

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

**INFORMATION ONLY: PERSONNEL REPORT OF THE SUPERINTENDENT      April 10, 2023**

**RETIREMENT– Teachers:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Angela Leone	Art Fair Haven School <b>General Funds</b> <b>19042116-50115</b>	06/30/2023
Beth Lindley	Pre-K King/Robinson Magnet School <b>General Funds</b> <b>19041030-50115</b>	06/30/2023
Mary Ellyn Maresca	Grade 3 Davis Academy Magnet School <b>Inter-District Funds</b> <b>27041009-50115</b>	02/28/2023
Cameo Thorne	English Gateway <b>General Funds</b> <b>19042000-50115</b>	06/30/2023

**RESIGNATION– Teachers:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Luis Rodriguez-Garcia	Foreign Language James Hillhouse High School <b>General Funds</b> <b>19041762-50115</b>	03/31/2023
Brianna Gore	Grade 4 Brennan Rogers Magnet School <b>General Funds</b> <b>19041021-50115</b>	03/27/2023
Nancy Hill	School Social Worker James Hillhouse High School <b>General Funds</b> <b>19049362-50115</b>	04/14/2023

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Jonathan Juliano	Special Education Mauro Sheridan Magnet School <b>General Funds</b> <b>19049019-50115</b>	04/19/2023
Susanna Lombardi	Special Education New Haven Academy <b>General Funds</b> <b>19049070-50115</b>	06/30/2023
Benjamin McClain	Grade 5/6 Benjamin Jepson Magnet School <b>Inter-District Funds</b> <b>27041018-50115</b>	04/19/2023
Natalie Schwartz	Grade 2 Clinton Ave School <b>General Funds</b> <b>19041006-50115</b>	06/15/2023

**RESIGNATION– Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Justin Butler	Head Start Assistant Teacher Dr. Reginald Mayo Early Learning Center <b>Head Start PA 22 Basic</b> <b>25325279-81-50128</b>	03/20-2023
Shyrece Cummings	Grade 1 Assistant Teacher Jepson Magnet School <b>Inter-District Funds</b> <b>27041018-50128</b>	03/24/2023

# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

## RESIGNATION– Non-Instructional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Ramonita Arroyo	Drop Out Prevention Itinerant <b>Priority Schools</b> <b>25795319-98-50119</b>	04/14/2023
Angelica Velez-Perez	Administrative Assistant ESUMS <b>General Funds</b> <b>19041017-50124</b>	04/07/2023

## TRANSFERS– Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Amal Abdelghany	Grade 1 Nathan Hale School <b>ESSER II Funds</b> <b>25526363-14-50115</b>	Grade 2 Nathan Hale <b>General Funds</b> <b>19041014-50115</b>	SY 2023-2024
Morgan Brown	Grade 3 John S. Martinez <b>ESSER II Funds</b> <b>25526363-08-50115</b>	Grade 3/4 John S. Martinez <b>General Funds</b> <b>19049008-50115</b>	SY 2023-2024
Jennifer Caso	Grade 3 East Rock Magnet School <b>General Funds</b> <b>19041046-50115</b>	Grade 2 East Rock Magnet School <b>General Funds</b> <b>19041046-50115</b>	SY 2023-2024
Teresa Castellon	Grade 1 Clemente Leadership Academy <b>ESSER II Funds</b> <b>25526363-42-50115</b>	Grade 1 Clemente Leadership Academy <b>General Funds</b> <b>19041042-50115</b>	SY 2023-2024
Samantha Conway	Grade 2 Brennan Rogers Magnet School <b>ESSER II Funds</b> <b>25526363-21-50115</b>	Grade 4 Brennan Rogers Magnet School <b>General Funds</b> <b>19041048-50115</b>	SY 2023-2024
Morgan Fair	Grade 3 Bishop Woods Executive Academy <b>ESSER II Funds</b> <b>25526363-43-50115</b>	Grade 3 Bishop Roods Executive Academy <b>General Funds</b> <b>19041043-50115</b>	SY 2023-2024

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Gabby Fazio	Grade 1 Benjamin Jepson Magnet School <b>ESSER II Funds</b> <b>25526363-18-50115</b>	Grade 3/4 Benjamin Jepson Magnet School <b>Inter-District Funds</b> <b>27041018-50115</b>	SY 2023-2024
Madison Flanagan	Grade 1 Mauro/Sheridan Magnet School <b>ESSER II Funds</b> <b>25526363-19-50115</b>	Grade 2 Mauro/Sheridan Magnet School <b>Inter-District Funds</b> <b>27041019-50115</b>	SY 2023-2024
Rachel Forsa	Grade 1 Worthington Hooker School <b>General Funds</b> <b>19041038-50115</b>	Kindergarten Worthington Hooker School <b>General Funds</b> <b>19041038-50115</b>	SY 2023-2024
Tyler Genece	Grade 2 Mauro/Sheridan Magnet School <b>ESSER II Funds</b> <b>25526363-19-50115</b>	Grade 2 Mauro/Sheridan Magnet School <b>General Funds</b> <b>19041019-50115</b>	SY 2023-2024
Blessing Haruna	Grade 1 King Robinson Magnet School <b>ESSER II Funds</b> <b>25526363-30-50115</b>	Pre-K King Robinson Magnet School <b>General Funds</b> <b>19041030-50115</b>	SY 2023-2024
Lindsey Leach	Grade 2 FAME <b>ESSER II Funds</b> <b>25526363-41-50115</b>	Pre-K Dr. Reginald Mayo Early Learning Center <b>Head Start PA 22 Basic</b> <b>25325279-81-50115</b>	SY 2023-2024
Lynn Virtue	Library Media Specialist Fair Haven School <b>General Funds</b> <b>19042016-50115</b>	Special Education New Haven Academy <b>General Funds</b> <b>19049070-50115</b>	SY 2023-2024
Maria Muratti	Grade 1 Celentano Magnet School <b>ESSER II Funds</b> <b>25526363-48-50115</b>	Grade 1 Celentano Magnet School <b>General Funds</b> <b>19041048-50115</b>	SY 2023-2024
Tracy Peterson	Grade 2 Brennan Rogers Magnet School <b>General Funds</b> <b>19041021-50115</b>	Science K6 Celentano Magnet School <b>General Funds</b> <b>19041048-50115</b>	SY 2023-2024

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Meaghan Pinkard	Grade 3 Brennan Rogers Magnet School <b>ESSER II Funds</b> <b>25526363-21-50115</b>	Grade 3 Brennan Rogers Magnet School <b>General Funds</b> <b>19041021-50115</b>	SY 2023-2024
Adriana Rapuano	Grade 2 Bishop Woods Executive Academy <b>ESSER II Funds</b> <b>25526363-43-50115</b>	Grade 2 Bishop Woods Executive Academy <b>General Funds</b> <b>19041043-50115</b>	SY 2023-2024
Paige Sisson	Kindergarten Worthington Hooker School <b>General Funds</b> <b>19041038-50115</b>	Grade 1 Worthington Hooker School <b>General Funds</b> <b>19041038-50115</b>	SY 2023-2024
Paola Lora Suero	Grade 2 Barack Obama Magnet School <b>ESSER II Funds</b> <b>25526363-28-50115</b>	Grade 2 Bilingual Barack Obama Magnet School <b>General Funds</b> <b>19041228-50115</b>	SY 2023-2024
Amanda Tamburrino	Grade 2 John S. Martinez <b>ESSER II Funds</b> <b>25526363-08-50115</b>	Grade 3 John S. Martinez <b>General Funds</b> <b>19041008-50115</b>	SY 2023-2024
Sharon Van Wie	Grade 2 Brennan Rogers Magnet School <b>General Funds</b> <b>19041021-50115</b>	Grade 3 Brennan Rogers Magnet School <b>General Funds</b> <b>19041021-50115</b>	SY 2023-2024

## TRANSFERS– Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Rebecca Lessard	Softball Assistant Coach James Hillhouse High School \$3,708 <b>General Funds</b> <b>19040400-50117</b>	Head Softball Coach James Hillhouse High School \$5,704 <b>General Funds</b> <b>19040400-50117</b>	04/03/2023

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## Custodial Department – Transfers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Michael Blair	Building Manager Roberto Clemente 6:30am-2:30pm \$61,789	Building Manager Fair Haven School 6:30am-2:30pm \$61,789	4/10/2023
Richard Naclerio	Assistant Building Manager Fair Haven School 2:00pm-10:00pm \$55,055	Assistant Building Manager Clinton School 2:00pm-10:00pm \$55,055	4/10/2023
Mahogany Bivens	Assistant Building Manager Roberto Clemente 2:00pm-10:00pm \$55,055	Assistant Building Manager Barack Obama 2:00pm-10:00pm \$55,055	4/10/2023
John McCormack	Assistant Building Manager Barack Obama 2:00pm-10:00pm \$55,055	Building Manager Hill Central 7:00am-3:00pm \$61,789	4/10/2023
Ashley Ray-Tasco	Building Manager Hill Central 7:00am-3:00pm \$61,789	Building Manager Roberto Clemente 6:30am-2:30pm \$61,789	4/10/2023

## 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>
Lori Beutel	Instructional Math Coach Conte West Hills Magnet School <b>Title 1 Schools</b> <b>25315256-31-50115</b>	01/17/2023-02/10/2023
Christopher Bosse	Physical Education Edgewood Magnet School <b>General Funds</b> <b>19040312-50115</b>	03/01/2023-03/31/2023

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Teresa Castellon	Grade 1 Clemente Leadership Academy <b>ESSER II Funds</b> <b>25526363-42-50115</b>	03/20/2023-06/16/2023
Eileen Courtney	Integrated Language Arts Betsy Ross Arts Magnet School <b>General Funds</b> <b>19041655-50115</b>	02/20/2023-03/03/2023
Susan De Alejos	Special Education Wilbur Cross High School <b>General Funds</b> <b>19049061-50115</b>	01/20/2023-02/10/2023
Laura Discenza	Computer Education Davis Street Magnet School <b>Inter-District Funds</b> <b>27042609-50115</b>	01/17/2023-02/10/2023
Maria Gomez	Grade 3 Bilingual Truman School <b>ESSER II Funds</b> <b>25536399-29-50115</b>	02/22/2023-03/17/2023
Steven Joseph	Vocational Education Sound School <b>General Funds</b> <b>19042967-50115</b>	03/23/2023-05/12/2023
Darren Lerner	Special Education Nathan Hale School <b>General Funds</b> <b>19049014-50115</b>	02/03/2023-03/08/2023
Mark Landow	Guidance Counselor Adult Education Center <b>General Funds</b> <b>19046353-50115</b>	01/18/2023-02/17/2023
Danielle La Pan	English Metropolitan Business Academy <b>Inter-District Funds</b> <b>27041660-50115</b>	05/08/2023-10/10/2023

