

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**June 18, 2019**

The Putnam Board of Education met in regular session on Tuesday, June 18, 2019 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Jeannie Dodd, Michael Morrill, Edward Perron, James Purdon (7:02 PM), Christopher Steinbrick, Marieanne Viens, Jill Zangerl

Absent: 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** – Kira Fontaine provided a report on high school news and activities. Student Representative for 2019/20 will be Molly McKeon, who was in attendance at this meeting.

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

Edward Perron made a motion to approve the minutes of the May 21, 2019 regular meeting and the May 21 and June 11, 2019 special meetings as presented. An amendment will be made to the May 21 regular meeting minutes adding Board member Christopher Steinbrick's name as an attendee. The motion was seconded by Jill Zangerl and passed unanimously.

### **2. CORRESPONDENCE**

A letter from NEASC regarding five-year progress report for Putnam High School and accreditation along with a letter from NESDEC regarding the new superintendent and an appreciation letter from parents of a middle school student were included in the Board packet.

### **3. PRESENTATIONS**

The Pride of Putnam Award was given to the following students of Putnam Middle and High School:

**PMS Students:** Owen Lefebvre

**PHS Students:** Kira Fontaine

Kira Fontaine was also recognized for serving as the student board representative this year.

Roberta Solomon, retiring staff member, was recognized for her years of service to Putnam Public Schools.

Michael Morrill and the Board recognized Mr. Hull for all his years of service as Superintendent in honor of his retirement in August.

The Board took a brief recess for a reception.

#### 4. CITIZENS COMMENTS

Eric and Meghan Rumsey, of 33 Nichols Street, read a letter that was drafted to the Board of Education, regarding their daughter. The letter was received as part of the Board meeting packet.

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

##### a. Committee Reports

###### 1) Policy Committee

No report

###### 2) Facilities Committee

###### a) Building Committee Update

James Purdon reported that the renovation project will be completed in July. A special meeting will be scheduled in July to close the project.

###### 3) Curriculum Committee

Minutes of the May 21, 2019 meeting were included in the packet.

###### 4) Communications Committee

There is an item under Business to be discussed.

###### 5) CABE Events Update

Jeannie Dodd reminded the Board that there are summer workshops for the Board and the CABE/CAPSS conference for 2019/2020, which will be held on November 15-16, 2019 at Mystic Marriott in Mystic, CT.

##### b. Financial Reports, Nancy T. Cole

Nancy Cole provided an updated Year-End Expenditure Report for FY 2018-19, an Excess Cost Report and a Family Resource Center Report. A school facilities account purchase was presented and discussed.

##### c. Superintendent's Report, William Hull

1) Scholarship Night was held on June 6, 2019. It was a great success.

2) PHSAAA Banquet was held on June 4, 2019. It was a very well attended event with many fine athletes being honored.

3) High School Graduation occurred on June 15, 2019. It was a wonderful event and the graduation rate was 100%.

4) Hiring Update – The district is hiring a music teacher, a special education teacher and a grade 6 language arts teacher. The high school will be filling a vacant school psychologist position with a retired school psychologist.

5) Football Co-op - A contract is in process of being re-written.

6) PRI: Telephone Service – Upon review, it was determined that although there is a slight potential of disruption of service in inclement weather, each school would be able to utilize cell phones in case of emergency.

7) PHS – Senior Reserved Painted Parking Spaces – proposal from students. The Facilities committee will need to look into the possibility of this proposal and a policy will need to be put in place if approved. The facilities committee will have to schedule a meeting to further discuss this so that it could be initiated for the Fall.

8) New State Legislation – Mr. Hull stated that there was not a new report as of today. He will forward it to the Board when the report is published.

9) Appliances and Life Skills Course – Administration has investigated placing appliances in certain classrooms. It is an expensive process and involves many things that require further investigation. A proposal to utilize the appliances in the faculty room has been suggested. Further discussion will take place once all items have been reviewed.

- 10) State Funding for Education – Mr. Hull inquired with the district’s State Liaison, Iris White, if Putnam is still going to be considered an Alliance/Priority district. More information will follow when it becomes available. At this time, the state is unable to make that determination.
- 11) An asbestos abatement project is underway at Putnam Elementary School, which also involves Putnam Middle School. Anyone under the age of 18 cannot be in the building during this project. It is scheduled to be finished by June 24.
- 10) The School Monthly Board Reports were included in the packet.

