

PUTNAM BOARD OF EDUCATION

SECRETARY'S REPORT

November 15, 2022

The Putnam Board of Education met in regular session on November 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, James Purdon (7:04), and Christopher Steinbrick, and Jill Zangerl

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

Jill Zangerl called the meeting to order at 7:01 PM.

Pledge of Allegiance

Moment of Silence

Student Representatives

1. APPROVAL OF MINUTES

Chad Neal made a motion to approve the October 18, 2022 regular meeting minutes. The motion was seconded by Kevin Davis and passed unanimously.

2. CORRESPONDENCE

There were 3 emails to the board.

3. PRESENTATIONS

a. Pride of Putnam Awards Putnam High School

The Pride of Putnam Awards were presented by the board. Putnam High School students Jacob Benzie, Travis Fredette, Alishia Thompson, Amy Vongvirath, and Guinevere Weiker along with teacher Alexandra Briden were recognized as **“Members of our Inaugural class on AP Computer Science Principles at Putnam High School”**.

4. CITIZEN'S COMMENTS

There were no citizens' comments.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Reports

1) Policy Committee Report

a. November 15, 2022 Meeting

Revised Board Policy 3542.43 – Permissible Student Charge of Meals is being recommended to warn for adoption.

The format layout to Appendix B and Appendix C of Board Policy 6142.101 were approved

2) Facilities Committee Report

a. October 25, 2022 Meeting Minutes

3) Curriculum Committee

No report

- 4) Communications Committee
No report
- 5) CABE Events Update
Michael Morrill reported that the CABE Convention will be held on November 18 & 19, 2022 in person.
- b. Financial Reports, Nancy T. Cole
Nancy Cole updated the board on the projected year-end expenditure report for 2022-2023. An Excess Cost Report, and Family Resource Center Report were also included.
- c. Superintendent's Report, Daniel P. Sullivan, III
 - 1) District Update
The Superintendent gave a COVID update and reported that the school is partnering with DKH to offer a booster clinic.
 - 2) Strategic Planning
The Superintendent gave an update on the Strategic Planning process.
 - 3) Holiday Giving Campaign
The Superintendent gave an update on the Holiday Giving Campaign.
 - 4) Personnel Report
An updated personnel report was included in the packet.
 - 5) School Monthly Board Reports
School monthly reports were included in the packet.
- d. Board Chair Report, Jill Zangerl

6. **BUSINESS**

- a. Set Budget Dates
The Superintendent's budget presentation will be at the January 17, 2023 Regular Meeting. A budget workshop will be scheduled for January 24, 2023 with a follow up meeting scheduled for January 31, 2023 if needed.
- b. Propose Board of Education Calendar of Regular Meetings for 2023
James Purdon made a motion to approve the proposed Board of Education Calendar of Regular Meetings for 2023 with the noted correction. The motion was seconded by Jamie Heath and passed unanimously.
- c. Propose 2023/2024 District Calendar
Kevin Davis made a motion to approve the proposed 2023/2024 District Calendar. The motion was seconded by Jamie Heath and passed unanimously.
- d. HVAC Grant
James Purdon made a motion to approve the revision to the five-year spending plan as presented. The motion was seconded by Tabettha Babcock and passed unanimously.
Jamie Heath made a motion to approve the Ed Specifications as presented. The motion was seconded by James Purdon and passed unanimously.
- e. Putnam Elementary School Roof
Tabled for a later date.
- f. Warn for Adoption
 - 1) Revised Board Policy 3542.43 – Permissible Student Charge of Meals
The revised board policy 3542.43 was warned for adoption.
 - 2) Revised Board Policy 6142.101 – Student Nutrition and Physical Activity
The formatting change to the appendix documents of board policy 6142.101 was approved.

- g. Ratification of the Professional Agreement between the Putnam Board of Education and the Putnam Education Association (Possibility of Executive Session)
Tabled to the December meeting.

7. **ADJOURNMENT**

Jamie Heath made a motion to adjourn. The motion was seconded by Christopher Steinbrick and passed unanimously. The meeting adjourned at 8:06 PM.

Respectfully submitted,

Kevin Davis
Board Secretary