



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Personnel Committee Meeting

October 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 6:04 PM.

Board Members Present

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

*Committee member

CSDNB Staff Present

Ms. Holly Catrino#, Ms. Kristina DeNegre, Ms. Erica Eisenberg#, Mr. Mark Fernandes#, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Michele Kushman#, Ms. Maryellen Manning, Ms. Katherine Merlini#, Ms. Sonia Perry#, Mr. Jeff Prokop, Ms. Alyssa Russo#, Ms. Kristin Salerni, Ms. Danielle Singleton#, Mr. Mark Spalding, Ms. Ivelise Velazquez

Attended remotely

New Business

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

There were no recommended changes to the minutes from the Personnel Committee Meeting on September 19, 2022.

Mr. Cane motioned to approve the minutes from the Personnel Committee Meeting on September 19, 2022 as submitted, seconded by Ms. Sanders-Connolly. Motion carried unanimously.

Review and Approve Minutes from Special Personnel Committee Meeting on September 27, 2022

Ms. Sanders-Connolly motioned to table the minutes from the Special Personnel Committee Meeting on September 27, 2022 as submitted. Motion carried unanimously.

Review Vacancy List/Staffing Update

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

Ms. Sanders-Connolly requested that a presentation regarding recruitment efforts be delivered at the next Personnel Committee Meeting.

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

Presentation: Preschool KEY Training Proposal

Presented by Mr. Mark Spalding and Ms. Donna Clark

Director of Pupil Services Mark Spalding and District Coordinator of Special Education Danielle Singleton presented a proposal to change PreK KEY schedule to a 1/2 day on Wednesdays to allow for required staff training. This would align the PreK KEY program with the K-8 KEY training plan that already exists. Mr. Spalding stated that the goal would be for the change to take place in February. KEY PreK Teachers and the Speech and Language Pathologist for the program joined the meeting remotely in order to answer questions from committee members. The presentation is attached.

The Personnel Committee recommended that this proposal be presented to the full Board along with additional details of the roll-out plan and potential childcare options available to families.

Review REVISED Job Description: Adult Education Program Facilitator

Submitted by Mr. Mark Fernandes

Currently the position as created does not require the person in the position have certification in teaching. The position is intricately involved in National External Diploma Program (NEDP), Connecticut Adult Virtual High School (CAVHS), Coaching teachers in using software in their classroom teaching, placement of students in appropriate levels for classes and working with the Director to develop effective programming to meet the needs of our students. All of these aspects of the job are best filled by someone who is certified. Currently the employee holding the position is certified. The Department is looking to make sure that in the future the persons who hold the position are certified.

Also, a change in the State information system has gone from CARS to LACES.

The Personnel Committee recommended to add the revised job description for Adult Education Program Facilitator to the Board’s Consent Agenda for the Regular Board Meeting in November.

Review New Position Request: 1.0 FTE Special Education Teacher for Jefferson Elementary School

Submitted by Ms. Donna Clark

Requesting that the K-1 Special Education Teacher position at Chamberlain Bridges be moved to Jefferson to fill this request. The caseload at this time does not warrant this position at Chamberlain.

This is a full-time, 10-month position. This is a shift in location of a position, not an additional FTE request. Therefore, there is no cost associated.

The Personnel Committee recommended to add the new position request for (1.0) Special Education Teacher for Jefferson Elementary School to the Board’s Consent Agenda for the Regular Board Meeting in November.

Executive Session

Ms. Sanders-Connolly motioned to go into executive session at 6:32 PM to discuss Item 2G (Discuss Negotiations of Independent Employment Contract), seconded by Mr. Cane. Superintendent Gasper was invited into executive session to discuss this item with the Board. Motion carried unanimously.

Continuation of Meeting

The meeting resumed in open session at 6:40 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

Closing and Adjournment

Ms. Sanders-Connolly motioned to adjourn at 6:41 PM, seconded by Mr. Marino. Motion carried unanimously.

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