

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

**INFORMATION ONLY: PERSONNEL REPORT OF THE SUPERINTENDENT      **March 13, 2023****

**RETIREMENT– Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Sybrina Kay	Cook/Lead John S. Martinez School Food Service 25215200-50126	03/09/2023

**RESIGNATION – Teacher:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Mary Landino-Mastrianni	Grade 3 John S. Martinez General Funds 19041008-50115	04/17/2023
Anquane Nealy	Physical Education Itinerant General Funds 19040398-50115	03/03/2023

**RESIGNATION – Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Myrtis Mason	Pre-K Assistant Teacher Ross/Woodward Magnet School Inter-District Funds 27041010-50128	03/15/2023

**RESIGNATION – Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Tyquanna Whitaker	General Worker COOP Arts & Humanities High School Food Service 25215200-64-50126	03/01/2023

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

**TRANSFER – Teacher:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Margaret Hayden	Math Coach F.A.M.E Title 1 Schools 25315256-41-50114	Math Grades 7/8 Hill Central Music Academy General Funds 19041107-50115	01/09/2023

**PROMOTIONAL TRANSFER – Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Eve Johnson	Administrative Assistant Gateway Head Start PA 22 Basic 25325279-00-50124	Executive Administrative Assistant City Employment	03/20/2023

**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 – Administrator:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Monica Joyner	Supervisor of Mathematics Gateway General Funds 19041100-50112	04/17/2023-07/06/2023

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

**FMLA LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Jacob Crutchfield	History/Social Studies New Haven Academy <b>Inter-District Funds</b> <b>27041570-50115</b>	03/13/2023-06/02/2023
Kathleen Morrison	Math Worthington Hooker <b>General Funds</b> <b>19041138-50115</b>	10/12/2022-10/28/2022
Julianna Williamson	English Conte-West Hills School <b>General Funds</b> <b>19041631-50115</b>	03/17/2023-06/09/2023

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Amparo Mitchell	Bilingual Assistant Teacher John S. Martinez School <b>Title 1 Schools</b> <b>25315256-08-50128</b>	12/22/2022-03/30/2023
Elbert Pegues	Special Education Assistant Teacher James Hillhouse High School <b>Idea Part B Entitlement</b> <b>25045034-62-50128</b>	08/29/2022-10/31/2022

**MEDICAL LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Allison Mcgrath	Grade 4/5 Benjamin Jepson Magnet School <b>Inter-District Funds</b> <b>27041018-50115</b>	11/21/2022 – 4/7/2023

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

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Barbara Libretti	Cook/Lead Itinerant Food Services 25215200-50126	10/17/2022-04/14/2023

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Jessica Comando	Grade 6 Benjamin Jepson Magnet School General Funds 19041018-50115	03/01/2023
Kathleen Morrison	Math Worthington Hooker General Funds 19041138-50115	10/31/2022

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Elbert Pegues	Special Education Assistant Teacher James Hillhouse High School Idea Part B Entitlement 25045034-62-50128	11/01/2022

**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 RETIREMENT DATE – Executive Management:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Dr. Iline Tracey	6/30/2023	07/01/2023

**CORRECTION CHANGE IN FMLA DATES – Executive Management:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Thomas Lamb	11/23/2022-12/08/2022	11/23/2022-01/06/2023



# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

## CORRECTION CHANGE IN INTERMITTEN DATES – Executive Management:

<u>Name</u>	<u>From</u>	<u>To</u>
Thomas Lamb	11/23/2022-12/08/2022	11/23/2022-01/06/2023

## CORRECTION CHANGE IN START DATE – Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Martha Claudio	11/07/2022	12/01/2022	12/01/2022
Jordan Dawkins	2/27/2023	03/02/2023	03/02/2023
Amy Pagani	02/27/2023	03/06/2023	03/06/2023

## CORRECTION CHANGE IN FUNDING – Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Katheryn Beauleau	19042032-50115	25526363-32-50115	11/22/2022
Daniel Berlingo	19041018-50115	27041018-50115	08/24/2022
Morgan Damato	19041031-50115	25526363-31-50115	08/24/2022
Catherine Hall	27041009-50115	25526363-09-50115	08/24/2022
Cary Kendrick-Holmes	19041012-50115	25526363-12-50115	08/24/2022
Destiny Jennings	19040361-50115	25526363-38-5011	09/27/2022
Melissa Lewis	19041031-50115	25526363-31-50115	12/02/2022
Gilberto Lopez	19041041-50115	25526363-41-50115	08/24/2022
Emily Lynch	19041029-50115	25526363-29-50115	09/12/2022
Alison Smith	27004102-50115	2552636-02-50115	08/24/2022
Mark Rosario	19044381-50115	25526363-10-50115	08/24/2022
Noel Salvador	27041213-50115	25526363-16-50115	08/24/2022
Lia Saulino	19041031-50115	25526363-31-50115	02/08/2023
Sidra Shafiq	19041015-50115	25526363-15-50115	08/24/2022

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

**CORRECTION CHANGE IN FUNDING – Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Toni Davis	27041018-50128	19049018-50128	08/24/2022
Peter Jay	27041018-50128	19049018-50128	08/24/2022

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



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT Board of Education Meeting Minutes **Motions Passed** February 27, 2023 via Zoom

I. Called to Order	The meeting was called to order at 5:32pm 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 Ma'Shai Roman, Student Board Member Mr. Dave Cruz-Bustamante, Student Board Member
Others Present	Dr. Iline Tracey – Superintendent, NHPS Attorney Alexaides – Corporation Counsel, City of New Haven
IV. <b>039- 23</b> Approval of Board Minutes – February 13, 2023	<b>On the motion by Mr. Wilcox, seconded by Dr. Joyner to approve the minutes for January 23 and February 13, 2023.</b>  January 23, 2023 minutes not on agenda. Differed to next meeting for approval. Motion to approve and second, Withdrew.
<b>040 - 23</b>	<b>On the motion by Mr. Wilcox, seconded by Dr. Joyner to approve the minutes for February 13, 2023.</b>  <b>Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Cruz Bustamante, yes; Mr. Goldson, yes. (passed)</b>
ii. Personnel Report – Dr. Iline Tracey	<b>On the Motion by Mr. Wilcox seconded by Dr. Joyner to approve the Action items of the Superintendent's Personnel Report.</b>
<b>041– 23</b>	<b>Ms. Fletcher requested amendment to the Personnel report to add Ms. Jordan Dawkin's effective start date as February 28, 2023</b>  <b>On the Motion by Dr. Joyner, seconded by Mr. Wilcox to amend the motion to add Ms. Dawkin's effective start date as February 28, 2023.</b>



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

### Board of Education Meeting Minutes

#### Motions Passed

February 27, 2023 via Zoom

<p><b>042 – 23</b></p>	<p><b>Vote:</b> Mr. Wilcox, yes; Dr. Joyner, yes; Ms. Roman, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes. (passed)</p>
<p><b>043-23</b> iii. Second Reading of Policy 5118.1(a) Homeless Students</p> <p><b>044-23</b></p>	<p><b>On the Motion by Mr. Wilcox, seconded by Mr. Goldson to approve second reading of updated Policy 5118.1(a) Homeless Students.</b></p> <p><b>On the Motion by Mr. Wilcox, seconded by Dr. Joyner to approve second reading of updated Policy 5118.1(a) and all sub-sections, homeless students.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Ms. Roman, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, Mr. Cruz-Bustamante, yes. (passed)</b></p>
<p>iv. <b>045-23</b> Finance and Operations Committee – Mr. Matthew Wilcox</p> <p><b>046-23</b></p> <p><b>047 – 23</b></p>	<p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve Abstract 1 and Agreements 2, 3 and 4 as listed on F &amp; O items.</b></p> <p><b>Mr. Wilcox, yes; Ms. Roman, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes. (passed)</b></p> <p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve Agreement #1, with The Foundation of the Greater New Haven Chamber of Commerce, to manage the Science Fair Program, including Family Science Nights, mentoring, and the City-Wide Science Fair, from September 13, 2022 to June 30, 2023, in an amount not to exceed \$28,000.00.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson., abstain; Ms. Roman, yes; Mr. Cruz-Bustamante, yes; Dr. Benitez, yes. (Passed)</b></p> <p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve Agreement #5 - Agreement with Manufacturers Training Group, LLC, to provide consulting services to support the development of two individual Digital Manufacturing and Engineering programs, from March 14, 2023 to June 30, 2023, in an amount not to exceed \$24,500.00.</b></p>



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

### Board of Education Meeting Minutes

#### Motions Passed

February 27, 2023 via Zoom

<p>048 – 23</p>	<p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, no; Ms. Roman, yes; Mr. Cruz-Bustamante, abstain; Dr. Benitez, yes. (Passed)</b></p> <p><b>On the Motion by Mr. Wilcox, seconded by Dr. Yarborough to approve Change Order #1 - Change Order #2 to Contract #21687-3-5 with Sports Construction to increase funding amount from \$60,000.00 by \$25,000.00 to \$85,000.00 to cover costs incurred for bleacher move and equipment repairs</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes; Ms. Roman, yes; Mr. Cruz-Bustamante, abstain; Dr. Benitez, yes. (Passed)</b></p>
<p>XVII. 049 – 23 Adjournment</p>	<p><b>On the Motion to adjourned by Mr. Goldson, seconded by Dr. Joyner the meeting was adjourned by roll call at 7:56pm.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Mayor Elicker, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes. (passed)</b></p>

"A video of this meeting is available the NHPS website, NHPS.net, Public Meeting

Respectfully Submitted  
Myrtis Mason  
Recording Secretary



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT Board of Education Meeting Minutes January 23, 2023 via Zoom

I. Called to Order	The meeting was called to order at 5:36 pm by President, Yesenia 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 Ma'Shai Roman, Student Board Member	
Board Members Absent	Mr. Dave Cruz-Bustamante, Student Board Member  Dr. Iline Tracey – Superintendent, NHPS	
Others Present	Attorney Alexaides – Corporation Counsel, City of New Haven	
II. Pledge of Allegiance	Dr. Yarborough led the pledge of allegiance.	
President Report	Update – Superintendent search  Dr. Judy Sclair-Stein, McPherson and Jacobsen presented correspondence on their expected process. Committee meeting scheduled and available for public view on January 25, 2023, 3:00pm – 6:00pm. A zoom link will be posted on the District's website as well as the Superintendent search content.	
Public Participation	Channel Name: BOE TV YouTube Link <a href="https://www.youtube.com/watch?v=qEY46ioJn9U">https://www.youtube.com/watch?v=qEY46ioJn9U</a> Public Participation	
	Ashley Stockton	Request in-person Board meeting Hazel Pappas death,
	Erin Mchaud, Teacher, Beecher Museum Magnet School and LGBTQ Youth Taskforce	Support Mr. Matt Wilcox reappointment
	Kirsten Hopes-McFadden, Attorney	Expressed condescended on the passing of Ms. Pappas, a community member who attended Board meetings. Requested Board convene public meetings, hybrid or in-person.



