

PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT

June 20, 2017

The Putnam Board of Education met in regular session on Tuesday, June 20, 2017 at the Board of Education Conference Room #12.

Attendance: Carrie Blackmar, Jeannie Dodd, David Gaudreau, Mary Kozlowski, Michael Morrill, Edward Perron, James Purdon, Marieanne Viens

Absent: Joseph Deery

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

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

Pledge of Allegiance

Student Representatives

Lindsay Roberts updated the board on the end of the year events at Putnam High School.

1. APPROVAL OF MINUTES

The minutes of the May 16, 2017 regular meeting were reviewed. David Gaudreau made a motion to approve the minutes as presented. The motion was seconded by Edward Perron and passed unanimously.

2. CORRESPONDENCE

A letter of thanks from Daniel Rovero, the Department of Administrative Services and the Town Recreation Department were included in packet and discussed.

3. PRESENTATIONS

Retiring Staff were honored for their years of service in our district. A reception followed.

4. CITIZEN COMMENTS

There were no citizen comments.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Meeting Reports

1) Policy Committee

Edward Perron made a motion to adopt the following policies and to rescind the old policies associated with:

- Wellness Policy P6142.101
- Meal Charging Policy P3542.43

The motion was seconded by James Purdon and passed unanimously.

Band Participation by outside students was discussed.

2) Facilities Committee

Building Committee Update – The project is progressing. The number of items on the punchlist is decreasing. The project is planned to be done by September 1. The next meeting is scheduled for July 11.

3) Curriculum Committee

The curriculum subcommittee met several times throughout the year. Several new courses and textbooks were approved. The district was able to purchase the updated version of the Go Math! series. Forensics, French, Intro to Engineering, Financial Accounting, Introduction to Business and Blueprint Reading have come in already. Teachers have expressed appreciation.

4) CABE Events Update

New Board Member Conference is being held in Rocky Hill on December 7. A publication called “So you want to be a Board Member” is available electronically for anyone who might be interested.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2016/2017. 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 was presented on the following items:

- CABE/CAPSS Convention is scheduled for November 17 & 18, 2017. Please contact Laura Santos if you plan to attend.
- Hiring/Personnel Report was reviewed.
- Exit Surveys were discussed.
- Facilities Grant Update – Grant received.
- FTE .5 Speech/Language Pathologist – The district was able to hire a person part time and will not be using EASTCONN for service.
- Putnam High School College Acceptance Rate – 79% of the high school students were accepted to two and four year colleges.
- School Monthly Board Reports were included in the Board packet.

d. Mr. Morrill, Board Chairperson

No additional report.

6. **BUSINESS**

a. Schedule Date for Board of Education Retreat

Board Retreat will be scheduled for July 19, 2017 at 6:00 PM. A location will be determined.

b. CABE Resolutions

Board members agreed that they would work on Burden of Proof as a resolution.

c. Approval of Job Descriptions for Team Leaders and Faculty Coordinators

James Purdon made a motion to approve the job description for team leaders and faculty coordinators. The motion was seconded by Jeannie Dodd and passed unanimously.

d. Head Coach Job Description

The Board will review a draft of the proposed head coach job description and it will be presented for approval in August.

e. Safety and Security Plan Review

The Safety and Security Plan has been reviewed by the district safety and security committee. The Board will review and it will be approved in August.

f. Family Resource Center Budget 2017/18

Two proposed budget plans for the Family Resource Center were presented to the Board. James Purdon made a motion to approve Plan A budget as presented. The motion was seconded by Edward Perron and passed unanimously.

g. Approval of Bus Bid

James Purdon made a motion to award the bus bid to New England Transit Sales of Tyngsboro, Massachusetts in the amount of \$80,582 as presented. The motion was seconded by David Gaudreau and passed unanimously.

h. Approval of Change Order for PES Door Project

James Purdon made a motion to approve the change order for PES Door Project in the amount of \$8,000. The motion was seconded by David Gaudreau and passed unanimously.

i. Citizens Comments

There were no citizen comments.

The Board took a brief recess at 8:45 PM

Jeannie Dodd made a motion to go into Executive Session at 8:50 PM for the purpose of discussing and approving the following:

- Putnam Administrators' Association Contract/Negotiations
- United Nurse and Allied Professional Negotiations
- Non Certified/Non Affiliated Compensation Package
- Business Administrator's Compensation
- Superintendent's Evaluation
- Superintendent's Contract

The motion was seconded by James Purdon and passed unanimously.
Mr. Hull and Ms. Cole were invited to attend.

Jeannie Dodd made a motion to come out of Executive Session at 9:24 PM. The motion was seconded by James Purdon and passed unanimously.

James Purdon made a motion to approve the United Nurses and Allied Professionals contract as presented in executive session. The motion was seconded by David Gaudreau and passed unanimously.

James Purdon made a motion to approve the Non Certified/Non Affiliated Compensation Package as presented in executive session. The motion was seconded by Carrie Blackmar and passed unanimously.

James Purdon made a motion to approve the School Business Administrator's contract

addendum as presented in executive session. The motion was seconded by Marieanne Viens and passed unanimously.

David Gaudreau made a motion to approve the Superintendent's contract addendum as discussed in executive session. The motion was seconded by James Purdon and passed unanimously.

ADJOURNMENT

Jeannie Dodd made a motion to adjourn. The motion was seconded by Edward Perron and passed unanimously. The meeting adjourned at 9:25 P.M.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Jeannie Dodd', written in dark ink.

Jeannie Dodd
Board Secretary