



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Regular School Board Meeting Minutes from January 3, 2017 New Britain Educational Administration Center

Call to Order and Roll Call

Call to Order

Mr. Nicholas Mercier, President of the Board of Education, called the meeting to order at 6:04 PM.

Board Members Present

Ms. Beloin-Saavedra, Ms. Miriam Geraci, Mr. Nicholas Mercier, Ms. Nicole Rodriguez, Ms. Daisy Sanchez, Ms. Gayle Sanders-Connolly, Ms. Elaine Zottola

Board Members Absent/Excused

Ms. Grisselle Aponte, Mr. Merrill Gay, Ms. Judy Greco

Public Participation

Alderman Daniel Salerno

On behalf of the Common Council, he is wishing all a happy new year. He is looking forward to working with everyone on the Board of Education on the upcoming budget. He said the Common Council members are set to be more transparent than ever before and will always be accessible and available.

Alderman James Sanders

Alderman James Sanders thanked Superintendent Nancy Sarra and all those who played in a role in saving \$70,000 in estimated overtime costs due to the contract issue with Local 1186 and CSDNB Administration in regards to Lincoln's Birthday and President's Day Weekend. Alderman Sanders said he was upset that members of Local 1186 would do this to the city residents after having a Memorandum of Understanding for eight years. Alderman Sanders noted that the overall morale of the school district is at an all-time high and at a point that he has not seen in many years. He is proud of the faculty, students and staff for making this happen. Alderman Sanders said the Local 1186 Union should recognize this and do what's best for all involved. He hopes that moving forward, the leaders of the city and the Board of Education resolve these contractual issues so as to not place a burden on the residents of the city.

Superintendent's Report from Ms. Nancy Sarra

Talent

- The transformation from Human Resources to the Talent Development is now complete.
- The Talent Development Office is now fully staffed and is all systems go.
- Full-Day Cabinet coming up on Friday where administrators will work on scorecards and five-year strategic plan.

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Operations

- The Transitional Center class that was at NBHS has fully transitioned to the site at Merigold Drive.
- The new school signs are up throughout the city. The only slight change is that Lincoln and Slade School will be staggered so you can tell the difference between the two schools.
- As of this afternoon, we are now at 7% of preschool students who have not received their flu shots.
- Mr. Paul Salina, Chief Operations Officer, said that we are now in possession of the Whitsons Food Truck and will begin working on the final design and process to roll out the truck.

Culture/Climate

- Along with John Taylor, Nancy will be presenting at a state round table session for Safe Schools Healthy Students on January 5. The first focus is to highlight the successes around the work we have been doing the past few years with Well-Managed Classrooms and the second is to highlight how great of a job we have done with the Safe Schools Grant.
- This Thursday evening, we have CSDNB night during the CCSU Mens Basketball Game. This is being done in partnership with the Ana Grace Project. Dozens of teachers are being honored and recognized for their work in impacting the lives of students at the middle school level.

Committee Reports

Personnel Committee Report (Ms. Sanchez)

- The Personnel Committee met and reviewed the Stay Survey Results. This survey is given to new hires after 90 days to see their thoughts on what they would like to see different during the onboarding process and how their transition to CSSDNB has been.
- The Talent Development Office is putting together a program that will allow deans, paraeducators and behavior support specialists to get their teaching certification. An information session will be held in mid-January.
- The committee discussed two Speech Pathologist positions that will be approved later in the meeting

Legislative Report

- Mr. Mercier said the State of Connecticut will be cutting \$250,000 from ECS Funding. He said he is confident Superintendent Sarra can work with the numbers to absorb this cut.
- Ms. Beloin-Saavedra said that even if we can absorb the cost, we must make it known that we are absorbing it within the context of being a woefully under-funded district. She said that under the CCJEF ruling, we are supposed to be getting more money than other districts but we are still not where we need to be.

Superintendent's Budget Request for Fiscal Year 2017-2018

Mr. Kevin Kane, Chief Financial Officer, and Ms. Sarra presented the proposed budget for Fiscal Year 2017-2018. They answered all questions from the board. The presentation has been attached. A public hearing will be held on January 9 and then the Board will vote to accept the budget. If the vote does not pass, another meeting will be held on January 11.

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Consent Agenda

Ms. Sanders-Connolly requested the following be removed from the consent agenda: **Item C – Accept Attendance Report**

Ms. Rodriguez motioned to approve the following, seconded by Ms. Sanchez.