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

Board of Education Meeting Minutes  
January 23, 2023 via Zoom

	<p>David Weinrod, New Haven LGBTQ youth taskforce member</p> <p>Mr. Darnell Goldson – Board member</p>	<p>Support Mr. Matt Wilcox's reappointment</p> <p><b>The following items requested were still not received:</b> score sheet re approved of cleaning contract, FOI emails between Board members and Communications Director which directly related to silencing Mr. Goldson; Briefing of student transfers at Brennan Rogers School; request for hybrid Board meetings..</p>
<p>i. 016 -23 Approval of Board Minutes – January 9, 2023</p>	<p><b>On the Motion by Mayor Elicker seconded by Dr. Joyner to approve the January 9, 2023.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Ms. Roman, yes; Dr. Yarborough, yes. (Passed)</b></p>	
<p>ii. 017 -23 Personnel Report – Dr. Iline Tracey</p>	<p><b>On the Motion by Dr. Joyner, seconded by Dr. Benitez to approve the Superintendent's Personnel Report.</b></p> <p><u>Discussion/comments</u></p> <p>Epitaphs were expressed for the late Hazel Pappas and her contribution to the NHPS District as an educational activist and community member. Were shared.</p> <p>Dr Tracey reported that there were 9 new hires, 4 resignations and 2 retirement. Congratulations offered for more new hires than resignations.</p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Ms. Roman, yes; Dr. Yarborough, yes. (Passed)</b></p>	
<p>iii. 018 - 23 Discussion and Possible Action: MOA Local 3429 CBA July 1, 2019 – June 30, 2023</p>	<p><b>On the Motion by Mr. Goldson, seconded by Dr. Yarborough to approve the Memorandum of Agreement on behalf of the para- professionals - Local 3429 for July 1, -- June 30, 2023.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Ms. Roman, yes; Dr. Yarborough, yes. (Passed)</b></p>	



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

Board of Education Meeting Minutes

January 23, 2023 via Zoom

<p>iv. 019 - 23 Discussion and Possible Action: Elm City Montessori Charter Renewal</p>	<p><b>On the Motion by Dr. Joyner, seconded by President Rivera to renew the Elm City Montessori Charter.</b></p> <p><u>Comments</u> This school was commended for its exemplary educational performance and contribution to the New Haven community. 179 of 182 stakeholders voted for the renewal of the school charter.</p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Ms. Roman, yes; Dr. Yarborough, abstain. (Passed)</b></p>
<p>v. <b>020 - 23</b> SECOND READINGS of Governance Policy 5112(a) Age of Attendance;</p>	<p><b>On the Motion by Dr. Joyner, seconded by Mr. Goldson to approve second reading of Governance Policy 5112.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Dr. Yarborough, yes. (Passed)</b></p>
<p>021 - 23 Policy 5131.7(a) Weapons and Dangerous Instruments</p>	<p><b>On the Motion by Dr. Joyner, seconded by Mr. Goldson to approve the bus conduct Policy 5131.7(a) Weapons and Dangerous Instruments.</b></p>
<p>022 - 23</p>	<p><b>On the Motion by Mr. Goldson seconded by Dr. Yarborough to amend motion 021 -23, to include Policy 5131.7(a) &amp; (b) additional language.</b></p>
<p>023- 23 Policy 5131.1 Bus Conduct; Policy</p>	<p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes; Dr. Yarborough, yes. (Passed)</b></p> <p>Concerns – Weapons and dangerous instruments Difficulties were expressed re dealing with these instruments when in a six-year old child's possession. This can result in multiple serious situations in schools when an child put his or herself and peers in jeopardy.</p> <p><b>On the Motion by Mr. Goldson, seconded by Dr. Yarborough to approve Policy 5131.1, 5131.1(a) and 5131.1(b).</b></p> <p>Suggestion: Add language to allow due process</p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Mr. Goldson, yes; Mr. Cruz-Bustamante, yes;</b></p>





# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

Board of Education Meeting Minutes

January 23, 2023 via Zoom

<p>024 - 23 Policy 7551 Naming and Renaming Facilities</p>	<p><b>Dr. Yarborough, yes. (Passed)</b></p> <hr/> <p><b>On the Motion by Mr. Goldson seconded by Dr. Joyner to approve Policy 7551 Naming and Renaming Facilities.</b></p> <p><b>Discussion:</b> - Board President's role to appoint members to committee created by the Board.</p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Dr Yarborough, yes; Mr. Goldson, No; Mr. Cruz- Bustamante, yes. (passed)</b></p>
<p>Vi .025 - 23 Finance and Operations Committee – Mr. Matthew Wilcox</p> <p>026 – 23</p> <p>027 – 23</p>	<p><b>On the Motion by Dr. Joyner, seconded by President Rivera to approve Agreement # 10 – Agreement with Friends Center for Children, to provide funding to support costs associated with provision of 60 full day/full year early childhood spaces, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$57,600.00.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Dr Yarborough, abstain; Mr. Goldson; abstain; Mr. Cruz- Bustamante, yes. (passed)</b></p> <p><b>On the Motion Dr. Yarborough seconded by Dr. Joyner to approve Agreement #15, with New Haven Public Schools, to provide funding to support costs associated with provision of 142 full day/full year and 68-part day/school year early childhood spaces, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$123,520.00.</b></p> <p><u>Concerns/comment</u> NHPS District entering into a contract with itself. Attorney Alexiades will review the agreement for the next Board meeting. Decision to defer motion until clarification is done. Motion to approve and second withdrawn. Agreement # 15, motion deferred to next meeting. <b>(deferred)</b></p> <p><b>On the motion by Dr. Yarborough, seconded by Dr. Joyner to approve Agreement #23, Amendment #1 to Agreement A22-1616 with Shipman &amp; Goodwin Labor to increase funding amount from \$80,000.00 by \$437,204.60 for a total amount of \$517,204.60, to invoices received and cover costs incurred for remainder of FY.</b></p> <p><u>Discussion</u></p>



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

### Board of Education Meeting Minutes

January 23, 2023 via Zoom

028 – 23	<p>Reason for significant increase in legal fees without notice. Request for administration to provide briefing on these fees.</p> <p><b>On the motion by Mr. Goldson to table the motion until the administration provide additional information. No second. (failed)</b></p> <p><b>Suggestion:</b> Superintendent to give notification of contracts when costs begin to escalate with timely reports.</p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mayor Elicker, yes; Dr. Benitez, yes; Dr Yarborough; Mr. yes; Mr. Goldson No; Mr. Cruz- Bustamante, No. (passed)</b></p>
029 – 23	<p><b>On the Motion by Dr. Yarborough seconded by Mr. Goldson to approve the remaining 21 Agreements, 1 Abstract and 5 contracts as listed on the agenda.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mr. Wilcox, yes; Mayor Elicker, yes; Dr. Benitez, yes; Dr Yarborough; Mr. yes; Mr. Goldson No; Mr. Cruz-Bustamante, No. (passed)</b></p>
V. Student's Report Mr. Cruz-Bustamante	City-wide student council meeting scheduled for January 29, 2023 at 9:30 – 12:30pm.
VI. Teaching and Learning Report Dr. Edward Joyner	<p><u>Committee discussed pilot science curriculum</u></p> <p>Presentation done on educators thriving – a piloted program which expressed concern about teachers social and emotional wellbeing. Supervisors assigned to pilot the new curriculum.</p>
VII. Facilities Naming Committee Report, Dr. Edward Joyner	Dr. Joyner reported that the committee projected goals were accomplished.
VIII. Superintendent's Report – Dr. Iline Tracey	No Report
X. Head Start Report – Mr. Matthew Wilcox	Met on January 18, 2023. Slots still available in the Head Start program.
XI.	Committee met on January 12, 2023. Project management report posted. Work order status across the District will be reviewed.



# NEW HAVEN PUBLIC SCHOOLS

## CONNECTICUT

Board of Education Meeting Minutes  
January 23, 2023 via Zoom

Citywide School Building Committee Report – Mr. Matthew Wilcox	
XII. Finance & Operations Report – Mr. Matthew Wilcox	Worked on series 3000. Policies will be forward to Governance committee. Update received on staff guidelines.
XIII. Governance Report – Dr. Abie Benitez	No report
XIV. Food Service Task Group Report – Dr. OrLando Yarborough	Committee met on January 11, 2023. Food director position posted. Received agreement on good food purchased. Food was delivered in December by the task group.
XV. 030 - 23 Adjournment	<p><b>On the Motion by Dr. Joyner, seconded by Dr. Yarborough the meeting was adjourned by roll call at 8:23pm.</b></p> <p><b>Dr. Joyner, yes; Ms. Rivera, yes; Mr. Wilcox, yes; Mayor Elicker, yes; Dr. Benitez, yes; Dr Yarborough, yes; Mr. yes; Mr. Goldson, yes. (passed)</b></p>

"A video of this meeting is available the NHPS website, NHPS.net, Public Meeting

*Respectfully Submitted*  
*Myrtis Mason*  
*Recording Secretary*





NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

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

Monday, March 6, 2023

**MINUTES**

**Present:** Mr. Matthew Wilcox, Dr. Orlando Yarborough  
Staff: Dr. Paul Whyte, Dr. Michael Finley, Ms. Patricia DeMaio, Mr. Thomas Lamb,  
Ms. Keisha Redd-Hannans, Ms. Viviana Conner, Ms. Gilda Herrera, Ms. Cari Strand,  
Ms. Gemma Joseph Lumpkin, Mr. Frank Fanelli. Attorney Elias Alexiades

**Call to Order:** Mr. Wilcox called the meeting to order at 4:33 p.m.

**Summary of Motions:**

1. **Motion to Recommend Approval of Action Items:** A motion by Mr. Wilcox, seconded by Dr. Yarborough to Recommend Approval of **5 Agreements, 3 Contracts and 5 Purchase Orders**, was approved by Roll Call Vote: Dr. Yarborough, Yes; Mr. Wilcox, Yes.
2. **Motion to Adjourn:** A motion by Mr. Wilcox, seconded by Dr. Yarborough to adjourn the meeting at 5:08 p.m. was approved by Roll Call Vote: Dr. Yarborough, Yes; Mr. Wilcox, Yes.

