIALTY LLC	1010	053	56110	INSTRUCTIONAL SUPPLIES	\$1,400.00
402426	10/23/2023	11496	SECURITY UNIFORMS	1010	931	56101	CUSTODIAL SUPPLIES	\$519.00
402427	10/23/2023	12332	SHERRY E BRZOSKA	2581	974	53402	OTHER SERV - MEDICAL	\$7,108.75
402428	10/23/2023	15243	SNOW LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00
402429	10/23/2023	15051	SUSAN LARESE VIVIAN	2025	544	53323	PROF EDUCATIONAL SVC	\$225.00
402430	10/23/2023	14031	THE STANDARD (EAP)	1010	941	53500	TECHNICAL SERVICES	\$814.40
402432	10/23/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$372.68
402433	10/23/2023	14478	THURSTON FOODS INC	1010	061	56115	INSTR SUPPLIES-CULINARY	\$1,448.89
402434	10/23/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55630	TUITION - PRIV IN-STATE	\$6,935.00
402434	10/23/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55690	TUITION - OUTPLACED	\$1,320.00
402434	10/23/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55691	TUITION-OTHER SERV	\$4,345.00
402435	10/23/2023	15518	CARMINE W VENTRE	1010	961	53320	IN-SERVICE	\$75.00
402436	10/23/2023	11755	W. B. MASON COMPANY INC	1010	008	56110	INSTRUCTIONAL SUPPLIES	\$24.72
402436	10/23/2023	11755	W. B. MASON COMPANY INC	1010	053	56100	OFFICE SUPPLIES	\$542.72
402437	10/23/2023	11781	WEST MUSIC COMPANY	1010	005	56112	INSTR SUPPLIES - MUSIC	\$866.35
402438	10/23/2023	15461	WYNTER LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402454	10/26/2023	15458	ACTION AIR SYSTEMS INC	2063	931	54001	PURCH PROP SVC	\$271,842.50
402455	10/26/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	54300	REPAIRS & MAINTENANCE	\$2,444.18
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$538.23
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	009	56110	INSTRUCTIONAL SUPPLIES	\$75.66
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$288.31
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	012	56110	INSTRUCTIONAL SUPPLIES	\$448.45
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	053	56112	INSTR SUPPLIES - MUSIC	\$79.94
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	053	56100	OFFICE SUPPLIES	\$141.37
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$92.55
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	090	56111	INSTR SUPPLIES - ART	\$66.96
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$24.28
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$1,155.16
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$86.62
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$44.37
402456	10/26/2023	14395	AMAZON.COM SERVICES INC	2610	978	58999	OTHER EXPENSES	\$240.00
402457	10/26/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	53400	OTHER SERV - TRANSL	\$495.68
402457	10/26/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55630	TUITION - PRIV IN-STATE	\$48,117.84
402458	10/26/2023	15498	CHRISTOPHER R AUCOIN	1010	931	55800	TRAVEL REIMBURSEMENT	\$175.80
402459	10/26/2023	10138	B & H PHOTO VIDEO INC	2628	061	58999	OTHER EXPENSES	\$6,640.54
402460	10/26/2023	14619	CHRISTOPHER L BADENHOP	2630	969	58999	OTHER EXPENSES	\$322.50
402461	10/26/2023	15292	KAYLA H BENEDETTO	1010	974	55800	TRAVEL REIMBURSEMENT	\$21.09
402462	10/26/2023	14552	SHELLY A BJORKLUND	1010	008	56110	INSTRUCTIONAL SUPPLIES	\$551.80
402463	10/26/2023	10257	CABE	1010	901	56100	OFFICE SUPPLIES	\$654.91
402464	10/26/2023	13908	CAPITOL CITY CREDIT CO LLC	1010	941	53500	TECHNICAL SERVICES	\$730.00
402465	10/26/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$352.06
402466	10/26/2023	10368	COMCAST	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$257.29
402467	10/26/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$629.15
402468	10/26/2023	10368	COMCAST	1010	061	55300	COMMUNICATIONS	\$725.94
402469	10/26/2023	10368	COMCAST	1010	006	55300	COMMUNICATIONS	\$725.94



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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402470	10/26/2023	10368	COMCAST	1010	015	55300	COMMUNICATIONS	\$1,033.03
402471	10/26/2023	10368	COMCAST	1010	007	55300	COMMUNICATIONS	\$1,186.89
402472	10/26/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$626.18
402473	10/26/2023	10368	COMCAST	1010	053	55300	COMMUNICATIONS	\$591.18
402474	10/26/2023	12335	COMCAST BUSINESS	1010	051	55300	COMMUNICATIONS	\$603.41
402475	10/26/2023	12335	COMCAST BUSINESS	1010	005	55300	COMMUNICATIONS	\$603.41
402476	10/26/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$344.51
402477	10/26/2023	14396	CONN ASSN OF ATHLETIC DIRECTORS	1010	978	58100	DUES & FEES	\$75.00
402478	10/26/2023	10255	CONNECTICUT MUSIC EDUCATORS ASSN	1010	963	58100	DUES & FEES	\$300.00
402479	10/26/2023	10389	CONNECTICUT NATURAL GAS	1010	007	56210	HEAT & GAS	\$1,508.07
402479	10/26/2023	10389	CONNECTICUT NATURAL GAS	1010	012	56210	HEAT & GAS	\$936.74
402479	10/26/2023	10389	CONNECTICUT NATURAL GAS	1010	013	56210	HEAT & GAS	\$1,408.19
402479	10/26/2023	10389	CONNECTICUT NATURAL GAS	1010	061	56210	HEAT & GAS	\$2,766.54
402480	10/26/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$5,034.71
402481	10/26/2023	10500	DEVEREUX ADVANCED BEHAVIORAL HEALTH	1010	974	55630	TUITION - PRIV IN-STATE	\$28,485.17
402482	10/26/2023	10521	DRAIN DOCTOR INC	1010	931	53340	OTHER PROF/TECH SVC	\$5,500.64
402483	10/26/2023	14613	ANNA M DUFFIN	1010	052	56115	INSTR SUPPLIES-CULINARY	\$74.97
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	011	56220	ELECTRICITY	\$31.92
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	013	56220	ELECTRICITY	\$4,682.98
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	051	56220	ELECTRICITY	\$7,721.48
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	053	56220	ELECTRICITY	\$68.44
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	061	56220	ELECTRICITY	\$1,947.53
402484	10/26/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$1,117.00
402485	10/26/2023	10611	FLINN SCIENTIFIC INC	1010	061	56110	INSTRUCTIONAL SUPPLIES	\$8.12
402486	10/26/2023	15151	FOLLETT CONTENT SOLUTIONS LLC	1010	961	56420	LIBRARY BOOKS	\$1,642.14
402487	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.20
402488	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.79
402489	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$44.79
402490	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$134.37

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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402491	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$107.82
402492	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$12.25
402493	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$66.95
402494	10/26/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$13.39
402495	10/26/2023	15439	HUSSEIHANN N VILLANUEVA	2630	969	58999	OTHER EXPENSES	\$3,150.00
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	005	56220	ELECTRICITY	\$2,698.41
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	006	56220	ELECTRICITY	\$1,983.16
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	012	56220	ELECTRICITY	\$4,031.36
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	015	56220	ELECTRICITY	\$3,641.23
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	051	56220	ELECTRICITY	\$5,331.80
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	052	56220	ELECTRICITY	\$5,754.44
402496	10/26/2023	15462	HYTONE AG-GRID LLC	1010	053	56220	ELECTRICITY	\$4,551.54
402497	10/26/2023	14446	ID WHOLESALER	1010	931	56900	OTHER SUPPLIES	\$487.99
402498	10/26/2023	15000	IMAGINE LEARNING LLC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$165.00
402498	10/26/2023	15000	IMAGINE LEARNING LLC	1010	961	56410	TEXTBOOKS	\$2,339.85
402499	10/26/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$11,862.00
402500	10/26/2023	10769	INNOVATIVE SERVICES INC	1010	931	53340	OTHER PROF/TECH SVC	\$930.00
402501	10/26/2023	13792	INTRADO INTERACTIVE SERVICES CORP	1010	921	53510	DP AND CODING SERV	\$15,250.00
402502	10/26/2023	15531	JUDY E PRAGER	2630	969	58999	OTHER EXPENSES	\$97.13
402502	10/26/2023	15531	JUDY E PRAGER	2630	969	58999	OTHER EXPENSES	\$52.87
402503	10/26/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$23,403.06
402504	10/26/2023	14855	JOAN P LANDRUM	2067	969	55800	TRAVEL REIMBURSEMENT	\$53.45
402505	10/26/2023	12091	LISA L MCMANUS	1010	974	56900	OTHER SUPPLIES	\$100.00
402506	10/26/2023	13160	JASON W MIRAMANT	1010	091	56100	OFFICE SUPPLIES	\$59.56
402507	10/26/2023	14564	MOHAWK USA LLC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$2,778.00
402508	10/26/2023	11171	NLR INC	1010	931	56101	CUSTODIAL SUPPLIES	\$366.36
402509	10/26/2023	11175	NUTMEG PUBLIC ACCESS TELEVISION INC	1010	901	58100	DUES & FEES	\$417.50
402511	10/26/2023	11176	OAK HILL	1010	974	55630	TUITION - PRIV IN-STATE	\$132,360.48
402511	10/26/2023	11176	OAK HILL	1010	974	55691	TUITION-OTHER SERV	\$68,655.72



