

**NEW HAVEN PUBLIC SCHOOLS
NEW HAVEN, CONNECTICUT**

INFORMATION ONLY: PERSONNEL REPORT OF THE SUPERINTENDENT July 24, 2023

RESIGNATION– Administrator:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Scott Voisine	Assistant Principal East Rock Magnet School General Funds 19044046-50113	07/14/2023

RETIREMENT– Teacher:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Regina Criscuolo	Magnet Resource Ross Woodward Magnet School Inter-District Funds 27041010-50115	06/30/2023

RETIREMENT– Non-Instructional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Lucinda Brantley	Building Manager Itinerant General Funds 19047455-50121	05/01/2023
Lucinda Capuano	Cook/Lead Riverside School Food Service 25215200-50126	07/06/2023
Vilmarie Gonzalez	Cook/Lead Nathan Hale School Food Service 25215200-50126	07/13/2023
Vencent Gray	Truck Driver Itinerant General Funds 19047500-50129	07/08/2023

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Tracey Menafée-Hie	School Security Officer Gateway General Funds 19047300-50127	01/28/2022
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RESIGNATION– Teachers:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Cina Branco	Special Education Jepson Magnet School General Funds 19049018-50115	07/19/2023
Jennifer Berrios-Burgos	School Psychologist Itinerant General Funds 19049198-50115	06/30/2023
Sareth Burgess	Special Education Itinerant Idea Part B Entitlement 25045034-98-50115	06/30/2023
Ronald Coleman	Instructional Math Coach East Rock Magnet School Title 1 Schools 25315256-46-50115	07/18/2023
Taylor Geoghegan	Grade 5 Davis Street Magnet School Inter-District Funds 27041009-50115	07/17/2023
Blessing Haruna	Grade 1 King/Robinson Magnet School ESSER II Funds 25526363-50115	06/30/2023
Edward Landa	Math Grades 5/8 Ross/Woodward Magnet School Inter-District Funds 27041110-50115	07/20/2023

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Mendy Midzenski	Music Conte West Hills Magnet School General Funds 19042231-50115	07/18/2023
Robert Morales	Computer Education Wilbur Cross High School General Funds 19042361-50115	08/02/2023
Samantha Naja	Kindergarten East Rock Magnet School General Funds 19041046-50115	08/18/2023
Taylor Napoletano	Math Grades 5/8 ESUMS General Funds 19041117-50115	07/18/2023
Katie Paradise	Science Troup School General Funds 19041415-50115	06/30/2023
Vanessa Rosa	Grade 3 Edgewood Magnet School General Funds 19041012-50115	07/30/2023

RESIGNATION– Paraprofessional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Jackson Richmond	Special Education Assistant Teacher Bishop Woods Magnet School General Funds 19049043-50128	06/30/2023

RESIGNATION– Non-Instructional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Yesenia Cruz	Administrative Assistant Gateway General Funds 19041300-50124	07/10/2023

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TRANSFERS– Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Elisha Brown	Grade 2 King/Robinson Magnet School ESSER II Funds 25526363-50115	Grade 2 King/Robinson Magnet School Replacing: Tonya Howard Inter-District Funds 19041030-50115	08/28/2023
Cepea Burton	Grade 3 Edgewood Magnet School ESSER II Funds 25526363-50115	Grade 3 Edgewood Magnet School Replacing: Vanessa Rosa General Funds 19041012-50115	08/28/2023
Matthew Cacopardo	Special Education Hill Regional Career High School General Funds 19049063-50115	Special Education Itinerant Replacing: Anthoula Johnson General Funds 19049021-50115	08/28/2023
Francis Decapua	Special Education King/Robinson Magnet School General Funds 19049030-50115	Special Education Clemente Leadership Academy Replacing: Scott James General Funds 19049042-50115	08/28/2023
Patricia Docker	Special Education Itinerant General Funds 19049098-50115	Special Education Hill Regional Career High School Replacing: Matthew Cacopardo General Funds 19049063-50115	08/28/2023
Christina Collett DeLeone	Grade 1 Mauro/Sheridan Magnet School Inter-District Funds 27041019-50115	Special Education Mauro/Sheridan Magnet School Replacing: Nancy Adorno General Funds 19049019-50115	08/28/2023
Nelson Espada	Social Studies Clemente Leadership Academy General Funds 19041542-50115	Social Studies John C. Daniels School Replacing: Jeanette Gil de Rubio Inter-District Funds 27041213-50115	08/28/2023

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Jessica Caron-Goodwin	Grade 1 King/Robinson Magnet School ESSER II Funds 25526363-50115	Grade 1 King/Robinson Magnet School Replacing: Lynn Gehr Inter-District Funds 27041030-50115	08/28/2023
Lynn Gehr	Grade 1 King/Robinson Magnet School Inter-District Funds 27041030-50115	Grade 2 King/Robinson Magnet School Replacing: Mallorie Madden Inter-District Funds 27041030-50115	08/28/2023
Latoya Miller-Hamm	Special Education King/Robinson Magnet School General Funds 19049030-50115	Visually Handicapped Itinerant Replacing: Joanne Pompano General Funds 19049998-50115	08/28/2023
Patricia Harkins	Grade 6 Betsy Ross Arts Magnet School Inter-District Funds 27041055-50115	English Grades 5/8 Betsy Ross Arts Magnet School Replacing: Lorna Edwards Inter-District Funds 27041655-50115	08/28/2023
Ruth Hwang	Grade 3 Barnard Magnet School ESSER II Funds 25526363-50115	Grade 1 Mauro/Sheridan Magnet School Replacing: Christina Collett-DeLeone Inter-District Funds 27041019-50115	08/28/2023
Scott James	Special Education Clemente Leadership Academy General Funds 19049042-50115	Special Education East Rock Magnet School Replacing: Marissa Wimmer General Funds 19049046-50115	08/28/2023
Stefanie Liucci	Special Education Wilbur Cross High School General Funds 19049061-50115	Special Education Itinerant Replacing: Patricia Docker General Funds 19049098-50115	08/28/2023
Mallorie Madden	Grade 2 King/Robinson Magnet School Inter-District Funds 27041030-50115	Pre-K King/Robinson Magnet School Replacing: Beth Lindley General Funds 19041030-50115	08/28/2023

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Martine Marcellus	Special Education Brennan Rogers Magnet School General Funds 19049021-50115	Special Education Troup School Replacing: Jessica Knapp General Funds 19049015-50115	08/28/2023
Gissela Martinez	Bilingual Grade 2 Hill Central Music Academy General Funds 19041207-50115	Bilingual Kindergarten Hill Central Music Academy Replacing: Evelyn Sosa General Funds 19041207-50115	08/28/2023
Allison McGrath	Grade 4 Jepson Magnet School Inter-District Funds 27041018-50115	Grade 6 Betsy Ross Magnet School Replacing: Patricia Harkins Inter-District Funds 27041055-50115	08/28/2023
Magda Natal	Grade 7 Fair Haven School General Funds 19041216-50115	TESOL Wilbur Cross High School Replacing: Susan White General Funds 19041261-50115	08/28/2023
Cara Natalino	Grade 2 L.W. Beecher Magnet School ESSER II Funds 25526363-50115	Grade 3 L.W. Beecher Magnet School Replacing: Keshia Hogan Inter-District Funds 27041003-50115	08/28/2023
Stephanie Natalino	Special Education Conte West Hills Magnet School General Funds 19049031-50115	Special Education Itinerant Replacing: Martine Marcellus General Funds 19049021-50115	08/28/2023
Lesley Oliva	Grade 2 Hill Central Music Academy ESSER II Funds 25526363-50115	Grade 5 Betsy Ross Magnet School Replacing: Grace Malangone-Roman General Funds 19041055-50115	08/28/2023
Mark Osenko	Library Media Specialist Worthington Hooker School General Funds 19041038-50115	Library Media Specialist COOP Arts & Humanities High School Replacing: Diana Granata General Funds 19042064-50115	08/28/2023

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Sierra Ransom	Grade 2 Troup School ESSER II Funds 25526363-50115	Grade 3 Wexler Grant School Replacing: Kelly Squeglia General Funds 19042032-50115	08/28/2023
Keisha Sheriff	Math James Hillhouse High School General Funds 19041162-50115	Math Grades 7/8 Davis Street Magnet School Replacing: Justin Wentworth Inter-District Funds 27041109-50115	08/28/2023
Evelyn Sosa	Bilingual Kindergarten Hill Central Music Academy General Funds 19041207-50115	Bilingual Grade 2 Hill Central Music Academy Replacing: Gissela Martinez General Funds 19041207-50115	08/28/2023
Jennifer Hallinan-Testa	Grade 1 Barnard Magnet School Inter-District Funds 27041002-50115	Read 180 Barnard Magnet School Replacing: Sarah Levine General Funds 19042002-50115	08/28/2023
Farah Toussaint	Grade 1 Brennan Rogers Magnet School ESSER II Funds 25526363-50115	Grade 5 Betsy Ross Magnet School Replacing: Lucy Ramos General Funds 19041055-50115	08/28/2023

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TRANSFERS (Pending Certification)– Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Nyasha Henry-Brown	Grade 1 Hill Central Music Academy ESSER II Funds 25526363-50115	Grade 5 Davis Magnet School Replacing: Taylor Geoghegan Inter-District Funds 27041009-50115	08/28/2023
Barry Kleinfeld	Math Wilbur Cross High School General Funds 19041161-50115	Special Education Wilbur Cross High School Replacing: Judith Perlroth General Funds 19049061-50115	08/28/2023
Jaleesa Wilson	Grade 3 East Rock Magnet School ESSER II Funds 25526363-50115	Kindergarten East Rock Magnet School Replacing: Samantha Naja General Funds 19041046-50115	08/28/2023

TRANSFERS– Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Carmen Echevarria	Administrative Assistant Metropolitan Business Academy General Funds 19041060-50124	Administrative Assistant Wilbur Cross High School Replacing: Janet Fortier General Funds 19041061-5124	08/21/2023

NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

FAMILY & MEDICAL LEAVE ACT: LEAVE OF ABSENCE REPORT

The following are listed for information only, having met the requirements for absence under the Family & Medical Leave Act. The dates listed are estimates only. They will remain on payroll so long as they have accrued sick days.

FMLA LEAVE OF ABSENCE – Teachers:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
John Adamovich	Physical Education Wilbur Cross High School General Funds 19040361-50115	11/27/2023-12/22/2023
Lisa Rappa	Science Wilbur Cross High School General Funds 19041461-50115	11/27/2023-02/29/2024
Shanice Stephens	Special Education James Hillhouse High School General Funds 19049062-50115	08/28/2023-11/22/2023

FMLA LEAVE OF ABSENCE EXTENSION – Teacher:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Emily Baxter	Science Truman School General Funds 19041429-50115	01/21/2023-03-07-2023

FMLA LEAVE OF ABSENCE – Non-Instructional Staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Ramona Price	General Worker Itinerant Food Service 25215200-50126	04/24/2023-08/31/2023
Derricka Suggs	Office Manager Gateway Indirect Costs 25055771-00-50118	07/19/2023-08/19/2023

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MEDICAL LEAVE OF ABSENCE – Teacher:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Emily Baxter	Science Truman School General Funds 19041429-50115	03/08/2023-06/15/2023

UNPAID MEDICAL LEAVE OF ABSENCE EXTENSION– Non-Instructional Staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Ana Hernandez	Administrative Assistant Gateway Idea Part B Entitlement 25045034-00-50124	07/17/2023-07/31/2023

RETURN LEAVE OF ABSENCE – Teachers:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Teresa Castellon	Grade 1 Clemente Leadership Academy ESSER II Funds 25526363-50115	08/28/2023
Alicia Ann Cook	Library Media Specialist Ross/Woodward Magnet School General Funds 19042010-50115	08/28/2023
Allison Mcgrath	Grade 4-5 Jepson Magnet School Inter-District Funds 27041018-50115	08/28/2023
Alysa Mullen	Science Sound School General Funds 19041467-50115	08/28/2023

**NEW HAVEN PUBLIC SCHOOLS
NEW HAVEN, CONNECTICUT**

CORRECTION/CHANGE ITEMS: The following items are previous Board Actions approved.
The action items below represent all the necessary changes and/or corrections.

CORRECTION/CHANGE IN OFFERS – Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>
Adrianna Accioly	Technology ESUMS Inter-District Funds 27042617-50115	Rescinded
Victoria Gambardella	Special Education Fair Haven School General Funds 19049016-50115	Rescinded

CORRECTION/CHANGE IN FUNDING – Teacher:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Dates</u>
Hannah Konicki	19041021-50115	25526363-50115	08/28/2022-06/30/2023

CORRECTION/CHANGE IN TITLE – Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Gary Pope	Termination	Resignation	06/30/2023
Sherry Burgess	Resignation	Retirement	06/30/2023

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CORRECTION/CHANGE IN LOCATION AND FUNDING – Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Dates</u>
Ashley Carrano	Brennan Rogers Magnet School 19049021-50115	Fair Haven School 19049016-50115	08/28/2023
Charles Gore	Brennan Rogers Magnet School 19049021-50115	John C. Daniels Magnet School 19049013-50115	08/28/2023
Brenda Yanez	Brennan Rogers Magnet School 19049021-50115	Bishop Woods Magnet School 19049043-50115	08/28/2023

CORRECTION/CHANGE IN LOCATION AND FUNDING – Paraprofessional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Dates</u>
Alicia Arevalo	Brennan Rogers Magnet School 19049021-50128	Fair Haven School 19049016-50128	08/28/2023
Karina Garcia	Brennan Rogers Magnet School 19049021-50128	Bishop Woods Magnet School 19049043-50128	08/28/2023
Jordan Lomax	Brennan Rogers Magnet School 19049021-50128	John C. Daniels 19049013-50128	08/28/2023
Earl Ali-Randall	Brennan Rogers Magnet School 19049028-50128	Fair Haven School 19049016-50128	08/28/2023

**Dr. Madeline Negrón
Superintendent of Schools**



NEW HAVEN PUBLIC SCHOOLS

Board of Education Committee Meeting

SUMMARY OF MOTIONS

New Haven Board of Education Regular Meeting

July 10, 2023

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- 108-23: **Motion to approve the June 26, 2023 minutes by Mr. Wilcox, seconded by Ms. Rivera. (Motion Passed)**
Ms. Rivera, yes; Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes;
Dr. Benitez, yes; Dr. Yarborough, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes.
- 109-23 **Motion to approve the Personnel Report by Mr. Wilcox, seconded by Mr. Goldson. (Motion Passed)**
Ms. Rivera, yes; Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes;
Dr. Benitez, yes; Dr. Yarborough, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes.
- 110-23 **Motion to approve 2 Abstracts, 13 Agreements, 11 Contracts and 6 Purchase Orders as recommended by the Finance & Operations Committee by Mr. Wilcox seconded by Dr. Yarborough III. (Motion Passed)**
Ms. Rivera, yes; Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes;
Dr. Benitez, yes; Dr. Yarborough, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes.
- 111-23 **Motion to enter into Executive session pursuant to Conn. Gen. Stat. §§ 1-200(6)(B) and §§ 1-210(b)(4) & (10) concerning strategy and negotiations with respect to pending litigation in the matter of Chernovetz v. Harries, and discussion which would result in the disclosure of attorney-client privileged communications by Ms. Rivera seconded by Mr. Goldson. (Motion Passed)**
Ms. Rivera, yes; Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes;
Dr. Benitez, yes; Dr. Yarborough, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes.
- 112-23 **Motion to adjourn by Ms. Rivera seconded by Mr. Goldson, meeting adjourned at 8:00pm.**
Ms. Rivera, yes; Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes;
Dr. Benitez, yes; Dr. Yarborough, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes.

