PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT
June 19, 2018

The Putnam Board of Education met in regular session on Tuesday, June 19, 2018 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Jeannie Dodd, Michael Morrill, Edward Perron, James Purdon, Marieanne Viens, Jill Zangerl

Absent: Mary Kozlowski, Lauren Konicki

Others: William Hull, Superintendent of Schools; Nancy T. Cole, Business Administrator; Laura L. Santos, Recording Secretary

Michael Morrill called the meeting to order at 7:00 PM.

Pledge of Allegiance

Student Representative – Doria Daviau provided a report on high school activities.

James Purdon made a motion to add a new agenda item under Business; Warn for Adoption Policy 5113, Attendance, and Changes to Regulations 6142.101, 1330 and 3541. The motion was seconded by Marieanne Viens and passed unanimously.

1. **APPROVAL OF MINUTES**
James Purdon made a motion to approve the May 15, 2018 minutes as presented. The motion was seconded by Jill Zangerl and passed unanimously.

2. **CORRESPONDENCE**
There was no correspondence.

3. **PRESENTATIONS**
The following retiring staff members were honored for their service to Putnam Public Schools:

Frances Bousquet, Special Education Teacher
Sharon Heon, Library Media Specialist
Julie Kitka, Speech/Language Pathologist
Liette Lague, Physical Education Teacher
Klancy Martin, Music Teacher

Doria Daviau, Board Student Representative, was honored for her service to the Board.

A reception followed the presentation.

4. **CITIZENS' COMMENTS**
There were no citizens' comments.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Reports

1) Policy Committee Report

a) The minutes of the May 15, 2018 policy committee meeting were reviewed. There will be a vote under New Business to adopt the following policies that were warned for adoption in May:

i. Bids and Quotations – 3323
Increase the limit for quotations from $4,999 to $9,999 and the limit for bids from $5,000 to $10,000

ii. Charging Policy – 3542.43
Increase the charged meal limit from four meals to six meals and other minor language changes

iii. Nondiscrimination – 0521
"Status as a Veteran" needs to be added to the group

A meeting was held prior to this meeting; items have been added to New Business.

2) Facilities Committee Report

a) Building Committee Update
All finish work will be completed this summer.

3) Curriculum Committee
Carrie Blackmar updated the Board on the curriculum committee activities:

- ✓ The new elementary reading program has arrived and teachers will begin training next week. The curriculum will be reviewed and edited to ensure that the new program correlates by units of study.
- ✓ The Curriculum Council will be reviewing more PHS courses in October.
- ✓ The Curriculum Council needed more information for all proposed English courses.
- ✓ The CREC NGSS Science units of study will be available soon. Staff will learn how to use the operating system and have a preview into the units. The goal is to have teachers implement at least one full unit, with all its components, during the next school year.

4) CABE Events Update
Jeannie Dodd had no report on CABE Activities.

b. Financial Reports, Nancy T. Cole
Nancy Cole updated the Board on the year-end expenditure report for 2017-2018. An excess cost report and Family Resource Center report were also presented.

c. Superintendent's Report, William J. Hull
Mr. Hull updated the Board and discussion took place on the following items:

1. Middle School Moving Up Ceremony is scheduled for June 20, 2018 at 6:00 PM.
2. High School Graduation is scheduled for June 21, 2018 at 6:30 PM.
3. Scholarship Night was held on June 7, 2018; it was a great success.
4. PHSAAA Banquet was held on June 5, 2018, it was a great success.

5. Mr. Hull gave a hiring update to the Board. Four certified staff members have been hired so far. Interviews are currently being conducted for other positions.
6. Revision of Teacher Evaluation/Update – Mr. Hull is meeting with the committee to continue revising teacher evaluation plan.
7. Exit Interviews are being conducted with retiring and resigning staff members.
8. 0.5 FTE Speech/Language Pathologist – District is attempting to move this to a 0.6 position and outsource this; Speech/Language Pathologist is a shortage area and difficult to fill.
9. Memorabilia Committee – Ongoing process sorting through memorabilia.
10. Regional Collaboration EASTCONN – Committees will be set up.
11. School monthly reports were part of the Board packet.

d. Mr. Michael Morrill, Board Chairperson
Presentation of Cell Phones in Schools – The Board and School Administrators discussed the impact of cell phones in schools. The discussion will continue in August.

