



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### New Britain Board of Education Personnel Subcommittee Meeting

February 25, 2019 - 5:30 PM | New Britain Educational Administration Center

#### Call to Order and Opening

Ms. Nicole Rodriguez, President of the Board of Education, called the meeting to order at 5:33 PM.

#### Board Members Present

Ms. Nancy Rodriguez, Ms. Nicole Rodriguez, Dr. Violet Jiménez Sims, Ms. Sanders-Connolly

#### CSDNB Committee Staff Present

Mr. Matthew Cannata, Mr. Kevin Kane, Dr. Shuana Tucker

#### New Business

#### Review and approve previous meeting minutes

There were no recommendations to make any changes to the previous meeting minutes.

#### Review new stipend position: CTE Department Head at New Britain High School

Currently the CTE department at NBHS is supported by three lead teachers. These three lead teachers receive a stipend, a duty free period to pursue academy work and have a reduction of their teaching load from five classes to four classes. However, the complexity of the career academies, along with all of the requirements of advisory boards and related reports, this lead teacher structure is proving insufficient to support the department, especially in the area of advancing instruction. Given the ever increasing prominence of the CTE department, I would like to propose that we create a department chair, similar to the other core-content departments, while maintaining the lead teachers in a reduced capacity. The proposed structure would look as follows:

#### Lead Teachers

- a. Restore to a full teaching load of five classes while maintaining the lead teacher stipend and a duty period that would cover academy responsibilities.
- b. Responsibilities include liaison with advisory board, data collection and report compilation, monitoring and tracking students, coordination with work-based learning, field trips.

#### Department Head

- a. Teach two periods a day- the three release periods are “paid for” by restoring the lead teachers to a full teaching load.

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- b. Responsibilities: instructional leadership during NBU/collaboration periods, lead curriculum adoption process, membership in faculty council (the school's instructional leadership team), monitoring of Perkins Grant, liaison with school's administrative team

The only additional cost associated with this potential new leadership structure would be the cost of the department head stipend. The stipend position will be \$6,000 and the funding will be local.

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review proposed pay rate for Summer Lead Teacher**

Revised position descriptions and stipends were proposed for XTREME/Create Lead Teacher and SEE Lead Teacher. The stipend for both will now be \$6,797 compared to \$5,280. The increase in the stipend is to reflect the wage increase of \$2.00/hour and five additional planning days. The stipends are grant funded.

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review revised job description: District Coordinator of Adult Education**

Several changes were made throughout the job description. The position will now be titled District Coordinator of Adult Education.

The primary functions are as follows:

- Develops, coordinates, supervises and evaluates the district's Adult Education program, Evening Credit Recovery, Secondary Summer School, and Family Education Services including: CDP (Credit Diploma), Adult ESL (English as a Second Language), ABE (Adult Basic Education), GED (General Education Development), NEDP (National External Diploma Program) and CTVHS (Connecticut Virtual High School).
- To foster a culture of continuous improvement
- Ensure desired results for student learning by a common belief that, collectively, staff and other stakeholders can impact the desired results of the district.
- Ensure student information, data collection and reporting, provides analysis and feedback to all levels of the district to improve processes resulting in increased student achievement.

The salary and benefits are as set forth in the Local 51 collective bargaining agreement. It is a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. The position is affiliated with Local 51 and the funding source is the Adult Education State Grant.

*The Personnel Committee recommended the following changes:*

- Under Essential Performance Responsibilities, the following should be added: **Supervises referrals to Family Education Services.**
- Under Essential Performance Responsibilities, add **serves as hearing officer in disciplinary procedures and enforces disciplinary procedures.**
- The personnel subcommittee recommended that the position be **under the general supervision of the Superintendent.**

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

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### **Review new job description: Adult Education Teacher**

This position will report to the District Coordinator of Adult Education. The primary function is to provide an instructional program that will promote an understanding of content in accordance with program goals and curriculum.

The salary and benefits are as set forth in the Local 871 collective bargaining agreement. The work schedule follows the New Britain Adult Education program schedule. The position is affiliated with Local 871 and the funding source is the Adult Education State Grant.

The Personnel Committee recommended the following changes:

- Under Essential Performance Responsibilities, the following should be added: **(WIOA) changed to Work Force Innovation Opportunities Act**

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review new job description: Adult Education Evening Supervisor**

This position will report to the District Coordinator of Adult Education. The primary function is to assist in facilitating the effective operation of the Adult Education evening programming.

The Personnel Committee recommended the following changes:

- Under Essential Performance Responsibilities, strike **serve as hearing officer in disciplinary procedures and add** enforces disciplinary procedures
- Under Essential Performance Responsibilities, change the fourth bullet to: **Act as liaison between the staff, District Coordinator, and community-based partners.**

The salary is \$40.42 per hour and there are no benefits. The work schedule consists of flexible hours to meet the needs of the program and is no more than 16 hours per week. The person in the position attends meetings as scheduled. There is no union affiliation. The funding source is the Adult Education State Grant.

