



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Personnel Committee Meeting

June 27, 2022 – 6:30 PM | New Britain Educational Administration Center

Call to Order and Opening

Ms. Annie Parker, Personnel Committee Chair, called the meeting to order at 6:45 PM.

Board Members Present

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

*Committee member

CSDNB Staff Present

Ms. Donna Clark#, Mr. Michael Foran, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Mr. Kevin Kane#, Ms. Maryellen Manning, Mr. Jeff Prokop, Ms. Kristin Salerni, Ms. Sondra Sanford#, Mr. Mark Spalding

#Attended remotely

New Business

Review and Approve Minutes from Personnel Committee Meeting on May 31, 2022

There were no recommended changes to the minutes from the Personnel Committee Meeting on May 31, 2022.

Ms. Parker motioned to approve the minutes from the Personnel Committee Meeting on May 31, 2022 as submitted. Motion carried unanimously.

Review Vacancy List/Staffing Update

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

Review NEW Job Description for Breakfast and Lunch Aid

This position will report to the Building Principal and/or Assistant Principal.

Primary Function: Under the supervision of the principal, or assistant principal, provides general supervision of students during breakfast and lunchtime.

The individual in this part-time position will work up to 25 hours per week and hours will vary by school. Hourly pay rate is as specified on the temporary employee wages list. This position carries no benefits and is not affiliated with a union. The funding source for this position is local budget.

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

The Personnel Committee recommended to add the new job description for Breakfast and Lunch Aide to the Board's Consent Agenda for the Special Board Meeting in July.

Review New Position Request for 1.0 FTE Board Certified Behavioral Analyst (BCBA) for Districtwide KEY Program

This proposal is a formal request to increase the KEY BCBA team from 3 to 4 by hiring an additional BCBA for the 2022-2023 school year.

This school year the district has contracted BCBAs from Connecticut Behavioral Health (CBH); KEY received one full-time BCBA and based on need we have utilized three other BCBAs for support. Currently, when the following BCBAs are available we have support from Michelle Greenlees assisting on Tuesdays, Amanda Wedge assisting on Mondays and Tuesdays, and Jaime Cunningham on Fridays. With this proposal we are asking that instead of having different BCBA support when available, that we can instead have one of the contracted BCBAs join our team full-time next school year. This change would allow for consistency for our students and staff, easier scheduling logistics, and would help strengthen the KEY program.

The KEY program currently has three BCBAs for the 19 classrooms across Gaffney (10), Lincoln (2), Smith (2), Slade (3), and NBHS (2). At the time of this proposal KEY has a total of 163 students. The role of the BCBA within the KEY program is different from the role of the BCBA within the district. At KEY the BCBAs are utilized not only for monthly consultations but also as classroom wide behavioral support (total 938.5 hours direct work with students across 3 BCBAs). As a self-contained program KEY students often emit behaviors of concerns at higher rates and intensity. This requires BCBAs to respond to daily behavioral calls to help implement support/intervention plans, correct Safety Care protocols, and in the moment training to staff.

KEY BCBAs also assist with reevaluation testing; report writing; goal/objective writing, FBA/BIP development; support/safety plan development; case conferences; PPT meetings; supporting/training teachers with ABA teaching methods; training support staff; working hands on with students; data/program development, analysis, and documentation; crisis management; family training/engagement; and collaborating with other related services. In addition, our two district hired BCBAs are Safety Care trainers. This year they have completed a total of 86.5 hours of Safety Care initial/recertification training and 30 hours of planning and data input. As a result, the BCBAs have trained 79 new staff and recertified 39 staff members who support our classrooms.

BCBAs in the Key Program have a unique position where, along with typical BCBA activities, they are often requested to fill in for staff absences, create materials for programs and curriculum, lead classrooms with teacher vacancies as well as cover breaks in classrooms. Due to the high intensity nature of the Key program this assistance is necessary for student progress and safety.

On April 6, 2022 KEY teachers and support staff held a meeting with Danielle Singleton, Anita Fazio, and Jodi Correa to discuss current concerns and a plan of action for the betterment of the KEY program. In this meeting the BCBAs shared that to ensure effective treatment our board of ethics (BACB) recommends BCBAs have about 12 cases each. In the KEY program each BCBA has almost triple that number (range 38-63 clients per BCBA currently). Based on statistical data and what we have seen in the last 2 years, the number of students needing a KEY placement will continue to increase. Other concerns discussed included safety (many staff and student injuries) and the need for increased staff training.

Conclusion: By adding a full time BCBA to the Key program and bringing the total number of BCBAs from 3 to 4, the proposed caseloads would greatly improve the quality of BCBA services and scope of practice within the program. The addition of a full time BCBA would decrease caseload size, increase availability of BCBA to work on behavior reduction and also skill acquisition. By being able to focus on skill acquisition in conjunction with behavior reduction, students will be better prepared to transition to a less restrictive environment and/or success in both childhood and eventually adulthood.

This is a full-time, 10-month position. The estimated cost is \$105,000 and the funding source is ARP ESSER Grant.

The new position request for 1.0 FTE Board Certified Behavioral Analyst (BCBA) for districtwide Key Program was removed from the agenda per Mr. Mark Spalding.

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Review New Position Request for 1.0 FTE Paraeducator for Districtwide Deaf/Hard of Hearing Program

Elimination of Assistant to the Teacher of the Deaf position to fund a paraeducator position within the Deaf/Hard of Hearing Program. The Assistant position was created prior to the development of the Deaf/Hard of Hearing Team. The district presently has two Special Education Teachers and 2 SLPs working alongside the Teacher of the Deaf. At this time an additional paraeducator is required to work one-one with students who require support in the classroom to accommodate their hearing disability. The swapping of these positions will allow for a \$25,000 savings due to the difference in the pay rate.

There is a cost savings to the district due to the elimination of one position and the additional of another at a lower pay rate.

This is a full-time, 10-month position. The estimated cost is \$0 and the funding source is local budget.

The Personnel Committee recommended to add the new position request for (1.0) Paraeducator for Districtwide Deaf/Hard of Hearing Program to the Board's Consent Agenda for the Special Board Meeting in July.

Mr. Cane recommended that the Climate Survey be extended to staff members next year.

Closing and Adjournment

The meeting was adjourned at 7:00 PM.