6. **BUSINESS**

a. Approval of Technology Plan 2018-2022
Carrie Blackmar made a motion to approve the technology plan for 2018-2022 as presented. The motion was seconded by Jeannie Dodd and passed unanimously.

b. Approval of Gate Receipt Account Purchase
James Purdon made a motion to approve the gate receipt account purchases as presented. The motion was seconded by Carrie Blackmar and passed unanimously.

c. Approval of Increase of Lunch Prices 2018/19 and 2019/20
James Purdon made a motion to approve the increase of lunch prices for 2018/19 and 2019/20 as presented. The motion was seconded by Carrie Blackmar and passed unanimously.

d. Approval of Family Resource Center Budget for 2018/19
Jeannie Dodd made a motion to approve the Family Resource Center Budget for 2018/19 as presented. The motion was seconded by James Purdon and passed unanimously.

e. Approval of Non Certified/Non Affiliated Compensation Package
James Purdon made a motion to approve the non certified/non affiliated compensation package as presented. The motion was seconded by Jill Zangerl and passed unanimously.

f. Adoption of the following policies:
   a. Bid and Quotations -3323
   b. Charging Policy – 3542.43
   c. Nondiscrimination – 0521

   Edward Perron made a motion to adopt the policies as presented. The motion was seconded by Marieanne Viens and passed unanimously. Edward Perron made a motion to rescind the corresponding regulations. The motion was seconded by Marieanne Viens and passed unanimously.

Warn for Adoption the following policies:

a. Attendance – 5113
b. Student Nutrition and Physical Activity – 6142.101
c. Transportation – 3541
d. Building Use – 1330

Edward Perron made a motion to Warn for Adoption Policy 5113, Attendance. The motion was seconded by Marieanne Viens and passed unanimously. Edward Perron made a motion to approve the amendments to the regulations for Policies 6142.101, Student Nutrition and Physical Activity; 3541, Transportation and 1130, Building Use as presented. The motion was seconded by Marieanne Viens and passed unanimously.

g. Approval of Revised Priority List
James Purdon made a motion to approve the revised priority list as presented. The motion was seconded by Jill Zangerl and passed unanimously.

h. Meal Charging Report
Mr. Hull discussed issues the district is encountering with collection of payment for student meal charges. This will be discussed further in August.

i. Date for Board Retreat
A date for the retreat was tentatively set for July 18, 2018.

j. CABE Resolutions
Burden of Proof will be a potential resolution to be discussed at the Board Retreat.

k. Safety and Security Plan Review
Mr. Hull shared the Safety and Security Plan with the Board which will be approved at the August Board meeting.

l. Field Trip Information
The middle school will be going on a field trip July 22, 2018 to New Hampshire Motor Speedway as a reward for Grades 6-8 Essay Contest Winners.

m. Citizens Comments
There were no citizen comments.

The Board took a brief recess at 8:53 PM.

Jeannie Dodd made a motion to go into Executive Session at 8:56 PM for the purpose of discussing the AFSCME Negotiations, Superintendent's Evaluation and Contract. The motion was seconded by Jill Zangerl and passed unanimously. Superintendent Hull and Ms. Cole were invited to attend.

Ms. Cole left Executive Session at 8:59 PM.

Jeannie Dodd made a motion to exit Executive Session at 9:19 PM. The motion was seconded by Carrie Blackmar and passed unanimously.

Jeannie Dodd made a motion to approve the Superintendent's Contract as discussed in Executive Session. The motion was seconded by Jill Zangerl and passed unanimously.

7. **ADJOURNMENT**

Edward Perron made a motion to adjourn. The motion was seconded by Marieanne Viens and passed unanimously. The meeting adjourned at 9:20 PM.