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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402512	10/26/2023	11250	PETER PELUSO	2601	963	58999	OTHER EXPENSES	\$85.00
402513	10/26/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$55.00
402515	10/26/2023	11308	QUILL CORP	1010	051	56100	OFFICE SUPPLIES	\$128.69
402515	10/26/2023	11308	QUILL CORP	1010	091	56100	OFFICE SUPPLIES	\$265.22
402515	10/26/2023	11308	QUILL CORP	1010	961	56100	OFFICE SUPPLIES	\$23.19
402516	10/26/2023	14474	READYCT	2063	951	53200	INSTRUCTIONAL SERV	\$36,723.21
402517	10/26/2023	14372	RIVERSIDE INSIGHTS	1010	974	53061	TESTING/SCORING PSY EX	\$105.00
402518	10/26/2023	15520	ROBERT SEAN AIKEN	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$250.00
402519	10/26/2023	11457	SCHOLASTIC CLASSROOM MAGAZINES	2067	969	56110	INSTRUCTIONAL SUPPLIES	\$1,792.56
402520	10/26/2023	15172	SABRINA J SCOTT	2382	966	55800	TRAVEL REIMBURSEMENT	\$18.87
402521	10/26/2023	11496	SECURITY UNIFORMS	1010	931	56101	CUSTODIAL SUPPLIES	\$165.00
402522	10/26/2023	14571	SECURLY INC	1010	061	56900	OTHER SUPPLIES	\$4,847.00
402523	10/26/2023	11516	SHIPMAN & GOODWIN LLP	1010	941	53412	LEGAL	\$24,869.50
402523	10/26/2023	11516	SHIPMAN & GOODWIN LLP	1010	974	53412	LEGAL	\$1,328.00
402524	10/26/2023	13493	SNO-WHITE POWER EQUIPMENT	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$202.78
402525	10/26/2023	11546	SOCIETY FOR HUMAN RESOURCE MGMT	1010	941	58100	DUES & FEES	\$244.00
402526	10/26/2023	13013	SPECIALIZED EDUCATION OF CONN	1010	974	55630	TUITION - PRIV IN-STATE	\$45,165.86
402526	10/26/2023	13013	SPECIALIZED EDUCATION OF CONN	1010	974	55690	TUITION - OUTPLACED	\$736.24
402526	10/26/2023	13013	SPECIALIZED EDUCATION OF CONN	1010	974	55691	TUITION-OTHER SERV	\$5,622.15
402527	10/26/2023	11567	STATE OF CONN BUREAU OF BOILERS	1010	931	53340	OTHER PROF/TECH SVC	\$640.00
402528	10/26/2023	11568	STATE OF CONN BUREAU OF ELEVATORS	1010	931	53340	OTHER PROF/TECH SVC	\$240.00
402529	10/26/2023	11625	SWEETWATER SOUND INC	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$394.00
402530	10/26/2023	14344	TOTAL COMMUNICATIONS INC	2063	931	55300	COMMUNICATIONS	\$3,480.00
402531	10/26/2023	12303	TRC	1010	931	53340	OTHER PROF/TECH SVC	\$2,681.00
402532	10/26/2023	13393	TREASURER STATE OF CONNECTICUT-CEN	1010	921	53510	DP AND CODING SERV	\$1,176.00
402533	10/26/2023	13868	TUXIS OHRS FUEL INC	1010	931	56210	HEAT & GAS	\$8,164.22
402534	10/26/2023	11432	UNIVERSITY OF SAINT JOSEPH	1010	974	55630	TUITION - PRIV IN-STATE	\$12,600.00
402535	10/26/2023	11755	W. B. MASON COMPANY INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$1,408.39
402535	10/26/2023	11755	W. B. MASON COMPANY INC	1010	061	56100	OFFICE SUPPLIES	\$3,713.00

Consolidated School District of New Britain  
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Check Number	Check Date	Vendor Number	Vendor Name	Fund	Location	Account Code	Account Title	Amount
402535	10/26/2023	11755	W. B. MASON COMPANY INC	1010	062	56100	OFFICE SUPPLIES	\$236.45
							Total	\$3,379,451.19



**FINANCE DEPARTMENT**

December 1, 2023

To: Board of Education  
From: Ann Alfano, Chief Financial Officer  
CC: Dr Tony Gasper, Superintendent  
Re: Financial Report Month Ending November 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

Extra Earnings – Exhibit E – Pages 7-8

Check Register – Exhibit F – Pages 9-22



Consolidated School District of New Britain  
2023-2024 Operating Budget Summary Report

Description						Expenditures				%	
	Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total	Available Balance	Expended / Encumb.
		Board	Internal	Board	Internal						
Certified Salaries	51,174,724	-	6,000	-	7,000	51,174,724	33,933,900	14,224,465	48,158,365	3,016,358	94.1%
Non-Certified Salaries	22,528,612	-	-	-	-	22,528,612	12,506,579	8,228,976	20,735,555	1,793,057	92.0%
Fringes & Insurances	15,838,837	-	-	-	-	15,838,837	1,898,191	7,128,038	9,026,229	6,812,608	57.0%
Purchased Professional Services	3,892,196	-	(9,367)	-	(2,000)	3,892,196	218,148	1,157,225	1,375,373	2,516,823	35.3%
Purchased Contractual Services	2,278,354	-	-	-	-	2,278,354	458,258	512,178	970,436	1,307,918	42.6%
Purchased Other Services	24,440,594	7,500	8,500	-	-	24,440,594	11,014,932	3,835,597	14,850,529	9,590,065	60.8%
Supplies	5,722,389	(7,500)	(8,875)	-	(5,000)	5,722,389	3,021,049	1,978,543	4,999,592	722,797	87.4%
Capital Outlay	1,062,825	-	-	-	-	1,062,825	72,526	446,043	518,569	544,256	48.8%
Other	184,957	-	3,742	-	-	184,957	20,914	76,722	97,636	87,321	52.8%
Operating Transfers Out	376,512	-	-	-	-	376,512	-	-	-	376,512	0.0%
<b>Grand Total</b>	<b>127,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>127,500,000</b>	<b>63,144,498</b>	<b>37,587,787</b>	<b>100,732,285</b>	<b>26,767,715</b>	<b>79.0%</b>



Consolidated School District of New Britain  
2023-2024 Operating Budget Detail Report

Obj Code	Description	Transfers				Revised Budget	Expenditures			%		
		Adopted Budget	Prior Transfers		Pending Transfers		Encumbr.	Actuals	Total Exp & Enc	Available Balance	Expended / Encumb.	
511XX	<u>Certified Salaries</u>	51,174,724		6,000	-	7,000	51,174,724	33,933,900	14,224,465	48,158,365	3,016,358	94.1%
	<u>Non-Certified Salaries</u>											
5122X	Managers / Supervisors	2,127,866					2,127,866	1,110,306	777,298	1,887,604	240,262	88.7%
5123X	Secretarial	4,986,937					4,986,937	2,623,837	1,873,730	4,497,567	489,369	90.2%
5124X	Paraprofessional	7,052,240					7,052,240	4,345,506	2,159,443	6,504,949	547,291	92.2%
5125X	Custodial /Maint./ Security	5,308,218					5,308,218	2,541,527	2,334,252	4,875,779	432,439	91.9%
5126X	Health / Medical	1,535,726					1,535,726	998,098	438,284	1,436,382	99,344	93.5%
5127X	Other Salaries	1,517,626				-	1,517,626	887,305	645,968	1,533,273	(15,647)	101.0%
		22,528,612				-	22,528,612	12,506,579	8,228,976	20,735,555	1,793,057	92.0%
	<u>Fringes &amp; Insurances</u>											
52101	Health Insurance	8,885,774					8,885,774	-	2,986,096	2,986,096	5,899,678	33.6%
52102	Life Insurance	109,000					109,000	5,000	61,542	66,542	42,458	61.0%
52103	Disability Insurance											0.0%
52104	H.S.A. Contribution	1,750,000					1,750,000	-	1,788,202	1,788,202	(38,202)	102.2%
52200	FICA / Medicare	1,118,636					1,118,636	1,087,653	48,275	1,135,928	(17,292)	101.5%
52300	Retirement Contributions	3,147,427					3,147,427	735,559	1,702,501	2,438,059	709,368	77.5%
52500	Tuition Reimbursement	24,000					24,000	1,035	13,613	14,648	9,353	61.0%
52600	Unemployment Compensation	120,000					120,000	-	12,236	12,236	107,764	10.2%
52700	Workers' Compensation	684,000					684,000	68,944	515,574	584,518	99,482	85.5%
		15,838,837				-	15,838,837	1,898,191	7,128,038	9,026,229	6,812,608	57.0%
	<u>Purchased Professional Services</u>											
53061	Testing / Scoring Psy Ex	10,000					10,000	3,271	2,627	5,897	4,103	59.0%
53200	Instructional	40,350				-	40,350	800	2,150	2,950	37,400	7.3%
53210	Tutors	50,000					50,000	-	6,360	6,360	43,640	12.7%
53211	Tutors - Special Ed	180,000					180,000	-	57,810	57,810	122,190	32.1%
53212	Bus Monitors	738,426					738,426	2,672	137,033	139,705	598,721	18.9%
53300	Employee Train & Dev	13,550				-	13,550	2,195	1,200	3,395	10,155	25.1%
53320	In-Service	127,765				-	127,765	16,552	36,815	53,367	74,398	41.8%
53321	Testing Services	27,100					27,100	4,350	5	4,355	22,745	16.1%
53323	Prof Educational Svc.											0.0%
53325	Parent Activities	2,300					2,300	-	786	786	1,514	
53340	Other Prof/Tech Services	44,258					44,258	18,710	67,234	85,943	(41,685)	194.2%
53350	Recruitment & Retention	45,000					45,000	7,010	534	7,544	37,456	16.8%
53400	Translations	10,000					10,000	2,465	1,612	4,077	5,923	40.8%
53402	Other Serv - Medical											0.0%
53409	Other Serv - Reg Ed							2,079	5,463	7,542	(7,542)	0.0%
53410	Other Serv - Support	26,372					26,372	-	811	811	25,561	3.1%
53411	Audit/Accounting Services	102,000					102,000	-	9,338	9,338	92,663	9.2%
53412	Legal Fees	236,000					236,000	14,716	30,986	45,702	190,298	19.4%

Consolidated School District of New Britain  
2023-2024 Operating Budget Detail Report