Completed and submitted by
Salina Manning
12 July 2023



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION MEETING

Monday July 24, 2023

ACTION ITEMS

Chair: Mr. Matthew Wilcox

A. ABSTRACTS:

1. Head Start COLA and Quality Improvement Grant, in the amount of \$495,704.00 for July 1, 2023 to June 30, 2024.
Funding Source: U.S. Department of Health & Human Services, Office of Head Start
2. Low-Performing Schools Bond Funding for Wexler Grant School, in the amount of \$295,500.00 for July 1, 2023 to June 30, 2024.
Funding Source: Connecticut State Department of Education
3. Low-Performing Schools Bond Funding for Hillhouse High School, in the amount of \$299,938.14 for July 1, 2023 to June 30, 2024.
Funding Source: Connecticut State Department of Education

B. AGREEMENTS:

1. Agreement with Area Cooperative Education Services, (ACES), to provide board certified staff for behavior management programs and support for identified students, and to provide behavioral social emotional support and training for student with autism, from August 29, 2023 to June 30, 2024, in an amount not to exceed \$594,756.00.
Funding Sources:

IDEA Program (Pending Receipt of Funds)	Acct. #2504-5034-56903-0490 (\$353,320.00)
2023-2024 Operating Budget	190-490-56694 (\$241,436.00)
2. Agreement with ACES Regionalization Special Education Transportation, (ACES-RSET), to manage provision of regionalized special education transportation services to non-ACES outplacement sites for special education students identified by the District, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$900,000.00.
Funding Source: 2023-2024 Operating Budget Acct. #190-494-00-56607
3. Agreement with Area Cooperative Education Services, (ACES), to provide training and additional learning/planning time adapting to new IEP/Platform for staff associated with populating and supporting the CT SEDS system, from July 18, 2023 to August 18, 2023, in an amount not to exceed \$38,750.00.
Funding Source: CT-SEDS Implementation Stipend Program (Pending Receipt of Funds)

Acct. #2504-6447-56694-0490

4. Agreement with All Pointe Home Care, LLC, to provide nursing care and medical treatment for students requiring medical care, from July 5, 2023 to June 30, 2024, in an amount not to exceed \$181,020.00.

- Funding Source: IDEA Program (Pending Receipt of Funds) Acct. #2504-5034-56903-0490
5. Agreement with Clifford Beers Guidance Clinic, to provide two licensed Social Workers in School Health Centers at Clinton Avenue and Fair Haven schools, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$83,958.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
 6. Agreement with Fair Haven Community Health Center, to provide licensed Nurse Practitioners, Social Workers and office managers in four School Health Centers at Fair Haven, Clinton Avenue, Wilbur Cross and John Martinez schools, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$195,843.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
 7. Agreement with Yale New Haven Hospital, to provide licensed medical and/or behavioral health providers and support staff in four School Health Centers at Mauro-Sheridan, Troup, Barnard and Hillhouse schools, and ensure compliance for licensure of the outpatient school clinics, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$372,289.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
 8. Agreement with Medical Billing of CT to provide medical billing services for the school-based health clinics, from October 1, 2023 to June 30, 2024, in an amount not to exceed \$9,000.00.
Funding Source: School Health Center Program Acct. #2534-5408-56694-0000
 9. Agreement with Gateway Partners, LLC for a commercial lease agreement for premises 54 Meadow Street, 1st floor, New Haven, CT, to house the office of school choice program, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$23,751.11.
Funding Source: 2023-2024 Operating Budget Acct. #190-47000-56652

C. PURCHASE ORDERS:

1. Purchase Order under State Contract 19PSX0227 with Windstream Enterprise to provide telecommunications services for Gateway Center, Wilbur Cross and Hill Central School for VOIP phone system, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$56,253.24.
Funding Source: 2023-2024 Operating Budget Acct. #19047200-52260
2. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide cleaning supplies to the summer school programs, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$50,000.00.
Funding Source: 2023-2024 Operating Budget Acct. #19047400-55571
3. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide cleaning supplies for the school year, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$440,000.00.
Funding Source: 2023-2024 Operating Budget Acct. #19047400-55571
4. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide repairs to custodial equipment, from July 1, 2023 to June 30, 2024, in an amount not to exceed

\$130,000.00.

Funding Source: 2023-2024 Capital Projects

Acct. #3C22-2261-58101

5. Purchase Order under State Contract 18PSX0005AB with Encore Fire Protection to provide updates to hardware and software of 2 fire panels at the Floyd Little Field House from July 1, 2023 to June 30, 2024, in an amount not to exceed \$70,075.00.

Funding Source: ARP ESSER III Carryover

Acct. # 2553-6399-56697-0474

6. Purchase Order under State Contract GENRL-EV2516 with Kone Inc. to provide On Call Elevator Services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$190,000.00.

Funding Source: 2023-2024 Capital Projects

Acct. # 3C22-2261-58101

7. Purchase Order under State Contract 20PSX0088 with Dalene Flooring to provide stair treads and landing tile replacement for Hillhouse stairwells from July 1, 2023 to June 30, 2024 in an amount not to exceed \$78,815.86.

Funding Source: ARP ESSER III Carryover

Acct. # 2553-6399-56697-0474

D. CONTRACTS:

1. Renewal Option 3 of 3 of Contract 21688-4-4 with Eagle Rivet Roof Services Corporation, to provide On Call Roof repair services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$150,000.00.

Funding Source: 2023-2024 Capital Projects

Acct. #3C22-2261-58101

2. Renewal 3 of 3 of Contract 50526-4-4 with Lior Excavating, to provide On Call Asphalt Repairs and Replacement services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$100,000.00.

Funding Source: 2023-2024 Capital Projects

Acct. #3C22-2261-58101

3. Renewal 3 of 3 of Contract 21706-4-4 with Pasquariello Electric Company to provide to On Call Electrical Services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$150,000.00.

Funding Source: 2023-2024 Capital Projects

Acct. #3C22-2261-58101



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING

Monday, July 17, 2023

MINUTES

Present: Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera
Staff: Dr. Michael Finley, Dr. Paul Whyte, Mr. Thomas Lamb, Ms. Keisha Redd-Hannans, Ms. Linda Hannans, Ms. Patricia DeMaio, Ms. Christine Bourne, Mr. Ed Connelly, Ms. Viviana Conner, Ms. Typhanie Jackson, Ms. Sue Peters, Ms. Mary Derwin, Ms. Michele Bonanno, Attorney Elias Alexiades
Guests: Attorney Catherine LaMarr, Deputy Corporation Counsel, City of New Haven; Mr. Michael Gormany, Acting Controller, City of New Haven; Mr. Shawn Garriss, Acting Purchasing Agent, City of New Haven

Call to Order: Mr. Wilcox called the meeting to order at 4:32 p.m. He noted a change in the order of the agenda, moving the discussion related to purchasing policy up, to accommodate presenters.

Summary of Motions:

- **Recommendation to Approve Action Items:** a motion by Mr. Wilcox, seconded by Dr. Yarborough, to Recommend Approval of 3 Abstracts, 9 Agreements, 7 Purchase Orders and 3 Contracts, was unanimously passed by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.
- **Recommendation to Approve MOU with City of New Haven:** A motion by Mr. Wilcox, seconded by Dr. Yarborough to Recommend Approval of the MOU with the City of New Haven for salary reimbursement for 3 positions, passed by unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.
- **Adjournment:** A motion by Dr. Yarborough, seconded by Ms. Rivera, to adjourn the meeting at 6:02 p.m., passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

I. ACTION ITEMS:

A. ABSTRACTS:

1. Head Start COLA and Quality Improvement Grant, in the amount of \$495,704.00 for July 1, 2023 to June 30, 2024 was presented by Ms. Derwin who explained that the funding amount was predetermined by Office of HeadStart, based on current payroll and quality improvement programs.
Funding Source: U.S. Department of Health & Human Services, Office of Head Start
2. Low-Performing Schools Bond Funding for Wexler Grant School, in the amount of \$295,500.00 for July 1, 2023 to June 30, 2024 was presented by Ms. Bonanno who explained that the Bonding Commission recently approved the infrastructure grant, which will be used to upgrade the playground at Wexler. Funding Source: Connecticut State Department of Education

3. Low-Performing Schools Bond Funding for Hillhouse High School, in the amount of \$299,938.14 for July 1, 2023 to June 30, 2024 was presented by Ms. Bonanno who explained that the bond funding will be used exclusively for technology upgrades at Hillhouse High School.
Funding Source: Connecticut State Department of Education

B. AGREEMENTS:

1. Agreement with Area Cooperative Education Services, (ACES), to provide board certified staff for behavior management programs and support for identified students, and to provide behavioral social emotional support and training for student with autism, from August 29, 2023 to June 30, 2024, in an amount not to exceed \$594,756.00 was presented by Ms. Jackson.

Funding Sources:

IDEA Program (Pending Receipt of Funds)	Acct. #2504-5034-56903-0490 (\$353,320.00)
2023-2024 Operating Budget	190-490-56694 (\$241,436.00)

Agenda Break to introduce discussion item related to the purchasing policy on multi-year versus one-year contracts with options to renew: Mr. Garriss explained that the difference between multi-year and one-year contracts with options to renew, noting that options to renew are discretionary not obligatory. Mr. Gormany, explained that the City Ordinance for procurement has not been updated in ten years and that clarifying language will be added to descriptions and processes for contracts. The Board of Alders will vote on the revised ordinance in August 2023. A discussion ensued about whether or not the current practices for one-year contracts with options to renew complies with the City Charter. Attorney Catherine LaMarr, confirmed that the District is compliant. She reiterated that automatic renewals are automatic, while options to renew are discretionary, not automatic. Additional discussion ensued regarding the overall procurement policy, Sole Source status and the need for clarifying language regarding the processes for contractual Agreements for academics. A discussion ensued about Board of Alders versus Board of Education approvals. **No motion was made and no vote was taken.**

Review of Action Items Continued:

2. Agreement with ACES Regionalization Special Education Transportation, (ACES-RSET), to manage provision of regionalized special education transportation services to non-ACES outplacement sites for special education students identified by the District, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$900,000.00 was presented by Ms. Jackson, who answered questions about the program. She explained that the district shares costs with other towns which is more cost effective than any other transportation model.
Funding Source: 2023-2024 Operating Budget Acct. #190-494-00-56607
3. Agreement with Area Cooperative Education Services, (ACES), to provide training and additional learning/planning time adapting to new IEP/Platform for staff associated with populating and supporting the CT SEDS system, from July 18, 2023 to August 18, 2023, in an amount not to exceed \$38,750.00 was presented by Ms. Jackson.
Funding Source: CT-SEDS Implementation Stipend Program (Pending Receipt of Funds)
Acct. #2504-6447-56694-0490
4. Agreement with All Pointe Home Care, LLC, to provide nursing care and medical treatment for students requiring medical care, from July 5, 2023 to June 30, 2024, in an amount not to exceed \$181,020.00 was presented by Ms. Jackson.
Funding Source: IDEA Program (Pending Receipt of Funds) Acct. #2504-5034-56903-0490

Agreements # 5-7 for providers of School Health Centers were presented by Ms. Peters, who reviewed specific details for each school:

5. Agreement with Clifford Beers Guidance Clinic, to provide two licensed Social Workers in School Health Centers at Clinton Avenue and Fair Haven schools, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$83,958.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
6. Agreement with Fair Haven Community Health Center, to provide licensed Nurse Practitioners, Social Workers and office managers in four School Health Centers at Fair Haven, Clinton Avenue, Wilbur Cross and John Martinez schools, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$195,843.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
7. Agreement with Yale New Haven Hospital, to provide licensed medical and/or behavioral health providers and support staff in four School Health Centers at Mauro-Sheridan, Troup, Barnard and Hillhouse schools, and ensure compliance for licensure of the outpatient school clinics, from August 15, 2023 to June 30, 2024, in an amount not to exceed \$372,289.00.
Funding Source: School Health Center Program Acct. #2512-5124-56694-0000
8. Agreement with Medical Billing of CT to provide medical billing services for the school-based health clinics, from October 1, 2023 to June 30, 2024, in an amount not to exceed \$9,000.00 was presented by Ms. Peters.
Funding Source: School Health Center Program Acct. #2534-5408-56694-0000
9. Agreement with Gateway Partners, LLC for a commercial lease agreement for premises 54 Meadow Street, 1st floor, New Haven, CT, to house the office of school choice program, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$23,751.11 was presented by Mr. Lamb.
Funding Source: 2023-2024 Operating Budget Acct. #190-47000-56652

C. PURCHASE ORDERS:

1. Purchase Order under State Contract 19PSX0227 with Windstream Enterprise to provide telecommunications services for Gateway Center, Wilbur Cross and Hill Central School for VOIP phone system, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$56,253.24 was presented by Mr. Connelly on behalf of Ms. Herrera.
Funding Source: 2023-2024 Operating Budget Acct. #19047200-52260
2. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide cleaning supplies to the summer school programs, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$50,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.
Funding Source: 2023-2024 Operating Budget Acct. #19047400-55571
3. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide cleaning supplies for the school year, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$440,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: 2023-2024 Operating Budget Acct. #19047400-55571

4. Purchase Order under State Contract 21PSX0163AA with C&C Janitorial Supplies Inc. to provide repairs to custodial equipment, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$130,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: 2023-2024 Capital Projects Acct. #3C22-2261-58101

5. Purchase Order under State Contract 18PSX0005AB with Encore Fire Protection to provide updates to hardware and software of 2 fire panels at the Floyd Little Field House from July 1, 2023 to June 30, 2024, in an amount not to exceed \$70,075.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: ARP ESSER III Carryover Acct. # 2553-6399-56697-0474

6. Purchase Order under State Contract GENRL-EV2516 with Kone Inc. to provide On Call Elevator Services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$190,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne

Funding Source: 2023-2024 Capital Projects Acct. # 3C22-2261-58101

7. Purchase Order under State Contract 20PSX0088 with Dalene Flooring to provide stair treads and landing tile replacement for Hillhouse stairwells from July 1, 2023 to June 30, 2024 in an amount not to exceed \$78,815.86 was presented by Mr. Lamb on behalf of Mr. Fanelli.

Funding Source: ARP ESSER III Carryover Acct. # 2553-6399-56697-0474

D. CONTRACTS:

1. Renewal Option 3 of 3 of Contract 21688-4-4 with Eagle Rivet Roof Services Corporation, to provide On Call Roof repair services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$150,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: 2023-2024 Capital Projects Acct. #3C22-2261-58101

2. Renewal 3 of 3 of Contract 50526-4-4 with Lior Excavating, to provide On Call Asphalt Repairs and Replacement services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$100,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: 2023-2024 Capital Projects Acct. #3C22-2261-58101

3. Renewal 3 of 3 of Contract 21706-4-4 with Pasquariello Electric Company to provide to On Call Electrical Services from July 1, 2023 to June 30, 2024, in an amount not to exceed \$150,000.00 was presented by Mr. Lamb on behalf of Mr. Alleyne.

