

PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT

October 16, 2018

The Putnam Board of Education met in regular session on Tuesday, October 16, 2018 in the Joseph V. Pempek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Jeannie Dodd, Michael Morrill, Edward Perron, James Purdon (7:30), Marianne 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

Mr. Morrill requested adding agenda items to the Business Section – h. Facilities Grant and i. Authorization for Jeannie Dodd, Board Secretary, to represent Putnam School District at the CABA Delegate Assembly on November 16, 2018. All Board members agreed.

Student Representative – Kira Fontaine provided a report on high school news and activities.

1. APPROVAL OF MINUTES

Jill Zangerl made a motion to approve the September 18, 2018 minutes as presented. The motion was seconded by Edward Perron and passed unanimously.

2. CORRESPONDENCE

Correspondence from CABA was part of the Board packet.

3. PRESENTATIONS

The Board honored Teacher of the Year, Erin Williams and Paraprofessional of the Year, Martha Sabourin.

The Pride of Putnam Award was given to the following staff members and a student of Putnam Elementary School:

Student: Anna Polaino

Teachers: Kayla Morey, Christy Gervais, Chelsea Scanlon, Katherine Simanski

A reception followed the presentation.

4. CITIZENS' COMMENTS

There were no citizens' comments.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Reports

1) Policy Committee Report

- a) A policy committee meeting is scheduled at 6:00 PM before the November 20, 2018 Board meeting.
 - 2) Facilities Committee Report
 - a) Building Committee Update
The committee is proceeding with closing out the project. The courtyard is currently being worked on and progress is being made.
 - 3) Curriculum Committee
A curriculum committee was held prior to this meeting. Carrie Blackmar gave a summary of the items discussed at this meeting. The next meeting is scheduled for December 18, 2018 at 6:00 PM.
 - 4) CABE Events Update
Jeannie Dodd reminded the Board that the CABE/CAPSS convention is scheduled for November 16 & 17. Jeannie Dodd is going to the Delegate Assembly and convention both days along with Mr. Hull. Mr. Morrill is attending Friday only. Mr. Hull requested that board members finalize their decision by the end of this week for registration purposes.
- 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 Account report were also presented.
- c. Superintendent's Report, William J. Hull
Mr. Hull updated the Board and discussion took place on the following items:
1. CABE/CAPSS Convention 2018, Connecticut's Future: Transforming Schools, Transforming Lives, November 16-17, Mystic Marriott Hotel, Groton
 2. Website – The updated website will be live on November 1, 2018.
 3. Wall of Honor – The committee is working on planning the spring induction event.
 4. Putnam High School Designated High School – Pomfret is interested in having Putnam become the designated high school for their students. A visit from Pomfret is planned for October 23rd and Putnam is giving a presentation in Pomfret on October 30th.
 5. Update of Facilities Grant – Mr. Hull was notified by the State of Connecticut that there is remaining money available for Putnam from last year's grant. New proposals will be developed and submitted to the state for review.
 6. Update of Solar Project – An RFP has been finished/revised to go out for solar project vendors.
 7. Employee Assistance Program – A new employee assistance program has been established which provides many services and resources to employees.
 8. Budget 2019/2020 – Packets have been distributed to all administrators and department heads who will start planning their budgets for the upcoming school year.
 9. Athletic Field Configuration – The town is still working on a plan to move forward with configuring athletic fields beginning projects in May. Mr. Hull will meet with the town administrator to discuss the details in advance.
 10. School Based Health Clinic – The medical aspect of this program is slowly being reduced; a full time clinician is no longer on site. Behavioral health is being expanded. Generations, which is located in Putnam, will continue to assist our students with their needs.

11. CBITS – Cognitive Behavioral Interventions for Trauma in Schools plan is being coordinated by Mrs. Maynard and Mrs. Drew. The district is involved in a research project to see how the plan works out for Putnam.
12. NSBA 2019 Conference will be held from March 30-April 1 in Philadelphia, PA.
13. Education Foundation – Wall of Honor Committee is discussing forming an education foundation to raise money for education purposes. The process has just begun and more information will be forthcoming.
14. Mr. Hull was notified by the State of Connecticut Department of Education that the district's truancy rate has dropped by 2.6%.
15. Mr. Hull mentioned that he would like to add Protocols for Memorial Park to the November Board meeting.
16. School Monthly Reports were included in the Board packet.

d. Mr. Michael Morrill, Board Chairperson

Mr. Morrill further discussed the process of the Pomfret School District Designated High School.

6. **BUSINESS**

a. Meal Charging Report

A report on student meal charges was distributed to the Board. The policy committee requested it.

b. Wall of Honor By-Law Change (appointment)

The Wall of Honor committee changed their by-laws allowing the addition of two more Ex-Officio members from the Board of Education. Lauren Konicki is interested in serving on this committee. Carrie Blackmar made a motion to nominate Lauren Konicki into the Wall of Honor Committee. The motion was seconded by James Purdon and passed unanimously.

c. Enrollment 2018/2019

Mr. Hull distributed the October enrollment report for 2018/19; discussion followed. The district enrollment increased by 2.6%.

d. AFSCME Contract

A draft copy of the ratified AFSCME Union Contract was distributed to the Board for review. James Purdon made a motion to approve the ratified AFSCME Union Contract as presented. The motion was seconded by Jill Zangerl and passed unanimously.

e. Bus Driver Incentives

James Purdon made a motion to allow Mr. Hull to draft an incentive plan to help to recruit new drivers. The cost of the plan is not to exceed \$5,000. The details of the plan will be forthcoming. The motion was seconded by Edward Perron and passed unanimously.

f. Citizens Comments

There were no citizen comments.

g. Personnel Issues (anticipated to go into executive session)

h. Facilities Grant

James Purdon made a motion to authorize the superintendent to submit the proposed projects to the state as presented in the amount of \$60,109. The motion was seconded by Edward

Perron and passed unanimously.

- i. Authorization for Jeannie Dodd, Board Secretary, to represent Putnam at the CABA Delegate Assembly on November 16, 2018
James Purdon made a motion to nominate Jeannie Dodd to be a delegate representing Putnam at the CABA Delegate Assembly on November 16, 2018. The motion was seconded by Edward Perron and passed unanimously.

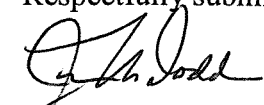
The Board took a brief recess at 8:05 PM.

Jeannie Dodd made a motion to go into executive session at 8:12 PM for the purpose of discussing personnel issues. The motion was seconded by James Purdon and passed unanimously. Superintendent Hull was invited to attend.

7. **ADJOURNMENT**

Jeannie Dodd made a motion to adjourn. The motion was seconded by James Purdon and passed unanimously. The meeting adjourned at 8:29 PM.

Respectfully submitted,



Jeannie Dodd
Board Secretary