Respectfully submitted,

Jeannie Dodd
Board Secretary

Putnam Strategic Plan
Technology Plan
Action Plan

Update District Technology Plan: Curriculum and Instruction

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success
Improvement in students' functional technology skills	Devote additional time to teaching keyboarding and computer literacy at all levels Develop a list of free or low cost ways for students to practice on their own time for all levels	1-Curriculum Director 1-Classroom Teachers 1,2-Library Media Specialists	1-Planning/ Collaboration time 1,2-List of resources available for students to develop computer literacy skills	1-Ongoing 2-Develop resource list – July 2018-July 2019	1-Measure annually for progress towards goal 2-List of resources distributed to faculty/students/ families and available at Library Media Center	1, 2-Skills are integrated into all applicable curriculum units. 2-Each Library Media Center has a skills-based curriculum for students in grade K-12 1, 2-Students are well prepared for computer-based activities and assessments.
All student data can be easily collected, synthesized, and analyzed to guide instruction and behavior supports to maximize student success	Develop or purchase tools for tracking student interventions, data, and services Utilize student management systems to include as many data types and data points as possible	1-Information Technology staff 2-Building and District Administrators 2-Faculty	1-2-Training in student management system for data use 2-Collaboration time for staff to examine and analyze data	1,2-Ongoing July 1, 2018-July 1, 2020	1,2-Measure annually for progress towards goal	1-2-Use of common database to assist with transitions between grades and schools 2-Use of student data to inform instruction 2-Use of student data to identify at risk students and develop successful interventions
	Integrate ISTE standards throughout all levels of the	1-3-Curriculum Director 2-Library/Media specialists	2-Development of grade appropriate digital literacy assessments	1-3Ongoing July 1, 2018-	1-3Measure annually for progress towards goal	1-3-Full integration of technology across content areas.

	curriculum Develop or acquire a digital literacy assessment for students and staff Develop annual grade level and school technology goals based on literacy assessment and other data	1,3-Classroom Teachers	1,3-Planning time to analyze assessment data and develop and implement goals	July 1, 2020		1-3-Lack of digital literacy skills is no longer viewed as an obstacle to student success.
Use of technology to share information between colleagues, families and community stakeholders.	Create a more robust website, with easily consumable information for stakeholders. Use of collaborative time and online sharing tools to share resources and best practices. Use secure, web-based collaboration tools to share professional information between and among students and staff.	1-Information Technology staff 2,3-Building and District Administrators 2-4-Faculty 3-5-Curriculmn Director	1-Research and select an appropriate website for district use. 2-4-Planning time for training and implantation of new website platform 1-Maintenance of Rubicon Atlas contract	1-Website: Choose and implement: July 2018-July 2019 2,3-Curriculum: maintenance Ongoing July 1, 2018-July 1, 2020	1-New website platform is chosen, implemented and updated regularly 2-5 -Curriculum audit is performed annually and revisions are made as needed	1-5-Increased communication and interactions with families and community members. 1-5-Educational transparency regarding standards, curriculum, interventions and instructional practices.

Putnam Strategic Plan
Technology Plan
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	Maintain and update all curriculums in Rubicon Atlas. Post general curriculum information and unit maps to school and district websites.		2-4-Collaborative time for faculty to review and update curriculum as needed.			
Research, develop and implement an online collaborative platform	Form a committee of stakeholders to research a complete shift the online platform Budget for the shift in the next possible budget season Shift data over to the online collaborative platform Train faculty and staff to use the online platform to maximize collaboration and learning for students.	1-4-Information Technology staff 1-4-Building and District Administrators 1,4-Faculty	1,2-Money budgeted to implement the platform and professional development for a successful implementation 4-PD for staff to learn features of chosen online platform 4--Planning time to alter lessons as needed	1-4-Research and Plan shift: July 2018-July 2019 Implement :July 2019-July 2021 4-PD and integration of online platform in the classroom: Ongoing July 1, 2019-July 1, 2020	1-4-District will shift to online platform. 3-4-Integrate the new tools into all aspects of the classroom and district use as measured annually	1-4-Students will be able to safely use the online platform in a controlled manner that maximizes learning. 1-4-Increased communication and interactions with families and community members. 1-4-Educational transparency regarding standards, curriculum, interventions and instructional practices.

