



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

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

FEBRUARY 26, 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: February 23, 2023

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, February 26, 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, February 26, 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

February 26, 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. New Business

- A. Review and approve minutes from Personnel Committee meeting on January 29, 2024
Submitted by Ms. Aja Edwards | Page 5
- B. Review Vacancy List / Staffing Update
Submitted by Ms. Heather Barrett and Dr. Nicole Sanders | Page 7
- C. New position request – 2 FTE World Language Spanish
Submitted by Ms. Silvia Mayo-Molina | Page 9
- D. New position request – 1 FTE Pupil Services Assistant
Submitted by Ms. Donna Clark | Page 12

A. Closing and Adjournment

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



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

NEW BUSINESS



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

Personnel 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*, and Ms. Tina Santana

**committee member*

CSDNB Staff Present

Ms. Lara Bohlke, Ms. Kristie Bourdoulous, Ms. Donna Clark, Ms. Rebecca Gonzalez, Ms. Maryellen Manning, Mr. Damon Pearce, Mr. Jeff Prokop, Mr. Tyrone Richardson, Dr. Nicole Sanders, Mr. Robert Smedley, Ms. Keira Soler, Mr. Mark Spalding, Ms. Ivelise Velasquez

2. Presentation

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

Director of Talent and Equity, Dr. Nicole Sanders introduced Executive Vice President, Andrew Hall, Regional Manager, Lisa O'Neil, and account manager Elizabeth Bialecki of ESS to provide insight on what the company will be offering to the District and answer any questions the Board members may have.

3. New Business

- A. Review and approve minutes from Personnel Committee meeting on December 18, 2023
Submitted by Ms. Aja Edwards

Mr. Listro motioned to approve minutes from Personnel Committee meeting on December 18, 2023, seconded by Mr. Cane. Motion carried unanimously.

- B. Review Vacancy List / Staffing Update
Submitted by Ms. Heather Barrett and Dr. Nicole Sanders

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

- C. New position request – Color Guard Stipend for NBHS

Submitted by Mr. Damon Pearce

The personnel committee recommended to add New position request – Color Guard Stipend for NBHS to the consent agenda for the upcoming meeting in February.

- D. New position request – Teacher of the Deaf & Hard of Hearing
Submitted by Ms. Donna Clark

The personnel committee recommended to add New position request – Teacher of the Deaf & Hard of Hearing to the consent agenda for the upcoming meeting in February.

- E. New position request – Special Education Teacher
Submitted by Ms. Donna Clark

The personnel committee recommended to add New position request – Special Education Teacher to the consent agenda for the upcoming meeting in February.

B. Closing and Adjournment

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

Meeting adjourned at 6:23 PM

Certified Vacancy List Updated February 23, 2024

LOCATION	POSITION	REASON VACANT	DATE VACANT
Administration		Total: 2	
Districtwide	District Curriculum Coordinator for Physical Education, Health & Wellness PK-12	Transfer	08/16/2023
NBHS	Associate Principal	Resignation	02/16/2024
Elementary		Total: 21	
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
DiLoreto	Art	Resignation	03/20/2024
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	Grade 4	Resignation	03/15/2024
Smalley	Kindergarten	Resignation	12/21/2023
Smith/Smalley	Art	Resignation	06/30/2023
Smith	Art	Resignation	03/11/2024
Smith	Grade 3	Resignation	02/02/2024
Smith	Kindergarten	Resignation	01/01/2024
Smith	Special Education	Resignation	11/24/2023
Districtwide – Smith	Speech Pathologist	Transfer	11/28/2023
Smith Pathways	Special Education	Resignation	02/09/2024
Districtwide – Vance	Speech Pathologist	Transfer	08/23/2023

Certified Vacancy List Updated February 23, 2024

Middle School		Total: 15	
Districtwide – DiLoreto	English as a Second Language	Resignation	08/09/2023
DiLoreto	Math	Resignation	06/15/2023
DiLoreto	Science	Transfer	07/01/2023
Pulaski	English	Resignation	10/25/2023
Pulaski	Math	Transfer	08/24/2022
Pulaski	Math	Resignation	01/05/2024
Pulaski	Math	Resignation	04/12/2024
Pulaski	Physical Education/Health	Resignation	12/21/2022
Pulaski	Science	Resignation	08/18/2023
Pulaski	Science	Resignation	10/27/2023
Pulaski	Social Studies	Resignation	02/12/2024
Slade	Math	Resignation	02/07/2024
Slade	Special Education	Resignation	09/15/2023
Slade	Special Education	Resignation	02/08/2024
Slade	Special Education	Resignation	10/02/2023
High School		Total: 4	
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
NBHS Pathways	Special Education	Vacancy Transferred from Pulaski	02/06/2024
Districtwide		Total: 1	
Districtwide	Occupational Therapist	Resignation	08/21/2023