Funding Source: 2023-2024 Capital Projects Acct. #3C22-2261-58101

II. DISCUSSION:

- **F&O Discussion Calendar for July 2023 – October 2023:** Mr. Wilcox noted the topic calendar, which indicates that the August 7, 2023 meeting topics should include a review of building use permit, fees and rules, discussion and possible action for Policy 1330, Use of School Facilities and Series 3000 policies. **No Motion was made and no vote was taken.**

- **Monthly Budget Report for June 2023**, previously posted, was reviewed by Ms. Hannans who explained that the District is still closing out expenses for the fiscal year and that the report represents a snapshot in time and will change. She discussed ongoing mitigation efforts and “unknowns,” which may add additional costs to the budget. **No motion was made and no vote was taken.**
- **Discussion and possible action: MOU with City of New Haven for salary reimbursement for 3 positions:** Mr. Lamb presented the revised MOU, which reflects corrections previously discussed regarding reporting structures and funding accounts. Attorney Alexiades also reported that the termination clause was corrected so that termination of one position would not impact the other positions. **Motion to Recommend Approval:** A motion by Mr. Wilcox, seconded by Dr. Yarborough, to Recommend Approval of the MOU with the City of New Haven for salary reimbursement for 3 positions, was unanimously approved by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.
- **Series 3000 Transportation Policies:** Mr. Wilcox indicated that the draft policies will be sent to staff and committee members and discussed at the next meeting. **No Motion was made and no vote was taken.**
- **Discussion and possible action: Citywide School building and Stewardship Committee Report and Recommendation:** Mr. Wilcox explained that there was no action for the committee but reported that the School Building and Stewardship Committee has recommended returning the building at 333 Valley Street, previously used by the District, back to the City of New Haven. Mr. Lamb reported that the recommendation to the Board of Education will be presented by the Stewardship Committee. **No motion was made and no vote was taken.**
- **Review of City of New Haven purchasing policy distinction between a multi-year contract and a single year contracts with options to renew:** The discussion was moved higher in the agenda as stated and detailed indicated above. **No motion was made an no vote was taken.**

Adjournment: A motion by Dr. Yarborough, seconded by Ms. Rivera, to adjourn the meeting at 6:02 p.m., passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio



FINANCIAL REPORTS

Period Ending June 30, 2023

New Haven Board of Education
Finance & Operations Committee Meeting
July 17, 2023

STRATEGIC PLAN : SY 2020-2024



NEW HAVEN PUBLIC SCHOOLS

Core Values

We believe...

1 Equitable opportunities create the foundation necessary for every child to succeed

3 High expectations and standards are necessary to prepare students for college and career

2 A culture of continuous improvement will ensure that all staff are learners and reflective practitioners

4 Collaboration and partnerships with families and the New Haven community will enhance learning and achievement



Mission

To provide all students in New Haven Public Schools with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high quality instruction. To foster a culture of continuous improvement through collaborative partnerships with staff, families, and the New Haven community. To support students' growth and development by utilizing the Whole Child Framework.

Vision

Our vision is to be a premier urban school district that ensures access to equitable opportunities and successful outcomes for all students as they prepare for college, career, and life.

Priority Areas for 2020-2024

- 1 Academic Learning**
- 3 Youth & Family Engagement**
- 5 Operational Efficiencies**

- 2 Culture & Climate**
- 4 Talented Educators**

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- Monthly Financial Report General Funds as of June 30, 2023
- Monthly Financial Report Special Funds as of June 30, 2023

- Total expenditures through 6/30/23 are \$286.8m.
- General Fund expenditures incurred through 06/30/23 are \$178.9m or 91.6% of the adopted budget.
- Grant expenditures incurred through 06/30/23 are \$107.9 million or 59% of the current grant revenue.

Financial Report – General Fund June, 2023

General Fund/Operating Budget



NEW HAVEN PUBLIC SCHOOLS

Fiscal Year 2022-2023

Education Operating Fund (General Fund)

Monthly Financial & EOY Forecast Report (Unaudited) as of June 30, 2023

	FY2023 Adjusted Budget (A)	MONTHLY YTD Actuals (B)	YTD %	MONTHLY Encumbrances (C)	Available (A-B+C)	Full-Year Expenditure Forecast (F)	Full Year Variance (A-F)
Salaries							
Teacher Full-Time	\$76,863,045	(\$75,515,086)	98.25%	\$0	\$1,347,959	73,868,866	2,994,179
Admin & Management Full-Time	16,312,228	(18,745,971)	114.92%	0	(2,433,743)	18,449,661	(2,137,433)
Paraprofessionals	3,192,914	(3,245,512)	101.65%	0	(52,598)	3,125,605	67,309
Support Staff Full-Time	10,517,818	(11,847,732)	112.64%	0	(1,329,914)	10,614,360	(96,542)
Part Time & Seasonal	3,054,774	(2,087,641)	68.34%	(12,855)	954,278	2,081,244	973,530
Substitutes	1,000,000	(445,001)	44.50%	0	554,999	445,001	554,999
Overtime, Benefits, Other	3,726,650	(2,073,362)	55.64%	(48,675)	1,604,613	2,776,752	923,748
Total Salaries and Benefits	\$114,667,429	(\$113,960,306)	99.38%	(\$61,530)	\$645,593	\$ 111,361,489	\$ 3,279,790
Supplies and Services							
Instructional Supplies	\$3,527,501	(\$2,126,325)	60.28%	(\$155,726)	\$1,245,450	2,275,113	1,225,388
Tuition	21,549,657	(15,845,719)	73.53%	(8,216,844)	(2,512,906)	23,091,809	(1,542,152)
Utilities	11,527,000	(9,357,509)	81.18%	(1,561,967)	607,524	11,071,359	420,641
Transportation	26,629,696	(24,095,839)	90.48%	(7,794,555)	(5,260,698)	31,526,637	(4,900,941)
Maintenance, Property, Custodial	2,339,060	(1,487,126)	63.58%	(261,211)	590,723	1,608,104	743,704
Other Contractual Services	15,023,441	(12,068,634)	80.33%	(2,169,322)	785,485	14,250,025	852,818
Total Supplies and Services	\$80,596,355	(\$64,981,153)	80.63%	(\$20,159,626)	(\$4,544,423)	\$ 83,823,046	\$ (3,200,541)
General Fund Totals	\$195,263,784	(\$178,941,458)	91.64%	(\$20,221,156)	(\$3,898,830)	\$ 195,184,535	\$ 79,249

- How to read the Monthly Financial and/or EOY Forecast Report (Unaudited) as of June 30, 2023 (letters refer to column letters on the prior page):
 - A- FY2023 Adopted Budget: These are the adopted totals for each category for FY 2022-23 (does not reflect any budget revisions)
 - B Monthly YTD Actuals: This is what was actually spent as of 06/30/23 without adjustments.
 - C Monthly Encumbrances: Any encumbrances which have been processed in Munis
 - (A-B+C) Available: What is available in Munis to spend as of 06/30/23.
 - F Full Year Expenditure Forecast – this is a projected expenditure by year end taking into consideration reimbursements and other adjustments (tuition reimbursements, revenue applied to each category, etc) This is not part of the actual expenditures, but rather where we expect to finally spend by 6/30/23 after these types of adjustments.
 - (A-F) Full Year Variance: With anticipated adjustments, where we will end the year after all costs and adjustments by category.
 - **Monthly actual** costs can be found in the next three slides (Monthly Financial Report (Unaudited) – June 30, 2023 in column “MTD Actual”

General Fund (cont)



NEW HAVEN PUBLIC SCHOOLS



Fiscal Year 2022-2023
Education Operating Fund (General Fund)
Monthly Financial Report (Unaudited) - June 30, 2023

YTD by Period	Account Description	Adjusted Budget	YTD Actual	MTD Actual	Encumb.	Available Budget	% Used
Teachers Full-Time	Teachers	\$76,863,045	\$75,515,086	\$13,085,537	\$0	\$1,347,959	98.25
Admin & Management Full-Time	Salaries	1,121,118	1,033,606	23,925	0	87,512	92.19
	Directors Salaries	979,166	699,642	64,685	0	279,524	71.45
	Supervisor	2,305,273	2,440,790	252,634	0	(135,517)	105.88
	Department Heads/Principals/Aps	10,461,529	13,018,502	1,991,693	0	(2,556,973)	124.44
	Management	1,445,142	1,553,431	245,808	0	(108,289)	107.49
	Sub-Total	\$16,312,228	\$18,745,971	\$2,578,744	\$0	(\$2,433,743)	114.92
Paraprofessionals	ParaProfessionals	3,192,914	3,245,512	45,257	0	(52,598)	101.65
Support Staff Full-Time	Wages Temporary	479,059	693,518	141,022	-	(214,459)	144.77
	Custodians	4,360,565	4,884,987	551,483	0	(524,422)	112.03
	Building Repairs	767,430	767,996	24,012	0	(566)	100.07
	Clerical	2,569,935	2,911,240	686,648	0	(341,305)	113.28
	Security	2,245,816	2,481,045	844,679	0	(235,229)	110.47
	Truck Drivers	95,013	108,947	12,800	0	(13,934)	114.67
	Sub-Total	\$10,517,818	\$11,847,732	\$2,260,643	\$0	(\$1,329,914)	112.64
Part Time & Seasonal	Coaches	650,000	509,044	183,154	0	140,957	78.31
	Other Personnel	125,000	296,198	68,600	12,855	(184,053)	0.00
	Part-Time Payroll	2,033,331	1,156,018	(126,942)	0	877,313	56.85
	Seasonal	146,443	21,424	0	0	125,019	14.63
	Teachers Stipend	100,000	104,958	59,000	0	(4,958)	104.96
	Tutors	0	0	0	0	0	0.00
	Sub-Total	\$3,054,774	\$2,087,641	\$183,812	\$12,855	\$954,278	68.76
Substitutes	Substitutes	\$ 1,000,000	\$ 445,001	\$ 444,800	\$ -	\$ 554,999	\$ 45
Overtime, Benefits, Other	Overtime	605,000	835,170	134,426	0	(230,170)	138.04
	Longevity	275,000	177,322	(525)	0	97,678	64.48
	Custodial Overtime	625,500	393,347	113,014	0	232,153	62.89
	Retirement	1,700,000	512,297	22,480	48,675	1,139,027	33.00
	Medical Supplies	0	0	0	0	0	0.00
	In-Service Training	0	0	0	0	0	0.00
	Employment Comp	495,000	149,231	42,051	0	345,769	30.15
	Professional Meetings*	26,150	5,995	2,372	0	20,155	22.93
	Sub-Total	\$3,726,650	\$2,073,362	\$313,819	\$48,675	\$1,604,613	56.94
	Salaries Sub-Total	\$114,667,429	\$113,960,306	\$18,912,613	\$61,530	\$645,593	99.44

General Fund



NEW HAVEN PUBLIC SCHOOLS

Instructional Supplies	Equipment	320,009	129,764	983	2,451	187,794	41.32
	Computer Equipment	90,767	23,984	0	0	66,783	26.42
	Software	28,723	16,678	0	0	12,045	0.00
	Furniture	136,350	94,833	(9,397)	1,894	39,622	70.94
	Materials & Supplies Intruction	0	0	0	0	0	0.00
	Materials & Supplies Admin.	0	0	0	0	0	#DIV/0!
	Office/Classroom Supplies	0	0	0	0	0	0.00
	Testing Materials	82,600	50	0	0	82,550	0.06
	Education Supplies Inventory	565,159	324,461	(121,135)	2,482	238,216	57.85
	General/Office Supplies	1,329,976	988,370	(82,508)	104,126	237,481	82.14
	Academic Awards	0	0	0	0	0	0.00
	Books, Maps, etc.	0	0	0	0	0	0.00
	Textbooks	322,399	123,985	(24,965)	285	198,129	38.55
	Library Books	132,515	130,010	242	0	2,505	98.11
	Periodicals	2,000	0	0	0	2,000	0.00
	Other Materials & Supplies	0	0	0	0	0	0.00
	Duplicating & Photo Supplies	0	0	0	0	0	0.00
	Audio-Visual Supplies	0	0	0	0	0	0.00
	Communications/Websites	0	0	0	0	0	0.00
	Registrations, Dues & Subscrip.	143,985	84,029	550	4,115	55,841	61.22
	Student Activities	95,500	20,808	9,767	27,388	47,305	50.47
	Graduation	43,518	14,911	5,148	10,901	17,706	59.31
	Emergency Medical	209,000	174,442	8,892	2,085	32,473	84.46
	Printing & Binding	25,000	0	0	0	25,000	0.00
	Parent Activities	0	0	0	0	0	0.00
	Sub-Total	\$3,527,501	\$2,126,325	(\$212,422)	\$155,726	\$1,245,450	64.69
Tuition	Tuition	21,549,657	15,845,719	(912,255)	8,216,844	(2,512,906)	111.66
Utilities	Natural Gas	2,546,500	1,975,266	(103,287)	359,068	212,166	91.67
	Electricity	7,709,500	6,297,920	(310,558)	1,135,595	275,985	96.42
	Heating Fuels	10,000	0	0	0	10,000	0.00
	Water	265,000	285,854	19,786	34,274	(55,128)	120.80
	Telephone	646,000	457,243	46,469	27,057	161,700	74.97
	Telecommunications/Internet	90,000	43,349	0	5,973	40,678	54.80
	Sewer Usage	225,000	224,857	(24,152)	0	143	99.94
	Gas & Oil	35,000	73,020	6,393	0	(38,020)	208.63
	Sub-Total	\$11,527,000	\$9,357,509	(\$365,350)	\$1,561,967	\$607,524	94.73
Transportation	Milage	610,900	441,095	69,288	67,213	102,592	83.21
	Business Travel	4,000	9,983	0	0	(5,983)	249.57
	Transportation	14,703,984	13,686,508	107,352	3,646,032	(2,628,556)	117.88
	Special Education Transportation	5,198,895	5,389,273	151,799	1,558,320	(1,748,698)	133.64
	Transportation Techinca Schools	552,480	477,458	0	165,803	(90,781)	116.43
	Transit Bus Passes	227,375	25,200	0	0	202,175	11.08
	Field Trips	181,945	60,343	14,394	448	121,154	33.41
	InterDistrict Transportation	1,289,000	368,108	0	835,150	85,743	93.35
	Outplacment Transportation	3,655,000	3,434,402	75,817	1,476,059	(1,255,461)	134.35
	Field Trips (Non-Public)	206,117	203,469	(78,169)	45,531	(42,883)	120.81
	Sub-Total	\$26,629,696	\$24,095,839	\$340,482	\$7,794,555	(\$5,260,698)	119.76

General Fund (cont)



NEW HAVEN PUBLIC SCHOOLS

Maintenance, Property, Custodial	School Security	12,000	9,075	0	0	2,925	75.63
	Building & Grounds Maint. Supp.	100,000	162,050	13,737	5,464	(67,514)	167.51
	Custodial Supplies	488,000	398,829	(43,597)	23,248	65,923	86.49
	Light Bulbs	30,000	26,560	3,809	2,300	1,140	96.20
	Uniforms	22,252	45,113	3,560	0	(22,861)	202.74
	Moving Expenses	50,000	56,512	3,480	8,488	(15,000)	130.00
	Cleaning	26,000	16,000	0	0	10,000	61.54
	Repairs & Maintenance	102,808	53,164	0	5,255	44,389	56.82
	Building Maintenance	575,000	337,942	(9,770)	0	237,058	58.77
	Rental	120,000	12,777	0	7,331	99,892	16.76
	Rental of Equipment	8,000	20,189	3,257	0	(12,189)	252.36
	Maintenance Agreement Services	725,000	292,559	(5,589)	203,435	229,006	68.41
	Vehicle Repairs	80,000	56,355	10,696	5,691	17,954	77.56
	Rolling Stock	0	0	0	0	0	0.00
Sub-Total		\$2,339,060	\$1,487,126	(\$20,417)	\$261,211	\$590,723	74.75
Other Contractual Services	Other Contractual Services *	4,598,507	2,429,394	(960,815)	1,405,447	2,290,827	83.39
	* Special Education	1,042,340	544,549	0	602,308	(104,517)	110.03
	* Facilities	7,220,558	6,212,235	1,451,025	2,306,554	(1,298,232)	117.98
	* IT	1,000,000	559,546	0	394,661	45,793	95.42
	Legal Services	534,036	613,389	62,534	314,471	(393,824)	173.74
	Other Purchased Services	17,500	41,230	10,496	2,251	(25,982)	248.47
	Postage & Freight	160,500	137,103	538	16,572	8,438	95.75
	Claims	450,000	187,019	167,019	0	262,981	41.56
	Contingencies	0	0	0	0	0	0.00
	Sub-Total	\$15,023,441	\$10,724,467	\$730,797	\$5,042,264	\$785,485	104.95
Supplies & Services Sub-Total		\$80,596,355	\$63,636,985	(\$439,164)	\$23,032,567	(\$4,544,423)	107.54
Combined Total		\$195,263,784	\$177,597,291	\$18,473,448	\$23,094,098	(\$3,898,830)	102.78

* Breakout of Other Contractual Services by Department

Reporting For Information Purposes Only - MTD Actuals for the Month referenced above.