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Raquel Lopez	Library Media Specialist Nathan Hale School <b>General Funds</b> <b>19041314-50115</b>	04/21/2023-06/15/2023
Marco Marques	Physical Education Mauro Sheridan Magnet School <b>General Funds</b> <b>19040319-50115</b>	05/03/2023-06/13/2023
Alysa Mullen	Science Sound School <b>General Funds</b> <b>19041467-50115</b>	05/01/2023-06/15/2023
Christine Murawski	Math Betsy Ross Arts Magnet School <b>General Funds</b> <b>19041155-50115</b>	02/22/2023-04/06/2023
Brendan Reilly	Social Studies Grades 5/8 Troup School <b>General Funds</b> <b>19041515-50115</b>	01/03/2023-01/17/2023
Meaghan Sheehan	Music Betsy Ross Arts Magnet School <b>Inter-District Funds</b> <b>27042255-50115</b>	03/23/2023-06/14/2023
Farah Toussaint	Grade 1 Brennan Rogers Magnet School <b>ESSER II Funds</b> <b>25526363-21-50115</b>	03/01/2023-03/16/2023
Bianca Vitale	Math/Science Edgewood Magnet School <b>General Funds</b> <b>19041012-50115</b>	03/20/2023-06/13/2023
Eric Widmeyer	Math Conte-West Hills Magnet School <b>General Funds</b> <b>19041131-50115</b>	04/17/2023-06/09/2023
Armundas Zakarauskas	TESOL Fair Haven School <b>Title 1 Schools</b> <b>25315256-16-50115</b>	03/23/2023-04/21/2023



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**FMLA LEAVE OF ABSENCE – Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Fallon Streater	Cook/Lead Hill Regional Career High School Food Service 25215200-50126	01/26/2023-03/08/2023

**MEDICAL LEAVE OF ABSENCE – Principal:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Val-Jean Belton	Principal COOP Arts & Humanities High School General Funds 19044064-50113	09/29/2022-12/02/2022

**MEDICAL LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Dana Soderberg-Decrosta	Art Truman School General Funds 19042129-50115	12/21/2022-04/07/2023
Susanne Lamb	Special Education East Rock Magnet School General Funds 19049046-50115	02/28/2023-03/10/2023

**PERSONAL LEAVE OF ABSENCE – Teacher:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Susanne Lamb	Special Education East Rock Magnet School General Funds 19049046-50115	03/13/2023-03/24/2023

# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

## MEDICAL LEAVE OF ABSENCE – Non-Instructional Staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Stephanie Harvin	Administrative Assistant Gateway <b>Idea Part B Entitlement</b> <b>25045034-00-50124</b>	02/01/2023-04/28/2023

## INTERMITTEN FMLA LEAVE OF ABSENCE – Teachers:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Laura Discenza	Computer Education Davis Street Magnet School <b>Inter-District Funds</b> <b>27042609-50115</b>	02/13/2023-03/18/2023
Michele Fucci	Science Sound School <b>General Funds</b> <b>19042967-50115</b>	01/28/2023-06/30/2023
Angela Leone	Art Fair Haven School <b>General Funds</b> <b>19042116-50115</b>	01/23/2023-06/30/2023
Darren Lerner	Special Education Nathan Hale School <b>General Funds</b> <b>19049014-50115</b>	03/09/2023-06/30/2023
Beth Lindley	Pre-K King/Robinson Magnet School <b>General Funds</b> <b>19041030-50115</b>	01/16/2023-06/30/2023
Demetria Mcmillian	Home Economics James Hillhouse High School <b>General Funds</b> <b>19042562-50115</b>	01/09/2023-06/30/2023
Richard Murphey	Business Wilbur Cross High School <b>General Funds</b> <b>19042361-50115</b>	02/01/2023-03/31/2023

**NEW HAVEN PUBLIC SCHOOLS  
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Brendan Reilly	Social Studies Grades 5/8 Troup School <b>General Funds</b> <b>19041515-50115</b>	01/18/2023-01/27/2023
Karen Robinson	English Hill Regional Career High School <b>Inter-District Funds</b> <b>27041663-50115</b>	02/13/2023-06/30/2023

**INTERMITTEN FMLA LEAVE OF ABSENCE – Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Adrianan Douglas	Special Education Assistant Teacher Davis Street Magnet School <b>General Funds</b> <b>19049009-50128</b>	02/20/2023-06/30/2023

**RETURN OF LEAVE OF ABSENCE – Administrator:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Val-Jean Belton	Principal COOP Arts & Humanities High School <b>General Funds</b> <b>19044064-50113</b>	12/05/2022

**RETURN OF LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Lori Beutel	Instructional Math Coach Conte West Hills Magnet School <b>Title 1 Schools</b> <b>25315256-31-50115</b>	02/13/2023
Christopher Bosse	Physical Education Edgewood Magnet School <b>General Funds</b> <b>19040312-50115</b>	04/03/2023
Eileen Courtney	Integrated Language Arts Betsy Ross Arts Magnet School <b>General Funds</b> <b>19041655-50115</b>	03/06/2023

# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

Lindsay Dickey	School Social Worker Itinerant <b>ESSER II Funds</b> <b>25526363-98-50115</b>	03/02/2023
Spenser Gerschefski	Grade 3-4 John S. Martinez <b>General Funds</b> <b>19041008-50115</b>	04/07/2023
Mark Landow	Guidance Counselor Adult Education Center <b>General Funds</b> <b>19046353-50115</b>	02/22/2023
Susan De Alejos	Special Education Wilbur Cross High School <b>General Funds</b> <b>19049061-50115</b>	02/13/2023
Laura Discenza	Computer Education Davis Street Magnet School <b>Inter-District Funds</b> <b>27042609-50115</b>	03/09/2023
Maria Gomez	Bilingual Grade 3 Truman School <b>ESSER II Funds</b> <b>25536399-29-50115</b>	03/20/2023
Maria Lopez	Foreign Language Conte West Hills Magnet School <b>General Funds</b> <b>19041731-50115</b>	03/20/2023
Susanne Lamb	Special Education East Rock Magnet School <b>General Funds</b> <b>19049046-50115</b>	03/27/2023
Brendan Reilly	Social Studies Grades 5/8 Troup School <b>General Funds</b> <b>19041515-50115</b>	01/30/2023
Farah Toussaint	Grade 1 Brennan Rogers Magnet School <b>ESSER II Funds</b> <b>25526363-21-50115</b>	03/17/2023

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

**RETURN OF LEAVE OF ABSENCE – Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Alizey Gonzalez	Special Education Assistant Teacher John S. Martinez <b>General Funds</b> <b>19041008-50128</b>	03/27/2023

**RETURN OF LEAVE OF ABSENCE – Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Fallon Streater	Cook/Lead Hill Regional Career High School <b>Food Service</b> <b>25215200-50126</b>	03/09/2023

**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 FUNDING – Teacher:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Raquel Lopez	English Wilbur Cross High School <b>General Funds</b> <b>19041661-50115</b>	Library Media Specialist Nathan Hale <b>General Funds</b> <b>19041314-50115</b>	08/30/2021

**Dr. Iline Tracey, Ed.D.  
Superintendent of Schools**



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

### SPECIAL

#### Board of Education Board Meeting Minutes

#### Motions passed

March 13, 2023 via Zoom

I. Called to Order	The meeting was called to order at 5:35 pm by President Rivera.
Board Members Present	Ms. Yesenia Rivera, President. Mr. Matthew Wilcox, Vice President Dr. Edward Joyner, Secretary Mayor Justin Elicker Dr. OrLando Yarborough III Mr. Darnell Goldson Dr. Abie Benitez
Absent	Ma'Shai Roman, Student Board Member Mr. Dave Cruz-Bustamante, Student Board Member
Others Present	Dr. Iline Tracey – Superintendent, NHPS Attorney Alexiades – Corporation Counsel, City of New Haven Attorney Sierra-Milan Mrs. Lisa Flagler – Director, Human Resource & Labor Relations, BOE
V. i. Personnel Report: Appointment Items Only – Dr. Iline Tracey	<b>On the Motion by Mr. Goldson, seconded by Mr. Wilcox to approve the action items of the Personnel Report.</b>  <b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes. (passed)</b>
ii. 054 – 23 2023-2024 Proposed General Funds Budget Presentation – Ms. Linda Hannans	<b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve the 2023 – 2024 proposed General Budget.</b>  <b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes. (passed)</b>
iii. Discussion of BOE policies and procedures re mid-year residency determinations, including applicability of statutes and policy 5188 and hearing requirements. To specific individual students, a	<b>On the motion by Mr. Goldson, seconded by Dr. Joyner to allow any student currently in the system to continue to remain in the system regardless of their residency until the end of the school year. During the rest of this year we defer to the Governance Committee to tweak the policies and the process of those policies.</b>



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT SPECIAL

Board of Education Board Meeting Minutes  
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March 13, 2023 via Zoom

