



## **Personnel Subcommittee Special Meeting**

Monday, May 15, 2023 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 5:35 PM.

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

### **1. Opening Exercises**

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

Also in attendance were Business Manager C. Dickey and Superintendent M. O'Donnell.

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

All stood and recited the pledge.

### **2. Review and Discussion re: Terms of Employment Contract**

M. O'Donnell reviewed the Terms of Employment contract language with the subcommittee members. She highlighted the various employee groups that are covered by the agreement. In addition, the members reviewed comparative data related to leave types and allocations, health insurance, and potential increase ranges for each of the subgroups covered by the agreement. A proposal for contractual language changes and proposed adjustments to salary and health insurance will be brought to the Board of Education in June.

### **3. Review and Discussion re: Individually Contracted Staff**

M. O'Donnell discussed the need to review and possibly align components of leave and other benefits that are present in individual contracts. In addition, she discussed the term length and possible ranges of salary increases and adjustments to health insurance. The subcommittee members also supported the idea of creating an individual contract for the Director of Food Services rather than having that role included in the Terms of Employment agreement. Contract changes will be proposed and brought to the Board of Education at a meeting in June.

#### **4.General Discussion**

Additional comparative data was discussed, including comparisons to town settlements and salaries, as well as confirmation of the years in which the Board will need to conduct negotiations based on the expiration of existing contracts.

#### **5.Adjournment**

The meeting adjourned at 6:42 p.m.

Respectfully submitted by M. O'Donnell