



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education Personnel Committee Meeting

January 24, 2022 – 6:00 PM | New Britain Educational Administration Center

### Call to Order and Opening

Ms. Annie Parker, Personnel Committee Chair, called the meeting to order at 6:00 PM.

### Board Members Present

Mr. Anthony Cane\*, Mr. Merrill Gay#, Mr. Matthew Marino\*, Ms. Annie Parker\*, Ms. Gayle Sanders-Connolly\*, Ms. Tina Santana\*

\*Committee member

#Attended remotely

### CSDNB Staff Present

Ms. Amy Anderson#, Ms. Lara Bohlke#, Ms. Paula Cormier#, Ms. Kristina DeNegre#, Mr. Michael Foran#, Ms. Allison Galin#, Mr. Kevin Kane, Ms. Wanda Lickwar#, Ms. Cheryl Liedke#, Ms. Maryellen Manning#, Dr. Silvia Mayo-Molina#, Mr. Alejandro Ortiz#, Mr. Damon Pearce#, Mr. Jeff Prokop#, Ms. Kristin Salerni, Dr. Nicole Sanders#, Ms. Nancy Sarra#

#Attended remotely

### New Business

#### Review and Approve Minutes from Personnel Committee Meeting on December 20, 2021

There were no recommended changes to the minutes from the Personnel Committee Meeting on December 20, 2021.

***Mr. Cane motioned to approve the minutes from the Personnel Committee Meeting on December 20, 2021 as submitted, seconded by Mr. Marino. Motion carried unanimously.***

-----

#### Review Vacancy List/Staffing Update

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

-----

#### Review Resignation and Retirement Data

The Personnel Committee reviewed requested resignation and retirement data from September 2021 to present submitted by Director of Personnel and Talent Development Maryellen Manning. Ms. Sanders-Connolly motioned to table continued discussion of resignation and retirement data and reschedule the item to an executive session at a future meeting after she confers with Attorney Kevin Roy.

---

### New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary

Anthony Cane | Monica Dawkins | Anthony Kane | Matthew Marino | Annie S. Parker | Diana Reyes | Tina Santana

## **Discuss Teaching Assistants' Request for Increase in Compensation**

Ms. Manning brought forward the following requests from Teaching Assistants specific to classification compensation:

- Tuition reimbursement
- Class coverage compensation at rate of \$44.50 per hour

*The Personnel Committee recommended that this request, accompanied by financial data and copies of the Teaching Assistants' request as well as the MOU with Paraeducators, be added to the Board's New Business Agenda for the next regular meeting in February.*

-----

## **Clarify Pathways Available to Teaching Assistants Across all Programs**

Upon request of Personnel Committee Chair Annie Parker, Senior Equity and Talent Officer Nicole Sanders presented an overview of the district's partnership with the RELAY Program. Personnel Committee members recommended that a presentation covering all of the pathways available to employees be provided to the full Board at a future meeting. Presented document is attached.

-----

## **Presentation: The ARCTEL Program (Alternate Route to Certification for Teachers of English Learners)**

District Coordinator of Bilingual, ESL, and World Language Wanda Lickwar presented committee members with copies of a slideshow presentation providing an overview of the ARCTEL Program which is an advanced educator preparation program approved by the CT State Board of Education. Ms. Lickwar answered committee member questions about the program. The purchase order for the ARCTEL Program will be forwarded to the Finance, Facilities, and Transportation Committee for review on January 24, 2022. The presentation is attached.

-----

## **Review REVISED Job Description for Media Specialist (Elementary or Secondary School)**

Numerous changes were made throughout the job description. This position will report to the building administrator.

Primary functions include:

- Support a love of learning in all students by empowering them to be critical thinkers, enthusiastic readers, and skillful researchers
- Ensure that the library media program is aligned with the mission, vision, and goals of the school
- Participate in the leadership team providing guidance for effectively integrating technologies with instruction
- Support meaningful and purposeful communication by creating an environment that promotes effective collaboration amongst students and staff

The person in this position will work a regular teacher work schedule, in accordance with the Local 871 collective bargaining agreement. Salary and benefits are as set forth in the Local 871 contract. This position is affiliated with Local 871 New Britain Federation of Teachers and the funding source is local funding.