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Update District Technology Plan: Professional Development

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success
Integrate technology to improve instruction	Needs assessment by building on current hardware/software training for staff	Building LMS and administrators	Online forms Email Staff to manage data	Spring 17-18, annually	Survey	PD developed based on building feedback
Creating a culture of shared technology knowledge	½ day PD reserved for in-district technology share	Curriculum Dir./Administrators/PD committee	Scheduled PD time	SY 18-19, ongoing	Results of needs assessment	Evaluations of PD sessions
	Train key staff members to be Certified appropriate platform	Superintendent	Funds for training	SY 19-20	Budgeted funding for training	Increased certified staff members; Increase use of online collaboration tools
	Workshops offered after school (minimum of 2)	Random staff	Funding & Staff ($5000)	SY 19-20; ongoing	Budgeted funding for staff schedule on PD calendar Selected staff for training	Feedback from staff; attendance to workshops

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Personnel to address day to day instructional technology needs	Create stipend positions at each building to offer instructional technology support to colleagues.	Superintendent/Board of Education	Budget	SY 19-20	Propose position to PEA	Hiring instructional tech support for each building
	Develop job description for position	Technology committee	Committee meetings ($4800)	SY 18-19	Meeting to develop job description	Approved job description

Putnam Strategic Plan
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Update District Technology Plan: Infrastructure

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success
Update Domain Controller	Purchase Licenses Install Server	IT Department	Servers Purchased Licensing -$5000	June 18	Order Licenses Installation Scheduled	Domain Controller Installed
Update Tyler Servers	Purchase Servers Purchase Licenses Install Server	IT Department	New Servers(2) New Licenses ($6000)and Support (TBD) $25000	June 18	Build Servers Schedule with Tyler Installation	Old Server decommissioned New Servers in Use
Update Exchange Server	Purchase Licenses Install Server	IT Department	Servers Purchased Licensing -$5000 Professional Services-$5000	Summer 19	Order Licenses Installation Scheduled	Mail Server Deployed
Update Microsoft Office	Purchase Licenses or Enroll in Agreement Install new suite on all District PCs	IT Department	$6125 annually or $70,000	December 18	Quotes obtained Upgrade all version installed	Complete coverage of all devices with latest Office version
Replace Spam Filter	Purchase Replacement Install New Device	IT Department	Purchase new Filter $4000	June 18	Quotes Obtained Device or Service Purchased	Spam Filter Upgraded
Upgrade Network Monitoring	Purchase Enterprise Solution Install New Product	IT Department	Server Purchased Purchase Software $1400	June 18	Quotes Obtained Service Purchased	Software Installed

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Update Network Switch to all POE	Purchase New Switches Update oldest switches in PES/PMS to POE	IT Department	Purchase (5) New Switches for ES/MS (1)Layer 3 $8000 (4)Layer 2 $4000	June 18-Jun19	Quotes Obtained Devices Configured	Switches Replaced
Mobile Device Management	Investigate Solution Purchase Solution Install Solution	IT Department	TBD (est. 5-10k)	July19-June20	Options considered Evaluated	Full Scale Deployment of solution
Additional Access Points	Purchase Additional APs Install Access Points	IT Department	Purchase (6) APs $6000	July19-June20	Budget for additional APs Order Units	Installation of Additional Hotspots
Data Encryption for Key Locations	Explore Solution Purchase Product Implement Solution	IT Department	TBD	July20-June21	Evaluate Options Budget for Cost	Encryption Service Deployed

Putnam Strategic Plan
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Update District Technology Plan: Classroom Equipment

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success
Identify desired technology resources within each school	Staff surveys	Building Principals	Brainstorming	Complete by Fall 2018	Information provided to technology sub-committees	Sub-committee is given substantive information from PES, PMS & PHS
	Identify technology requirements and needs for each building (including, but not limited to: increase laptop capacity at PMS & PES, computers to support music technology course at PHS; printers to meet building needs; smart televisions to replace/supplement smartboards at PMS& PES)	Technology committee Building Administrators Department Heads	Possible site visits to other schools Research recommended standards/guidelines Develop protocol for technology resources for each learning group	Complete by November 2018	Status update and preliminary information submitted by each building by July 31, 2018 Technology Committee reviews by September 30, 2018	Technology outline established for each learning group by building Plan reviewed and accepted by Technology Committee and presented to Board of Education for adoption.

