



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING

Monday, November 21, 2022

MINUTES

Present: Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera
Staff: Dr. Iline Tracey, Dr. Paul Whyte, Dr. Michael Finley, Ms. Linda Hannans,
Ms. Patricia DeMaio, Ms. Viviana Conner, Ms. Typhanie Jackson, Ms. Mary Derwin,
Mr. Marquelle Middleton, Ms. Michele Bonanno, Ms. Gilda Herrera, Ms. Rebecca Hunt,
Mr. Frank Fanelli, Attorney Elias Alexiades

Call to Order: Mr. Wilcox called the meeting to order at 4:34 p.m.

Summary of Motions:

1. Table Items: A motion by Mr. Wilcox, seconded by Ms. Rivera, to table Agreement # 5 with CV Media and to table Agreement #6 with Public Good, LLC, passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.
2. Recommend Approval: A motion by Mr. Wilcox, seconded by Dr. Yarborough to recommend approval of 1 Abstract, remaining 5 Agreements, 1 Contract and 3 Purchase passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.
3. Adjournment: A motion by Dr. Yarborough, seconded by Ms. Rivera to adjourn the meeting at 6:22 p.m., passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

II. INFORMATION ONLY & ACTION ITEMS:

A. INFORMATION ONLY:

1. Agreement with VL Jack, INC., to provide programs for three student assemblies at Edgewood School, from December 9, 2022 to June 30, 2023, in an amount not to exceed \$3,432.00.
Funding Source: Magnet Carryover Program Acct. #2517-6260-56694-0012
2. Agreement with TetherEd, to provide a virtual School Explorer and Simulator tool that allows families to explore school programs, from November 15, 2022 to June 30, 2023, in an amount not to exceed \$15,000.00. Funding Source: Magnet 17-22 Carryover Program Acct. #2517-6258-56694-0000
Discussion: Ms. Bonanno answered committee member questions about how the tool works and type of information provided for families.

III. ABSTRACTS:

1. Manufacturing Pathway Grant in the amount of \$2,000,000.00 for September 22, 2022 through December 31, 2023 was presented by Ms. Bonanno. Funding Source: U.S. Department of Education

IV. AGREEMENTS: Ms. DeMaio requested that item #8 with GoGuardian be moved to the Purchase Order category.

1. Agreement with Area Cooperative Education Services, (ACES), to provide a Behavioral Technician and Board Certified Behavioral Analyst to support staff and students with behavior management within the Head Start Program, from November 1, 2022 to June 20, 2023, in an amount not to exceed \$93,526.00 was presented by Ms. Derwin who answered questions about the service.
Funding Source: Head Start Basic Carryover Program Acct. #2532-6362-56694-0048

2. Agreement with Cheshire Fitness Zone to provide speech-language remediation, evaluation and consultation services, from October 31, 2022 to June 30, 2023, in an amount not to exceed \$80,640.00 was presented by Ms. Jackson who answered questions about the selection process in light of professional shortages for speech-language pathologist.
Funding Source: ARP ESSER IDEA Acct. #2554-6404-56903-0000

3. Agreement with Lifeline Cares, LLC, to provide 1:1 nursing care to a student with complex medical needs during transportation to and from home and school, from November 15, 2022 to June 30, 2023, in an amount not to exceed \$57,540.00 was presented by Ms. Jackson.
Funding Source: ESSER II ARP IDEA Program Acct. #2504-6404-56903-0490

4. Agreement with Coppola Photography to provide commercial videography and photographs for the 2023 Choice & Enrollment catalog, from November 15, 2022 to June 30, 2023, in an amount not to exceed \$24,150.00.
Funding Source: Magnet 17-22 Carryover Program Acct. #2517-6258-56694-0000
Discussion: Committee members discussed the procurement policy in terms of allowing quotes for Professional Service Agreements under \$25,000.00. Interpretation of the policy was discussed.

5. **TABLED** Agreement with CV Media, Inc., to provide Cable, Outdoor Posters, Radio and Digital Campaigns to generate awareness of New Haven's 25 magnet schools and programs, from November 15, 2022 to June 30, 2023, in an amount not to exceed \$70,000.00 was presented by Mr. Middleton and Ms. Bonanno.
Funding Source: Magnet 17-22 Carryover Program Acct. #2517-6258-56694-0000
Discussion: Committee members recommended tabling the item. Although Mr. Middleton was able to secure communication from competitors, there wasn't time to provide additional quotes.