Obj Code	Description					Expenditures			%			
		Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Encumbr.	Actuals	Total Exp & Enc	Available Balance	Expended / Encumb.
			Board	Internal	Board	Internal						
53440	Outside Trainer Services	25,000				25,000	-	24,569	24,569	431	98.3%	
53500	Technical Services	214,110			(7,000)	214,110	56,870	72,642	129,512	84,598	60.5%	
53510	Data Processing	833,965				833,965	3,320	301,062	304,382	529,583	36.5%	
53540	Sports Officials	166,000				166,000	10,000	28,981	38,981	127,019	23.5%	
53950	Outside Substitute Services	1,000,000				1,000,000	73,140	369,207	442,346	557,654	44.2%	
		3,892,196	-	(9,367)	-	(2,000)	3,892,196	218,148	1,157,225	1,375,373	2,516,823	35.3%
	<u>Purchased Contractual Services</u>											
54101	Refuse Removal	180,500				180,500	102,370	75,298	177,667	2,833	98.4%	
54103	Snow Removal	45,000				45,000	22,428	30,098	52,526	(7,526)	116.7%	
54300	Repairs & Maintenance	1,775,400			-	1,775,400	237,775	335,040	572,815	1,202,585	32.3%	
54400	Rentals	277,454			-	277,454	95,685	71,742	167,427	110,027	60.3%	
		2,278,354	-	-	-	-	2,278,354	458,258	512,178	970,436	1,307,918	42.6%
	<u>Purchased Other Services</u>											
55100	Transportation	6,808,142				6,808,142	116,884	177,472	294,356	6,513,785	4.3%	
55109	Transportation - Special Ed	4,675,913				4,675,913	-	821,695	821,695	3,854,218	17.6%	
55110	Transportation - Outplaced	610,000				610,000	-	179,907	179,907	430,093	29.5%	
55300	Communications	261,000				261,000	110,248	163,734	273,982	(12,982)	105.0%	
55301	Postage	80,477				80,477	9,116	34,310	43,426	37,051	54.0%	
55302	Licenses/Fees - Tech	47,547	7,500	8,500	-	-	47,547	18,815	53,376	72,191	(24,644)	151.8%
55303	Internet Service	-				-	-	-	-	-	0.0%	
55400	Advertising	14,200			-	14,200	665	1,394	2,059	12,141	14.5%	
55500	Printing & Binding	355,700			-	355,700	91,327	36,705	128,032	227,668	36.0%	
55610	Tuition - Public In-State	1,019,101				1,019,101	1,917,154	221,528	2,138,682	(1,119,581)	209.9%	
55611	Tuition - Local Residential	91,241				91,241	190,809	68,092	258,901	(167,660)	283.8%	
55612	Tuition - VOAG/Magnet Schools	3,279,000				3,279,000	-	-	-	3,279,000	0.0%	
55613	Tuition - Outplacement	18,357				18,357	4,097	4,813	8,910	9,447	48.5%	
55620	Tuition - Regular Ed	21,888				21,888	-	1,320	1,320	20,568	0.0%	
55630	Tuition - Private In-State	5,179,060				5,179,060	6,547,578	1,530,962	8,078,540	(2,899,481)	156.0%	
55631	Tuition - Private Out-State	91,241				91,241	134,654	54,173	188,827	(97,586)	207.0%	
55690	Tuition - Outplaced	462,854				462,854	378,609	95,851	474,459	(11,605)	102.5%	
55691	Tuition - Other services	1,393,409				1,393,409	1,494,451	385,305	1,879,757	(486,348)	134.9%	
55800	Travel Reimbursement	31,465				31,465	525	4,959	5,483	25,981	17.4%	
		24,440,595	7,500	8,500	-	-	24,440,594	11,014,932	3,835,597	14,850,529	9,590,065	60.8%
	<u>Supplies</u>											
56100	Office Supplies	206,748			-	(208)	206,748	15,530	70,268	85,799	120,950	41.5%
56101	Custodial Supplies	350,000				350,000	127,453	322,663	450,116	(100,116)	128.6%	
56102	Maint Supplies / Repairs	240,000				240,000	121,410	168,831	290,241	(50,241)	120.9%	
56103	Misc (Equip) Supplies	24,937				24,937	90	3,451	3,541	21,396	14.2%	



Consolidated School District of New Britain  
2023-2024 Operating Budget Detail Report

Obj Code	Description	Adopted Budget	Prior Transfers		Pending Transfers		Revised Budget	Expenditures			Available Balance	% Expended / Encumb.
			Board	Internal	Board	Internal		Encumbr.	Actuals	Total Exp & Enc		
56110	Instructional Supplies	443,746		(2,000)		7,208	443,746	95,922	266,355	362,277	81,469	81.6%
56111	Instructional Supplies - Art	53,456		(375)			53,456	22,257	10,359	32,616	20,840	61.0%
56112	Instructional Supplies - Music	29,921					29,921	7,992	5,375	13,366	16,555	44.7%
56113	Instructional Supplies - PE	14,742		(500)			14,742	4,009	1,655	5,664	9,078	38.4%
56114	Supplies - Tech Related	1,260				(7,000)	1,260	100	175	275	985	21.8%
56115	Instructional Supplies - Culinary	17,000				-	17,000	10,955	5,636	16,591	409	97.6%
56150	COVID19 Supplies	-					-	-	-	-	-	0.0%
56210	Heat & Gas	1,120,166					1,120,166	1,134,825	126,112	1,260,937	(140,771)	112.6%
56220	Electricity	2,244,643					2,244,643	1,298,532	724,767	2,023,298	221,345	90.1%
56260	Gasoline	521,367					521,367	-	117,706	117,706	403,661	22.6%
56270	Water	149,416					149,416	113,733	98,314	212,046	(62,630)	141.9%
56401	Parent Activity Supplies	1,845					1,845	-	-	-	1,845	0.0%
56410	Textbooks	96,421	(7,500)	(13,000)		(5,000)	96,421	114	17,187	17,301	79,120	17.9%
56420	Library Books	73,700					73,700	49,736	10,898	60,633	13,067	33.3%
56430	Periodicals	5,200					5,200	153	2,107	2,260	2,940	43.5%
56900	Other Supplies	127,821		7,000	-	-	127,821	18,239	26,685	44,924	82,897	35.1%
		5,722,389	(7,500)	(8,875)	-	(5,000)	5,722,389	3,021,049	1,978,543	4,999,592	722,797	87.4%
<u>Capital Outlay</u>												
57010	Facilities - Cafeteria	-										
57201	CARES ACT									-	-	
57300	Non-Instruct Equip - Replace	43,600					43,600	8,719	2,981	11,700	31,900	26.8%
57301	Non-Instruct Equip - New	81,750					81,750	16,123	51,363	67,486	14,264	82.6%
57345	Instruct Equip - Replace	524,650					524,650	188	289,743	289,931	234,719	55.3%
57346	Instruct Equip - New	55,000					55,000	47,496	34,203	81,699	(26,699)	148.5%
57350	Software - Tech Related	357,825					357,825	-	67,753	67,753	290,072	18.9%
57969	Facilities Improvements											
		1,062,825	-	-	-	-	1,062,825	72,526	446,043	518,569	544,256	48.8%
<u>Other</u>												
58100	Dues & Fees	104,957		3,742		-	104,957	10,314	76,223	86,537	18,420	82.5%
58150	Operational / Athletics	20,000					20,000	10,600	400	11,000	9,000	55.0%
58200	Operational / High School Grad.	60,000					60,000	-	99	99	59,901	0.2%
		184,957	-	3,742	-	-	184,957	20,914	76,722	97,636	87,321	52.8%
<u>Operating Transfers Out</u>												
59101	Transfer to Adult Ed Fund	376,512					376,512	-	-	-	376,512	0.0%
	Grand Total	127,500,000	-	-	-	-	127,500,000	63,144,498	37,587,787	100,732,285	26,767,715	79.0%

CSDNB  
Pending Budget Transfers  
Requires Board Approval

<u>Account Code</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
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NO BUDGET TRANSFERS

Consolidated School District of New Britain  
2023-2024 Internal Budget Transfers

<u>Budget Unit</u>	<u>Object Code</u>	<u>Description</u>	<u>From</u>	<u>To</u>
101096122004	56410	Transfer from Textbooks Account to In-Service Account	5,000.00	
101096122004	53320	Transfer from Textbooks Account to In-Service Account		5,000.00
101096222044	53500	Transfer from Purchase Services to Extra Earnings	7,000.00	
101096210001	51181	Transfer from Purchase Services to Extra Earnings		7,000.00
101009012002	56100	Transfer from Office Supplies to Instructional Supplies		
101009012002	56100	Transfer from Office Supplies to Instructional Supplies	182.84	
101009012002	56110	Transfer from Office Supplies to Instructional Supplies	24.98	182.84
101009012002	56110	Transfer from Office Supplies to Instructional Supplies		24.98
101096122014	56114	Transfer from Tech Supplies to Instructional Supplies	7,000.00	
101096122004	56110	Transfer from Tech Supplies to Instructional Supplies		7,000.00

Consolidated School District of New Britain  
 General Fund Extra Earnings/Overtime and Substitute Coverage Report  
 Month Ending November 30, 2023 Versus Fiscal Year Ended 2022-2023, 2021-22 and 2020-21

