



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING**

Monday, July 1, 2019

Gateway Center – 2<sup>nd</sup> floor Board Room

Meeting called to order: 4:30 p.m.  
Adjournment: 6:25 p.m.

**Present:** Mr. Joseph Rodriguez, Mr. Matt Wilcox, Mr. Darnell Goldson

**Staff:** Mr. Michael Pinto, Ms. Patricia DeMaio, Ms. Typhanie Jackson, Mr. Glenn Worthy, Dr. Michele Sherman, Ms. Denise Duclos, Mr. Anthony Latella, Ms. Gail Sharry, Mr. Joseph Barbarotta, Ms. Gemma Joseph-Lumpkin, Dr. Iline Tracey, Dr. Paul Whyte, Ms. Keisha Hannans, Mr. Kevin Moriarty, Ms. Jessica Haxhi, Ms. Ivelise Velazquez, Chief Thaddeus Reddish

**Guests:** Mr. Michael Gormany, City of New Haven Acting Budget Director; Mr. Brian Zahn, New Haven Register; Mr. Chris Peak, New Haven Independent; Ms. Jill Kelly, New Haven Advocates

**MINUTES**

**On the motion by Mr. Rodriguez, seconded by Ms. Goldson, the agenda was amended to include discussion on the difference between forensic audits and other types of audits.**

**I. Action Items were presented and discussed as follows:**

**A. INFORMATION ONLY**

1. The Committee **TABLED** a Non-Financial Memorandum of Agreement by and between the New Haven Board of Education and Regal Care at New Haven, to provide vocational nurse assistant training to students, from July 1, 2019 to June 30, 2020.

**Mr. Goldson expressed concern about the facility’s negative ratings for quality and safety. Additional information was requested.**

2. The Superintendent approved an Agreement by and between the New Haven Board of Education and Area Cooperative Educational Services, (ACES), to provide Building Bridges summer program through Urban Youth Elementary for students with significant behavior challenges, from July 1, 2019 to July 31, 2019, in an amount not to exceed \$15,950.00.

**Funding Source: IDEA Program  
Acct. # 2504-5034-56903 (Pending Receipt of Funds)**

3. The Superintendent approved an Agreement by and between the New Haven Board of Education and Miriam Reyes, 171 Ivy Street, New Haven, CT to provide Translation Services from English to Spanish or Spanish to English of documents such as letters, forms, manuals, etc., including proofreading, for the New Haven Public Schools for the period of July 1, 2019 to June 30, 2020, in an amount not to exceed

\$12,000.

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

4. The Superintendent approved an Agreement by and between the New Haven Board of Education and Maria Rosa, 92 Harbor St., Branford, CT to provide Translation Services from English to Spanish or Spanish to English of documents such as letters, forms, manuals, etc., including proofreading, for the New Haven Public Schools for the period of July 1, 2019 to June 30, 2020, in an amount not to exceed \$2,000.

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

5. The Superintendent approved an Agreement by and between the New Haven Board of Education and Jose Rivera, 49 Lance Lane, Milford, CT to provide Translation from English to Spanish or Spanish to English of documents such as letters, forms, manuals, etc., including proofreading, for the New Haven Public Schools for the period of July 1, 2019 to June 30, 2020, in an amount not to exceed \$2,000.

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

6. The Superintendent approved an Agreement by and between the New Haven Board of Education and Hajer Ahmed, 69 Pope St., New Haven, CT to provide English to Arabic or Arabic to English Translation of materials such as letters, forms, manuals, etc., as well as serving as Interpreter for meetings as needed for the New Haven Public Schools for the period of July 1, 2019 to June 30, 2020, in an amount not to exceed \$1,000.

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

7. The Superintendent approved an agreement by and between the New Haven Board of Education and Fazila Mansoori, 139 Elm Street, New Haven, CT to provide Translation Services from English to Dari/Pashto or Dari/Pashto to English of materials such as letters, forms, manuals, etc., as well as serving as interpreter for meetings as needed, for the New Haven Public Schools for the period of July 1, 2019 to June 30, 2020, in an amount not to exceed \$1,000.