Item A: Approve Minutes of the Regular Board of Education Meeting from December 19, 2016

The minutes of the Regular Board of Education Meeting from December 19, 2016 can be found online at www.csdnb.org.

Item B: Approve Personnel Transactions

Item D: New Position Request – Speech/Language Pathologist for Lincoln and Smith Elementary Schools

Ms. Clark explained that this position is being requested to assist in managing growing caseloads at Lincoln and Smith Elementary Schools. According to the ASHA 2016 Schools Survey, the median monthly caseload size of ASHA-Certified, school bases SLPs who were clinical service providers working full-time was 48. The present caseload at Lincoln and Smith are 70 and 66, respectively. More importantly, the IEP service provision hours for these two practitioners are 56 hours and 47 hours per week, respectively. This does not include other areas of workload. The estimated cost would be \$52,832 plus benefits. The Personnel Committee reviewed this request on December 20, 2016. The Personnel Committee and CSDNB Administration recommends the approval of this new position request.

Item E: New Position Request – Bilingual Speech/Language Pathologist for Chamberlain and Smalley Elementary Schools

Ms. Donna Clark, Pupil Services Manager, explained that this position is being requested to assist in managing growing caseloads at Chamberlain and Smalley Elementary Schools. According to the ASHA 2016 Schools Survey, the median monthly caseload size of ASHA-Certified, school bases SLPs who were clinical service providers working full-time was 48. The present caseload at Chamberlain and Smalley is 65 and 63, respectively. More importantly, the IEP service provision hours for these two practitioners are 43 hours and 45 hours per week, respectively. This does not include other areas of workload. The estimated cost would be \$87,012 plus benefits. The Personnel Committee reviewed this request on December 20, 2016. The Personnel Committee and CSDNB Administration recommends the approval of this new position request.

Item F: Sub-Contract for After School Program between YWCA STRIVE Program and CSDNB

YWCA STRIVE (Strength, Teamwork, Respect, Individuals, Vision and Excellence) Youth Development Program will serve 20 middle school girls, 6th-8th grade, who attend Pulaski Middle School. The students will be identified by school representatives from the lowest band (20%) of test takers at the school, and include students who are exhibiting attendance and behavior issues. 20 girls enrolled will participate 10 hours per week from January-May and learn skills specific to social and emotional development (life skills), and engage in enhanced academic support, specifically related to STEM (science, technology, engineering, math). YWCA STRIVE is re-purposing the Time Collaborative Grant funds. The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this sub-contract between the YWCA and the Consolidated School District of New Britain.

Item G: Purchase Order Approval for Tegile hardware related to the VDI Project

This is the warranty renewal for the Tegile (storage) hardware related to the VDI Project. It is a three year warranty just as it was on the initial project roll out. In the effort to provide the best personalized education to our students, the district needs technology to support this. Warranties guarantee the hardware will be replaced as needed at a lesser cost than if we were to forgo hardware warranties. The total cost is \$25,184.68 for three years. Funding will come from local MIS budget. The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this purchase order request.

Item H: Purchase Order Approval for Annual Software Renewal for Microsoft Licensing

This is the software renewal for Microsoft Licensing, used to keep operating systems and productivity software updated on all desktops, laptops, and virtual workstations. This aligns to several of the district pillars with Academics and Operations the most

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significant. The software supports preparing our students to be future ready as well as supports staff and student engagement. The total cost is \$47,725.33 and the funding source is the Local Budget (MIS Account). The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this purchase order request.

Item I: Purchase Order Approval for Annual Software Renewal for VMWare

This is an annual software renewal for VMWare, which is the software used in supporting the infrastructure of our 1400 virtual computer stations. This aligns to several of the district pillars with Academics and Operations the most significant. The software supports preparing our students to be future ready as well as supports staff and student engagement. The total cost is \$50,585.37 and the funding source is the Local Budget (MIS Account). The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this purchase order request.

Item J: Purchase Order Approval for PowerSchool Subscription Renewal

This is for the PowerSchool subscription renewal. This aligns to several of the district pillars with Academics and Operations the most significant. The software supports preparing our students to be future ready as well as supports staff and student engagement. The total cost is \$52,950.50 and the funding source is the Local Budget (MIS Account). The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this purchase order request.

Item K: Accept Donation from Stanley Tools for the NBHS Robotics Club (\$1,439.58)

The Robotics Club and Stanley Tools have developed a relationship over the last few years. The Robotics Club has grown from just 10 students to over 40 in just two years and has become a class at NBHS this year. The class and club provide a place for students of all grades and abilities to explore their creativity with VEX Robotics materials. The club goes to several VEX tournaments each year as a culmination of students efforts. The total donation is \$1,439.58. Due to the holidays, the Finance Committee did not review this request. CSDNB Administration recommends the acceptance of this donation.

