



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION  
PERSONNEL COMMITTEE MEETING**

**JANUARY 29, 2024 – 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER**



## NOTICE OF MEETING

TO: New Britain Board of Education Members  
Mayor Erin Stewart  
Mr. Mark H. Bernacki, Town and City Clerk  
New Britain Common Council Members

DATE: January 26, 2024

RE: New Britain Board of Education Committee Meetings

**The following Board of Education committee meetings will be held:**

- **The New Britain Board of Education Personnel Committee** will hold a regular meeting on Monday, January 29, 2024 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Finance, Facilities, and Transportation Committee** will hold a regular meeting on Monday, January 29, 2024 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

***Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:***

***<https://www.csdnb.org/board/>***

The agendas and board packets in their entirety can be found on the Board of Education website:

***<https://www.csdnb.org/board/BOE-2024-Meetings-Documents-Calendar.php>***





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education | Personnel Committee Regular Meeting

January 29, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

- A. Meeting Called to Order

### 2. Presentation

- A. ESS: Substitute Staffing Solutions  
Presented by Nhuy Tran, Director of Business Development

### 3. New Business

- A. Review and approve minutes from Personnel Committee meeting on December 18, 2023  
Submitted by Ms. Aja Edwards | Page 5
- B. Review Vacancy List / Staffing Update  
Submitted by Ms. Heather Barrett and Dr. Nicole Sanders | Page 8
- C. New position request – Color Guard Stipend for NBHS  
Submitted by Mr. Damon Pearce | Page 10
- D. New position request – Teacher of the Deaf & Hard of Hearing  
Submitted by Ms. Donna Clark | Page 11
- E. New position request – Special Education Teacher  
Submitted by Ms. Donna Clark | Page 14

### B. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment



**CONSOLIDATED  
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— OF —  
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**NEW BUSINESS**



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education | Personnel Committee Regular Meeting

December 18, 2023 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

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

#### Board members present:

Mr. Anthony Cane\*, Mr. Joseph Listro\*, Ms. Barbara Marino, Ms. Annie Parker\*, Ms. Joan Pina\*, Mr. Jose Rivera\*, Ms. Tina Santana

*\*Committee Member*

#### CSDNB Staff Present:

Ms. Ann Alfano, Ms. Amy Anderson, Ms. Aja Edwards, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Maryellen Manning, Dr. Silvia Mayo-Molina, Mr. Andrew Mazzei, Mr. Jeff Prokop, Mr. Tyrone Richardson, Dr. Nicole Sanders, Mr. Paul Salina, Mr. Robert Smedley, Mr. Mark Spalding, Ms. Ivelise Velazquez

### 2. Presentation

- A. Increasing Educator Diversity through Grow Your Own Pathways  
Presented by Dr. Nicole Sanders

*Presentation attached.*

### 3. New Business

*Superintendent Gasper recommended that Ms. Annie Parker motion to add additional Items A through D to the personnel agenda.*

*Ms. Annie Parker motioned to add additional items A through D to the personnel agenda, seconded by Ms. Marino. Motion carried unanimously.*

- A. Review and approve minutes from Personnel Committee meeting on October 23, 2023  
Submitted by Ms. Aja Edwards

*Ms. Parker motioned to accept the minutes from Personnel committee meeting on October 23, 2023 with the amended changes reflecting Mr. Cane attending remotely, seconded by Ms. Marino. Motion carried unanimously.*

- B. Review Vacancy List / Staffing Update

Mr. Cane motioned to accept the Vacancy List/ Staffing Update, seconded by Mr. Listro. Motion carried unanimously.

- C. Review new position request – Teacher Apprentice  
Submitted by Dr. Nicole Sanders

The personnel committee motioned to add new position request – Teacher apprentice to the consent agenda for the upcoming meeting in January.

- D. Approve Memorandum of Understanding between CSDNB and Local 871, New Britain Federation of Teachers regarding salary, expectations, and union representation for Teacher Apprentices and Mentors  
Submitted by Dr. Nicole Sanders

The personnel committee motioned to add Memorandum of Understanding between CSDNB and Local 871, New Britain Federation of Teachers regarding salary, expectations, and union representation for Teacher Apprentices and Mentors to the consent agenda for the upcoming meeting in January.

