



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

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

September 26, 2023 – 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: September 25, 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 Tuesday, September 26, 2023 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 Tuesday, September 26, 2023 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-2023-Meetings-Documents-Calendar.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Personnel Committee Regular Meeting

September 26, 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

- A. Meeting Called to Order

2. New Business

- A. Review and Approve Minutes from Personnel Committee Meeting on June 26, 2023
Submitted by Ms. Aja Edwards | Page 3
- B. Review Vacancy List / Staffing Update
Submitted by Ms. Heather Barrett and Dr. Nicole Sanders | Page 7
- C. Review Revised Job Description for Breakfast Lunch Aide
Submitted by Dr. Nicole Sanders | Page 9
- D. Review Revised Job Description for Tutor Position
Submitted by Dr. Nicole Sanders | Page 14

3. 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 Meeting

May 30, 2023– 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 6:00 PM.

Board Members Present

Ms. Gayle Sanders-Connolly, Ms. Barbara Marino, and Ms. Annie Parker

CSDNB Staff Present

Ms. Donna Clark, Ms. Kristina DeNegre, Ms. Evelyn DeSimone, Ms. Aja Edwards, Dr. Anthony Gasper, Ms. Rebecca Gonzalez, Ms. Maryellen Manning, Mr. Jeffrey Prokop, Mr. Tyrone Richardson, Dr. Nicole Sanders, Mr. Robert Smedley, Mr. Mark Spalding, Ms. Ivelise Velazquez, and Ms. Jennifer Wright.

New Business

Review and Approve Minutes from Personnel Committee Meeting on April 24, 2023

Submitted by Ms. Aja Edwards

There were no recommended changes to the minutes from Personnel Committee Meeting on April 24, 2023

Review Vacancy List / Staffing Update

Submitted by Ms. Heather Barrett and Dr. Nicole Sanders

Review Memorandum of Understanding Between CSDNB and Local 871, New Britain Federation of Teachers, Regarding Extra Planning Time

Submitted by Ms. Maryellen Manning

Dr. Gasper clarified that this MOU was created to correct a very small error based on schedule changes, which resulted in compensation for Teachers at Pulaski Middle School.

The personnel committee recommended to add Memorandum of Understanding Between CSDNB and Local 871, New Britain Federation of Teachers, Regarding Extra Planning Time to the Board's consent agenda for the next regular meeting.

Review Memorandum of Understanding Between CSDNB and Local 51, New Britain Federation of School Administrators, Regarding Article V; 5.1 Vacation Rollover and to Amend Appendix H

Submitted by Ms. Maryellen Manning

Dr. Gasper explained this MOU Regarding Article V; 5.1 Vacation Rollover and the Amendment of Appendix H was a one-time approval for the 2023-2024 School Year, due to the lingering effects of the pandemic. This item was added to consent agenda. Although new administrator positions were previously approved, this MOU identifies where the positions will fall on the salary scale.

The personnel committee recommended to add the Memorandum of Understanding Between CSDNB and Local 51, New Britain Federation of School Administrators, Regarding Article V; 5.1 Vacation Rollover and to Amend Appendix H to the Board's consent agenda for the next regular meeting.

Review New Position Request: 1.0 FTE Dean of Students
Submitted by Mr. Alex Ortiz

Gayle Sanders- Connelly had reservations regarding the position of Dean of Students, as the position was removed from Slade Middle School. She requested to know the difference between Climate Control Specialist and Dean.

The personnel committee recommended to add the New Position Request: 1.0 FTE Dean of Students to the Board's consent agenda for the next regular meeting.

Review New Position Request: 1.0 FTE Assistant Coordinator of School Culture, PK-12
Submitted by Dr. Nicole Sanders

Dr. Gasper stated the need of having a position at Central Office that oversees the district's approach to school climate, culture and discipline districtwide. With the shift of resources, this position would not have an impact on the current budget.

The personnel committee recommended to add the New Position Request: 1.0 FTE Assistant Coordinator of School Culture, PK-12 to the Board's consent agenda for the next regular meeting.