Organization	Account	Title	Fiscal Year 2023 - 2024			Fiscal Year 2022-2023		Fiscal Year 2021-2022		Fiscal Year 2020-2021	
			Budget	Expenditures	Balance	Nov-22	Jun-23	Nov-21	Jun-22	Nov-20	Jun-21
<b>TEACHER'S</b>											
<b>EXTRA EARNINGS / OT:</b>											
101096900030	51181	DW DUTY FREE	125,000	43,821	81,179	68,296	138,053	101,403	107,471	66,574	249,753
101096900040	51181	DW GUIDANCE	28,000	31,037	(3,037)	31,102	52,276	44,997	72,414	38,692	57,008
101096900130	51181	DW TESTING	6,000	4,350	1,650	1,858	-	-	697	-	-
101096910001	51181	DW	235,000	75,023	159,977	277,253	121,137	481,963	822,910	260,530	514,306
			<u>394,000</u>	<u>154,231</u>	<u>239,769</u>	<u>378,508</u>	<u>311,465</u>	<u>628,363</u>	<u>1,003,492</u>	<u>365,796</u>	<u>821,066</u>
<b>SUB COVERAGE</b>											
101096900110	51181	DW SUB TEACH	151,000	43,821	107,179	-	138,053	-	8,810	-	-
			<u>545,000</u>	<u>198,052</u>	<u>346,948</u>	<u>378,508</u>	<u>449,518</u>	<u>628,363</u>	<u>1,012,302</u>	<u>365,796</u>	<u>821,066</u>
<b>SECRETARIAL/CLERICAL</b>											
<b>EXTRA EARNINGS / OT:</b>											
101096900010	51238	DW OT/DT	125,000	98,315	26,685	128,693	265,385	196,853	151,016	74,083	194,084
101096910001	51238	DW	24,000		24,000	65,164	88,679	38,431	88,540	20,138	35,662
			<u>149,000</u>	<u>98,315</u>	<u>50,685</u>	<u>193,858</u>	<u>354,063</u>	<u>235,284</u>	<u>239,556</u>	<u>94,221</u>	<u>229,746</u>
<b>SUB COVERAGE</b>											
101096900100	51238	DW SUB SEC	51,000	24,184	26,816	23,032	62,370	23,335	69,635	7,505	26,719
			<u>200,000</u>	<u>122,499</u>	<u>77,501</u>	<u>216,890</u>	<u>416,433</u>	<u>258,619</u>	<u>309,191</u>	<u>101,726</u>	<u>256,465</u>
<b>PARA</b>											
<b>EXTRA EARNINGS / OT:</b>											
101096900010	51248	DW OT/DT	200,000	62,667	137,333	5,607	9,947	112,481	252,658	-	17,972
101096900030	51248	DW DUTY FREE	75,000	357,259	(282,259)	400,205	1,374,561	272,331	116,847	20,104	117,106
101096910001	51248	DW	54,000	22,145	31,855	39,984	90,587	467	467	17,791	19,922
			<u>329,000</u>	<u>442,071</u>	<u>(113,071)</u>	<u>445,796</u>	<u>1,475,094</u>	<u>385,280</u>	<u>369,972</u>	<u>37,894</u>	<u>155,001</u>
<b>SUB COVERAGE</b>											
101096900090	51248	DW SUB PARA	101,000	36,942	64,058	43,016	180,734	25,589	118,578	25,058	98,784
			<u>430,000</u>	<u>479,013</u>	<u>(49,013)</u>	<u>488,812</u>	<u>1,655,828</u>	<u>410,870</u>	<u>488,550</u>	<u>62,952</u>	<u>253,784</u>



Consolidated School District of New Britain  
 General Fund Extra Earnings/Overtime and Substitute Coverage Report  
 Month Ending November 30, 2023 Versus Fiscal Year Ended 2022-2023, 2021-22 and 2020-21

Organization	Account	Title	Fiscal Year 2023 - 2024			Fiscal Year 2022-2023		Fiscal Year 2021-2022		Fiscal Year 2020-2021	
			Budget	Expenditures	Balance	Nov-22	Jun-23	Nov-21	Jun-22	Nov-20	Jun-21
<b>CUSTODIAL / MAINTENANCE / SECURITY</b>											
<b>EXTRA EARNINGS / OT:</b>											
101096900010	51258	DW OT/DT	278,000	311,981	(33,981)	273,436	744,444	295,092	782,258	93,541	316,030
101096900020	51258	DW CALL IN	13,000	2,465	10,535	4,414	9,165	2,987	8,592	3,397	8,247
101096910001	51258	DW	-	-	-	-	-	-	-	-	-
101096900990	51258	DW COVID19	-	-	-	-	-	652	652	13,689	268,213
	<b>51258 Total</b>		<u>291,000</u>	<u>314,446</u>	<u>(23,446)</u>	<u>277,850</u>	<u>753,608</u>	<u>298,732</u>	<u>791,502</u>	<u>110,627</u>	<u>592,489</u>
<b>SUB COVERAGE</b>											
101096900060	51258	DW SUB MAINT	350,000	306,741	43,259	239,324		199,826	263,339	279,169	598,773
			<u>641,000</u>	<u>621,187</u>	<u>19,813</u>	<u>517,174</u>	<u>753,608</u>	<u>498,558</u>	<u>1,054,841</u>	<u>389,795</u>	<u>1,191,262</u>
<b>HEALTH / MEDICAL</b>											
<b>EXTRA EARNINGS / OT:</b>											
101096900010	51268	DW OT/DT	48,000	7,669	40,331	20,241	46,198	130,917	280,140	18,177	68,432
101096910001	51268	DW	100,000	89,045	10,955	66,150	117,305	33,588	71,822	91,574	169,076
	<b>51268 Total</b>		<u>148,000</u>	<u>96,714</u>	<u>51,286</u>	<u>86,391</u>	<u>163,503</u>	<u>164,506</u>	<u>351,962</u>	<u>109,751</u>	<u>237,508</u>
<b>SUB COVERAGE</b>											
101096900070	51268	DW SUB HEALTH	10,000	3,322	6,678	3,331	7,214	-	-	-	-
			<u>158,000</u>	<u>100,036</u>	<u>57,964</u>	<u>89,722</u>	<u>170,717</u>	<u>164,506</u>	<u>351,962</u>	<u>109,751</u>	<u>237,508</u>
<b>GRAND TOTAL</b>											
	EXTRA EARNINGS/OT		1,311,000	1,105,778	205,222	1,382,403	3,057,734	1,712,165	2,756,485	718,289	2,035,811
	SUBCOVERAGE		663,000	415,010	247,990	308,703	388,371	248,751	460,362	311,732	724,276
			<u>1,974,000</u>	<u>1,520,788</u>	<u>453,212</u>	<u>1,691,106</u>	<u>3,446,104</u>	<u>1,960,916</u>	<u>3,216,846</u>	<u>1,030,021</u>	<u>2,760,087</u>

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402564	11/03/2023	10022	ACE TRAILER LEASING INC	1010	931	54400	RENTALS	\$1,590.00
402565	11/03/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	54300	REPAIRS & MAINTENANCE	\$3,839.29
402565	11/03/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$6,311.88
402566	11/03/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	061	54300	REPAIRS & MAINTENANCE	\$1,957.85
402566	11/03/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	931	54300	REPAIRS & MAINTENANCE	\$2,978.73
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	053	56100	OFFICE SUPPLIES	\$91.66
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	061	56430	PERIODICALS	\$100.13
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	061	56900	OTHER SUPPLIES	\$30.90
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	061	56100	OFFICE SUPPLIES	\$227.13
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	911	56100	OFFICE SUPPLIES	\$155.53
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$338.98
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	952	56900	OTHER SUPPLIES	\$664.92
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$53.40
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	1010	974	56100	OFFICE SUPPLIES	\$114.88
402567	11/03/2023	14395	AMAZON.COM SERVICES INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$1,899.82
402568	11/03/2023	10127	AT&T MOBILITY	1010	931	55300	COMMUNICATIONS	\$2,895.20
402569	11/03/2023	10127	AT&T MOBILITY	1010	931	55300	COMMUNICATIONS	\$3,594.95
402570	11/03/2023	10504	BLICK ART MATERIALS LLC	1010	061	56111	INSTR SUPPLIES - ART	\$1,717.66
402571	11/03/2023	10194	BLOOMFIELD BOARD OF EDUCATION	1010	974	55690	TUITION - OUTPLACED	\$2,477.29
402571	11/03/2023	10194	BLOOMFIELD BOARD OF EDUCATION	1010	974	55691	TUITION-OTHER SERV	\$11,859.01
402572	11/03/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2346	012	53320	IN-SERVICE	\$3,071.25
402573	11/03/2023	10250	C & M TELEPHONE	1010	931	55300	COMMUNICATIONS	\$1,665.83
402574	11/03/2023	10274	CAREY WIPER & SUPPLY CO	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$173.60
402575	11/03/2023	10342	CINTAS FIRE PROTECTION	1010	052	54300	REPAIRS & MAINTENANCE	\$648.10
402576	11/03/2023	12754	LEONA C CLERKIN	1010	963	56110	INSTRUCTIONAL SUPPLIES	\$125.64
402577	11/03/2023	10368	COMCAST	1010	052	56220	ELECTRICITY	\$11.21
402578	11/03/2023	10368	COMCAST	1010	003	55300	COMMUNICATIONS	\$207.62
402579	11/03/2023	12736	COMMITTEE FOR CHILDREN	2347	053	56110	INSTRUCTIONAL SUPPLIES	\$3,199.00
402579	11/03/2023	12736	COMMITTEE FOR CHILDREN	2348	052	56110	INSTRUCTIONAL SUPPLIES	\$3,199.00
402580	11/03/2023	10371	COMMUNITY CHILD GUIDANCE CLINIC INC	1010	974	55630	TUITION - PRIV IN-STATE	\$12,993.75



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402580	11/03/2023	10371	COMMUNITY CHILD GUIDANCE CLINIC INC	1010	974	55690	TUITION - OUTPLACED	\$780.00
402581	11/03/2023	15504	CONN FOUNDATION FOR OPEN GOVERNMENT	1010	901	58100	DUES & FEES	\$195.00
402582	11/03/2023	11924	CONNECTICUT TIRE INC	1010	932	54300	REPAIRS & MAINTENANCE	\$1,151.01
402583	11/03/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$11,491.23
402584	11/03/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$521.00
402585	11/03/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$1,444.50
402586	11/03/2023	10489	DELL COMPUTER CORPORATION	2020	969	57346	INSTR EQUIP - NEW	\$1,082.25
402587	11/03/2023	15255	DOLORES S COLE	2346	012	53320	IN-SERVICE	\$8,800.00
402588	11/03/2023	13884	DOMUS KIDS INC	1010	974	55691	TUITION-OTHER SERV	\$1,287.00
402589	11/03/2023	10521	DRAIN DOCTOR INC	1010	061	54300	REPAIRS & MAINTENANCE	\$380.00
402590	11/03/2023	13937	EAGLE FENCE & GUARDRAIL INC	1010	013	54300	REPAIRS & MAINTENANCE	\$1,350.00
402590	11/03/2023	13937	EAGLE FENCE & GUARDRAIL INC	1010	061	54300	REPAIRS & MAINTENANCE	\$4,490.00
402591	11/03/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$517.44
402591	11/03/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$16,014.30
402592	11/03/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$2,024.15
402593	11/03/2023	10582	ENVIRONMENTAL SYSTEMS CORP	1010	931	53340	OTHER PROF/TECH SVC	\$696.00
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	003	56220	ELECTRICITY	\$14,156.74
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	005	56220	ELECTRICITY	\$5,126.02
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	006	56220	ELECTRICITY	\$3,400.92
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	007	56220	ELECTRICITY	\$5,021.07
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	008	56220	ELECTRICITY	\$11,143.13
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	009	56220	ELECTRICITY	\$7,221.50
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	011	56220	ELECTRICITY	\$7,590.22
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$7,112.10
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	015	56220	ELECTRICITY	\$4,305.52
402594	11/03/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$4,896.36
402595	11/03/2023	14766	FETCH A RIDE	1010	912	55108	TRANSPORT-HOMELESS	\$3,780.00
402596	11/03/2023	15151	FOLLETT CONTENT SOLUTIONS LLC	1010	961	56420	LIBRARY BOOKS	\$5,421.96
402597	11/03/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00



