

**PUTNAM BOARD OF EDUCATION**

**SECRETARY'S REPORT**

**May 15, 2018**

The Putnam Board of Education met in regular session on Tuesday, May 15, 2018 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Marieanne Viens, Michael Morrill, Jeannie Dodd, Lauren Konicki, Jill Zangerl

Absent: Mary Kozlowski, Edward Perron, James Purdon

Others: William Hull, Superintendent of Schools; Nancy T. Cole, Business Administrator

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.

**1. APPROVAL OF MINUTES**

Lauren Konicki made a motion to approve the April 24, 2018, minutes as presented. The motion was seconded by Carrie Blackmar and passed unanimously.

**2. CORRESPONDENCE**

There was no correspondence.

**3. PRESENTATIONS**

Pride of Putnam awards were given to the following students and staff:

PES Students: Greta Godzik, Gavin Matte

PES Teacher: Jana Salerno

PMS Students: Tyler Fullerton, Kandi Garcia-Morente, Ileaha Pulliam, Halie Reidy, Jack Rindge, Elisha Clinkscale, Aliya Green, Nicholas Vagnini

PHS Students: Lauren Blackmar, Scott Davagian, Nevaeh Fitzgerald

PHS Teacher: Chad Alder, Courtney Prendergast

CABE Student Leadership Awards were presented to the following students:

PMS Students: Tyler Fullerton, Ewa Sekula

PHS Students: Lauren Carita, Brianna Long

The Board took a brief recess.

Monica Giglio, Assistant Principal at Putnam Elementary School, presented PES Standards-Based Report Card Update

**4. CITIZENS' COMMENTS**

There were no citizens' comments.

## 5. **REPORTS OF OFFICERS AND STANDING COMMITTEES**

### a. Committee Reports

#### 1) Policy Committee Report

- a) Jeannie Dodd reported the Policy Committee met at 6:00 PM this evening prior to the Board meeting. The committee is recommending the following policies be warned for adoption:

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

The policies will be presented for adoption at the June Board meeting.

#### 2) Facilities Committee Report

a) Building Committee Update

Michael Morrill reported some work was completed over April vacation and other work is scheduled for the summer.

#### 3) Curriculum Committee

- a) Carrie Blackmar reported the committee is recommending two textbook adoptions.

Jeannie Dodd moved that item g. Textbook Adoption under Business be moved to this section of the agenda. Jeannie Dodd made a motion to adopt the following textbooks:

g. Textbook Adoption

- 1) Wonders, McGraw Hill (PES Reading Program)
- 2) University of Connecticut Early College Experience Proposal, AP Calculus AB (PHS Math Program)

The motion was seconded by Marieanne Viens and passed unanimously.

#### 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.

To be approved by BOE

c. Superintendent's Report, William J. Hull

Mr. Hull updated the Board and discussion took place on the following items:

1. The annual town meeting was successful and the Board of Education budget passed.
2. The Wall of Honor Induction was May 5, 2018. The event was well attended.
3. Marianne Viens reported the Memorabilia Committee met to continue discussions on items and locations. Historical data was the focus of the last meeting.
4. The next Regional Collaboration meeting is June 14, 2018 at 5:30 at Eastconn.
5. The District Website is being revised. A Webmaster has been hired to manage the website.
6. The elementary cafeteria floor will be replaced this summer. There is an abatement project associated with this work, so the cafeteria will be closed for the abatement work. The middle school serving line will also be installed this summer.
7. The district is monitoring Health Insurance claims.
8. The Middle School Moving Up Ceremony is June 20, 2018 at 6:00 PM in the PMS Auditorium.
9. The Putnam High School Graduation is June 21, 2018 at 6:30 PM in the PMS Auditorium.
10. There may be a change in Graduation Rates due to requirements for students in the transition program. These students have satisfied graduation requirements but do not count towards graduation rates.
11. District staff is closely monitoring special education students who have been moving in and out of the district. Staffing may need to be added for 2018-19.
12. A Retirement Reception will be held on June 19, 2018.
13. The district has hired four new teachers and two are in shortage areas.
14. The district plans to purchase the CREC Science Curriculum for \$33,700.
15. Quotations for Memorial Park are in process. This work will be done over the summer.
16. School monthly reports were emailed separately.

d. Mr. Michael Morrill, Board Chairperson

No report.

6. BUSINESS

a. Update on State Budget

Superintendent Hull report Putnam's ECS funding increased approximately \$56,000 and Adult Education increased slightly.

b. RFP Award for Grounds Maintenance

Carrie Blackmar made a motion to award the Grounds Maintenance Request for Proposal to Lawns-n-More at a total cost of \$10,800. The motion was seconded by Marianne Viens and passed unanimously.

c. RFP Award for Bus

Jeannie Dodd made a motion to award the request for proposal for a school bus to Dattco, Inc., at a cost of \$82,800. The motion was seconded by Lauren Konicki and passed unanimously.

d. Approval of Priority List

Jill Zangerl made a motion to approve the Priority List as presented. The motion was seconded by Lauren Konicki and passed unanimously.

e. Field Trips Notification

Information on the following field trips was provided to the Board.

- 1) PMS, Rome Point, John Chafee Nature Reserve – May 22, 2018
- 2) PMS, Castle Craig – May 24, 2018
- 3) PMS, Wachusett Mountain – June 1, 2018
- 4) PES, Southwick Zoo – May 24, 2018 and June 7, 2018
- 5) PES, Old Sturbridge Village – May 24, 2018
- 6) PES, Providence Children's Museum – June 1, 2018

f. Gate Receipt Purchases

A list of gate receipt purchases will be presented at the June Board meeting.

g. Textbook Adoption

Action on the textbook adoption was taken up under the Curriculum Committee.

h. Increase of Lunch Prices 2018/19 and 2019/20

A copy of the proposed increase in lunch prices was included in the packet. This item will be voted on at the June Board meeting.

i. Technology Plan

A copy of the district's Technology Plan was included in the packet. This item will be voted on at the June Board meeting.

j. Citizens Comments

Dr. Teri Bruce, Putnam Middle School Principal, thanked the Board for their support of technology and the STEM based technology education program.

The Board took a brief recess at 8:20 PM.

Jeannie Dodd made a motion to go into Executive Session at 8:21 PM for the purpose of discussing AFSCME Negotiations and the Business Administrator's Contract. The motion was seconded by Lauren Konicki and passed unanimously. Superintendent Hull and Ms. Cole were invited to attend.

Ms. Cole left Executive Session at 8:25 PM.

Jeannie Dodd made a motion to exit Executive Session at 8:33 PM. The motion was seconded by Lauren Konicki and passed unanimously.

k. AFSCME Negotiations

There was no action taken on this item.

l. Business Administrator's Contract

Jeannie Dodd made a motion to approve the Addendum to the Agreement between the School Business Administrator and the Board of Education as presented in Executive Session. The motion was seconded by Jill Zangerl and passed unanimously.

To be approved by BOE

7. **ADJOURNMENT**

Lauren Konicki made a motion to adjourn. The motion was seconded by Carrie Blackmar and passed unanimously. The meeting adjourned at 8:34 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeannie Dodd', written in a cursive style.

Jeannie Dodd  
Board Secretary

