



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Regular Meeting

August 17, 2020 - 6:00 PM | New Britain High School

Call to Order and Roll Call

Call to Order

Mr. Merrill Gay, President of the New Britain Board of Education, called the meeting to order at 6:07 PM.

Board Members Present

Ms. Monica Dawkins, Mr. Merrill Gay, Mr. Anthony Kane, Ms. Diane Leja*, Mr. Nicholas Mercier, Ms. Diana Reyes, Ms. Nancy Rodriguez, Ms. Gayle Sanders-Connolly, Dr. Violet Jiménez Sims

*Participated remotely

Board Members Absent

Ms. Annie Parker

Reports

Superintendent's Report

Superintendent Sarra and CSDNB administrators provided board members with updates on the following CSDNB Reopening efforts and planning:

Superintendent Sarra/Mr. Kevin Dion – Facilities/Operations: Overview of ventilation systems/action plans

Ms. Sondra Sanford – Day care options for our families

Ms. Maryellen Manning – Staffing

Ms. Wanda Lickwar/Mr. Mark Spalding – Educational opportunities for our EL/Special Education students

Mr. Matthew Cannata – Parent survey feedback

Old Business

Policy: Policy Committee Moves to Approve Revised Policy 4118.51 – Use of Social Media

Reviewed by the Policy Committee on June 15, 2020

This policy was initially reviewed at the Policy Committee Meeting on April 20, 2020. At that time, the Policy Committee recommended that this policy be referred to the Superintendent's Cabinet for review in order to ensure that it is up to date. Mr. Matthew Cannata, Manager of Safety and Communications, brought forward multiple recommended revisions to the policy which were modeled after policies from CABE and Granby Public Schools. This is the second reading of the revised policy.

Mr. Mercier motioned that the Policy Committee moves the Board approve revised Policy 4118.51 – Use of Social Media, seconded by Dr. Jiménez Sims. Motion carried unanimously.

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

Consent Agenda

(There were no objections to pull the following items off the Consent Agenda. Therefore, these items were approved):

Operations: Approve Minutes from the Regular Board of Education Meeting on July 13, 2020

Submitted by Ms. Kristin Salerni | No Committee Review

Operations: Approve Minutes from the Special Board of Education Meeting on July 28, 2020

Submitted by Ms. Kristin Salerni | No Committee Review

Personnel: Accept Report of Personnel Transactions

Submitted by Ms. Heather Barrett | No Committee Review

New Business

Personnel: Approve New Job Description: Manager of Security

Submitted by Ms. Nancy Sarra and Mr. Kevin Kane | Reviewed by the Personnel Committee on August 17, 2020

This position will report to the Director of Facilities.

The primary functions are as follows:

- Under the direct supervision of the Director of Facilities or designee, manages and monitors district security staff and monitoring services at all school buildings.
- Coordinates staffing needs, daily monitoring, archive retrieval requests, and resource allocation.

This is a full-time, 12 month position. The person in this position will work 40 hours per week, with the ability to work a flexible schedule to include irregular hours (nights, weekends, holidays and summer audits). Benefits, wage, and step increase are in alignment with paygrade 4a of the Local 818 contract:

2020-2021 Salary Range (Grade 4a):

1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	6 th Step	7 th Step	8 th Step
\$72,720	\$74,538	\$76,402	\$78,312	\$80,269	\$82,276	\$84,333	\$88,170

This is an exempt position with no union affiliation and the funding source is local budget.

Ms. Sanders-Connolly motioned to approve the new job description for Manager of Security, seconded by Mr. Mercier. Mr. Mercier motioned to amend the Essential Performance Responsibilities of the Manager of Security job description to include the following responsibilities from the Security Monitor job description:

- *Scans monitor screens for events that might be potential problems, relaying information to security employees and directing them to potential problem areas.*
- *Scans from camera to camera using specific written lists provided for various time slots during the day.*
- *Locates and retrieves digital computer files for use by school officials, police officers and prints visual documents as required.*

Motion was seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Mr. Mercier motioned to amend the amendment to the Essential Performance Responsibilities of the Manager of Security to also include the following responsibilities from the Security Monitor job description:

- *Programs and changes access functions for various employee needs in order to support security monitor system.*
- *Selects and reviews detailed floor plan maps on computer and adjusts cameras from position to position to view specific trouble areas and coordinates via radio to security employees.*

Motion was seconded by Ms. Sanders-Connolly. Motion carried unanimously.

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***Motion to amend the new job description for Manager of Security carried unanimously.
Original motion to approve the new job description for Manager of Security as amended carried unanimously.***

Personnel: Approve Revised Job Description and New Position Request for 8.0 FTE Districtwide Technology Assistants
Submitted by Ms. Maryellen Manning and Mr. Jeff Prokop | No Committee Review

Several changes were made throughout the job description. This position will report to the Chief Information Officer and Building Principals.

The primary functions are as follows:

- Provides technical support to building staff and students.
- Ensures building technology is current and functioning properly.

This is a full-time, 12 month position. Salary and benefits are as set forth in the Local 1186 collective bargaining agreement. This position is affiliated with Local 1186 American Federation of State, County and Municipal Employees and the funding source may be local or grant funded. These eight new positions will be funded by the CARES Grant (ESSER).

Mr. Mercier motioned to approve the revised job description and new position request for (8.0) Technology Assistants, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve New Job Description: Community Attendance Liaison
Submitted by Mr. Christopher Badenhop | No Committee Review

This position will report to the School Readiness Coordinator/Roosevelt Early Learning Center Principal.

The primary functions are as follows:

- Assists in maintaining an acceptable level of school attendance by providing support and assistance to community early childhood programs, where chronic absenteeism problems are found.
- Collaborates with school staff and funding agencies to help ensure required program components are adhered to.
- Works to strengthen attendance through consistent outreach strategies.

This is a part-time, 10 month position from September to June. The person in this position will work 19.5 hours per week/5 days per week (daily hours may be flexible to meet the needs of the community programs) and must be able to work flexible hours to accommodate the needs of the position. This is a non-exempt position which carries no benefits. This position has no union affiliation and the funding source may be grant funded.

Mr. Mercier motioned to approve the new job description for Community Attendance Liaison, seconded by Ms. Rodriguez. Motion carried unanimously.

Addition to Agenda

Mr. Mercier motioned to add a new position request for a Community Attendance Liaison for Roosevelt Early Learning Center to the agenda, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve New Position Request: 0.4 FTE Community Attendance Liaison for Roosevelt Early Learning Center
Submitted by Ms. Christopher Badenhop | No Committee Review

Through the attendance grant that we received (2630) we are hiring a part-time attendance liaison to help assist community programs, which receive school readiness funds, with attendance data and reaching out to families with chronic absenteeism. This position will be solely based on receiving this grant each year.

This is a part-time, 10 month position. The estimated cost is \$14,040 and the funding source is Attendance Grant 2630.

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Monica Dawkins | Anthony Kane | Diane Leja | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

Mr. Mercier motioned to approve the new position request for (0.4) Community Attendance Liaison for Roosevelt Early Learning Center, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

New Business

Personnel: Approve New Position Request: 1.0 FTE Behavior Support Assistant for New Britain High School KEY Program

Submitted by Ms. Danielle Singleton | No Committee Review

There is a need for a BSA in our high school Key Program. As the students grow to be taller and stronger, while continuing to experience dysregulation, the need for an individual trained in de-escalation strategies, Applied Behavioral Analysis (ABA) as well as physical management techniques has become abundantly clear as a need for our program. Over the past several years, the program has relied on security staff to assist when students have become physical. Security is not trained in ABA or Safety Care which lends itself to inherent problems in addition to pulling security resources from other areas of the building where the support is also needed. This request is for the 2020-21 school year. One KEY paraeducator position would be changed/eliminated in lieu of the BSA position.

This is a full-time, 10 month position. The estimated cost is \$48,830, minus budgeted amount for paraeducator, and the funding source is local budget.

Mr. Mercier motioned to approve the new position request for (1.0) Behavior Support Assistant for New Britain High School KEY Program, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Addition to Agenda

Mr. Mercier motioned to add a new position request for a districtwide Instructional Coach to the agenda, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Personnel: Approve New Position Request: 1.0 FTE Districtwide Instructional Coach

Submitted by Ms. Lara Bohlke | No Committee Review

One Instructional Coach position is moving from EdAdvance to CSDNB.

This is a full-time, 10 month position. The estimated cost is \$120,000 and the funding source is Alliance, Commissioner's Network, Title II grant funding.

Mr. Mercier motioned to approve the new position request for (1.0) districtwide Instructional Coach, seconded by Mr. Kane. Motion carried unanimously.

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 7:24 PM, seconded by Mr. Mercier. Motion carried unanimously.

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