6. **TABLED** Agreement with Public Good, LLC, to develop, design and provide production assistance and delivery of all creative content for the 2023 NHPS Choice campaign, from November 15, 2022 to June 30, 2023, in an amount not to exceed \$25,000.00 was presented by Mr. Middleton and Ms. Bonanno.
Funding Source: Magnet 17-22 Carryover Program Acct. #2517-6258-56694-0000
Discussion: Committee members recommended tabling the item in order to allow time for securing full quotes from competitors. A discussion ensued about the procurement policy and interpretation of it for Professional Service Agreements. Per the policy, services under \$100,000.00 do not require RFP, but do require three quotes. **Special Meeting:** Mr. Wilcox suggested that if Mr. Middleton could secure full quotes, he was willing to call a Special Meeting of the Committee prior to the Board of Education Meeting on Monday, November 28, 2022. Dr. Yarborough and Ms. Rivera agreed to meet at 4:30 p.m. Mr. Middleton will work with staff to provide documents needed for the Special Meeting, which must be posted with the City Clerk by Wednesday, November 23, 2022 and on the NHPS website by Friday, November 25, 2022. Ms.

7. Memorandum of Understanding by and between the New Haven Board of Education and Elm City Montessori School, Inc., for the operation of Elm City Montessori School, from July 1, 2022 to June 30, 2023 in the amount of \$1,522,757.00 was presented by Dr. Whyte.

Funding Source: 2022-2023 Operating Budget Acct. #190-40000-56694

Discussion: Attorney Alexiades noted that the dates of service should change from November 15, 2022 to July 1, 2022. He also noted a typo on page 10 which indicates a footnote but has no resource document or data; Dr. Whyte will delete the reference.

V. CONTRACTS:

1. Award of Contract # 21692-3-5 to Concrete Creations for On Call equipment rentals, from November 11, 2022 to June 30, 2023, in an amount not to exceed \$25,000.00 was presented by Ms. Rebecca Hunt who answered questions about the service.

Funding Source: 2022-2023 Capital Projects Acct. # 3C22-2261-58101

VI. PURCHASE ORDERS:

1. Purchase Order for New England Yankee Construction, LLC for abatement demo at 21 Wooster Pl from November 15, 2022 to June 30, 2023, in an amount not to exceed \$63,876.00 was presented by Mr. Fanelli.

Funding Source: 2022-2023 Capital Projects Acct. # 3C20-2084-58101

2. Purchase Order for Advanced Office System, computer equipment, from November 1, 2023 to June 30, 2023, in an amount not to exceed \$83,136.00 was presented by Ms. Herrera.

Funding Source: 2022-2023 Capital Projects Acct. # 3C22-2263-58704

3. Agreement with Liminex Inc. dba GoGuardian for year two of three year agreement for virtual classroom monitoring system, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$70,620.00 was presented by Ms. Herrera who answered questions about how the service works in the classroom.

Funding Source: ESSER II Program Acct. # 25526363-54409

II. DISCUSSION:

- **October 2022 Financial Report:** Ms. Hannans reviewed the monthly financial expenditure report for the General Funds and the revenue forecast report for Special Funds. **No motion was made and no vote was taken.**
- **Agreement Memo, Agreement Template and submission deadline schedule:** Mr. Wilcox recommended that the forms, which were posted, be reviewed to ensure that the committee is receiving the information needed for decision making. A discussion ensued. Ms. DeMaio noted that the memo is dense and could be formatted for ease of use. Mr. Wilcox requested draft memo and Agreement forms for the December 5, 2022 meeting. He noted that once the forms are approved, the expectation will that former versions of the form will no longer be accepted. **No motion was made and no vote was taken.**
- **Defining the Gap Update:** Mr. Wilcox reported that staff continues to develop the project and updates will be available in future meetings. **No motion was made and no vote was taken.**
- **Series 3000 Policies:** Mr. Wilcox reported that staff is in the process of determining which policies need updating. **No motion was made and no vote was taken.**

Adjournment: A motion by Dr. Yarborough, seconded by Ms. Rivera to adjourn the meeting at 6:22 p.m., passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

Respectfully submitted,
Patricia A. DeMaio