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

**A. INFORMATION ONLY:**

1. Agreement with Narrative 4, Inc., to facilitate a schoolwide story exchange for 280 students at HSC in conjunction with an artist performance workshop, from March 14, 2023 to June 30, 2023, in an amount not to exceed \$16,230.00.  
Funding Source: School Improvement Grant (SIG) Program Acct. #2531-6393-56694-0066
2. Amendment #1 to Agreement #96363035 with Arte, Inc., to expand the Scope of Service to include outreach and case management of 20 students identified as chronically absent for 15 weeks; and to increase funding of \$6,000.00 by \$9,000.00 to \$15,000.00.  
**Funding Sources:**  
21<sup>st</sup> Century Program Acct. #2579-6396-56694-0041 (\$6,000.00)  
ARP ESSER III C/O Program Acct. #2553-6399-56697-0000 (\$9,000.00)
3. Agreement with Community Initiatives, on behalf of its fiscally sponsored project, Attendance Matters, to provide 3 E-Learning series workshops to principles and staff on data-driven approach to improving student attendance, from March 14, 2023 to June 9, 2023, in an amount not to exceed \$15,000.00.  
**Funding Source:** Title I Program Acct. #2531-5265-56694-0480
4. Amendment #2 to Agreement #9636142 with The Green Peacock Corporation, to change the funding acct. number for Fair Haven School, from Title I Program, acct. #2531-5208-56694-0016 to Title I Program Carryover, acct. #2531-5265-56694-0444; and to change the funding account number for Lincoln Bassett from Title I Program, acct. #2531-5208-56694-0020 to Title I Carryover Program, acct. #2531-5265-56694-0444; and to

change the end dates of programs for Fair Haven and Lincoln Bassett from June 30, 2023 to June 9, 2023, with no change in funding of \$18,900.00 for the Agreement.

**Funding Sources:**

ESSER II Program: Acct. # 2552-6363-56697-0009 (\$3,900.00)

ESSER II Program: Acct. # 2552-6363-56697-0046 (\$3,900.00)

ESSER II Program: Acct. # 2552-6363-56697-0046 (\$2,100.00)

Title 1 C/O Program: Acct. # 2531-5265-56694-0444 (\$2,700.00)

Title 1 C/O Program: 2531-5265-56694-0444 (\$6,300.00)

5. Agreement with James Thomas Herring, Jr., to provide an after- school Ju-Jitsu program for 30 students from Wexler Grant and Troup schools, from March 31, 2023 to June 9, 2023, in an amount not to exceed \$6,250.00.

**Funding Source:** Title I Carryover Program Acct. #2531-5265-56694-0444

**Discussion:** Mr. Wilcox asked for detail on the selection process. Ms. Conner noted that Mr. David Diah and Mr. Eugene Forman received quotes.

6. Agreement with Movimiento Cultural Afro Continental, Inc., to provide after school programming for up to 25 students at Fair Haven School, from March 14, 2023 to June 9, 2023, in an amount not to exceed \$6,975.00.

**Funding Source:** Title I Carryover Program Acct. #2531-5265-56694-0444

**B. AGREEMENTS:**

1. Amendment #1 to Agreement #96393161 with Trifecta Ecosystems, Inc., to refine the payment structure from lump sum to 50% deposit to start project for purchase of supplies and materials; 25% when Hydroponic systems are installed and 25% after Aquaponics system is installed, with no change in total funding amount of \$117,891.90 was presented by Ms. Strand who explained the need to structure the payments due to upfront costs for the project.

**Funding Source:** School Improvement Grant (SIG) Program Acct. #2531-6393-56694-0066

2. Amendment #2 to Agreement #96363032 with Boy Scouts of America – CT Yankee Council, to expand the Scope of Service to provide STEM day programming for 50 students, grades K-8; and to increase funding of \$178,974.00 by \$42,000.00 to \$178,974.00 covered by ESSER II funds was presented by Ms. Joseph-Lumpkin.

**Correction:** Ms. DeMaio noted an error in the listing and on backup. The original Agreement total equaled \$136,974.00, increased by \$42,000.00 to \$178,974.00. The corrected back-up document will be posted and the action item listing will be corrected for the Board of Education.

**Funding Sources:**

- ESSER II Program: Acct. # 2552-6363-56694-SS34 (\$94,700.00)
- 21c C/O Program: Acct. # 2579-6419-56694-0046: (\$8,140.00)
- 21c C/O Program: Acct. # 2579-6419-56800-0046: (\$3,000.00)
- 21c C/O Program: Acct. # 2579-6419-56694-0013: (\$1,500.00)
- 21c C/O Program: Acct. # 2579-6419-56800-0013: (\$1,500.00)
- 21c C/O Program: Acct. # 2579-6417-56694-0009: (\$2,880.00)
- 21c C/O Program: Acct. # 2579-6417-56800-0009: (\$4,000.00)
- 21c C/O Program: Acct. # 2579-6417-56694-0043: (\$2,185.00)
- 21c C/O Program: Acct. # 2579-6420-56694-0015: (\$686.00)
- 21c C/O Program: Acct. # 2579-6420-56800-0015: (\$3,000.00)

- 21c C/O Program: Acct. # 2579-6420-56694-0032: (\$950.00)
- 21c C/O Program: Acct. # 2579-6420-56800-0032: (\$3,000.00)
- 21c C/O Program: Acct. # 2579-6418-56694-0002: (\$1,200.00)
- 21c C/O Program: Acct. # 2579-6418-56800-0002: (\$1,200.00)
- 21c C/O Program: Acct. # 2579-6418-56694-0021: (\$2,725.00)
- 21c C/O Program: Acct. # 2579-6418-56800-0021: (\$2,000.00)
- 21c C/O Program: Acct. # 2579-6418-56694-0048: (\$3,608.00)
- 21c C/O Program: Acct. # 2579-6418-56800-0048: (\$ 700.00)
- **ESSER II Program: Acct. # 2552-6363-56697-0444 (\$42,000.00)**

3. Agreement with Abundant Harvest Outreach Community Engagement, to provide outreach and case management to students identified as chronically absent, from March 14, 2023 to June 23, 2023, in an amount not to exceed \$45,000.00 was presented by Ms. Joseph-Lumpkin, who explained that the contractor is new to the district and that they were vetted through the RFQ process.

**Discussion:** Mr. Wilcox asked if outreach efforts were having an impact on absenteeism. Ms. Joseph-Lumpkin reported the overall, an improvement has been noted. She will have more detailed reporting in the future.

**Funding Source:** ARP ESSER III Carryover Program Acct. #2553-6399-56697-0480

4. Amendment #1 to Agreement #95208194 with 'r Kids, Inc., to change the funding source and acct # from Title I Program, acct. #2531-5208-56694-0000 to Title I Carryover Program, acct. #2531-5265-56694-0480, with no change in funding amount of \$135,000.00 was presented by Ms. Joseph-Lumpkin.

**Funding Source:** Title I Carryover Program Acct. #2531-5265-56694-0480

5. Amendment #1 to Agreement A23-0049 with McPherson & Jacobson for Superintendent search to increase funding amount from \$32,900.00 by \$6,000.00 for a total amount of \$38,900.00 to cover travel costs associated to the facilitation of interviews for the Superintendent candidates was presented by Mr. Lamb. Mr. Wilcox noted that the amendment will provide the opportunity for on-site help with meetings, including debriefing after various groups meet with candidates.

**Funding Source:** 2022-2023 Operating Budget Acct. # 19040100-56694

## C. CONTRACTS:

**Overview Change Orders #1 and #2:** Mr. Lamb presented Change Orders #1 and #2, noting that the two services are related. He explained that Long Wharf Transportation is no longer an approved contractor for the City of New Haven. As a result, Amendment #1 reflects a decrease in funding. Mr. Lamb explained that Change Order #2 reflects the need to increase funding for repair of vehicles, cost previously covered in the Long Wharf Transportation Contract.

1. Change Order #1 to Contract 21740B-2-4 to Long Wharf Transportation, LLC. to decrease funding amount from \$37,500.00 by \$11,250.00 for a total amount of \$26,250.00, due to City placing vendor on hold and not able to perform services.

**Funding Source:** 2022-2023 Operating Budget Acct. # 19047400-56665

2. Change Order #1 to Contract 21740A-2-4 to Auto parts & Service Inc. to increase funding amount from \$37,500.00 by \$11,250.00 for a total amount of \$48,750.00 to cover services for the remainder of the fiscal

year.

Funding Source: 2022-2023 Operating Budget Acct. # 19047400-56665

**Discussion:** Mr. Wilcox questioned the percent increase for Auto Parts & Service, as it exceeds purchasing requirements. Mr. Lamb noted that under the circumstances an exception is possible. However, he will confirm that with Mr. Gormany; he will withdraw the Change Order if an exception cannot be made.

3. Change Order #1 to Contract 21681-3-4 to Connecticut Custom Aquatics LLC for on call swimming pool repairs and supplies, to increase funding amount from \$50,000.00 by \$10,000.00 for a total amount of \$10,000.00 was presented by Mr. Fanelli.

Funding Source: 2022-2023 Operating Budget Acct. # 19047400-56662 (\$50,000.00)

Funding Source: 2022-2023 Capital Projects Acct. # 3C222261-58101 (\$10,000.00)

**Correction:** Mr. Wilcox noted that the total amount of the Contract should be \$60,000.00. The correction will be made to the website listing and the Action Item listing for the Board of Education.