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402598	11/03/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402599	11/03/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$550.00
402600	11/03/2023	12437	FRONTIER COMMUNICATION COMPANY	1010	931	55300	COMMUNICATIONS	\$448.53
402601	11/03/2023	10669	GRAINGER	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$224.45
402602	11/03/2023	15529	HEALTH CARE ADVOCATES INTERNATIONAL	1010	941	53320	IN-SERVICE	\$2,100.00
402603	11/03/2023	13767	HOLY CROSS CHURCH	1010	911	54400	RENTALS	\$12,000.00
402604	11/03/2023	15076	IMPERIAL DADE	1010	931	54103	SNOW PLOWING / SANDING	\$5,808.00
402604	11/03/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$26,760.20
402604	11/03/2023	15076	IMPERIAL DADE	1010	931	57300	NON-INSTR EQUIP - REPLACE	\$402.96
402605	11/03/2023	15527	INFINITE LOVE AND SERENITY LLC	2325	969	53323	PROF EDUCATIONAL SVC	\$500.00
402606	11/03/2023	10765	INFOSHRED LLC	1010	931	54101	REFUSE REMOVAL	\$208.56
402607	11/03/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$384.79
402608	11/03/2023	11914	KAESTLE BOOS ASSOCIATES INC	2063	931	54001	PURCH PROP SVC	\$10,000.00
402609	11/03/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$29,555.64
402610	11/03/2023	13181	KIDS' WHEELS LLC	1010	912	55108	TRANSPORT-HOMELESS	\$687.50
402611	11/03/2023	10914	KONE INC	1010	013	54300	REPAIRS & MAINTENANCE	\$1,341.47
402611	11/03/2023	10914	KONE INC	1010	061	54300	REPAIRS & MAINTENANCE	\$1,171.13
402612	11/03/2023	14291	LAGACE & ASSOC TREE SERVICE LLC	1010	008	54300	REPAIRS & MAINTENANCE	\$3,215.00
402612	11/03/2023	14291	LAGACE & ASSOC TREE SERVICE LLC	1010	052	54300	REPAIRS & MAINTENANCE	\$3,300.00
402613	11/03/2023	10955	LITERACY VOLUNTEERS OF CENTRAL CT	2360	966	59901	NON DISTR-INSTR EXP	\$32,115.00
402614	11/03/2023	12146	M A & M INC	1010	052	54300	REPAIRS & MAINTENANCE	\$2,800.00
402614	11/03/2023	12146	M A & M INC	1010	053	54300	REPAIRS & MAINTENANCE	\$9,675.00
402615	11/03/2023	15331	EILEEN D MARQUEZ	1010	941	53350	RECRUITMENT & RETENTION	\$533.71
402616	11/03/2023	14187	MULTIMODAL TEACHER OF DEAF SERVICES	2020	969	53403	OTHER SERV - PROF	\$12,756.80
402617	11/03/2023	10197	NEW BRITAIN WATER DEPT	1010	931	56270	WATER	\$882.88
402618	11/03/2023	14081	NEXTCOURIER	1010	911	53500	TECHNICAL SERVICES	\$3,273.99
402619	11/03/2023	13902	NOVUS INSIGHT INC	1010	921	57346	INSTR EQUIP - NEW	\$13,130.00
402620	11/03/2023	11201	OTIS ELEVATOR COMPANY	1010	931	53340	OTHER PROF/TECH SVC	\$1,246.39
402621	11/03/2023	14987	OVERHEAD DOOR CO OF HARTFORD INC	1010	932	54300	REPAIRS & MAINTENANCE	\$670.00



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402622	11/03/2023	15227	PATHFUL INC	2028	969	56110	INSTRUCTIONAL SUPPLIES	\$4,500.00
402623	11/03/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$100.00
402625	11/03/2023	13688	QBS INC	2020	969	53320	IN-SERVICE	\$110.00
402626	11/03/2023	11308	QUILL CORP	2050	969	56110	INSTRUCTIONAL SUPPLIES	\$34.65
402627	11/03/2023	15502	SCHOOLINKS INC	2063	969	56110	INSTRUCTIONAL SUPPLIES	\$28,500.00
402628	11/03/2023	11513	SHERWIN WILLIAMS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$147.26
402629	11/03/2023	13493	SNO-WHITE POWER EQUIPMENT	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$112.55
402631	11/03/2023	13199	SOLIANT HEALTH	2063	974	53200	INSTRUCTIONAL SERV	\$113,970.50
402634	11/03/2023	14118	SOLTERRA ACADEMY	1010	974	55630	TUITION - PRIV IN-STATE	\$129,689.19
402634	11/03/2023	14118	SOLTERRA ACADEMY	1010	974	55690	TUITION - OUTPLACED	\$10,055.00
402634	11/03/2023	14118	SOLTERRA ACADEMY	1010	974	55691	TUITION-OTHER SERV	\$27,822.08
402635	11/03/2023	13013	SPECIALIZED EDUCATION OF CONN	1010	974	55630	TUITION - PRIV IN-STATE	\$75,388.22
402635	11/03/2023	13013	SPECIALIZED EDUCATION OF CONN	1010	974	55691	TUITION-OTHER SERV	\$5,016.48
402636	11/03/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	53212	BUS MONITORS	\$87,151.22
402636	11/03/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55108	TRANSPORT-HOMELESS	\$29,328.33
402636	11/03/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55109	TRANSPORT - SPECIAL ED	\$431,009.69
402636	11/03/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55110	OUTPLACED-TRANSPORTATION	\$163,287.24
402636	11/03/2023	14115	SPECIALTY TRANSPORTATION INC	1010	912	55111	MONITORS OUTPLACED	\$16,619.88
402637	11/03/2023	11566	STAPLES BUSINESS ADVANTAGE	1010	903	56100	OFFICE SUPPLIES	\$83.42
402638	11/03/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$549.16
402639	11/03/2023	11708	TULL BROTHERS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$3,093.03
402640	11/03/2023	11755	W. B. MASON COMPANY INC	1010	011	56110	INSTRUCTIONAL SUPPLIES	\$742.60
402640	11/03/2023	11755	W. B. MASON COMPANY INC	1010	062	56100	OFFICE SUPPLIES	\$37.79
402641	11/03/2023	14578	WEST HARTFORD LOCK CO LLC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$76.28
402647	11/09/2023	15284	ACTION APPAREL INC	1010	931	56101	CUSTODIAL SUPPLIES	\$285.80
402648	11/09/2023	15554	ADRIANA WARKOSKI	2630	969	58999	OTHER EXPENSES	\$118.75
402649	11/09/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	54300	REPAIRS & MAINTENANCE	\$4,886.64
402650	11/09/2023	14862	ALLIED ROOFING & SHEET METAL CO INC	1010	931	54300	REPAIRS & MAINTENANCE	\$16,812.34
402651	11/09/2023	14395	AMAZON.COM SERVICES INC	1010	005	56110	INSTRUCTIONAL SUPPLIES	\$498.64



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402651	11/09/2023	14395	AMAZON.COM SERVICES INC	1010	013	53325	PARENT ACTIVITIES	\$507.97
402651	11/09/2023	14395	AMAZON.COM SERVICES INC	1010	921	57345	INSTR EQUIP - REPLACE	\$143.24
402651	11/09/2023	14395	AMAZON.COM SERVICES INC	2067	969	56110	INSTRUCTIONAL SUPPLIES	\$2,312.46
402651	11/09/2023	14395	AMAZON.COM SERVICES INC	2607	952	58999	OTHER EXPENSES	\$198.90
402652	11/09/2023	10108	APARO'S ELECTRIC MOTOR SERVICE INC	1010	931	54300	REPAIRS & MAINTENANCE	\$368.55
402653	11/09/2023	14552	SHELLY A BJORKLUND	1010	008	53325	PARENT ACTIVITIES	\$277.86
402654	11/09/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2047	003	53320	IN-SERVICE	\$1,304.96
402654	11/09/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2047	003	53320	IN-SERVICE	\$720.04
402654	11/09/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2346	012	53320	IN-SERVICE	\$5,771.25
402656	11/09/2023	15440	CITRON HYGIENE US CORP	1010	931	56101	CUSTODIAL SUPPLIES	\$20,787.96
402657	11/09/2023	10350	CITY OF NEW BRITAIN PARKING GARAGE	1010	911	58100	DUES & FEES	\$1,210.00
402658	11/09/2023	10366	COLLINSVILLE POWER EQUIPMENT	1010	931	54300	REPAIRS & MAINTENANCE	\$37.40
402659	11/09/2023	10368	COMCAST	1010	009	55300	COMMUNICATIONS	\$956.10
402660	11/09/2023	10368	COMCAST	1010	931	55300	COMMUNICATIONS	\$187.94
402661	11/09/2023	12335	COMCAST BUSINESS	2382	966	55050	OTHER PURCHASE SERVICES	\$201.12
402662	11/09/2023	10293	CONNECTICUT BUSINESS SYSTEMS LLC	2382	966	55050	OTHER PURCHASE SERVICES	\$158.45
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	003	56210	HEAT & GAS	\$3,530.78
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	008	56210	HEAT & GAS	\$1,607.87
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	015	56210	HEAT & GAS	\$1,494.17
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	051	56210	HEAT & GAS	\$1,956.02
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	052	56210	HEAT & GAS	\$1,605.96
402663	11/09/2023	10389	CONNECTICUT NATURAL GAS	1010	931	56210	HEAT & GAS	\$367.88
402664	11/09/2023	10428	CREC	1010	941	58100	DUES & FEES	\$2,340.00
402665	11/09/2023	10440	CT FAMILY RESOURCE ALLIANCE	2334	003	53340	OTHER PROF/TECH SVC	\$500.00
402665	11/09/2023	10440	CT FAMILY RESOURCE ALLIANCE	2334	007	53340	OTHER PROF/TECH SVC	\$500.00
402665	11/09/2023	10440	CT FAMILY RESOURCE ALLIANCE	2334	013	53340	OTHER PROF/TECH SVC	\$500.00
402666	11/09/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$5,106.41
402667	11/09/2023	10516	DONALD F PERRAS	2347	053	53320	IN-SERVICE	\$2,100.00
402668	11/09/2023	13711	COLM A DUFFIN	1010	961	53320	IN-SERVICE	\$1,907.81