Salaries

1. Based on current spending certified salary lines have been supported by reimbursement sources as well as savings with vacancies.
2. Overtime budget for custodians and security due to staff shortages. ESSER funds are being used to support overtime costs for security and custodial needs as we await vacancies to be filled.
3. Revenue sources are being shown this period to support payroll costs as appropriate.

Non Personnel

1. Schools have received ESSER funds to cover instructional supply needs including technology and enrichment activities/field trips.
2. We continue to monitor and collect tuition fees and reimbursements to support the needs of tuition and transportation.
3. We continue to monitor changes in utility costs. We monitor each month to compare projection with actual costs and adjust our projections accordingly. Revenue sources are being used to support any increases in utility costs.

- We have paid and closed out the majority of purchase orders and this will be complete by July 28, 2023
- We reprogrammed unspent grant funds to cover needs where applicable
- We continue to review request to hire ensuring that the new hire is coming at a appropriate salary based on experience and looking at individual building needs
- We continue to monitor and request that all new grant applications that allow Indirect Costs to be included in the application
- We have surveyed comparable districts to determine if our tuition reimbursement rates are in line and review need for rate increase for the upcoming year
- We utilized approved ARP ESSER funds to cover costs
 - Para's working as substitutes
 - Bus Monitors
 - Extra cleaning costs due to Covid (Buses & Buildings)
 - Custodial and Security Overtime due to Covid related instances

Unknowns which may add additional costs



NEW HAVEN PUBLIC SCHOOLS

- June Utility (Gas, Oil, Electric)
 - Unemployment Costs
 - Retirement payout costs
 - Union retroactive pay for 2023
-
- *Keep in mind that the current budget reports are based year to date expenses and represent a snapshot in time. We also use historical data, current encumbrances and items within our control(known to us during the reporting period). We monitor closely and will continue to make changes as issues arise.*

Financial Report – Grants June 30, 2023

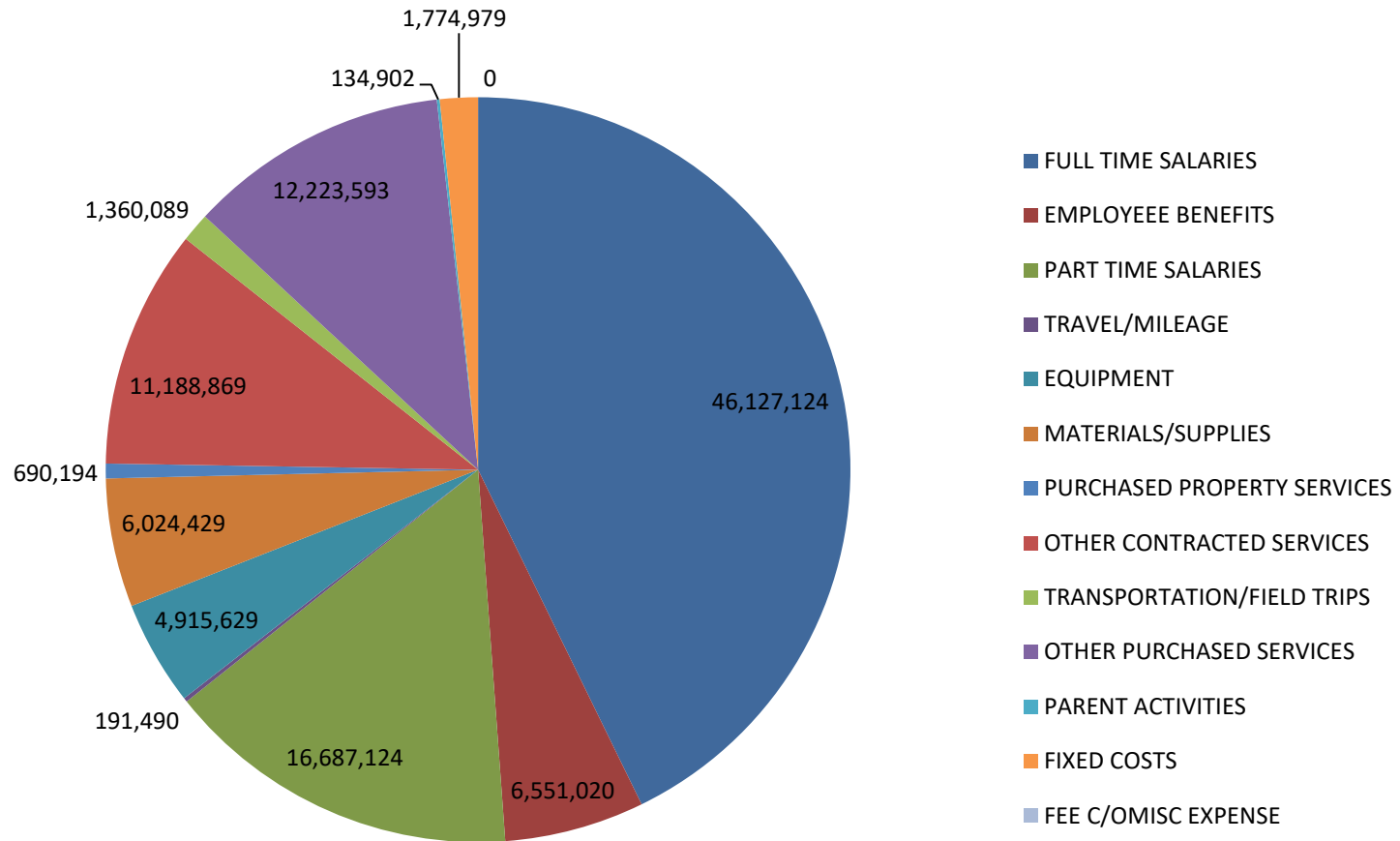
Fiscal Year 2022-23

Special Funds

Monthly Financial Report (Unaudited) as of June 30, 2023

	Budget	YTD Actuals	Encumbered	Available
Full Time Salaries	56,828,857	46,127,124	0	10,701,733
Employee Benefits	13,119,448	6,551,020	0	6,568,428
Part Time Personnel	27,989,273	16,687,124	0	11,302,148
Travel/Mileage	543,604	191,490	5,906	346,208
Equipment/Technology	13,134,553	4,915,629	781,319	7,437,605
Materials/Supplies	15,461,069	6,024,429	2,396,672	7,039,968
Purchased Property Services	981,609	690,194	0	291,415
Other Professional/Technical	20,686,399	11,188,869	1,159,881	8,337,649
Transportation/Field Trips	3,301,492	1,360,089	69,200	1,872,203
Other Purchased Services	26,277,648	12,223,593	2,925,221	11,128,834
Parent Activities	307,629	134,902	34,548	138,180
Fixed Costs	3,445,767	1,774,979	0	1,670,788
Fees/Misc Expenses/Student Activities	150,000	0	0	150,000
Grand Total	182,227,348	107,869,442	7,372,748	66,985,158

2022-23 GRANT FUNDED EXPENDITURES BY CATEGORY



- How to read the new grant revenue exhibit (letters refer to column letters on the prior page):
 - A The total amount we were awarded for the grant in 2021-22
 - B Because of Covid-19, we are permitted to roll over unexpended money in some grants in 2022-23. It 'carries over' to the next fiscal year.
 - C This is new funding we were awarded in 2022-23
 - D Funding we haven't received yet, but expect to receive.
 - E C+D. The total new money we'll receive for the grant this year.
 - F B+E. The sum of the carryover funds and the new money. This is what's available to spend in 2022-23.
 - GE-A. This measures the change in new money only, and excludes the effect of the carryover.
 - HG/A. Calculates, on a percentage basis, the change in the new money year over year.

Summary of Grants Revenue



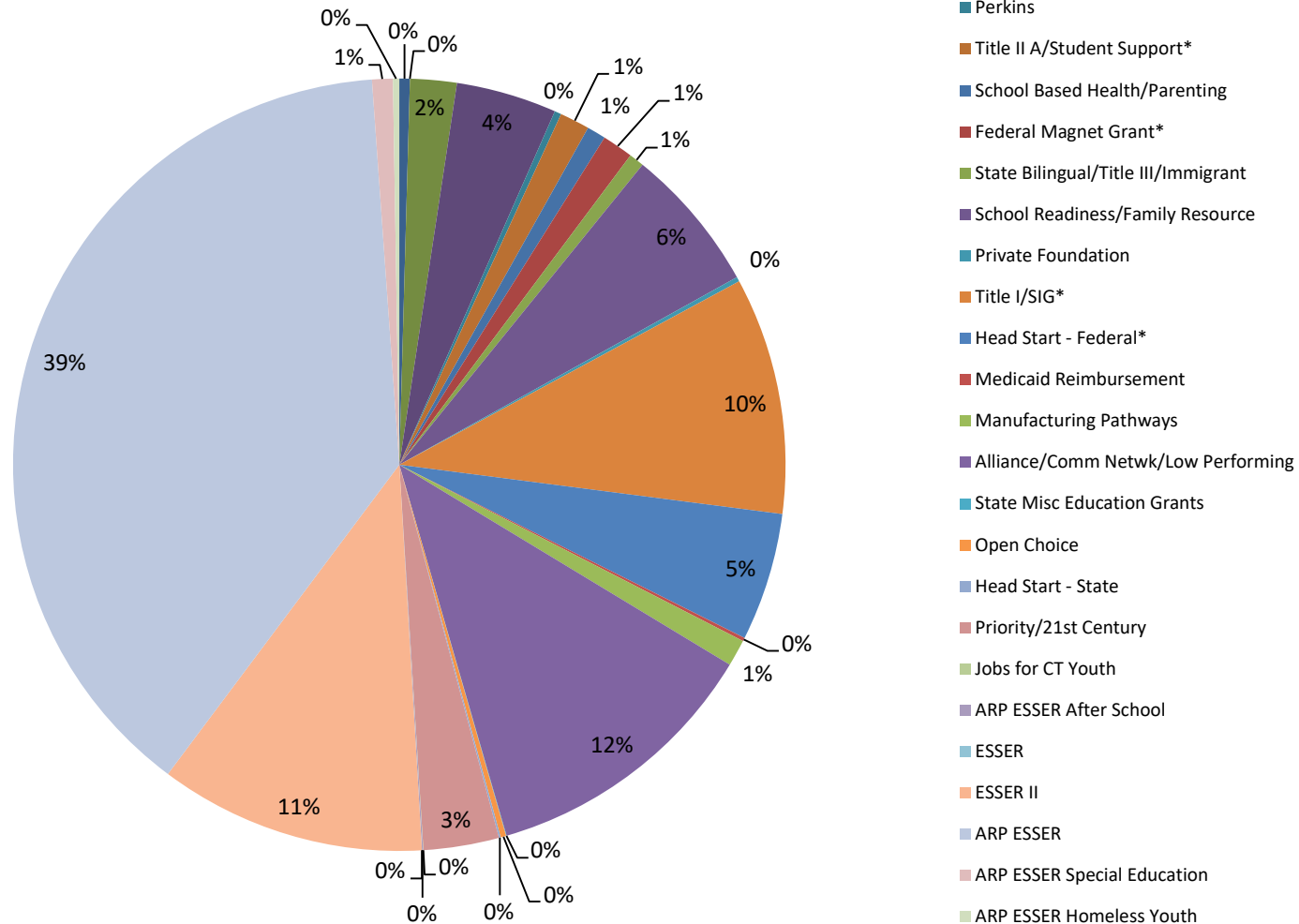
NEW HAVEN PUBLIC SCHOOLS

Fiscal Year 2022-23 Special Funds Revenue

	A	B	C	D	E	F	G	H
	FY 2021-22 Funding	Carryover Funding	Received FY2022-23 Funding	Pending Approvals	Total Anticipated New Funding	Total Available Funds for 2022-23	YOY \$ Change in New Funds	YOY % Change
Common Titles								
Law Education/School Security	\$787,061	\$787,061			\$0	\$787,061	(\$787,061)	0.0%
Impact Aid	\$10,303	\$0			\$0	\$0	(\$10,303)	-100.0%
Adult Education/Homeless*	\$3,242,672	\$60,000	\$3,432,616		\$3,432,616	\$3,492,616	\$189,944	5.9%
IDEA*	\$7,332,434	\$620,604	\$6,916,475		\$6,916,475	\$7,537,079	(\$415,959)	-5.7%
Perkins*	\$652,073	\$0	\$505,020		\$505,020	\$505,020	(\$147,053)	-22.6%
Title II A/Student Support*	\$3,030,291	\$1,395,737	\$840,421		\$840,421	\$2,236,158	(\$2,189,870)	-72.3%
School Based Health/Parenting	\$1,399,459	\$17,814	\$1,394,594		\$1,394,594	\$1,412,408	(\$4,865)	-0.3%
Federal Magnet Grant*	\$4,972,659	\$2,320,724			\$0	\$2,320,724	(\$4,972,659)	-100.0%
State Bilingual/Title III/Immigrant	\$1,060,618	\$211,304	\$917,658		\$917,658	\$1,128,962	(\$142,960)	-13.5%
School Readiness/Family Resource	\$9,724,866	\$140,963	\$10,755,539		\$10,755,539	\$10,896,502	\$1,030,673	10.6%
Private Foundation	\$435,873	\$272,168	\$74,294		\$74,294	\$346,462	(\$361,579)	-83.0%
Title I/SIG*	\$16,717,400	\$4,415,582	\$13,346,044		\$13,346,044	\$17,761,626	(\$3,371,356)	-20.2%
Head Start - Federal*	\$7,686,198	\$1,828,788	\$7,776,206		\$7,776,206	\$9,604,994	\$90,008	1.2%
Medicaid Reimbursement	\$219,642	\$0	\$255,287		\$255,287	\$255,287	\$35,645	16.2%
Manufacturing Pathways	\$0	\$0	\$2,000,000		\$2,000,000	\$2,000,000	\$2,000,000	0.0%
Alliance/Comm Network/Low Performing	\$20,876,678	\$0	\$21,238,171		\$21,238,171	\$21,238,171	\$361,493	1.7%
State Misc Education Grants	\$29,417	\$5,017	\$32,855		\$32,855	\$37,872	\$3,438	100.0%
Open Choice	\$483,941	\$0	\$414,109		\$414,109	\$414,109	(\$69,832)	-14.4%
Head Start - State	\$248,714	\$0	\$130,759		\$130,759	\$130,759	(\$117,955)	-47.4%
Priority/21st Century*	\$6,037,905	\$216,710	\$5,440,480		\$5,440,480	\$5,657,190	(\$597,425)	-9.9%
Jobs for CT Youth	\$29,307	\$0	\$20,500		\$20,500	\$20,500	(\$8,807)	-30.1%
ARP After School	\$0	\$0	\$90,000		\$90,000	\$90,000	\$90,000	0.0%
ESSER*	\$1,750,667	\$0			\$0	\$0	(\$1,750,667)	-100.0%
ESSER II	\$37,398,032	\$19,981,102			\$0	\$19,981,102	(\$37,398,032)	-100.0%
ARP ESSER	\$80,017,233	\$69,214,187			\$0	\$69,214,187	(\$80,017,233)	0.0%
ARP ESSER Special Education	\$1,951,134	\$1,551,134			\$0	\$1,551,134	(\$1,951,134)	0.0%
ARP ESSER Homeless Youth	\$472,682	\$472,682			\$0	\$472,682	(\$472,682)	0.0%
ARP ESSER SPPT	\$0	\$0	\$400,000		\$400,000	\$400,000	\$400,000	0.0%
	\$206,567,259	\$103,511,577	\$75,981,028	\$0	\$75,981,028	\$179,492,605	(\$130,586,231)	-63.2%

*As a result of Covid 19 federal grants were awarded an extension to spend funds in fiscal year 2020-21, 2021-22 and recently received extension into FY23

2022-23 FUNDED GRANT REVENUE AS OF June 30, 2023







City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor

Michael Gormany, City Budget Director and Acting Controller

TO: Coordinators, Department Heads, Supervisors, and personnel
FROM: Michael Gormany, City Budget Director/ Acting Controller
Shawn Garis, Acting Acting Purchasing Agent
DATE: Monday, December 5, 2022

RE: Reminder of Procurement procedures

As the City approaches the FY 2023 budget cycle, The Office of Management and Budget, Purchasing, and Finance Departments are putting financial procedures in place to streamline various processes.