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Silvia Mayo Molina () for approval at the Regular Board Meeting on March 5, 2024.
Senior Leadership Sponsor: Ivelise Velazquez Staff Presenter: Silvia Mayo Molina

Type of Memorandum

Other -

Background and Purpose/Rationale

We would like to change the two FTE Latinos In Action positions (one at Pulaski and one at Slade) to World Language Spanish positions.

Financial Information

The total is N/A

Committee Review

To be reviewed by the Curriculum Committee on February 20, 2024 and Personnel Committee on February 26, 2024.

[Foreign Language Teacher - Silvia Mayo-Molina.doc](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Foreign Language Teacher

POSITION SPECIFICATIONS

REPORTS TO

Building Principal and District Coordinator of World Languages.

PRIMARY FUNCTION

To provide an instructional program which will develop student competence in a foreign language and enable them to earn the Connecticut Seal of Biliteracy.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification in the appropriate language(s) required.

EDUCATION

Bachelor's or Master's degree from an accredited college or university in foreign language or other related field.

EXPERIENCE

Prior experience teaching a foreign language preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the district.
- Demonstrates a knowledge, understanding and application of Foreign Language instruction in the curriculum.
- Helps students to achieve competence in the four areas of language, listening, speaking, reading and writing.
- Contributes to the development of a sequential pattern of instruction in foreign language.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Ensure students understand the sequence for attaining the Seal of Biliteracy with the appropriate forms.
- During the curriculum cycle, revise foreign language curriculum relevant to language instructed.
- Employs a variety of teaching techniques with the use of instructional materials and technology.
- Uses community resources where applicable and available.
- Utilizes knowledge of students' background to facilitate program planning.
- Prepares and maintains written plans to meet the individual needs and creative abilities of students.
- Teaches desirable work and study habits and encourages students to take pride in their accomplishments.
- Promotes student self-respect, confidence and trust.
- Promotes proper care of instructional materials and equipment.
- Keeps an inventory of equipment based on program needs.
- Provides a learning environment conducive to the student's educational development.
- Establishes criteria for evaluation and maintains records of pupil growth.

- Keep accurate records as required by building, district, state or federal requirements.
- Keep parents informed of student's progress and the benefit of enrolling in advanced World Language studies.
- Revise foreign language placement and final examinations as necessary.
- Confers with individual students relative to progress and recommends reinforcement procedures and/or enrichment activities

ADDITIONAL DUTIES

- Participates yearly in the Foreign Language Honor Society event held in May.
- Promotes and contributes to inter-departmental activities and programs.
- Shares professional literature and innovative practices with the staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Follows school procedures as established by the principal in accordance with the contract.
- Keeps informed of developments in the field of Foreign Language instruction.
- Makes constructive use of personal evaluation.

EQUIPMENT

Must be able to use a Chromebook and job-related equipment.

TRAVEL REQUIREMENTS

Travel to schools as needed.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 871 collective bargaining agreement.

WORK SCHEDULE

Work schedule is in accordance with the agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Local funding.

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

CREATED: Jan. 2007
 REVISED: 11/2018 CC
 PERSONNEL REVIEW: 12/11/18
 BOARD APPROVED: 12/17/18



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

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

Type of Memorandum

New Position Request

Background and Purpose/Rationale

This request is to add an additional 1 FTE - Pupil Services Assistant to NBHS to manage the additional workload. NBHS presently has 1 FTE - Pupil Services Assistant supporting the Special Education Department. Their main role is to assist the Pupil Services Specialist in managing and processing the IEP paperwork at the High School. At this point in time, the workload for this position has grown beyond the capacity of 1 FTE, prompting the need to provide extra earnings to staff.

Financial Information

The total is \$53,000 and the funding source is IDEA 202097412001-51233.