Motion to accept these items on the consent agenda carried unanimously.

New Business

Attendance Reports

Ms. Beloin-Saavedra motioned to accept the Attendance Reports, seconded by Ms. Zottola. Ms. Sanders-Connolly wanted to know what steps are being taken to reduce chronic absenteeism, especially at the high school level. Ms. Meg Shea and Mr. James Brasile, Associate Principals at NBHS, spoke about how they are working to resolve these issues via monthly meetings, phone calls, home visits, case management and more. Motion carried unanimously.

Smugglers' Notch Field Trip

Ms. Geraci motioned to approve the overnight field trip to Smugglers' Notch for DiLoreto and Pulaski Middle Schools, seconded by Ms. Sanders-Connolly. Mr. Joseph Body, Dean at DiLoreto Middle School, gave an overview of the trip and answered all questions from the board. Motion carried unanimously.

Policy 3545.22 – Food Services Personnel Code of Conduct

Ms. Rodriguez motioned to approve Policy 3545.22 – Food Services Personnel Code of Conduct, seconded by Ms. Sanchez. The policy has been attached. Motion carried unanimously.

Memorandum of Understanding between Clark Consulting and Training, Inc. and CSDNB

Ms. Sanders-Connolly motioned to approve the Memorandum of Understanding between Clark Consulting and Training, Inc. and CSDNB, seconded by Ms. Geraci. Ms. Tricia Putnam, District Coordinator of Leadership Development and Higher Education Partnerships, explained the MOU and answered all questions from the Board.

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The Consolidated School District of New Britain employs a substantial number of teachers who implement their daily instructional practices with at varying degrees of consistency and effectiveness. Currently, site leadership is interested in partnering with an external consulting firm with the goal of improving language-focused instruction to support the skills necessary for students to read with comprehension and write academically at or above grade level. Over the last four years, the district has made substantial strides in working to implement high level English Language Development (ELD) classes and has increased its reclassification rates. While the growth among ELD classrooms is laudable, the district and site leadership has made continuing the improvement of achievement for all students a top priority. In order to accomplish this, the site has identified the extended language support into reading and writing classes as an area needing immediate attention. This contract proposal describes in more detail the proposed 2016-2017 Principled Instructional Initiative, including the scope of consulting services to be provided related to its design, implementation and evaluation.

The total consulting fee is \$69,800.00, which includes all consultant preparation, development, travel and overhead. Billing is monthly: after the completion of scheduled services for the contract period and upon the final day of the training progression. All services are guaranteed to meet the quality standards of the district. The funding source is Alliance Carryover and Title II Carryover.

The Finance Committee reviewed this request on December 19, 2016. The Finance Committee and CSDNB Administration recommends the approval of this Memorandum of Understanding between Clark Consulting and Training, Inc. and the Consolidated School District of New Britain.

Ms. Rodriguez made a friendly amendment to the MOU and requested that it highlights the high-impact principled instruction that will be given. Motion carried unanimously.

Appointments to CSDNB Wellness Team

Mr. Mercier explained that Ms. Sarra will be appointing staff members to the CSDNB Wellness Team. This came up through the Food Services Audit. A wellness team had not been established although the policy said one needed to be formed. Ms. Beloin-Saavedra noted that we did have our own Wellness Team within CSDNB but the community group asked to merge into one committee because it seemed redundant for so many people working on the same thing. Mr. Mercier said that he will clarify Mr. Gay's role within the Coalition. This was an informational item and no motion was made.

New Britain High School Stage Crew – Increased Pay Rate

Mr. Salina explained that this was brought to the Finance and Personnel Committee and students will be paid at the rate of \$12/hour for outside rentals. Ms. Beloin-Saavedra motioned to accept the increased pay rate, seconded by Ms. Rodriguez. Motion carried unanimously.

Executive Session

Ms. Sanders-Connolly motioned to go into Executive Session at 7:42 PM, seconded by Ms. Rodriguez. The purpose of the Executive Session is to discuss Literacy Interventionist personnel. The following staff members were invited into Executive Session: Ms. Sarra, Dr. Shuana Tucker, Ms. Melony Brady-Shanley, and Ms. Trisha Putnam. Motion carried unanimously.