The Controller and Acting Purchasing Agent over the last year and half have received numerous requests for “direct” payments because agreements/contracts have expired or a change order/amendment was not processed or a Purchase Order was never entered. .

As a reminder, please see the below as a guide in addition to the City procurement primer.

FY 2022-23 Contracting Services

Services for FY 2022-23 should not begin until after 7/1 and a purchase order or signed agreement/contract is completed. Purchasing, Finance, OMB, and Corporation Counsel over the last year and half have received documentation after services began and in some cases became problematic.

While there is a need for services to begin, Departments must put the paperwork through the Veoci system or MUNIS in a timely manner.

Exceptions will be **rare**, OMB and Purchasing will monitor closely on a case by case basis and will be paying strict attention in FY 2023 on this process.

Cummulative Services

The term “cumulative services” refers to any contractor who is performing similar services under various agreements/contracts. If the agreement/contract is a sole source or exempt professional, the **total cumulative services** for the year cannot exceed \$99,999.

As an example, Contractor John Smith is a CPA and performs financial consulting services for the Office of Management and Budget and Department of Finance. OMB has a contract for \$65,000 and the Department of Finance wants to enter into a contract for Financial consulting for \$70,000.

This scenario is a violation of the general code of ordinance =>\$100,000 threshold. While the contractor has two separate agreements under \$100,000, the contractor would be



City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor

Michael Gormany, City Budget Director and Acting Controller

performing similar services for two different departments; therefore the service total would exceed \$100,000 (70K + 65K). When in doubt prepare a solicitation.

Sole Source

The Acting Purchasing Agent is the authority for determining Sole Source vendors. The Department Head or Designee must send a letter to the Acting Purchasing Agent requesting approval. The Acting Purchasing Agent will determine if the designation is warranted and provide the Department with a numbered Sole Source Letter. The letter will be sent to the department and attached to the vendor file in MUNIS.

Sole Source Guidelines

The acting purchasing agent is the authority for determining Sole Source vendors. The Department Head or Designee must send a letter to the Acting Purchasing Agent requesting approval. The purchasing agent will determine if the designation is warranted and provide the Department with a numbered Sole Source Letter. The letter will be sent to the department and attached to the vendor file in MUNIS.

A Sole source designation is like an exempt professional where services cannot exceed \$99,999. Any sole source designation for any non-competitively bid contract which is \$100,000.00 or greater must receive Board of Alderman approval.

Guideline for acceptable consideration for sole source procurement

Reasons for sole sources should fall within the following:

- ☐ only one known source that can provide the commodity or service;
- ☐ unique source (commodity/service is unique/special in nature);
- ☐ compatibility (e.g., a public safety agency requiring a specific piece of equipment to be compatible with an existing equipment system);
- ☐ limited or proprietary systems (i.e. additional licenses, updates, specialized replacement parts, etc.);
- ☐ a professional expert is requested; and
- ☐ sales territories or product availability within limited geographic boundaries.

Guideline for Justification -provide response written to questions below.

- 1. Vendor Information:**
- 2. Type of Waiver Requested: Sole or Single Source/ Professional**
- 3. Munis Funding Source**
- 4. What is the cost of this Purchase/**
- 5. Will this purchase obligate the City to this vendor for future purchases?**
- 6. What efforts were made or conducted to substantiate no competition to ensure the price for this purchase is fair and reasonable?**
 - ☐ a description of the unique features that prohibit competition.
 - ☐ documented research conducted to verify the vendor as the only known source.
 - ☐ a description of the marketplace to include distributors, dealers, resellers, etc.
 - ☐ known compatibility issues; and/or ☐ timing issues.



**City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor**

Michael Gormany, City Budget Director and Acting Controller

General Fund 106 Forms

The general fund 106 forms are used as a guide to the budget. The 106 forms do not constitute automatic approval to use a specific vendor unless expressly authorized in the budget. Agency 404 (various organizations) is an example where the actual vendor is clearly listed for Board of Alder approval. Memberships, direct grants, maintenance and support, and various pass throughs listed on 106 forms are acceptable as Board of Alder approved.

For services that are not considered an exempt professional (i.e., consulting, outreach, snow plowing, on-call services, etc), a procurement method should be utilized prior to services beginning.

If any City department has questions, they should email the Office of Management and Budget prior to services beginning. .

Special Fund Grants Submission

Special fund grants, which are not classified as City revolving grants (designated by Office of Management and Budget), must follow Board of Alder procedures regarding the acceptance of any funding.

If a City agency is utilizing a specific vendor as part of the grant and for any non-competitively bid contract, the usage of the vendor must be expressly listed in the Board of Alder order or supporting documentation attached to the Board of Alder order. The vendor and estimated amount must be clearly listed for Board of Alder approval.



**City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor**

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Procurement Primer

Please see the City Website for the No PO no Pay Policy and for the Vendor E-invoicing Policy

https://www.newhavenct.gov/gov/depts/purchasing_division/no_po_no_pay_policy.htm

https://www.newhavenct.gov/gov/depts/purchasing_division/e_invoicing_policy.htm

Small Purchases \$500 or less

Up to \$500 for a single purchase. Does not require 3 quotes does require a Purchase Order
Other exceptions are yearly subscriptions, utilities, travel and some equipment maintenance contracts. Department Enters Requisition

Blanket Purchase Orders- BPO's

BPO's are allowed for the convenience of having funds encumbered for many small purchases from a single vendor. All purchases under a BPO must be under \$500. BPO's can only be for ONE vendor, please do not encumber funds and then change vendor during payment process.

Department Enters Requisition



Purchases between \$500 and \$10,000

All purchases of this type require three quotes. Any service-related quote will also require a certificate of Insurance. (SCD Contractors apply to this category and shall have preference.) contact Lil Snyder at SCD 203- 946*6550 if you have any questions or need a list of Contractors. Local Preference Applies depending upon funding.

Department Enters Requisition

Purchases over \$10,000 - Sealed Bids

Construction Bids – Over \$10,000 (SCD Contractors from \$0 to \$150,000 apply to this category and shall have preference.) The City of New Haven has a set-aside program for Small Business Enterprises located within New Haven County. All contractors must be registered and approved by the SCD. Only SCD registered contractors are permitted to bid on these projects. Any construction or construction related bid up to \$150,000 must be reviewed by SCD prior to bidding. Contact Purchasing for latest templates.

-  Department prepares the Solicitation Information Template (SIT)
-  Purchasing Advertises and Posts bid through our online portal partner website BONFIRE. Purchasing will charge back Ad for project to requesting Dept. Once you Ad Copy, funds will be draw from your budget. For Ads on a Sunday, all project documents must be received by Purchasing by Wednesday.



City of New Haven
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- ✚ Questions and requests for information are all funneled through the Bureau of Purchases.
- ✚ Bids are opened, reviewed, consolidated into a tab sheet, and sent to the Department. Department reviews bid tabulation and typically recommends award to low bidder – the department usually will vet the lowest bidder to determine if they are completely capable. Consult with Purchasing for clarification and more detail.
- ✚ Department enters a Request for Contract (RFC) in Veoci in order for Purchasing to award contract. **See RFC Manual**
- ✚ DO NOT have work started before the contract is executed.

Commodity & Service Related

Commodities and Service-related solicitations greater than \$10,000, The City and or its consultant will prepare Bid specifications. Contact Purchasing for latest templates.

- ✚ Department prepares the Solicitation Information Template (SIT)
- ✚ Purchasing Advertises and Posts bid through our online portal partner website BONFIRE.
- ✚ Questions and requests for information are all funneled through the Bureau of Purchases.
- ✚ Bids are opened, reviewed, consolidated into a tab sheet, and sent to the Department.
- ✚ Department reviews bid tabulation and typically recommends award to low bidder – the department usually will vet the lowest bidder to determine if they are completely capable. Consult with Purchasing for clarification and more detail.
- ✚ Department enters a Request for Contract (RFC) in Veoci in order for Purchasing to award contract or commodity. **See RFC Manual.**
- ✚ DO NOT have work started before the contract is executed.

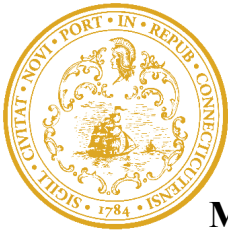
Request for Proposal (RFP) & Request for Qualifications (RFQ)

RFP: Sealed Formal solicitation whereas the City of New Haven desires a result but does not have explicit specifications to obtain the result. (RFP) (we advise what we want, and respondents propose how to achieve the result).

RFQ: The City from time to time will also seek the qualifications of prospective respondents which will later respond to an RFP (RFQ). Contact Purchasing for latest Templates and further instruction/clarification

For both RFP's and RFQ's, check with Purchasing as to insurance requirements.

- ✚ Department prepares the Solicitation Information Template (SIT)
- ✚ Purchasing Advertises and Posts bid through our online portal partner website BONFIRE



City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor

Michael Gormany, City Budget Director and Acting Controller

- ✚ Questions and requests for information are all funneled through the Bureau of Purchases
- ✚ RFPs are opened, reviewed for completeness, and sent to the Department.
- ✚ Department reviews and scores responses based upon the selection criterion which was detailed in the actual RFP. The scoring by a committee of 3 or more, determines the selected vendor.
- ✚ RFA (Request for Agreement through Veoci Program) is input by the department. The following are the most common required attachments to the RFA
 - RFP response
 - Scope of work
 - Disclosure Form
 - Certificate of Insurance – Schedule based upon which was included in the RFP
 - Contract Agreement Award Synopsis (this should be succinct but be clear as to what the services are. Two to three sentences should suffice)
- ✚ RFA is signed off by all parties and Corporation Counsel drafts the agreement and electronically sends to Vendor.
- ✚ Corporation Counsel returns signed copy of document to the originator.
- ✚ DO NOT have work started before the contract is executed.

All advertised solicitations are posted on the Bureau of Purchases website <https://newhavenct.bonfirehub.com/portal/?tab=openOpportunities>

Departments are responsible to pay for the advertisements. Project managers do not need to register to view their project in Bonfire. You will receive a link from the application, based on your designation as an “Observer” , as was listed in the SIT forms.

Vendors/Contractors

Vendors possessing a contract or agreement or receiving a purchase order must be registered with the City of New Haven. New vendors are required to complete a Disclosure and Certification form and provide a W-9 (both forms are on the Purchasing citywide drive under forms). If the vendors have any outstanding obligation to the City of New Haven, the obligation must be satisfied in full prior to us setting up a vendor file and contracting with them.

Suspension & Debarment

Before selecting/awarding a contract/agreement, the Bureau will review the List of Parties Excluded by Federal Procurement and Non-Procurement Programs on the SAM.gov web site or the State of Connecticut Debarment List. If a respondent is on the list, they will be excluded from the award process.



**City of New Haven
Office of Management and Budget
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Requisition Backup and Support

Every requisition requires supporting documentation.

- ✚ A requisition **MUST** be entered before goods and/or services are obtained; we will **NOT** process a requisition after an invoice is received. I.e. the invoice date cannot precede the Requisition/Purchase Order date
- ✚ If utilizing a State Contract or other cooperative purchasing agreement, you must attach the front page of the agreement as backup to the requisition. **THE QUOTE** from the vendor should include Cooperative Purchasing agreement contract number.
- ✚ Please note: for city side PO's a State Contract must indicate a "yes" in the Political subdivision box.
- ✚ City Wide Contracts (CWC) - When utilizing CWC please indicate the CWC number on the requisition. (a list of Citywide contracts is posted on the City-Wide drive under Purchasing)
- ✚ If three quotes are required 3 quotes must be attached. If this is not possible you must document, why it was not possible to obtain 3 quotes (Purchasing Website is an excellent resource to obtain vendors)
<https://newhavenct.bonfirehub.com/vendors#!/>
- ✚ Sole Source —. If you would like to have a vendor designated as Sole Source, the Department Head or Designee must send a letter to the Acting Purchasing Agent requesting approval. Please include Sole Source Number on the requisition provided to you by Acting Purchasing Agent.
- ✚ Requisition line descriptions must be filled in completely. (Ex. If you are ordering 10 computers you should enter Quantity of 10 and unit price of \$ xx.xx) **PLEASE DO NOT INDICATE "SEE ATTACHED" IN THE DESCRIPTION**. If you have many items that you are ordering and you would like to reference a vendor quote, indicate what types of goods are being ordered ie: Preschool Supplies, paper goods etc and indicate the quote number in the description.
- ✚ Generally, if the service requires a company or person to enter City property they **MUST** have insurance and the Certificate of Insurance (COI) must be attached to the requisition.— **NO exceptions** (Only the Controller can waive insurance) Contact Purchasing for the appropriate Insurance Rider
- ✚ Any deviations to these policies may result in your requisition being rejected.

ALL PURCHASE ORDERS ARE STORED IN MUNIS (TCM)

You can and should access the Purchase Order via MUNIS PO inquiry and download the PO from the Attachment tab and email to your vendor. **The purchasing department does not send PO's to the vendor**

Insurance Requirements



City of New Haven
Office of Management and Budget
Justin M. Elicker, Mayor

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Updated Insurance riders are available from the Bureau of Purchases Staff and for those with access will be posted on the City-Wide N Drive under Purchasing insurance riders. If unsure PLEASE ask a Purchasing staff member for guidance.

Procurement Card

The City has a Procurement Card account and designated employees have cards. The Card is administered by the Bureau of Purchases and Purchasing pays the monthly bill. Purchasing will send you an excel spreadsheet of your charges and you will advise of the PO/GL accounts numbers .

A credit card expenses form should be completed, for each credit card transaction. The form must be completed in its entirety and must be supported by receipts/invoices.

The receipt should be attached to a copy of the form. A credit card slip/statement is NOT supporting documentation as it does not detail the specific goods/service, travel, etc. purchased. If the department head is the purchaser, their coordinator or Mayors Office must approve the credit card Expense form for each transaction.