Committee Review

To be reviewed by the Personnel Committee on Feb 26, 2024

[Pupil Services Assistant - Donna Clark.pdf](#),

<https://drive.google.com/file/d/1adkbKcdblEQ2Hi1GdSBEzelp6P4l6Y/view?usp=sharing>



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Pupil Services Assistant

POSITION SPECIFICATIONS

REPORTS TO

Pupil Services Director or his/her designee.

PRIMARY FUNCTION

Performs administrative and clerical assistance to the Pupil Services Department.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Not applicable

EDUCATION

- Associate's degree or its equivalent of 60 college credits required.
- Bachelor's degree preferred

EXPERIENCE

Prior experience working in a Pupil Services/Special Education Department.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of office procedures specific to Pupil Services/Special Education.
- Basic knowledge of special education law.
- Efficient organizational and time management skills.
- Strong software competency skills: Microsoft Word/ Excel/ Outlook/Google Drive and PowerSchool.
- Ability to acquire and apply new technology skills.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with parents, students and staff members in a culturally responsive manner.
- Bilingual preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Receives oral and written directions from supervisor.
- Plans and organizes work assignments with high independence.
- Maintains strict confidentiality of information as needed.
- Communicates with parents/guardians and school staff (in-district and/or out-of-district).
- In collaboration with Pupil Services staff members, manages various calendars, schedules appointments/meetings, and assists with processing documentation.

- Assists in utilizing district data-keeping systems for maintaining all student data (i.e. attendance, correspondence, student demographics, discipline logs, etc.) for the purpose of generating reports, as required.
- Assists in utilizing electronic software for generation of district, state and federal reports.
- Collaborates with other Pupil Services staff members to assist in the creation of presentation materials for administrators.
- Performs special assignments and assists with routine administrative functions as directed by supervisor.
- Ongoing development of a familiarity with roles and responsibilities of various Pupil Services Department staff members, in order to step in for support when needed.

ADDITIONAL DUTIES

Performs other duties as assigned by supervisor.

EQUIPMENT

Use of computer and other office related equipment.

TRAVEL REQUIREMENTS

Travel between schools may be required for certain positions.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- \$24.75 per hour.
- Non-exempt position.
- Benefits follow the Local 2407 contract.

WORK SCHEDULE

- 7-hour work day; 35 hours per week; 10-month position.
- Hours will generally follow regular building hours, but may be modified based upon specific building needs.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Local budget.

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

CREATED: 01/2021 DC/MS
 PERSONNEL REVIEW: 01/25/2021; 02/22/2021
 BOARD APPROVED: 03/08/21

New Position Request Form

Sent By: Clark

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 2/21/2024 10:55am

Not completed

New Position Request

* Administrator:	Mark Spalding
* Administrator's Title:	Director of Pupil Services
* Requested Position Title:	Pupil Services Assistant
* Location for requested position:	NBHS
* Is the position full-time or part-time?	Full-time
* Is the position a 10 or 12 month position?	10 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)	1

Attach a copy of the Board Approved Job Description (or draft that is pending BOE approval).

[Pupil Services Assistant.pdf](#)

Rationale for Requested Position.

NBHS presently has one Pupil Services Assistant and requires an additional position to manage high volume of PPT meetings that need to be scheduled and IEPs that need to be processed.

Use this field to provide additional comments regarding your request. This field may be left blank.

Estimated cost is \$38,040 salary plus benefits.

Funding Source

* Select the funding source:	Grant
If applicable, specify the grant:	IDEA
* Estimated cost:	\$48,040
* Is your request for the current fiscal year or the following?	For this year

Administrator's Signature:

X Signed: **Donna Clark on behalf of Mark Spalding**
Stamped: 2/21/2024 10:18:03 AM; 72.10.98.19; User - Clark - clarkdo@csdnb.org;

Finance Review:

CFO reviews the information above and edits Funding Source section if needed.

* Review outcome:	
* Budget & Position Control:	

CFO Comments:

CFO Signature:

New Position Request Form

Sent By: Clark

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 2/21/2024 10:55am

Not completed

Personnel - Step 1: Cabinet

* Select One:

Cabinet Meeting Date:

* Cabinet Meeting Outcome:

Personnel - Step 2: Personnel

Personnel Committee meeting date:

* Personnel Committee Meeting Outcome:

Personnel - Step 3: Board Approval

Board Meeting Date:

* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:
