

PERSONNEL COMMITTEE MINUTES  
JANUARY 5, 2021  
VIA ZOOM

ATTENDEES:

BOE COMMITTEE: Charles Stango, Chair  
Elizabeth Brown  
Juanita Hernandez  
Rocco Orso  
Ann Sweeney

CENTRAL OFFICE: Dr. Ruffin  
Juan Mendoza

SEL (SOCIAL, EMOTIONAL LEARNING) COMMITTEE:  
Noreen Buckley Jackie Davis  
Janice Epperson Linda Leyhow  
Jessica Ocasio Ellen Paolino  
Melina Rodriguez Nyree Toucet

Meeting was called to order by the Chair at 5:30 p.m.

- Item 1) Revised job description of Elementary School Counselor
- Item 2) Revised job description of Middle School Counselor
- Item 3) Revised job description of High School Counselor

Items 1-3 were presented by Dr. Ruffin and the SEL team, with a presentation by Nyree Toucet. Job descriptions for all three levels of School Counselors were updated to better reflect and delineate the duties and responsibilities of counselors.

Elementary counselors will be added to all PreK thru 5 and PreK thru 8 schools thanks to new grant funding. There is sufficient grant funding to fund one counselor at each school. Need will be assessed at buildings with larger student populations for possibly multiple counselors in those schools.

Job descriptions for all three levels are now clearly aligned with the CT requirements for School Counselors. Job descriptions now contain links to CT requirements for certification, continuing education requirements, and the essential roles of a school counselor. Focus at all levels is continuity and transitioning for students from elementary school to middle school and middle school to high school with an emphasis on career and college readiness.

High School Counselors will assist students with college and career planning including assistance with financial aid and scholarship applications. All job descriptions were reformatted and reduced from five or more pages to three or less pages.

- Item 4) Revised job description for the position of School Psychologist
- Item 5) Revised job description for the position of School Social Worker

Items 4 and 5 also presented by Dr. Ruffin and the SEL Committee, with a presentation by Melina Rodriguez. Similar to Items 1-3, job descriptions have been revised to better define duties and responsibilities, to align with CT requirements for each job. Links are included for CT requirements and continuing education regulations, as well as

standards for each job. Emphasis is on Psychologists, Social Workers and Counselors working as a team for students, addressing and supporting Social and Emotional Learning,

Per request of the Chair, items 1-5 will be presented for full board discussion at workshop. Revisions to existing job descriptions do not require a board vote, but the Chair did want the whole board to have the opportunity to review and ask questions.

Motion to adjourn at 6:40 p.m.

Motion by Ann Sweeney, second by Liz Brown. Vote was unanimous.