- d. Board Chairman Report, Michael Morrill  
No report.

## 6. BUSINESS

- a. Adoption of Life Skills Course Proposal

Jeannie Dodd made a motion to adopt the Life Skills Course Proposal as presented. The motion was seconded by Jill Zangerl and passed unanimously.

- b. Field Trip Advisement

Mr. Hull advised the Board of the following out of state field trips:

- FRC Preschool and School Age Childcare to Goddard Park in Warwick, RI, July 12
- FRC Preschool and School Age Childcare to Pulaski Park in Glocester, RI, June 21, August 14 and 23
- FRC School Age Childcare to Legoland in Somerville, MA, July 26
- FRC Preschool to Davis Farmland, Sterling, MA, August 2
- FRC School Age Childcare to Boston Science Museum, Boston, MA August 9

Mr. Hull asked to move up on the agenda item m and n, Approval of Bid for Bus and for Van.

- m. Edward Perron made a motion to award the bid for the bus with wheelchair to Dattco, of New Britain, CT in the amount of \$67,300. The motion was seconded by James Purdon and passed unanimously.

- n. Jeannie Dodd made a motion to award the bid for van to Vachon Ford, of Brooklyn, CT, in the amount of \$26,950. The motion was seconded by James Purdon and passed unanimously.

- c. Priority List

Mr. Hull distributed a priority list to the Board.

- d. Strategic Planning

Diane Dugas, from EASTCONN, will be contacted by Mr. Morrill to begin the process of a new strategic plan for the district.

- e. Date for Board Retreat

The Board would like to plan a retreat on either August 6 or 8, from 5-8 PM. Mr. Hull will look into arranging a local venue for the meeting so that it can be posted.

- f. Board of Education Committee Assignments

Christopher Steinbrick is interested in serving on the Communications Committee.

- g. Closing out Putnam High School Renovation Project  
A special meeting will be scheduled on July 25, 2019 to close out the high school renovation project.
- h. Approval of Teacher Evaluation Protocols  
A document was distributed to the Board regarding the new teacher evaluation plan. James Purdon made a motion to approve the teacher evaluation protocols. The motion was seconded by Jill Zangerl and passed unanimously.
- i. Approval of Threat Assessment Protocols  
The new Threat Assessment Protocols were distributed to the Board and discussed. Edward Perron made a motion to approve the threat assessment protocols as presented with amendments in language as discussed. The motion was seconded by Jeannie Dodd and passed unanimously.
- j. Approval of Job Description: Public Relations Manager  
Jill Zangerl made a motion to approve the job description for the Communication committee's public relations manager. The motion was seconded by Marieanne Viens and passed unanimously. A stipend will be brought to the Board at the August Board meeting.
- k. Approval of Power Purchase Agreement – Greenskies  
James Purdon made a motion to approve the Power Purchase Agreement for Greenskies. The motion was seconded by Edward Perron and passed unanimously.
- l. Approval of AFSCME MOU  
James Purdon made a motion to approve the presented AFSCME Letter of Agreement. The motion was seconded by Jill Zangerl and passed unanimously.
- m. Approval of Bid for Bus  
Moved up on agenda.
- n. Approval of Bid for Van  
Moved up on agenda.
- o. Substitute Teachers  
The Board discussed the pay rates for substitute teachers and the possibility of increasing the daily rate. A report will be developed and presented to the Board at the August Board meeting.
- p. CABE Resolutions  
Mr. Hull encouraged the Board to notify him of any resolutions that they are interested in bringing forward to CABE. Regionalization, School Climate and Safety as well as School Based Healthcare were discussed.
- q. Citizen's Comments  
There were no citizen comments.

The Board took a brief recess at 9:00 PM.

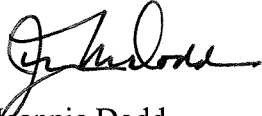
Edward Perron made a motion to go into executive session at 9:03 PM for the purpose of discussing Negotiations for the Putnam Education Association, a Personnel Issue, the

Superintendent's Evaluation and Non Certified/Non Affiliated Compensation. The motion was seconded by Jill Zangerl and passed unanimously. Ms. Cole and Superintendent Hull were invited to attend.

**7. ADJOURNMENT**

James Purdon made a motion to adjourn. The motion was seconded by Christopher Steinbrick and passed unanimously. The meeting adjourned at 9:54 PM.

Respectfully submitted,

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

Jeannie Dodd  
Board Secretary