Review New Position Request: 1.0 FTE Communications Assistant (Spanish)
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add the New Position Request: 1.0 FTE Communications Assistant (Spanish) to the Board's consent agenda for the next regular meeting.

Review New Position Request: Part-Time Community Attendance Liaison
Submitted by Ms. Ivelise Velazquez

The personnel committee recommended to add the New Position Request New Position Request: Part-Time Community Attendance Liaison to the Board's consent agenda for the next regular meeting.

Closing and Adjournment

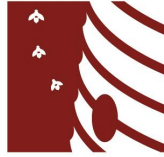
The meeting was adjourned at 6:21 PM

Certified Vacancy List Updated September 22, 2023

LOCATION	POSITION	REASON VACANT	DATE VACANT
Administration Total: 2			
Chamberlain	Assistant Principal	Transfer	10/03/2023
Districtwide	District Curriculum Coordinator for Physical Education, Health & Wellness PK-12	Transfer	08/16/2023
Elementary Total: 15			
Chamberlain/Gaffney /Vance	Art	Resignation	08/07/2023
Chamberlain Bridges	Special Education	Transfer	07/01/2023
DiLoreto	World Language Spanish – Elementary	Transfer	08/23/2023
Gaffney	Grade 1	Transfer	08/23/2023
Gaffney KEY	Special Education	Resignation	08/01/2023
Districtwide - Holmes	Instructional Coach	Resignation	09/29/2023
Districtwide - Jefferson	Instructional Coach	Resignation	08/30/2023
Lincoln SCS	School Social Worker	Resignation	08/16/2023
Lincoln	Special Education	Resignation	03/21/2023
Lincoln KEY	Special Education	Resignation	07/19/2023
RELC	Preschool	Resignation	08/19/2023
RELC	Speech Pathologist	Resignation	06/15/2023
Smalley	Grade 4	Resignation	09/21/2023
Smith/Smalley	Art	Resignation	06/30/2023
Districtwide – Vance	Speech Pathologist	Transfer	08/23/2023
Middle School Total: 12			
DiLoreto	Art	Transfer	08/23/2023
Districtwide – DiLoreto	English as a Second Language	Resignation	08/09/2023
DiLoreto	Math	Resignation	06/15/2023
DiLoreto	Science	Transfer	07/01/2023
Pulaski	Instructional Coach	Resignation	08/22/2023

Certified Vacancy List Updated September 22, 2023

Pulaski	Math	Transfer	08/24/2022
Pulaski	Physical Education/Health	Resignation	12/21/2022
Pulaski	Science	Resignation	08/18/2023
Pulaski	Special Education	Transfer	08/29/2022
Slade	Special Education	Resignation	07/14/2023
Slade	Special Education	Resignation	09/15/2023
Slade Bridges	Special Education	Resignation	08/04/2023
High School	Total: 6		
NBHS	Physical Education/Health	Retirement	06/30/2023
NBHS	Special Education	Retirement	06/30/2023
NBHS	Special Education	Resignation	08/24/2023
NBHS Pathways	Special Education	Transfer	07/01/2023
Districtwide – NBHS	Transition Specialist	Resignation	08/15/2023
SCA	Science	Transfer	07/01/2023



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on October 2, 2023.
Senior Leadership Sponsor: Nicole Sanders Staff Presenter: Nicole Sanders

Type of Memorandum

Other -

Background and Purpose/Rationale

The Breakfast and Lunch Aide job description has been revised to adjust education requirements as well as work schedule.

The Tutor job description title has been revised to Literacy or Numeracy tutor. The performance responsibilities include assisting students in small groups to enhance both literacy and numeracy skills.

Financial Information

The total is 0 and the funding source is Funding various from Local to Grant 00000.

Committee Review

To be reviewed by the Personnel Committee on September 25, 2023

[Breakfast and Lunch Aide Markedupand CleanCopy 8-30 - Nicole Sanders.doc](#), [Tutor - Literacy or Numeracy - Marked Up and Clean 8-30 - Nicole Sanders.docx](#)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Breakfast and Lunch Aide

POSITION SPECIFICATIONS

REPORTS TO

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.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

N/A

EDUCATION

High School Diploma or GED **preferred**.