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402669	11/09/2023	10529	EAGLE LEASING CO	1010	931	54400	RENTALS	\$225.00
402670	11/09/2023	10532	EARLY LEARNING PROGRAM INC	2326	534	55050	OTHER PURCHASE SERVICES	\$9,000.00
402671	11/09/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	53210	TUTORS	\$300.00
402671	11/09/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	56110	INSTRUCTIONAL SUPPLIES	\$1,678.04
402671	11/09/2023	10532	EARLY LEARNING PROGRAM INC	2324	534	59901	NON DISTR-INSTR EXP	\$13,969.47
402672	11/09/2023	13612	EDADVANCE	2346	012	53320	IN-SERVICE	\$77,518.96
402673	11/09/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$2,046.75
402674	11/09/2023	13757	ENGAGING SCHOOLS INC	2347	053	53320	IN-SERVICE	\$22,145.31
402675	11/09/2023	12576	EVERSOURCE ENERGY	1010	052	56220	ELECTRICITY	\$7,167.65
402675	11/09/2023	12576	EVERSOURCE ENERGY	1010	053	56220	ELECTRICITY	\$5,704.62
402675	11/09/2023	12576	EVERSOURCE ENERGY	1010	931	56220	ELECTRICITY	\$2,439.93
402676	11/09/2023	14766	FETCH A RIDE	1010	912	55108	TRANSPORT-HOMELESS	\$3,780.00
402677	11/09/2023	12384	JEAN S FILIP	1010	961	55800	TRAVEL REIMBURSEMENT	\$8.71
402678	11/09/2023	15151	FOLLETT CONTENT SOLUTIONS LLC	1010	961	56420	LIBRARY BOOKS	\$605.29
402679	11/09/2023	13479	HARTFORD TRUCK EQUIPMENT INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$388.71
402681	11/09/2023	10730	HOME DEPOT CREDIT SERVICES	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$9,028.70
402681	11/09/2023	10730	HOME DEPOT CREDIT SERVICES	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$495.16
402682	11/09/2023	10743	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	2347	053	56110	INSTRUCTIONAL SUPPLIES	\$4,953.14
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53320	IN-SERVICE	\$134.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53401	OTHER SERV - SUPPORT	\$47.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	53403	OTHER SERV - PROF	\$783.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	54001	PURCH PROP SVC	\$5,232.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	55050	OTHER PURCHASE SERVICES	\$2,643.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	56110	INSTRUCTIONAL SUPPLIES	\$422.00
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59900	NON DISTRICT EXP	\$8,774.36
402683	11/09/2023	10751	HUMAN RESOURCE AGENCY INC	2324	532	59901	NON DISTR-INSTR EXP	\$47,106.00
402684	11/09/2023	12002	IRON MOUNTAIN INC	1010	941	53500	TECHNICAL SERVICES	\$1,050.02
402685	11/09/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$243.07
402686	11/09/2023	14103	JOHNSON CONTROLS FIRE PROTECTION LP	1010	931	54300	REPAIRS & MAINTENANCE	\$840.00



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402687	11/09/2023	15534	KARLA VIRGINIA ALIENDRES ALIENDRES	2630	969	58999	OTHER EXPENSES	\$125.00
402688	11/09/2023	15186	JULYANNA F KORKATZIS	1010	931	55800	TRAVEL REIMBURSEMENT	\$300.25
402689	11/09/2023	15492	KRISTA PISANO	2025	544	53323	PROF EDUCATIONAL SVC	\$1,162.50
402690	11/09/2023	14855	JOAN P LANDRUM	2067	969	55800	TRAVEL REIMBURSEMENT	\$35.76
402691	11/09/2023	15539	MARIE BACHAND	2630	969	58999	OTHER EXPENSES	\$306.25
402692	11/09/2023	12044	FILOMENA MASCOLO	2382	966	55800	TRAVEL REIMBURSEMENT	\$47.99
402693	11/09/2023	15296	MATEUSZ PANEK	2700	061	58999	OTHER EXPENSES	\$160.00
402694	11/09/2023	12878	MENU PROS	2382	966	55050	OTHER PURCHASE SERVICES	\$259.00
402695	11/09/2023	11089	MUSICAL EXPRESSIONS LLC	2601	963	58999	OTHER EXPENSES	\$1,386.00
402696	11/09/2023	11141	NEW BRITAIN MUSEUM OF AMERICAN ART	1010	963	53200	INSTRUCTIONAL SERV	\$1,200.00
402697	11/09/2023	11144	NEW BRITAIN PLUMBING SUPPLY CO	1010	061	54300	REPAIRS & MAINTENANCE	\$2,101.00
402698	11/09/2023	11194	OIC OF NEW BRITAIN INC	2004	951	53200	INSTRUCTIONAL SERV	\$22,344.40
402698	11/09/2023	11194	OIC OF NEW BRITAIN INC	2019	969	53340	OTHER PROF/TECH SVC	\$11,118.60
402698	11/09/2023	11194	OIC OF NEW BRITAIN INC	2019	969	53340	OTHER PROF/TECH SVC	\$17,381.40
402698	11/09/2023	11194	OIC OF NEW BRITAIN INC	2063	951	53200	INSTRUCTIONAL SERV	\$7,500.00
402699	11/09/2023	14666	OMNI DATA LLC	1010	921	53510	DP AND CODING SERV	\$6,811.50
402701	11/09/2023	14882	PATRIOT PEST SOLUTIONS LLC	1010	931	54300	REPAIRS & MAINTENANCE	\$5,125.00
402702	11/09/2023	11259	PITNEY BOWES GLOBAL FINANCIAL	1010	911	55301	POSTAGE	\$2,371.74
402703	11/09/2023	15514	PIVOT TO POTENTIAL LLC	2348	052	53200	INSTRUCTIONAL SERV	\$1,800.00
402704	11/09/2023	11308	QUILL CORP	1010	922	56100	OFFICE SUPPLIES	\$0.11
402704	11/09/2023	11308	QUILL CORP	1010	941	56100	OFFICE SUPPLIES	\$975.47
402705	11/09/2023	14284	MAYRA L RODRIGUEZ	2058	969	56900	OTHER SUPPLIES	\$54.94
402705	11/09/2023	14284	MAYRA L RODRIGUEZ	2635	969	58999	OTHER EXPENSES	\$14.84
402706	11/09/2023	14730	SCHOOL SPECIALTY LLC	1010	053	56111	INSTR SUPPLIES - ART	\$4,138.43
402707	11/09/2023	15172	SABRINA J SCOTT	2382	966	55800	TRAVEL REIMBURSEMENT	\$18.86
402708	11/09/2023	11496	SECURITY UNIFORMS	1010	931	56101	CUSTODIAL SUPPLIES	\$240.00
402709	11/09/2023	11513	SHERWIN WILLIAMS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$128.75
402710	11/09/2023	13882	KEIRA Z SOLER	1010	961	55800	TRAVEL REIMBURSEMENT	\$27.77
402711	11/09/2023	11586	STEVE WEISS MUSIC INC	1010	061	56112	INSTR SUPPLIES - MUSIC	\$324.10



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402712	11/09/2023	10330	THE CHILDREN'S MUSEUM INC	2346	012	53200	INSTRUCTIONAL SERV	\$9,000.00
402713	11/09/2023	13641	THE GRANITE GROUP WHOLSALERS LLC	1010	012	54300	REPAIRS & MAINTENANCE	\$1,382.50
402714	11/09/2023	14031	THE STANDARD (EAP)	1010	941	53500	TECHNICAL SERVICES	\$813.45
402716	11/09/2023	15510	THOMAS TESTING INC	1010	931	53340	OTHER PROF/TECH SVC	\$12,150.00
402717	11/09/2023	14478	THURSTON FOODS INC	1010	061	56115	INSTR SUPPLIES-CULINARY	\$1,380.46
402718	11/09/2023	13342	TRINITY-ON-MAIN LTD	2382	966	54400	RENTALS	\$1,500.00
402719	11/09/2023	11708	TULL BROTHERS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$888.20
402719	11/09/2023	11708	TULL BROTHERS	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$1,776.02
402720	11/09/2023	12200	JOSEPH M VAVERCHAK	2058	969	56900	OTHER SUPPLIES	\$42.53
402721	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	54001	PURCH PROP SVC	\$2,191.92
402721	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	55050	OTHER PURCHASE SERVICES	\$2,980.91
402721	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	56110	INSTRUCTIONAL SUPPLIES	\$708.33
402721	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59900	NON DISTRICT EXP	\$2,694.08
402721	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	048	59901	NON DISTR-INSTR EXP	\$16,262.08
402722	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2326	048	55050	OTHER PURCHASE SERVICES	\$27,000.00
402723	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	54001	PURCH PROP SVC	\$24.40
402723	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	55050	OTHER PURCHASE SERVICES	\$924.92
402723	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59900	NON DISTRICT EXP	\$1,046.17
402723	11/09/2023	11814	YMCA OF MERIDEN-NEW BRITAIN-BERLIN	2324	049	59901	NON DISTR-INSTR EXP	\$7,050.83
402724	11/09/2023	11818	YWCA OF NEW BRITAIN	2326	047	55050	OTHER PURCHASE SERVICES	\$22,500.00
402725	11/09/2023	11818	YWCA OF NEW BRITAIN	2324	047	59900	NON DISTRICT EXP	\$12,912.30
402725	11/09/2023	11818	YWCA OF NEW BRITAIN	2324	047	59901	NON DISTR-INSTR EXP	\$100,436.70
402753	11/17/2023	10024	ACES	1010	974	55610	TUITION - PUBLIC IN-STATE	\$95,164.28
402754	11/17/2023	15284	ACTION APPAREL INC	1010	931	56101	CUSTODIAL SUPPLIES	\$1,393.15
402755	11/17/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	052	54300	REPAIRS & MAINTENANCE	\$673.00
402755	11/17/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	053	54300	REPAIRS & MAINTENANCE	\$4,075.42
402755	11/17/2023	14577	AIR TEMP MECHANICAL SERVICES INC	1010	931	54300	REPAIRS & MAINTENANCE	\$8,040.70
402756	11/17/2023	15389	ALL POINTE HOMECARE LLC	2063	974	53200	INSTRUCTIONAL SERV	\$4,235.00
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	003	56100	OFFICE SUPPLIES	\$54.14