A copy of all expense forms with documentation/receipts shall be maintained by month/statement and must be available for upload along with a copy of the monthly statement. When requested forward to Management and Budget as required

If you have any questions or concerns, please contact;

Purchasing

<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Shawn Garris	203-946-8202	Sgarris@newhavenct.gov

Office of Management and Budget

<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Michael Gormany	203-946-6413	mgormany@newhavenct.gov
Ron Gizzi	203-946-8358	rgizzi@newhavenct.gov
Lisa Mezzanotte	203-946-6959	lcorrone@newhavenct.gov
Allison Champlin	203-946-6034	achamplin@newhavenct.gov

Operations Department - Agreement/Contract Guide

Rev 2.09.2023

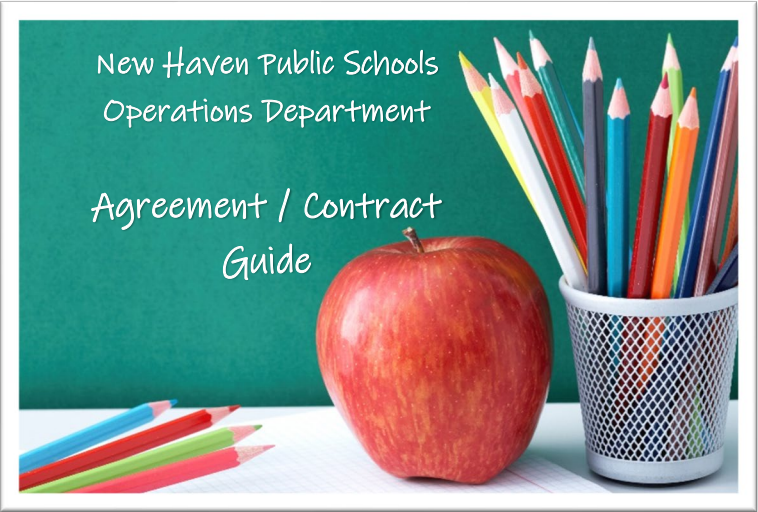
This Agreement/Contract Guide is intended as a reference to assist the District employees and other applicable personnel in better understanding the processes and procedures associated with contracts and agreements for Operations related services at New Haven Public Schools. District employees and vendors are encouraged to become familiar with the procedures in this guide.

This Guide provides information to answer key questions often related to contracts and agreements:

- Which committees/offices need to review or approve a contract or an agreement.
- Whom are the authorized signatory's for contracts/agreements?
- Where additional information related to contracts or agreements be found?

For the purposes of this Guide, the following terms are used throughout.

- The term “Department Head” means the schools, division, department or office from which a desired contract/agreement originates. This office is typically responsible for the business terms of the contract, communicates with the contractor, and has the ongoing obligation to monitor the terms of the contract after it has been executed.
- “BOE” is an acronym for the Board of Education
- “BOA” is an acronym for the Board of Alders for the City of New Haven
- “FO” is an acronym for the Finance & Operations Committee for the Board of Education
- “SCD” refers to the Small Contractor Development department for the City of New Haven.
- “SIT” is the Solicitation Information Template document required by the Purchasing Dept for advertisement of Bids and Proposals.
- “ITB” is the Invitation to Bid for Sealed Bid advertisements, a project is proposed and companies will bid on how much it will take to complete the project.
- “RFQ” is Request for Qualifications the intent is to seek the qualifications of prospective respondents which will later respond to an RFP.
- “RFP” is Request for Proposal the district desires a result but does not have explicit specifications to obtain the result. (RFP) (we advise what we want, and respondents propose how to achieve the result).



This Agreement/Contract Guide is available through the Chief Operating Officers Office. This guide is intended to be updated periodically, and to consolidate the City of New Haven and Board of Education procurements processes.

This guide is not intended to provide legal advice for any particular situations. Legal advice can be provided only in the course of communication with an attorney in the Corporation Counsel Office with reference to the facts of a specific situation. Accordingly, this information should not be relied on as a substitute for obtaining legal advice from Corporation Counsel.

Contact	Title	Phone	Email
Shawn Garris	Acting Purchasing Agent Procurement Analyst	203-946-8202	SGarris@newhavenct.gov
Miguel Hernandez	Contract Analyst	203-946-8207	MAHernandez@newhavenct.gov
Michael Gormany	Controller	203-946-6413	MGormany@newhavenct.gov
Elias Alexiades	Attorney, Corporation Counsel	203-946-7482	EAlexiades@newhavenct.gov

OVERVIEW OF PROCESS

	Step 1 – Bidding/Solicitation			Step 2 – Education Approval		
Timeline Notes:		This portion takes approx. 6-8 Weeks (Note: if deadline extended for any reason will delay the timeline)			This portion takes approx. ~2 weeks (Note: December only has 1 meeting)	
Step:	Draft Solicitation Information Template	Post RFQ/RFP	Bid Review RFQ/RFP	Draft Award Memo	F&O <i>Recommend for Approval</i>	Board <i>Approval</i>
To Do:	Draft SIT documentation Submit to Purchasing for Bonfire posting.	Purchasing Posts ~7-12 Business Days – Vendor Questions ~1-2 weeks later Bid closed Review list of Respondents provided by Purchasing	Review evaluation criteria and list of Respondents. Grade Submissions *if req.	Complete F&O Memo for BOE Finance Committee Review	Present Submission to F&O Committee to Recommend for Approval to full Board.	F&O Chair presents full Action Item list to the Board President for approval.

	Step 3 – Alder Approval <small>When Applicable</small>				Step 4 - Processing		Step 5 - Execution	
Timeline Notes:	This portion takes approx. 2-3 Months (Note: BOA has 1 Meeting in Summers)				This portion takes approx. ~2 weeks+	This portion may vary	This portion takes ~1 Months	This portion takes 6 Months or more!
Step:	<i>Draft BOA Packet</i>	<i>Board of Alder Approval First Read</i>	<i>Board of Alder Finance Approval</i>	<i>Board of Alder Approval Second Read</i>	RFC or RFA Submission	Departmental Sign off	If RFC – Purchasing <small>City Side</small>	If RFA - Corporation Counsel <small>City Side</small>
To Do:	If Multi-Year Agreement, Sole Source Designation Stipulation or other as directed. Submit to Board Liaison for placement on next BOA Agenda	The Board will recommend Finance Committee Review and Approval	BOA Finance Committee will review and either reject or recommend for final approval.	If approved continue to the next step.	If approved, a RFC will input into Veoci. If approved, a RFA will input into Veoci.	<i>*See applicable chart for sign off list Appendix G (RFC) Appendix H (RFA)</i>	Purchasing draws up the contract and collects required signatures and will FWD to Facilities & COO Office.	Corporation Counsel assigns the submission to a staff member to draw up the agreement and collects required signatures and will FWD to submitter.

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Step 1 – Bidding/Solicitation

Dept/Program: Purchasing/Bonfire

Timeline Notes:	This portion takes approx. 6-8 Weeks (Note: if deadline extended for any reason will delay the timeline)				
Step:	Draft Solicitation Information Template		Post RFQ/RFP	Award of Bid or RFQ/RFP	
To Do:	Draft the applicable documentation which is dependent on the type of Solicitation that will be posted. Once completed, submit to Purchasing Dept for review before posting.		Purchasing Posts typically on Sundays <u>Open Date</u> 2 weeks – Questions Due Date 1 week – Intent to Bid Due Date 1 day – Deadline for Submissions	<u>Construction/SCD Bids</u> <i>These submissions are awarded to the lowest bidder.</i>	<u>RFP</u> <i>These submissions are awarded based on Evaluation Criteria provided.</i> <i>Minimum of THREE SCORERS Required</i>
Internal Process	1. Drafts Scope & SIT Form (Other applicable docs based on SIT type) - FWD to Accountant 2. Accountant provides Acct Info - FWD to Dir. Project 3. Dir. Project - FWD to Purchasing for posting on Bonfire		1. Respond to Vendor Questions when forwarded 2. Pre-Solicitation Bid Meeting <i>Date must be a minimum of 7 days after ad date and 7 days prior to closing date</i>	Once the Vendor is selected either by lowest bid or selection for RFP a letter or communication should be forwarded to the vendor alerting them to the acceptance of their bid/proposal.	
Documents Required:	<u>Construction Bids</u> ✓ SIT/ITB Form ✓ Scope of Services (SOS) ✓ Bid Table	<u>SCD Bids</u> ✓ SIT/ITB Form ✓ Scope of Services ✓ Bid Table	<u>RFP</u> ✓ SIT Form ✓ Scope of Services ✓ Bid Table ✓ Evaluation Criteria	- Send Selected Vendor letter of required Docs for Award. - Collect Vendor submitted Docs - COI - Disclosure - W9 (If new vendor)	

Operations Department - Agreement/Contract Guide

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Step 2 – Education Approval

Timeline Notes:	This portion takes approx. ~2 weeks (Note: December only has 1 meeting)				
Step:	Draft Award Memo			F&O Recommend for Approval	Board of Education Approval
To Do:	Complete F&O Memo for BOE Finance Committee Review			Present Submission to F&O Committee to Recommend for Approval to full Board.	F&O Chair presents full Action Item list to the Board President for approval.
Internal Process	Once all the documentation is collected by the submitting Dept. a <u>F&O Memo</u> must be completed and included with all the supporting documentation for review and approval by the Committees.			The Submitting Dept must be present at the FO Meeting and be able to speak on how the vendor was selected and the services that they will provide and any inquiry regarding funding source.	The Finance Committee Chair will recommend the full Action Items List for approval by the full board of education.
Documents Required:	<u>Agreements:</u> ✓ FO memo ✓ SIT/Quote ✓ SOS ✓ COI ✓ DIS	<u>Contracts:</u> ✓ FO Memo ✓ ITB ✓ SOS ✓ COI ✓ DIS	<u>Purchase Order:</u> ✓ FO Memo ✓ State Contract ✓ Quote ✓ COI ✓ DIS	If recommended for approval, no action at this time. If tabled or rejected, provide clarification or additional documentation as requested and resubmit for the next available meeting.	If approved, the BOE Action Items list and Minutes should be saved by the dept for their records of when the submission was Board of Education approved. If rejected, go back to Draft Award Memo stage of process, or other if recommended.

Operations Department - Agreement/Contract Guide

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Step 3 – Board of Alderman Approval *If applicable*

Dept/Program: BOA/Legistar

If the Contract is Multi Yr., **after it has been BOE Approved it must be forwarded for Board of Aldermen approval.**

If the Agreement over \$100,000.00 **after it has been BOE Approved it must be forwarded for board of Aldermen approval.**

Timeline Notes:	This portion takes approx. 2-3 Months <small>(Note: BOA has 1 Meeting in Summers)</small>			
Step:	Draft BOA Packet	Board of Alder Approval <small>First Read</small>	Board of Alder Finance Approval	Board of Alder Approval <small>Second Read</small>
To Do:	If Multi-Year Agreement, Sole Source Designation Stipulation or other as directed.	The Board will recommend Finance Committee Review and Approval	BOA Finance Committee will review and either reject or recommend for final approval.	If approved continue to the next step.
Internal Process	Submit to Board Liaison BMontalvo@newhavenct.gov for placement on next BOA Agenda After submitted, a File # will be assigned to the submission for tracking in BOA. (LM-2023-####)	BOA will review the submission and recommend either Finance or other applicable committee for review.	Present Submission to BOA Finance Committee to Recommend for Approval to full Board.	BOA will review the submission and approve it, or keep on the Agenda for additional reads.
Documents Required:	<u>Required Documents:</u> ✓ Checklist (signed) ✓ Cover Letter ✓ BOA Order ✓ Prior Notification Form ✓ Fiscal Impact Statement ✓ Supporting Documents collected to date <u>If Grant Funded, additional documents required:</u> ✓ Notice of Intent ✓ Grant Summary ✓ Executive Summary			If approved, the BOA File # will update document tracking approval of submission. KEEP FOR RECORDS and for the Veoci step.

Step 4A – Departmental Review Process (RFA)

Dept/Program: Various/Veoci

Request for Contract (RFA)

An RFA will be utilized if the procurement method used was a Request for Proposal (RFP), Sole Source, Exempt Professionals or is a Revenue or Lease agreement.

Step 5 - Execution

RFA - Timeline Notes:	Varies depending on Vendor Remittance and Revision Requests		This portion takes ~ 1-3 weeks	This portion takes 6 Months+ !!!
Step:	Document Collection/Verification		Enter in Veoci – Collect Sign offs	If RFA – Corporation Counsel <small>City Side</small>
To Do:	Collect and verify all documentation is correct and submit in Veoci.		Monitor the RFA while it goes through the departmental reviews. Reviewing departments may send back for revisions, or possible additional uploads if necessary.	Save completed RFA for your records.
Internal Process	Once all the documentation is collected and verified, it should be uploaded and information entered into Veoci to begin departmental review/sign offs.		<u>Reviewing Departments:</u> <ul style="list-style-type: none">➤ Finance Review (BOE)➤ Dept Head Office Approval➤ Assessors Review➤ Tax Collector's Review➤ Purchasing Review➤ Contract Compliance Review➤ Accounts Payable➤ Controllers Authorization➤ Corporation Counsel Review	The agreement will be with Corporation Counsel for draft and execution. Once executed Corporation Counsel will FWD agreement to submitter for additional processing.
Documents Required:	<u>Vendor Remit</u> <ul style="list-style-type: none">➤ Certificate of Liability Insurance <i>Depts must verify Rider limits have been applied to COI, refer to SIT for insurance Requirements.</i>➤ Vendor Signatory Info (name and email)➤ Disclosure Affidavit <i>(Available on Bonfire)</i>	<u>Dept Collection</u> <ul style="list-style-type: none">➤ Agreement Name➤ RFP - SIT➤ Scope of Services (SOS)➤ Board of Education – Action Items List showing approval.	N/A	Save Agreement for your records, Purchase Orders are included in the executed versions.

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Step 4B – Departmental Review Process (RFC)

Dept/Program: Various/Veoci

Request for Contract (RFC)

An RFC will be utilized if the procurement method used was an Invitation to Bid (ITB) aka a Sealed Bid.

Step 5 - Execution

RFA - Timeline Notes:	Varies depending on Vendor Remittance and Revision Requests		This portion takes ~ 1-3 weeks	This portion takes ~1 Months
Step:	Document Collection/Verification		Enter in Veoci – Collect Sign offs	If RFC – Purchasing City Side
To Do:	Collect and verify all documentation is correct and submit in Veoci.		Monitor the RFC while it goes through the departmental reviews. Reviewing departments may send back for revisions, or possible additional uploads if necessary.	Save completed RFC for your records.
Internal Process	Once all the documentation is collected and verified, it should be uploaded and information entered into Veoci to begin departmental review/sign offs.		<u>Reviewing Departments:</u> ➤ Board of Education Meeting Approval ➤ Finance Review (BOE) ➤ Purchasing Review ➤ Assessors Review ➤ Tax Collector’s Review ➤ Final Purchasing Review	After all the signatures are obtained, Purchasing forwards, the contract to legal for draft and execution. Once executed Purchasing will FWD contract to submitter for additional processing.
Documents Required:	<u>Vendor Remit</u> ➤ Certificate of Liability Insurance <i>Depts must verify Rider limits have been applied to COI, refer to ITB for insurance Requirements.</i> ➤ Vendor Signatory Info (name and email) ➤ Disclosure Affidavit (Available on Bonfire)	<u>Dept Collection</u> ➤ Contract Name and # ➤ Schedule of Award aka Statement of Award (SOA) ➤ Board of Education – Action Items List showing approval.	N/A	Save Contract for your records, Purchase Orders are included in the executed versions.



