



## **Personnel Subcommittee Special Meeting**

Monday, May 16, 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 5:33 PM.

Erica Gelven: Present (departed at 6:35 PM)  
Michael Hornyak: Absent  
Peter Nye: Absent  
Alan Samet: Present  
Jack Scherban: Present  
Catherine Staunton: Present (arrived at 5:39 PM)

### **1. Opening Exercises**

#### **A. Roll call**

Also present were Superintendent Maryann O'Donnell, Assistant Superintendent Marco Famiglietti, and Jim Rascati from KGA, Inc.

#### **B. Pledge of Allegiance**

All participants stood and recited the Pledge of Allegiance.

### **2. Employee Assistance Plan Overview**

Jim Rascati, a senior account manager from KGA, Inc., joined the subcommittee to describe the district's Employee Assistance Plan (EAP). He shared a presentation describing the functions of an EAP and those associated services provided by the EAP. He provided a list of organizations that contract with KGA and how KGA supports the work-life balance for employees. Services include emotional health, parenting, eldercare, legal, financial, work, convenience services, and nutrition. Subcommittee members were invited to ask questions and participate in a discussion about the various services available to employees and their adult family members. Superintendent O'Donnell described how the information would be shared with district staff members.

### **3. Discussion re: EAC Stipend Committee**

Superintendent O'Donnell shared the EAC Extra-Pay chart from the teacher's contract and highlighted the language in the new contract that guides the process for a possible reallocation of the stipends. The subcommittee discussed current student activity/advisor positions within the district and some of the inconsistencies in the availability of stipends. Superintendent O'Donnell stated that we need two members of the subcommittee to join her in a committee with EAC representatives to revisit the stipend structure. Board member Alan Samet volunteered and Peter Nye was recommended by Jack Sherban and Catherine Staunton.

### **4. Review of 2021-22 Staffing**

Superintendent O'Donnell shared and described the personnel chart overview document and personnel summary of unfilled positions. She stated that this type of reporting would be shared with the subcommittee on an annual basis.

### **5. Review of Non-Certified Staff Evaluation**

Superintendent O'Donnell shared the district's non-certified evaluation tools and an overview of the process used for conducting non-certified evaluations.

### **6. General Discussion**

### **7. Adjournment**

The meeting adjourned at 6:58 p.m.

Respectfully submitted by M. Famiglietti