

PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT

September 17, 2019

The Putnam Board of Education met in regular session on Tuesday, September 17, 2019 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Jeannie Dodd, Lauren Konicki, Michael Morrill, Edward Perron, James Purdon, Christopher Steinbrick, Marieanne Viens, Jill Zangerl

Absent: Lauren Konicki

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

Michael Morrill called the meeting to order at 7:00 PM.

Student Representative, Molly McKeon updated the board on recent events.

1. APPROVAL OF MINUTES

Jill Zangerl made a motion to approve the August 20, 2019 regular meeting minutes as presented. The motion was seconded by Christopher Steinbrick and passed unanimously. Edward Perron and Jeannie Dodd Abstained.

2. CORRESPONDENCE

As part of the packet, there was a letter from CABE, dated August 29, 2019, regarding CABE resolutions that were submitted by the Board.

3. PRESENTATIONS

The building administrators introduced the new teachers for 2019/2020. Natalie Andrews, Sara Desjarlais, Elisabeth Edouard, Brianna Gagne, Ashley Holmes, Olivia Murray, Michele Ryan, Andrea Shabazian.

Teacher of the Year 2020, Tiffany Barnes of Putnam Elementary School was introduced to the Board and Meghan Rumsey of Putnam Middle School was introduced as the Paraprofessional of the Year for 2020.

4. CITIZENS' COMMENTS

Teri Bruce, Middle School Principal, thanked the Board for approving the field trip to New York City for a Broadway play and announced that they will be seeing Frozen.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Reports

1) Policy Committee Report

Superintendent Sullivan and Jeannie Dodd previously met to discuss some policies sent by CABE. A committee meeting will be scheduled for October 7, 2019, 6:00 PM to continue this review of policies.

2) Facilities Committee Report

a. Senior Parking Spaces

Mr. Sullivan suggested trying a pilot program. Some research was done and it was decided that using a latex home style paint with a dull finish and sand added will be the best technique. Once the pilot has finished, the Board can reevaluate the program and determine how to proceed in future years.

Carrie Blackmar made a motion to approve the pilot program for the senior parking spaces. The motion was seconded by Jill Zangerl and passed unanimously.

b. Mr. Purdon updated the Board that the high school renovation project is complete.

3) Curriculum Committee

The committee will meet in October.

4) Communications Committee

The committee will coordinate scheduling a meeting.

5) CABE Events Update

Jeannie Dodd mentioned to the Board that the CABE/CAPSS convention is scheduled for November 15 & 16, 2019. Board members are encouraged to attend and notify Mrs. Santos.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2019/2020. An excess cost report, Family Resource Center report and Transfer Request were also presented.

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

- 1) A Hiring/Personnel Report was included in the Board packet.
- 2) A beginning of the School Year Enrollment report was included in the Board packet.
- 3) District Department Quarterly Reports were included in the Board packet.
- 4) School Monthly Reports were included in the Board packet.
- 5) Mr. Sullivan discussed Cyber Security. The district has cyber insurance and extra security. A secondary back up system is an option being reviewed. A proposal and/or update will be made in October regarding a quote.
- 6) The Solar Project has been delayed by two weeks which will delay completion until January 20th instead of the original completion date of November. A follow up conference call with the solar company is scheduled for next Monday and more information will be provided to Board.

d. Board Chairman Report, Michael Morrill

There was no report.

6. **BUSINESS**

a. CABE Leadership Award

The CABE Leadership Award for 2019/2020 was reviewed and discussed and a submission form will be signed by all Board members and submitted to CABE for the October 4th deadline. Edward Perron made a motion to submit the award application to CABE as presented. The motion was

seconded by Carrie Blackmar and passed unanimously.

b. Strategic Planning

The Board members discussed the strategic plan. It was agreed to delay the onset of forming a group. A community conversation event will be scheduled in October and they will discuss how to proceed.

c. Substitute Teacher Pay Rate for 2019/2020

A proposal document regarding substitute teacher pay rates from Mr. Sullivan was included in the Board packet and was discussed by the Board. James Purdon made a motion to approve the substitute teacher pay rates for 2019/2020 as presented. The motion was seconded by Jill Zangerl and passed unanimously.

d. Family Resource Center Budget 2019/2020

Nancy Cole updated the Board on a meeting that was held with Patricia Bryant and Superintendent Sullivan. The purpose of the meeting was to brainstorm options to reduce costs for the Family Resource Center.

e. Accept the Putnam High School/Board of Education Renovation Project as Complete

James Purdon made a motion to accept the Putnam High School/Board of Education Renovation Project as complete. The motion was seconded by Carrie Blackmar and passed unanimously.

f. Advisement of Field Trips:

Mr. Sullivan apprised the Board of two out of state field trips:

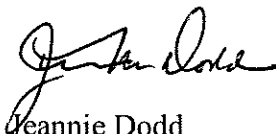
- PES, Grade 5 to Plimoth Plantation, MA on October 29, 2019
- PHS, Grades 10-12 to Six Flags New England, Agawam, MA on May 26, 2019

g. Deborah Lefebvre, of Addison Street, suggested that our PK program be added to the district budget.

7. ADJOURNMENT

James Purdon made a motion to adjourn. The motion was seconded by Edward Perron and passed unanimously. The meeting adjourned at 8:25 PM.

Respectfully submitted,



Jeannie Dodd
Board Secretary