- E. Review new position request – Lead Teacher  
Submitted by Andrew Mazzei

The personnel committee motioned to add new position request – Lead Teacher to the consent agenda for the upcoming meeting in January.

- F. Review updated job description – Family School Liaison  
Submitted by Mr. Joe Vaverchak

The personnel committee motioned to add updated job description – Family School Liaison to the consent agenda for the upcoming meeting in January.

- G. Review updated job description – Senior Accountant  
Submitted by Ms. Ann Alfano

The personnel committee motioned to add updated job description – Senior Accountant to the consent agenda for the upcoming meeting in January.

- H. Review afterschool programming stipends to provide extracurricular activities to benefit students – Pulaski Middle School (\$40,000.00)  
Submitted by Mr. Alex Ortiz

The personnel committee motioned to add afterschool programming stipends to provide extracurricular activities to benefit students at Pulaski Middle School to the consent agenda for the upcoming meeting in January.

**Additional Items:**

- A. Review new position request – Culinary Club: After school  
Submitted by Mr. Andrew Mazzei

The personnel committee motioned to add new position request – Culinary Club: After school to the consent agenda for the upcoming meeting in January.

- B. Review new position request – Boxing Club: After school  
Submitted by Mr. Andrew Mazzei

The personnel committee motioned to add new position request – Boxing Club: After school to the consent agenda for the upcoming meeting in January.

- C. Review new position request – Chess Club: After school  
Submitted by Mr. Andrew Mazzei

The personnel committee motioned to add new position request – Chess Club: After school to the consent agenda for the upcoming meeting in January.

- D. Review new position request – EdRising Club: After school  
Submitted by Mr. Andrew Mazzei

The personnel committee motioned to add new position request – EdRising Club: After school to the consent agenda for the upcoming meeting in January.

#### 4. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

*Meeting adjourned at 6:39*

Certified Vacancy List Updated January 26, 2024

LOCATION	POSITION	REASON VACANT	DATE VACANT
<b>Administration Total: 2</b>			
Districtwide	District Curriculum Coordinator for Physical Education, Health & Wellness PK-12	Transfer	08/16/2023
NBHS	Associate Principal	Resignation	02/16/2024
<b>Elementary Total: 17</b>			
Chamberlain/Gaffney /Vance	Art	Resignation	08/07/2023
Chamberlain Bridges	Special Education	Transfer	07/01/2023
Chamberlain	Grade 4	Resignation	12/21/2023
DiLoreto	World Language Spanish – Elementary	Transfer	08/23/2023
Gaffney KEY	Special Education	Resignation	01/19/2024
Holmes	Special Education	Resignation	10/31/2023
Districtwide – Jefferson	Reading	Resignation	11/13/2023
Jefferson	Special Education	Resignation	10/10/2023
Lincoln SCS	School Social Worker	Resignation	08/16/2023
Lincoln KEY	Special Education	Resignation	07/19/2023
Smalley	Kindergarten	Resignation	12/21/2023
Smith/Smalley	Art	Resignation	06/30/2023
Districtwide – Smith	Speech Pathologist	Transfer	11/28/2023
Smith	Kindergarten	Resignation	01/01/2024
Smith	Special Education	Resignation	11/24/2023
Smith Pathways	Special Education	Resignation	02/09/2024
Districtwide – Vance	Speech Pathologist	Transfer	08/23/2023
<b>Middle School Total: 12</b>			
Districtwide – DiLoreto	English as a Second Language	Resignation	08/09/2023
DiLoreto	Math	Resignation	06/15/2023
DiLoreto	Science	Transfer	07/01/2023



