



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education Personnel Subcommittee Meeting

November 25, 2019 – 5:30 PM | New Britain Educational Administration Center

### Call to Order and Opening

Mr. Merrill Gay called the meeting to order at 5:36 PM.

### Board Members Present

Mr. Merrill Gay, Mr. Anthony Kane, Ms. Annie Parker, Ms. Diana Reyes, Ms. Gayle Sanders-Connolly

### CSDNB Staff Present

Ms. Donna Clark, Mr. Michael Foran, Mr. Kevin Kane, Ms. Wanda Lickwar, Ms. Jacqui Maddy, Ms. Kristin Salerni, Dr. Nicole Sanders, Ms. Nancy Sarra, Ms. Danielle Singleton, Mr. Mark Spalding, Dr. Shuana Tucker

### New Business

#### Review and approve previous meeting minutes from Personnel Subcommittee Meeting on October 28, 2019

There were no recommended changes to the Personnel Subcommittee minutes from October 28, 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 Department Head New Britain High School Job Description

Several changes were made throughout the job description. This position will report to the Building Principal and Curriculum Coordinators.

The primary functions are as follows:

- The Department Head assumes regular responsibilities as a classroom teacher and works collaboratively with school based administration to enhance staff's professional practice.
- Establishes curriculum objectives, direction, and organization of the departmental program in accordance with school and district goals, and serve as a resource person for staff.
- **Participate in the writing and implementing of curriculum revisions and new curriculum as needed.**
- Collaborates with stakeholders to foster students' social, emotional and intellectual growth and independence within a well-organized environment.
- Facilitates and/or participates in relevant meetings (department, instructional, data, social-emotional, attendance, etc.) to monitor, evaluate and revise curriculum, instruction and assessment practices.

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- Assists building and district administration with the identification, design, facilitation and delivery of professional development sessions aligned to individual staff members and/or school and/or district-wide needs and initiatives.
- Serves as an official liaison between the school and Department of Academics and/or Pupil Services.
- Works with school administration to develop, implement, evaluate and revise School (or Department) Improvement Plan.

The person in this position will work a standard teacher work schedule including attendance at Board meetings and other meetings as needed. Many of the primary functions of this position require working significant amounts of time outside of the teacher contractual work day. This is a stipend position per Local 871 New Britain Federation of Teachers contract 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: 2.0 FTE Paraeducators for Gaffney Elementary School KEY Program**

The KEY Program at Gaffney is a districtwide program for students with Autism, who require a self-contained setting for learning. In order to accommodate the growing student population in the KEY Program, the Gaffney Flex classroom will be converted to a KEY Classroom. The Flex classroom presently has 3 paraeducators assigned and 5 paraeducators are required to staff a KEY classroom. Therefore, 2 paraeducators will need to be hired to staff this additional KEY classroom.

This is a full-time, 10 month position. The estimated cost is \$35,000 x 2 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 Behavior Support Assistant for Pulaski Middle School**

Pulaski's suspension rate is well above the state and district average which is a direct correlation to the high rate of chronic absenteeism. The addition of a BSA will assist in supporting the students on a personal level in an effort to reduce referrals, suspensions and increase attendance.

This is a full-time, 10 month position. The estimated cost is \$50,000 and the funding source is SIG 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 Family School Liaison for Districtwide**

Funding provided through The Connecticut State Department of Education will help support CSDNB's goals and objectives created to support the work being conducted with all students identified as homeless from the New Britain District, especially the unaccompanied youth and preschool-aged children and their families.

District goals and objectives are as follows:

Goal #1: Identify and meet the needs of students in homeless situations to maximize their success in school and minimize the disruption of their education.

Objective 1: Throughout the school year the LEA Liaison, Social Workers, and Family School Liaison will work collectively to identify students battling homelessness and ways to work with students to help remove any barriers that will negatively impact their success in school.

Objective 2: Throughout the school year Social Workers, Family School Liaison, and the LEA Liaison will closely monitor and support student progress and success. Monthly and weekly staff meetings will be held to discuss student progress such as academic and school attendance, and assess needs and offer responsive services to families.

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Goal #2: Provide support and resources, including transportation, to maintain consistency and continuity in the educational process for students in homeless circumstances.

Objective 1: Throughout the school year all students will have access to basic needs such as school supplies, clothing, and uniforms.

Objective 2: Throughout the school year all students will be given the opportunity to participate in academically enriched before and after school care and summer programs designed to create a learning environment that fosters students' curiosity and desire to learn.

Goal #3: Educate and engage parents and other adult caretakers in the support of the educational success of their children.

Objective 1: On an ongoing basis parents will be informed of the educational resources available to them and their families to ensure they participate within their child's success in school.

Objective 2: On an ongoing basis parents will be provided with support and education through life skills development, parenting workshops, parent/child activities, and resources and referrals to the community.

Goal #4: Coordinate services and supports for homeless students with community agencies.

Objective 1: On an ongoing basis the LEA Liaison, Social Workers and Family School Liaison will work with Community Based Organizations year round to provide support services for students and families in need such as case management, food, medical help, health services and emergency housing.

Objective 2: On an ongoing basis CSDNB will work with agencies year round such as the Klingberg Family Centers in order to provide students with counseling, mental and psychological support when needed.

This is a full-time, 12 month position. The estimated cost is \$47,000 and the funding source is McKinney-Vento Homeless Asst. 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: 0.4 FTE Family School Liaison for Small Classroom Setting Program at Lincoln Elementary School**

Lincoln's SCS Intervention Initiative seeks a holistic approach to education that supports motivation for academic excellence as well as presiding social skills; qualities believed by CSDNB to be essential in student success and community engagement. Lincoln Elementary School's SCS Intervention will strive to close achievement gaps in social development, reading, writing, and mathematics through an intensive, supportive, and accelerated learning environment, which utilizes effective practices that are individually tailored to meet the needs of each student. Simultaneously, CSDNB seeks to develop skills necessary for successful members of the greater community through targeted social and emotional skill building. The appointed Family School Liaison (FSL), CSDNB's designated Child Associate, will be tasked with supplying students and their families relevant community resources at Lincoln Elementary School's Smaller Classroom Setting program. The FSL will link with families via phone calls and in-home visits and maintain a presence within the student's school. Working with administrators, teachers, the LSW and other behavioral support staff the FSL will engage students and parents through the facilitation of community forums and events. The FSL will encourage school attendance by providing assistance to students and families. The SCS Intervention will require the addition of one part-time FSL position to accommodate the specific needs of students in this setting.

This is a part-time, 12 month position. The estimated cost is \$14,500 and the funding source is Primary Mental Health Grant.

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*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: 0.4 FTE Licensed Practical Nurse for Brookside School**

A student at Brookside School who has diabetes is looking to participate in programs (including the culinary program) at OIC. Per the student's physician they require medical support and supervision to manage their medical condition and they require nursing support in order to attend the program. The position would be Monday-Thursday from 11:00 to 1:30 (10 hours per week).

This is a part-time, 10 month position. The estimated cost is \$13,000 and the funding source is Medicaid (3<sup>rd</sup> party billing).

*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: 0.4 FTE Preschool Special Education Teacher for RELC/Community Based Early Childhood Programs**

There has been an increase in the number of preschoolers attending community based early childhood programs, who require special education itinerant services. The teacher hired to fill this position will work up to 15 hours, 3 mornings per week, out in the community. Service delivery is required in the morning, secondary to afternoon nap schedules in the community based on early childhood programs.

This is a part-time, 10 month position. The estimated cost is \$30,177 and the funding source is local.

### **Review New Position Request: 1.0 FTE English as a Second Language (ESL) Teacher for Districtwide**

We have at least 3 schools with one ESL/Bilingual teacher with an excessive number of students with 30 months or less. Schools with an excessive number of students under 30 months and only one ESL teacher:

Vance – 67  
Holmes – 65  
Smith - 65

This is a full-time, 10 month position. The estimated cost is \$65,000 plus benefits 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 English as a Second Language (ESL) Teacher Job Description**

Several changes were made throughout the job description. This position will report to the School Principal.

The primary function is as follows:

- To provide an instructional program which will educate students in the acquisition of English language skills in the areas of listening, speaking, reading and writing.

The person in this position will work a standard teacher work schedule as per agreement with the New Britain Federation of Teachers. Salary and benefits as set forth in the local 871 collective bargaining agreement. The position is affiliated with Local 871 and the funding source is local or grant funded depending upon the position.

*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 Special Education Teacher for Smith Elementary School KEY Program**

The number of students requiring a self-contained classroom in the KEY program (a districtwide special education classroom setting designed to meet the needs of students with Autism) has increased. This growing student population ranges from grades K-5 and includes students with varying levels of disabilities. An additional class is needed to ensure that these students are appropriately placed. A Special Education Teacher is required to meet the needs of students in the KEY classroom. This classroom will be located at Smith Elementary School.

This is a full-time, 10 month position. The estimated cost is \$65,000-\$75,000 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 Position Request: 3.0 FTE Paraeducators for Smith Elementary School KEY Program**

The number of students requiring a self-contained classroom in the KEY program (a districtwide special education classroom setting designed to meet the needs of students with Autism) has increased. This growing student population ranges from grades K-5 and includes students with varying levels of disabilities. An additional class is needed to ensure that these students are appropriately placed. Three paraeducators are required to meet the needs of students in the KEY classroom. This classroom will be located at Smith Elementary School.

This is a full-time, 10 month position. The estimated cost is \$40,000 x 3 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 6:20 PM.