

Suffield Board of Education
Human Resources & Personnel Subcommittee Meeting
Minutes
January 29, 2014 - 9:00 a.m.
Central Office Conference Room

Present: Jeanne Gee, Mary Roy, Natalie Semyanko, Lori D'Ostuni, Karen Baldwin, Jim Collin

The meeting was called to order at 9:15 a.m.

The committee reviewed job descriptions for a business manager, instructional coaches in Math and ELA, and interventionists. The committee added to the business manager position item #4, "Serve as a district liaison in business and finance matters with the Town government in a positive and proactive manner", under "D. School Community Relations".

The committee discussed job descriptions for instructional coaches and interventionists. There would be one interventionist for every two grades. The present model where students are pulled-out and work with tutors is not working as evidenced by the data collected. There is a false rumor that there will be no academic support next year. This is a working model and includes both certified and non-certified staff. There needs to be more parental and teacher involvement. The Board is the agent to communicate to the public the changes that need to take place.

Dr. Collin explained the process began by looking at how interventions are working and how some are embracing the idea. There needs to be a better understanding of the structure of the model. Community members have reported that not enough staff have been involved in the process. Dr. Collin said the structure has not been set. This is a new model and is still under development. There is data to support and guide the process and plan.

General education and special education paraprofessional and academic support positions were discussed. There is a need for training and development in these roles. The union is working with the Superintendent to clarify the roles of both positions. Instructional coaches would help with lesson plans for all to get better Tier I instruction. There will also be changes in the classroom.

The K-12 reading leader would follow the teacher contract and would report to the K-12 Supervisor. Instructional coaches and interventionists would report to classroom teachers and content area supervisors.

Some committee members thought this new model was being instituted too quickly. In response to that concern the administration is taking the following steps:

1. The Superintendent will meet with academic support personnel.
2. The structure of the program will be developed and articulated within the next two weeks and graphically displayed for the Board and the community.

3. Case studies in ELA and Math that highlight the changed intervention approaches will be presented at subcommittee.
4. Send a letter to parents explaining the new support model and present at an April workshop.

It was agreed that the Business Manager job description will be presented to the Board for adoption at its February 4, 2014 meeting, and the subcommittee will revisit the other job descriptions once the framework is presented to the Board.

The meeting adjourned at 11:00 a.m.