



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Special School Board Meeting

August 29, 2022 – 6:00 PM | New Britain Educational Administration Center

Call to Order

Call to Order

Ms. Gayle Sanders-Connolly, President of the New Britain Board of Education, called the meeting to order at 6:08 PM.

Board Members Present

Mr. Anthony Cane, Ms. Monica Dawkins, Mr. Merrill Gay#, Mr. Anthony Kane#, Mr. Matthew Marino, Ms. Annie Parker, Ms. Diana Reyes, Ms. Gayle Sanders-Connolly, Ms. Tina Santana

Attended remotely

Board Members Absent

Mr. Joseph Listro

New Business

Discussion/Possible Action on Revisions to Central Office Organizational Chart

Mr. Cane motioned to discuss/take possible action on revisions to Central Office Organizational Chart, seconded by Ms. Santana.

Mr. Cane motioned to amend revised Central Office Organizational Chart to change Chief of Staff title to “Chief of Staff, Relations and Accountability.” Motion carried unanimously.

Mr. Cane motioned to table approval of revised Central Office Organizational Chart, seconded by Ms. Santana. Motion carried unanimously.

Review/Possible Action on New/Revised Job Descriptions for Central Office Personnel

Mr. Cane motioned to approve the following new/revised job descriptions for Central Office personnel, seconded by Ms. Santana:

Communications Officer

This position will report to Superintendent of Schools or designee.

Primary functions include:

- Coordinates public relations, communications and marketing for the Consolidated School District of New Britain.
- Generates in the community at large a climate of understanding of the district’s efforts to provide each student with the best possible education in an increasingly complex and sophisticated world.

New Britain Board of Education

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

The person in this position will work a twelve-month work year with flexible hours to include nights and weekends as necessary. This individual will communicate with news outlet and other organizations outside of the standard work hours. Benefits, wage, and step increases are in alignment with the Local 818 contract (Grade 3a). This exempt position is not affiliated with a union and the funding source is local funding.

Academics and Accountability Officer PK-5 (Former Talent Officer)

This position will report to the Deputy Superintendent or designee.

The Academics and Accountability Officer sets the strategic vision and direction for the instructional leadership framework and pedagogical approach to the Consolidated School District's academic programs PK-5. The Academics and Accountability Officer is the leader, spokesperson, and conduit for teaching learning. This role develops the short and long-term instructional vision for CSDNB and works to establish a culture of high expectation and shared responsibility for equitable access to high quality and culturally relevant instruction. The Academics and Accountability Officer works to create authentic partnerships between district offices and schools that ensure closer alignment of district grants with school needs, to implement an instructional plan for the district that ensures effective teaching in every classroom, and to create conditions that ensure systemic improvement of practice and accountability over time in every school.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other evening meetings as assigned. Benefits, salary, and fringe benefits are as set forth in the individual employment agreement. This exempt position is not affiliated with a union and the funding source is Alliance Grant funding.

Academics and Accountability Officer (6-12)

This position will report to the Deputy Superintendent or designee.

The Academics and Accountability Officer sets the strategic vision and direction for the instructional leadership framework and pedagogical approach to the Consolidated School District's academic programs 6-12. The Academics and Accountability Officer is the leader, spokesperson, and conduit for teaching learning. This role develops the short and long-term instructional vision for CSDNB and works to establish a culture of high expectation and shared responsibility for equitable access to high quality and culturally relevant instruction. The Academics and Accountability Officer works to create authentic partnerships between district offices and schools that ensure closer alignment of district grants with school needs, to implement an instructional plan for the district that ensures effective teaching in every classroom, and to create conditions that ensure systemic improvement of practice and accountability over time in every school.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other evening meetings as assigned. Benefits, salary, and fringe benefits are as set forth in the individual employment agreement. This exempt position is not affiliated with a union and the funding source is local budget.

Chief Operations Officer (Former Director of Facilities)

This position will report to the Superintendent of Schools or designee.

The Chief Operations Officer provides leadership and directs all aspects of the district's operations related to facilities, technology, food services, transportation, school residency, and school safety and security. Assists in formulating the operational policies and procedures to ensure efficient and safe operations.

The person in this position will work a standard work schedule, plus work beyond regular business hours as needed to perform duties of position. Occasional work in poor weather conditions including heat, cold, rain, or snow. Must attend meetings of Board of Education, School Building Committee, Board Facilities Committee and Common Council, along with other meetings as required. Benefits are as determined by individual employment agreement. Salary range: \$140,000 - \$150,000. This exempt position is not affiliated with a union and the funding source is local budget.

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Chief of Staff, Relations & Accountability (Former Director of Personnel and Talent Development)

This position will report to the Superintendent of Schools.

Responsible for staff administration under the direction of the Superintendent including overseeing all staff issues, labor relations and standards, contract negotiations and employment law matters. Monitors and ensures alignment of all work and initiatives with the school system's strategic plan and direction. Plans, organizes, and directs the work of communications and public relations, except those specific areas reserved by the Superintendent. Serves as the Superintendent's liaison in monitoring and facilitating the progress of staff-led projects and initiatives, and in being attuned to the concerns and positions of community individuals and groups relative to district activities and plans.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Benefits, salary, and fringe benefits are as set forth in the individual employment agreement. This exempt position is not affiliated with a union and the funding source is local budget.

Director of Talent & Equity (Former Senior Equity & Talent Officer)

This position will report to the Chief of Staff, Relations & Accountability and Superintendent of Schools.

Leads the critical function of talent management of human capital for the Consolidated School District of New Britain. Oversees plans and coordinates all Talent and Equity department operations for the school district. Establishes and maintains a culture of inclusion that is committed to embracing our diversity as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all employees, students, families, and community.

The person in this position will work a standard administrator work schedule, including attendance at Board meetings and other meetings as needed. Benefits, salary, and fringe benefits are as set forth in the individual employment agreement. This exempt position is not affiliated with a union and the funding source is Alliance Grant funding.

Ms. Sanders-Connolly noted that the Director of Talent & Equity should report to the Chief of Staff, Relations & Accountability. Motion carried unanimously.

Discussion/Possible Action on Revisions to Central Office Organizational Chart

Mr. Cane motioned to remove approval of revised Central Office Organizational Chart from the table, seconded by Ms. Parker. Motion carried unanimously.

Motion to approve revised Central Office Organizational Chart with amendment to change Chief of Staff title to "Chief of Staff, Relations and Accountability" carried unanimously.

Closing and Adjournment

Mr. Cane motioned to adjourn at 6:30 PM, seconded by Ms. Parker. Motion carried unanimously.

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