#### D. PURCHASE ORDERS:

1. Purchase Order for CDW Government, Inc. to provide amplified support for google education, from February 1, 2023 to February 1, 2024, in an amount not to exceed \$20,000.00 was presented by Ms. Herrera.

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

2. Purchase Order for Total Communications to provide cisco umbrella cloud security from July 1, 2022 to June 30, 2023, in an amount not to exceed \$84,690.00 was presented by Ms. Herrera who noted date correction. The dates of services, July 1, 2023 to June 30, 2024, will be corrected on the website and the Action Item listing for the Board of Education.

**Funding Source:** ARP ESSER III Carryover Acct. #2553-6399-54413-0104

3. Purchase Order for Total Communications to provide ups refresh at select locations from July 1, 2022 to June 30, 2023, in an amount not to exceed \$886,332.56 was presented by Ms. Herrera.

**Funding Source:** ARP ESSER III Carryover Acct. #2553-6399-54413-0104

4. Purchase Order for Total Communications to provide network refresh at select locations from July 1, 2023 to June 30, 2024, in an amount not to exceed \$624,869.09 (BOE Portion \$103,414.36; ERATE Reimbursement \$586,014.71 was presented by Ms. Herrera.

**Funding Source:** 2023-2024 Capital Projects Acct. #3C22-2263-58704

5. Purchase Order for Total Communications to provide wireless upgrade at Career, Edgewood, Mayo, NHA, ESUMS, Obama and Worthington Hooker from July 1, 2023 to June 30, 2024, in an amount not to exceed \$555,217.69 (BOE Portion \$83,282.65; ERATE Reimbursement \$471,935.03 was presented by Ms. Herrera.

**Funding Source:** 2023-2024 Capital Projects Acct. #3C22-2263-58704

#### II. DISCUSSION:

- **Transportation Contract Update:** Mr. Lamb reported that the RFP was submitted to City of New Haven Purchasing and has been posted for 30 days. He also reported there are changes in the requirements and a side by side document outlines old and new requirements. The requirement that buses must be housed within City limits has been removed. Mr. Lamb explained the process moving forward, which includes mandatory bid



conferences for contractors. **No motion was made and no vote was taken.**

- **Defining the Gap Project:** Mr. Wilcox noted and Ms. Redd-Hannans confirmed, that the report has been deferred to the next meeting. **No motion was made and no vote taken.**
- **Series 3000 Policies:** Mr. Wilcox reported that the committee will vote on the next block of policies, previously sent, at the March 20, 2023 meeting. **No motion was made and no vote taken.**
- **F&O Memos:** Mr. Wilcox reported that progress has been made on updates to the forms but that funding dollar amounts must be confirmed so that staff can develop a complete package. **No motion was made and no vote taken.**

**Adjournment:** A motion by Mr. Wilcox, seconded by Dr. Yarborough to adjourn the meeting at 5:08 p.m., passed by Roll Call Vote: Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio



# 2023-24 Proposed General Fund Budget Presentation

March 13, 2023

# STRATEGIC PLAN : SY 2020-2024



NEW HAVEN PUBLIC SCHOOLS

## Core Values

We believe...

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

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

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

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



## Mission

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

## Vision

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

## Priority Areas for 2020-2024

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

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

[WWW.NHPS.NET](http://WWW.NHPS.NET)

• Objectives	Page 4
• Key Trends	Pages 5 - 7
• Student Population	Pages 8 - 10
• How Are Our School Funded?	Pages 11 -12
• 2023-24 Proposed Budget	Pages 13 - 17
• Additional Information	Pages 18 - 21

## What Are the Objectives of this Budget?

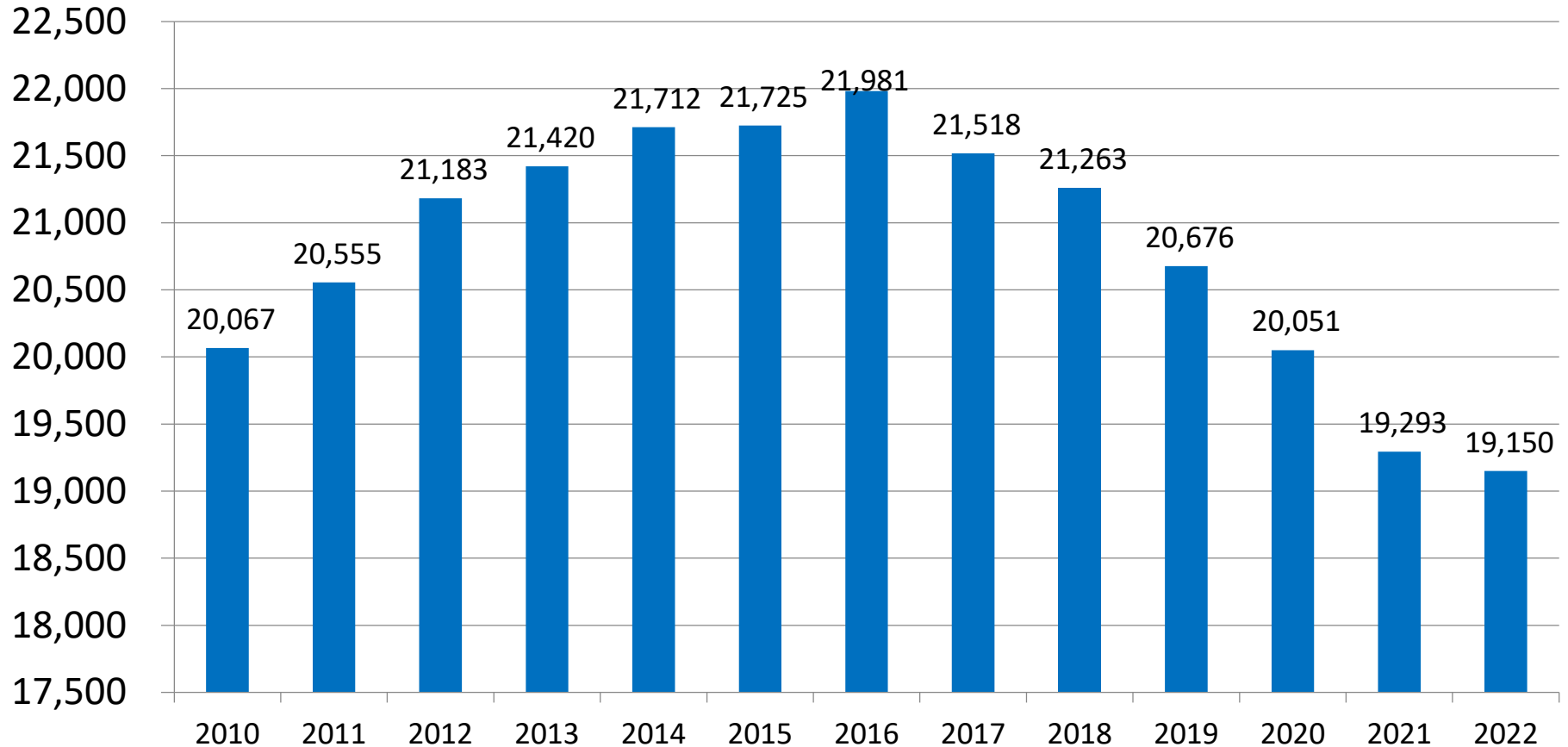
From the NHPS Strategic Plan, Priority Area 5.1, Equitable Resourcing: Create and implement a transparent budget process that is equitable and site based to support the instructional core and premised on a balanced budget.

- Allocate resource in a manner that promotes equity between magnet and neighborhood schools
- Present a budget that reflects the true cost of running the New Haven Public Schools
- Direct resources to the classroom learning environment
- Share budget process with the Community which offers a greater level of transparency