EXPERIENCE

Experience working with school-aged children preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Collaborative interactive style with staff.
- Ability to relate well to students and staff.
- General professionalism towards students and staff.
- Spanish speaking preferred, but not required.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Monitor breakfast and lunch areas to ensure students are eating and following rules
- Assist our youngest students with obtaining food, napkins, drinks, condiments, etc.
- Collect trash from students and wipe down desks and other surfaces with district approved cleaning products
- Dismiss students to the bathrooms and monitor bathrooms as needed
- Assist in student arrival/dismissal and recess procedures

ADDITIONAL DUTIES

- Maintain protocols as they relate to the health and safety guidelines by the BOE.
- Other duties as assigned

EQUIPMENT

N/A

TRAVEL REQUIREMENTS

N/A

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Hourly pay rate as specified on the temporary employee wages list.
- No benefits.

WORK SCHEDULE

- Part-time position; generally, up to ~~25~~ **19.75** hours per week.
- Hours will vary by school.

UNION AFFILIATION

N/A

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: 04/01/21 MM
PERSONNEL REVIEW: 06/27/2022
BOARD APPROVAL: 07/11/2022
REVISED: 8/23
PERSONNEL REVIEW: 9/26
BOARD APPROVED:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Breakfast and Lunch Aide

POSITION SPECIFICATIONS

REPORTS TO

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.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

N/A

EDUCATION

High School Diploma or GED preferred.

EXPERIENCE

Experience working with school-aged children preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Collaborative interactive style with staff.
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- Dismiss students to the bathrooms and monitor bathrooms as needed
- Assist in student arrival/dismissal and recess procedures

ADDITIONAL DUTIES

- Maintain protocols as they relate to the health and safety guidelines by the BOE.
- Other duties as assigned

EQUIPMENT

N/A

TRAVEL REQUIREMENTS

N/A

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Hourly pay rate as specified on the temporary employee wages list.
- No benefits.

WORK SCHEDULE

- Part-time position; generally, up to 19.75 hours per week.
- Hours will vary by school.

UNION AFFILIATION

N/A

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: 04/01/21 MM
PERSONNEL REVIEW: 06/27/2022
BOARD APPROVAL: 07/11/2022

REVISED: 8/23 NS
Personnel Review: 9/23
BOARD APPROVAL:



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Literacy Tutor - Literacy or Numeracy

POSITION SPECIFICATIONS

REPORTS TO

School-based Administration **or designee** and/or the District Coordinator of Curriculum for Grades PK-5.

PRIMARY FUNCTION

- Support the acquisition of literacy **or numeracy skills** in students ~~who have been identified as having academic deficits by providing individual or small group instruction through a planned and ongoing program.~~ to receive additional supports.
- ~~Tutors may be assigned grade levels between K-8.~~
- ~~Provide individual or small group instruction through a planned and ongoing program for students identified as having academic deficits.~~
- ~~Participate in initial and ongoing training in appropriate instruction, assessment strategies and record keeping.~~
- Complete **and maintain accurate documentation on** diagnostic assessments and ongoing progress monitoring of students receiving support.
- ~~Maintain documentation on diagnostic assessments and progress monitoring of individual students.~~
- ~~Communicates students' progress to classroom teacher~~
- ~~Plan lessons, set goals, and implement activities to facilitate students' literacy **or numeracy** acquisition.~~
- ~~Attend Interventionist meetings when needed.~~

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Teacher certification is not required but preferred.
- Connecticut state teacher certification preferred in one of the following areas:
 - Elementary, 1-6 (305),
 - Elementary, K-6 (013)
 - Middle Grades, 4-8 (006)
 - Integrated Early Childhood/Special Ed., K-3 (113)
 - Comprehensive Special Education, K-12 (165)
 - **Remedial Reading (102, 107)**
- Motor vehicle operator's license or ability to provide own transportation.

EDUCATION

- A minimum of 30 college credits in an education related field is required.

EXPERIENCE

- Experience working with children in a school setting required.

