

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**October 17, 2017**

The Putnam Board of Education met in regular session on Tuesday, October 17, 2017 at the Board of Education Conference Room #12.

Attendance: Carrie Blackmar, Jeannie Dodd, David Gaudreau, Michael Morrill, Edward Perron, James Purdon, Jill Zangerl

Absent: Mary Kozlowski, Marieanne Viens

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 Representative** – Doria Daviau, Putnam High School student, updated the Board on the most current events of the high school.

#### **1. APPROVAL OF MINUTES**

The minutes of the September 19, 2017 regular meeting were reviewed. David Gaudreau made a motion to approve the minutes. The motion was seconded by Edward Perron and passed unanimously.

#### **2. CORRESPONDENCE**

A thank you letter from the Class of 1957 was distributed to the Board.

#### **3. PRESENTATIONS**

Pride of Putnam Awards were given to the following students:

PES: Mary Battersby, Nicholas Devlin, Caleb Lafrance, Gianna Sheldon, Alexandria Zamora

PMS: Makenna Barnett, Grace Benoit, Elizabeth Mard

#### **4. CITIZEN COMMENTS**

There were no citizen comments.

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

##### **a. Committee Meeting Reports**

##### **1) Policy Committee**

Minutes of the October 2, 2017 meeting were reviewed. The following policies were warned for adoption:

4118.51; 4218.51 Social Media

5113 Attendance

4131 Staff Development

6146 Graduation Requirements

5144.1 Use of Physical Force (with alternative language)

2) Facilities Committee

Minutes of the October 10, 2017 meeting were reviewed.

Building Committee Update – The punch list items are slowly being completed.

3) Curriculum Committee

The committee met prior to this meeting. The committee recommended warning for adoption the following course and textbook:

Music Technology I Course Approval

Integrated Math I-III Textbook –Houghton Mifflin

Jeannie Dodd made a motion for the superintendent to explore the most fiscally prudent way of securing the integrated math textbooks or eTexts to allow the class to start in January in order to support PHS students' math achievement. It was seconded by Jill Zangerl.

4) CABE Events Update

Please inform Laura Santos if you plan to attend the CABE/CAPSS convention on November 17 and 18. Jeannie Dodd has volunteered to be a delegate for the delegate assembly; the Board was in full agreement. A Liaison newsletter was distributed.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2017/2018. An excess cost report, Family Resource Center report and School Facilities report were also presented.

c. Superintendent's Report, William J. Hull

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

- Putnam Administrators' Association Contract – Is Final
- Stipend Position Update – Due to state budget implications, some co-curricular positions have not been funded
- Update Personnel Day Requests – Mr. Hull is monitoring the use of personal days for certified staff per contract
- Safety Plan Update – This plan was forwarded to the state for approval
- ADA Compliance Website – The district's website is meeting most ADA compliance rules. The website company is coordinating full compliance
- Department Quarterly Reports were distributed with the Board packet
- School Monthly Reports were distributed with the Board packet

d. Mr. Morrill, Board Chairperson

No additional report.

6. **BUSINESS**

a. State Budget Implications

Mr. Hull is still waiting for a final state budget before any adjustments to the 2017/18 district budget are forwarded to the Board.

b. Web Master Job Description

The position of web master is on hold due to the budget. The job description will be presented to the Board in November or December.

c. School Climate Surveys

Surveys were previously distributed to the Board. Mr. Hull asked if there were any questions. The Board had no questions.

d. PA 17-165

A letter was distributed to the Board regarding Public Act 17-165, which has taking effect October 1, 2017 (see attached).

e. Dedication Plaques

James Purdon made a motion to locate the dedication plaques in the new gymnasium lobby on the wall opposite the entrance of the gymnasium. He also made a motion to locate the Wall of Honor Plaques on the left side of the hallway leading from the gymnasium lobby to the main/front hallway. Wall of Honor plaques will be located for approximately one year in front of the main hallway across from the high school office. The motion was seconded by David Gaudreau and passed unanimously.

f. Memorial Park

The grass area at the entry of the high school on Woodstock Avenue is still being considered for placement of memorial markers/plaques. Mr. Hull is awaiting approval from the zoning and planning committee.

g. Placement of Putnam High School Wall of Honor

Item was discussed under section 6e.

h. Athletic Field Reconfiguration

Information was distributed to the Board and more information will follow and be discussed at future meetings.

i. Enrollment 2017/18

An October 1 enrollment report for 2017/18 was enclosed in the Board packet. Discussion followed.

j. Citizens Comments

Deborah Lefebvre, of 29 Addison Street, spoke about the budget and suggested asking the town to fund some of the district expenses if grants are cut by the state.

**ADJOURNMENT**

David Gaudreau made a motion to adjourn. The motion was seconded by Jeannie Dodd and passed unanimously. The meeting adjourned at 8:00 P.M.

Respectfully Submitted,

Jeannie Dodd, Board Secretary