## Key Trends: Historical Enrollment



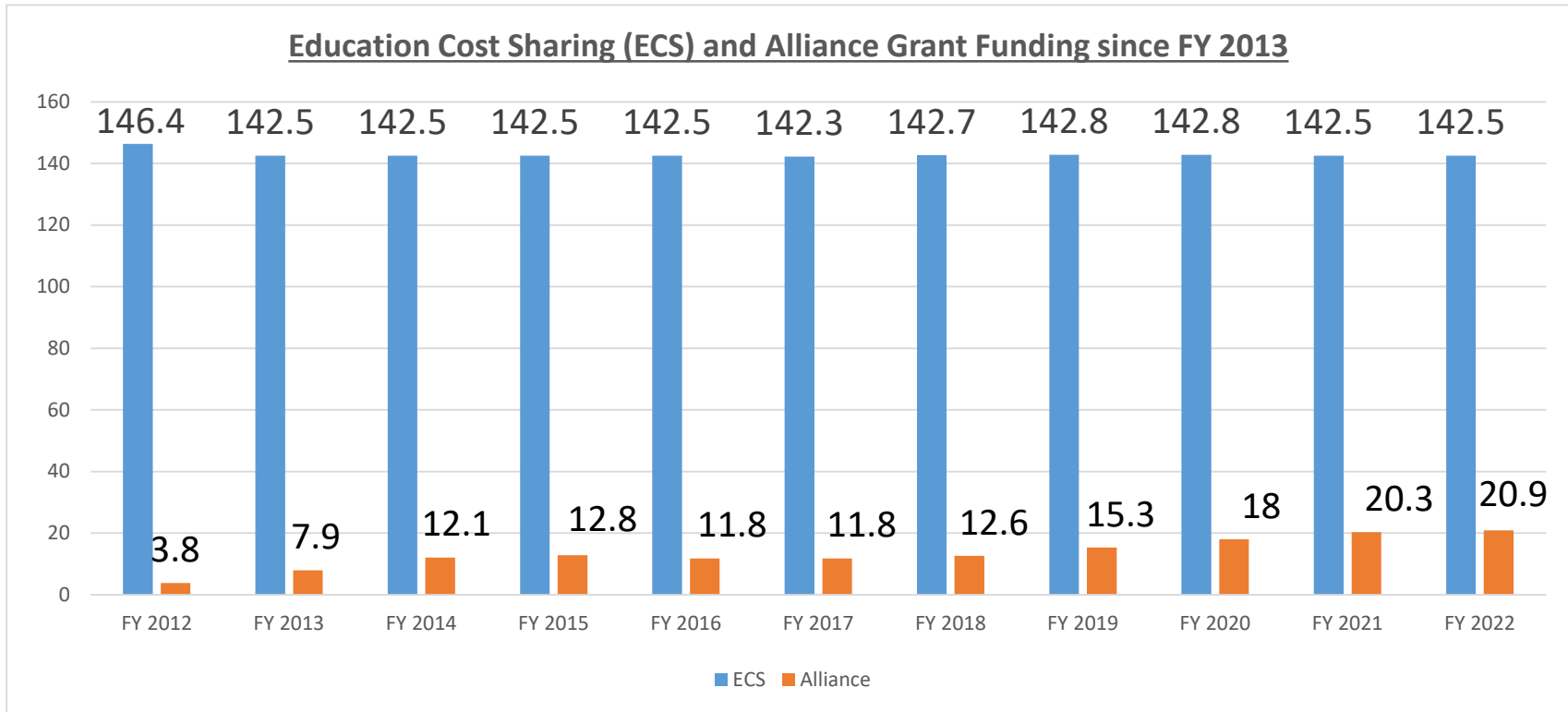
NEW HAVEN PUBLIC SCHOOLS



## Key Trends: New Haven ECS and Alliance Funds



NEW HAVEN PUBLIC SCHOOLS

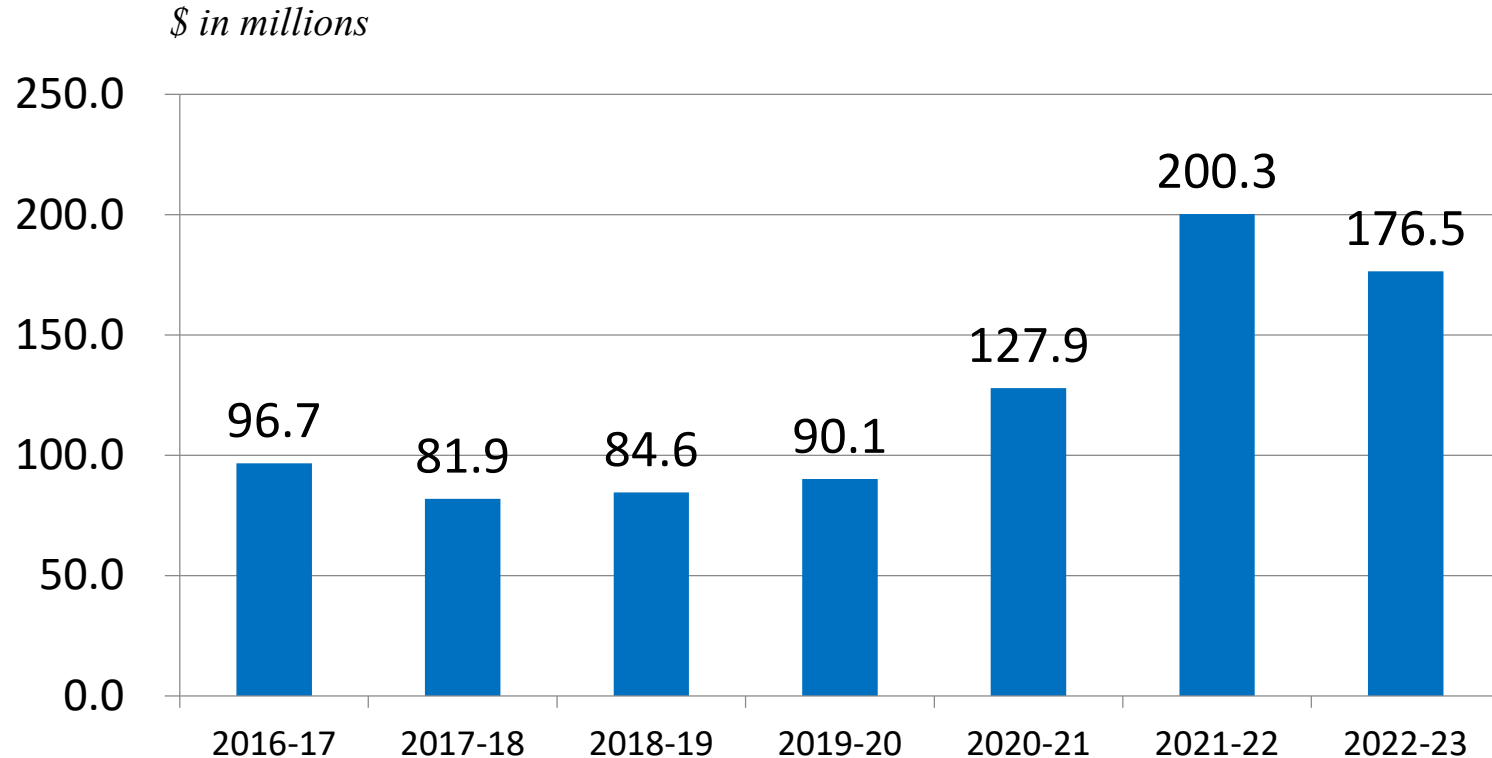


- By state statute, since New Haven is an Alliance District, any future change in ECS allocation must be made through the Alliance Grant.

## Key Trends: Change in Grant Funds



NEW HAVEN PUBLIC SCHOOLS



ESSER and ARP ESSER are multi year grants. The balance will continue to decrease over time as the funds are spent due to be fully expended in September 2024.



- 41 Schools
- 19,150 Students
  - 30 Pre-K – 8
  - 9 High Schools
  - 1 Alternative High School
  - 1 Adult Education Center



## Our Students (As of October Enrollment)



NEW HAVEN PUBLIC SCHOOLS

<b>Current Student Enrollment</b>	<b>19,150</b>
Hispanic/Latino of any race	48%
Black/African American	34%
White	10%
Asian	3%
Two or More Races	3%
English Learners (83% Spanish Speaking)	21%
Special Education	16%
Free/Reduced Meals - Community Eligibilit	75%
New Haven Residents	87%
Non-Residents	13%

