CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Personnel Subcommittee Meeting Minutes from May 1, 2018
New Britain Educational Administration Center

Attendance

Ms. Catherine Cheney, Personnel Subcommittee Chair, called the meeting to order at 5:34 PM.

Committee Members Present
Ms. Catherine Cheney, Ms. Annie Parker, Ms. Nicole Rodriguez

CSDNB Committee Staff Present
Mr. Matthew Cannata, Mr. Kevin Kane, Ms. Nancy Sarra, Dr. Shuana Tucker

New Business

Review Personnel Subcommittee minutes from regular meeting on March 27, 2018
There were no recommended changes to the minutes from the Personnel Subcommittee meeting held on March 27, 2018.

Review Personnel Subcommittee minutes from special meeting on April 5, 2018
There were no recommended changes to the minutes from the Personnel Subcommittee meeting held on April 5, 2018.

Approve contract renewal for Kelly Services
Representatives from Kelly Services presented their contract renewal proposal for the upcoming school year (2018-2019). There is no change in pricing for the upcoming school year.

The Personnel Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Approve Revised Job Description: Supervisor of Nursing
Numerous changes were made to the current job description for Supervisor of Nursing. The job description with the changes is attached. The primary function of the Supervisor of Nursing is as follows:

- Responsible for assessment, planning, coordination, implementation and monitoring of the School Health Services
- Works under medical direction of school district's medical advisor
- Functions as a liaison with the medical community, State Department of Education, community agencies, and staff.
- Supervises and evaluates district nursing staff in collaboration with the Director of Pupil Services, the school medical advisor and school principals.

The Personnel Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Approve New Position Request: Cumulative Student Records Clerk
Submitted by Kelly Grant

Ms. Kelly Grant, Director of Pupil Services, is requesting one full-time **Cumulative Student Records Clerk** position at the New Britain Educational Administration Center. The total cost is $44,304 per year and the funding source is local.

The district is in need of an individual to be responsible for the management and maintenance of district cumulative student records stored at Central Office.

The Personnel Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Approve New Position Request: Four (4) Student Workers at DiLoreto Elementary & Middle School
Submitted by Lara Bohlke

Ms. Lara Bohlke, 6-12 Curriculum Coordinator, is requesting four 10-month student worker positions at DiLoreto Elementary & Middle School. The total estimated cost is $1,000 for this fiscal year and the funding source is local.

The CAPTivating Kids – Illuminate and Educate grant pairs student mentors with middle school students from the five participating grant districts as they work on STEM-related activities at district and out-of-district schools.

The Personnel Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting.

Approve New Position Request: Two (2) Parent Educators at New Britain High School
Submitted by Kerri-Lynn Major

Ms. Kerri-Lynn Major, NBHS Acting Principal, is requesting two 10-month parent educator positions at New Britain High School. The funding will be from the Commissioner's Network.

These positions align with our Commissioner's Network Grant. Our goal is to increase parent and community engagement in order to better support our students and their families.

The Personnel Subcommittee recommended this request go to the Board of Education for approval at their next regular meeting, but the hourly rate and job description must be included with the request.

Discussion: Placement of Library Clerk at Jefferson Elementary School
Submitted by Catherine Cheney

The library branch at Jefferson Elementary School has a New Britain Public Library Clerk that handles all duties. There is no need to place a library clerk at Jefferson School.

Review Vacancy List
The committee reviewed the vacancy list of certified and non-certified positions throughout the district.

Closing and Adjournment

The meeting was adjourned at 6:30 PM.