*The Personnel Committee recommended to add the revised job description for Media Specialist (Elementary or Secondary School) to the Board's Consent Agenda for the next regular meeting in February.*

---

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

**Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary**

Anthony Cane | Monica Dawkins | Anthony Kane | Matthew Marino | Annie S. Parker | Diana Reyes | Tina Santana

## **Review New Position Request for 1.0 FTE Library Media Specialist for New Britain High School**

For years we have been putting off replacing the library media specialist at NBHS but NEASC is demanding it for next year.

This is a full-time, 10 month position. The estimated cost is \$80,000 and funding source is local budget.

*The Personnel Committee recommended to add the new position request for (1.0) Media Specialist (Elementary or Secondary School) for New Britain High School to the Board's Consent Agenda for the next regular meeting in February.*

-----

## **Review New Position Request for 1.0 FTE Districtwide Instructional Coach**

The Department of Academics plans to expand the continuum of core foundational reading supports and services for New Britain students. We are currently in year 2 of a 5 year plan to implement foundational reading core curriculum (Foundations in Grades K-3 and Just Words in Grades 4-8). Throughout our implementation process we have strategically put coaching supports in place to ensure not only fidelity of implementation during the actual implementation year but also supports that will sustain effective use of the programs for the long term. As we expand into Grades 3-8 during the next 3 years the number of teachers who will need training, implementation support and long-term sustainability support will continue to grow. We currently have 3 Districtwide Instructional Coaches supporting about 150 classroom, Sped and EL teachers in their Foundations implementation. As we expand Foundations and Just Words to grades 3-5 over the next 3 years that number will grow to about 300 classroom, Sped and EL teachers. We would like to recruit an additional coach to support this growth. We have improved phonological awareness, phonics and sight word iReady results after one year of Foundations implementation. This is all part of our goal of expanding the continuum of reading supports and services for students. In addition, we will expand our Tier 2 supports namely in the area of comprehension and fluency. Our in-house coach has received certification in Foundations so she will be able to train teachers in Foundations and Just Words for Grades K-8 and Wilson for Sped students in grades 3-12.

This is a full-time, 10 month position. The estimated cost is \$100,000.00 and the funding source is local budget.

*The Personnel Committee recommended to add the new position request for (1.0) districtwide Instructional Coach to the Board's Consent Agenda for the next regular meeting in February.*

## **Closing and Adjournment**

The meeting was adjourned at 7:41 PM.



The Consolidated School District of New Britain has been partnering with RELAY for several years. To date, I am aware of three previous RELAY candidates who have been hired as teachers in the district. Our partnership has strengthened with RELAY to ensure that students' district job assignment and practicum placements are in the same school. In previous years, RELAY candidates oftentimes conducted their practicum in a school different from their job assignment. This structure was not ideal because it posed a hardship on the schools, so during the 2019 - 2020, we worked to ensure that candidates remained in their work assignment for the practicum. In addition, we extended support by conducting district level observations to support the candidate and encourage them to engage in the school community. Our goal is to hire these candidates after successful completion of the RELAY program.

The partnership is outlined in the [New Britain Relay CT MOU SY21-22.pdf](#). The district also financially supports RELAY candidates by paying a portion of their tuition.

#### **RELAY Programs:**

- [RelayConnecticut Steps.pdf](#)
- [Relay Connecticut MAT Residency Recruitment One-Pager 2021.pdf](#)

#### **2021 - 2022 Teaching Assistant Updates:**

- We have 6 RELAY students working in the following five schools: Diloreto, Holmes, Lincoln, Northend, Gaffney.
  - Cohort started the 18 month program in Summer 2021. The course of study is projected to finish in January or February 2023 if all requirements are successfully completed.

#### **Next Steps:**

An Informational Session has been scheduled for Tuesday, January 25 for current teaching assistants who have been identified and are interested.





# ARCTEL

Alternate Route to Certification for  
Teachers of English Learners

# ARCTEL is an advanced educator preparation program approved by the CT State Board of Education

## Available Cross-Endorsements:

- CT Teaching Certification # 111
  - Teaching English to Speakers of Other Languages (TESOL)
- Bilingual Education for qualified candidates - specific to grade level and content area
- CT Adult Education certification #088 - Non English Speaking Adults

# Qualifications for admission

- Must hold a valid CT teaching certificate
- Be employed by a CT PreK-12 school or school district during the program of study

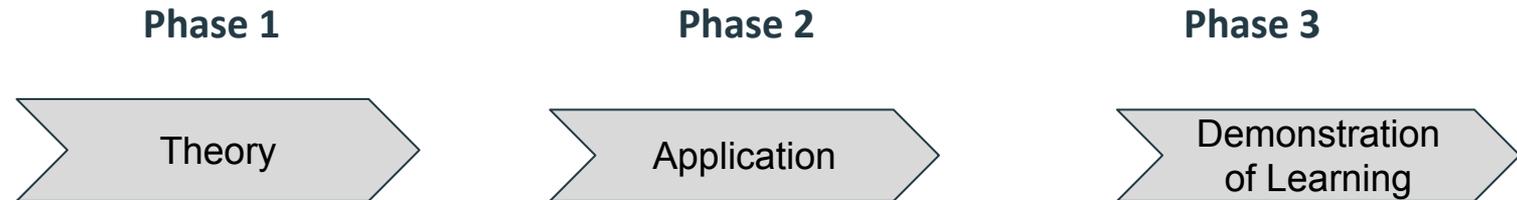
# Program of Study

ARCTEL is guided by the CT English Proficiency Standards (CELP) which describe the language necessary for student success in the grade level content areas.

This teacher education program has three phases organized around the five domains of:

1. Language
2. Culture
3. Planning, Implementing and Managing Instruction
4. Assessment
5. Professionalism

The program progression leads participants from:



# Program Structure

Blended to provide a high quality accessible experience to all learners

Beneficial for teachers who:

- Who want an independent online experience
- Are organized and learn better in a flexible, virtual environment
- Prefers using online tools to engage in feedback cycle with instructor and discourse with peers
- Is highly skilled using technology

**\*Non credit bearing program**

# Program Structure

<b>Experience</b>	<b>Description</b>	<b>Hours</b>
Instruction	Weekly online synchronous or asynchronous sessions	3-4 x wk
Practicum	Application of Learning to direct instruction of MLs	100
Professional Learning	Independent professional learning in an area related to MLs	20
Embedded Professional Services	Reading and research in preparation for class work, written reflections, major assignments, collaborative group work and design and delivery of a model lesson with MLs	4-6 x wk

# Cross-endorsements

- **TESOL**

- Pass standardized test Praxis II English to Speakers of Other Languages as required by the SDE. (Testing must be completed before program completion)
- 

- **Bilingual Cross-Endorsement**

- Only for eligible candidates
- Must attend an additional four Saturday support sessions
- Be certified in an elementary or secondary subject area
- Demonstrate oral and written proficiency in the language of instruction by passing the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT)
- Demonstrate written proficiency in English by passing the Praxis core academic skills: writing or hold a Praxis i or Praxis Core Academic test waiver

**(All standardized testing must be completed prior to program completion)**

## Program Completion Requirements

- Participate in all synchronous and asynchronous sessions
- Complete all assignments and tasks with minimum scoring requirements
- Complete/log 100 hours practicum hours
- Complete/log 20 professional learning hours
- Complete appropriate standardized testing to CT certification

# 2021-2022 NB ARCTEL Enrollment

Overall: 15

TESOL: 12

Bilingual: 3