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

## **B. AGREEMENTS**

1. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Bonnie Ray, to provide sign language interpreting services to hearing impaired students, from July 1, 2019 to June 30, 2020, in an amount not to exceed \$81,550.00.

**Funding Source: 2019-2020 Operating Budget  
Acct. #190-49000-56694**

2. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Justice Education Center, to provide summer program for Hillhouse rising 9<sup>th</sup> grade students, from July 1, 2019 to August 2, 2019, in an amount not to exceed \$17,500.00.

**Funding Source: Title I Carryover Program  
Acct. #2531- 5265- 56694 -0062**

3. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and College Board, to provide PSAT8/9 for all 8<sup>th</sup> and 9<sup>th</sup> grade students, and PSAT NMSQT for all students in grade 10, as part of their Early Participation Program, from July 1, 2019 to June 30, 2020, in an amount not to exceed \$38,456.00  
**Funding Source: 2019-2020 Operating Budget – Assessment**  
**Acct. #190-41900-55511**
4. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Morning Glory Infant/Toddler Center to provide 16 full day/full year infant/toddler care spaces, from July 9, 2019 to June 30, 2020, for a total of \$163,854.08 and a State authorized COLA increase of \$1,343.60, for a total amount not to exceed \$165,197.68.  
**Funding Source: Child Day Care Program**  
**Acct. #2090-6309-56697-0442**
5. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Montessori School on Edgewood, to provide 20 full day/full year infant/toddler care spaces, from July 9, 2019 to June 30, 2020, for a total of \$204,817.60, and a State authorized COLA increase of \$1,679.50, for a total amount not to exceed \$206,497.00.  
**Funding Source: Child Day Care Program**  
**Acct. #2090-6309-56697-0442**
6. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Friends Center for Children, to provide 20 full day/full year infant/toddler care spaces and 5 full day/full year preschool spaces, from July 9, 2019 to June 30, 2020, for a total of \$42,983.20, and a State authorized COLA increase of \$2,031.97, for a total amount not to exceed \$49,832.77.  
**Funding Source: Child Day Care Program**  
**Acct. #2090-6309-56697-0442**
7. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Lulac Head Start, to provide 53 full day/full year infant/toddler spaces for a total of \$542,766.54 and 22 spaces for infant/toddler wrap-around services, from July 9, 2019 to June 30, 2020, for a total of \$78,821.60 and a State authorized COLA increase of \$5,097.02, for a total amount not to exceed \$626,685.26.  
**Funding Source: Child Day Care Program**  
**Acct. #2090-6309-566-7-0442**
8. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Auntie Rose Child Care Development Center, to 10 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$89,240.00.  
**Funding Source: School Readiness Program**  
**Acct. #2523-5384-56697-0442**
9. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Catholic Academy of New Haven-St. Aedan Preschool, to provide 69 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$615,756.00.  
**Funding Source: School Readiness Program**  
**Acct. #2523-5384-56697-0442**
10. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Catholic Charities Archdiocese of Hartford, to provide 164 full day/fully year school

readiness spaces from July 9, 2019 to June 30, 2020, in an amount not to exceed \$1,463,536.00.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

11. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Creative ME, LLC, to provide 11 full day/full year school readiness spaces from July 9, 2019 to June 30, 2020, in an amount not to exceed \$98,164.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**
12. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Farnam Neighborhood House, to provide 44 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$392,656.00.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697**
13. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Friends Center for Children, to provide 49 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$437,276.00.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**
14. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and The Little Schoolhouse, to provide 18 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$160,632.00.  
**Funding Source:** School Readiness Program  
**Acct.#2523-5384-56697-0442**
15. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Lulac Head Start, to provide 136 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$1,213,664.00.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**
16. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Montessori School on Edgewood, to provide 31 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$276,644.00.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**
17. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Morning Glory Early Learning Center, LLC, to provide 28 full day/full year spaces from July 9, 2019 to June 30, 2020, in an amount not to exceed \$249,872.00.  
**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**
18. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and New Haven YMCA Youth Center, to provide 45 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$401,580.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

19. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Phyllis Bodel Child Care Center, to provide 7 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed **\$62,468.00**.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

20. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and St. Andrew's Child Care Center, to provide 47 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$419,428.00.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

21. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and United Community Nursery School, to provide 20 full day/full year school readiness spaces and 10 part day/school year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$223,480.00.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

22. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and Yale New Haven Hospital Day Care, to provide 27 full day/full year school readiness spaces, from July 9, 2019 to June 30, 2020, in an amount not to exceed \$240,948.00.

