

Suffield Board of Education  
Human Resources & Personnel Subcommittee Meeting  
Minutes  
May 14, 2014 - 3:00 p.m.  
Central Office Conference Room

Present: Mary Roy, Natalie Semyanko, George Beiter, Karen Baldwin, Jim Collin, Rebecca Osleger

**Job Descriptions:**

Technology Support Specialist and Technology Application Support Specialist

Rebecca Osleger provided an overview of the Technology Department organizational structure (see chart attached). She also noted that Finalsite is the second most improved website in the State.

A board member asked if there are any implications with the Teamsters Union in changing job descriptions. Superintendent Baldwin said she was reasonably confident the union is understanding and supportive of the change. There have been several conversations with the union on the subject.

Ms. Osleger reviewed the Technology Support Specialist position, which is a district-wide position. This position's roles will include repairing technology, fixing problems. Qualifications will be included in the job description. She also reviewed the Application Support Specialist position and will include qualifications for the position as well.

College & Career School Counselor

Dr. Collin explained the college & career school counselor position. The job description is inaccurately titled. The description reflects the roles and responsibilities of all school counselors. This counselor will be assigned to the high school. He said he is meeting with the high school guidance counselors on May 28<sup>th</sup>. A board member asked about the scope of the role of the college & career school counselor. Dr. Collin said this person would build systemic structures with other counselors and teachers and create tangible experiences to connect students to their future. The Board members expressed interest in seeing a more coherent structure and system in place before funding the position.

Positive Behavior Intervention Support (PBIS) Specialist

This would be a 1.0 FTE at Spaulding School. Dr. Baldwin explained the need for sustaining the work of a positive culture and climate. Currently the Reading Language Arts Consultant is driving the work of social/emotional interventions in collaboration with the Principal and School Psychologist. The Reading Language Arts Consultant needs to continue to focus on Quality Tier I K-12. A board member asked if an Assistant Principal could fill that role. Dr. Baldwin said to some extent yes. There are 500 students at Spaulding. Committee member Beiter said he did not see this position as a priority, and thought funding for this position could go to other programs, such as Agri-science or ultimate Frisbee.