Putnam Strategic Plan
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Identify and prioritize replacement schedule	Review and update current replacement schedule (including year equipment entered service, life expectancy, anticipated date for decommissioning equipment)	IT Department Administrators to share information with building Principals, Business Manager, and Superintendent	Inventory Industry-based standards for replacement protocol	Current replacement schedule to be shared by June 15, 2018 Updated replacement schedule to be completed by August 15, 2018	Industry-based standards information shared amongst stakeholders by June 15, 2018.	Replacement schedule adopted and followed thereby creating minimal gaps in technology resources within learning groups
Identify and prioritize technology enhancement based upon research and best practices	Ongoing research regarding technology enhancements	IT Department Administrators Teachers	Ongoing research Collaboration Professional Development Site visits	Develop procedure for bringing forth suggestions for technology enhancement	Technology Committee to create procedures for integration of enhanced classroom technology	Learning groups have access to current technology resources

Gate Receipt Account Requests

Requests	Quantity	Estimated Cost	Total Cost
Soccer Goals/Nets	1	$7,000	$7,000
Indoor Batting Cage	1	$16,000	$16,000
Basketball and Volleyball Scorer Table	1	$3,500	$3,500
Basketball and Volleyball Side Chairs	1	$5,500	$5,500
AED	3	$2,000	$6,000
Storage Container	1	$7,000	$7,000
Batting Cage Matting	1	$1,800	$1,800
Replacement Sleeves for Fence	60	$6.34	$380

Total Cost $47,180

PUTNAM PUBLIC SCHOOLS
Food Service Program
Meal Prices

	2017-18	2018-19	2019-20
PES Lunch	2.55	2.65	2.75
PMS Lunch	2.70	2.80	2.90
PHS Lunch	2.95	3.05	3.15
Adult Lunch	4.50	4.60	4.70

Breakfast is free for all students.

PUTNAM FAMILY RESOURCE CENTER
Proposed Budget
FY 2018-2019

Object Code	Description	2017-18 Adopted	2018-19 Proposed	Amount Difference	Perecent Difference
111	CERTIFIED SALARIES	78,401	81,170	2,769	3.53%
112	NON-CERTIFIED SALARIES	600,574	616,755	16,181	2.69%
200	EMPLOYEE BENEFITS	241,187	240,441	(746)	-0.31%
322	IN SERVICE	4,500	4,100	(400)	-8.89%
324	FIELD TRIPS	900	900	0	0.00%
325	PARENT ACTIVITIES	5,200	3,700	(1,500)	-28.85%
330	TECHNICAL SERVICES	13,200	13,200	0	0.00%
440	RENTAL	2,700	1,350	(1,350)	-50.00%
530	COMMUNICATIONS	500	500	0	0.00%
540	ADVERTISING	1,250	1,250	0	0.00%
580	TRAVEL	1,800	1,800	0	0.00%
590	PURCHASED SERVICES	600	600	0	0.00%
611	INSTR. CLASSROOM SUPPLIES	5,285	7,177	1,892	35.80%
612	ADMINISTRATIVE SUPPLIES	2,221	3,928	1,707	76.86%
690	OTHER SUPPLIES	750	600	(150)	-20.00%
890	DUES AND FEES	3,025	2,025	(1,000)	-33.06%
	Totals	**962,093**	**979,496**	**17,403**	**1.81%**
	REVENUE SOURCES				
	FAMILY RESOURCE CENTER GRANT	100,000	100,000		
	SCHOOL READINESS GRANT	589,487	589,487		
	REVENUE (estimated amount needed)	250,000	266,000		
	IN-KIND - LOCAL BUDGET	22,606	24,009		
	TOTAL FUNDING	**962,093**	**979,496**		

NONCERTIFIED NON-UNION
COMPENSATION PACKAGE
FY 2018-2020

	2017-18	2.50% 2018-19	2.50% 2019-20
Total Salaries	1,875,887	1,922,784	1,970,854
Amount of Increase		46,897	48,070
Health Premium Share	15%	15%	16%

Employees will move to the 2,500/5,000 High Deductible Health Plan.

Employees will be required to have a yearly wellness physical exam by a physician of their choice.

Employees who are on maintenance or long-term prescriptions shall obtain their prescriptions through the insurance carrier's mail order program.

REVISED

Putnam Public Schools
Priority List for Unexpended Balance
FY 2017-2018

Description	Department	Cost
School Bus - 77 passenger	Transportation	$ 85,000
Teachers' Sick Account	District	$ 10,000
Health Insurance (up to a maximum of $175,000)	District	$ 175,000
		$ 270,000