



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Personnel Subcommittee Meeting

May 26, 2020 – 5:30 PM | Virtual Meeting

Call to Order and Opening

Ms. Annie Parker called the meeting to order at 5:35 PM.

Board Members Present

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

CSDNB Staff Present

Mr. Kevin Kane, Ms. Maryellen Manning, Ms. Kristin Salerni, Dr. Nicole Sanders, Ms. Nancy Sarra

New Business

Review and Approve Minutes from Personnel Subcommittee Meeting on February 24, 2020

There were no recommended changes to the Personnel Subcommittee minutes from February 24, 2020.

Review Vacancy List

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

Review New Job Description: Facilities Assistant

This was formerly an Administrative Secretary II position. This position will report to the Director of Facilities.

The primary function is as follows:

- The Facilities Assistant will support Facilities Management by working to ensure work related to the repair, preventative maintenance, and improvement of school facilities is properly communicated internally to all appropriate staff.

The person in this position will work a schedule as determined by the Local 1186 collective bargaining agreement including occasional travel to all school district buildings and functions. Salary and benefits are as set forth in the Local 1186 collective bargaining agreement, paygrade 6B. This position is affiliated with Local 1186 AFSCME 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 Facilities Assistant for Central Office

The Facilities Assistant will support Facilities Management by working to ensure work related to the repair, preventative maintenance, and improvement of school facilities is properly communicated internally to all appropriate staff. This position replaces the eliminated secretary vacancy in Facilities as the scope of the work has changed.

This is a full-time, 12 month position. The estimated cost is \$50-65,000 and the funding source is local.

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

Equity Officer Update

Ms. Maryellen Manning, Director of Personnel and Talent Development, explained to board members how the recommended revisions to the Assistant Chief Talent Officer and Equity Officer job descriptions relate to her proposal to reformat her department. Ms. Manning stated that she believes that Dr. Nicole Sanders, current Assistant Chief Talent Officer, is a very strong candidate for the Equity Officer position based on her professional background and experiences in the district. Dr. Sanders' new responsibilities as Senior Equity and Talent Officer would expand her oversight in the area of equitable practice in the district while retaining talent oversight and some components of her current position as well. The vacancy for the newly revised Talent Officer position would then be posted for both internally and externally.

Review Revision to Assistant Chief Talent Officer Job Description

Several changes were made throughout the job description. The job title will be changed to Talent Officer. This position will report to the Director of Personnel and Talent Development.

The primary function is as follows:

- Leads the ongoing development and quality implementation of performance evaluation systems that support the goals of continuous improvement for all employees as evidenced by high achievement for all students. This individual will work closely with academic leaders, union leadership, legal and labor advisors, and state and local leadership, guided by current research and nationally developed performance management systems that differentiate performance and provide differentiated support anchored in evidence of student learning.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Salary range is \$135,000 - \$150,000 and the salary and fringe benefits follow the Local 51 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 Revision to Equity Officer Job Description

Several changes were made throughout the job description. The job title will be changed to Senior Equity and Talent Officer. This position will report to the Director of Personnel and Talent Development and Superintendent of Schools.

The primary function is as follows:

- The Senior Equity and Talent Officer works with the Director of Personnel and Talent Development and Superintendent to establish and maintain a culture of inclusion which includes addressing and reducing cultural bias and embracing differences as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all students, families, employees, and community.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Salary range is \$147,000-\$154,000 and the salary and fringe benefits follow the Local 51 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.

Closing and Adjournment

The meeting was adjourned at 5:58 PM.

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