

The Regional School District 13 Board of Education Human Resource Committee met in Special Session on Tuesday, April 23, 2019 at 6:00 PM in the Library at Coginchaug Regional High School, Durham, Connecticut.

Committee members present: Mr. Augur (arrived late), Mr. Moore and Mrs. Petrella  
Committee members absent: Mr. Hicks  
Other Board members present: None  
Administration present: Mrs. Manning, Director of Organizational Development

Mrs. Petrella called the meeting to order at 6:05 PM.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Public Comment**

None.

**Approval of Agenda**

The committee was unable to approve the agenda, due to a lack of quorum.

**Approval of Minutes - February 28, 2019**

*Mr. Moore made a motion, seconded by Mr. Augur, to approve the minutes of the February 28, 2019 meeting, as presented. Motion passed unanimously.*

**Review and Analysis of District and Building-Based Staffing**

Mrs. Petrella suggested that the committee also look at the stipend positions. She would like to see roles defined and if they are the same, they should be called the same thing. She also wanted to see part-time positions identified as well as certified and noncertified and Mrs. Manning has already done that.

Mrs. Manning noted that an asterisk denotes that the position is a percentage of another role and that is a full-time employee split between another building. Mr. Augur would like a notation showing actual part-time positions.

Mrs. Petrella asked if literacy interventionists and literacy tutors are the same. Mrs. Manning explained that they have been working on more robust job descriptions and hope to post them on the website so that the community can understand them as well. She explained that a literacy tutor supports the literacy interventionists. Mr. Augur agreed that the terminology needs to be unified across the district. Mrs. Manning also explained that the instructional assistants are what used to be called paraprofessionals and, for the most part, they work in the classrooms with the teachers. She also explained that each department has a coach, an interventionist and one or two tutors. The coaches work with adults and students, the interventionists identify students of need and work in small groups and the tutors do the same but aren't responsible for direct intervention services for students who are identified as needing intervention or need actionable growth.

Mr. Augur asked if a tutor would help somebody from getting into an identified category and Mrs. Manning agreed. She also noted that a lot of the tutors are former certified teachers. Mr. Moore asked about the special ed assistants and Mrs. Manning explained that in some instances, the assistants are working with students who are identified as a special education student which is sometimes one-to-one support.

Mrs. Petrella asked what COTA is at Brewster and Mrs. Manning explained that that is an occupational therapist. Mrs. Petrella also asked what the difference is between Guidance Counselors and Career Counselors as well as a Job Coach. Mrs. Manning explained that the Career Center is a certified teacher (Matt Thompson) that supports the students through classes as well as work placement, internships, etc. The Guidance Counselors support the students with social/emotional needs and some career needs. The Job Coach is for students who need a bridge to give them a broader palate of finding employment and understanding the employment process as well as life skills.

Mrs. Petrella asked about the LMC 10-month secretary and Mrs. Manning explained that that is the secretary the supports the library media center in a variety of roles. It was suggested that 10-month be removed from the description as it is not included in other job descriptions.

Mr. Augur asked why two of the department chairs (English and math) oversee 7 through 12 and Mrs. Manning explained that the roles were created about three years ago to make sure there was a bridge curriculum-wise and communication between the two schools. Mr. Augur also noted that the ELA coach at Strong is 1 and .2 for the math coach. He felt that the need for math is at least equal to ELA. Mrs. Manning explained that with the approval of the math interventionist at Memorial, they will move the pieces around and next year that will be increased to .4. Mr. Augur felt that that was still far below the ELA. Mrs. Manning added that they were trying to keep consistency at Memorial and then move up from there. Mr. Augur added that the interventionists at Strong have the same disparity.

Mr. Moore stated that there are some very good math teachers at Strong and maybe they don't require as much help. Mrs. Manning explained that there were no coaches three years ago and they started the process with literacy first, but math does need to catch up. Mr. Moore added that there are only two grades at Strong which may be part of the reason.

Mr. Augur asked what happens with the department chairs when sixth grade is brought to Strong School and Mrs. Manning felt it would be worthwhile maintaining it as it is.

Moving to Central Office, Mrs. Petrella asked about the Student Information Specialist in Information Technology. Mrs. Manning explained that that is a role that every district has now in regards to data management (Power School, state reporting, everyday data, etc.).

Mr. Augur asked if any staff was bonded and Mrs. Manning stated that she was not aware of anyone being bonded.

Mrs. Petrella asked if the district had a lot of students in the ELL program and Mrs. Manning explained that there has been an up-tick in that, so much so that there is a need for a dedicated person. The primary language for the program is Spanish.