Certified Vacancy List Updated January 26, 2024

Pulaski	English	Resignation	10/25/2023
Pulaski	Math	Transfer	08/24/2022
Pulaski	Math	Resignation	01/05/2024
Pulaski	Physical Education/Health	Resignation	12/21/2022
Pulaski	Science	Resignation	08/18/2023
Pulaski	Science	Resignation	10/27/2023
Pulaski	Special Education	Transfer	08/29/2022
Slade	Special Education	Resignation	09/15/2023
Slade	Special Education	Resignation	10/02/2023
<b>High School</b>	<b>Total: 3</b>		
NBHS	English as a Second Language	Resignation	12/01/2023
NBHS	Special Education	Resignation	02/09/2024
NBHS Pathways	Special Education	Transfer	07/01/2023
<b>Districtwide</b>	<b>Total: 1</b>		
Districtwide	Occupational Therapist	Resignation	08/21/2023



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Damon Pearce ( ) for approval at the Regular Board Meeting on February 5, 2024.  
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Damon Pearce

#### Type of Memorandum

Acceptance of Donation

#### Background and Purpose/Rationale

The Parent Music Association (P.M.A) donated \$2,500 to support a stipend for a colorguard advisor at NBHS for the 2023-24 school year.

#### Financial Information

The total donation from the P.M.A Booster Club is \$2,500

#### Committee Review

To be reviewed by the Finance and Personnel Committee on January 29, 2024



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Donna Clark () for approval at the Regular Board Meeting on February 5, 2024.  
Senior Leadership Sponsor: Mark Spalding Staff Presenter: Donna Clark

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

This request is associated with building capacity within our Deaf/Hard of Hearing (D/HH) Program. Julia Leitao presently works as a Special Education Teacher with our D/HH population. She has been pursuing a degree in Deaf Education, while being mentored by Kelly Cimme, the district's contracted Teacher of the Deaf/Hard of Hearing (TOD/HH). Julia recently obtained her degree and is ready to transition to a TOD/HH role. This request is for the creation of a new TOD/HH position (see attached DRAFT job description), through the elimination of the Special Education Teacher position that Julia presently holds. Therefore there will be no cost to this new position.

#### Financial Information

The total is 0 and the funding source is IDEA FY24 202000312001-51171.

#### Committee Review

To be reviewed by the Personnel Committee on January 29, 2024

[Job Description-TOD-HH - Donna Clark.doc](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
TALENT DEVELOPMENT OFFICE

## Teacher of the Deaf and Hard of Hearing

### POSITION SPECIFICATIONS

#### REPORTS TO

Director of Pupil Services or his/her designee.

#### PRIMARY FUNCTION

To provide an individualized instructional program for students who are deaf or hard of hearing based upon students' needs as prescribed by the Planning and Placement Team or 504 Plan.

#### QUALIFICATION PROFILE

#### CERTIFICATION / LICENSE

Connecticut teacher certification for 057 Hard of Hearing Prek-12

#### EDUCATION

Bachelor's or Master's degree from an accredited college or university in Deaf Education.

#### EXPERIENCE

- Prior special education teaching experience with deaf or hard of hearing students preferred.
- Ability to communicate through ASL; ASLPI rated 2+ or higher preferred.

#### SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the district in accordance with the student's Individualized Education Program (IEP).
- Demonstrates a knowledge, understanding and application of the appropriate field within Deaf Education and/or Special Education.
- Employs a variety of teaching techniques through use of instructional materials and assistive technology supports.
- Uses community resources when applicable and available.
- Observes students referred to the CST/PPT as necessary.

#### ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Teaches desirable work habits and encourages students to work to the best of their ability and to take pride in their accomplishments.
- Provides direct instruction in language development to include vocabulary development, phonics acquisition, auditory skill development and communication repair strategies.
- Promotes proper care of instructional equipment and materials, including use and care of amplification equipment.

- Promotes student self-awareness and self-respect and establishes and maintains the confidence and trust of the students.
- Promotes self-advocacy skills.
- Provides a learning environment conducive to students' educational development.
- Educating school staff about implications of hearing loss across environments.
- Reviews all pertinent records and reports concerning referred students.
- Administers, scores and interprets norm-referenced and/or diagnose tests for referred students.
- Schedules periodic meetings with both teachers and parents to discuss student progress.
- Establish criteria for evaluation and use of tests to diagnose student needs and progress.
- Keep accurate records as required by building, district, state or federal requirements.