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402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	061	56110	INSTRUCTIONAL SUPPLIES	\$15.28
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	062	56110	INSTRUCTIONAL SUPPLIES	\$115.43
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	062	56100	OFFICE SUPPLIES	\$57.98
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	902	56100	OFFICE SUPPLIES	\$54.48
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$355.35
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	931	56100	OFFICE SUPPLIES	\$172.13
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	941	56100	OFFICE SUPPLIES	\$339.57
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	952	56900	OTHER SUPPLIES	\$49.87
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	961	56100	OFFICE SUPPLIES	\$286.63
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$4,031.50
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	961	56410	TEXTBOOKS	\$4,350.00
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	1010	962	56110	INSTRUCTIONAL SUPPLIES	\$179.32
402757	11/17/2023	14395	AMAZON.COM SERVICES INC	2629	090	58999	OTHER EXPENSES	\$117.90
402759	11/17/2023	15037	AMERICAN READING COMPANY INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$39,360.00
402759	11/17/2023	15037	AMERICAN READING COMPANY INC	2042	969	56900	OTHER SUPPLIES	\$6,775.00
402759	11/17/2023	15037	AMERICAN READING COMPANY INC	2068	969	56110	INSTRUCTIONAL SUPPLIES	\$281,000.00
402760	11/17/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55630	TUITION - PRIV IN-STATE	\$870.78
402760	11/17/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55690	TUITION - OUTPLACED	\$375.00
402760	11/17/2023	10082	AMERICAN SCHOOL FOR THE DEAF	1010	974	55691	TUITION-OTHER SERV	\$657.00
402761	11/17/2023	15247	ATHLETIC TRAINER SOLUTIONS	1010	978	57346	INSTR EQUIP - NEW	\$6,460.00
402762	11/17/2023	15540	GLENN BANKS	2348	052	53320	IN-SERVICE	\$35.37
402762	11/17/2023	15540	GLENN BANKS	2348	052	55050	OTHER PURCHASE SERVICES	\$1,356.38
402763	11/17/2023	15329	BEN BRONZ FOUNDATION INC	1010	974	55630	TUITION - PRIV IN-STATE	\$13,600.00
402764	11/17/2023	15292	KAYLA H BENEDETTO	1010	974	55800	TRAVEL REIMBURSEMENT	\$61.30
402765	11/17/2023	14711	BRIDGE THE GAP EDUCATION CONSULTING	2047	003	53320	IN-SERVICE	\$4,185.00
402766	11/17/2023	10250	C & M TELEPHONE	1010	931	55300	COMMUNICATIONS	\$1,476.50
402767	11/17/2023	10254	C I A C	1010	978	58100	DUES & FEES	\$280.00
402768	11/17/2023	10273	CARDONE RECORD SERVICES INC	1010	921	53510	DP AND CODING SERV	\$170.22
402769	11/17/2023	10285	CAS CT ASSOCIATION OF SCHOOLS	1010	977	53200	INSTRUCTIONAL SERV	\$100.00



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402770	11/17/2023	10287	CASBO	1010	911	58100	DUES & FEES	\$300.00
402771	11/17/2023	10302	CDW GOVERNMENT INC	1010	006	56100	OFFICE SUPPLIES	\$2,618.12
402772	11/17/2023	10368	COMCAST	1010	012	55300	COMMUNICATIONS	\$751.36
402773	11/17/2023	10381	CONNECTICUT BEHAVIORAL HEALTH LLC	2063	974	53200	INSTRUCTIONAL SERV	\$59,995.67
402774	11/17/2023	10387	CONNECTICUT JUNIOR REPUBLIC	1010	974	55630	TUITION - PRIV IN-STATE	\$12,177.00
402775	11/17/2023	10389	CONNECTICUT NATURAL GAS	1010	061	56210	HEAT & GAS	\$2,377.40
402776	11/17/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$7,932.49
402777	11/17/2023	10428	CREC	1010	974	55610	TUITION - PUBLIC IN-STATE	\$26,821.10
402777	11/17/2023	10428	CREC	1010	974	55690	TUITION - OUTPLACED	\$770.40
402777	11/17/2023	10428	CREC	1010	974	55691	TUITION-OTHER SERV	\$8,977.53
402778	11/17/2023	14151	CT EARS LLC	1010	974	55691	TUITION-OTHER SERV	\$3,917.00
402779	11/17/2023	10451	CWPM LLC	1010	931	54101	REFUSE REMOVAL	\$13,790.42
402780	11/17/2023	14482	DELTA T GROUP HARTFORD INC	2063	974	53200	INSTRUCTIONAL SERV	\$18,600.93
402781	11/17/2023	10500	DEVEREUX ADVANCED BEHAVIORAL HEALTH	1010	974	55611	TUITION - LOC RESIDENTIAL	\$16,483.42
402781	11/17/2023	10500	DEVEREUX ADVANCED BEHAVIORAL HEALTH	1010	974	55631	TUITION - PRIV O-O-STATE	\$5,215.50
402781	11/17/2023	10500	DEVEREUX ADVANCED BEHAVIORAL HEALTH	1010	974	55690	TUITION - OUTPLACED	\$8,885.26
402782	11/17/2023	12853	DISCOVER VIDEO LLC	1010	921	56110	INSTRUCTIONAL SUPPLIES	\$1,714.00
402783	11/17/2023	13530	DOMINO SOLAR LTD	1010	013	56220	ELECTRICITY	\$853.86
402784	11/17/2023	13530	DOMINO SOLAR LTD	1010	012	56220	ELECTRICITY	\$997.65
402785	11/17/2023	14613	ANNA M DUFFIN	2022	969	53320	IN-SERVICE	\$587.11
402786	11/17/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$745.12
402786	11/17/2023	10536	EAST RIVER ENERGY	1010	912	56260	GASOLINE	\$23,060.58
402787	11/17/2023	13612	EDADVANCE	2346	012	53320	IN-SERVICE	(\$0.07)
402787	11/17/2023	13612	EDADVANCE	2348	052	53320	IN-SERVICE	\$38,759.55
402788	11/17/2023	10569	ELECTRICAL WHOLESALERS INC	1010	932	54300	REPAIRS & MAINTENANCE	\$302.15
402789	11/17/2023	15372	EPS OPERATIONS LLC	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$542.51
402790	11/17/2023	13584	EVERGREEN CENTER INCORPORATED	1010	974	55611	TUITION - LOC RESIDENTIAL	\$24,279.83
402790	11/17/2023	13584	EVERGREEN CENTER INCORPORATED	1010	974	55631	TUITION - PRIV O-O-STATE	\$24,279.83
402791	11/17/2023	12576	EVERSOURCE ENERGY	1010	012	56220	ELECTRICITY	\$86.83



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402792	11/17/2023	10627	FRAZIER'S COIN OP LAUNDROMAT INC	1010	978	53500	TECHNICAL SERVICES	\$850.60
402793	11/17/2023	13880	ALLISON C GALIN	1010	974	55800	TRAVEL REIMBURSEMENT	\$12.51
402794	11/17/2023	10669	GRAINGER	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$7,572.00
402796	11/17/2023	13582	HARTFORD HEALTHCARE CORPORATION	1010	974	55630	TUITION - PRIV IN-STATE	\$117,963.00
402796	11/17/2023	13582	HARTFORD HEALTHCARE CORPORATION	1010	974	55690	TUITION - OUTPLACED	\$1,950.00
402797	11/17/2023	10730	HOME DEPOT CREDIT SERVICES	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$4,385.60
402797	11/17/2023	10730	HOME DEPOT CREDIT SERVICES	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$1,358.60
402798	11/17/2023	15076	IMPERIAL DADE	1010	931	54103	SNOW PLOWING / SANDING	\$10,890.00
402799	11/17/2023	13422	JERRELL HARGRAVES	1010	978	53540	SPORTS OFFICIALS	\$140.00
402800	11/17/2023	10835	JOHN BOYLE COMPANY	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$144.45
402801	11/17/2023	15337	KATHERINE ELIZABETH BALBI	2025	544	53323	PROF EDUCATIONAL SVC	\$1,762.50
402802	11/17/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$62,538.12
402804	11/17/2023	11325	KLINGBERG COMPREHENSIVE PROGRAM SRV	1010	974	55630	TUITION - PRIV IN-STATE	\$51,514.05
402804	11/17/2023	11325	KLINGBERG COMPREHENSIVE PROGRAM SRV	1010	974	55690	TUITION - OUTPLACED	\$1,465.00
402804	11/17/2023	11325	KLINGBERG COMPREHENSIVE PROGRAM SRV	1010	974	55691	TUITION-OTHER SERV	\$10,395.00
402805	11/17/2023	10914	KONE INC	1010	931	54300	REPAIRS & MAINTENANCE	\$3,922.20
402806	11/17/2023	15186	JULYANNA F KORKATZIS	1010	931	55800	TRAVEL REIMBURSEMENT	\$242.09
402807	11/17/2023	12112	JACQUELINE H MADDY	1010	974	55800	TRAVEL REIMBURSEMENT	\$35.89
402807	11/17/2023	12112	JACQUELINE H MADDY	1010	974	56900	OTHER SUPPLIES	\$255.00
402807	11/17/2023	12112	JACQUELINE H MADDY	1010	974	53320	IN-SERVICE	\$350.00
402808	11/17/2023	15464	MAXIMILIAN K SZCZEPANIK	2700	061	58999	OTHER EXPENSES	\$460.00
402809	11/17/2023	14713	JARED G MAYNARD	1010	007	56112	INSTR SUPPLIES - MUSIC	\$14.95
402810	11/17/2023	14934	METAL WORKS ENTERPRISES LLC	1010	931	54400	RENTALS	\$6,075.38
402811	11/17/2023	12658	MFAC LLC	2610	978	58999	OTHER EXPENSES	\$930.70
402811	11/17/2023	12658	MFAC LLC	2610	978	58999	OTHER EXPENSES	\$618.30
402811	11/17/2023	12658	MFAC LLC	2610	978	58999	OTHER EXPENSES	\$397.95
402812	11/17/2023	13160	JASON W MIRAMANT	1010	091	56100	OFFICE SUPPLIES	\$21.47
402813	11/17/2023	12287	MULTI HEALTH SYSTEMS INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$5,650.00
402816	11/17/2023	11144	NEW BRITAIN PLUMBING SUPPLY CO	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,587.99



