



Personnel Subcommittee Special Meeting

Thursday, February 10, 2022 5:30 PM

Board Meeting Room
Administrative Offices
137 B Glenwood Road
Clinton, CT 06413

Purpose of the Personnel Subcommittee: Reviews and provides input in the areas of staffing levels, selection/hiring and onboarding, personnel policies, staff supervision and evaluation, human resources processes and procedures, legal requirements, and is involved in contract negotiations.

Attendance Taken at 5:30 PM.

Erica Gelven: Present
Michael Hornyak: Present
Peter Nye: Present
Alan Samet: Present
Jack Scherban: Present
Catherine Staunton: Present

1. Opening Exercises

A. Roll call

Also in attendance were Superintendent M. O'Donnell, Assistant Superintendent M. Famiglietti, Joel Principal A. Guarascio, and EAC members of the PDEC committee, K. Yahwak and M. Meizies.

B. Pledge of Allegiance

All stood for the pledge of allegiance.

2. Professional Development & Evaluation Committee (PDEC) and Teacher Evaluation Process Overview

M. Famiglietti introduced members of the CPS Professional Development and Evaluation Committee (PDEC) who were present to provide an overview of the CPS Teacher Evaluation system. The presentation included information about the Teacher Performance Ratings, Professional Learning Plans, and the components of the plan. In addition, the PDEC committee members shared trend data on annual teacher ratings for evaluation for district staff. They also provided information about support plans for teachers not meeting standards and other ways that teachers are supported in their practice and for improvement. Questions were asked about the expectations of the support plans, the time for collaborative planning, and if the plan is overly burdensome to teachers. The committee answered questions and clarified information about how the plan works and gave personal perspectives related to components and support plans for teachers. In addition, PDEC members shared information about Professional Development and the desire for outside opportunities for educators to build their skills and develop new thinking through workshops and conferences offered outside of the district's designated professional development days.

3.School Climate Surveys

M. O'Donnell provided the results of the Safe School Climate Plan Staff Survey that was last administered in June 2019. The presentation to the Board of Education that was provided in July 2019 was also shared and it had links to the student and parent responses. Highlighted in the survey were specific questions posed to staff that gave an opportunity for them to provide input about their involvement in school initiatives, as well as the culture and climate of their school environment. M. O'Donnell noted that this survey is a tool that is used annually by the administrative team to review climate and compare responses among parents, staff, and students. Areas of concern in the data are addressed through school goal-setting and progress is measured by examining results of the new survey at the end of the year. In addition, M. O'Donnell shared that the pandemic has interrupted the administration of the survey the past two years, but in June 2021, the district conducted a different type of survey through the Thought Exchange. A summary of the top categories and responses was provided, including the demographic information and questions asked.

4.General Discussion

E. Gelven indicated that the next meeting could address evaluation processes for additional employee groups, and would include a presentation about the Employee Assistance Program (EAP) provided by the Board to all employees in the district.

5.Adjournment

Meeting Adjourned at 7:20 p.m.

Respectfully Submitted,
M. O'Donnell