**72 Languages**

**68% English**

**26% Spanish**

**1.9% Pashto**

**1.0% Arabic**

**0.3% Mandarin**

**0.2% Turkish**

**2.6% of students speak**

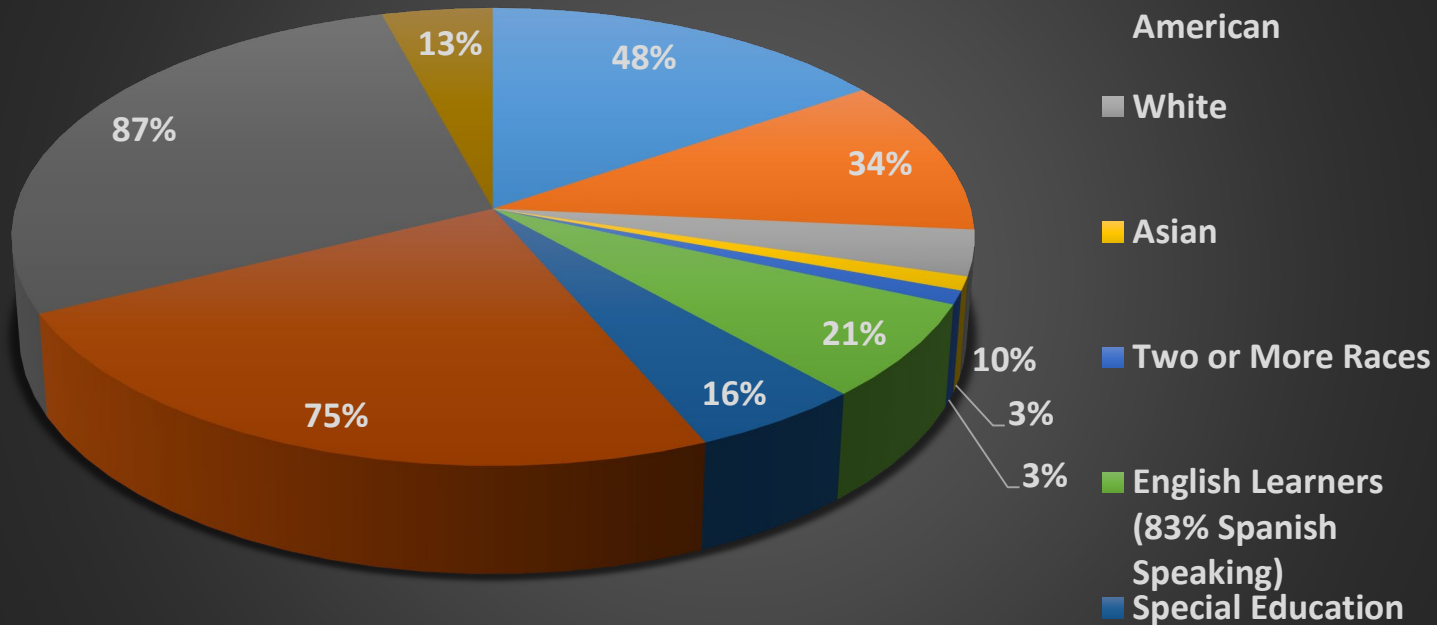
**66 other languages**

We serve a diverse population of 19,150 Students



NEW HAVEN PUBLIC SCHOOLS

## Percentage

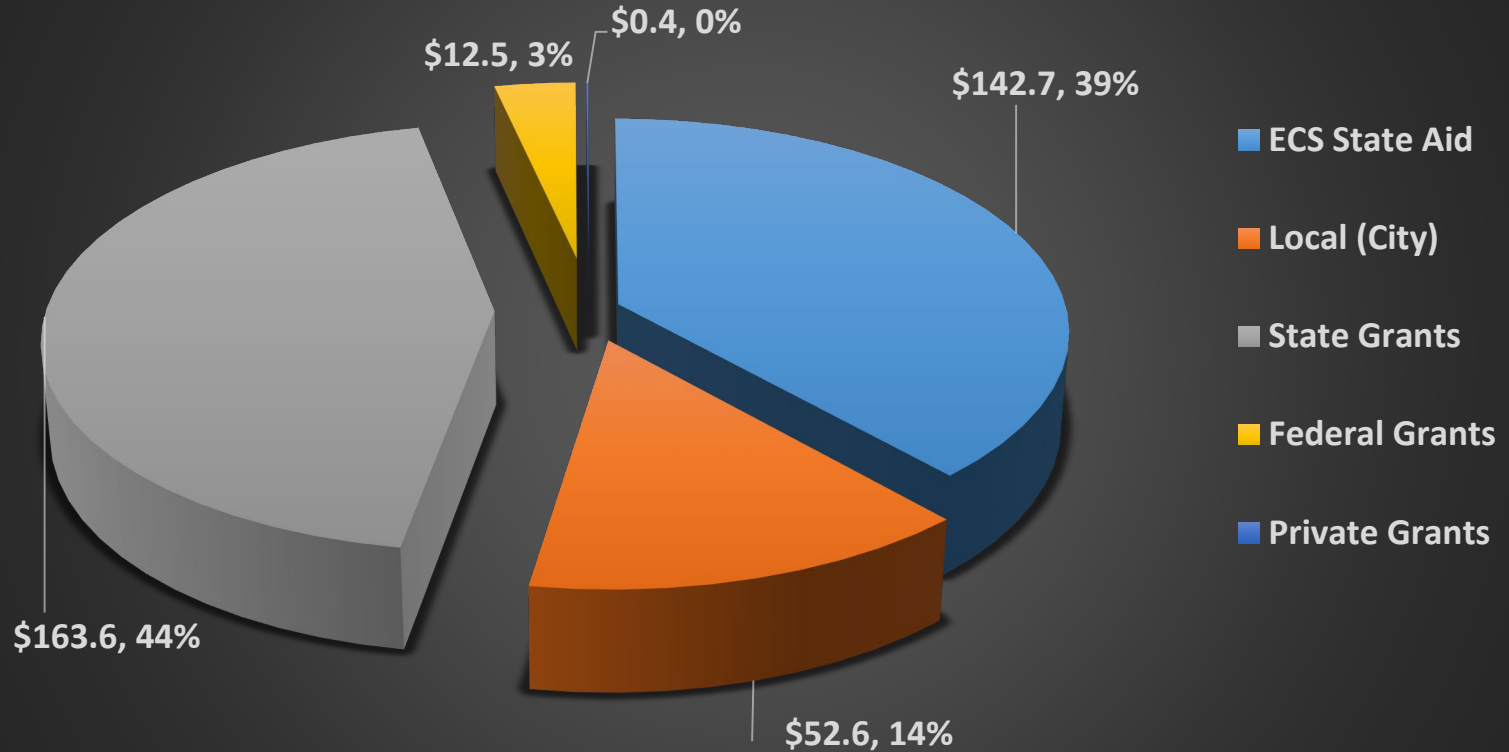


# How Are Our Schools Funded?



NEW HAVEN PUBLIC SCHOOLS

## 2022-2023 (\$371.9M Total)



# Funding streams can be very different (sample of schools)



NEW HAVEN PUBLIC SCHOOLS

Fed Magnet	SIG	Title I SIG	CN	Title I	Resident Students	Suburban Students	School Name	Type
		X		X	413		Augusta Lewis Troup Magnet School	Neighborhood
				X	333		Barack Obama Strong	Neighborhood
				X	334	133	Barnard Magnet School	Magnet
					334	147	Beecher School	Magnet
					336	164	Benjamin Jepson Magnet School (PreK-8)	Magnet
					207	120	Betsy Ross Arts Magnet School	Magnet
				X	450		Bishop Woods Executive Academy	Neighborhood
				X	349		Brennan-Rogers	Neighborhood
				X	378		Celentano Museum Academy	Neighborhood
				X	399		Clemente Leadership Academy	Neighborhood
				X	462		Clinton Avenue School	Neighborhood
				X	607		Conte West Hills Magnet School	Neighborhood
					406	151	Cooperative Arts & Humanities High School	Magnet
X					309	172	Davis Street Magnet School	Magnet
					309		Dr. Mayo Early Learning Center	Neighborhood
X				X	490		East Rock Magnet School	Neighborhood
X					401		Edgewood Magnet School	Neighborhood
					297		Elm City Montessori	Neighborhood
					337	262	Engineering & Science University Magnet School	Magnet
				X	699		Fair Haven School	Neighborhood
				X	452		Family Academy of Multilingual Exploration	Neighborhood
X		X		X	216	68	High School In The Community	Magnet
				X	423		Hill Central Music Academy	Neighborhood

## Initial Projection, 2023-24 Budget



NEW HAVEN PUBLIC SCHOOLS

• 2022-23 Request	\$200,063,784
• 2022-23 Approved	\$195,263,784
Difference	(\$4.8m)
• 2022-2023 Budget	\$195,263,784
• 2023-2024 Request	\$207,071,931
Difference:	\$ 11,808,147
% increase:	6.05%

# Proposed 2023-24 Budget



NEW HAVEN PUBLIC SCHOOLS

	2022/23 Approved Budget	FY 2024 Data without Adj.	<i>FY 2024 Request</i>	Change vs. 2023-24 Budget
<b>Salaries &amp; Benefits</b>				
Teacher Full-Time	\$ 76,863,045	\$ 94,100,080	\$ 80,585,063	(3,722,018)
Admin & Management Full-Time	16,312,228	17,183,796	16,183,796	128,432
Paraprofessionals	3,192,914	4,695,985	4,395,985	(1,203,071)
Support Staff Full-Time	10,517,818	11,653,972	11,653,972	(1,136,154)
Part Time & Seasonal	3,054,774	3,301,638	3,201,638	(146,864)
Substitutes	1,000,000	1,100,000	1,100,000	(100,000)
Overtime, Benefits, Other	3,700,500	3,500,500	3,500,500	200,000
<b>Total Salaries and Benefits</b>	<b>\$ 114,641,279</b>	<b>\$ 135,535,970</b>	<b>\$ 120,620,953</b>	<b>\$ (5,979,674)</b>
<b>Non-Salary Expenses</b>				
Instructional Supplies	\$ 3,443,470	\$ 3,347,898	\$ 3,347,898	95,572
Tuition (Includes Tag Tuition)	21,549,657	24,782,106	24,782,106	(3,232,449)
Utilities	10,256,000	11,667,075	11,667,075	(1,411,075)
Transportation	26,625,696	29,750,472	26,518,950	106,746
Maintenance, Property, Custodial	3,587,808	3,600,518	3,600,518	(12,710)
Other Contractual Services	15,159,874	16,534,432	16,534,432	(1,374,558)
<b>Total Non-Salary</b>	<b>\$ 80,622,505</b>	<b>\$ 89,682,500</b>	<b>\$ 86,450,978</b>	<b>\$ (5,828,473)</b>
<b>General Fund Totals</b>	<b>\$ 195,263,784</b>	<b>\$ 225,218,470</b>	<b>\$ 207,071,931</b>	<b>\$ (11,808,147)</b>

# FY 2023-2024 Estimated Expenditures

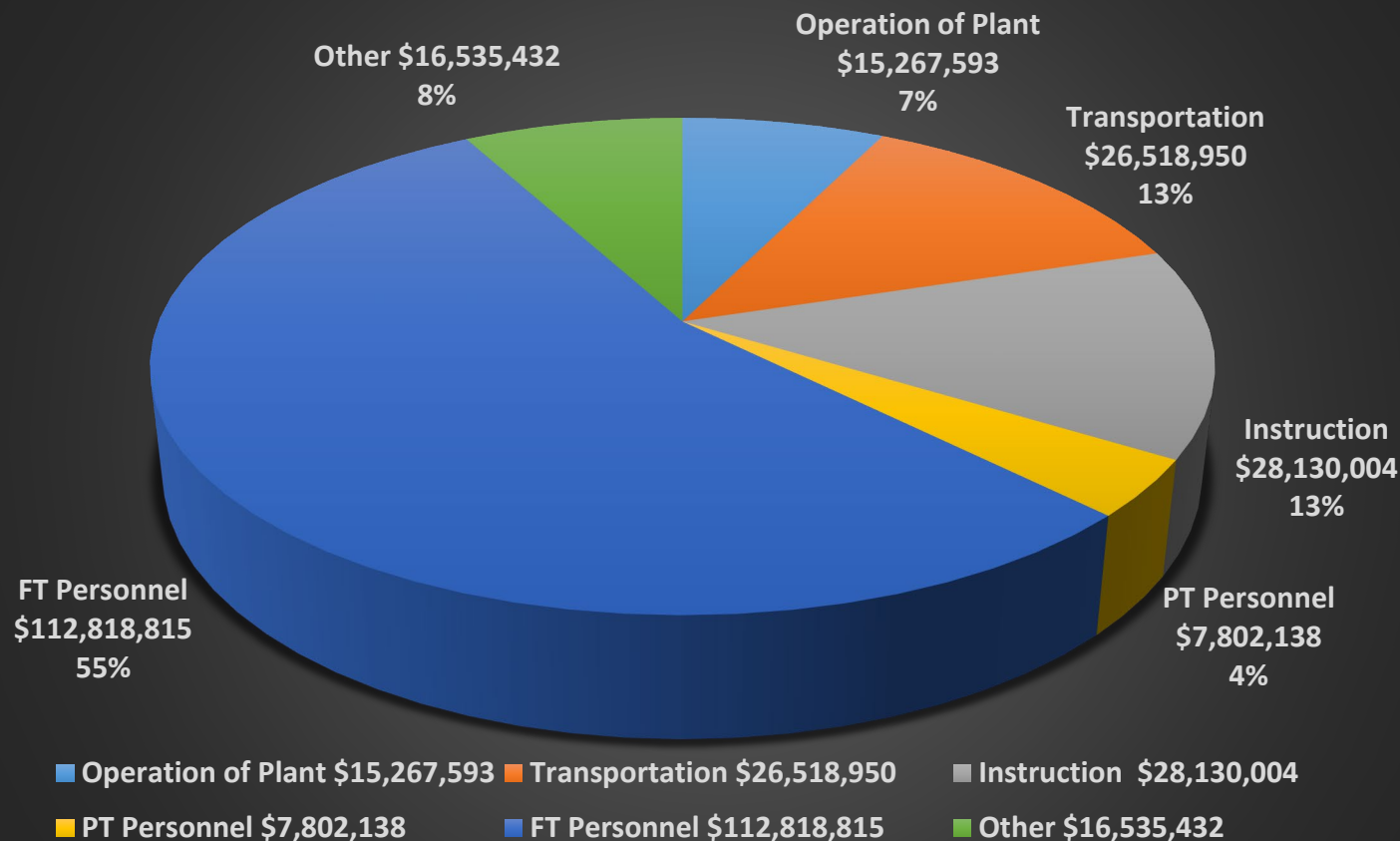


NEW HAVEN PUBLIC SCHOOLS

General Funds

2023-2024

Estimated Expenses: \$207,071,931





## Notable Cost Drivers



NEW HAVEN PUBLIC SCHOOLS

- 83% of the General Fund costs are in personnel, out of district tuition, transportation.
- Essentially all of the full-time staff are part of collective bargaining agreements.
- For the three largest bargaining units, the following contractual changes are in place for 2023-24:
  - Teachers – step movement and a 5.94% GWI
  - Administrators – step movement and 2.62% GWI
  - Paraprofessionals – in negotiation – 4% increase for place holder
- All others salary changes estimated at 3.0%.
- Transportation contract renewal – July 1, 2023 – anticipated increase 12%
- Price escalation as spelled out in long-term agreements and contracts (building maintenance, tuition etc.).