<p>portion of the discussion may be held in executive session pursuant to Conn. Gen. Stat. §§ 1-200(6)(E) and 1-210(b)(17).</p> <p>056 – 23</p> <p>057 – 23</p> <p>058 - 23</p>	<p><b>On the motion by Mr. Goldson, seconded by Dr. Joyner to call the question to allow a vote on motion 056 – 23.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes; Dr. Yarborough, No; Ms. Rivera, No; Mr. Goldson, yes. (failed)</b></p> <p>Motion 056 – 23 was restated with clarification</p> <p><b>On the Motion by Mr. Goldson, seconded by Dr. Joyner to allow any student who is currently enrolled in the system and is not currently enrolled in another school system to be exempt from residency requirements until the end of the year.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes; Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes.</b></p>
<p>iv. Finance and Operations Committee – Mr. Matthew Wilcox</p>	<p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve Agreement #1 Agreement with Casa Otoñal Inc., to provide outreach and case management for 20 students identified as chronically absent, from March 28, 2023 to June 23, 2023, in an amount not to exceed \$7,800.00.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes; Dr. Yarborough, yes; Ms. Rivera, Recused; Mr. Goldson, yes. (passed)</b></p> <p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve 2 approval grant applications, 7 remaining agreements, 1 contract and 2 purchase orders as listed on the agenda.</b></p>
<p>052 - 23 XVII. Adjournment</p>	<p><b>On the motion by Mr. Goldson seconded by Dr. Joyner the meeting was adjourned by roll call at 7:51 pm.</b></p>



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SPECIAL

Board of Education Board Meeting Minutes

Motions passed

March 13, 2023 via Zoom

	<b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes. (passed)</b>
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"A video of this meeting is available the NHPS website, NHPS.net, Public Meeting

*Respectfully Submitted*

*Myrtis Mason*

*Recording Secretary*

DRAFT





NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION MEETING**

Monday April 10, 2023

**ACTION ITEMS**

**A. INFORMATION ONLY:**

1. Agreement with Amy Melillo-Ruocco, LSW, to provide social and emotional support to students, staff and families at All Saints Catholic Academy, from April 10, 2023 to June 8, 2023, in an amount not to exceed \$3,375.00.  
Funding Source: Title IVA Non-Public Program Acct. #2511-6269-56905-NP03
2. Agreement with Music Haven, to provide and after school music program, including instruction, mentoring and tutoring support at Music Haven, for 90 students, from April 11, 2023 to June 30, 2023, in an amount not to exceed \$8,000.00.  
Funding Source: Extended School Hrs. Program Acct. #2579-5326-56694-0444
3. Agreement with Maria Asis, MD, to create education videos about healthy cooking and nutrition for the NHPS learning community as part of the Nutrition and Health Information Literacy program, from November 8, 2022 to April 30, 2023, in an amount not to exceed \$13,750.50.  
Funding Source: Health Literacy Program Acct. #2528-6441-56694-0404



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING**

Monday, April 4, 2023

**SPECIAL MEETING  
MINUTES**

**Present:** Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera  
**Staff:** Dr. Iline Tracey, Dr. Paul Whyte, Ms. Patricia DeMaio, Mr. Thomas Lamb, Ms. Gilda Herrera, Ms. Mary Derwin, Ms. Gemma Joseph Lumpkin, Mr. Christian Tabares, Dr. Nicholas Perrone, Ms. Monica Morales, Ms. Typhanie Jackson, Ms. Shubhra Gupta, Mr. Erik Patchkofsky, Mr. Michael Gormany, Attorney Elias Alexiades, Ms. Cari Strand, Ms. Pamela Augustine-Jefferson, Ms. Rosie Hampson, Ms. Manxi Han

**Call to Order:** Mr. Wilcox called the meeting to order at 4:33 p.m. Mr. Wilcox noted that Dr. Yarborough and Ms. Rivera would have to leave the meeting early due to other commitments.

**Recusal:** Mr. Wilcox recused himself from discussion and voting on Action Item #3, Agreement with Quinnipiac University.

**Summary of Motions:**

1. A motion by Dr. Yarborough, seconded by Ms. Rivera, to Recommend Approval of Action Item #3 Agreement with Quinnipiac University, passed by Roll Call Vote: Ms. Rivera, Yes; Mr. Wilcox, Recused; Dr. Yarborough, Yes.
2. Mr. Wilcox, moved 3 Abstracts, 20 Agreements, 8 Purchase Orders, 4 Change Orders and 1 Healthy Food Certification to the full Board of Education with a recommendation to approve.

**I. INFORMATION ONLY & ACTION ITEMS:**

**A. INFORMATION ONLY:**

1. Agreement with Amy Melillo-Ruocco, LSW, to provide social and emotional support to students, staff and families at All Saints Catholic Academy, from April 10, 2023 to June 8, 2023, in an amount not to exceed \$3,375.00. Funding Source: Title IVA Non-Public Program Acct. #2511-6269-56905-NP03
2. Agreement with Music Haven, to provide an after- school music program, including instruction, mentoring and tutoring support at Music Haven, for 90 students, from April 11, 2023 to June 30, 2023, in an amount not to exceed \$8,000.00. Funding Source: Extended School Hrs. Program Acct. #2579-5326-56694-0444
3. Agreement with Maria Asis, MD, to create education videos about healthy cooking and nutrition for the NHPS learning community as part of the Nutrition and Health Information Literacy program was presented by Mr. Patchkofsky who answered questions about the grant program.  
Funding Source: Health Literacy Program Acct. #2528-6441-56694-0404

*There were no other questions about the Information Only items approved by the Superintendent.*

## **B. ABSTRACTS:**

1. Open Choice Grant, in the amount of \$414,109.00 for July 1, 2022 to June 30, 2023 was presented by Ms. Bonanno who answered questions about the enrollment count. **Note:** The Student Enrollment Count was inadvertently excluded from the posted Abstract document. Ms. DeMaio will have the Abstract rescanned, sent to committee members and reposted on the website.  
Funding Source: CT State Department of Education
2. Head Start Federal Grant in the amount of \$6,235,156.00 of which \$6,168,222 is designated for Program Operations and \$66,934.00 is designated for Training and Technical Assistance, from July 1, 2023 to June 30, 2024 was presented by Ms. Derwin who answered questions about the grant and discussed the grant application process.  
Funding Source: U.S. Department of Health & Human Services, Office of Head Start
3. Supports for Pregnant and Parenting Teens Grant, in the amount of \$400,000.00 for August 1, 2022 to June 30, 2024, of which \$200,000.00 is designated for August 1, 2022 to June 30, 2023 was presented by Ms. Augustine-Jefferson.  
Funding Source: CT State Department of Education, Office of Early Childhood

## **C. AGREEMENTS:**

1. Agreement with High 5 Adventure Learning to create an indoor high element ropes course and provide Indoor Adventure Basic Training for teachers at Edgewood School, from April 11, 2023 to June 30, 2023, in an amount not to exceed \$19,323.71 was presented by Dr. Perrone who answered questions about the rope course and the tie in to curriculum and team building.  
Funding Source: Magnet 17-22 Edgewood Program Acct. #2517-6260-54411-0012
2. Amendment #1 to Agreement #96393191 with Grinand Bare, LLC, to correct the start date from January 20, 2023 to June 30, 2023, to January 10, 2023 to June 30, 2023, with no change in funding amount or funding source was presented by Ms. Strand.  
Funding Source: School Improvement Grant Program (SIG) Acct. #2531-6393-56694-0066
3. Agreement with Quinnipiac University to provide three Master's level student teaching interns for Fair Haven School, from August 1, 2023 to June 30, 2024, in an amount not to exceed \$28,350.00.  
Funding Source: ARP ESSER III Carryover Program Acct. #2553-6399-56694-0016  
**Recused:** Mr. Wilcox was recused from discussion and deliberation on this Agreement. Dr. Yarborough introduced the item and conducted the vote.

**Amendments 4-10:** Ms. Gupta presented the amendments to school readiness programs due to reallocation of slots as required by the State. She withdrew items #7 and #9, as the State recently provided additional changes to those sites. Ms. Gupta will present revised amendments at a future meeting.

4. Amendment #2 to Agreement #95384016 with Catholic Charities, Inc., Archdiocese of Hartford, to decrease funding of 1,591,346.00 by \$14,873.20 to \$1,576,473.40 to reflect a reallocation of 5 School Readiness

spaces to other locations by the New Haven Early Childhood Council from March 1, 2023 to June 30, 2023.  
 Funding Source: School Readiness Program Acct. # 2523-5384-56697-0442

5. Amendment #2 to Agreement #95384018 with Clifford W. Beers Child Guidance Clinic, to increase number of School Readiness slots at Farnam Neighborhood House from 44 slots by 10 slots to 54 slots; and to increase funding of \$426,946.65 by \$29,746.40 to \$456,693.05, with no change in funding source.  
 Funding Source: School Readiness Program Acct. #2523-5384-56697-0442
6. Amendment #2 to Agreement # 95384017 with Creative M.E., to increase the number of School Readiness slots from 22 by 10 to 33 as of March 1, 2023, and to increase funding of \$213,473.32 by \$29,746.40 to \$243,219.72 with no change in funding source.  
 Funding Source: School Readiness Program Acct. #2523-5384-56697-0442
7. **WITHDRAWN:** Amendment #2 to Agreement #96340147 with Morning Glory Early Learning Center, to decrease funding of \$291,099.99 by \$23,797.12 to \$267,301.88 to reflect a reallocation of 8 School Readiness slots to other locations by the New Haven Early Childhood Council, from March 1, 2023 to June 30, 2023.  
**Funding Source:** School Readiness Program **Acct. #2523-5384-56697-0442**  
**Withdrawn:** Ms. Gupta withdrew the amendment pending further changes required by the State.
8. Amendment #2 to Agreement #95384019 with First Step Child Care and Learning Center, to increase the number of School Readiness slots from 16 by 8 to 24 slots as of March 1, 2023, and to increase funding of \$155,253.33 by \$23,797.12 to \$179,050.45 with no change in funding source.  
 Funding Source: School Readiness Program Acct. #2523-5384-56697-0442
9. **WITHDRAWN:** Amendment #2 to Agreement #95384025 with St. Aedan Pre-School, to decrease funding of \$669,529.97 by \$26,771.76 to \$642,758.21 to reflect a reallocation of 9 School Readiness slots to other locations by the New Haven Early Childhood Council, from March 1, 2023 to June 30, 2023.  
**Funding Source:** School Readiness Program **Acct. #2523-5384-56697-0442**  
**Withdrawn:** Ms. Gupta withdrew the amendment pending further changes from the State.
10. Amendment #2 to Agreement #95384027 with Yale New Haven Hospital Day Care Center, to increase the number of slots from 22 by 2 to 24, as of March 1, 2023, and to increase funding of \$213,473.32 by \$5,949.28 to \$219,422.60, with no change in funding source.  
 Funding Source: School Readiness Program Acct. #2523-5384-56697-0442
11. Amendment #2 to Agreement #9636157 with Arte, Inc., to expand the Scope of Service to include 31 After School Programs to 50 students; 7 Saturday Arts Academy sessions for 100 students and 8 sessions for Spring Fun Club programming for 20 students; and, to increase funding of \$16,800.00 by \$18,400.00 to \$35,200.00 was presented by Ms. Joseph-Lumpkin and Mr. Tabares.  
 Funding Sources:
 

21 <sup>st</sup> Century Program	Acct. #2579-6393-56694-0041	(\$ 6,000.00)
ARP ESSER III C/O Program	Acct. #2553-6399-56697-0000	(\$10,800.00)
Extended School Hrs. Program	Acct. #2579-5326-56694-0444	(\$18,400.00)
12. Amendment #1 to Agreement #96363139 with Eli Whitney Museum, to increase the number of sessions at Celentano School from 30 by 16 to 46 sessions; to increase number of sessions at Davis School from 31

sessions by 16 sessions to 47 sessions; and, to increase funding of \$29,670.00 by \$11,040.00 to \$40,710.00 was presented by Ms. Joseph-Lumpkin and Mr. Tabares.

