



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Personnel Subcommittee Meeting

May 28, 2019 – 5:30 PM | New Britain Educational Administration Center

Call to Order and Opening

Ms. Catherine Cheney, Personnel Subcommittee Chair, called the meeting to order at 5:47 PM.

Board Members Present

Ms. Catherine Cheney, Ms. Annie Parker

CSDNB Staff Present

Ms. Lara Bohlke, Ms. Kristin Salerni, Ms. Nancy Sarra, Dr. Shuana Tucker

New Business

Review and approve previous meeting minutes from Personnel Subcommittee meeting on April 29, 2019

There were no recommended changes to the Personnel Subcommittee minutes from April 29, 2019.

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 Revision to Behavior Support Assistant Job Description

Several changes were made throughout the job description. This position will report to Building Administrators and his/her designee.

The primary functions are as follows:

- Under general supervision of the building administrators, and day-to-day guidance of the building professional staff and student behavior intervention team, provides direct student intervention services.
- Extend student support to assigned students both at school and with community experiences and partnerships.
- Ensure every child has a meaningful relationship with an adult who is an advocate for him/her.

The salary is \$23.79 per hour and the benefits follow the Local 2407 Paraeducator contract. There is no union affiliation.

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

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims

Review New Job Description: Assistant Coordinator of STEAM and Summer Learning

This position will report to District Coordinators of Curriculum for grades PK-5 and 6-12.

The primary functions are as follows:

- Develops and ensures the implementation of the K-8 Science, Technology, Engineering, the Arts and Mathematics (STEAM) curriculum for grades K-8.
- Stays abreast of developments and professional learning opportunities in the field of STEAM.
- Facilitates professional learning aligned to observed need, ongoing assessment and capacity-building.
- Oversees the planning, programming, coordination and implementation of summer extended learning opportunities for students in grades K-8.

The person in this position will work the standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Salary and benefits as set forth in the Local 51 collective bargaining agreement.

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: Academic Adviser (Stipend position)

This position will report to the NBHS Principal, Athletic Director and Head of Guidance.

The primary functions are as follows:

- Work with the athletes, coaches and teachers to monitor and improve their grades.
- Arrange study time and extra academic support class specific.

This stipend position will be \$4,000.00 and the funding will be 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 Curriculum Development

This position will report to the Superintendent or designee.

The primary functions are as follows:

- Develops, implements and oversees curriculum, teaching and learning, and assessment PK-12.
- Ensures curriculum is accessible and culturally and linguistically responsive to diverse populations.
- Identifies, designs and facilitates professional learning aligned to district goals.
- Active participant on PDEC (Professional Development and Evaluation Committee).
- Provides guidance to building administrators to help strengthen their teachers' instructional practices.
- Provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum, instructional services and assessment.

The person in this position will work the standard administrator schedule, including attendance at Board meetings and other meetings as needed. The salary and benefits are as set forth in the Local 51 collective bargaining agreement. The position is affiliated with Local 51 and the funding source is the Commissioner's Network.

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

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims

Closing and Adjournment

The meeting was adjourned at 6:00 PM.

New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary
Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims