

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

September 21, 2021

The Putnam Board of Education met in regular session on September 21, 2021 in the Joseph V. Pempek Memorial Conference Room.

Attendance: Carrie Blackmar, Kevin Davis, Peggy McHugh, Michael Morrill, Marieanne Veins, Christopher Steinbrick, Jill Zangerl

Absent: Lauren Konicki, James Purdon

Others: Daniel P. Sullivan, III, Superintendent of Schools; Nancy T. Cole, Business Administrator

Jill Zangerl called the meeting to order at 7:01 PM.

Pledge of Allegiance

### Student Representative

Connor Vassar updated the Board on school activities.

#### 1. APPROVAL OF MINUTES

Carrie Blackmar made a motion to approve the August 23, 2021 Regular Meeting Minutes and August 23, 2021 Board Retreat Minutes as presented. The motion was seconded by Peggy McHugh and passed unanimously.

#### 2. CORRESPONDENCE

Superintendent Sullivan's September 13, 2021, letter to Mayor Seney concerning a request for additional paraprofessional support using the town's American Rescue Plan money was included in the packet.

Michael Morrill made a motion to move **Citizens Comments** between a. and b. of the **Presentations** so citizens could leave if they chose to before the Academic Performance Report. The motion was seconded by Kevin Davis and passed unanimously.

#### 3. PRESENTATIONS

a. Pride of Putnam Introduction of Teacher of the Year and Paraprofessional of the Year  
Melissa Zablonksi was presented as Teacher of the Year. Tracy Hakala was not in attendance but was recognized as Paraprofessional of the Year.

b. Academic Performance Report  
Jaqueline Vetovec presented a report on student achievement.

c. Special Education Audit Report  
Michelle LeBrun-Griffin reviewed the Special Education Audit Report.

#### 4. CITIZENS' COMMENTS

There were no citizens' comments.

## 5. REPORTS OF OFFICERS AND STANDING COMMITTEES

### a. Committee Reports

#### 1) Policy Committee Report

Marieanne Viens reported the committee met on September 17, 2021, to review the recommendations from the Board attorney on the district's policies. The Board was provided with a copy of the results of the review from the attorney. A rationale was provided for those policies that are being recommended for deletion. The policy changes are being warned for adoption and will be presented at the October Board meeting for possible action.

#### 2) Facilities Committee Report

Superintendent Sullivan reported the sheds were delivered today. Michael Morrill recommended the district have a system in place to maintain the sheds.

#### 3) Curriculum Committee

No report.

#### 4) Communications Committee

No report.

#### 5) CABE Events Update

The CABE CAPSS Convention is being held on Friday November 12, 2021, at the Mystic Marriott Hotel, Groton, CT. This year it is only one day.

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

Nancy Cole updated the Board on the projected year-end expenditure report for 2021/2022. An excess cost report and Family Resource Center report were also presented.

In response to a question from Michael Morrill, Superintendent Sullivan distributed a document concerning the use of COVID funds and the request for a special allocation from the Town. He also distributed a document outlining the legal costs for the last two fiscal years and reviewed the costs with the Board.

### c. Superintendent's Report, Daniel P. Sullivan, III

#### 1) Update of Opening of Schools.

Superintendent Sullivan provided the Board with an update on the opening of school. He explained that the first two and a half days contained professional development options. Convocation began at 11:00 AM on the third day.

#### 2) Enrollment Report

The district's current enrollment is 1150 students. The official October 1<sup>st</sup> count will be shared at the October Board meeting.

#### 3) CT Guidelines for Educator Evaluation 2017 for the 2021 – 2022 School Year

The CT Guidelines for Educator Evaluation 2017 for the 2021 – 2022 School Year were included in the packet. Superintendent Sullivan recommended use of the guidelines. It was the consensus of the Board to accept the guidelines as presented.

4) Hiring/Personnel Report  
The personnel report was included in the packet.

5) Monthly Board Reports  
Monthly board reports were included in the packet.

d. Board Chair Report, Jill Zangerl  
Jill Zangerl informed the Board they should contact Kathy Doiron if they want to attend the CABA CAPSS Convention.

**6. BUSINESS**

a. Policy Required by Executive Order 13G

Policy 4300.01 – Policy Concerning the Application of Connecticut Vaccine Mandate was included in the packet along with a copy of the Governor’s Executive Order 13G. Marieanne Viens made a motion to adopt the policy required by Executive Order 13G. The motion was seconded by Kevin Davis and passed unanimously.

b. Board Subcommittee

Superintendent Sullivan suggested the Board of Education create a subcommittee to put together a request for a special allocation from the Town. Christopher Steinbrick made a motion to create the subcommittee to act on behalf of the Board. The motion was seconded by Carrie Blackmar and passed unanimously. Peggy McHugh, Michael Morrill, Marieanne Viens and Kevin Davis agreed to be on the subcommittee.

The Board took a brief recess at 9:33 PM.

**7. EXECUTIVE SESSION (Personnel / Contractual Matters)**

Christopher Steinbrick made a motion to go into executive session at 9:40 PM to discuss personnel/contractual matters. The motion was seconded by Carrie Blackmar and passed unanimously. Superintendent Sullivan was invited to attend.

Carrie Blackmar made a motion to end the executive session at 9:51 PM. The motion was seconded by Peggy McHugh and passed unanimously.

**8. ADJOURNMENT**

Christopher Steinbrick made a motion to adjourn at 9:51 PM. The motion was seconded by Peggy McHugh and passed unanimously.

Respectfully submitted,

Carrie Blackmar  
Board Secretary