## ADDITIONAL DUTIES

- Contacts teachers of students referred to the program and conducts necessary classroom observation of referred students.
- Promotes and contributes to the inter-departmental activities and programs.
- Maintains contact with other staff in relation to students with special needs.
- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Participates as a member of Child Study Team and Planning and Placement Team.
- Keeps informed of developments in the field of Deaf Education and Special Education.
- Makes constructive use of personal evaluation.
- Follows school procedures as established by the principal in accordance with the contract.

## EQUIPMENT

Must be able to use a personal computer and job-related equipment

## TRAVEL REQUIREMENTS

Travel between schools, as needed.

## TERMS OF EMPLOYMENT

As per agreement with the New Britain Federation of Teachers.

## WORK SCHEDULE

As per agreement with the New Britain Federation of Teachers.

## UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Determined by position.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 01/2007  
BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Donna Clark () for approval at the Regular Board Meeting on February 5, 2024.  
Senior Leadership Sponsor: Mark Spalding Staff Presenter: Mark Spalding

#### Type of Memorandum

New Position Request

#### Background and Purpose/Rationale

There is presently an inclusion special education teacher vacancy at Pulaski Middle School. This position has been vacant for over a year and the current caseload does not warrant the need to fill it. Review of special education caseloads across the district revealed that the NBHS Pathways Program requires an additional teacher to maintain caseload cap requirements. This is a request to add a new position to NBHS Pathways by transferring the vacant special education inclusion position from Pulaski.

#### Financial Information

The total is \$0 and the funding source is Local 101005312002-51171.

#### Committee Review

To be reviewed by the Personnel Committee on January 29, 2024

[Special Education Teacher Job Description - Donna Clark.doc](#)



## Special Education Teacher

### POSITION SPECIFICATIONS

#### REPORTS TO

Principal.

#### PRIMARY FUNCTION

To provide an individualized instructional program based upon students' needs as prescribed by the Planning and Placement Team.

#### QUALIFICATION PROFILE

#### CERTIFICATION / LICENSE

Connecticut teacher certification for Special Education.

#### EDUCATION

Bachelor's or Master's degree from an accredited college or university in special education or other relevant field.

#### EXPERIENCE

Prior special education teaching experience preferred.

#### SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the district in accordance with the student's Individualized Education Program (IEP).
- Demonstrates a knowledge, understanding and application of the appropriate field within Special Education.
- Employs a variety of teaching techniques through use of instructional materials and audio visual aids.
- Uses community resources when applicable and available.
- Observes students referred to the CST/PPT as necessary.

#### ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Teaches desirable work habits and encourages students to work to the best of their ability and to take pride in their accomplishments.
- Creates an atmosphere in which students feel free to express their views.
- Promotes proper care of instructional equipment and materials.
- Promotes student self-awareness and self-respect and establishes and maintains the confidence and trust of the students.
- Provides a learning environment conducive to students' educational development.
- Reviews all pertinent records and reports concerning referred students.
- Administers, scores and interprets norm-referenced and/or diagnose tests for referred students.
- Schedules periodic meetings with both teachers and parents to discuss student progress.
- Establish criteria for evaluation and use of tests to diagnose student needs and progress.
- Keep accurate records as required by building, district, state or federal requirements.

#### ADDITIONAL DUTIES

- Contacts teachers of students referred to the program and conducts necessary classroom observation of referred students.
- Promotes and contributes to the inter-departmental activities and programs.
- Maintains contact with other staff in relation to students with special needs.
- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Participates as a member of Child Study Team and Planning and Placement Team.
- Keeps informed of developments in the field of Special Education.
- Makes constructive use of personal evaluation.
- Follows school procedures as established by the principal in accordance with the contract.

## EQUIPMENT

Must be able to use a personal computer and job-related equipment

## TRAVEL REQUIREMENTS

Travel between schools, as needed.

## TERMS OF EMPLOYMENT

As per agreement with the New Britain Federation of Teachers.

### WORK SCHEDULE

As per agreement with the New Britain Federation of Teachers.

### UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Determined by position.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 01/2007  
BOARD APPROVED: Month/Day/Year