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402817	11/17/2023	14633	NEW ENGLAND STEAMWAY	1010	931	54300	REPAIRS & MAINTENANCE	\$341.59
402818	11/17/2023	12512	NICHOLAS HUDYMA JR	1010	978	53540	SPORTS OFFICIALS	\$160.00
402819	11/17/2023	13902	NOVUS INSIGHT INC	1010	921	53510	DP AND CODING SERV	\$361.00
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	008	56210	HEAT & GAS	\$1,363.26
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	015	56210	HEAT & GAS	\$1,061.32
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	051	56210	HEAT & GAS	\$942.25
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	052	56210	HEAT & GAS	\$597.19
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	061	56210	HEAT & GAS	\$511.22
402820	11/17/2023	15490	NRG BUSINESS MARKETING LLC	1010	931	56210	HEAT & GAS	\$75.88
402821	11/17/2023	11175	NUTMEG PUBLIC ACCESS TELEVISION INC	1010	901	58100	DUES & FEES	\$173.75
402822	11/17/2023	14666	OMNI DATA LLC	1010	921	53500	TECHNICAL SERVICES	\$5,250.00
402823	11/17/2023	11302	PAR INC	2020	969	56110	INSTRUCTIONAL SUPPLIES	\$10,190.80
402824	11/17/2023	11855	PETER W SMULSKI STATE MARSHAL	1010	974	53412	LEGAL	\$110.00
402825	11/17/2023	14775	PRISM BEHAVIORAL HEALTH LLC	1010	974	55630	TUITION - PRIV IN-STATE	\$12,248.60
402825	11/17/2023	14775	PRISM BEHAVIORAL HEALTH LLC	1010	974	55690	TUITION - OUTPLACED	\$1,237.50
402826	11/17/2023	15394	RELAYHUB LLC	2581	969	53500	TECHNICAL SERVICES	\$3,544.82
402827	11/17/2023	15541	KELLY A RODRIGUEZ	2348	052	55050	OTHER PURCHASE SERVICES	\$1,206.55
402828	11/17/2023	15111	ROTARY CLUB OF NEW BRITAIN - BERLIN	1010	902	53320	IN-SERVICE	\$120.00
402829	11/17/2023	12673	SALT SOFTWARE LLC	1010	974	53061	TESTING/SCORING PSY EX	\$2,521.80
402830	11/17/2023	13788	SCENARIO LEARNING LLC	2310	969	56110	INSTRUCTIONAL SUPPLIES	\$23,280.00
402831	11/17/2023	11469	SCHOOL HEALTH CORPORATION	1010	974	56110	INSTRUCTIONAL SUPPLIES	\$1,084.02
402832	11/17/2023	11489	SCOTT MACHINE DEVELOPMENT CORP.	1010	932	56102	MAINT SUPPLIES/REPAIRS	\$340.10
402833	11/17/2023	11496	SECURITY UNIFORMS	1010	931	56101	CUSTODIAL SUPPLIES	\$179.99
402834	11/17/2023	12332	SHERRY E BRZOSKA	2581	974	53402	OTHER SERV - MEDICAL	\$4,358.75
402835	11/17/2023	11513	SHERWIN WILLIAMS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$101.58
402836	11/17/2023	15243	SNOW LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00
402837	11/17/2023	13528	SOLAR ENERGY OF AMERICA LLC	1010	011	56220	ELECTRICITY	\$708.93
402840	11/17/2023	13199	SOLIANT HEALTH	2063	974	53200	INSTRUCTIONAL SERV	\$410,383.05
402843	11/17/2023	14118	SOLTERRA ACADEMY	1010	974	55630	TUITION - PRIV IN-STATE	\$118,901.66



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402843	11/17/2023	14118	SOLTERRA ACADEMY	1010	974	55690	TUITION - OUTPLACED	\$11,969.56
402843	11/17/2023	14118	SOLTERRA ACADEMY	1010	974	55691	TUITION-OTHER SERV	\$10,777.12
402844	11/17/2023	15549	SPARTAN CHEMICAL COMPANY INC	1010	931	53340	OTHER PROF/TECH SVC	\$700.00
402845	11/17/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	052	56115	INSTR SUPPLIES-CULINARY	\$216.42
402846	11/17/2023	15040	TITANS OF CNC INC	2628	061	58999	OTHER EXPENSES	\$533.89
402847	11/17/2023	14344	TOTAL COMMUNICATIONS INC	1010	931	54300	REPAIRS & MAINTENANCE	\$288.00
402848	11/17/2023	12303	TRC	1010	053	54300	REPAIRS & MAINTENANCE	\$1,500.00
402849	11/17/2023	11708	TULL BROTHERS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$491.04
402850	11/17/2023	13843	TERRYANN TURCOTTE	1010	977	53200	INSTRUCTIONAL SERV	\$150.00
402852	11/17/2023	11755	W. B. MASON COMPANY INC	1010	003	56110	INSTRUCTIONAL SUPPLIES	\$1,571.20
402853	11/17/2023	15204	WHALLEY COMPUTER ASSOCIATES INC	1010	961	56110	INSTRUCTIONAL SUPPLIES	\$239.40
402854	11/17/2023	11784	WHEELER CLINIC INC	1010	974	55630	TUITION - PRIV IN-STATE	\$61,425.42
402854	11/17/2023	11784	WHEELER CLINIC INC	1010	974	55691	TUITION-OTHER SERV	\$13,347.60
402855	11/17/2023	11805	WOODWIND & BRASSWIND	1010	061	56112	INSTR SUPPLIES - MUSIC	\$1,994.00
402856	11/17/2023	15461	WYNTER LAPILA	1010	978	53540	SPORTS OFFICIALS	\$120.00
402873	11/22/2023	15458	ACTION AIR SYSTEMS INC	2063	931	54001	PURCH PROP SVC	\$993,645.47
402874	11/22/2023	12335	COMCAST BUSINESS	1010	931	55300	COMMUNICATIONS	\$397.67
402875	11/22/2023	12335	COMCAST BUSINESS	1010	053	55300	COMMUNICATIONS	\$603.30
402876	11/22/2023	12335	COMCAST BUSINESS	1010	052	55300	COMMUNICATIONS	\$603.30
402877	11/22/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$603.30
402878	11/22/2023	12335	COMCAST BUSINESS	1010	013	55300	COMMUNICATIONS	\$574.05
402879	11/22/2023	12335	COMCAST BUSINESS	1010	061	55300	COMMUNICATIONS	\$209.90
402880	11/22/2023	12335	COMCAST BUSINESS	1010	008	55300	COMMUNICATIONS	\$633.95
402881	11/22/2023	12335	COMCAST BUSINESS	1010	003	55300	COMMUNICATIONS	\$3,571.96
402882	11/22/2023	11924	CONNECTICUT TIRE INC	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$1,894.60
402883	11/22/2023	10424	CREATIVE FINANCIAL STAFFING	1010	941	53591	OUTSIDE SUB SVC -NON CERT	\$15,233.88
402884	11/22/2023	10439	CONN DEPARTMENT OF LABOR-CTLW	1010	931	53340	OTHER PROF/TECH SVC	\$350.00
402885	11/22/2023	10521	DRAIN DOCTOR INC	1010	931	54300	REPAIRS & MAINTENANCE	\$750.00
402886	11/22/2023	15151	FOLLETT CONTENT SOLUTIONS LLC	1010	961	56420	LIBRARY BOOKS	\$340.43

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402887	11/22/2023	15553	FRIENDSHIP SERVICE CENTER INC	2058	969	53401	OTHER SERV - SUPPORT	\$1,899.04
402888	11/22/2023	15076	IMPERIAL DADE	1010	931	56101	CUSTODIAL SUPPLIES	\$7,338.37
402889	11/22/2023	11914	KAESTLE BOOS ASSOCIATES INC	2063	931	54001	PURCH PROP SVC	\$10,000.00
402890	11/22/2023	10890	KELLY SERVICES INC	1010	941	53590	OUTSIDE SUB SVC -CERT	\$20,817.54
402891	11/22/2023	15487	NAPA AUTO PARTS	1010	931	56102	MAINT SUPPLIES/REPAIRS	\$2,043.23
402892	11/22/2023	11124	NBHS STUDENT ACTIVITY ACCT	2616	061	56900	OTHER SUPPLIES	\$100.00
402893	11/22/2023	10197	NEW BRITAIN WATER DEPT	1010	931	56270	WATER	\$170.74
402894	11/22/2023	15475	SANDRA DONAH	1010	974	53300	EMPLOYEE TRAIN & DEV	\$1,200.00
402895	11/22/2023	11568	STATE OF CONN BUREAU OF ELEVATORS	1010	931	53340	OTHER PROF/TECH SVC	\$480.00
402896	11/22/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	052	56115	INSTR SUPPLIES-CULINARY	\$107.41
402896	11/22/2023	14920	THE STOP & SHOP SUPERMARKET CO LLC	1010	053	56115	INSTR SUPPLIES-CULINARY	\$135.60
402897	11/22/2023	14029	CAYEN SYSTEMS	2334	003	53340	OTHER PROF/TECH SVC	\$566.67
402897	11/22/2023	14029	CAYEN SYSTEMS	2334	007	53340	OTHER PROF/TECH SVC	\$566.67
402897	11/22/2023	14029	CAYEN SYSTEMS	2334	013	53340	OTHER PROF/TECH SVC	\$566.66
							Total	\$4,979,031.40