Funding Sources:

ESSER II Program	Acct. #2552-6363-56697-0048	(\$10,350.00)
ESSER II Program	Acct. #2552-6363-56697-0032	(\$ 8,625.00)
Extended School Hrs. Program	Acct. #2579-5326-56694-0009	(\$ 5,520.00)
Extended School Hrs. Program	Acct. #2579-5326-56694-0048	(\$ 5,520.00)

13. Amendment #3 to Agreement #96363140 with Kids Kraze, to increase the number of sessions at East Rock School from 62 sessions by 38 sessions to 100 sessions, and to increase funding of \$121,775.00 by \$12,350.00 to \$134,125.00 was presented by Ms. Joseph-Lumpkin and Mr. Tabares. Ms. Joseph-Lumpkin announced that Kids Kraze was among recipients of the Elm-Ivy Award as part of the East Rock Afterschool program.

Funding Sources:

ESSER II Program	Acct. #2552-6363-56697-0048	(\$19,825.00)
ESSER II Program	Acct. #2552-6363-56697-0046	(\$20,150.00)
Extended School Hrs. Program	Acct. #2579-5326-56694-0018	(\$33,800.00)
ARP ESSER III C/O Program	Acct. #2553-6399-56697-0444	(\$48,000.00)
Extended School Hrs. Program	Acct. #2579-5326-56694-0046	(\$12,350.00)

14. Amendment #3 to Agreement #96363142 with The Green Peacock Corporation, to increase the number of sessions at Davis and Celentano from 26 by 16 to 42 sessions per site; and to increase funding of \$18,900.00 by \$4,800.00 to \$23,700.00 was presented by Ms. Joseph-Lumpkin and Mr. Tabares.

Funding Sources:

ESSER II Program	Acct. # 2552-6363-56697-0009	(\$3,900.00)
ESSER II Program	Acct. #2552-6363-56697-0048	(\$3,900.00)
ESSER II Program	Acct. # 2552-6363-56697-0032	(\$2,100.00)
Title 1 C/O Program	Acct. # 2531-5265-56694-0444	(\$2,700.00)
Title 1 C/O Program	Acct. # 2531-5265-56694-0444	(\$6,300.00)
ESSER II Program	Acct. # 2552-6363-56697-0009	(\$2,400.00)
ESSER II Program	Acct. # 2552-6363-56697-0048	(\$2,400.00)

15. Agreement with Area Cooperative Education Services, (ACES), to serve as Fiduciary Agent for the payroll portion of the LEAP 2.0 funds and to hire the staff coordinator for the LEAP Program, from April 11, 2023 to June 30, 2023, in an amount not to exceed \$30,412.26 was presented by Ms. Joseph-Lumpkin.

Funding Source: Learner Engagement Attendance Program (Pending Receipt of Funds)  
Acct. #2579-6413-56694-0444

**Amendments 16-20 for the Infant Toddler Program** were presented by Ms. Augustine-Jefferson who explained that the State increased grant funding to support additional Infant-Toddler spaces and for reimbursement of expenses for the expansion.

16. Amendment #A1 to Grant Contract #22OECCDC01NHV with State of Connecticut Office of Early Childhood to increase funding of \$3,611,290.62 by \$915,000.00 to \$4,523,290.62 of which \$540,000.00 to fund 24 additional spaces of infant/toddler care and \$375,000.00 in one-time only classroom expansion funding to provide up to \$75,000.00 per classroom to reimburse expenses incurred funding during SFY23 to add classrooms to accommodate additional spaces.

Funding Source: Infant Toddler Program Acct. #2090-6430-56697

17. Amendment #A1 to Agreement #96430144 with Friends Center for Children, to provide 10 additional spaces totaling a maximum of \$90,000.00; provide one-time classroom expansion funds up to \$75,000.00 per new group of infant/toddlers totaling a maximum of \$150,000.00 for 2022-2023 fiscal year only; and to provide funding of up to a maximum of \$6,490.00 for Transitional Week of Care; to increase total Agreement amount to reflect these changes from \$367,622.90 by \$246,490.00 to \$614,112.90.

Funding Source: Infant Toddler Program Acct. #2090-6430-56697-0442

18. Amendment #A1 to Agreement #96530145 with Lulac Head Start, to provide 10 additional spaces for 8 months, totaling a maximum of \$90,000.00; to provide one-time classroom expansion funds up to \$75,000.00 per new group of infant/toddlers totaling a maximum of \$150,000.00 for 2022-2023 fiscal year only, and to provide a maximum of \$15,759.00 for Transitional Week of Care; to increase total Agreement amount to reflect these changes from \$892,750.48 by \$255,759.00 to \$1,148,509.48.

Funding Source: Infant Toddler Program Acct. #2090-6430-56697-0442

19. Amendment #A1 to Agreement #96430146 with Montessori on Edgewood to provide a maximum of \$5,192.40 for Transitional Week of Care, and to increase funding of \$294,152.23 by \$5,192.40 to \$299,344.63.

Funding Source: Infant Toddler Program Acct. #2090-6430-56697-0442

20. Amendment #A1 to Agreement #96340147 with Morning Glory Infant Toddler Center, LLC, to provide 4 additional spaces for 8 months, totaling a maximum of \$36,000.00; to provide up to \$75,000.00 per new infant-toddler group for One-time Classroom Expansion; to provide up to a maximum of \$4,153.92 for Transitional Week of Care; and to increase total funding amount reflecting these changes from \$235,321.79 by 115,153.92 to \$350,475.71.

Funding Source: Infant Toddler Program Acct. #2090-6430-56697-0442

21. Amendment 1 to Agreement with Scenario Learning LLC dba Vector Solutions to amend the start date to the agreement from August 29, 2022 to July 1, 2022, with no change in funding amount was presented by Ms. Jackson.

Funding Source: Alliance Grant – District Talent Acct. #25476105-56694-0490

22. Year two of multiyear Agreement with The Connecticut Association for the Performing Arts to provide theater management for Coop High School, from July 1, 2023 to June 30, 2024 in an amount not to exceed \$154,350.00 was presented by Mr. Lamb.

Funding Source: 2023-2024 Operating Budget Acct. #19047000-56694

23. Amendment 1 to Agreement with Michael Mackniak to increase funding amount from \$15,000.00 by \$12,000.00 for a total amount of \$27,000.00, to cover costs incurred for expulsion and student disciplinary hearings and/or special education services for the remainder of the fiscal year was presented by Ms. Jackson. Funding Source: 2022-2023 Operating Budget Acct. #190-49400-56694

#### **D. PURCHASE ORDERS:**

1. Purchase Order with Frontier Communication Corp. to provide Telecom Network and long-distance services, from July 1, 2023 to June 30, 2024 in an amount not to exceed \$300,000.00 was presented by Ms. Herrera.

Funding Source: 2023-2024 Operating Budget Acct. #19047200-52260

2. Purchase Order with Cellco Partnership dba Verizon Wireless to provide Telecom Network equipment, from July 1, 2023 to June 30, 2024 in an amount not to exceed \$300,000.00 was presented by Ms. Herrera, who noted the funding amount listed was incorrect. The correct amount, as indicated in the back up materials, is \$41,000.00. The correction will be made to the website listing.

Funding Source: 2023-2024 Operating Budget Acct. #19047200-52260

3. Purchase Order with Liminex, Inc. dba GoGuardian for virtual classroom monitoring, from July 1, 2023 to June 30, 2024, in an amount not to exceed \$70,620.00 was presented by Ms. Herrera.

Funding Source: ARP ESSER III Carryover Acct. #25526363-56697-0104

4. Purchase Order with Severin Intermediate Holdings, LLC to provide PowerSchool licenses for the district from July 1, 2023 to June 30, 2024, in an amount not to exceed \$151,822.41 was presented by Ms. Herrera.

Funding Source: 2023-2024 Operating Budget Acct. #19047200-56694

5. Purchase Order with Quadient Leasing USA Inc. for Central Office Mailroom lease and maintenance of mailing equipment, from July 1, 2023 to June 30, 2024 in an amount not to exceed \$9,532.32 was presented by Mr. Lamb.

Funding Source: 2023-2024 Operating Budget Acct. #19043000-56650

6. Purchase Order with Hillyard, Inc. to purchase custodial equipment from July 1, 2023 to June 30, 2024, in an amount not to exceed \$232,140.47 was presented by Mr. Lamb.

Funding Source: 2023-2024 Capital Projects Acct. #3C20-2076-58699 (\$33,995.09)  
2023-2024 Capital Projects Acct. #3C22-2264-58699 (\$198,145.38)

7. Purchase Order with Mattern Construction, Inc. for Conte School Lower roof installation from April 1, 2023 to June 30, 2023, in an amount not to exceed \$151,346.00 was presented by Mr. Lamb.

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

8. Purchase Order with Calvert Safe & Lock to supply and install new KESCO cylinders at exterior and interior doors at Hillhouse High School from April 1, 2023 to June 30, 2023, in an amount not to exceed \$74,625.00 was presented by Mr. Lamb.