Continuation of Meeting

Increased Pay Rate for Literacy Interventionist Position

Ms. Beloin-Saavedra motioned to add the following item to the agenda: Increased Pay Rate for Literacy Interventionist Position, seconded by Ms. Rodriguez. Motion carried unanimously.

Ms. Geraci motioned to increase the pay rate for Literacy Interventionist position to \$21/hour, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

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Adjournment

Ms. Geraci motioned to adjourn at 7:48 PM, seconded by Ms. Sanchez. Motion carried unanimously.

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

BOARD OF EDUCATION PROPOSED 2017-2018 OPERATING BUDGET

BOARD OF EDUCATION
JANUARY 3, 2017

CSDNB PER PUPIL EXPENDITURES / RANK

| Fiscal Year | Per Pupil Expenditure | State Rank |
|-------------|-----------------------|------------|
| 2015-2016 | 13,192 | 164 / 166 |
| 2014-2015 | 13,033 | 162 / 169 |
| 2013-2014 | 12,918 | 161 / 169 |
| 2012-2013 | 11,833 | 166 / 169 |
| 2011-2012 | 11,630 | 164 / 169 |

GENERAL FUND BUDGET

| Requested 2017-2018 | | Adopted 2016-2017 | | Change | |
|--------------------------------|--|------------------------------|--|---------------|----------|
| Amount | | Amount | | \$ | % |
| 126,766,706 | | 125,700,000 | | 1,066,706 | 0.85 |

SUMMARY COMPARISON BY CATEGORY

| | Requested 2017-2018 | Adopted 2016-2017 | \$ Change | % Change |
|---------------------------|------------------------|----------------------|--------------------|--------------|
| Salaries | \$74,058,927 | \$71,172,509 | \$2,886,418 | 4.06% |
| Fringes & Insurances | 14,334,574 | 15,182,232 | -847,658 | -5.58% |
| Purchased Prof. Services | 4,056,730 | 3,935,530 | 121,200 | 3.08% |
| Purchased Contr. Services | 1,847,563 | 1,846,463 | 1,100 | 0.06% |
| Purchased Other Services | 26,270,067 | 27,282,878 | -1,012,811 | -3.71% |
| Supplies | 5,408,704 | 5,430,622 | -21,918 | -0.40% |
| Capital Outlay | 248,300 | 265,050 | -16,750 | -6.32% |
| Other | 161,715 | 204,590 | -42,875 | -20.96% |
| Operating Transfer Out | 380,126 | 380,126 | 0 | 0.00% |
| Total | \$126,766,706 | \$125,700,000 | \$1,066,706 | 0.85% |

BUDGET HIGHLIGHTS

1. Moving positions from expired grants to local budget
2. Reorganization of technology support to provide improvements in servicing schools
3. To provide additional support to our special education population from savings realized from our reduction in outplacements

MOVING POSITIONS FROM EXPIRED GRANTS TO LOCAL BUDGET

| Expired Grants | School / Depart. | Position | Salary | Total Benefits | Total Cost |
|--------------------|------------------|---------------------|------------------|------------------|------------------|
| SIG | Slade | Asst. Principal | \$133,061 | \$1,929 | \$134,990 |
| SIG | Pulaski | Asst. Principal | 128,087 | 23,479 | 151,566 |
| Comm. Network | DiLoreto | Dean | 53,072 | 29,216 | 82,288 |
| Safe School | Acad. | Safe School Mgr. | 57,187 | 15,984 | 73,171 |
| Safe School | Acad. | Instructional Coach | 65,602 | 22,516 | 88,118 |
| Safe School | Acad. | Instructional Coach | 91,793 | 22,896 | 114,689 |
| Total Costs | | | \$528,802 | \$116,020 | \$644,822 |

REORGANIZATION OF TECHNOLOGY SUPPORT TO SCHOOLS

| School / Depart. | Position | FTE | Salary | Total Benefits | Total Cost |
|------------------------|--------------------------------------------|--------------|------------|-------------------|------------------|
| All Elem. | Computer Para | -10.0 | \$-295,306 | \$-219,994 | \$-515,300 |
| | | | | | |
| MIS | Computer Syst. Specialist | + 2.0 | 127,628 | 51,976 | 179,604 |
| MIS | Computer Repair Specialist | + 2.0 | 102,064 | 48,818 | 150,882 |
| MIS | Chromebook Software Management | | | | 50,000 |
| | | | | | |
| District Wide | 15 Lead Teacher Stipends @ \$2,927 each | | 43,905 | 5,427 | 49,332 |
| | | | | | |
| Total Reduction | | - 6.0 | | | \$-85,482 |