## Proposed New Items (Not Included 2023-24 in Budget request)



NEW HAVEN PUBLIC SCHOOLS

		Grant Eligible?
Labor Attorney, BOE	\$120,000	N
Deputy Purchasing Agent, BOE	\$84,254	N
Bilingual Examiner	\$60,000	N
Grades 6–8 Science Curriculum and Professional Development	\$3.2M	Y
Grades K-3 Literacy Curriculum and Professional Development	\$2.5M	Y
Grades 6-8 Math Curriculum and Professional Development	\$2.0M	Y
Licensing Costs for IT Updates	\$495,000	Y
EL Classroom Teachers (5 FTE)	\$375,000	Y
Special Education Teachers (5 FTE)	<u>\$375,000</u>	N
<b>Total</b>	<b>\$9,209,254</b>	

# Budget Timeline



NEW HAVEN PUBLIC SCHOOLS

<u>Action</u>	<u>Person Responsible</u>	<u>Due Date</u>
Full time staff rosters sent to Principals and other leaders for review	Finance Office	Complete
Budget process overview for Principals and Administrators at Superintendent's meeting	Finance Office	Complete
Budget discussions with Principals and Executive Team	Finance Office/ELT	Complete
Updated staff rosters sent back to Finance office	Schools/ELT	Complete
Non-staff budget templates sent to Principals and Administrators	Finance Office	Complete
Preliminary budgets due from schools and departments	Schools/Department	Complete
Internal budget reviews with Principals and Administrators	Schools/Superintendent/ELT	Complete
Provide budget update to Principals and Administrators at the Superintendent's Meeting	Finance Office/ELT	Complete

## Budget Timeline, continued



NEW HAVEN PUBLIC SCHOOLS

Budget revisions due from schools and departments	Schools/Departments	Complete
First draft of budget compiled	Finance Office	Complete
Budget Presentation to Finance and Operations Committee	Superintendent/CFO	February 21, 2023
Community Forum on Budget	BOE/CFO/Superintendent	March 7, 2023
Presentation to the Board of Education	Superintendent/CFO	March 27, 2023
Budget Hearing Board of Alders Finance Committee	Superintendent/CFO	March 30, 2023
Board of Education adoption of Final 2023 Budget	Superintendent/BOE	TBD – May 2023

- Grant funding, especially with respect to the Alliance grant (by statute, all future increases in ECS must come through Alliance)
- Further reductions in Federal and State funding
- The effect that a decrease in enrollment will have on revenue
- Tuition costs for students with disabilities placed in specialized schools
- Costs due to unfunded mandates
- Aging infrastructure – schools are getting older

- The award to New Haven of \$37.8m for the ESSER II grant has been extremely helpful as we designed robust academic and other improvements for our students.
- However, ESSER II is similar to a Title I grant, and has the same restrictions on not supplanting expenses in the existing General Fund budget. In addition ESSER II is scheduled to sunset on September 30, 2023.
- If we do face a deficit between our expected General Fund revenues and expenses for 2023-24, we will need to look at other sources of funds to close the gap.
- The \$80m award of ARP ESSER funds are a little more flexible. We will continue to utilize these funds to the extent allowable.



**Our Children Are Our Future**

## **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:

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****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.

Commented [1]: reformatted

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**

### **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 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.

Policy adopted:



## 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)

10222 Appropriations and budget. Financial information system.

Policy adopted:

## **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 Board of Alders.

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 Board of Alders.

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.

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.

# 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.

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**

**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.

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.

# 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

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.

# 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.

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.



# 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.

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.

# 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)  
(cf. 5125 – Student Records; Confidentiality)

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.

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.

# 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.

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.

Regulation approved:

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**

### **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.

## **Business and NonInstructional Operations**

### **Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment 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.

Policy adopted:

Policy adopted:



# Strategies for Improvement



**Board of Education**

**March 13, 2023**

**Dr. Iline Tracey, Superintendent**

**Viviana Conner, Keisha Redd-Hannans, and Dr. Paul Whyte, Assistant Superintendents**

**Nicole Brown and Shawn True, Principals**



# STRATEGIC PLAN : SY 2020-2024



NEW HAVEN PUBLIC SCHOOLS

## Core Values

We believe...

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

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

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

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



## Mission

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

## Vision

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

## Priority Areas for 2020-2024

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

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

WWW.NHPS.NET



# What makes Hill Central special?

## Vision for School Culture and Climate:

At Hill Central, we foster positive relationships with all stakeholders to maintain a joyful, high achieving school environment.



# What makes Hill Central special for students?



- Morning greetings
- Cultural enrichment celebrations
- Restorative Practices
- Social Emotional Learning
- Support and celebrations for attendance
- Staff vs. student games that reflect student interest and abilities
- Morning announcements (mindfulness, facts, affirmations, quotes, spirit days)
- Academic days: Pi Day, Poetry Slam, 100th Day Celebration, Publishing parties, Read Across America Week
- Spirit days





# What makes Hill Central special for staff?

- Book club (Professional literature and YA novels)
- Cultural enrichment Committee
- Monthly training for paraprofessionals
- Staff Yoga/Mindfulness
- Seasonal crafts
- Treats
- All stakeholders have equitable influence and value
- Sunshine Club
- Social Committee
- Contests (radio contest style)

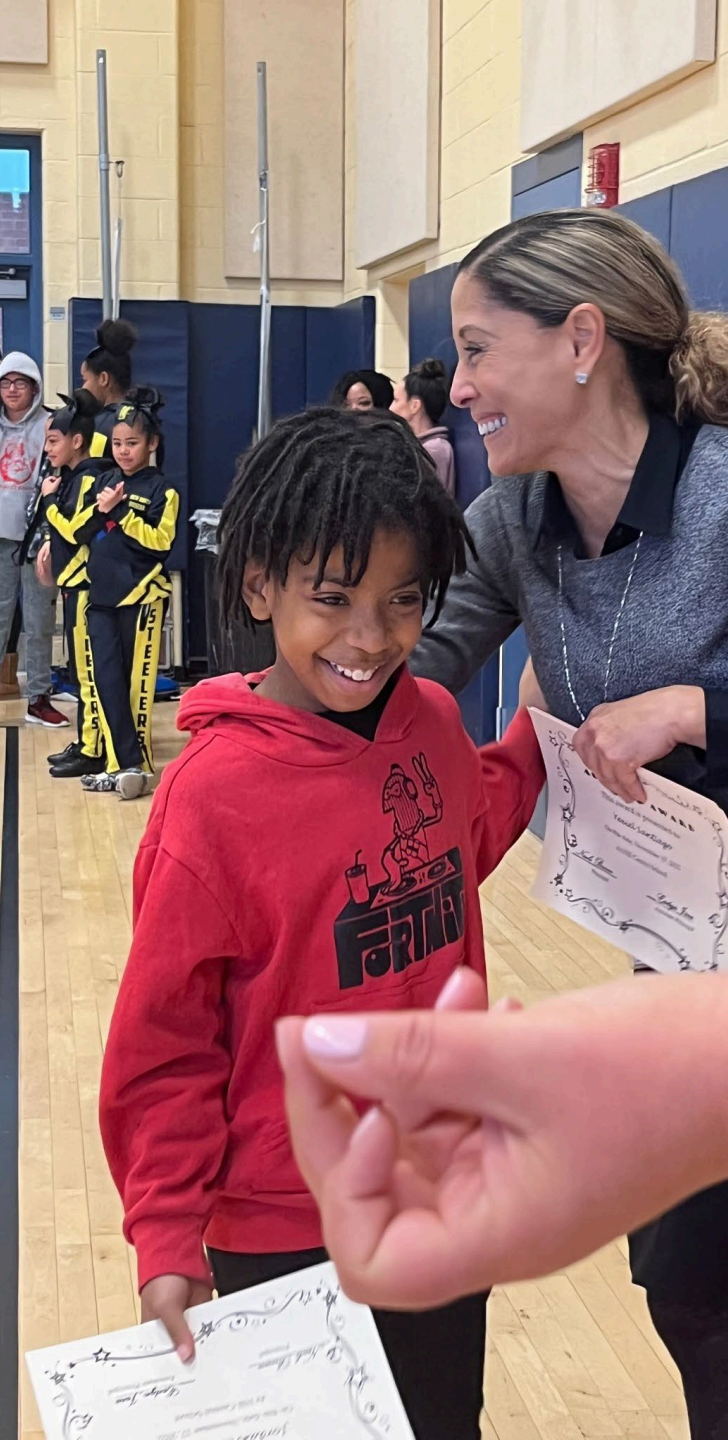




## **What Makes Hill Central special for families and the community?**

- Family and community events
- Walk-a-thon
- Harvest night
- SEL parent workshop with Clifford Beers
- Coffee with coaches
- Biliteracy night
- Math night
- Literacy night
- Read Across America events with local author and Fairfield University/CT Writing Project
- IRIS meetings to support MLs/Newcomer families



