

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**August 20, 2019**

The Putnam Board of Education met in regular session on Tuesday, August 20, 2019 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Lauren Konicki, Michael Morrill, Christopher Steinbrick, Marieanne Viens, Jill Zangerl

Absent: Carrie Blackmar, Jeannie Dodd, Edward Perron, James Purdon

Others: Daniel P. Sullivan, III, Superintendent of Schools; William Hull, Nancy T. Cole, Business Administrator; Laura L. Santos, Recording Secretary

Michael Morrill called the meeting to order at 7:02 PM.

Michael Morrill introduced Joseph Higgins, the newly appointed Town Administrator.

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

Lauren Konicki made a motion to approve the June 18, 2019 regular meeting minutes and the July 25 and August 6, 2019 special meeting minutes as presented. The motion was seconded by Marieanne Viens and passed unanimously.

### **2. CORRESPONDENCE**

There was no correspondence.

### **3. PRESENTATIONS**

There were no presentations.

### **4. CITIZENS' COMMENTS**

There were no citizens' comments.

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

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

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

No report.

#### **2) Facilities Committee Report**

No report.

#### **3) Curriculum Committee**

No report.

#### **4) Communications Committee**

No report.

#### **5) CABE Events Update**

Michael Morrill encouraged board members to notify Laura Santos of their intent to attend the November 15 and 16 CABE/CAPSS convention in order to take advantage of the early registration fee.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2018-2019. An excess cost report, Family Resource Center report and School Facilities report were also presented.

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

- 1) The CABA/CAPSS Convention is scheduled for November 15-16, 2019, Mystic Marriott Hotel.
- 2) The Administrative Retreat was held on August 19<sup>th</sup>. The theme and focus was on school and district culture.
- 3) New Teacher Orientation began today and will run through Thursday. Program was included in packet. Eight New Teachers were hired.
- 4) Opening Day for all Staff is Monday, August 26<sup>th</sup>. Program was included and Board members were encouraged to attend.
- 5) First Day of School for Students is August 28<sup>th</sup>.
- 6) A Hiring/Personnel Report was included in the Board packet.
- 7) A discussion took place regarding the PRI: Telephone Service. Voice over cable new system.
- 8) A report from the Connecticut Department of Education regarding 2018 Public School Enrollment by Reporting District was included in the packet.
- 9) Capital Projects this summer: Replacement of Boiler at PES was one of the projects completed and everything else is up and running.

6. **BUSINESS**

a. Board Goals for 2019/2020

At its August 6, 2019 meeting, the Board approved the goals for 2019/20.

b. Strategic Planning

The Board members discussed this strategic plan and a timeline needs to be established and a consultant hired to lead this initiative. Potential dates will be sent out by Mr. Sullivan to the Board to proceed in October.

c. Advisement of Field Trips:

Mr. Sullivan apprised the Board of a Grade 8, Middle School, Trip to a Broadway Play in New York City in Late May or early June.

d. Approval of Public Relations Manager/Stipend

A posting will be produced and a stipend recommendation of \$2,500 was suggested for the district public relations manager. Lauren Konicki made a motion to approve the \$2,500 stipend. The motion was seconded by Jill Zangerl and passed unanimously.

e. Substitute Teacher Pay Rate for 2019/2020

The current substitute teacher pay rate listings of local districts was distributed to the Board and a discussion followed. Michael Morrill would like more information regarding this along with budget implications etc. He wishes that a proposal be drawn up and presented at the September Board meeting.

f. Kindergarten Enrollment

Currently the enrollment is 79. More registrations will follow during the course of the next few weeks and an update given in September.

- g. Child Nutrition Program – Authorized Signatures Change Form  
An authorization form was given to Mr. Morrill to sign and return to Ms. Cole for submission. Jill Zangerl made a motion to authorize the signature change form. The motion was seconded by Christopher Steinbrick and passed unanimously.
- h. District Wellness Annual Progress Report  
A district wellness annual progress report was presented.
- i. Increase of .2 Speech/Language Services  
Lauren Konicki made a motion to increase the Speech/Language Services by .2FTE. The motion was seconded by Marieanne Viens and passed unanimously.
- j. Family Resource Center Budget 2019/2020  
A proposal regarding the Family Resource Center Budget will be brought to the September Board meeting.
- k. Update on Solar Project for PMS & PHS  
The Solar project is scheduled to begin in September and finalized before winter begins.
- l. Placement of PHS Dedication Plaques  
A new location needs to be established in order to support the weight of the dedication plaques. Mr. Hull showed the Board where that location would be on a pillar that supports the weight. Christopher Steinbrick made a motion to accept this location. The motion was seconded by Lauren Konicki and passed unanimously.
- m. Request by Woodstock Public Schools  
Woodstock reached out to Putnam requesting the acceptance of proposals from Putnam for students to attend here. A binder/brochure was provided to them and a presentation will be scheduled in September.

The Board took a brief recess at 7:58 PM.

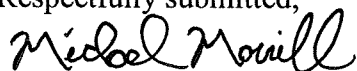
Jill Zangerl made a motion to go into Executive Session at 8:03 PM, for the purpose of discussing negotiations for Putnam Education Association, a Personnel Issue and Non Certified/Non Affiliated Compensation. The motion was seconded by Lauren Konicki and passed unanimously.

Jill Zangerl made a motion to come out of Executive Session at 8:33 PM. The motion was seconded by Christopher Steinbrick and passed unanimously.

## 7. ADJOURNMENT

Jill Zangerl made a motion to adjourn. The motion was seconded by Marieanne Viens and passed unanimously. The meeting adjourned at 8:33 PM.

Respectfully submitted,



Michael Morrill, Board Chair

