



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **New Britain Board of Education Personnel Subcommittee Meeting**

June 24, 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 5:30 PM.

#### **Board Members Present**

Ms. Catherine Cheney, Ms. Annie Parker

#### **CSDNB Staff Present**

Ms. Janice Grega-Mals, Mr. Raymond Moore, Ms. Kristin Salerni, Ms. Donnah Swaby

#### **New Business**

#### **Review and approve previous meeting minutes from Personnel Subcommittee meeting on May 28, 2019**

There were no recommended changes to the Personnel Subcommittee minutes from May 28, 2019.

#### **Review Vacancy List**

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

#### **Review New Position Request: 9.0 FTE Family School Liaisons for Districtwide**

As part of the redesign of the Family Resource Center and Attendance Departments, we developed a systemic approach to align the work happening in these two departments. The design and the job description have been presented and approved by the Board of Education.

Location for requested positions:

New Britain High School: 2

Middle Schools: 3

Elementary Schools: 4

This is a full-time, 12 month position. The salary and benefits are linked to pay grade 5B of the Local 1186 contract. The estimated cost is \$670,000 and the funding source is Title IV, SPPT and Alliance Grants.

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

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#### **New Britain Board of Education**

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### **Review New Position Request: 2.0 FTE Paraeducators for KEY Program**

Per PPT decision, a fifth grade student at Gaffney Elementary School requires designated adult support throughout the school day in order to assure the student's safety. The student will be transitioning to Slade KEY in the fall for sixth grade and will continue to require adult support. Adult support will also be required during the ESY program. The estimated cost is \$47,000 and the funding is through the local budget.

Per PPT decision, a PreK KEY student will require adult support for 12.5 hours per week as the student attends our half-day PreK program. The support will be required through ESY this summer (4 days per week through the month of July) and the student will attend full day in the fall (2019-2020 SY). Waterbury is the NEXUS for this student and they will need to be charged for the paraeducator accordingly.

*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 Assistant Coordinator of STEAM & Summer Learning**

This position reflects an expansion of duties from Facilitator of STEAM and Summer Learning to include evaluation of personnel and year-round employment to encompass summer learning windows. The new job description was approved by the Board of Education on June 3, 2019. This is a full-time, 12 month position. The salary and benefits are as set forth in the Local 51 collective bargaining agreement. The estimated cost is \$130,000 and the funding source is the Alliance Grant.

*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 Career Coach for Brookside School**

This request was made to better prepare dis-engaged students involved in an alternative education path, with skills and opportunities to thrive in their future endeavors. Brookside will be transitioning a BSA position to take in a career coach. This is a full-time, 10 month position. The estimated cost is \$35,000 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: Supervisor of Small Classroom Setting**

This position will report to the Superintendent and/or designee.

The primary functions are as follows:

- Has primary responsibility to coordinate the program ensuring the program provides high quality supports and instructions to students.
- Supervises and evaluates all personnel in the program.
- Ensures that the program is aligned with research based best practices and standards.
- Collaborates with school site administration to ensure program and school operate seamlessly.

The person in this position will work the standard administrator work 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, New Britain Federation of School Administrators, 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.*

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### **Review New Position Request: 1.0 FTE Supervisor of Small Classroom Setting**

A Supervisor is required to provide oversight of a new program titled “small class setting.” Oversight to include coordination of new program, supervision of staff and collaboration with school site administration to ensure program and school operate seamlessly. This is a full-time, 12 month position. The estimated cost is \$120,000 and the funding source is local.

*The Personnel Subcommittee recommended that the “estimated cost” on the New Position Request Form be increased to more accurately reflect salary and benefits for this position.*

*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: Board Certified Behavior Analyst**

This position will report to the Director of Pupil Services or his/her designee.

The primary functions are as follows:

- Provide consultation to staff.
- Data collection.
- Conduct functional behavior assessments and develops behavior intervention plans.
- Supervision of behavior support staff, Registered Behavior Technicians\Behavior Technicians (RBT/BT) and Behavior Support Assistants (BSA).
- Training.
- Teaming.

The salary is \$80,000 and the benefits are as per Local 871. The funding source is the IDEA Grant.

*The Personnel Subcommittee recommended that this position’s union affiliation be designated prior to forwarding the new job description to the Board of Education for approval at the next regular meeting.*

### **Review New Position Request: 1.0 FTE Board Certified Behavior Analyst**

The district demand for behavioral services has increased beyond the capacity of our contracted BCBA (Board Certified Behavior Analyst). The hiring of a district employee to serve as a BCBA would ensure that appropriate staffing is available to meet the needs of students. The BCBA will provide support to students and staff through consultation, behavior analysis, development of behavior support plans, and staff training. This is a full-time, 10 month position. The estimated cost is \$80,000 and the funding source is the IDEA Grant.

*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: Maintenance Assistant**

This position will report to the Maintenance Foreman.

The primary functions are as follows:

- Under direct supervision, performs deliveries and pick-ups in and out of the school district.
- Assists in maintenance operations, such as snow plowing, sanding and landscape maintenance.
- Assists other Maintenance tradesmen as directed by supervisor.

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The salary follows Pay Grade 6A, \$24.56 per hour (same as Custodian I). The person in this position will work a standard schedule in accordance with the Local 1186 contract and overtime as needed. The position is affiliated with Local Union 1186 and the salary and benefits are as set forth in the Local 1186 collective bargaining agreement. The funding source is local.

*The Personnel Subcommittee recommended that a New Position Request accompany this New Job Description for approval by the Board of Education at the next regular meeting.*

## Closing and Adjournment

The meeting was adjourned at 6:04 PM.

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