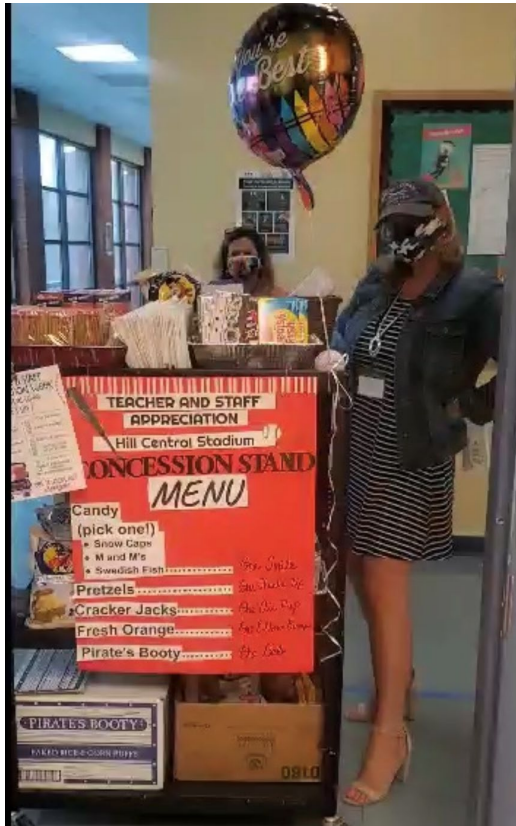


# STUDENT GLOWS

---

- **Kindergarten LID** - 90% on track to meet growth target
- **1st grade PSF** - 88% on track to meet growth target
- **1st grade Spanish LS** - 90% on track to meet growth target
- **2nd grade ORF** - 90% on track to meet growth target
- **3rd grade biliteracy intervention** – 100% of students mastered two literacy domains in English
- **4th grade I-Ready Math** - 80% on track to meet growth target
- **5th grade** - group of Tier 2 intervention students exited to Tier 1
- **5th grade RI** - 17 students achieved EOY RI personal growth goal
- **7th grade Attendance** - 79% attending school regularly compared to 60% average across the district
- **8th grade RI** - 7 students scored 12th grade level on RI





**YEARS AT  
HILL CENTRAL**

**NUMBER OF  
FULL TIME  
STAFF**

1-3

12

4-9

18

10+

17

# STAFF GLOWS

- STAFF RETENTION**

Staff consistently stay at Hill Central

- STAFF RETURNING**

9 Staff members have returned to Hill Central

# FAMILY ENGAGEMENT GLOWS

- Establishing and growing an active PTO
- Maintaining ongoing, positive communication with families (website, social media, parent contact log)
- Planning whole school and classroom events
- Providing family supports through the Family Resource Center and School Based Health Clinic



# HILL CENTRAL SCHOOL

140 DEWITT STREET  
NEW HAVEN, CT 06519  
(475)220-6100



## Vision 🐾

The Hill Central Community will persevere through all challenges in order to ensure our students:

- Maintain a healthy mind and body through social emotional learning
- Thrive in a learning environment that is culturally diverse, competent, and sensitive
- Apply 21st century skills through rigorous instruction in all academic disciplines across a variety of learning platforms
- Engage in opportunities for language growth and development in order to apply their strengths through a variety of experiences and environments
- Develop tenacity while celebrating successes throughout their educational journey

## Mission 🐾

Our mission is to foster academic excellence in each student in a safe, diverse and socio-emotionally driven learning environment supported by faculty, parents, students and community stakeholders..

## Goal 🐾

At Hill Central, our goal is to foster positive relationships with all stakeholders to maintain a joyful, high achieving school environment.

---

**Focus on the Whole Child-** At Hill Central, we support students to become empowered learners.

**Commitment to Equity and Access-** At Hill Central, we provide an arsenal of resources to ensure that our diverse group of learners have the same opportunity for success as others.

**Family and Community Engagement-** At Hill Central we effectively engage families and the greater community in support of students academic, linguistic, and social emotional needs.

**Distributed Leadership-** Administrators, teachers, school counselors, community members, and others in the building share the decision-making process using high standards of practice.





**Shawn True, Principal**

**Stephen Ciarcia, Assistant Principal**

**Alice S. Coleman, Assistant Principal**

**Dr. Jonathan Q. Berryman, Administrative Intern**

**Dr. Haifa AbdelJalil, Magnet Resource Coach**

# Career Mission Statement

*Hill Regional Career High School prepares ALL students to be thoughtful, productive and contributing members of their communities.*



## Principles of Panther PRIDE



**P**

**Preparedness** (*Be ready to learn*)

**R**

**Respect** (*Treat yourself and others the way you want to be treated*)

**I**

**Integrity** (*Exercise honesty and character*)

**D**

**Discipline** (*Maintain focus, motivation and self control*)

**E**

**Excellence** (*Strive to beat your best*)



# Overview of Career High School

- Interdistrict Magnet School
- Magnet Themes
  - *Health & Science; Business & Technology*

## **~Notable Pathway Courses~**

### Health & Science

- Environmental Science
- Anatomy & Physiology
- AP Chemistry
- Honors Physics
- Forensic Science
- Physics
- Medical Careers
- Health Career Pathways I & II
- Medical Spanish
- Health Law
- Certified Nursing Assistant (CNA)
- STEM Careers

### Business & Technology

- Computer Applications
- Business Concepts & Careers
- Business Ethics
- Accounting I & II
- Digital Media
- International Business
- Marketing I & II
- Personal Finance
- Business Law
- Hospitality & Tourism
- Fashion Merchandising
- Business Spanish



### Notable Accomplishments

- ✓ **5X Magnet School of America Merit Award Winner**
- ✓ **Robotics Competitive Awards**
- ✓ **State Competition 1st & 2nd Place Winners**
- ✓ **International Business Plan Competition Winners**



# We Are... Creating Healthcare Professionals!







# We Are...Creating Business Professionals!





# We Are... Academically Successful!



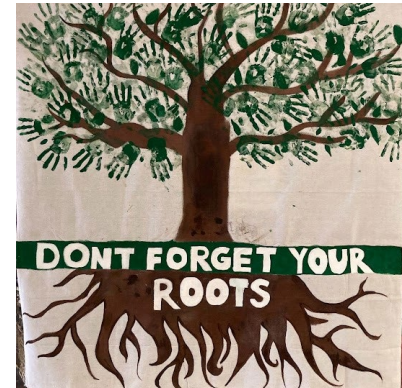
- 2022 Graduation Rate: 92%
- 10 AP Courses
- 5 Colleges Courses Available
- Independent Studies Offered
- College Partnerships (*Yale, Quinnipiac, Southern CT State, Gateway*)





# We Are... Diverse!

- Enrollment: 643
  - 46% Hispanic
  - 41% African-American
  - 7% White
  - 3% Asian
  - 2% 2+ Races



# We Are... Engaging Our Community!



## *You Make a Difference Award*

Dr. Churchwell  
President of Yale New Haven Hospital



## *You Make a Difference Award*

Dr. Charles Williams



## *You Make a Difference Award*

Willie C Mewborn



## Career Campus Cleanup



Twenty-seven punctilious Panthers picked up nearly 100 pounds of trash!!!







# We Are...Newsworthy!



Valley Independent Sentinel La Voz Hispana WNHH FM

## The Word On Maple Street: STEM? 'Snow Sweat

by **PAUL BASS** | Feb 28, 2023 4:00 pm

(5) Comments | [Post a Comment](#) | [E-mail the Author](#)

Posted to: [Edgewood](#), [Immigrants](#), [Labor](#), [Schools](#), [Science/ Medical](#), [WNHH Radio](#)



PAUL BASS PHOTO

Tuesday's snow day gave Huân Ngô time to catch up on grading papers and preparing his students for New Haven's jobs of tomorrow.



Valley Independent Sentinel La Voz Hispana WNHH FM

## Hispanic Heritage Takes Center Stage At Career High Fest

by **MAYA MCFADDEN** | Oct 24, 2022 8:51 am

(1) Comments | [Post a Comment](#) | [E-mail the Author](#)

Posted to: [Arts & Culture](#), [Dance](#), [Music](#), [The Hill](#), [Schools](#)



Valley Independent Sentinel La Voz Hispana WNHH FM

## Race Finds A Place In The Classroom

by **MAYA MCFADDEN** | Nov 4, 2022 12:02 pm

(24) Comments | [Post a Comment](#) | [E-mail the Author](#)

Posted to: [The Hill](#), [Schools](#)





# We Are...Family!







---

### **Vision of The Graduate**

A student who graduates from Hill Regional Career Magnet High School will be able to:

- Access and analyze a variety of sources of information
- Communicate clearly and listen actively
- Fulfill his or her civic duty and be a leader within his/her community
- Think critically and solve problems
- Be resilient and persistent
- Develop career readiness skills through authentic experiences

### **Career's SIP Strategic Objective**

- Build academic standards of student practice to develop the foundational skills that lead to college, career, and life readiness.
- Build student social and emotional skills school-wide in order to foster students' independence and maintain a positive learning environment.

### **Magnet Pathways**

#### **Business & Technology**

- Computer Applications
- Business Concepts & Careers
- Business Ethics
- Accounting 1 & 2 (Univ. Bridgeport Dual Enrollment)
- Personal Finance

#### **Health & Science**

Anatomy & Physiology  
Medical Response Technician  
Emergency Medical Technician  
Certified Nursing Assistant (CNA)  
Health Career Pathways 1 & 2

### **Academic Expectations**

Students will progress towards competency in 21st-century skills:

- Problem-solving and critical-thinking skills
- Accessing and analyzing information
- Communication and Collaboration
- Creativity and Innovation
- Initiative, self-direction, and accountability
- Citizenship and Responsibility

### **What Makes us Unique**

- Over 10 Advanced Placement Courses
- Block Scheduling
- 29 credits to graduate
- Integrated Advisory Program
- Hands-on projects
- Senior Capstone project
- College and Career Center