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

#### E. CHANGE ORDERS:

1. Change Order 1 to Contract with Gilman Cheese Corp. to increase funding amount from \$50,000.00 by \$70,000.00 for a total amount of \$120,000.00, to cover costs incurred for an increase of cheese products for the district's nutrition program was presented by Mr. Gormany.

Funding Source: 2022-2023 Food Budget Acct. #25215200-55587

**Discussion:** In response to questions whether or not the increase required re-bidding, Mr. Gormany explained that purchasing has some flexibility with food services. Each year staff attempts to order based on previous usage. This year, usage increased for some foods but are all within the original Scope.

2. Change Order 1 to Contract with J & A Baked Goods Inc. to increase funding amount from \$175,000.00 by \$75,000.00 for a total amount of \$250,000.00, to cover costs incurred for an increase of bakery products for

the district's nutrition program was presented by Mr. Gormany.

Funding Source: 2022-2023 Food Budget

Acct. #25215200-55587

3. Change Order 1 to Contract with Precision Food Service to increase funding amount from \$150,000.00 by \$50,000.00 for a total amount of \$200,000.00, to cover costs incurred for an increase of on call kitchen refrigeration services was presented by Mr. Gormany.

Funding Source: 2022-2023 Food Budget

Acct. #25215200-55587

4. Change Order 1 to Contract with Thurston Foods to increase funding amount from \$2,200,000.00 by \$150,000.00 for a total amount of \$2,350,000.00, to cover costs incurred for an increase of grocery products for the district's nutrition program was presented by Mr. Gormany.

Funding Source: 2022-2023 Food Budget

Acct. #25215200-55587

#### F. HEALTHY FOOD CERTIFICATION:

Mr. Wilcox explained that approval of the certification is required periodically to comply with requirements for Child Nutrition programs:

To approve the "Healthy Food Certification Statement" – Addendum to an Agreement for Child Nutrition Programs (ED-099), NHBOE must vote (1) the participation in the healthy food option; (2) to allow Food and Beverage Exemptions; as follows:

"Pursuant to C.G.S. Section 10-215f, the NHBOE certifies that:

1. "Pursuant to C.G.S. Section 10-215f, the NHBOE certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

To approve the "Healthy Food Certification Statement" – Addendum to an Agreement for Child Nutrition Programs (ED-099), *NHBOE must vote on; (B) to allow Food and Beverage Exemptions; as follows:*

2. The NHBOE It will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food sales. "

The HFC statement it is part of the CT State Department of Education's Online Application and Claiming Systems for Child Nutrition Programs. Hard copies of the form are no longer required but statement must be presented and approved by vote from the school district board of education.



**II. DISCUSSION:**

- **Series 3000 Policies:** Mr. Wilcox reported that he has sent out block three of the Series 3000 policies to Board of Education members and staff for review. The policies are also posted. He asked for feedback prior to the next Finance & Operations Committee meeting so the policies can be approved and forwarded to Governance Committee. Mr. Wilcox reported that he continues to work on the policies related to purchase of goods and services as there are changes pending from the City that will provide guidance for revision and compliance. **No motion was made and no vote was taken.**
- **NHPS Climate Resolution:** Mr. Wilcox introduced Ms. Hampson and Ms. Han, High School students involved in the development of the Climate Resolution who also serve on the transportation subcommittee. Mr. Wilcox noted that the Climate Resolution was previously approved by the Board of Education. Ms. Han indicated that they are focused on the district's transition to lower emission transportation and discussed pollution issues and impact on health. Ms. Hampson outlined three recommendations for consideration by the Board of Education:
  1. Hiring a transportation coordinator
  2. Hiring a "safe routes" to school coordinator
  3. Free bus passes for students

A discussion ensued. Ms. Hampson will forward copies of the recommendations to Mr. Wilcox for dissemination. Student representatives requested a meeting with Mr. Wilcox prior to their presentation to the BOE. **No motion was made and no vote was taken.**

Adjournment: Mr. Wilcox adjourned the meeting at 5:50 p.m.

Respectfully submitted,

Patricia A. DeMaio

## Civics Scholars Prep For Nationals

by MAYA MCFADDEN | Apr 5, 2023 12:17 pm

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Posted to: [East Rock, Schools](#)



MAYA MCFADDEN PHOTO

Cross juniors Adam Sharqawe, Anna Omelchenko, and Sophia Zhang: Ready for D.C.

Question: How will a team of Wilbur Cross students get to the national finals of a U.S. Constitution-focused competition in Washington, D.C.?

Answer: By honing their oratorical skills, arguing against voter suppression, and raising an additional \$7,000 for the out-of-state trip.

This past December more than a dozen Wilbur Cross High School students participated in a state competition hosted by the [Center for Civic Education](#) and dubbed, “We the People: The Citizen and the Constitution.” During the competition, students “testified” before a panel of judges acting as members of Congress.

Wilbur Cross history teacher Brian Grindrod trained the class of students, as he has with four previous classes over the years.

While the Wilbur Cross civics class did not place in the state finals, which were hosted in Norwalk, they did win the contest’s John Lewis scholarship award. That award is given each year to an urban, high-needs high school.



It secured Cross's team a spot in the 36th Annual We the People National Finals in Washington, D.C on April 21 – 23. And it provided the 18-student local team with a start of \$10,000 in funding to travel there and participate.

"They belong on that stage just as much as any other student," Grindrod told the Independent in a recent interview about the class and the competition.

On a recent Tuesday in late March, Grindrod and Cross English teacher Lisa Chester joined the group to help the students practice for nationals through mock Congressional hearings, as hosted in a classroom at the East Rock public high school.

Similar to the state competition, at nationals, students will participate in simulated Congressional hearings and testify as Constitutional experts before panels of judges.



This year is the first year Cross will attend the national competition. Typically, after attending the state completion, Grindrod shifts the class curriculum from the half-year civics course. This year he partnered with Southern Connecticut State University to offer an early college program for the second half of the year teaching American Government, which will give the students high school and college credit.

This semester he had planned to bring his students on a trip to visit the state Capitol building in Hartford.

"I was thinking of going to the state Capitol, not the national Capitol," Grindrod said.

Now, only two weeks away from nationals, the students will spend classes conducting mock hearings and practicing after school to become constitutional scholars.



The civics class students practiced two mock testimonies during the class the Independent sat in on.

## Voting Rights & Voter Suppression



Wilbur Cross/SCSU American Government class.

Students worked in trios answering from a list of [pre-released hearing questions](#) given in advance of the competition.

A trio made up of Cross juniors Sophia Zhang, Anna Omelchenko, and Adam Sharqawe were tasked with answering the questions: “Throughout our history, each proposed expansion of the right to vote was greeted with opposition. What are the similarities and differences that characterize the opposition to expanding the right to vote? Why do you think that voting was not seen as a fundamental right at the birth of our nation? In your opinion, are there any reasons to deny or restrict a person's right to vote?”

For the national competition each hearing begins with a four-minute opening statement by students, followed by an eight-minute period of follow-up questioning from a panel of judges who probe students' civic understanding and their ability to apply Constitutional principles.





Cross junior Adam Sharqawe.

The group's introductory essay explained that since the early days of the Constitution, voting was not seen as a fundamental right but as a privilege.

A similarity that characterized opposition to expanding the right to vote, the team said, was the refusal to give up power.

"People who have the right to vote understand that the more voting becomes easier for others, then the more they use their power, and historically that power has resided in the hands of white powerful men," Sharqawe said. "As voting becomes easier the more that power spreads and the more they lose their control over society, over the economy, and over politics."

They used examples like a letter written by John Adams stating that expanding the right to vote to women would result in the "surrender of ranks to one common level."

They also referred to past limitations like literacy tests and current ones like strict voter ID requirements and limits on early voting.

In January of this year, New York Congresswoman Grace Meng reintroduced legislation to lower the voting age in America to 16 years old, Sharqawe said.

"Though many believe that young people do not have the mental capacity required to vote, the same was true in regards to other oppressed groups until laws and social understandings changed," Sharqawe said. "Young people being underrepresented in politics have already demonstrated the capability to advocate for themselves with protesting proving their involvement in the democratic process."



While the students practiced, Grindrod noted that the group went 33 seconds over the four-minute introduction time limit which will not be allowed at the competition.

Grindrod noted that the teams must offer their introduction quickly but not too quick that it can't be understood.

When asked why voting is important, the group said that voting is important to a democracy in which discussion and understanding differences in opinions play such an important role.

Chester asked the group what voting restrictions are necessary.

Sharqawe said restrictions should be in place against large companies with international employees. Zhang said citizens under 16 should also be restricted from voting.



Assistant Principal Garfield Pillner: "Own the space, it's your space."

"Do you think someone who has a felony conviction should be allowed to vote?" asked Assistant Principal Garfield Pillner, who joined the class lesson halfway through with fellow Assistant Principal Angela Brunson.

Sharqawe argued that felons should be able to vote because they are citizens and reserve the right to participate in democracy.

"We've treat felons as these non-people almost," he said.

He added that giving felons the right to vote would allow them to advocate for those in similar positions to improve the prison system and decrease recidivism.

After the group's testimony, staff offered feedback. Grindrod suggested the teams use more examples to make their arguments stronger.



“Current events will make your argument a little bit stronger,” Grindrod said.

“A strong voice gives a perception that you know what you’re talking about,” Pilliner said. “Own the space, it’s your space.”

Grindrod and Chester suggested the class could offer additional examples of voter suppression arguments made over mail-in ballots, changing election days, states’ signature verification requirements, and same-day registration.

## **What About Direct Democracy?**



Cross senior Jade Pickerstein.

A second group made up of seniors Jade Pickerstein, Lila Kleppner, and junior Dave Cruz-Bustamante also practiced testimony for the first question of unit six.

Grindrod posed the question: “What challenges might face American constitutional democracy in the 21st century? Citizens are more likely to get the politics they want when initiatives are available than when government decisions are the monopoly of elected officials. Do you agree or disagree with this claim? To what extent are ballot initiatives democratic? Is direct democracy an appropriate way of making public policy in the 21st century? If states vary in their use of such things as initiatives and referendums, what challenges might arise, if any, due to the structure of federalism?”

In their already prepped introductory essay, Dave defined direct democracy and gave examples like ballot initiatives giving citizens the power to propose laws rather than legislators in a representative democracy.