NEW HAVEN PUBLIC SCHOOLS

Superintendent's Update: Summer 2023 Programs

July 24, 2023

Academic Programming

- Learning activities through community partners as well as our traditional LitCamp,
 - Hand2mind, MyPath, and traditional curricula
- Foci: reading, writing, speaking, and listening skills activities
- Reinforcement of math grade level standards and skills
- Ninth grade transition
- High school and college credit acquisition

Enrichment Programming

- Positive youth development
- Enhancing academic performance
- Expanding diverse experiences

Programs

- NHPS Summer of Fun K-7
- High School Credit Acquisition Program
- High School and Middle School Summer Bridge Programs
- Elementary and High School Enrichment Programs
- Extended School Year (ESY) Summer Programs

Number of Sites: 23 Schools

Number of Students Enrolled: 4,093

Average Daily Attendance: 2,469

Partnerships

- Southern Connecticut State University
- District Arts for Education
- Little Scientists
- Arts for Learning CT
- SAM Labs

Highlights

- Industry Certification Courses
- Computer science and engineering exposure (8-12)
- 20 students are on-track to receive their CNA license
- 203 students on-track to earn one credit
- 438 students on-track to earn at least 2 high school credits
- World Languages (Arabic, French, Chinese, Spanish and Italian)
- Artistic expression through theatre, African dance, music, storytelling, collage art, and game design
- Grade 9 Summer Bridge Programs
- College Bridge Program for Multilingual Learners
- Coding



- Nature Camp
- Scouting Camp
- Chess and Athletics
- Basketball
- Performing Arts
- STEM Camp
- Mindfulness
- Tutoring and Academic Supports
- College Prep
- Entrepreneurship
- Industry Certifications

Community Partnerships



NEW HAVEN PUBLIC SCHOOLS



- Alpha to Omega-Brown Girls Cooking and convo
- ARTE
- Arts in CT
- Boy Scouts
- Boys and girls club
- City Angels
- Clifford Beers
- Elm City Cheer
- Higher Heights
- Hot Shots Basketball Camp
- New Haven Promise
- Over the Top Basketball Camp
- PIMOSH
- Ready Inc
- Solar youth
- SPORT Academy
- Sullivan Academy
- The Green Peacock
- The Justice Education Center
- The Monk Center
- Upon this rock

Highlights



NEW HAVEN PUBLIC SCHOOLS



- 1780 students targeted for support
- 1400 regularly attending
- 21 Community Partner engaged



TO: New Haven Board of Education Finance and Operations Committee

FROM: Patricia King, City Corporation Counsel
Michael Gormany, City Budget Director/Acting Controller

DATE: July 14, , 2023

RE: *Approval is requested from the New Haven Board of Education for the Superintendent, New Haven Public Schools, to enter into an MOU with the City of New Haven regarding salary reimbursement for the positions Assistant Corporation Counsel, BOE Labor and Employment Staff Attorney, and BOE Procurement Coordinator*

Executive Summary: Approval is requested to enter an MOU by and between the City of New Haven and Superintendent, New Haven Public Schools (NHPS), regarding funds for the services of legal representation, labor and employment matters, and procurement.

The MOU will continue to fund one Assistant Corporation Counsel for legal advice and representation to the NHPS and Board of Education as has been done in the past. The Assistant Corporation assigned to NHPS will work in a collaborative manner with NHPS and the City of New Haven Corporation Counsel's Office as defined by City of New Haven Charter. This position shall have a primary location within the offices of NHPS located at 54 Meadow Street, New Haven providing legal services and legal advice at the direction of the Superintendent of Schools or designee.

In addition to the Assistant Corporation Counsel, the MOU will fund the positions of NHPS Labor and Employment Staff Attorney, and NHPS Procurement Coordinator. The NHPS Labor and Employment Staff Attorney will provide representation of the NHPS including but not limited to advising and counseling NHPS officials in labor relations matters, as a negotiator, facilitates harmonious working relationships among parties in contract negotiations, CHRO matters, MPPs, and other labor and employment law. The NHPS Labor and Employment Staff Attorney will work in a collaborative manner with NHPS and the City of New Haven Labor Relations Office as defined by City of New Haven Charter. This position shall have a primary location within the offices of the NHPS located at 54 Meadow Street New Haven providing services and legal advice at the direction of the Superintendent of Schools or designee.

The NHPS Procurement Coordinator has wide latitude for the use of independent judgement; work is reviewed for conformance to procurement policies, procedures, laws, and regulations. This position is responsible to coordinate purchasing functions for all schools and departments in the district, to initiate purchasing requests and organize results into a procurement format while keeping in mind the specifics of a department. The position is also responsible for working on procurement policy for the NHPS/Board of Education in conjunction with the City Purchasing Agent. This position shall have a primary location within the offices of NHPS located at 54 Meadow Street New Haven providing procurement support services to NHPS at the

direction of the NHPS Chief Financial Officer, or other designee of the Superintendent of Schools, and under the supervision of the City of New Haven Purchasing Agent.

The purpose of this MOU is to memorialize the parties' respective rights and obligations concerning the contribution of the NHPS of for the salary of one Assistant Corporation Counsel, NHPS Labor and Employment Staff Attorney, and NHPS Procurement Coordinator. The funding for the three positions will be designated from the MUNIS accounts listed below:

Contract or Agreement #:	TBD
Funding Source & Account #:	19047700-56696 \$122,358
	19045100-56694 \$120,000
	19043000-56694 \$ 94,370

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU"), effective as of July 1, 2023 (the "Effective Date"), is entered into between the City of New Haven, acting by and through Patricia King, City Corporation Counsel, duly authorized (hereafter "the City"), and Superintendent, NHPS, (), Dr. Ilene Tracey, Superintendent, its duly authorized representative.

The purpose of this MOU is to memorialize the parties' respective rights and obligations concerning the contribution of the NHPS for the salary of one Assistant Corporation Counsel, one NHPS Labor and Employment Staff Attorney, and one NHPS Procurement Coordinator.

WHEREAS, the Corporation Counsel and Department of Finance budgets for FY 2023-2024 reflect a total allocation of \$ 336,728 from the NHPS towards the salary one Assistant Corporation Counsel, one NHPS Labor and Employment Staff Attorney, and one NHPS Procurement Coordinator; and

WHEREAS, beginning in FY 2019-2020, the NHPS began contributing funds from its outside counsel budget for the salary of an Assistant Corporation Counsel hired in October 2019 by the Office of Corporation Counsel to be assigned to work primarily on legal matters for the NHPS; and

WHEREAS, the salary for the position of Assistant Corporation Counsel has increased to One Hundred Twenty-Two Thousand Three Hundred Fifty-Eight Dollars and Zero Cents, (\$122,358) effective on July 1, 2023, pursuant to the collective bargaining agreement between the attorneys' union and the City; and

WHEREAS, beginning in FY 2023-2024, the NHPS will contribute from its Human Resources and Finance budget for the salary for the positions of one NHPS Labor and Employment Staff Attorney, and one NHPS Procurement Coordinator; and

WHEREAS, the parties agree that this proposal will be in the best interests of both the City and the Superintendent, NHPS, in that needed legal services, labor and employment law, and procurement can be obtained while making the best use of the parties' financial resources.

NOW THEREFORE, the City and the Superintendent of New Haven Public Schools wish to memorialize their agreement in writing and hereby agree as follows.

1. For purposes of this MOU, the NHPS, through the Board of Education ratifies the transfer of from budget allocations of One hundred Twenty-Two Thousand, Three Hundred Fifty-Eight Dollars and Zero Cents (\$122,358) from the BOE outside counsel budget for FY 2023-2024 to the City Office of the Corporation salary account for the position of Assistant Corporation Counsel.
2. For purposes of this MOU, the NHPS, through the Board of Education ratifies the transfer of from budget allocations of One hundred Twenty Thousand and Zero Cents (\$120,000) from the BOE human resource other contractual services budget for FY 2023-2024 to the City Office of the Corporation/Labor Relations salary account for the position of NHPS Labor and Employment Attorney.
3. For purposes of this MOU, the NHPS through the Board of Education ratifies the transfer of from budget allocations of Ninety-Four Thousand, Three Hundred Seventy Dollars and Zero Cents (\$94,370) from other contractual services budget for FY 2023-2024 to the City Office of the City Finance Department, Purchasing Division salary account for the position of NHPS Procurement Coordinator.
4. This MOU may be renewed on an annual basis for subsequent fiscal years between the Superintendent and Corporation Counsel for the amounts of the salaries listed in the City Board of Alder approved budget towards the positions.
5. Upon renewal of this MOU, the amount of the contribution in future fiscal years shall increase by any contractual salary increases per bargaining unit agreements.
6. The parties agree that the Assistant Corporation Counsel, NHPS Labor and Employment Staff Attorney, and NHPS Procurement shall always remain for supervisory and administrative purposes under the Office of Corporation Counsel and Department of Finance as defined under City of New Haven Charter and Professional Practice Standards.
7. The parties agree that the Assistant Corporation Counsel and the NHPS Labor and Employment Staff Attorney shall maintain an attorney-client relationship consistent with the Rules of Professional Conduct, including attorney-client confidentiality, between the City of New Haven and NHPS.
8. The parties agree that the NHPS Procurement Coordinator shall always remain for supervisory and administrative purposes under the Office of the City of New Haven Purchasing Agent as defined under City of New Haven Charter and Professional Practice Standards. The NHPS Procurement Coordinator shall be held to standards established by NHPS and City of New Haven procurement

policy under the Supervision of the City of New Haven Purchasing Agent.

9. Should a conflict arise between the City and the Superintendent in connection with the work of the Assistant Corporation Counsel, NHPS Labor and Employment Staff Attorney, and NHPS Procurement Coordinator assigned to the Superintendent the parties agree to work together to resolve the any conflict.
10. Either party may terminate this MOU, either in its entirety or in part with respect to any of the positions described in paragraphs 1, 2, and 3 herein, with or without cause, on sixty (60) days prior written notice.
11. Any notices required or permitted by this MOU or by the parties' relationship shall be given in writing, or by electronic mail addressed to:
 - a. The Corporation Counsel for the City of New Haven, 165 Church St. New Haven, CT 06510; or at such other address as the City shall designate in writing.
 - b. Superintendent, NHPS, 54 Meadow Street, New Haven; or at such other address as the BOE shall designate in writing.

This MOU constitutes the entire understanding between the City and the Superintendent, New Haven Board of Education, with respect to the subject matter hereof and merges all prior and contemporaneous communications, written and oral. This MOU shall not be modified except by a written instrument signed by both parties.

CITY OF NEW HAVEN

BY: _____

Patricia King
Corporation Counsel, City of New Haven
Duly Authorized

BOARD OF EDUCATION

BY: _____

Dr. Madeline Negron,
Superintendent, New Haven Board of Education,
Duly Authorized



NEW HAVEN PUBLIC SCHOOLS

Thomas Lamb
Chief Operating Officer

Tel: 475-220-1590
Thomas.Lamb@new-haven.k12.ct.us

MEMORANDUM

To: Citywide School Building Committee

From: Thomas Lamb, COO

Date: 7/21/2023

Re: Recommendation of Retirement and Surplus of that portion of 333 Valley Street also known as "The Shack"

Approval is requested for a Resolution to retire The Shack and declare it as surplus, subject to a recommendation from the Citywide School Building Committee:

WHEREAS, at the conclusion of the 2022-2023 school year, the building facility known as "The Shack," located at 333 Valley Street, New Haven¹ was as no longer being used by the Board of Education for New Haven Public Schools educational purposes; and

WHEREAS, it is not in the Board of Education's interest to maintain The Shack building or to utilize a school construction project to renovate all or portion of the building.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education that The Shack building at 333 Valley Street be retired and declared as surplus, subject to recommendation from the Citywide School Building Committee.

¹ The Shack is identified as Building 1 on the records of the City Assessor for 333 Valley Street. This resolution does not apply to the New Haven Police Department substation located at 329 Valley Street and identified as Building 2 on the Assessor's card for 333 Valley Street. See Exhibit A attached.

EXHIBIT A**333 VALLEY ST****Location** 333 VALLEY ST**Mblu** 402/ 1183/ 01701/ /**Acct#** 402 1183 01701**Owner** CITY OF NEW HAVEN**Assessment** \$698,600**Appraisal** \$998,000**PID** 24895**Building Count** 2**Current Value**

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$927,100	\$70,900	\$998,000
Assessment			
Valuation Year	Improvements	Land	Total
2022	\$648,970	\$49,630	\$698,600

Owner of Record

Owner CITY OF NEW HAVEN
Co-Owner
Address 165 CHURCH ST
NEW HAVEN, CT 06510

Sale Price \$0
Certificate
Book & Page 0/0
Sale Date
Instrument

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
CITY OF NEW HAVEN	\$0		0/0		

Building Information**Building 1 : Section 1**

Year Built: 1940
Living Area: 6,769
Replacement Cost: \$817,636
Building Percent Good: 60
Replacement Cost
Less Depreciation: \$490,600

Building Attributes	
Field	Description
Style:	Day Care Ctr
Model	Commercial
Grade	Average
Stories:	1
Occupancy	2.00
Exterior Wall 1	Vinyl Siding
Exterior Wall 2	
Roof Structure	Flat
Roof Cover	T&G/Rubber
Interior Wall 1	Plastered/Dryw
Interior Wall 2	Drywall/Plaste
Interior Floor 1	Vinyl/Asphalt
Interior Floor 2	
Heating Fuel	Oil/Gas
Heating Type	FA/HW/ST
AC Type	None
Struct Class	
Bldg Use	MUN SCHOOL MDL-94
Total Rooms	
Total Bedrms	00
Total Baths	0
NBHD Code	
1st Floor Use:	9033
Heat/AC	NONE
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	12.00
% Comn Wall	

Building 2 : Section 1

Year Built:	1992
Living Area:	1,713
Replacement Cost:	\$532,773
Building Percent Good:	80
Replacement Cost	
Less Depreciation:	\$426,200

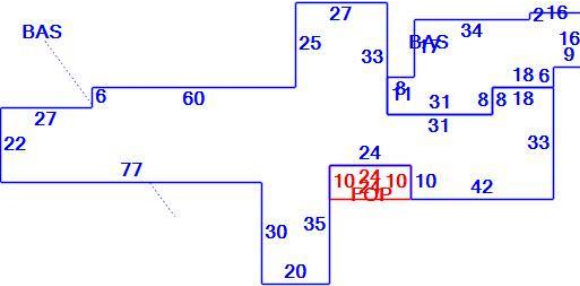
Building Attributes : Bldg 2 of 2	
Field	Description

Building Photo



<https://images.vgsi.com/photos/NewHavenCTPhotos/\A00\04\66\70.JPG>

Building Layout



[ParcelSketch.ashx?pid=24895&bid=21358](#)

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	6,769	6,769
FOP	Open Porch	240	0
		7,009	6,769

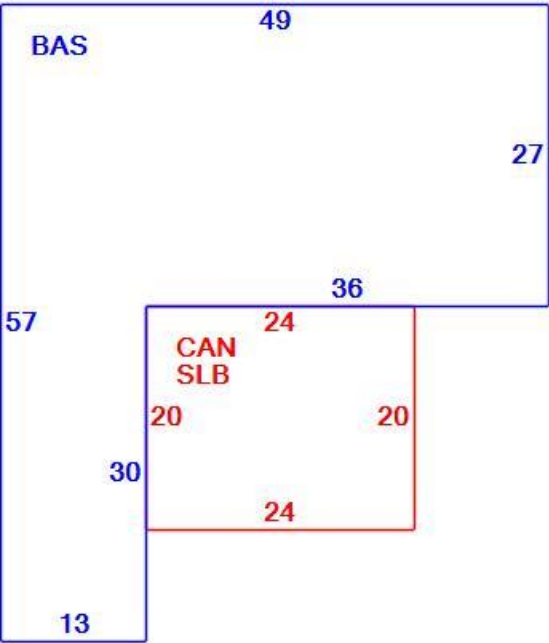
Style:	Other Municip
Model	Ind/Lg Com
Grade	Average
Stories:	1
Occupancy	1.00
Exterior Wall 1	Concr/Cinder
Exterior Wall 2	
Roof Structure	Gable/Hip
Roof Cover	Metal/Tin
Interior Wall 1	Drywall/Plaste
Interior Wall 2	
Interior Floor 1	Fin WD/Carpet
Interior Floor 2	Carpet
Heating Fuel	Oil/Gas
Heating Type	FA/HW/ST
AC Type	Central
Struct Class	
Bldg Use	MUN POLICE MDL-96
Total Rooms	
Total Bedrms	00
Total Baths	0
NBHD Code	
1st Floor Use:	903L
Heat/AC	NONE
Frame Type	MASONRY
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	19.00
% Comn Wall	

Building Photo



(<https://images.vgsi.com/photos/NewHavenCTPhotos/\00\02\42\56.jpg>).

