



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education Personnel Subcommittee Meeting

September 23, 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 5:31 PM.

### Board Members Present

Ms. Catherine Cheney, Mr. Merrill Gay

### CSDNB Staff Present

Mr. Mark Fernandes, Mr. Kevin Kane, Ms. Kristin Salerni, Dr. Nicole Sanders, Ms. Nancy Sarra, Mr. Mark Spalding, Dr. Shuana Tucker

### New Business

#### Review and approve previous meeting minutes from Personnel Subcommittee meeting on June 24, 2019

There were no recommended changes to the Personnel Subcommittee minutes from June 24, 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 New Job Description: Non-Instructional PPT Office Paraeducator

This position will report to the Building Principal.

The primary functions are as follows:

- Functions as a member of the special education team in planning and following up with the PPT process for students who have been referred to, or already identified as receiving, special education. This also includes meetings for 504 students.
- Manages Planning and Placement Team (PPT) meeting schedules and invitations.
- Manages the dissemination and filing of Individual Education Plans (IEP).

The person in this position will work a standard schedule in accordance with the agreement with the New Britain Federation of Paraeducators. The salary and benefits are as set forth in the Local 2407 collective bargaining agreement. The position is affiliated with Local 2407, New Britain Federation of Paraeducators, and the funding source is local or grant.

### 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

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

### **Discuss Latitude in Hiring**

Ms. Catherine Cheney, Personnel Subcommittee Chair, and Dr. Shuana Tucker, Chief Talent Officer, shared concerns with regard to how the current policy and procedure regarding the hiring of staff does not meet the pressing needs of the district to fill vacancies in a fast and efficient manner. The district policy requiring board approval often delays the process of immediately filling vacant positions especially with the Board convening for regular meetings only once a month. Dr. Tucker gathered information from other school districts regarding their policies for the hiring of certified staff. Specifically, she cited South Windsor and East Hartford Public School policies which assign the Board of Education responsibility for the appointment of all administrative positions and the Superintendent responsibility for all other positions requiring a certificate issued by the State Board of Education. Similarly, the East Hartford Superintendent of Schools or his/her designee has the authority to accept resignations on behalf of the Board of Education. Dr. Tucker would like the Board of Education to approve increased latitude for staff to be hired outside of the restrictions of the current district policy requiring board approval and revise policy and procedures accordingly.

*The Personnel Subcommittee recommended that this request be forwarded to the Policy Subcommittee for further review at their next meeting.*

### **Review New Job Description: Cleaning Aide**

This position will report to the Principal and Supervisor of Custodians.

The primary function is as follows:

- Performs general cleaning of school building and general maintenance work.

Salary:

- Step 1: \$16.00 per hour
- Step 2: \$16.50 per hour
- Step 3: \$17.00 per hour
- Step 4: \$17.50 per hour

This person in this position will work 19.5 hours per week: Monday-Thursday 4:00pm-8:00pm, Friday 4:00pm – 7:30pm. This is a 10 month position (September-June) with no benefits. The position is affiliated with Local 1186, American Federation of State, County and Municipal Employees, and the funding source will be local. According to Mr. Mark Fernandes, there will be an anticipated need for four positions based on building size and needs – Smalley (1), Jefferson (1), Holmes (1) and DiLoreto (1).

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

### **Review Revision to Custodian I Job Description**

Several changes were made throughout the job description. This position will report to the Building Principal and Chief Facilities and Special Projects Officer.

The primary functions are as follows:

- Performs general cleaning and maintenance in school building and grounds or in the central offices.
- Maintains equipment in functional condition.
- Provides cleaning and custodial assistance to students, teachers, visitors and others as necessary.
- Performs related duties and general maintenance work.

The person in this position will work a standard schedule in accordance with the Local 1186 contract, and overtime as needed. The salary and benefits are as set forth in the Local 1186 collective bargaining agreement. The position is affiliated with Local

---

## **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

1186, American Federation of State, County and Municipal Employees, 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: Retention Specialist for Adult Education**

This position will report to the District Coordinator of Adult Education.

The primary functions are as follows:

- Plan, organize, deliver, monitor, dropout prevention, intervention and credit recovery program.
- Monitors students and assist them with regular attendance in the Adult Education programs.
- Liaison to the community-based programs to aid students to successfully complete their program of study.
- Ensures every student has a meaningful relationship with an Adult Education staff member who is an advocate for him/her.

The person in this position will work eight hours per week that Adult Education programs are active. The salary is \$25.00 per hour with no benefits. The funding source is the Adult Education Grant.

*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 6:01 PM.