Cross junior and school board member Dave Cruz-Bustamante.

Lila agreed that citizens are more likely to get policies they want through direct democracy. “A representative cannot actually represent every single person,” she said.

Jade added to the team argument that direct democracy places power in the people’s hands and gave the example that in a state like Kansas, which is overwhelmingly Republican, on August 2, 2022 voters voted against removing abortion protections. “This vote makes it clear what we know the majority of Americans agree, that women should have access to abortion and should have the right to make their own healthcare decisions,” Jade said.

The team argued that the majority of Congress does not represent their voters and are not understanding of the average American’s concerns as many are millionaires and seniors, Cruz-Bustamante said.

The trio also offered the downsides of direct democracy, arguing that the process could pose a threat to the lives of marginalized people and compared this to Jim Crow laws and could pose a problem if unchecked. They added that everyday working citizens would not be able to vote on a frequent basis due to daily responsibilities.

The team ended their essay with, “Thank you and we are ready for your questions,” and began a practice eight-minute question and answer period.

“Do you think people have time for direct democracy today?” Grindrod asked on Tuesday.

“No, I think we can’t use direct democracy to make every single decision,” Lila said. “I think you would see that each decision, depending on the vote, you’re going to have a lower turnout and each individual vote has less meaning. And you’re going to see the people who have the time and money.”



Cruz Bustamante added that direct democracy could result in “extremist populism” due to a lack of political literacy in America.

When asked which referendums they personally would like to see happen in Connecticut, Jade said decriminalization of all recreational drugs and Cruz Bustamante said lowering the voting age to 16 years old.

To accomplish this, Jade said communities would need more harm reduction education and education on the prison system and mental health.



History teacher Brian Grindrod.

When offering feedback, Grindrod told the students they went 10 seconds over their introduction essay time and needed to use more examples of ballot initiatives like early voting changes, and voting on local town budgets.

“I think you guys did ‘direct democracy’ really well. You know what it is, you know what a ballot initiative is,” Grindrod added. He also discussed ballot initiatives and referendum examples like those in “Bleeding Kansas” and 2014’s The Cal 3 plan.

“You guys were a little quiet at first but then you got really passionate at the end,” Grindrod said. “Use that passion.”

Grindrod and Chester said they plan to spend the remaining days before nationals helping the students to build their confidence and familiarizing themselves with historic examples.

In addition to the \$10,000 scholarship from the Center for Civics Education, the Cross team also received another \$10,000 donation from Civics First CT, \$500 from UKS Law Firm, \$1,000 from the New Haven County Bar Association, and are raising the the remainder on GoFundMe. Click



[here](#) to donate.

Grindrod has planned for the students to also tour the Capitol Building with Connecticut U.S. Sens. Richard Blumenthal and Chris Murphy during the trip.



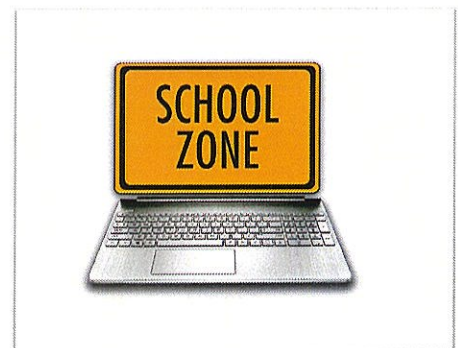
For this year's state competition, Grindrod used his experience from being a mentor for the Trumbull High School civics team last year, which won this year's states competition.

He said he mimicked the suburban school's use of community resources. He brought in guests like Yale graduate and past We The People competitor Isabelle Aboaf, longtime city public school teacher and current teachers union president Leslie Blatteau, and Magistrate Judge for the District of Connecticut Maria E. Garcia to help prep the students.

"I want them to be invested in their community and to know that their voice has power," Grindrod said.

*See below for other recent Independent articles about teaching, reading, and working inside New Haven Public Schools classrooms.*

- [Students Pay Attention In Class](#)
- [New Reading Program Picked For K-5](#)
- [Books In Hand, Teachers Test Reading Pilot](#)
- [LGBTQ Sound Students Find A Safe Space](#)
- [Career High School Lifts Every Voice & Sings](#)
- [Student Inventors Keep Classmates Upright](#)
- [Celentano School Assembly Celebrates Jamaican Connection](#)
- [Obama School Takes A Day To De-stress](#)





- [Student-Artists Build Houses Out Of Blight](#)
- [Black Stars Shine Bright In Preschool's Orbit](#)
- [Hillhouse Coach Cheers Teens To School](#)
- [Obama Students "Caught Being STRONG" At Black History Celebration](#)
- [Praise, Frustration Follow Star Teacher's Departure](#)
- [Chess Students Learn Power Of The Pawn](#)
- [Facing Down Phones, Riverside Adapts](#)
- [Refugee Reader Brings Courage To Class](#)
- [Middle-School GSA Finds Its Way](#)
- [Student Council Gets Down To Governing](#)
- [In Class, High-Schoolers Learn To Lead](#)
- [High-Schoolers Get Tips From Future Selves](#)
- [TAG Turns Into "Wellness Wednesday"](#)
- [Volcano Pose Helps Students Erupt, Cool Off](#)
- [Gateway Chief Uncovers Student Superpowers](#)
- [New Tutoring Site Focuses On Phonics](#)
- [Race Finds A Place In The Classroom](#)
- ["Little Engineers" Build Boats For Pirate Pete](#)
- [Seeking Stability, Cross Principal Hits The Halls](#)
- [Hispanic Heritage Takes Center Stage At Career High Fest](#)
- [Teacher Tim Takes To TikTok](#)
- [Amid Shortage, Teachers Cite Disrespect](#)

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## Comments



**John Tulin** · Apr 5, 2023 1:20 pm

First, awesome job by the Cross students! Great work!!

Next....I challenge the 7 six-figure administrators and all of the non-teaching coaches and consultants that are in the buildings to support these kids by donating the money. C'mon, make it happen!



**Pat Wallace** · Apr 5, 2023 11:41 pm

Thanks for this article, NHI. I hope there will be strong support for the New Haven's team GoFundMe campaign. See link, bottom of fifth paragraph from the end. Shout-out to students and teachers and administrators and supporters for this good work. Democracy needs this pro-active cultivation of ideas and skills.



## NEW HAVEN PUBLIC SCHOOLS

### MEMORANDUM OF AGREEMENT

The New Haven Board of Education ("Board") and the New Haven Federation of Teachers, Local 933, AFT ("Union") are parties to a Collective Bargaining Agreement expiring on August 30, 2023.

*Whereas*, the Parties recognize the need to establish a summer school program in 2023 to address, in part, educational remediation necessitated by the COVID-19 pandemic; and

*Whereas*, the Board has created "Summer of Fun 2023" for its 2023 summer school program,

*Therefore*, the Board and Union hereby agree to the following:

1. Classroom teachers shall be compensated at \$45.00 per hour for all work performed in connection with the 2023 Summer School/Summer of Fun program. It is expected that the total number of hours for the summer school program will be 105 hours. The parties agree, however, that additional hours, if necessary and approved by the appropriate supervisor in writing, shall be compensated at the \$45.00/hour rate.
2. Teachers who are assigned as Building Leaders for the 2023 Summer School/Summer of Fun program shall be compensated at \$50.00 per hour for all work performed in connection with the 2023 summer school/Summer of Fun program. It is expected that the total number of hours for the summer school program for Building Leaders will be 125 hours. The parties agree, however, that additional hours, if necessary and approved by the appropriate supervisor in writing, shall be compensated at the \$50.00/hour rate.
3. This Agreement shall not serve as precedent nor shall it be used as evidence of bargaining history, nor shall it be admissible in any other forum, except to enforce its terms. Summer school rates of pay shall revert to existing rates in the collective bargaining agreement once the 2023 Summer School/Summer of Fun program has concluded.

Leslie Blateau, NHFT President

2/27/23

Date

Dr. Ilina Tracey, Superintendent, New Haven Public Schools

Date





NEW HAVEN PUBLIC SCHOOLS

MEMORANDUM OF AGREEMENT

The New Haven Board of Education ("Board") and the Paraprofessional Union, Local 3429, Council 4, AFSCME, AFT-CIO ("Union") are parties to a Collective Bargaining Agreement expiring on July 1, 2023.

*Whereas*, the Parties recognize the need to establish a summer school program in 2023 to address, in part, educational remediation necessitated by the COVID-19 pandemic and its impact on learning; and

*Whereas*, the Board has created "Summer of Fun 2023" for its 2023 summer school program,

*Therefore*, the Board and Union hereby agree to the following:

1. Paraprofessionals shall be compensated at \$25.00 per hour for all work performed in connection with the 2023 Summer School/Summer of Fun program. It is expected that the total number of hours for the summer school program will be 105 hours. The parties agree, however, that additional hours, if necessary and approved by the appropriate supervisor in writing, shall be compensated at the \$25.00/hour rate.
2. This Agreement shall not serve as precedent nor shall it be used as evidence of bargaining history, nor shall it be admissible in any other forum, except to enforce its terms. Summer school rates of pay shall revert to existing rates in the collective bargaining agreement once the 2023 Summer School/Summer of Fun program has concluded. However, in the event the Union and Board reach an agreement by the end of the Summer School/Summer of Fun 2023 through the collective bargaining process about Summer School pay then the greater amount will be paid for work completed during the Summer School/Summer of Fun 2023.

  
Hyella Williams, Local 3429 President

2/28/23  
Date

Dr. Ilene Tracey, Superintendent, New Haven Public Schools

Date

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered by and between the New Haven Board of Education (the "BOARD"; the United Brotherhood of Carpenters and Joiners of America, Local 24, Brotherhood of Painters and Allied Trades, District Council 11, International Brotherhood of Electrical Workers, Local 90; and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local 777 (collectively, the "Union") and Edmond Prunier, Paul Davidson, Luis Santana and Stephen Nocereto (the "EMPLOYEES", all of which are sometimes hereinafter referred to as the "Parties."

WHEREAS, the UNION and the BOARD are parties to a collective bargaining agreement (the "Agreement") governing the terms and conditions of employment for all individuals represented by the unions listed above who are employed by the BOARD, which Agreement is in effect from July 1, 2021 through June 30, 2026; and

WHEREAS, the EMPLOYEES were hired in 2015 or thereafter and are currently working in the New Haven Public Schools; and

WHEREAS, Article 16A of the Agreement provides that "Employees hired before July 1, 2004 shall be covered by a provision of this Article in its entirety. Employees hired on or after July 1, 2004 shall only be covered by Sections 2(a), 2(c), 2(d), 4, 6, 8 and 9(?) [sic] of this Article";

WHEREAS, the EMPLOYEES are *not* covered by Article 16A, Section (5), which provides for the accumulation of unused sick leave for any employee hired prior to July 1, 2004 who maintains continuous employment up to a maximum of one hundred and fifty (150) days;

WHEREAS, the EMPLOYEES are *not* covered by Article 16A, Section (7), which provides, in certain circumstances, for employees hired before July 1, 2004 to receive certain credits for accumulated, unused sick time upon separation from employment;

WHEREAS, Article 16B of the Agreement *does* apply to the EMPLOYEES, as employees hired on or after July 1, 2004, and provides, in relevant part that:

employees shall be allowed seven (7) paid sick days per year, to be credited January 1 of each calendar year after the employee has completed his/her probationary period. In the case of a new employee, her/she shall not be credited with any paid sick days until his/her probationary period is completed; at which time the employee shall be credited with a pro-rated number of paid sick days retroactive to his/her date of hire for the first calendar year only. All paid sick days credited in any one calendar year shall be forfeited if not used within that calendar year.

WHEREAS, due to unique circumstances, the Parties are desirous of entering this

Agreement: NOW THEREFORE, the Parties agree to the following:

1. The Parties agree that the EMPLOYEES will be permitted to retain the sick days they have accrued up until April 1, 2022, Edmond Prunier- 814 hrs., Stephen Nocereto- 148 hrs., Paul Davidson- 236 hrs., Luis Santana- 168 hrs. Each employee will be permitted to retain these accrued hours, until the entire bank has been exhausted, or they're no longer employed by the City of New Haven.
2. Beginning on the date of this Agreement, the BOARD will adhere to the terms of the Agreement in all respects, including the accrual and use of sick time. Specifically, EMPLOYEES will be allowed seven (7) paid sick days per calendar year, to be credited January 1 of each calendar year. These days will be available to each EMPLOYEE for use during the calendar year which they are credited, in accordance with the terms set forth in the Agreement, or they will be forfeited.
3. The EMPLOYEES will not be granted any form of credit or pay out for their accrued sick time as of the date of their separation from employment, regardless of the reason for such separation.
4. Both the accrued hours from section 1 of this MOU, and the yearly hours credited will appear on each employee's pay stub.
5. The terms of this MOU are recognized as a joint agreement by the BOARD, the UNION, and the EMPLOYEES, and the terms thereof shall not be subject to any grievance, administrative, judicial, or other challenge except where necessary to enforce the specific terms of the MOU.
6. The validity, effect and operation of this MOU shall be determined by the laws of the State of Connecticut.
7. The Parties affirmatively state that they have a full understanding of the contents of the MOU and the effects thereof; and that they have executed the same voluntarily and of their own free will, without any coercion.
8. The provisions set forth in this MOU shall not establish a practice or precedent for any purpose and shall not be cited as bargaining history.



UNION:

By:   
Peter Alfieri  
Union Business Agent

Date: 3/30/2023

NEW HAVEN BOARD OF EDUCATION:

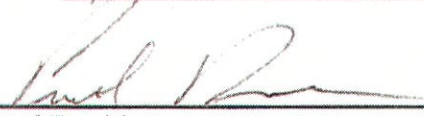
By: \_\_\_\_\_  
Ms. Yesenia Perez,  
President, Board of Education

Date: \_\_\_\_\_

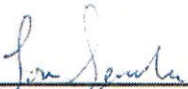
EMPLOYEES:

  
Edmond Prunier


Date: 3/30/2023

  
Paul Davidson

Date: 3/30/2023

  
Luis Santana

Date: 3/30/2023

  
Stephen ~~Nocerto~~ Nocereto

Date: 3/30/2023

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**UNION:**

By:   
Peter Alfieri  
Union Business Agent

Date: 3/30/2023

**NEW HAVEN BOARD OF EDUCATION:**


By: \_\_\_\_\_  
Ms. Yesenia Perez,  
President, Board of Education

Date: \_\_\_\_\_


**EMPLOYEES:**

  
Edmond Prunier

Date: 3/30/2023

  
Paul Davidson

Date: 3/30/2023

  
Luis Santana

Date: 3/30/2023

  
Stephen ~~Nocerto~~ Nocereto

Date: 3/30/2023

## 10 Month Calendar 2023-2024

Holidays/Recess	
Labor Day, September 4, 2023	New Year's Day, January 1, 2024
Rosh Hashanah, September 16, 2023	Three Kings Day, January 6, 2024
Yom Kippur, September 25, 2023	MLK Day, January 15, 2024
Indigenous People Day, October 9, 2023	February Recess, February 19-23, 2024
Election Day, November 7, 2023	Good Friday, March 29, 2024
<i>In observance of Veteran's Day, November 10, 2023</i>	Eid al-Fitr, April 10, 2024
Thanksgiving Recess, November 23-24, 2023	April Recess, April 15-19, 2024
Christmas Recess, December 23-30, 2023	Memorial Day, May 27, 2024
	Juneteenth, June 19, 2024

182 Student Days | 186 Teacher Days

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
														1*	2	3	4	5	6
										5	6	7	8			10	11	12	13*
										11	(12)	13	14	15*	16	17	18(f)	19	20
										18	19	20(c)	21	22	23	24	25	26	27*
					(28)	(29)	(30)	31			26	27(d)	28	29*	30	31			
									1					18					21
NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1(e)	2	3					1	2	3	4	5*				1(b)	2*	
6		8	9*		4	5	6	7	8*	8	9	10	11	12	5	6	7	8	9
13	14	15(ag)	16(b)	17	11	12	13(f)	14	15		16	17	18	19(e)*	12	13	14	15	16#*
20	21	22#*			18	19	20	21	22#*	22	23	24	25	26			21	22	23
27	28	29	30							29	30	31(ag)			26	27	28	29	
				18					16					21					19
MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1*	1	2	3	4	5			1	2	3	3	4	5	6	7*
4	5	6	7	8	8	9		11	12#*	6	7	8(f)	9	10*	10	11	12	13	14#(e)
11	12	13(f)	14	15*						13	14	15	16	17					
18	19	20	21	22	22	23	24	25	26*	20	21	22	23	24*					
25	26	27	28(e)*		29	30					28	29	30	31					
				20					16					22					10

Glyphs			
( )	Teacher's Day Only	c	Open House, Meet the Teacher Night: K-8
*	Paydays: Regular Plan	d	Open House, Meet the Teacher Night: High School
#	Early Dismissal – Students and Staff	e	End of Marking Period
a	Parent Conference, Report Cards: K-8	f	Staff In Service – Students Early Dismissal
b	Parent Conference, Report Cards: High Schools	g	Student Only Early Dismissal





**NEW HAVEN PUBLIC SCHOOLS**  
**Report Card Schedule**  
**2023 -2024**

	Elementary	Middle	High
<b>1<sup>st</sup> Marking Period</b>			
Marks Open	August 31 September 20/Open House	August 31 September 20/Open House September 29/Failure Warning	August 31 September 27/Meet the Teachers Night September 29/Failure Warning
Marks Close	November 1	November 1	November 1
Number of Days	41	41	41
Date Issued	November 15	November 15	November 16
Dist. to Parents	Parent Conferences	Parent Conferences	Parent Conferences
<b>2<sup>nd</sup> Marking Period</b>			
Marks Open	November 2	November 2 December 8/Failure Warning	November 2 December 8/Failure Warning January 16-19/Mid-Year Exams
Marks Close	January 19	January 19	January 19
Number of Days	46	46	46
Date Issued	February 1	February 1	February 2
Dist. to Parents	Parent Conferences	Parent Conferences	Parent Conferences
<b>3<sup>rd</sup> Marking Period</b>			
Marks Open	January 22	January 22 March 1/Failure Warning	January 22 March 1/Failure Warning
Marks Close	March 28	March 28	March 28
Number of Days	47	47	47
Date Issued			
Dist. to Parents	Sent Home w/Students	Sent Home w/Students	Mailed Home
<b>4<sup>th</sup> Marking Period</b>			
Marks Open	April 1	April 1 May 10/Failure Warning	April 1 May 10/Failure Warning
Marks Close	June 14	June 14	June 14
Number of Days	48	48	48
Date Issued			
Dist. to Parents	Sent Home w/Student	Sent Home w/Student	Mailed Home

## **Business and NonInstructional Operations**

### **Concept and Roles in Business and NonInstructional Operations**

The Board of Education recognizes that money and money management comprise the foundation of the school district's educational programs and shall work with ~~town boards~~ the Board of Alders and other elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop longrange educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all practical sources of dollar income.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top-quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to support environmentally the efforts of the staff to provide a good education.

Policy adopted:

## **Business and NonInstructional Operations**

### **Concept and Roles in Business and NonInstructional Operations**

The Board of Education recognizes that money and money management comprise the foundation of the school district's educational programs and shall work with the Board of Alders and other elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

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6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to support environmentally the efforts of the staff to provide a good education.

Policy adopted:



**Business and NonInstructional Operations****Goals and Objectives**

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the district's educational goals and priorities. The Board shall:

1. Engage in thorough advance planning of budgets;
2. Explore all appropriate sources of revenue;
3. Manage expenditures so as to achieve the greatest educational returns given the district's available resources; and
4. Expect the highest standards in accounting and reporting procedures.

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Budget planning is a cooperative process and should involve administrative staff, professional staff, employee associations, community organizations and the Board.

Policy adopted:

# Policy Service

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

3110

### Business and Non-Instructional Operations

#### Budget Planning

##### General

The ~~Board of Education~~ **Superintendent** shall prepare and **the Board of Education will review and approve** an annual operating budget for the school district, consistent with provisions of state statutes and ~~Board of Finance~~ **City of New Haven** requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

##### Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education **in collaboration with the Superintendent** shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year. As a preliminary part of budget development, the Board of Education shall study the school program in relation to the present and future needs of the students and the community.