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review revised job description: Adult Education Intake Monitor**

This position will report to the District Coordinator of Adult Education. The primary functions are as follows:

- To assist and evaluate new and returning students to the Adult Education Program
- To provide students with relevant information regarding Adult Education Services
- To maintain organized student records
- Proctor testing sessions

The salary is \$21.00 per hour and there are no benefits. The work schedule consists of hours determined by the District Coordinator of Adult Education. The hours are flexible and consists of a day and evening schedule. There is no union affiliation.

The Personnel Committee recommended the following changes:

- Under Essential Performance Responsibilities, strike **Provides information to students regarding the different programs in Adult Education.**
- Under Essential Performance Responsibilities, strike **Performs other duties related to job requirements.**
- Change funding source is Adult Education State Grant.

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*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review revised job description: Adult Education Program Facilitator/Intake Specialist**

This position will report to the District Coordinator of Adult Education. The primary functions are as follows:

- To assist in and evaluate new and returning students to the Adult Education Program
- To provide students with relevant information regarding Adult Education Services.
- To maintain organized student records.
- Hold primary responsibility for Connecticut Competency System (CCS) coordination, quality data collection and use.
- Have a comprehensive understanding of CCS; be able to train new staff in the implementation of the CCS System; and, provide ongoing technical assistance to district teachers.
- Bring together the curriculum, assessment, instruction and accountability system, and help teachers monitor learning.
- Able to connect teaching and learning, and be much more than a “tester”.

The salary is \$29.74 per hour (\$58,000 annual salary). The benefits follow the Local 1186 contract. The work schedule is 37.5 hours per week and is a 12-month position. The person in the position must be able to work flexible hours to meet the needs of the Adult Education program schedule. There is no union affiliation. The funding source is the Adult Education State Grant.

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review new position request and job description: Communications Specialist**

This position will report to the District Coordinator of Partnership and Engagement. The primary functions are as follows:

- Coordinates public relations activities and communications for the Board of Education and the Superintendent of Schools
- 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 an increasingly complex and sophisticated world.

The person in the position will work flexible hours to include nights and weekends as necessary. They will communicate with news outlets and other organizations outside of the standard work hours. The funding source is Local.

*The Personnel Committee recommended the following changes:*

- *Change union affiliation to follow the 818 Contract.*
- *It will be a salaried position*
- *Create a midpoint of \$64,000 with 2.5% step increases (7 steps) before and after the \$64,000 range*

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review new position request and job description: Clerk for the Board of Education/Talent Office**

This position will report to the Board Chairperson and Talent Development Manager.

- Provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and the Talent Development Office.
- Coordinates activities of the Board of Education.

The salary, benefits and wage increases are linked to pay grade 3B of the Local 1186 contract and is a non-exempt position. The work schedule is 37.5 hours per week and overtime as needed. The person in the position must have the ability to work flexible hours as required. The work schedule includes numerous evenings per month. The funding is local.

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The Personnel Committee recommended the following changes:

- Change education to **Associate's degree required, Bachelor's Degree preferred**
- Previous clerical experience is required (instead of a minimum of 1 year clerical experience preferred)

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review revised job description for Elementary Education Teacher**

This position will report to the school principal. The primary function is to provide an instructional program which develops individual pupil competencies consistent with district programs and elementary school curricula.

The salary and benefits are as set forth in the Local 871 collective bargaining agreement. The work schedule follows school procedures as established by the principal in accordance with the agreement with the New Britain Federation of Teachers. The union affiliation is Local 871, New Britain Federation of Teachers.

The Personnel Committee recommended the following changes:

- Include new certification numbers: 112, 113, and 305.
- Under Skills, Knowledge, and Abilities, add strong classroom management skills and **work with diverse populations.**

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for approval.*

### **Review proposed pay scales for non-union positions**

Mr. Kevin Kane, Chief Financial Officer, discussed non-union positions that do not have a pay scale for hourly (non-exempt employees) or salary (exempt employees). He suggested salary or hourly rangers and other positions for the following:

- Manager of Transportation
- Facilitator of Extended School Hours Programs
- Family Resource Center Site Coordinator
- High School Welcome Center Facilitator
- Family Intervention Liasion
- Family Resource Center Lead Site Coordinator
- Work-Based Learning Liaison
- School Readiness Liaison
- Adult Program Facilitator/Intake Specialist
- Behavior Support Assistant
- Job Coach
- Career Coach

*The Personnel Subcommittee recommended that this request be forwarded to the Board of Education for further discussion.*

### **Review Absenteeism Report**

The Personnel Subcommittee reviewed the absentee list throughout the district.

### **Review Vacancy List**

The Personnel Subcommittee reviewed the vacancy list throughout the district.

## **Closing and Adjournment**

The meeting was adjourned at 7:21 PM.

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