

PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT

April 25, 2017

The Putnam Board of Education met in regular session on Tuesday, April 25, 2017 at the Board of Education Conference Room #12.

Attendance: Carrie Blackmar, Joseph Deery, Jeannie Dodd, David Gaudreau, Michael Morrill, Edward Perron, James Purdon (left at 8:00 PM), Marieanne Viens

Absent: Mary Kozlowski

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 7:01 P.M.

Pledge of Allegiance

Student Representatives

Lindsay Roberts, Student Representative, gave an update on the current events at Putnam High School.

1. APPROVAL OF MINUTES

The minutes of the March 21, 2017 regular meeting were reviewed. David Gaudreau made a motion to approve the minutes as presented. The motion was seconded by Jeannie Dodd and passed unanimously.

2. CORRESPONDENCE

A thank you letter from the Putnam High School Wall of Honor Committee was included in the packet.

3. PRESENTATIONS

Pride of Putnam Awards were given to the following students/staff:

PMS Students: Zachary Belleville, Logan Paul, Enrico Ong and Alison Tourtellotte

PES Staff: Laurie Mainville, Adam Bender, Giant Pizza Owner, Arben Abdulloviski

PES Students: Brendin Adams, Kaylee Dashnaw, Brady Devlin, Travis Fredette, Bryce Espiniso, Selena Lopez, Keegan Lyons, Caitlin Oleszewski, Scott Starr

The Board took a brief recess.

Michael Morrill introduced and welcomed the new Town Administrator, Mary Calorio.

Senator Flexer and Representative Rovero spoke to the Board regarding the state budget and the ways in which they are working to help Putnam.

Members of the High School Robotics Club gave a presentation to the Board on their program and winter competition.

4. CITIZEN COMMENTS

There were no citizen comments.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Meeting Reports

1) Policy Committee

The following policies were recommended for adoption:

Edward Perron made a motion to adopt the following policy:

- 1) P3280 Gifts, Grants and Bequests and to rescind the current policy keeping the current regulations with modifications.

The motion was seconded by James Purdon and passed unanimously.

David Gaudreau made a motion to adopt the following policy:

- 2) P5145.4 Americans with Disabilities Act/Section 504 with modifications and to rescind the current policy.

The motion was seconded by Edward Perron and passed unanimously.

A Discussion regarding Restraint and Seclusion Forms will take place at the May meeting.

2) Facilities Committee

Building Committee Update – Work took place over April vacation completing items on the punch list for the renovation project.

3) Curriculum Committee

Minutes of the March 21, 2017 Sub Committee Meeting were reviewed.

Carrie Blackmar made a motion to adopt the following textbooks:

a) Blueprint Reading

Interpreting Engineering 8th Edition, Theodore Branoff, 2016

b) Introduction to Economics

Economics, 4th Edition, by Robin Wells and Paul Krugman, Copyright 2015

c) Forensics

Forensic Science Fundamentals & Investigations 2nd Edition, Copyright 2016

d) Introduction to Engineering

Introduction to Engineering Analysis, 6th Edition, by Kirk

e) Introduction to CAD

Autocad & Its Applications: Comprehensive (2013) by Shumaker

f) Introduction to Business

BUSN (w/Access Card) 9th Edition, Author: Kelly, ISBN: 9781305497320, Copyright Year 2017, Cengage Learning

g) Financial Accounting

Warren, Reeves, Duchac, Financial and Managerial Accounting, 13th Edition. South-Western, Cengage Learning 2014

The motion was seconded by Jeannie Dodd and passed unanimously.

The following textbooks are being warned for adoption:

✓ Manufacturing Mathematics-*Mathematics for Machine Technology*, 7th Edition by John C. Peterson and Robert D. Smith, Cengage Learning.

✓ French I-IV-This will consist of three levels to cover four years. Book chosen was *Bien dit!* by Houghton Mifflin Harcourt Publishing.

✓ Middle School Language Arts-The comprehensive anthology that includes literature, writing and grammar will be *my Perspectives, English Language Arts* from Pearson Publishing.