##### Supplemental Appropriations

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the ~~Board of Finance~~ **Board of Alders**. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

1051 Fiscal year. Budget. Payments by member towns. (regional districts)

10222 Appropriations and budget. Financial information system.

# Policy Service

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

Policy adopted:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

**Connecticut Association of Boards of Education, Inc.**

# Policy Service

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

3110

### **Business and Non-Instructional Operations**

#### **Budget Planning**

##### **General**

The Superintendent shall prepare and the Board of Education will review and approve an annual operating budget for the school district, consistent with provisions of state statutes and City of New Haven requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

##### **Establishing Budget Priorities**

Before developing and adopting a proposed budget, the Board of Education in collaboration with the Superintendent shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year. As a preliminary part of budget development, the Board of Education shall study the school program in relation to the present and future needs of the students and the community.

##### **Supplemental Appropriations**

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Alders. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference:        Connecticut General Statutes

1051 Fiscal year. Budget. Payments by member towns. (regional districts)

10222 Appropriations and budget. Financial information system.

# Policy Service

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

Policy adopted:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

**Connecticut Association of Boards of Education, Inc.**

## Business and NonInstructional Operations

### Budget Development

The Superintendent of Schools shall direct the preparation of the recommended annual budget. To make the budget a comprehensive reflection of the financial needs of the school system, representatives of the community, students, certified and noncertified staff, and administrative staff shall be involved in the budget process. Procedure for such involvement shall be developed by the Superintendent of Schools and implemented by the Superintendent's office following review by the Board of Education.

Additionally, the Board shall hold, and the public shall be invited to attend, one or more public meetings at which the ~~Board and the~~ Superintendent shall explain the proposed budget and consider questions, comments, and suggestions from the audience.

The Board of Education shall review the Superintendent's proposed budget at one or more budget meetings and make changes as the majority of the Board may desire.

All Board of Education budget meetings are public meetings, and the public is encouraged to attend and contribute to the budget development process within guidelines for public participation at Board of Education meetings.

Legal Reference: Connecticut General Statutes

1051 Fiscal year. Budget. Payments by member towns. (regional districts)

10222 Appropriations and budget. Financial information system.

[Note: Added language is from the old policy 3140. –mw]

Policy adopted:

## **Business and NonInstructional Operations**

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## Business and NonInstructional Operations

### Budget Adoption

The Board of Education will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the ~~legislative authority for the operation of the schools~~ Board of Alders.

~~If reductions are made in the budget by the Board of Finance or at the town or district budget meeting or referendum, the~~ The Superintendent of Schools shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by ~~the legislative authority~~ Board of Alders.

Legal Reference:       Connecticut General Statutes  
                               1051 Fiscal year. Budget. Payments by member towns. (regional districts)

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## **Business and NonInstructional Operations**

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Legal Reference:       Connecticut General Statutes  
                          1051 Fiscal year. Budget. Payments by member towns. (regional districts)  
  
                          10222 Appropriations and budget. Financial information system.

Policy adopted:

# Policy Service

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

**P3543.31(a)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

##### **Electronic Communications Use and Retention**

This policy applies to the retention, storage, and destruction of electronic information and records within the District and does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policy 4118.4/4218.4 and policy 4118.5/4218.5.

Electronic communications is transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject of discovery in the course of litigation.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications.

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District’s ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

Electronic communication on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document and will be retained in accordance with the *Management and Retention Guide for State and Municipal Government Agencies* (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

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# Policy Service

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

**P3543.31(b)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

##### **Electronic Communications Use and Retention** (continued)

In addition to the Board's retention guidelines, all District employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve litigation. The Superintendent or his/her designee shall develop administrative regulations to preserve such records and electronically stored information that could potentially be related to any matter currently in litigation or which may be anticipated to result in future litigation.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act.

When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to insure that computer terminals do not become available for unauthorized use.

Users are responsible for appropriate access to and use of electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.

Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited.

Violation of this policy shall constitute just cause for appropriate disciplinary action.

(cf. 4118.4/4218.4 – Electronic Monitoring)  
(cf. 4118.5/4218.5 – Acceptable Computer Network Use)  
(cf. 9327 – Electronic Mail Communications)  
(cf. 9330 – Board/School District Records)  
(cf. 5125 – Student Records; Confidentiality)

# Policy Service

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

**P3543.31(c)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention (continued)**

Legal Reference: Connecticut General Statutes  
The Freedom of Information Act.  
1-15 Application for copies of public records.  
1-200 Definitions.  
1-210 to 1-213 Access to public records.  
1-211 Access to computer stored records.  
1-214 Public contracts as part of public records.  
1-225 to 1-240 Meetings of public agencies.  
7-109 Destruction of documents.  
10-15b Access of parent or guardians to student's records.  
10-154a Professional communications between teacher or nurse & student.  
10-209 Records not to be public.  
10-221 Boards of education to prescribe rules.  
11-8a Retention, destruction and transfer of documents.  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).  
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).  
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

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

**R3543.31(a)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### **Retention Guidelines**

These regulations provide guidance in the implementation of policy #3543.31 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy and regulations pertaining to student records (#5125).

Content and function of electronic messages determine the message's retention period. The determination of record status shall be on the same basis as is used for paper records. The District will comply with all of the minimum standards set forth in the *Municipal Records Retention Schedule, M8* of the Connecticut Records Administration. Electronic messages sent and received by public officials fall within three broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations.
2. Public Records with a less than Permanent Retention Period; and
3. Public Records with a Permanent or Permanent/Archival Retention Period.

Retention guidelines for each of these categories are as follows:

- **Transitory Messages-No Retention Requirement**

- Public officials and employees receiving such communications may delete them at will immediately without obtaining the approval of the Office of the Public Records Administration and State Archives or the District's Custodian of Records. Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of district functions.
- Examples include, but are not limited to:
  - Messages that address routine administrative, curricular and co curricular matters, announcements of meetings, schedules of events, etc.
  - Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
  - Messages that transmit generic information and are not specific to a student's educational program.
  - Messages that address personal matters unrelated to the District.
  - Voice mail is transitory in nature and may be deleted at will. However, there are times when such messages may require a longer retention period, such as in the case where the message may be potentially used as evidence in a trial, such as a bomb threat, or in some other illegal activity. Voice mail may also be subject to the discovery process in litigation.

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# Policy Service

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

R3543.31(b)

### Business and Non-Instructional Operations

#### Office Services/Records and Reports

#### Electronic Communications Use and Retention

#### Retention Guidelines (continued)

- **Less than Permanent Messages-Retention Requirement**
  - Follow retention schedule for equivalent hard copy records as specified in the *Municipal Records Retention Schedule, M8* of the Connecticut Records Administration, retention schedule. The record must be in hard copy or electronic format, which can be retrieved and interpreted for the legal retention period.
  - When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out.
  - The District may delete or destroy the records only after making and retaining a hard copy or after receiving signed approval from the Office of the Public Records Administrator.
  - Examples include, but are not limited to:
    - Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with DCF, and communication with parents relating to specific aspects of the student's interaction with the school district.
    - Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions, or that relate to the business transactions of the District.
    - Messages that address activities of significant interest in the community relating to the District.
- **Permanent or Permanent /Archival-Retention Requirement**
  - Records must be retained permanently.
  - Retention may be in the form of a hard-copy printout or stored on microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The information must be eye readable without further direction.
  - Examples include, but are not limited to:
    - Policy and Procedures manuals
    - Physician's standing orders
    - Nursing protocols

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# Policy Service

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

**R3543.31(c)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### **Retention Guidelines** (continued)

Public officials and District employees are advised that e-mail messages sent as part of their workdays are not “private” but are discoverable communications and may be subject to FOI. Since messages may be retained at different locations or levels of the system, users must remember that their communications can be retrieved during formal discovery processes.

Discretion, therefore, is an important consideration when using technology to send, record, and/or retain communications.

##### **Maintenance/Retention of Electronic Mail**

Records created using an e-mail system and electronically stored information will be saved/archived by the District for their required retention period by one of the following methods approved by the District’s Record’s Custodian:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

A review shall take place periodically, but at least annually, for the purpose of reviewing electronically stored information. The District’s Record Custodian and the District’s Technology Administrator are responsible for this review.

No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

In addition, the Records Custodian, in cooperation with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

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# Policy Service

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

**R3543.31(d)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

#### **Holds on the Destruction of Paper Records and Electronic Information**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian shall immediately take steps to ensure that paper records and electronically stored information related to the litigation or potential litigation are preserved from deletion or destruction. Action to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This “litigation hold” triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the District’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the “litigation hold” is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall to be sent to the District Instructional Technology Department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the “litigation hold,” including electronically stored information. He/she shall work with the District’s Instructional Technology personnel to ensure compliance with the “litigation hold.”

The Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the “litigation hold.” No system wide process for automatic deletion of electronic information will be implemented while a “litigation hold” is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a “litigation hold.” The Records Custodian shall reissue the “litigation hold” memorandum, as deemed necessary, and will ensure that the “litigation hold” memorandum is provided to new employees who may have access to relevant information. The Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

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# Policy Service

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

**R3543.31(e)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention** (continued)

(cf. 4118.4/4218.4 – Electronic Monitoring)  
(cf. 4118.5/4218.5 – Acceptable Computer Network Use)  
(cf. 9327 – Electronic Mail Communications)  
(cf. 9330 – Board/School District Records)  
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Legal Reference:        Connecticut General Statutes  
                                 The Freedom of Information Act.  
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                                 46b-56 (e) Access to Records of Minors.  
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# Policy Service

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

**R3543.31(f)**

### **Business and Non-Instructional Operations**

#### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### Legal Reference (continued)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).

Department of Education. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

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Regulation approved:

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**Connecticut Association of Boards of Education, Inc.**



## **Business and NonInstructional Operations**

### **Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment ~~such as school buses~~ shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A longrange and shortrange plan for capital outlay shall be developed by the Superintendent in order to prevent severe fluctuations in the annual capital outlay fund, and to provide an orderly process for ~~the~~ acquisition of needed equipment and facilities within budgetary constraints.

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Policy adopted:

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