- Some coursework or background in the teaching of reading (**literacy**) or mathematics (**numeracy**) **required**.
- Spanish/Arabic proficiency preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Strong communication skills to effectively communicate with students, parents and teachers.
- Knowledge of child development and learning to inform instruction.
- Ability to use varied teaching methods.
- Familiarity with Common Core State Standards.
- Communicate and interact with students in an age and developmentally appropriate way.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Assist children in improving their ~~reading~~ **literacy or numeracy** skills.
- Work with small groups or individual students.
- Deliver instruction under the guidance of certified staff.
- Communicate and collaborate with other certified staff about student progress.
- Maintain data collected from student progress on spreadsheet and other electronic platform.

ADDITIONAL DUTIES

Additional job-related duties may be assigned by the school-based administration ~~and/or the District Coordinator of Curriculum for Grades PK-5.~~

EQUIPMENT

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

TRAVEL REQUIREMENTS

Not applicable.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- \$25.00 per hour
- No benefits.

WORK SCHEDULE

- Part-time position.
- 19.5 hours per week. **Schedule is designed based on the needs of the schools and at the discretion of the administrator**
- Primary focus during literacy **or numeracy**.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Priority School District or Title I Grant

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

CREATED: 12/16 NS
BOARD APPROVED: 12/5/16
REVISED: 5/25/18 AA
BOARD APPROVED: 06/11/18
REVISED: 4/3/19 AA
PERSONNEL REVIEW: 4/29/19
BOARD APPROVED: 5/6/19
REVISION: 03/18/21 MM
(Title Change: Literacy Interventionist)
PERSONNEL REVIEW: 03/22/21
BOARD APPROVED: 04/05/21



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Literacy or Numeracy Tutor

POSITION SPECIFICATIONS

REPORTS TO

School-based Administration or designee

PRIMARY FUNCTION

Support the acquisition of literacy or numeracy skills in students identified to receive additional supports. Complete and maintain accurate documentation on diagnostic assessments and ongoing progress monitoring of students receiving support.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Teacher certification is not required but preferred.
- Connecticut state teacher certification preferred in one of the following areas:
 - Elementary, 1-6 (305),
 - Elementary, K-6 (013)
 - Middle Grades, 4-8 (006)
 - Integrated Early Childhood/Special Ed., K-3 (113)
 - Comprehensive Special Education, K-12 (165)
 - Remedial Reading (102, 107)

Motor vehicle operator's license or ability to provide own transportation.

EDUCATION

- A minimum of 30 college credits in an education related field is required.

EXPERIENCE

- Experience working with children in a school setting required.
- Some coursework or background in the teaching of reading (literacy) or mathematics (numeracy) required.
- Spanish/Arabic proficiency preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Strong communication skills to effectively communicate with students, parents and teachers.
- Knowledge of child development and learning to inform instruction.
- Ability to use varied teaching methods.
- Familiarity with Common Core State Standards.
- Communicate and interact with students in an age and developmentally appropriate way.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Assist children in improving their literacy or numeracy skills.
- Work with small groups or individual students.
- Deliver instruction under the guidance of certified staff.
- Communicate and collaborate with other certified staff about student progress.
- Maintain data collected from student progress on spreadsheet and other electronic platform.

ADDITIONAL DUTIES

Additional job-related duties may be assigned by the school-based administration

EQUIPMENT

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

TRAVEL REQUIREMENTS

Not Applicable

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- \$25.00 per hour
- No benefits.

WORK SCHEDULE

- Part-time position.
- 19.5 hours per week. Schedule is designed based on the needs of the schools and at the discretion the administrator.
- Primary focus during literacy or numeracy.

UNION AFFILIATION

Not applicable

FUNDING SOURCE

Priority School District or Title I Grant

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BOARD APPROVED: 12/5/16
REVISED: 5/25/18 AA
BOARD APPROVED: 06/11/18
REVISED: 4/3/19 AA
PERSONNEL REVIEW: 4/29/19
BOARD APPROVED: 5/6/19
REVISION: 03/18/21 MM
(Title Change: Literacy Interventionist)
PERSONNEL REVIEW: 03/22/21
BOARD APPROVED: 04/05/21

Revised: 8/23 IV
Personnel Review: 9/23
Board Approved: