

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

March 15, 2022

The Putnam Board of Education met in regular session on March 15, 2022 in the Joseph V Pempek Memorial Conference Room at 7:00 PM.

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

Absent: James Purdon

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

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

### Pledge of Allegiance

Kevin Davis made a motion to add Executive Session for legal matter to the agenda. The motion was seconded by Christopher Steinbrick and passed unanimously.

### Student Representative

Guinevere Weiker reported on the current events happening at the Family Resource Center, Putnam Elementary School, Putnam Middle School, Putnam High School, and Helping Hands Transition Program.

### 1. APPROVAL OF MINUTES

Michael Morrill made a motion to approve the February 15, 2022 regular meeting minutes. The motion was seconded by Tabetha Babcock and passed unanimously.

### 2. CORRESPONDENCE

The board received three emails.

### 3. PRESENTATIONS

- a. Superintendent Sullivan recognized the Board of Education members for Board Appreciation month and thanked them for their service.
- b. There was a Pride of Putnam video presentation and the awards were presented to the recipients. Three students and one staff member from Putnam Elementary School were recognized for the Pride of Putnam awards. The students who received awards were, Ella Coutermarsh for "**Artistic talents that helped her win the elementary level art contest at the 2022 Fire and Ice Festival**", Lily Olson for "**Hard work and ability to become a role model**", and Naydelin Rivera for "**Commitment to kindness and her ability to be a friend to all.**" The staff member who received an award was Julie Errico for "**Flexibility and dedication to the students of Putnam Elementary School.**"

#### 4. CITIZEN'S COMMENTS

There were no citizens' comments.

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

##### a. Committee Reports

###### 1) Policy Committee Report

The policy committee met on March 15, 2022 to review two policies; former Policy 1312 and an update to Policy P5141.21. Kevin Davis made a motion to add to business section of the agenda in the matters of voting for Community Relations Policy 1312 and the policy for the Students Policy on Administering Medications Policy P5141.21. The motion was seconded by Jamie Heath and passed unanimously.

###### 2) Facilities Committee Report

No report.

###### 3) Curriculum Committee

The committee is recommending warning for adoption two new courses:

- Marine Biology at Putnam High School
- A new Math Program (Big Ideas) at Putnam Middle School

###### 4) Communications Committee

No report.

###### 5) CABE Events Update

No report

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

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

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

###### 1) District Update

Superintendent Sullivan informed the Board that the change in the mask policy has not negatively impacted the COVID data.

###### 2) Budget Update

The Board of Education adopted budget was presented to the Board of Finance on March 14, 2022. The Board of Finance will meet on March 28, 2022.

###### 3) Board of Education Volunteers for Adopt a School and Strategic Planning

Superintendent Sullivan requested board members volunteer for the Adopt a School initiative and Strategic Planning. This item is tabled until the April Board meeting.

###### 4) Parent Connect Series

Superintendent Sullivan reported that area Superintendent's will not continue with the series but will plan to host a regional parent expo in the fall.

###### 5) Personnel Report

An updated personnel report was included in the packet.

###### 6) Quarterly Reports from Department Heads

Quarterly reports from the Department Heads were included in the packet.

###### 7) School Monthly Board Reports

School monthly reports were included in the packet.

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

6. **BUSINESS**

a. Non-Renewal Staff for Budgetary Reasons

Superintendent Sullivan informed the Board that if the Board of Finance takes action to reduce the Board of Education budget, a special meeting of the Board of Education will need to be called to vote on the non-renewal of staff notifications.

b. Adoption of the new courses for Putnam High School

Michael Morrill made a motion to adopt both new courses for Putnam High School: The Principles of Manufacturing and the AP Computer Science Principles. The motion was seconded by Tabetha Babcock and passed unanimously.

Michael Morrill made a motion to add to the agenda to warn for adoption of two new courses: Marine Biology for Putnam High School and the Math Program (Big Ideas) at Putnam Middle School. The motion was seconded by Kevin Davis and passed unanimously.

c. Request for Release of Funds from the Gate Receipts

Chad Neal made a motion to ask the Board of Finance to release funds in the amount of \$2989.00 from the gate receipts for the purchase of a new throwing cage for Putnam High School. The motion was seconded by Kevin Davis and passed unanimously.

d. Continuation of Grants for 2022-2023

Kevin Davis made a motion to continue the grants for the 2022-2023 school year:

1. Family Resource Center
2. School Readiness and Quality Enhancement
3. ESEA Consolidated Grant Application Package (includes Title I, IIA, IID, III, IVA, V, Perkins, IDEA Part A & B)
4. Priority, Alliance, School Accountability, Extended School Hours

The motion was seconded by Christopher Steinbrick and passed unanimously.

e. Healthy Food Certification for FY 2022-2023

Michael Morrill made a motion that pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. The motion was seconded by Kevin Davis and passed unanimously.

Michael Morrill made a motion that the board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food and beverage items are not sold from a vending machine or school store

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales. The motion was seconded by Tabettha Babcock and passed unanimously.

f. Board of Education Handbook  
Tabled to the April board meeting.

g. Policies  
Kevin Davis made a motion to readopt the Community Relations Policy 1312. The motion was seconded by Christopher Steinbrick and passed unanimously.

Kevin Davis made a motion to adopt the updated language to Policy P5141.21. The motion was seconded by Christopher Steinbrick and passed unanimously.

h. Executive Session  
Michael Morrill made a motion to go into Executive Session at 7:50 p.m. for the purpose of legal matters. The motion was seconded by Christopher Steinbrick and passed unanimously. Superintendent Sullivan was invited to attend.

Christopher Steinbrick made a motion to come out of Executive Session at 8:21 p.m. The motion was seconded by Jamie Heath 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 8:21 PM.

Respectfully submitted,

Kevin Davis  
Board Secretary