

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**June 13, 2023**

The Putnam Board of Education met in regular session on June 13, 2023, in the Joseph V. Pempek Memorial Conference Room at 7:00 PM.

Attendance: Tabetha Babcock, Jamie Heath Michael Morrill, Laure LaBonte, Chad Neal, Carolyn Riendeau, Christopher Steinbrick, and Jill Zangerl

Absent: James Purdon

Others: Steven R. Rioux, Superintendent of Schools and Nancy T. Cole, Business Administrator

Jill Zangerl called the meeting to order at 7:00 PM.

### **Pledge of Allegiance**

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

Jamie Heath made a motion to approve the May 16, 2023 regular meeting minutes. The motion was seconded by Christopher Steinbrick and passed unanimously.

#### **2. CORRESPONDENCE**

There was no correspondence.

#### **3. PRESENTATIONS**

##### **a. Recognition of Former Board Member**

There was a presentation recognizing former Board of Education member, Kevin Davis. He was presented with an appreciation gift.

##### **b. Recognition of Retiring Staff**

There was a presentation recognizing the retiring staff members. An appreciation gift was presented to Barbara Laudon (15 years) for her years of service as a teacher. Linda Rochefort (11.5 years) was not in attendance but was acknowledged for her years as a school nurse.

#### **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 Report**

No report

##### **4) CABA Events Update**

No upcoming events

**b. Financial Report**

Nancy Cole updated the board on the projected year-end expenditure report for FY 2022-2023. An Excess Cost Report, the Family Resource Center Report, and the School Facilities Report were also included.

**c. Superintendent's Report, Steven R. Rioux**

**1) District Update**

Superintendent Rioux reported on the end-of-year activities that took place at the schools. He reported that the CT legislative session has ended. There are many legislative changes that will affect school districts. Some highlights were the change to the age for kindergarten students starting in the 2024-2025 school year, the overhaul of the Teacher Evaluation system, and the financial literacy requirement starting with the class of 2027.

Superintendent Rioux reported that Patricia Bryant, FRC Director was able to use the additional preschool grant funds to create 12 new full day preschool slots with no impact on the local budget. He reported that the Teacher of the Year committee met, and the selected Putnam Teacher of the Year will be announced at convocation. He reported that the Northeast Relay for Life event was successfully moved indoors at Putnam High School due to air quality concerns. The staff and students that contributed to organizing this event were commended.

**2) End-of-Year Purchases**

Superintendent Rioux shared information about the end-of-year purchases.

**3) Personnel Report**

An updated personnel report was included in the packet.

**4) Draft Strategic Plan Progress Monitoring Tool**

The admin team will meet over the summer and the board will be presented with regular updates starting in the fall.

**5) Quarterly Department Reports**

Quarterly department reports were included in the packet.

**6) School Monthly Board Reports**

School monthly reports were included in the packet. The special education staff allocation report will be presented in the fall.

**d. Board Chair Report, Jill Zangerl**

**1) Board Retreat**

The date of August 1, 2023 at 6:00 PM has been set. The location will be finalized.

**6. BUSINESS**

**a. Transfer of Unexpended Funds to Non-Lapsing Account**

Christopher Steinbrick made a motion to authorize the superintendent to request from the Board of Finance that the remaining balance of the FY23 Board of Education budget be deposited into the Non-Lapsing account. The motion was seconded by Tabettha Babcock and passed unanimously.

**b. Facility Studies Proposal for PES and PMS**

Jamie Heath made a motion to approve the Facilities Study Proposal, which shall be paid from the FY23 Budget and Facilities Account at the discretion of the superintendent. The motion was seconded by Carolyn Riendeau and passed unanimously.

**c. Installation of Additional Cameras**

Chad Neal made a motion to approve the purchase and installation of the additional security cameras, which shall be paid from the FY23 Budget and eRate Account at the discretion of the superintendent. The motion was seconded by Jamie Heath and passed unanimously.

**d. Installation of Additional Access Readers**

Carolyn Riendeau made a motion to approve the purchase and installation of the additional Access Readers, which shall be paid from the FY23 Budget and Facilities Account at the discretion of the superintendent. The motion was seconded by Chad Neal and passed unanimously.

**e. Extend the 2021-2022 Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2023-2024 School Year**

Chad Neal made a motion to approve the Educator Evaluation waiver for the 2023-24 school year. The motion was seconded by Laure LaBonte and passed unanimously.

**f. School Wellness Annual Progress Report 2022-2023**

Laure LaBonte made a motion to accept the School Wellness Annual Report. The motion was seconded by Christopher Steinbrick and passed unanimously. The School Wellness Annual Report will be posted to the district website.

**g. Executive Session for the Purpose of Negotiations, Legal Services, and Personnel**

Tabetha Babcock made a motion to enter executive session at 7:42 PM for the purpose of negotiations, legal services, and personnel matters. The motion was seconded by Laure LaBonte and passed unanimously. Superintendent Rioux and Nancy Cole were invited to attend.

Executive session ended at 8:00 PM.

**1) UNAP – Nurses’ Contract Agreement**

Jamie Heath made a motion to approve the Contract Agreement between United Nurses Allied Professional and the Board of Education. The motion was seconded by Tabetha Babcock and passed unanimously.

**2) Legal Services by Shipman and Goodwin**

Jamie Heath made a motion to approve Shipman and Goodwin as the Board of Education legal counsel. The motion was seconded by Laure LaBonte and passed unanimously.

**3) Superintendent’s Evaluation Tool**

Jamie Heath made a motion to accept the superintendent’s evaluation guidelines as presented. The motion was seconded by Laure LaBonte and passed unanimously.

**7. ADJOURNMENT**

Christopher Steinbrick made a motion to adjourn. The motion was seconded by Jamie Heath and passed unanimously. The meeting adjourned at 8:02 PM.

Respectfully submitted,

Carolyn Riendeau  
Board Secretary