4) CABE Events Update

CABE/CAPSS convention is November 17-18, 2017. Mrs. Dodd provided a list of upcoming events and distributed to the board. It was suggested that the Board start looking at resolutions for the Delegate Assembly.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2016/2017. An excess cost report, Family Resource Center report and School Facilities Account report were also presented.

c. Superintendent's Report, William J. Hull

Mr. Hull updated the board and discussion was presented on the following items:

- Staff Appreciation Week Breakfast Plan – May 1-5, 2017 – Board members will attend.
 - ✓ Tuesday, May 2, PHS-7:00 AM
 - ✓ Wednesday, May 3, PES-7:15 AM
 - ✓ Thursday, May 4, PMS-7:00 AM
- End of the Year Staff Appreciation Cookout – June 20, 2017- Time TBD
- Annual Town Meeting: May 10, 2017, 7:00 PM – PMS Auditorium – Mr. Morrill stressed that Board members should try to attend this meeting.
- MTV – A Putnam High School student arranged to be televised on the MTV program, Promposal which will air in June. Mr. Hull explained the tribulations involved in accommodating the request to film at the high school. All proper protocols were followed.
- Graduation Rates Information was distributed to Board. Putnam's graduation rates have greatly improved. Current rates as reported by the state are 93.1%.
- Nurse Negotiations Meeting, May 1 – 6:30 PM – BOE Conference Room
- Wall of Honor Update – The Committee is coordinating and planning the induction ceremony which is happening on May 6, 2017.
- Substitute/Attendance Report was reviewed.
- Facilities Grant Update – Applied for Grant and waiting final approval.
- SRBI Behavior Guide Update – Mr. Hull updated the Board on the SRBI Behavior Plan. Discussion followed.
- Department Quarterly Reports were included in the Board packet.
- School Monthly Board Reports were included in the Board packet.

d. Mr. Morrill, Board Chairperson

No additional report.

6. BUSINESS

a. Putnam High School Graduation Date – Saturday, June 17, 2017, 1:00 PM

Jeannie Dodd made a motion to approve the Putnam High School Graduation Date for Saturday, June 17, 2017 at 1:00 PM. The motion was seconded by David Gaudreau and passed unanimously.

b. Putnam Middle School Moving Up Ceremony – Thursday, June 15, 2017, 6:00 PM

c. Field Trip Requests for Putnam Middle School

Mr. Hull advised the Board of the upcoming field trips for Putnam Middle School

- 1) May 19, 2017, Grade 7, John Chafee Nature Preserve, N. Kingston, RI
- 2) May 31, 2017, Grade 9, Mt. Wachusett, MA
- 3) June 8, 2017, Grade 6, Boston Science Museum

d. Award of RFP for Putnam Elementary School Cafeteria Serving Line

David Gaudreau made a motion to award the RFP for Putnam Elementary School Cafeteria Serving Line to Kittredge Equipment Company, Inc. of Agawam MA in the amount of \$51,965. The motion was seconded by Joseph Deery and passed unanimously.

e. Award of RFP for Aerial Work Platforms

Mr. Hull notified the Board that the Award of the RFP for Aerial Work Platform has been granted to DC Rentals as previously voted on; additional bids had been redirected to the office after the March Board of Education meeting.

f. Priority List Expenditures 2017

The Priority List for Unexpended Balance was discussed as presented. Consensus of the Board members present was that the list presented should be funded if funds were available.

g. FRC Budget 2017/18

More details on the FRC Budget for 2017/18 will be presented and discussed at the May Board meeting.

h. New Protocols for Journal Entries

A description of new protocols for journal entries was presented to the Board.

i. CIGNA Dental

The Board will be changing from Anthem Dental to CIGNA Dental beginning in July for the 2017/18 school year with a cost savings of 4%. All union representatives have been notified.

j. End of School Year

The Board approved the last day of school for students to be June 16, 2017. Thursday, June 15 and Friday, June 16 will be early release days. The staff will have Professional Development on Monday, June 19 and Tuesday, June 20, 2017.

k. Summer School

The Extended School Year program for special education will run from July 10 through 28, 2017. There is currently a limited program for the high school summer school. After May 10th, it will be decided as to whether Elementary and Middle School will be able to hold summer school.

l. Citizens Comments (3 minutes allowed for each person)

There were no citizens comments.

Jeannie Dodd made a motion to go into Executive Session at 9:20 PM for the purpose of discussing the Putnam Education Association Contract/Negotiations and the United Nurse and Allied Professional Negotiations. The motion was seconded by David Gaudreau and passed unanimously.

David Gaudreau made a motion to come out of Executive Session at 9:36 PM. The motion was seconded by Edward Perron and passed unanimously.

ADJOURNMENT

David Gaudreau made a motion to adjourn. The motion was seconded by Edward Perron and passed unanimously. The meeting adjourned at 9:26 P.M.

Respectfully Submitted,

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

Jeannie Dodd
Board Secretary