Building Layout



([ParcelSketch.ashx?pid=24895&bid=21359](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	1,713	1,713
CAN	Canopy	480	0
SLB	Slab	480	0
		2,673	1,713

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	9033	Size (Acres)	1.04
Description	MUN SCHOOL MDL-94	Frontage	0
Zone	RM1	Depth	0
Neighborhood	2600	Assessed Value	\$49,630
Alt Land Appr Category	No	Appraised Value	\$70,900

Outbuildings

Outbuildings							Legend
Code	Description	Sub Code	Sub Description	Size	Value	Assessed Value	Bldg #
LT1	LIGHTS-IN W/PL			1.00 UNITS	\$500	\$350	2
PAV1	PAVING-ASPHALT			4800.00 S.F.	\$9,800	\$6,860	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$927,100	\$70,900	\$998,000
2021	\$927,100	\$70,900	\$998,000
2020	\$892,500	\$56,800	\$949,300

Assessment			
Valuation Year	Improvements	Land	Total
2022	\$648,970	\$49,630	\$698,600
2021	\$648,970	\$49,630	\$698,600
2020	\$624,750	\$39,760	\$664,510

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(a)

Business and NonInstructional Operations

Food Sales Other than National School Lunch Program

Good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education. The District's lunch (and breakfast) program will operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the ~~(Principal/Cafeteria Food Supervisor/Director of Food Services)~~ will address control over the sale of non-cafeteria/competitive food, ~~in accordance with any applicable district policy.~~ For purposes of this policy, "competitive food" refers to any foods sold or dispensed to children at school other than meals served through the U.S. Department of Agriculture's (USDA) school meal programs.

The District ~~(will/will not)~~ permit vending machines and the sale of competitive foods in the middle school and high school in accordance with this policy, ~~state regulations and policies, and any other applicable healthy food certification requirements.*~~

~~Schools (will/will not) operate any vending machines that are accessible to students on any campus from _____ to _____. (Board needs to determine the time frame.)~~

~~Schools (will/will not) offer or sell other non-cafeteria/competitive foods to students on campus from _____ to _____. (Board needs to determine the time frame; for example, one hour prior to the first lunch period to one-half hour after the last lunch period.)*~~

The Board ~~shall~~ **may** make available in District schools for purchase by students nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day in schools.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute and federal regulations regarding artificial sweeteners, flavoring, caffeine and portion size.

The ~~(Principal/School Cafeteria Supervisor/Director of Food Services)~~ is responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal and state guidelines and district policy.

The Superintendent of Schools is authorized to close a cafeteria or discontinue the sale of competitive foods if not properly operated.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(b)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program (continued)

***Note:** Connecticut regulations prohibit schools from selling or dispensing tea, coffee, soft drinks and candy to students anywhere on school premises from 30 minutes prior to the start of any state or federally subsidized milk or meal program (National School Lunch Program, School Breakfast Program, After-School Snack Program and Special Milk Program) until 30 minutes after the end of the program. The income from the sale of any foods, including vending machines, school stores, student fund-raisers, P.T.A., clubs etc., sold or distributed anywhere on the school premises during the same timeframe must accrue to the food service account. Federal regulations prohibit the sale foods of minimal nutritional value during meal periods. **The sale of soda is banned by Connecticut statute.**

(cf. 3542 – School Lunch Program)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 67586772)

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 Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Connecticut General Statutes

10-215e Nutrition standards for food that is not part of lunch and breakfast program

10-215f Certification that food meets nutrition standards

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

10-221q Sale of beverages

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Regulation of Connecticut State Agencies – 10-215b-1 Competitive foods

Regulation of Connecticut State Agencies – 10-215b-23 Income from the sale of food items

Policy adopted:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(a)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Only food or drinks which do meet the minimal nutritional values and requirements for a la carte foods set by the Food and Nutrition Service of the United States Department of Agriculture (Section 17 of Public Law 95-166 amending Section 10 of the Child Nutrition Act of 1966) and Connecticut statutes and regulations may be sold or made available for sale in any school of the district between the beginning of the school day, but is prohibited from 30 minutes before and 30 minutes after the close of the last lunch period at that school. No food or drink distributing machine shall be accessible to students during those hours unless the food or drink being sold meets the minimal nutritional values specified and fulfills the requirement of Connecticut statute and USDA requirements. When any food is available for purchase during the day, nutritious low fat foods and drinks, as defined by state law, must also be available for purchase by students during the regular school day.

Promotional candy sales shall be limited to the period before the beginning of the school day and after the close of the school day. Such sales require approval of the school Principal. (The CSDE strongly encourages districts to promote consistent health messages to students by prohibiting the sale and serving of candy on school premises at all times, or at least during the entire school day.)

Sale of food or drinks anywhere on campus from ½ hour before and after the end of the last lunch period is regarded as being competitive with the National School Lunch Program or the School Breakfast Program. Food or drinks which do meet or exceed the minimal nutritional values of the USDA and which are sold during the period above are, however, not considered as being competitive with those programs. These may be sold during the times cited above, but all profits from such sales must accrue to the food service account.

The Secretary of the United States Department of Agriculture has approved a list of competitive foods which may be sold, and the State of Connecticut has extended that list, but only foods approved by the State of Connecticut and/or the Secretary may be sold in the schools of the District during the hours cited.

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list follows:

Categories of Foods of Minimal Nutritional Value (FMNV)

Federal regulations define four categories of FMNV, listed below, that cannot be sold during the USDA meal periods. However, Connecticut's healthy food certification statute and sections 10-215b-1 and 10-215-23 of the Regulations of State Agencies superseded the federal requirements by mandating additional requirements for those foods.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(b)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Categories of Foods of Minimal Nutritional Value (continued)

1. **Soda Water** - (not permitted by Connecticut Law)
2. **Water Ices** As defined by 21 CFR 135.160 FDA regulations except that water ices which contain fruit or fruit juices are not included in this definition.
3. **Chewing Gum** Flavored products, regular and sugarless, from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. **Certain Candies** Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - A. Hard candy, such as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - B. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices, and “Gummi-Bear” type products.
 - C. Marshmallow candies.
 - D. Fondant, such as candy corn, soft mints.
 - E. Licorice a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - F. Spun candy.
 - G. Candy coated popcorn, a product made by coating popcorn with a mixture made predominantly from sugar and corn syrup.

The federal definition of FMNV does not include any other competitive foods or beverages of low nutrient density (e.g., cake, cookies, chips, chocolate and sweetened beverages) except for the categories listed above.

Candy, water ices and gum do NOT meet the Connecticut Nutrition Standards. They cannot be sold to students in schools implementing the healthy food certification unless the Board of Education votes to allow food exemptions and they are sold at the location of events that occur after the school day or on the weekend provided they are not sold from a vending machine or school store.

State statute prohibits the sale of soda (regular and diet), coffee, tea, (regular, herbal, iced), hot chocolate and cocoa, sports drinks, energy drinks, juice drinks or beverages that are not 100% juice, (e.g., lemonade, punch drinks, cranberry cocktail), waters (with added sugars, artificial sweeteners or non-nutritive sweeteners), beverages containing only water and juice with added sugars, artificial sweeteners or non-nutritive sweeteners. These prohibited beverages can be sold to students only if the Board of Education votes to allow exemptions and the beverages are sold at the location of the events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(c)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Categories of Foods of Minimal Nutritional Value (continued)

(cf. 3542 – School Lunch Program)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 67586772)

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 Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Connecticut General Statutes

10-215e Nutrition standards for food that is not part of lunch and breakfast program

10-215f Certification that food meets nutrition standards

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

10-221q Sale of beverages

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

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

7 CFR Parts 210 & 220 – Nutrition Standards for all Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010 Federal Register Vol. 78, No. 125, June 28, 2013

Regulation approved:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(a)

Business and NonInstructional Operations

Food Sales Other than National School Lunch Program

Good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education. The District's lunch (and breakfast) program will operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the Director of Food Services will address control over the sale of non-cafeteria/competitive food, in accordance with any applicable district policy. For purposes of this policy, "competitive food" refers to any foods sold or dispensed to children at school other than meals served through the U.S. Department of Agriculture's (USDA) school meal programs.

The District will permit vending machines and the sale of competitive foods in the middle school and high school in accordance with this policy, state regulations and policies, and any other applicable healthy food certification requirements.

The Board may make available in District schools for purchase by students nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day in schools.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute and federal regulations regarding artificial sweeteners, flavoring, caffeine and portion size.

The Director of Food Services is responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal and state guidelines and district policy.

The Superintendent of Schools is authorized to close a cafeteria or discontinue the sale of competitive foods if not properly operated.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(b)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program (continued)

***Note:** Connecticut regulations prohibit schools from selling or dispensing tea, coffee, soft drinks and candy to students anywhere on school premises from 30 minutes prior to the start of any state or federally subsidized milk or meal program (National School Lunch Program, School Breakfast Program, After-School Snack Program and Special Milk Program) until 30 minutes after the end of the program. The income from the sale of any foods, including vending machines, school stores, student fund-raisers, P.T.A., clubs etc., sold or distributed anywhere on the school premises during the same timeframe must accrue to the food service account. Federal regulations prohibit the sale of foods of minimal nutritional value during meal periods. **The sale of soda is banned by Connecticut statute.**

(cf. 3542 – School Lunch Program)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

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Connecticut General Statutes

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10-221q Sale of beverages

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Regulation of Connecticut State Agencies – 10-215b-1 Competitive foods

Regulation of Connecticut State Agencies – 10-215b-23 Income from the sale of food items

Policy adopted:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(a)

Business/Non-Instructional Operations

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Promotional candy sales shall be limited to the period before the beginning of the school day and after the close of the school day. Such sales require approval of the school Principal. (The CSDE strongly encourages districts to promote consistent health messages to students by prohibiting the sale and serving of candy on school premises at all times, or at least during the entire school day.)

Sale of food or drinks anywhere on campus from ½ hour before and after the end of the last lunch period is regarded as being competitive with the National School Lunch Program or the School Breakfast Program. Food or drinks which do meet or exceed the minimal nutritional values of the USDA and which are sold during the period above are, however, not considered as being competitive with those programs. These may be sold during the times cited above, but all profits from such sales must accrue to the food service account.

The Secretary of the United States Department of Agriculture has approved a list of competitive foods which may be sold, and the State of Connecticut has extended that list, but only foods approved by the State of Connecticut and/or the Secretary may be sold in the schools of the District during the hours cited.

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list follows:

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Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(b)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Categories of Foods of Minimal Nutritional Value (continued)

1. **Soda Water** - (not permitted by Connecticut Law)
2. **Water Ices** As defined by 21 CFR 135.160 FDA regulations except that water ices which contain fruit or fruit juices are not included in this definition.
3. **Chewing Gum** Flavored products, regular and sugarless, from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. **Certain Candies** Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - A. Hard candy, such as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - B. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices, and “Gummi-Bear” type products.
 - C. Marshmallow candies.
 - D. Fondant, such as candy corn, soft mints.
 - E. Licorice a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - F. Spun candy.
 - G. Candy coated popcorn, a product made by coating popcorn with a mixture made predominantly from sugar and corn syrup.

The federal definition of FMNV does not include any other competitive foods or beverages of low nutrient density (e.g., cake, cookies, chips, chocolate and sweetened beverages) except for the categories listed above.

Candy, water ices and gum do NOT meet the Connecticut Nutrition Standards. They cannot be sold to students in schools implementing the healthy food certification unless the Board of Education votes to allow food exemptions and they are sold at the location of events that occur after the school day or on the weekend provided they are not sold from a vending machine or school store.

State statute prohibits the sale of soda (regular and diet), coffee, tea, (regular, herbal, iced), hot chocolate and cocoa, sports drinks, energy drinks, juice drinks or beverages that are not 100% juice, (e.g., lemonade, punch drinks, cranberry cocktail), waters (with added sugars, artificial sweeteners or non-nutritive sweeteners), beverages containing only water and juice with added sugars, artificial sweeteners or non-nutritive sweeteners. These prohibited beverages can be sold to students only if the Board of Education votes to allow exemptions and the beverages are sold at the location of the events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.33(c)

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Categories of Foods of Minimal Nutritional Value (continued)

(cf. 3542 – School Lunch Program)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 67586772)

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Connecticut General Statutes

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PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

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

7 CFR Parts 210 & 220 – Nutrition Standards for all Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010 Federal Register Vol. 78, No. 125, June 28, 2013

Regulation approved:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.45(a)

Business and NonInstructional Operations

Vending Machines

The Board of Education delegates to the Superintendent the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used ~~except as limited by board policy of applicable regulations.~~

~~Alternative/Additional language:~~

~~1. — The Board of Education has determined that there shall be no installations of vending machines except as approved by the Superintendent of Schools. Vending machines are operated as a revenue producing endeavor and as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board of Education/Superintendent of Schools.~~

~~2. — Vending Machine Use:~~

~~a. — Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.~~

~~b. — Middle Schools: Vending machines may be operated in middle schools, but shall not offer foods of minimal nutritional value in locations available to students. All vending sales shall comply with policies regarding competitive food sales and foods of minimal value.~~

~~c. — High School: Vending machines may be operated in high schools. All vending sales shall comply with policies regarding competitive food sales and foods of nutritional value.~~

~~3. — Advertising limitations: Advertising associated with product vending shall be limited to signage on equipment, paper cups and other serving containers and a banner at student stores and booster sale locations. Any signage, logo, container, banner or other item that the district may construe as advertising associated with vending must be approved by the Superintendent or his/her designee before distribution or placement on District property.~~

~~4. — Required nutritional foods: In compliance with state law, beverages available in vending machines shall be restricted to 100% fruit juices, vegetable juices or combination of such juices, non-dairy milks such as soy or rice milk, beverages that contain only water and fruit or vegetable juice, water which may be flavored but contain no added sugars, sweeteners, artificial sweeteners or caffeine and low-fat or non-fat and milk. Statutory state and federal restrictions pertaining to added sugars, sweeteners, caffeine, and portion sizes will be followed. Further, if a vending machine offers chips, cookies and other snack foods for purchase by students during the school day, low-fat dairy products and fresh or dried fruit must also be available for purchase.~~

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.45(b)

Business and NonInstructional Operations

Vending Machines

(cf. 3542.34 – Nutrition Program)

Legal Reference: State Board of Education Regulations

10-215b-1 Competitive foods.

10-221o Lunch periods. Recess

10-221p Boards to make available for purchase nutritious low fat foods and drinks.

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.45(a)

Business and NonInstructional Operations

Vending Machines

The Board of Education delegates to the Superintendent the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used except as limited by board policy of applicable regulations.

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.45(b)

Business and NonInstructional Operations

Vending Machines

(cf. 3542.34 – Nutrition Program)

Legal Reference: State Board of Education Regulations

10-215b-1 Competitive foods.

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10-221p Boards to make available for purchase nutritious low fat foods and drinks.

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted: