



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education Personnel Committee Meeting

January 30, 2023 – 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\*, Ms. Monica Dawkins, Ms. Annie Parker\*, Ms. Gayle Sanders-Connolly\*

*\*Committee member*

### CSDNB Staff Present

Ms. Ann Alfano, Ms. Holly Catrino, Ms. Donna Clark, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Wanda Lickwar, Ms. Maryellen Manning, Dr. Silvia Mayo-Molina, Mr. Jeff Prokop, Dr. Nicole Sanders, Mr. Paul Salina, Ms. Kristin Salerni, Mr. Robert Smedley, Mr. Mark Spalding, Ms. Donnah Swaby, Ms. Ivelise Velazquez

### New Business

Review and Approve Minutes from Personnel Committee Meeting on December 19, 2022

There were no recommended changes to the minutes from the Personnel Committee Meeting on December 19<sup>th</sup>, 2022 other than Board President, Ms. Gayle Sanders – Connolly asked to edit her name.

### Review Vacancy List/Staffing Update

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

*Mr. Cane motioned to accept vacancy list/ staffing update, seconded by Ms. Parker*

Dr. Sanders discussed how there are two less positions on the vacancy list than there was last month. The positions that are on the vacancy list have been there since the beginning of the school year. We have been filling our vacant positions with TA's, due to a shortage of people applying.

### Review Memorandum of Understanding Between Consolidated School District of New Britain and Local 2407, New Britain Federation of Paraeducators Regarding the Sick Leave Bank

Submitted by Ms. Maryellen Manning

Dr. Gasper shared the proposed MOU. The union is requesting to update the contract language.

*A sick leave bank is hereby established to be used primarily for extreme hardship cases. Any Paraeducator may contribute up to two days of sick leave to the bank each year, and any day contributed by a Paraeducator shall be deducted from their accumulation of sick leave. Each year, sufficient donations will be made to ensure that the sick leave bank contains no less and no more than two hundred (200) days. Days donated cannot come from days in excess of the 180-day school year. The sick leave committee shall consist of three (3) Paraeducators selected annually by the Union and three (3) administrators selected annually by the District. A quorum of four (4) committee members shall be*

### 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

required to vote. A positive vote for the four-member committee shall be required to grant the leave. The committee shall develop procedures for applying and grant of sick leave from the bank. Said committee may consider among other things the serious nature and projected duration of the illness or disability involved and/or the applicant's prior record of sick leave use. The granting of any sick, leave days shall be by majority vote of the committee members voting and said vote shall be final. **In order to apply for and receive sick leave from the bank, bargaining unit members must have contributed sick leave into the bank.**

The union is requesting to strike through the last line of the contract stating in order to apply for and receive sick leave from the bank, bargaining unit members must have contributed sick leave into the bank. Dr. Gasper and Chief of Staff Maryellen Manning, are in agreement with this update.

*Mr. Cane motioned to add Memorandum of Understanding Between Consolidated School District of New Britain and Local 2407, New Britain Federation of Paraeducators Regarding the Sick Leave Bank to the consent agenda.*

Review Revised Job Description: STEAM Enrichment Teacher

Submitted by Ms. Ivelise Velazquez

Updated STEAM Teacher Job Description - as part of our reorganization and change to our STEAM/NBU programming, we have updated the STEAM teacher job description to reflect instruction to students during STEAM and instruction during enrichment/intervention.

*Ms. Parker motioned to add Revised Job Description: STEAM Enrichment Teacher to the consent agenda.*

Review Revised Job Description: Manager of Security

Submitted by: Dr. Nicole Sanders

Revision to Manager of Security position to reflect several updated skills and performance responsibilities.

*Ms. Parker motioned to add Revised Job Description: Manager of Security to the consent agenda.*

New Position Request: 10.0 FTE Districtwide Reading Teacher

Submitted by Ms. Ivelise Velazquez

Request to post and interview for 10 FTEs, using the Reading Teacher job description. Confirmation of hires subject to budget approval.

*Ms. Parker motioned to add New Position Request: 10.0 FTE Districtwide Reading Teacher to the consent agenda.*

Review New Position Request: 1.0 FTE Special Education Teacher for Expulsion Site at Boys & Girls Club of New Britain

Submitted by: Ms. Donna Clark

An additional classroom is needed to meet the educational needs of the growing number of expelled students. This new expulsion site classroom will require one teacher and one behavior support assistant.

*Ms. Parker motioned to add New Position Request: 1.0 FTE Special Education Teacher for Expulsion Site at Boys & Girls Club of New Britain to the consent agenda.*

**Review New Position Request: 1.0 FTE Behavior Support Assistant for Expulsion Site at Boys & Girls Club of New Britain**

Submitted by: Ms. Donna Clark

An additional classroom is needed to meet the educational needs of the growing number of expelled students. This new expulsion site classroom will require one teacher and one behavior support assistant.

---

## New Britain Board of Education

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

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

*Ms. Parker motioned to add New Position Request: 1.0 FTE Behavior Support Assistant for Expulsion Site at Boys & Girls Club of New Britain to the consent agenda.*

## **Closing and Adjournment**

The meeting was adjourned at 6:20 PM

---

### **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

---

**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