



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Personnel Subcommittee Meeting

February 24, 2020 – 5:30 PM | New Britain Educational Administration Center

Call to Order and Opening

Ms. Annie Parker called the meeting to order at 5:34 PM.

Board Members Present

Mr. Merrill Gay, Mr. Anthony Kane, Ms. Annie Parker, Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

CSDNB Staff Present

Mr. Kevin Kane, Mr. Damon Pearce, Ms. Kristin Salerni, Dr. Nicole Sanders, Ms. Sondra Sanford, Ms. Nancy Sarra, Dr. Shuana Tucker

New Business

Review and Approve Minutes from Personnel Subcommittee Meeting on January 27, 2020

There were no recommended changes to the Personnel Subcommittee minutes from January 27, 2020.

Review Absenteeism Report

The Personnel Subcommittee reviewed the current absenteeism report throughout the district.

Review Vacancy List

The Personnel Subcommittee reviewed the current vacancy list throughout the district.

Review New Job Description: Director of Personnel and Talent Development

This is a revision to current Chief Talent Officer job description.

This position will report to the Superintendent of Schools and Chief Financial (Operating) Officer.

The primary functions are as follows:

- Under the general supervision of the Superintendent of Schools and Chief Financial Officer, oversees, plans and coordinates all human resource functions for the school district and all aspects of the Talent Development Office's operations, including supervision and evaluation of the department's employees.
- Provides advice to the Board of Education regarding labor relations, and employment law matters, and handles administrative and judicial proceedings involving labor and employment matters, in cooperation with the Board's outside counsel.
- Plans, coordinates and administers all labor relations functions for the Board.
- Leads the critical function of talent management of human capital for the Consolidated School District of New Britain's organization in strong support for schools in their goals for high student achievement for all.
- Is a key strategic member on the Superintendent's Cabinet.

New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary

Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

The person in this position will work a schedule as determined by their individual employment agreement including travel to all school district buildings, state agencies, and professional meetings as required. Salary range is \$140,000 - \$160,000 and the benefits are as determined by individual employment agreement. This is an exempt position with no union affiliation and the funding source is local.

The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.

Review New Job Description: Director of Facilities

This is a revision to current Chief Facilities and Special Projects Officer job description.

This position is under the general supervision of the Chief Operations Officer.

The primary functions are as follows:

- Oversees the operation, maintenance, repair and improvement of all school district buildings, grounds and equipment, including school construction projects.
- Assists in formulating the operational policies and procedures to ensure efficient and safe operations.

The person in this position will work a standard work schedule plus work beyond regular business hours as needed to perform duties of the position including attendance at Board of Education, School Building Committee, Board Facilities Committee, and Common Council Meetings as well as any other required meetings. Salary range is \$120,000 - \$140,000 and benefits are as determined by individual employment agreement. This is an exempt position with no union affiliation and the funding source is local.

The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.

Review New Job Description: Manager of Safety and Communications

This position will report to the Superintendent of Schools.

The primary functions are as follows:

- Performs administrative, technical assistance of a confidential, complex and responsible nature.
- Coordinates public relations, safety activities and communications for the School Board and Superintendent.
- Generates in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in a safe environment in an increasingly complex and sophisticated world.

2019-2020 Salary Range (818 Grade 2a):

- 1st Step: \$94,767
- 2nd Step: \$97,137
- 3rd Step: \$99,565
- 4th Step: \$102,054
- 5th Step: \$104,606
- 6th Step: \$107,221
- 7th Step: \$109,901
- 8th Step: \$112,648

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The person in this position will work a 12-month schedule with the ability to work flexible hours to include nights and weekends as necessary. Benefits and wage and step increases are in alignment with the Local 818 contract. This is an exempt position with no union affiliation and the funding source is local.

The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.

Review New Position Request: 1.0 FTE Family School Liaison for Smalley Elementary School

To address climate and culture in the building as part of the district-wide attendance initiative. This FSL will be responsible for monitoring students identified as chronically absent. This is in line with the district multi-tiered approach to addressing chronic absenteeism.

This is a full-time, 12 month position. The estimated cost is \$65,000 and the funding source is Smalley SIG Grant and Commissioner's Network.

The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.

Review New Position Request: 1.0 FTE School Counselor for New Britain High School

This position will support the implementation of the Student Assistance Center at NBHS.

This is a full-time, 10 month position. The estimated cost is \$90,000 and the funding source is grant funding.

The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval at the next regular meeting.

Closing and Adjournment

The meeting was adjourned at 6:13 PM.

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