Mrs. Petrella asked about the STEAM Coordinator and the Science Specialist and Mrs. Manning explained that they are certified teachers. Mrs. Petrella asked if STEAM was going to replace science and Mrs. Manning explained that she thought they would always have science just based on graduation and college requirements. STEAM came about with the new science standards and the Common Core

standards of integrating more than one content area. Engineering practices and skills are really coming to the forefront as well.

Mr. Augur understood the STEAM concept but wondered what the role of the Science Specialist is. Mrs. Manning explained that the Science Specialist (Sue Michael) is almost entirely to support the elementary level by coaching the teachers and developing curriculum. Mrs. Michael is certified K-12. Mr. Augur asked what the criteria is for when grades can be split for subjects and Mrs. Manning stated that a lot of districts are moving toward content area-focused teachers at the elementary level and finding success with that. It is very common to see that split from third grade and up. Mr. Augur suggested that that might happen once the school reconfiguration is in place. Mr. Moore explained that when Lorrie Martin retired, Sue Michael took over and expanded the program to include all science, not just outdoor science.

Mr. Augur asked how the district keeps a courier busy for half of an FTE when so much is electronic. Mrs. Manning explained that a lot is still done on paper, the mail comes to Central Office and there are still a lot of interoffice paper trails. Mr. Augur asked if it would be possible for the courier to work a half day, three days a week and Mrs. Manning deferred to Mrs. Neubig on that one because of the processing she does. Mr. Augur commented that things don't need to be done the way they always have been.

Mr. Moore explained that the Board had done the stipends for a while and then, about five years ago, gave a lump sum to the unions and they distribute it. Mrs. Petrella stated that it's almost \$430,000 between the stipends and sports. She was surprised to see two lead teachers at Brewster as well as team leaders for each grade level, all with pretty substantial stipends. Mrs. Manning explained that the Key User is the tech support person in the building. The lead teacher is the go-to person when the administrator is out of the building. The district has a history of having two lead teachers in case someone is not there. Then, the team leader is the person who leads the team, making sure the team meets consistently and takes care of action items, etc.

Mr. Moore stated that this is all part of the union contract, but wasn't sure if the actual amount was part of the contract. Mrs. Manning explained that the amount is, in fact, in the contract. There is a committee of teachers who determine where the stipends go. Mrs. Manning stated that they also review the stipend list every year and teachers now have to apply for the positions. She added that they are working on a job description for every stipend position and those will be done by the fall.

### **Review of Superintendent's Evaluation Tool and Rubric**

Mrs. Petrella felt that they had not come to a decision as to the percentages to be applied to each of the four areas. Mr. Augur had set up the Survey Monkey survey and nine out of 10 people responded. It was pretty obvious that student achievement and fiscal oversight are clearly the role that the Board looks like. The average was 45 for student achievement and 32 for fiscal oversight. Mrs. Petrella proposed either making student achievement and fiscal oversight the same at 40 percent with 10 each to the other two areas or making student achievement 45, fiscal oversight 35 and 10 each to the other two areas. She personally feels that student achievement and fiscal oversight are primary.

*Mr. Augur made a motion, seconded by Mrs. Petrella, to bring the proposal to the full board of 40 percent to both student achievement and fiscal oversight, with 10 percent to the other two areas. Motion passed unanimously.*

Mrs. Petrella also got a rubric from Dr. Veronesi and she distributed it to the committee members. Mrs. Petrella had also combined it with what the Board had before. Mr. Augur stated that he liked Mrs. Petrella's 1, 2 and 5 and Dr. Veronesi's 3 and 4. Discussion continued on the actual words being used.

Mrs. Petrella wasn't sure the word "consistently" should be used and Mr. Augur suggested "routinely." It was also agreed to leave the ability to score a .5.

Mr. Moore also suggested a way to highlight bonus factors, if warranted. He also felt that written comments are helpful to Dr. Veronesi. Mr. Augur felt that any comments can just be emailed separately and need not be included in the survey form. Mrs. Petrella prefers to have the comments included with the actual scores and she will send this out as a fillable PDF. Mr. Augur agreed that that would work well, but felt that everyone should be aware that Dr. Veronesi will receive all of the comments.

Mr. Augur also suggested that Mrs. Petrella summarize the evaluations and give an average score, but still supply each evaluation to Dr. Veronesi.

It was agreed that the full board will vote on the changes on May 6<sup>th</sup>, the evaluations will need to be received back by June 6<sup>th</sup> and the summary will be presented on June 26<sup>th</sup>.

**Public Comment**

None.

**Adjournment**

*Mr. Augur made a motion, seconded by Mr. Moore, to adjourn the meeting.*

*In favor of adjourning the meeting: Mr. Augur, Mr. Moore and Mrs. Petrella. Motion passed unanimously.*

The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Debi Waz

Debi Waz  
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