**Funding Source:** School Readiness Program  
**Acct. #2523-5384-56697-0442**

23. The Committee recommended **APPROVAL** of an Amendment #1 to a Legal Agreement by and between the New Haven Board of Education and W. Martyn Philpot, LLC, 409 Orange St., New Haven, CT for legal services to the Board in such areas as general advice, leases/contracts, pupil personnel, expulsions, special education, and arbitration/litigation, increasing the compensation amount from \$80,000 by \$6,000 to \$86,000 for FY 2018-19.

**Funding Source:** 2018-2019 Operating Budget  
**Acct. #190-47700-56696**

24. The Committee recommended **APPROVAL** of an Agreement by and between the New Haven Board of Education and The Justice Education Center to provide after school programming, which includes educational, social and emotional enrichment activities for students, from July 8, 2019 to August 16, 2019, in an amount not to exceed \$69,984.

**Funding Source:** Extended School Hours Grant  
**Acct. #2579-5326-56694-0000**

### C. CHANGE ORDERS

1. The Committee recommended **APPROVAL** of Change Order #2 to Contract #21585-1-2 for On Call Kitchen Refrigeration Repairs to Precision Food Service, P.O. Box 342, Wallingford, CT, to increase compensation for additional repairs needed for FY 2018-19.

Original Amount of Contract	\$60,000.00
Change Order #1	40,000.00
<b>Change Order #2</b>	<b>30,000.00</b>
<b>Total Amount of Contract</b>	<b>\$130,000.00</b>

**Funding Source: Food Services**  
**Acct. #2521-5200-56623**

- The Committee recommended **APPROVAL** of Change Order #2 to Contract #21589-1-2 for On Call Oven and Steam Repairs to Precision Food Service, P.O. Box 342, Wallingford, CT, to increase compensation for additional services needed for FY 2018-19.

Original Amount of Contract	\$125,000.00
Change Order #1	40,000.00
<b>Change Order #2</b>	<b>30,000.00</b>
<b>Total Amount of Contract</b>	<b>\$195,000.00</b>

**Funding Source: Food Services**  
**Acct. #2521-5200-56623**

- The Committee recommended **APPROVAL** of Change Order #1 to Purchase Order under RFP #2018-04-1167C for Fresh Fruit and Produce Items to Roch's Fresh Foods, 30 Arnold Farm Road, West Greenwich, RI to increase compensation for additional Fresh Fruit and Produce items needed for FY 2018-19.

Original Amount of Contract	\$700,000.00
<b>Change Order #1</b>	<b>200,000.00</b>
<b>Total Amount of Contract</b>	<b>\$900,000.00</b>

**Funding Source: Food Services**  
**Acct. #2521-5200-55587**

#### D. CONTRACTS

- The Committee recommended **APPROVAL** of an Award of Contract #70195102 to the sole bidder, MGD Graphics, Inc., 95 Erna Ave., Milford, CT to provide Graphic Supplies to the NHPS for FY 2019-2020, in an amount not to exceed \$156,891.93.

**Funding Source: 2019-2020 Operating Budget**  
**Acct. #190-47800-55520**

**Mr. Anthony Latella explained that the Print Shop at Wilbur Cross School receives donations from both the Fire Department and Police Department to produce printed materials. Mr. Goldson recommended that staff develop a fee structure to guide the donation amounts to defray costs.**

- The Committee recommended **APPROVAL** of an Award of Contract #70195103 to the sole bidder, Lindenmeyr Munro, 235 Great Pond Drive, Windsor, Ct to provide Colored and Specialty Paper to the NHPS for FY 2019-2020, in an amount not to exceed \$269,412.15.

**Funding Source: 2019-2020 Operating Budget**  
**Acct. #190-47800-55520**

3. The Committee recommended **APPROVAL** of an Award of Contract #21619 to the sole bidder, Barbizon Light of New England, Inc., 3 Draper Ave., Woburn, MA for Theatrical DMX Control and Lighting at Fair Haven School for FY 2018-2019, in an amount not to exceed \$83,468.28.  
**Funding Source: Low Performing Schools – Fair Haven**  
**Acct. #2547-6284-54411**
4. The Committee recommended **APPROVAL** of an Award of Contract #21640 to the sole bidder, United Rentals, 552 Housatonic Ave., Bridgeport, CT for On Call Scissor Lift Repairs for the NHPS for FY 2019-2020, in an amount not to exceed \$30,000.  
**Funding Source: 2019-2020 Operating Budget**  
**Acct. #190-47400-56662**
5. The Committee recommended **APPROVAL** of the Award of Contract #21641 to the sole bidder, Tim's Enterprises, LLC, 39 Myrtle Ave., Ansonia, CT for On Call Flooring Repair Services for the NHPS for FY 2019-2020, in an amount not to exceed \$50,000.  
**Funding Source: 2019-2020 Operating Budget**  
**Acct. #190-47400-56624**
6. The Committee recommended **APPROVAL** of an Award of Contract #21644 to the sole bidder, Aircare Environmental Services, Inc., 480 Neponset Street, Building 14, Canton, MA for On Call Kitchen Hood Cleaning and Repairs for NHPS Food Services Department for FY 2019-2020, in an amount not to exceed \$60,000.  
**Funding Source: Food Services**  
**Acct. #2521-5200-56623**
7. The Committee recommended **APPROVAL** of an Award of Contract #21645 to the lowest bidder, Precision Food Service, P.O. Box 342, Wallingford, CT for On Call Kitchen Refrigeration Repairs for NHPS Food Services Department for FY 2019-2020, in an amount not to exceed \$140,000.  
**Funding Source: Food Services**  
**Acct. #2521-5200-56623**
8. The Committee recommended **APPROVAL** of an Award of Contract #21646 to the sole bidder, Encore Holdings LLC, 110 Murphy Road, Hartford, CT for On Call Kitchen Suppression Repairs Service for the NHPS Food Services Department for FY 2019-2020, in an amount not to exceed \$50,000.  
**Funding Source: Food Services**  
**Acct. #2521-5200-56623**
9. The Committee recommended **APPROVAL** of Sixteen (16) Award of Contracts under RFP #2020-05-1285 to the following vendors for Direct Distributor Commodity to the NHPS Food Service Department for FY 2019-2020, in a total amount not to exceed \$1,180,000.

**Vendor****In an amount not to exceed:**

Apple & Eve, LLC  
 2 Seaview Blvd., Suite 300  
 Port Washington, NY 11050

\$35,000.00

Bake Crafters Food Company  
 10673 Lee Highway  
 McDonald, TN 37353

\$50,000.00

Bongards 13200 County Rd. 51 Bongards, MN 55368	\$100,000.00
Brookward Farms, Inc. 1015 Alston Bridge Rd. Siler City, NC 27344	\$60,000.00
Chinese Food Solution, Inc. d/b/a Asian Food Solutions 2572 W. State Road 426, Suite 2016 Oviedo, FL 32765	\$100,000.00
ES Foods, Inc. 20 Crossway Park N. Woodbury, NY	\$50,000.00
The Harvest Hill Beverage Company 1 High Ridge Park Stamford, CT 06905	\$35,000.00
Jennie-O Turkey 2505 Willmar Ave., SW Wilmar, MN	\$25,000.00
JTM Provisions 200 Sales Drive Harrison, OH 45030	\$50,000.00
Maid-Rite Specialty Foods P.O. Box 509 Dunmore, PA 18512	\$90,000.00
Nardone Bros. Baking Co. 420 New Commerce Blvd. Wilkes Barre, PA 18706	\$60,000.00
Out of The Shell LLC d/b/a Yangs 5 <sup>th</sup> Taste 9658 Remer St South El Monte, CA 91733	\$75,000.00
Pilgrims Pride Corporation 1770 Promontory Circle Greeley, CO 80634	\$150,000.00
Roch's Fresh Food West Greenwich, Inc. 30 Arnold Farm Road West Greenwich, RI 02817	\$40,000.00



Tasty Brands 6800 Jericho Tpke., Suite 101 West Syosset, NY	\$60,000.00
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Tyson Prepared Foods 2200 Don Tyson Pkwy. Springdale, AR	\$200,000.00
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**Funding Source:      Food Services**  
**Acct. #2521-5200-55587**

10. The Committee recommended **APPROVAL** of an Award of Contract under RFP #2020-05-1292 to the lowest qualified vendor, Guida Dairy, 433 Park Street, New Haven, CT to provide Dairy Products for the NHPS for FY 2019-20, in a total amount not to exceed \$900,000.

**Funding Source:      Food Services**  
**Acct. #2521-5200-55587**

11. The Committee recommended **APPROVAL** of Four (4) Award of Contracts under RFP #2020-05-1294 for Food & Preparation Supplies for the NHPS Food Services for FY 2019-20, in an amount not to exceed \$940,000 to the following bidders:

EBP Supply Solutions 200 Research Drive Milford CT, 06460	\$400,000.
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Hillyard, Inc. 127 Park Avenue East Hartford, CT 06108	\$90,000.
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Mansfield Paper Company 114 Bracken Road Montgomery, NY 12549	\$400,000.
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Nuovo Venture 477 Lalley Blvd. Fairfield, CT 06824	\$50,000.
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**Funding Source:      Food Services, Acct. #25215200-55574**  
**Food Services, Acct. #25215200-56630**

## II. DISCUSSION

Mr. Rodriguez noted that in addition to the audit discussion, several other items were missing from the agenda as follows:

- ✓ EnviroMed Report
- ✓ Follow-Up on tabled items from previous meeting. Mr. Barbarotta will provide documentation requested at the next meeting.
- ✓ Follow-Up report on Malangone

- **Audit:** Mr. Rodriguez reminded the committee that the agenda was amended to include the Audit discussion. He asked Mr. Pinto to explain the difference between a forensic audit and other types of audits. Mr. Pinto reported that a forensic audit is used to ferret out fraudulent or suspect activity; a general audit examines the overall finances and a strategic audit provides an efficiency review with recommendations for cost savings. He noted that the Board of Education already participates in the City's external general audit. At this time, staff is focused on interviewing firms who provide strategic efficiency audits. Overall cost is approximately \$100,000 for the service. Staff is also in the process of interviewing firms that provide contracted CFO services. A discussion ensued. Mr. Pinto will focus on firms that can provide CFO services and report back to the Committee with quotes for service.

In response to Mr. Goldson's question about certifications for Chief Financial Officers, Dr. Whyte explained that a CFO in education has 085 certification, or can obtain the certification from the State. Mr. Goldson asked Mr. Pinto to follow-up with inquiries about firms with 085 certifications.

- **Leases Update:** Mr. Pinto reported that the district has ended leased property.
- **Budget Mitigation Plan Update - Teacher Buyout Plan:** Mr. Pinto reported that 29 teachers volunteered, fewer than the 100 projected and needed for cost savings. The District and Union have withdrawn the plan, noting that both parties bargained in good faith but were unable to reach the desired numbers needed.
- **Spending Freeze:** Mr. Pinto noted that the spending freeze approved by the Board of Education was for the 2018-2019 fiscal year, not the new fiscal year. He requested guidance from the Board of Education. Mr. Goldson will discuss with Board members.
- **Report on Purchase Orders:** no report
- **Update on transition of contracted employees to employee status:** Ms. DeMaio reported and Mr. Goldson concurred, that the district received legal advice regarding contracted employees who were paid through NHPS payroll. It was recommended that these contracted employees be referred to Human Resources and that the normal job posting and hiring process be utilized.
- **Procurement Policy:** Ms. DeMaio reported that the draft Procurement Policy, previously sent, was submitted to Governance for review and will be forwarded to the Finance & Operations Committee.
- **Moving Plan & Timetable:** Mr. Pinto reported that all moves were completed by June 30, 2019. Facilities is in the process of setting up shops at Quinnipiac and the Hallock Avenue site for Riverside is the process of renovation for the school. A discussion on school name ensued.