USE OF PUPIL SERVICES SAVINGS ON THE REDUCTION OF OUTSIDE PLACEMENTS

| School / Depart. | Position | FTE | Salary | Total Benefits | Total Cost |
|------------------------|------------------------------------------|-------------|----------|-------------------|------------------|
| ELC | SE Teacher (Preschool – Inclusion) | 1.0 | \$63,814 | \$17,808 | \$81,622 |
| ELC | SE Teacher (Presch. – Self Contained) | 1.0 | 63,814 | 17,808 | 81,622 |
| ELC | Para (Preschool Inclusion) | 2.0 | 48,786 | 43,032 | 91,818 |
| ELC | Para (Preschool – Self Contained) | 3.0 | 73,179 | 64,548 | 137,727 |
| Slade | SE Teacher (KEY) | 1.0 | 63,814 | 17,808 | 81,622 |
| NBHS | SE Teacher | 2.0 | 127,628 | 35,616 | 163,244 |
| PS | Speech Pathologist | 1.0 | 52,832 | 17,649 | 70,481 |
| PS | Speech Pathologist – Bilingual | 1.0 | 87,012 | 18,145 | 105,157 |
| PS | Para | 5.0 | 121,965 | 107,580 | 229,545 |
| PS | Outplacement Reductions | | | | -1,000,000 |
| Total Net Costs | | 17.0 | | | \$-42,838 |

DRAFT

BUDGET CHANGES

TOP INCREASES OR DECREASES

| Description | Amount | |
|------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries | \$2,886,418 | <ul style="list-style-type: none"> • \$1,576,291 Base Budget Increase • \$ 702,844 PS use of outplacement savings • \$ 528,802 movement from grants to local • \$ 100,190 new 1.50 FTE CSA/NBHS • \$ -21,709 reorg. of technology support |
| Tuition – Magnet/VOAG | 267,951 | Projected 10% Increase over current year projected |
| HSA Contribution | 261,800 | All employees under High Deductible Health Coverage |
| Gasoline | -100,000 | Based on usage and pricing |
| Tuition – Outplacement | -1,000,000 | Reduction in students outplaced |
| Health Insurance | -1,229,034 | <ul style="list-style-type: none"> • Assumes 10% increase • Use of \$3,293,004 Fund Balance from Self Insurance Fund |
| All Other | -20,429 | |
| Total Budget Increase | \$1,066,706 | DRAFT |

POSITION SUMMARY CHANGES

| Union | Additions | Reductions | Net Changes |
|--------------|--------------|--------------|--------------|
| 871 | 8.50 | 0.00 | 8.50 |
| 1186 | 4.00 | 0.00 | 4.00 |
| 2407 | 10.00 | 10.00 | 0.00 |
| Total | 22.50 | 10.00 | 12.50 |

871 POSITION CHANGES

| Location | Position | FTE | Explanation |
|---------------|-----------------------------|------------|-------------------------|
| ELC (Presch.) | SE Teacher - Inclusion | 1.0 | PS Outplacement Savings |
| ELC (Presch.) | SE Teacher – Self Contained | 1.0 | “ “ |
| Slade (Key) | SE Teacher | 1.0 | “ |
| NBHS | SE Teacher | 2.0 | “ |
| NBHS | Business Teacher | 0.5 | New Position |
| CSA | English Teacher | 1.0 | New Position |
| PS | Speech Pathologist | 1.0 | PS Outplacement Savings |
| PS | Speech Path. Bilingual | 1.0 | “ “ |
| Total | | 8.5 | |

THIS POINT FORWARD

The District will:

1. On an ongoing basis review all object code budgets to identify any additional reductions.
2. Budget assumes a 10% increase in health cost premiums. Final Rates are provided on or around May 1st. Every 1% reduction in rates provides a savings of \$133,072
3. Budget for all known retirements at step 1 unless position is in a shortage area



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

3542.22 – Food Services Personnel Code of Conduct

Drafted on October 3, 2016

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the Consolidated School District of New Britain (CSDNB) shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

The CSDNB employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

CSDNB employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Food Service Coordinator/Business Manager/Cafeteria Supervisor has been granted.
3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the CSDNB and the outside agency.
4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Assistant Superintendent for Business/purchasing agent and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
 - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
 - b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.
 - c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.
3. After acceptance, procurement information is available to the general public except as noted above.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards