

# PUTNAM BOARD OF EDUCATION

**DATE:** Tuesday, December 12, 2023

**TIME:** 7:00 PM

**LOCATION:** Joseph V. Pempek Memorial Conference Room

## AGENDA

**Welcome and Introduction of New Board Members**

**Pledge of Allegiance**

**Mission Statement:** The Mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire lifelong learning by providing a diverse and engaging educational experience.

**Student Representatives**

- 1. APPROVAL OF MINUTES ..... ENC 1**
  - a. November 14, 2023 Regular Meeting Minutes
- 2. CORRESPONDENCE ..... ENC 2**
- 3. PRESENTATIONS..... ENC 3**
  - a. Pride of Putnam – Helping Hands Program
- 4. CITIZENS COMMENTS (3 minutes allowed for each person)**
- 5. ELECTION OF OFFICERS**
  - a. Election of Chair
  - b. Election of Secretary
- 6. REPORTS OF OFFICERS AND STANDING COMMITTEES ..... ENC 5**
  - a. Committee Reports
    - 1) Policy Committee Report
    - 2) Facilities Committee Report
    - 3) Curriculum Committee Report
    - 4) CAFE Events Update

- b. Financial Report
  - 1) Budget Overview
  - 2) Year-End Expenditure Report for FY 2023-2024
  - 3) Excess Cost Report for FY 2023-2024
  - 4) Family Resource Center Report for FY 2023-2024
  
- c. Superintendent's Report, Steven R. Rioux
  - 1) District Update
  - 2) Facilities Update
    - a) FRC Water Damage Update
    - b) Putnam Elementary School Roof Project Update
    - c) HVAC Project Update
  - 3) Holiday Giving Campaign
  - 4) Enrollment Update
    - a) NESDEC Report
  - 5) Personnel Report
  - 6) Quarterly Department Reports
  - 7) Monthly School Reports
  
- d. Board Chair Report
  - 1) Discussion regarding standing committees

**7. BUSINESS (For Discussion and Possible Action)**

- a. Executive Session for the Purposes of Negotiations
  - 1) Transportation Contracted Service

**8. ADJOURNMENT**



# *Welcome*

## TO THE TEAM

Julie Blouin  
Kelly Gazzola  
Chris Stewart

**ENC 1**

## **APPROVAL OF MINUTES**

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

November 14, 2023

The Putnam Board of Education met in regular session on November 14, 2023, in the Joseph V. Pempek Memorial Conference Room at 7:00 PM.

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

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**

There was moment of silence in memory of Joe Mattera.

### **Student Representatives**

Student representatives Kaya Pernini and Savannah Loisel reported on events happening in the schools.

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

James Purdon made a motion to approve the October 17, 2023 regular meeting minutes with the noted correction. The motion was seconded by Laure LaBonte and passed unanimously.

### **2. CORRESPONDENCE**

The only correspondence were SPAM emails.

### **3. PRESENTATIONS**

#### **a. Pride of Putnam: Putnam High School**

The Pride of Putnam Award was presented by the board. Putnam High School student Pedro Ortiz was recognized for sharing his talent and passion with the Putnam Arts Community.

### **4. CITIZENS COMMENTS**

There were three (3) 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**

The minutes from the special meeting held on October 17, 2023 were included in the packet.

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

The CABA/CAPSS Convention will be held on November 17 and 18, 2023.

**b. Financial Report**

Nancy Cole updated the board on the year-end expenditure report for FY 2023-2024. An Excess Cost Report, and the Family Resource Center Report were also included. Potential grant and budget adjustments were shared with the board.

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

**1) District Update**

Superintendent Rioux highlighted the Veteran's Day school events and the WFSB report on the Putnam Elementary School mural project.

**2) Achievement Data 2022-23 - Attendance**

A data report was presented by Jacqueline Vetrovec, Director of Curriculum.

**3) Kindergarten New Age Requirement Update**

A draft of the transition plan to implement the new age requirements for Kindergarten was included in the packet.

**4) Holiday Giving Campaign**

Patricia Bryant-Beausoleil shared information about the annual Holiday Giving Campaign.

**5) Personnel Report**

An updated personnel report was included in the packet.

**6) Enrollment Update**

An updated enrollment report was 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**

Carolyn Riendeau made a motion to add an agenda item before 6G – Use of Non-Lapsing Account for HVAC projects. The motion was seconded by Laure LaBonte and passed unanimously.

**a. Adoption of New Reading Program, American Reading Core**

Michael Morrill made a motion to adopt a new reading program, American Reading Core for grades K-5 as presented. The motion was seconded by Christopher Steinbrick and passed unanimously.

**b. Transportation Contract and Director Position**

Michael Morrill made a motion to add Executive Session before 6G for the purposes of personnel. The motion was seconded by Tabetha Babcock and passed unanimously.

James Purdon made a motion to move this agenda item to executive session. The motion was seconded by Christopher Steinbrick and passed unanimously.

**c. Request for New Paraprofessional Positions (3)**

Michael Morrill made a motion to approve three (3) new paraprofessional positions as presented. The motion was seconded by Chad Neal and passed unanimously.

**d. Request for New Second-Grade Classroom**

James Purdon made a motion to approve an additional section for Grade 2 at Putnam Elementary School as presented. The motion was seconded by Christopher Steinbrick and passed unanimously.

**e. Roof Project – Resolutions**

**1) Educational Specification for the Putnam Elementary School Roof Project**

James Purdon made a motion to approve the educational specifications for the Putnam Elementary School roof project. The motion was seconded by Tabetha Babcock and passed unanimously.

**f. HVAC Project**

**1) Educational Specification for the Putnam Middle School HVAC Project**

James Purdon made a motion to approve the educational specifications for the Putnam Middle School HVAC project. The motion was seconded by Tabetha Babcock and passed unanimously.

**2) Educational Specification for the Putnam Elementary School HVAC Project**

James Purdon made a motion to approve the educational specifications for the Putnam Elementary School HVAC project. The motion was seconded by Tabetha Babcock and passed unanimously.

**3) Appropriation of Funds for the HVAC Projects in the Amounts of \$75,000 to Putnam Elementary School and \$50,000 to Putnam Middle School**

James Purdon made a motion to take \$50,000 to fund the Putnam Middle School HVAC Project out of the Facilities account. The motion was seconded by Christopher Steinbrick and passed unanimously.

James Purdon made a motion to fund the \$75,000 needed for the Putnam Elementary School HVAC Project from the Non-Lapsing account. The motion was seconded by Christopher Steinbrick and passed unanimously.

**Transportation Contract and Director Position (Executive Session)**

James Purdon made a motion to enter executive session at 8:52 PM. The motion was seconded by Tabetha Babcock and passed unanimously. Superintendent Rioux and Nancy Cole were invited to attend.

Executive Session ended at 9:10 PM

**g. Recognition of Service – Board of Education Members**

Tabetha Babcock, Jamie Heath, and Jill Zangerl were recognized by the board for their dedicated service to our students, families, staff, and community.

**7. ADJOURNMENT**

Christopher Steinbrick made a motion to adjourn. The motion was seconded by Tabetha Babcock and passed unanimously. The meeting adjourned at 9:14 PM.

Respectfully submitted,

Carolyn Riendeau  
Board Secretary

**ENC 3**

# **PRESENTATIONS**





# LET'S HELP HUMANITY

together we can change the world

The December Pride of Putnam recipients are recognized for their ongoing commitment to acquiring transition and independent living while giving back to the community.

## STUDENTS

David DePari, Grant Hart, Devan Keenan, Cody Keene, Ethan Latendresse, Nathaniel Lazarou, Emerald Perry, and Milo Torman

## STAFF

Robin Coderre  
and Elisabeth Edouard



## **Bylaws of the Board**

### **Chairperson**

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.

## Bylaws of the Board

### Chairperson (continued)

6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

## Bylaws of the Board

### Secretary

A member of the Putnam Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.

The Secretary shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson of the Board and reports of the Superintendent.

The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.

The Secretary shall serve as Acting Chairperson when the Chairperson is not able to preside at meetings. The Acting Chairperson is authorized to perform all duties of the Chairperson.

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-224 Duties of secretary.

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Financial Report**

## Budget Object Codes

### I. General Description

The Connecticut State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories which are defined below. These major categories use a single digit followed by two zeroes; more specific object classifications replace one or both of the zeroes with other figures. (e.g. The major category "Supplies" is code 600. A standard description of each is also provided.

### II. Major Object Code Definitions

- 100 **Salaries**. Amounts paid to both permanent and temporary employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll.
- 200 **Employee Benefits**. Amounts paid to employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and taxes, which include health/dental insurance, life insurance, disability insurance, FICA, Medicare, etc.
- 300 Purchased **Professional and Technical Services**. Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, lawyers, consultants, professional development consultants, etc.
- 400 Purchased **Property Services**. Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 500 **Other** Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 **Supplies**. Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
- 700 **Equipment**. Expenditures for acquiring fixed assets, initial equipment, additional equipment, and replacement of equipment. Items typically exceed a cost of \$1000
- 800 **Other Objects**. Amounts paid for goods and services not otherwise classified above.

**Putnam Board of Education  
 Projected Year-End Expenditure Report  
 by Object Code Summary  
 FY 2023-2024**

December 12, 2023

| <b>Code</b>        | <b>Original Budget</b>  | <b>Unaudited Estimated<br/>Balance on 06/30/2024</b> |
|--------------------|-------------------------|--|
| 100                | \$ 11,718,780.00        | \$ 9,190.02  |
| 200                | \$ 2,630,634.00         | \$ 55,107.97   |
| 300                | \$ 820,384.00           | \$ 11,048.29   |
| 400                | \$ 1,485,200.00         | \$ (96,953.88)                                       |
| 500                | \$ 2,580,012.00         | \$ (40,117.90)                                       |
| 600                | \$ 995,789.00           | \$ 52,014.32   |
| 700                | \$ 42,000.00            | \$ (2,067.02)  |
| 800                | \$ 85,608.00            | \$ 1,543.45  |
| <b>GRAND TOTAL</b> | <b>\$ 20,358,407.00</b> | <b>\$ (10,234.75)</b>                                |



**Putnam Board of Education  
Projected Year-End Expenditure Report  
FY 2023-2024**

December 12, 2023

| <b>Object Codes</b> | <b>Description</b>                | <b>Original Budget</b> | <b>Transfers</b> | <b>Adjusted Appropriation</b> | <b>Encumbered</b> | <b>Year-to-Date Expended</b> | <b>Projected Expense to 6/30/24</b> | <b>Unaudited Balance on 6/30/24</b> |
|---------------------|-----------------------------------|------------------------|------------------|-------------------------------|-------------------|------------------------------|-------------------------------------|-------------------------------------|
| 110                 | Substitute Teachers               | 170,000                | 0                | 170,000                       | 265,660           | 129,047                      | 10,000                              | (234,707)                           |
| 111                 | Certified Salaries                | 9,253,902              | 0                | 9,253,902                     | 6,070,116         | 2,959,351                    | 0                                   | 224,435                             |
| 112                 | Non-Certified Salaries            | 1,950,502              | 0                | 1,950,502                     | 1,208,335         | 710,173                      | 31,994                              | 0                                   |
| 113                 | Extra Curricular                  | 146,497                | 0                | 146,497                       | 85,596            | 15,745                       | 36,000                              | 9,156                               |
| 114                 | Coaching Salaries                 | 175,804                | 0                | 175,804                       | 102,818           | 46,067                       | 17,956                              | 8,964                               |
| 115                 | Athletic Transportation           | 7,075                  | 0                | 7,075                         | 0                 | 1,506                        | 5,000                               | 569                                 |
| 116                 | Tutoring                          | 15,000                 | 0                | 15,000                        | 0                 | 226                          | 14,000                              | 774                                 |
| 200                 | Fringe Benefits                   | 259,680                | 0                | 259,680                       | 186,427           | 32,140                       | 10,000                              | 31,113                              |
| 210                 | Health/Life Benefits              | 1,873,192              | 0                | 1,873,192                     | 1,146,469         | 726,639                      | 0                                   | 85                                  |
| 220                 | Fica /Medicare                    | 361,051                | 0                | 361,051                       | 223,592           | 111,292                      | 8,000                               | 18,167                              |
| 230                 | Workers Compensation              | 91,730                 | 0                | 91,730                        | 52,226            | 28,441                       | 8,000                               | 3,063                               |
| 240                 | Pension                           | 22,680                 | 0                | 22,680                        | 0                 | 0                            | 20,000                              | 2,680                               |
| 260                 | Unemployment Compensation         | 22,300                 | 0                | 22,300                        | 10,482            | 12,058                       | (240)                               | -                                   |
| 300                 | Admin Conferences                 | 8,100                  | 0                | 8,100                         | 840               | 450                          | 6,000                               | 810                                 |
| 301                 | Superintendent Expenses           | 3,000                  | 0                | 3,000                         | 0                 | 0                            | 3,000                               | -                                   |
| 303                 | Program Enhancement               | 150                    | 0                | 150                           | 0                 | 0                            | 150                                 | -                                   |
| 304                 | Evaluations                       | 30,000                 | 0                | 30,000                        | 0                 | 900                          | 28,600                              | 500                                 |
| 305                 | Physical Therapy                  | 61,000                 | 0                | 61,000                        | 41,776            | 18,062                       | 0                                   | 1,162                               |
| 306                 | Consulting Services               | 6,000                  | 0                | 6,000                         | 4,675             | 0                            | 0                                   | 1,325                               |
| 307                 | Occupational Therapy              | 90,700                 | 0                | 90,700                        | 62,664            | 27,488                       | 0                                   | 548                                 |
| 310                 | Physicals                         | 3,355                  | 0                | 3,355                         | 1,702             | 702                          | 0                                   | 952                                 |
| 320                 | Professional Educational Services | 180,314                | 0                | 180,314                       | 23,020            | 71,022                       | 84,000                              | 2,272                               |
| 321                 | Apex Technology Services          | 199,188                | 0                | 199,188                       | 132,792           | 66,396                       | 0                                   | -                                   |
| 323                 | Purchased Prof/Tech Services      | 22,375                 | 0                | 22,375                        | 4,816             | 16,959                       | 0                                   | 600                                 |
| 330                 | School/Community Development      | 25,000                 | 0                | 25,000                        | 390               | 12,361                       | 12,000                              | 249                                 |
| 332                 | Professional Development          | 20,800                 | 0                | 20,800                        | 9,820             | 6,265                        | 4,000                               | 716                                 |
| 340                 | Athletic Purchased Services       | 84,794                 | 0                | 84,794                        | 19,036            | 12,508                       | 53,000                              | 250                                 |
| 360                 | Legal Fees                        | 35,500                 | 0                | 35,500                        | 28,001            | 8,633                        | (1,134)                             | -                                   |
| 380                 | Staff Conferences                 | 10,439                 | 0                | 10,439                        | 95                | 1,915                        | 8,000                               | 429                                 |
| 381                 | CABE Dues & Fees                  | 9,219                  | 0                | 9,219                         | 0                 | 8,994                        | 0                                   | 225                                 |
| 382                 | Audit & Related Reports           | 22,950                 | 0                | 22,950                        | 0                 | 5,940                        | 16,500                              | 510                                 |
| 390                 | Graduation Expenses               | 7,500                  | 0                | 7,500                         | 0                 | 0                            | 7,000                               | 500                                 |
| 400                 | Repair                            | 15,282                 | 0                | 15,282                        | 4,397             | 1,597                        | 9,000                               | 288                                 |
| 401                 | Athletic Repair                   | 0                      | 0                | 0                             | 0                 | 0                            | 0                                   | -                                   |
| 411                 | Water                             | 29,380                 | 0                | 29,380                        | 19,197            | 7,569                        | 0                                   | 2,613                               |
| 420                 | ABM Cleaning Services             | 998,786                | 0                | 998,786                       | 665,857           | 332,929                      | 0                                   | 0                                   |
| 421                 | Refuse Removal                    | 0                      | 0                | 0                             | 0                 | 1,582                        | 0                                   | (1,582)                             |
| 424                 | Landscaping                       | 12,500                 | 0                | 12,500                        | 2,430             | 15,900                       | 0                                   | (5,830)                             |
| 429                 | ABM Maintenance Services          | 93,022                 | 0                | 93,022                        | 62,015            | 31,007                       | 0                                   | (0)                                 |
| 430                 | R & M Buildings                   | 28,440                 | 0                | 28,440                        | 20,858            | 79,421                       | 25,000                              | (96,839)                            |
| 431                 | Code Compliance                   | 6,830                  | 0                | 6,830                         | 0                 | 3,596                        | 3,000                               | 234                                 |
| 432                 | R & M Of Buses                    | 15,200                 | 0                | 15,200                        | 5,432             | 7,259                        | 2,200                               | 309                                 |
| 433                 | Interior Maintenance              | 19,620                 | 0                | 19,620                        | 4,091             | 9,382                        | 6,000                               | 147                                 |
| 434                 | Exterior Maintenance              | 12,500                 | 0                | 12,500                        | 1,276             | 8,694                        | 2,000                               | 530                                 |
| 435                 | Facilities Service Contracts      | 56,302                 | 0                | 56,302                        | 27,277            | 27,902                       | 500                                 | 624                                 |
| 436                 | Technology Service Contracts      | 111,234                | 0                | 111,234                       | 10,215            | 66,316                       | 34,000                              | 703                                 |
| 440                 | Rental                            | 46,566                 | 0                | 46,566                        | 26,973            | 14,704                       | 4,000                               | 889                                 |

**Putnam Board of Education  
Projected Year-End Expenditure Report  
FY 2023-2024**

December 12, 2023

| <b>Object Codes</b> | <b>Description</b>               | <b>Original Budget</b> | <b>Transfers</b> | <b>Adjusted Appropriation</b> | <b>Encumbered</b> | <b>Year-to-Date Expended</b> | <b>Projected Expense to 6/30/24</b> | <b>Unaudited Balance on 6/30/24</b> |
|---------------------|----------------------------------|------------------------|------------------|-------------------------------|-------------------|------------------------------|-------------------------------------|-------------------------------------|
| 443                 | Rental - Computers               | 39,538                 | 0                | 39,538                        | 0                 | 18,578                       | 20,000                              | 960                                 |
| 510                 | Special Education Transportation | 106,500                | 0                | 106,500                       | 117,839           | 54,303                       | (65,642)                            | 0                                   |
| 512                 | Field Trips                      | 7,500                  | 0                | 7,500                         | 0                 | 1,459                        | 5,800                               | 241                                 |
| 517                 | Athletic Transportation Services | 32,884                 | 0                | 32,884                        | 0                 | 20,767                       | 12,000                              | 117                                 |
| 518                 | AA Transportation Services       | 739,029                | 0                | 739,029                       | 591,461           | 147,439                      | 0                                   | 129                                 |
| 519                 | Student Transportation           | 0                      | 0                | 0                             | 48,630            | 25,465                       | (37,048)                            | (37,047)                            |
| 520                 | Insurance                        | 116,532                | 0                | 116,532                       | 47,241            | 63,226                       | 0                                   | 6,065                               |
| 530                 | Communications/Postage           | 15,247                 | 0                | 15,247                        | 1,363             | 5,676                        | 7,500                               | 708                                 |
| 531                 | Telephone                        | 8,700                  | 0                | 8,700                         | 4,023             | 2,937                        | 1,500                               | 240                                 |
| 540                 | Advertising                      | 12,000                 | 0                | 12,000                        | 0                 | 0                            | 11,500                              | 500                                 |
| 550                 | Printing                         | 13,405                 | 0                | 13,405                        | 2,485             | 937                          | 9,500                               | 484                                 |
| 560                 | Tuition                          | 1,327,000              | 0                | 1,327,000                     | 1,260,947         | (49,542)                     | 127,505                             | (11,910)                            |
| 561                 | Vo-Aq                            | 47,761                 | 0                | 47,761                        | 0                 | 75,053                       | 0                                   | (27,292)                            |
| 562                 | Adult Education                  | 61,032                 | 0                | 61,032                        | 0                 | 59,353                       | 0                                   | 1,679                               |
| 564                 | Magnet School Tuition            | 83,332                 | 0                | 83,332                        | 0                 | 57,758                       | 0                                   | 25,574                              |
| 580                 | Travel                           | 9,090                  | 0                | 9,090                         | 0                 | 696                          | 8,000                               | 394                                 |
| 601                 | Building Maintenance Supplies    | 8,833                  | 0                | 8,833                         | 0                 | 693                          | 8,000                               | 140                                 |
| 602                 | Sports Supplies                  | 29,887                 | 0                | 29,887                        | 2,262             | 6,833                        | 20,000                              | 791                                 |
| 603                 | Security                         | 12,500                 | 0                | 12,500                        | 300               | 2,971                        | 9,000                               | 229                                 |
| 604                 | Sports Uniforms                  | 14,700                 | 0                | 14,700                        | 3,523             | 0                            | 11,000                              | 177                                 |
| 611                 | Instr. Classroom Supplies        | 234,662                | 0                | 234,662                       | 9,554             | 113,659                      | 111,000                             | 448                                 |
| 612                 | Administrative Supplies          | 15,186                 | 0                | 15,186                        | 0                 | 4,001                        | 11,000                              | 185                                 |
| 621                 | Natural Gas                      | 50,000                 | 0                | 50,000                        | 41,933            | 8,067                        | 0                                   | 0                                   |
| 622                 | Electricity                      | 238,597                | 0                | 238,597                       | 173,598           | 64,999                       | (35,000)                            | 35,000                              |
| 623                 | Propane                          | 3,150                  | 0                | 3,150                         | 2,664             | 486                          | 0                                   | -                                   |
| 624                 | Fuel Oil                         | 195,000                | 0                | 195,000                       | 173,720           | 21,280                       | 0                                   | (0)                                 |
| 626                 | Gasoline                         | 105,192                | 0                | 105,192                       | 78,054            | 27,138                       | (13,000)                            | 13,000                              |
| 641                 | Textbooks                        | 14,526                 | 0                | 14,526                        | 8,695             | 0                            | 5,500                               | 332                                 |
| 642                 | Books                            | 12,955                 | 0                | 12,955                        | 6,254             | 4,342                        | 2,100                               | 258                                 |
| 643                 | Reference Books                  | 800                    | 0                | 800                           | 0                 | 0                            | 800                                 | -                                   |
| 644                 | Periodicals                      | 1,090                  | 0                | 1,090                         | 0                 | 0                            | 1,090                               | -                                   |
| 645                 | Nonprint                         | 1,000                  | 0                | 1,000                         | 0                 | 0                            | 1,000                               | -                                   |
| 650                 | Supplies - Technology Related    | 30,000                 | 0                | 30,000                        | 0                 | 19,252                       | 10,000                              | 748                                 |
| 690                 | Support Materials                | 27,711                 | 0                | 27,711                        | 133               | 9,874                        | 17,000                              | 704                                 |
| 730                 | Equipment                        | 20,000                 | 0                | 20,000                        | 0                 | 7,281                        | 12,000                              | 719                                 |
| 732                 | Vehicles                         | 0                      | 0                | 0                             | 0                 | 0                            | 0                                   | -                                   |
| 733                 | Furniture                        | 0                      | 0                | 0                             | 278               | 0                            | 0                                   | (278)                               |
| 734                 | Technology Equipment             | 22,000                 | 0                | 22,000                        | 0                 | 1,368                        | 20,000                              | 632                                 |
| 735                 | Technology Software              | 0                      | 0                | 0                             | 0                 | 0                            | 0                                   | -                                   |
| 736                 | Athletic Equipment               | 0                      | 0                | 0                             | 0                 | 3,140                        | 0                                   | (3,140)                             |
| 811                 | Athletic Dues And Fees           | 17,865                 | 0                | 17,865                        | 0                 | 10,275                       | 7,000                               | 590                                 |
| 890                 | Dues And Fees                    | 67,743                 | 0                | 67,743                        | 7,996             | 22,793                       | 36,000                              | 953                                 |
|                     | <b>TOTALS</b>                    | <b>20,358,407</b>      | <b>0</b>         | <b>20,358,407</b>             | <b>13,114,314</b> | <b>6,451,697</b>             | <b>802,631</b>                      | <b>(10,235)</b>                     |

**Putnam Public Schools  
EXCESS COST REPORT  
FY 2023-2024  
December 2023**

|   | Date Started        | Placed | Educational Placement                  | Public - 1  | 560                    | 510                  | Cost                | Trans                | Total                  | 1 x \$18,393   | Cost Over           | Excess               | BOE                    |
|---|---------------------|--------|--|-------------|------------------------|----------------------|---------------------|----------------------|------------------------|----------------|---------------------|----------------------|------------------------|
|   |                     |        |  |             | Tuition                | Trans.               |                     |                      |                        | 4.5 x \$82,768 |                     | Cost Grant           | Net Cost               |
|   | Date Left           | By     |  | Private - 0 | Cost                   | Cost                 | In-District         | In-District          |                        |                | Single Cost         |                      |                        |
| 1   | 07/05/23 - 06/19/24 | BOE    | The Bradley School-New London Regional | 0           | \$ 61,056.00           | \$ -                 | \$ -                | \$ 71,899.80         | \$ 132,955.80          | \$ 82,768.00   | \$ -                | \$ 50,187.80         | \$ 82,768.00           |
| 2   | 07/03/23 - 06/28/24 | BOE    | High Roads Windham County              | 0           | \$ 77,964.03           | \$ 14,465.00         | \$ -                | \$ 2,122.07          | \$ 94,551.10           | \$ 82,768.00   | \$ -                | \$ 11,783.10         | \$ 82,768.00           |
| 3   | 08/30/23 - 06/11/24 | BOE    | Northeast Regional Program             | 1           | \$ 70,000.00           | \$ -                 | \$ -                | \$ -                 | \$ 70,000.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 70,000.00           |
| 4   | 08/31/23 - 06/14/24 | BOE    | Killingly High School                  | 1           | \$ 16,000.00           | \$ -                 | \$ -                | \$ 1,729.00          | \$ 17,729.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 17,729.00           |
| 5   | 09/01/23 - 06/14/24 | BOE    | Killingly High School                  | 1           | \$ 10,000.00           | \$ -                 | \$ -                | \$ 1,729.00          | \$ 11,729.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 11,729.00           |
| 6   | 08/30/23 - 06/10/24 | BOE    | QMC                                    | 1           | \$ 20,435.00           | \$ -                 | \$ -                | \$ -                 | \$ 20,435.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 20,435.00           |
| 7   | 07/06/23 - 06/18/24 | BOE    | Susan Wayne Center of Excellence       | 0           | \$ 110,717.84          | \$ 34,200.00         | \$ -                | \$ -                 | \$ 144,917.84          | \$ 82,768.00   | \$ -                | \$ 62,149.84         | \$ 82,768.00           |
| 8   | 07/05/23 - 06/14/24 | BOE    | Northeast Regional Program             | 1           | \$ 120,808.00          | \$ -                 | \$ -                | \$ 16,653.96         | \$ 137,461.96          | \$ 82,768.00   | \$ -                | \$ 54,693.96         | \$ 82,768.00           |
| 9   | 07/03/23 - 06/28/24 | BOE    | High Roads Windham County              | 0           | \$ 77,964.03           | \$ 14,465.00         | \$ -                | \$ 2,122.07          | \$ 94,551.10           | \$ 82,768.00   | \$ -                | \$ 11,783.10         | \$ 82,768.00           |
| 10  | 08/30/23 - 06/10/24 | BOE    | QMC                                    | 1           | \$ 19,040.00           | \$ -                 | \$ -                | \$ -                 | \$ 19,040.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 19,040.00           |
| 11  | 01/03/24 - 06/28/24 | BOE    | Crossroads                             | 0           | \$ 77,214.24           | \$ -                 | \$ -                | \$ 25,000.00         | \$ 102,214.24          | \$ 82,768.00   | \$ -                | \$ 19,446.24         | \$ 82,768.00           |
| 12  | 07/03/23 - 06/28/24 | BOE    | High Roads Windham County              | 0           | \$ 118,886.22          | \$ 4,438.00          | \$ -                | \$ -                 | \$ 123,324.22          | \$ 82,768.00   | \$ -                | \$ 40,556.22         | \$ 82,768.00           |
| 13  | 09/01/23 - 06/14/24 | BOE    | Killingly High School                  | 1           | \$ 14,000.00           | \$ -                 | \$ -                | \$ 1,729.00          | \$ 15,729.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 15,729.00           |
| 14  | 07/03/23 - 06/28/24 | BOE    | CABI                                   | 0           | \$ 172,013.12          | \$ 1,000.00          | \$ 33,234.75        | \$ 103,905.76        | \$ 310,153.63          | \$ 82,768.00   | \$ -                | \$ 227,385.63        | \$ 82,768.00           |
| 15  | 07/06/23 - 06/18/24 | BOE    | Susan Wayne Center of Excellence       | 0           | \$ 168,797.95          | \$ 34,780.00         | \$ -                | \$ -                 | \$ 203,577.95          | \$ 82,768.00   | \$ 58,080.11        | \$ 62,729.84         | \$ 140,848.11          |
| 16  | 07/03/23 - 06/28/24 | BOE    | High Roads Windham County              | 0           | \$ 118,886.22          | \$ 4,704.24          | \$ -                | \$ -                 | \$ 123,590.46          | \$ 82,768.00   | \$ -                | \$ 40,822.46         | \$ 82,768.00           |
| 17  | 08/24/23 - 06/12/24 | BOE    | Joshua Center Northeast                | 0           | \$ 82,404.00           | \$ -                 | \$ -                | \$ 15,239.25         | \$ 97,643.25           | \$ 82,768.00   | \$ -                | \$ 14,875.25         | \$ 82,768.00           |
| 18  | 07/05/23 - 06/19/24 | BOE    | The Bradley School-New London Regional | 0           | \$ 73,745.00           | \$ 43,164.55         | \$ -                | \$ -                 | \$ 116,909.55          | \$ 82,768.00   | \$ -                | \$ 34,141.55         | \$ 82,768.00           |
| 19  | 08/30/23 - 06/11/24 | BOE    | Northeast Regional Program             | 1           | \$ 75,967.50           | \$ -                 | \$ -                | \$ 15,239.25         | \$ 91,206.75           | \$ 82,768.00   | \$ -                | \$ 8,438.75          | \$ 82,768.00           |
| 20  | 08/29/23 - 09/05/23 | Court  | DOMUS Kids                             | 0           | \$ 1,072.50            | \$ -                 | \$ -                | \$ -                 | \$ 50,129.28           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 50,129.28           |
|   | 10/30/23 - 06/13/04 | BOE    | Project Genesis                        | 0           | \$ 48,960.00           | \$ -                 | \$ 96.78            | \$ -                 | \$ -                   | \$ -           | \$ -                | \$ -                 | \$ -                   |
| 21  | 01/03/24 - 06/28/24 | BOE    | The Bradley School-Windham County      | 0           | \$ 30,528.00           | \$ 17,490.00         | \$ -                | \$ -                 | \$ 48,018.00           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 48,018.00           |
| 22  | 07/03/23 - 06/14/24 | BOE    | Northeast Regional Program             | 1           | \$ 82,740.00           | \$ -                 | \$ -                | \$ 16,653.96         | \$ 99,393.96           | \$ 82,768.00   | \$ -                | \$ 16,625.96         | \$ 82,768.00           |
| Students no longer placed out-of-district |                     |        |  |             |                        |                      |                     |                      |                        |                |                     |                      |                        |
| 1   | 08/29/23 - 11/06/23 | DCF    | Griswold Elementary School             | 1           | \$ 18,579.37           | \$ 7,095.00          | \$ -                | \$ -                 | \$ 25,674.37           | \$ 18,393.00   | \$ -                | \$ 7,281.37          | \$ 18,393.00           |
| 2   | 07/03/23 - 07/21/23 | BOE    | The Learning Clinic                    | 0           | \$ 7,211.82            | \$ 1,120.00          | \$ -                | \$ -                 | \$ 8,331.82            | \$ 82,768.00   | \$ -                | \$ -                 | \$ 8,331.82            |
| 3   | 07/03/23 - 11/03/23 | BOE    | The Learning Clinic                    | 0           | \$ 43,000.53           | \$ 12,050.00         | \$ -                | \$ -                 | \$ 55,050.53           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 55,050.53           |
| 4   | 08/29/23 - 11/06/23 | DCF    | Griswold Elementary School             | 1           | \$ 18,579.37           | \$ 7,095.00          | \$ -                | \$ -                 | \$ 25,674.37           | \$ 18,393.00   | \$ -                | \$ 7,281.37          | \$ 18,393.00           |
| 5   | 07/03/23 - 09/25/23 | BOE    | Educational and Vocational Center      | 1           | \$ 7,780.00            | \$ -                 | \$ -                | \$ 11,813.76         | \$ 19,593.76           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 19,593.76           |
| 6   | 07/05/23 - 11/07/23 | BOE    | The Bradley School-Windham County      | 0           | \$ 16,281.00           | \$ 7,755.00          | \$ -                | \$ 4,887.52          | \$ 28,923.52           | \$ 82,768.00   | \$ -                | \$ -                 | \$ 28,923.52           |
| 7   | 07/01/23 - 07/18/23 | BOE    | Project Genesis                        | 0           | \$ 3,364.00            | \$ -                 | \$ -                | \$ -                 | \$ 3,364.00            | \$ 82,768.00   | \$ -                | \$ -                 | \$ 3,364.00            |
| <b>TOTALS</b>                             |                     |        |  |             | <b>\$ 1,763,995.74</b> | <b>\$ 203,821.79</b> | <b>\$ 33,331.53</b> | <b>\$ 290,724.40</b> | <b>\$ 2,291,873.46</b> |                | <b>\$ 58,080.11</b> | <b>\$ 670,182.44</b> | <b>\$ 1,621,691.02</b> |

|   |                        |        |
|---|------------------------|--------|
| FY 2023-2024 Budget Spec Ed Tuition         | \$ 1,327,000.00        |        |
| FY 2023-2024 Budget Spec Ed Transportation  | \$ 100,000.00          |        |
| <b>Total Funding from the Budget</b>        | <b>\$ 1,427,000.00</b> |        |
| Estimated State Excess Cost Reimbursement   | \$ 528,907.98          | 78.92% |
| <b>Total Funding to cover all costs</b>     | <b>\$ 1,955,907.98</b> |        |
| Total of all costs (minus in-district cost) | \$ 1,967,817.53        |        |
| <b>Projected Balance for 2023-24</b>        | <b>\$ (11,909.55)</b>  |        |

**PUTNAM FAMILY RESOURCE CENTER**  
**Expenditure Report**  
**FY 2023-2024**

December 12, 2023

| <b>Object Code</b> | <b>Description</b>                | <b>Revised Budget</b> | <b>Encumbrance</b> | <b>Year-to-Date Expended</b> | <b>Projected Expense to 6/30/24</b> | <b>Unaudited Balance on 6/30/24</b> |
|--------------------|-----------------------------------|-----------------------|--------------------|------------------------------|-------------------------------------|-------------------------------------|
| 111                | CERTIFIED SALARIES                | 96,633                | 66,591             | 30,042                       | 0                                   | 0                                   |
| 112                | NON-CERTIFIED SALARIES            | 765,274               | 443,468            | 326,454                      | (6,000)                             | 1,352                               |
| 200                | EMPLOYEE BENEFITS                 | 227,303               | 142,909            | 57,773                       | 25,500                              | 1,121                               |
| 322                | IN SERVICE                        | 2,000                 | 0                  | 250                          | 1,750                               | 0                                   |
| 324                | FIELD TRIPS                       | 800                   | 0                  | 1,088                        | (288)                               | 0                                   |
| 325                | PARENT ACTIVITIES                 | 4,100                 | 0                  | 1,390                        | 2,710                               | 0                                   |
| 330                | TECHNICAL SERVICES                | 18,198                | 0                  | 0                            | 18,198                              | 0                                   |
| 440                | RENTAL                            | 936                   | 544                | 350                          | 42                                  | 0                                   |
| 530                | COMMUNICATIONS                    | 500                   | 0                  | 0                            | 500                                 | 0                                   |
| 540                | ADVERTISING                       | 350                   | 0                  | 1,075                        | (725)                               | 0                                   |
| 580                | TRAVEL                            | 850                   | 0                  | 372                          | 478                                 | 0                                   |
| 590                | PURCHASED SERVICES                | 200                   | 0                  | 0                            | 200                                 | 0                                   |
| 611                | INSTR. CLASSROOM SUPPLIES         | 30,606                | 477                | 17,639                       | 12,490                              | 0                                   |
| 612                | ADMINISTRATIVE SUPPLIES           | 168                   | 0                  | 657                          | (489)                               | 0                                   |
| 690                | OTHER SUPPLIES                    | 500                   | 0                  | 0                            | 500                                 | 0                                   |
| 890                | DUES AND FEES                     | 2,000                 | 0                  | 1,665                        | 335                                 | 0                                   |
|                    | <b>Totals</b>                     | <b>1,150,418</b>      | <b>653,989</b>     | <b>438,755</b>               | <b>55,201</b>                       | <b>2,473</b>                        |
|                    |                                   |                       |                    |                              |                                     |                                     |
|                    |                                   |                       |                    |                              |                                     |                                     |
|                    | <b>REVENUE SOURCES</b>            | <b>Projected</b>      |                    |                              |                                     |                                     |
|                    | FAMILY RESOURCE CENTER GRANT      | 112,629               |                    |                              |                                     |                                     |
|                    | SCHOOL READINESS GRANT            | 724,857               |                    |                              |                                     |                                     |
|                    | REVENUE (estimated amount needed) | 288,000               |                    |                              |                                     |                                     |
|                    | IN-KIND - LOCAL BUDGET            | 24,932                |                    |                              |                                     |                                     |
|                    | <b>TOTAL FUNDING</b>              | <b>1,150,418</b>      |                    |                              |                                     |                                     |

**FAMILY RESOURCE CENTER PROGRAM**  
**Revenue Report**  
**FY 2023-2024**

| <u>Month</u> | <u>REVENUE</u>          |
|--------------|-------------------------|
| July         | 8,872.55                |
| August       | 14,378.85               |
| September    | 32,963.87               |
| October      | 31,769.79               |
| November     | 24,211.53               |
| December     | 0.00                    |
| January      | 0.00                    |
| February     | 0.00                    |
| March        | 0.00                    |
| April        | 0.00                    |
| May          | 0.00                    |
| June         | 0.00                    |
|              | <hr/> <b>112,196.59</b> |

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Superintendent's Report**



**Putnam Public Schools  
Putnam, CT**

**School Year 2023-24 Enrollment Projection Report**

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# Enrollment Summary

NESDEC is pleased to send you this report displaying the past, present, and projected enrollments for your District. It is important to update enrollment projections every year to identify changes in enrollment patterns. Ten-year projections are designed to provide your District with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources.

Included in this report are graphs representing historical and projected grade-by-grade enrollments, as well as historical and projected enrollments in grade combinations. We received the enrollment data from the District, and we assume that the method of collecting this data has been consistent from year to year.

Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the “out-years.” Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes. In light of this, NESDEC has added a “Spring Update Refresher” enrollment projection at no cost to affiliates. For more information, please refer to the Methodology, Reliability and Use of this Document section.

The NESDEC enrollment projection fell within 1 student of the K-12 total, 1,053 students projected vs. 1,052 enrolled.

Births decreased by 20 from a previous ten-year average of 110 to a projected average of 90.

Over the next three years, Grades K-4 enrollments are projected to decrease by 34 students, Grades 5-8 enrollments are projected to increase by 36 students, and Grades 9-12 enrollments are projected to decrease by 25 students, as students move through the grades.

# Historical Enrollment

School District: Putnam, CT

12/1/2023

| Historical Enrollment By Grade |         |             |     |     |     |     |     |     |     |     |     |     |    |    |    |    |      |      |       |
|--------------------------------|---------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|------|------|-------|
| Birth Year                     | Births* | School Year | PK  | K   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9  | 10 | 11 | 12 | UNGR | K-12 | PK-12 |
| 2008                           | 130     | 2013-14     | 120 | 104 | 81  | 91  | 92  | 94  | 95  | 88  | 108 | 93  | 75 | 68 | 74 | 65 | 0    | 1128 | 1248  |
| 2009                           | 110     | 2014-15     | 115 | 85  | 106 | 84  | 90  | 92  | 96  | 95  | 87  | 113 | 75 | 68 | 67 | 67 | 0    | 1125 | 1240  |
| 2010                           | 103     | 2015-16     | 98  | 75  | 85  | 96  | 89  | 79  | 95  | 91  | 92  | 89  | 81 | 83 | 55 | 71 | 0    | 1081 | 1179  |
| 2011                           | 99      | 2016-17     | 108 | 82  | 74  | 86  | 102 | 84  | 83  | 96  | 84  | 91  | 80 | 75 | 76 | 67 | 0    | 1080 | 1188  |
| 2012                           | 128     | 2017-18     | 98  | 99  | 85  | 75  | 86  | 99  | 92  | 80  | 102 | 81  | 67 | 70 | 76 | 75 | 0    | 1087 | 1185  |
| 2013                           | 119     | 2018-19     | 97  | 108 | 94  | 89  | 77  | 81  | 100 | 90  | 84  | 106 | 64 | 67 | 63 | 95 | 0    | 1118 | 1215  |
| 2014                           | 95      | 2019-20     | 106 | 82  | 110 | 97  | 86  | 78  | 79  | 104 | 91  | 88  | 73 | 62 | 55 | 64 | 0    | 1069 | 1175  |
| 2015                           | 108     | 2020-21     | 82  | 67  | 76  | 104 | 91  | 80  | 73  | 78  | 100 | 92  | 76 | 75 | 60 | 60 | 0    | 1032 | 1114  |
| 2016                           | 116     | 2021-22     | 82  | 108 | 74  | 80  | 102 | 92  | 75  | 73  | 79  | 102 | 69 | 53 | 71 | 59 | 0    | 1037 | 1119  |
| 2017                           | 88      | 2022-23     | 100 | 87  | 111 | 85  | 86  | 102 | 92  | 81  | 77  | 83  | 80 | 66 | 51 | 64 | 0    | 1065 | 1165  |
| 2018                           | 87      | 2023-24     | 116 | 76  | 89  | 108 | 83  | 85  | 96  | 94  | 73  | 72  | 80 | 68 | 69 | 59 | 0    | 1052 | 1168  |

\*Birth data provided by Public Health Vital Records Departments in each state.

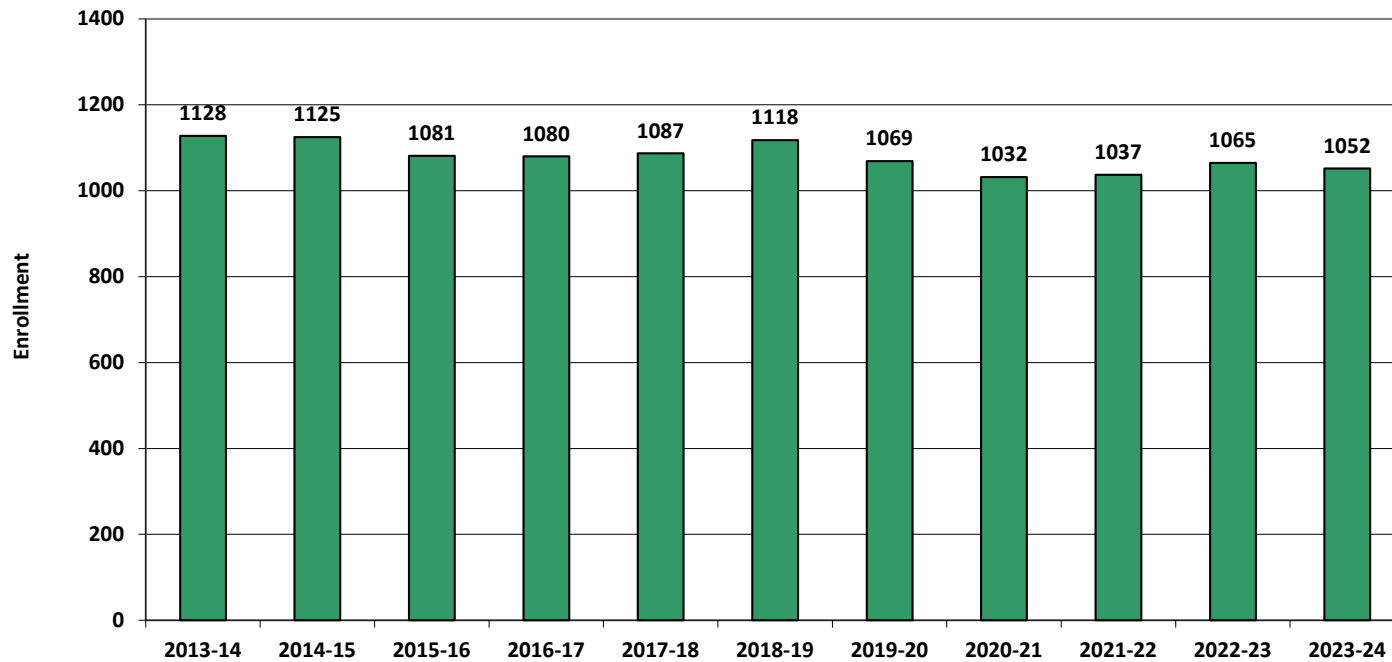
\*\* < 10 Not reported, to protect subgroups with fewer than 10 students.

| Historical Enrollment in Grade Combinations |      |     |     |      |     |      |     |      |      |
|---|------|-----|-----|------|-----|------|-----|------|------|
| School Year                                 | PK-4 | K-4 | K-5 | PK-5 | K-8 | PK-8 | 5-8 | 5-12 | 9-12 |
| 2013-14                                     | 582  | 462 | 557 | 677  | 846 | 966  | 384 | 666  | 282  |
| 2014-15                                     | 572  | 457 | 553 | 668  | 848 | 963  | 391 | 668  | 277  |
| 2015-16                                     | 522  | 424 | 519 | 617  | 791 | 889  | 367 | 657  | 290  |
| 2016-17                                     | 536  | 428 | 511 | 619  | 782 | 890  | 354 | 652  | 298  |
| 2017-18                                     | 542  | 444 | 536 | 634  | 799 | 897  | 355 | 643  | 288  |
| 2018-19                                     | 546  | 449 | 549 | 646  | 829 | 926  | 380 | 669  | 289  |
| 2019-20                                     | 559  | 453 | 532 | 638  | 815 | 921  | 362 | 616  | 254  |
| 2020-21                                     | 500  | 418 | 491 | 573  | 761 | 843  | 343 | 614  | 271  |
| 2021-22                                     | 538  | 456 | 531 | 613  | 785 | 867  | 329 | 581  | 252  |
| 2022-23                                     | 571  | 471 | 563 | 663  | 804 | 904  | 333 | 594  | 261  |
| 2023-24                                     | 557  | 441 | 537 | 653  | 776 | 892  | 335 | 611  | 276  |

| Historical Percentage Changes |      |       |       |
|-------------------------------|------|-------|-------|
| School Year                   | K-12 | Diff. | %     |
| 2013-14                       | 1128 |       |       |
| 2014-15                       | 1125 | -3    | -0.3% |
| 2015-16                       | 1081 | -44   | -3.9% |
| 2016-17                       | 1080 | -1    | -0.1% |
| 2017-18                       | 1087 | 7     | 0.6%  |
| 2018-19                       | 1118 | 31    | 2.9%  |
| 2019-20                       | 1069 | -49   | -4.4% |
| 2020-21                       | 1032 | -37   | -3.5% |
| 2021-22                       | 1037 | 5     | 0.5%  |
| 2022-23                       | 1065 | 28    | 2.7%  |
| 2023-24                       | 1052 | -13   | -1.2% |
| Change                        |      | -76   | -6.7% |

# Historical Enrollment

Grades K-12, School Years 2013-14 to 2023-24



# Projected Enrollment

School District: Putnam, CT

12/1/2023

| Enrollment Projections By Grade* |         |         |             |     |    |    |     |     |     |     |     |     |     |    |    |    |    |      |      |       |
|----------------------------------|---------|---------|-------------|-----|----|----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|------|------|-------|
| Birth Year                       | Births* |         | School Year | PK  | K  | 1  | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9  | 10 | 11 | 12 | UNGR | K-12 | PK-12 |
| 2018                             | 87      |         | 2023-24     | 116 | 76 | 89 | 108 | 83  | 85  | 96  | 94  | 73  | 72  | 80 | 68 | 69 | 59 | 0    | 1052 | 1168  |
| 2019                             | 98      |         | 2024-25     | 116 | 85 | 78 | 93  | 107 | 83  | 82  | 98  | 94  | 74  | 57 | 73 | 65 | 70 | 0    | 1059 | 1175  |
| 2020                             | 78      |         | 2025-26     | 117 | 67 | 87 | 82  | 92  | 107 | 81  | 84  | 98  | 96  | 59 | 52 | 70 | 66 | 0    | 1041 | 1158  |
| 2021                             | 87      | (prov.) | 2026-27     | 117 | 75 | 68 | 91  | 81  | 92  | 104 | 83  | 84  | 100 | 76 | 54 | 50 | 71 | 0    | 1029 | 1146  |
| 2022                             | 98      | (prov.) | 2027-28     | 118 | 85 | 77 | 71  | 90  | 81  | 89  | 107 | 83  | 85  | 80 | 69 | 52 | 51 | 0    | 1020 | 1138  |
| 2023                             | 90      | (est.)  | 2028-29     | 118 | 77 | 87 | 81  | 70  | 90  | 79  | 91  | 107 | 84  | 68 | 73 | 66 | 53 | 0    | 1026 | 1144  |
| 2024                             | 90      | (est.)  | 2029-30     | 118 | 78 | 79 | 91  | 80  | 70  | 87  | 81  | 91  | 109 | 67 | 62 | 70 | 67 | 0    | 1032 | 1150  |
| 2025                             | 89      | (est.)  | 2030-31     | 119 | 77 | 80 | 83  | 90  | 80  | 68  | 89  | 81  | 93  | 87 | 61 | 60 | 71 | 0    | 1020 | 1139  |
| 2026                             | 91      | (est.)  | 2031-32     | 119 | 78 | 79 | 84  | 82  | 90  | 78  | 70  | 89  | 82  | 74 | 79 | 59 | 61 | 0    | 1005 | 1124  |
| 2027                             | 91      | (est.)  | 2032-33     | 120 | 79 | 80 | 83  | 83  | 82  | 87  | 80  | 70  | 91  | 65 | 67 | 76 | 60 | 0    | 1003 | 1123  |
| 2028                             | 90      | (est.)  | 2033-34     | 120 | 78 | 81 | 84  | 82  | 83  | 80  | 89  | 80  | 71  | 72 | 59 | 64 | 77 | 0    | 1000 | 1120  |

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

  Based on an estimate of births

  Based on children already born

  Based on students already enrolled

\*Birth data provided by Public Health Vital Records Departments in each state.

\*\* < 10 Not reported, to protect subgroups with fewer than 10 students.

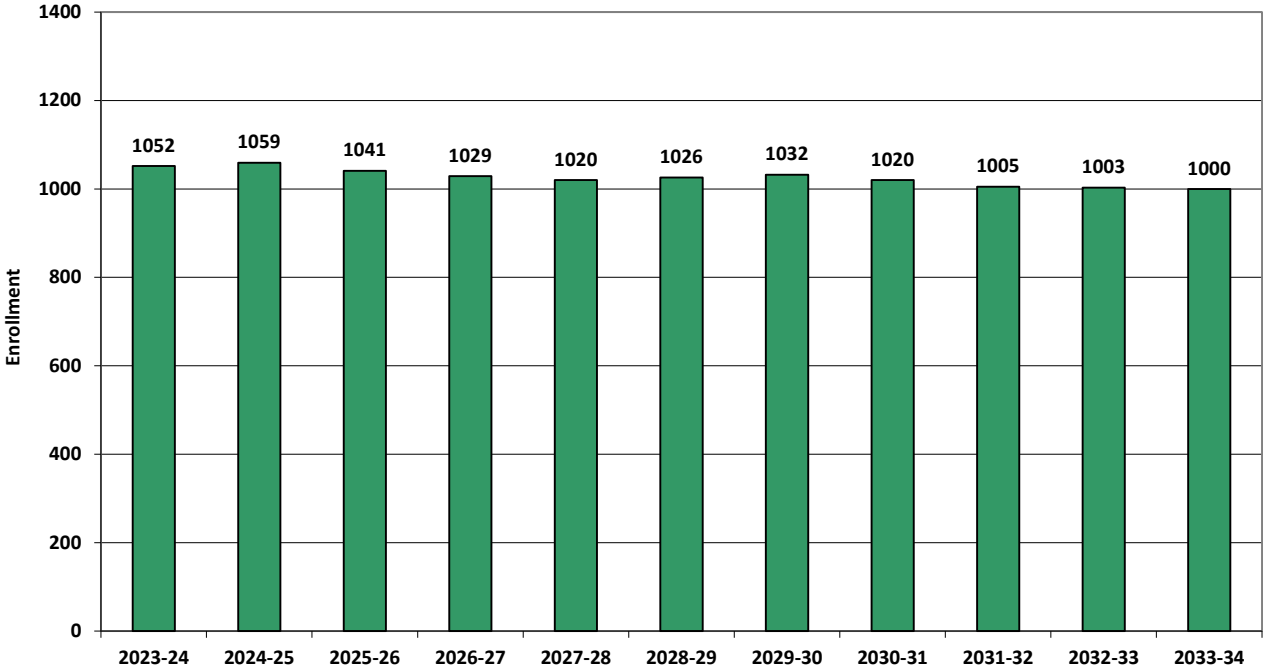
| Projected Enrollment in Grade Combinations* |      |     |     |      |     |      |     |      |      |
|---|------|-----|-----|------|-----|------|-----|------|------|
| School Year                                 | PK-4 | K-4 | K-5 | PK-5 | K-8 | PK-8 | 5-8 | 5-12 | 9-12 |
| 2023-24                                     | 557  | 441 | 537 | 653  | 776 | 892  | 335 | 611  | 276  |
| 2024-25                                     | 562  | 446 | 528 | 644  | 794 | 910  | 348 | 613  | 265  |
| 2025-26                                     | 552  | 435 | 516 | 633  | 794 | 911  | 359 | 606  | 247  |
| 2026-27                                     | 524  | 407 | 511 | 628  | 778 | 895  | 371 | 622  | 251  |
| 2027-28                                     | 522  | 404 | 493 | 611  | 768 | 886  | 364 | 616  | 252  |
| 2028-29                                     | 523  | 405 | 484 | 602  | 766 | 884  | 361 | 621  | 260  |
| 2029-30                                     | 516  | 398 | 485 | 603  | 766 | 884  | 368 | 634  | 266  |
| 2030-31                                     | 529  | 410 | 478 | 597  | 741 | 860  | 331 | 610  | 279  |
| 2031-32                                     | 532  | 413 | 491 | 610  | 732 | 851  | 319 | 592  | 273  |
| 2032-33                                     | 527  | 407 | 494 | 614  | 735 | 855  | 328 | 596  | 268  |
| 2033-34                                     | 528  | 408 | 488 | 608  | 728 | 848  | 320 | 592  | 272  |

| Projected Percentage Changes |      |            |              |
|------------------------------|------|------------|--------------|
| School Year                  | K-12 | Diff.      | %            |
| 2023-24                      | 1052 |            |              |
| 2024-25                      | 1059 | 7          | 0.7%         |
| 2025-26                      | 1041 | -18        | -1.7%        |
| 2026-27                      | 1029 | -12        | -1.2%        |
| 2027-28                      | 1020 | -9         | -0.9%        |
| 2028-29                      | 1026 | 6          | 0.6%         |
| 2029-30                      | 1032 | 6          | 0.6%         |
| 2030-31                      | 1020 | -12        | -1.2%        |
| 2031-32                      | 1005 | -15        | -1.5%        |
| 2032-33                      | 1003 | -2         | -0.2%        |
| 2033-34                      | 1000 | -3         | -0.3%        |
| <b>Change</b>                |      | <b>-52</b> | <b>-4.9%</b> |

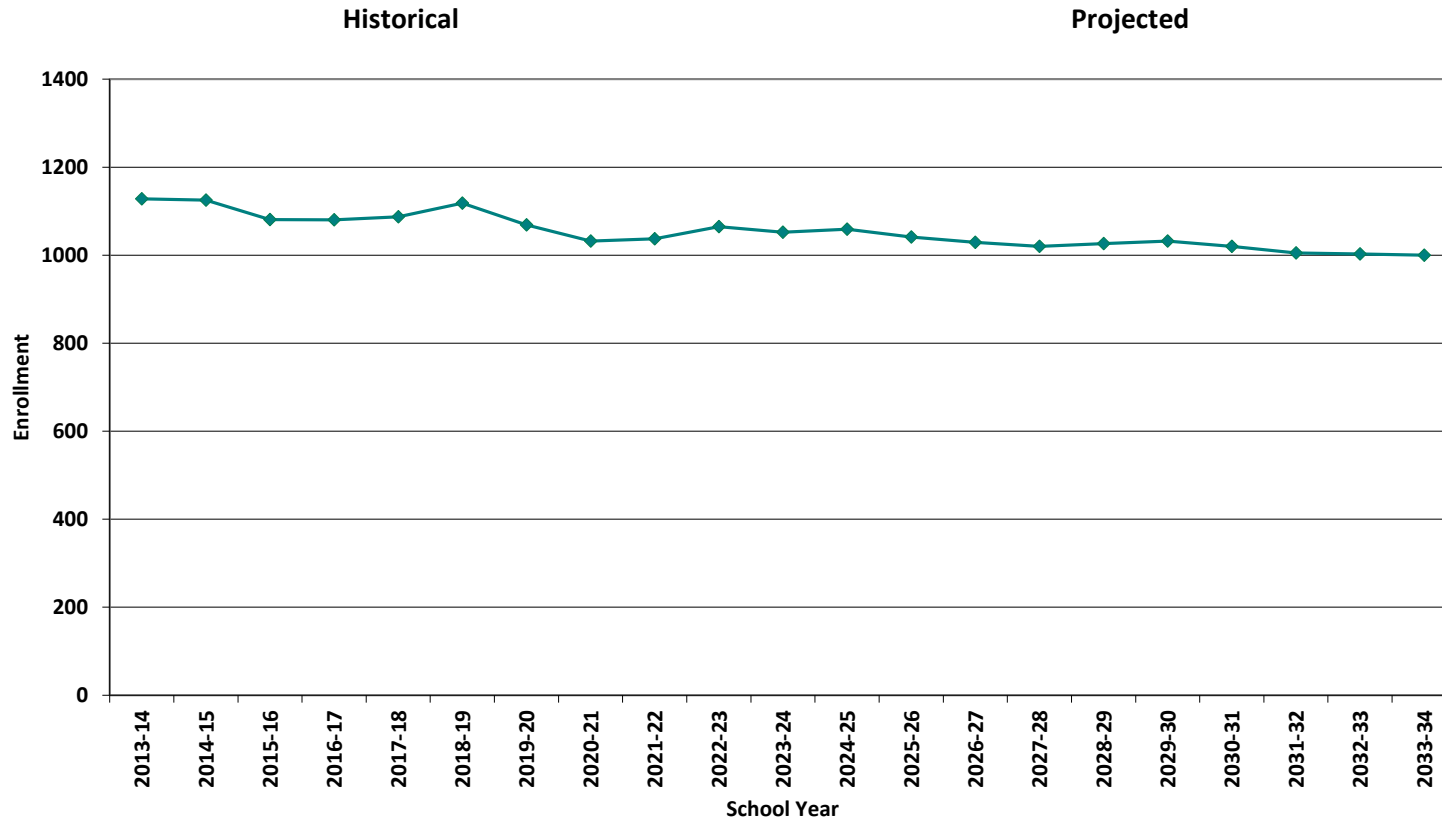
\*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

**NESDEC** **Projected Enrollment**

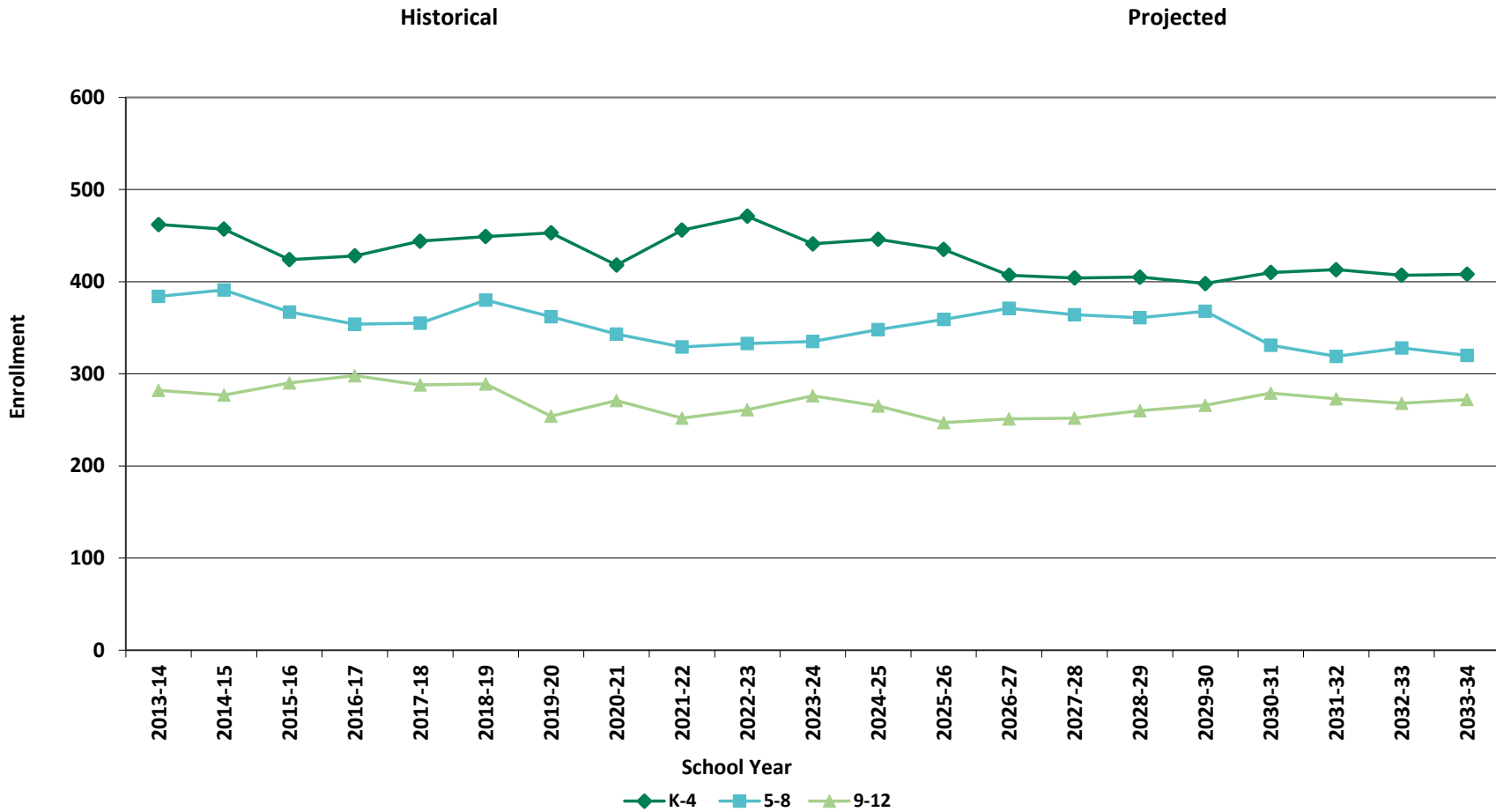
Grades K-12, School Years 2023-24 to 2033-34



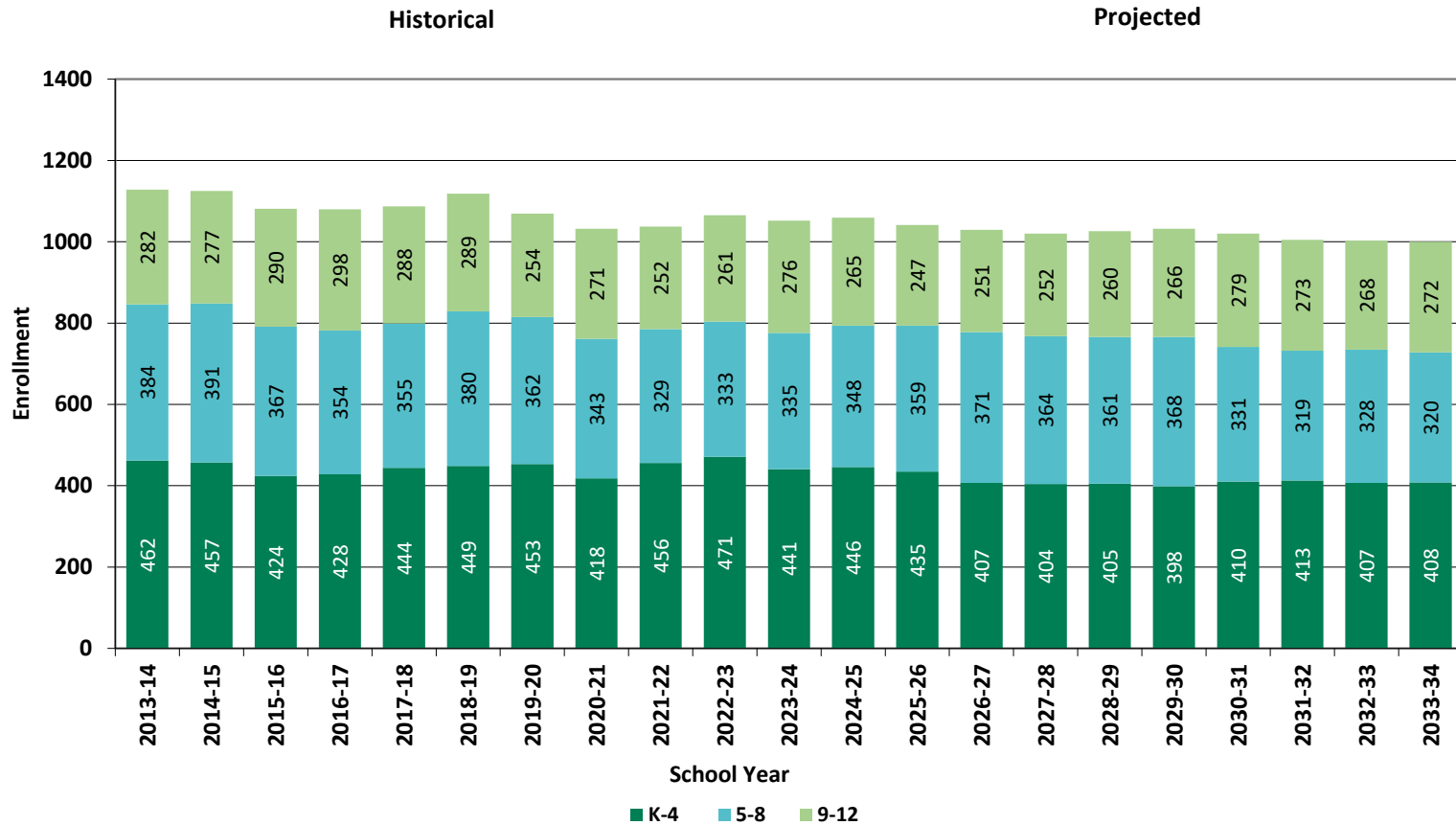
# Historical & Projected Enrollment



# Historical & Projected Enrollments in Grade Combinations

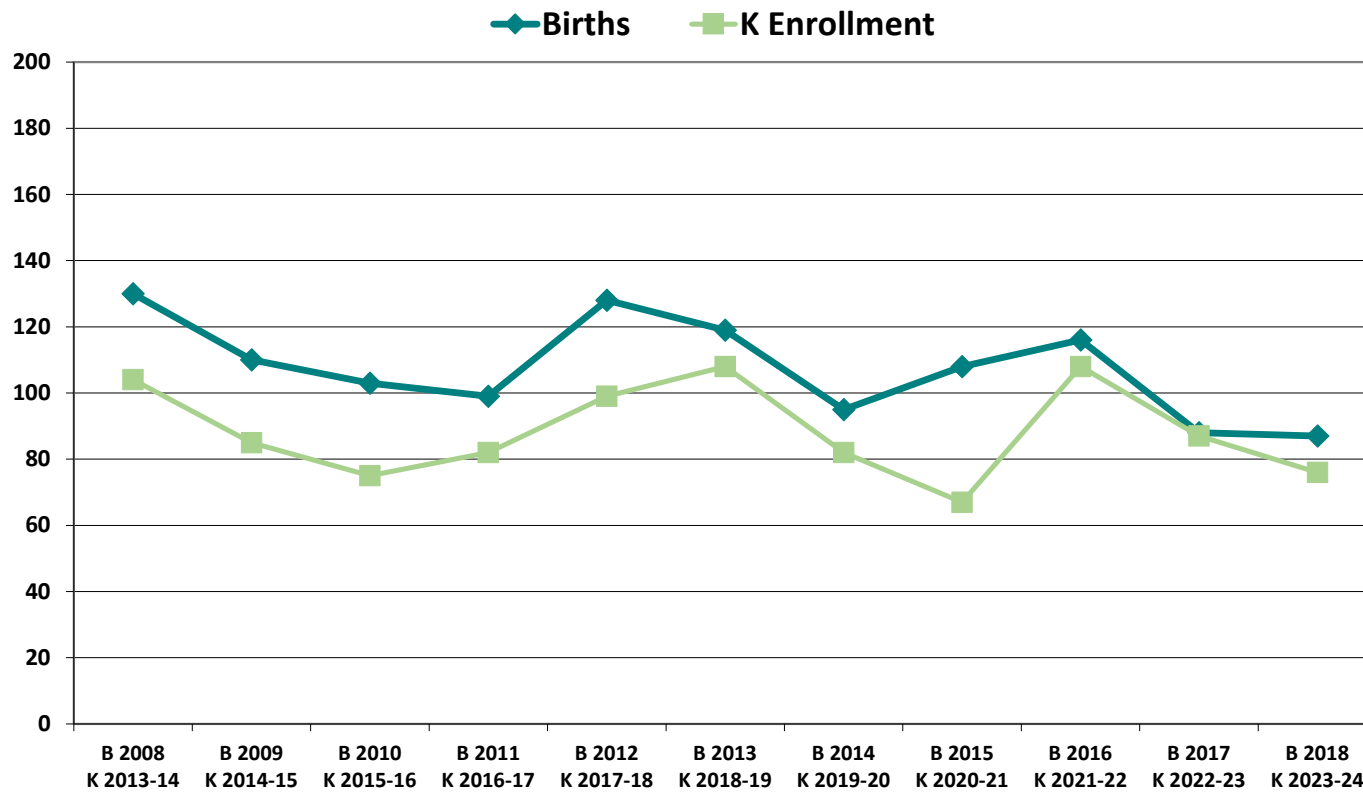


# Historical & Projected Enrollments in Grade Combinations





# Birth-to-Kindergarten Relationship



## Additional Information

| Building Permits Issued<br>(Source: HUD) |               |             |
|--|---------------|-------------|
| Year                                     | Single-Family | Multi-Units |
| 2019                                     | 14            | 0           |
| 2020                                     | 14            | 0           |
| 2021                                     | 16            | 0           |
| 2022                                     | 1             | 0           |
| 2023                                     | 10 to date    | 0 to date   |

| School Year | 9 - 12 CTE | K - 12 Non-Public | K - 12 Choice-In | K - 12 Choice-Out | K - 12 Out-of-District SPED | K - 12 Homeschool |
|-------------|------------|-------------------|------------------|-------------------|-----------------------------|-------------------|
| 2019-20     | 86         | < 10 **           | < 10 **          | 18                | 16                          | 20                |
| 2020-21     | 78         | < 10 **           | < 10 **          | 12                | 24                          | 42                |
| 2021-22     | 121        | n/a               | n/a              | n/a               | 13                          | 20                |
| 2022-23     | 64         | n/a               | < 10 **          | 17                | 18                          | 21                |
| 2023-24     | 66         | < 10 **           | < 10 **          | 14                | 18                          | 26                |

\*The above data was provided by the District, with the exception of building permit data (provided by HUD).

"n/a" signifies that information was not provided by District.

\*\* < 10 Not reported, to protect subgroups with fewer than 10 students.

## New England's PK-12 Enrollments Trends

From 2021 to 2030, the US Department of Education anticipates changes in PK-12 enrollment of -3.2% in the South, -6.0% in the West, -3.9% in the Midwest, -6.0% in the Northeast, and a total of -4.4% nationwide.

| State | Fall 2021<br>PK - 12 | Fall 2030<br>Projected | PK-12 Decline | % Change<br>2021-2030 |
|-------|----------------------|------------------------|---------------|-----------------------|
| USA   | 49,452,864           | 47,252,500             | -2,200,364    | -4.4%                 |
| CT    | 508,686              | 475,600                | -33,086       | -6.5%                 |
| ME    | 173,215              | 161,800                | -11,415       | -6.6%                 |
| MA    | 921,180              | 879,900                | -41,280       | -4.5%                 |
| NH    | 170,005              | 144,600                | -25,405       | -14.9%                |
| RI    | 138,566              | 130,200                | -8,366        | -6.0%                 |
| VT    | 83,975               | 74,600                 | -9,375        | -11.2%                |

**Source:** U.S. Department of Education, National Center for Education Statistics, Enrollment in public elementary and secondary schools, by region, state, and jurisdiction: Selected years, fall 1990 through fall 2030, Table 203.20, March 2023.

Although most New England Districts are seeing a decline in the number of births, NESDEC's experience indicates that the impact on enrollment varies from District to District. Almost half of New England Districts have been growing in PK-12 enrollment, and a similar number are declining (often in rural areas), with the other Districts remaining stable.

## PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts that are wholly computer- or formula-driven. Such modification permits the incorporation of important, current district-specific demographic information into the generation of enrollment forecasts (such as in/out-migration of students, resident births, HUD-reported building permits, etc.). Percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2022-23 increased to 104 students in Grade 2 in 2023-24, the percentage of survival would be 104%, or a ratio of 1.04. Ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics to project into future years. The ratios are the key factors in the reliability of the projections, assuming validity of the data at the starting point.

## RELIABILITY OF ENROLLMENT PROJECTIONS

Projections can serve as useful guides to school administrators for educational planning. Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the "out-years." Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes, but they should be viewed as subject to change given the likelihood of potential shifts in underlying assumptions/trends, such as student migration, births as they relate to Kindergarten enrollment, and other factors.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable. The second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. The least reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding additional uncertainty. See these three multi-colored groupings on the "Projected Enrollment" tab.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (higher or lower) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.

## USING THIS INFORMATION ELECTRONICALLY

If you would like to extract the information contained in this report for your own documents or presentations, you can use screenshots, which can be inserted into PowerPoint slides, Word documents, etc. Because screenshots create graphics, the image is not editable. Please feel free to contact us if you need assistance in this matter, by phone (508-481-9444) or by email ([ep@nesdec.org](mailto:ep@nesdec.org)).

**Putnam Board of Education**  
**Personnel Update**  
**2023-2024 School Year**  
**New Hires**

**Certified Staff**

23

| Staff Name            | Position                     | Department           | Effective Date | Other Notes                           |
|-----------------------|------------------------------|----------------------|----------------|---------------------------------------|
| Miller, Jonathan      | Dean of Students             | PMS                  | 8/7/2023       | Rehire                                |
| Bartolotta, Brian     | Technology Education Teacher | PHS                  | 8/28/2023      |                                       |
| Bates, Elizabeth      | Grade 6 ELA Teacher          | PMS                  | 8/28/2023      |                                       |
| Jensen, Faith         | Long-Term Substitute Teacher | PES                  | 8/28/2023      | Grade 4 ending on 12/21/2023          |
| Kane, Raymond         | World Language Teacher       | PHS                  | 8/28/2023      |                                       |
| Leduc, Julie          | Grade 6 Science Teacher      | PMS                  | 8/28/2023      |                                       |
| Mailhot, Eileen       | Art Teacher                  | PHS                  | 8/28/2023      |                                       |
| Mindreau, Frederic    | Spanish Teacher              | PMS                  | 8/28/2023      |                                       |
| Morton, Jasmine       | Guidance Counselor           | PHS                  | 8/28/2023      |                                       |
| Rainville, Tammy      | Grade 5 Teacher              | PMS                  | 8/28/2023      |                                       |
| Reynolds-Lee, Alethea | Grade 8 Science Teacher      | PMS                  | 8/28/2023      |                                       |
| Rukstela, Sandra      | Special Education Teacher    | PHS                  | 8/28/2023      |                                       |
| Silvestri, Thomas     | Grade 5 Math Teacher         | PMS                  | 8/28/2023      |                                       |
| Slingo-Sarette, Katie | Grade 6 Math Teacher         | PMS                  | 8/28/2023      |                                       |
| Smith, Christianne    | English Teacher              | PHS                  | 8/28/2023      |                                       |
| Stacy, Tessa          | Special Education Teacher    | PES                  | 8/28/2023      |                                       |
| Toher, Christine      | Long-Term Substitute Teacher | PES                  | 8/28/2023      | Grade 2 for the 2023-2024 school year |
| Vance, Lisa           | Library Media Specialist     | PHS                  | 8/28/2023      |                                       |
| York, Jennifer        | Special Education Teacher    | PES                  | 8/28/2023      |                                       |
| Swanson, Jessica      | BCBA                         | Student Services     | 10/2/2023      | New Position                          |
| Bousquet, Frances     | Long-Term Substitute Teacher | PHS/Student Services | 11/15/2023     | Special Education; Rehire             |
| Jambard, Katie        | English Teacher              | PHS                  | 12/11/2023     |                                       |
| Huston, Nickels       | Long-Term Substitute Teacher | PES                  | 1/16/2024      | Physical Education; Rehire            |

**Non-Certified Instructional**

11

| Staff Name            | Position                       | Department          | Effective Date | Other Notes                  |
|-----------------------|--------------------------------|---------------------|----------------|------------------------------|
| Benson, Brittany      | Paraprofessional               | PES                 | 8/28/2023      |                              |
| Bonilla Rios, Yeimy   | Paraprofessional               | PES/FRC             | 8/28/2023      |                              |
| Collard, Regan        | Paraprofessional               | PMS                 | 8/28/2023      |                              |
| DeBruycker, Jordan    | Paraprofessional               | PES                 | 8/28/2023      |                              |
| Phillips, Nicole      | Registered Behavior Technician | Student Services    | 8/28/2023      | New position assigned to PMS |
| Taylor, Allison       | Paraprofessional               | PMS                 | 8/28/2023      |                              |
| Thibeault, Anne-Marie | Paraprofessional               | PMS                 | 9/18/2023      |                              |
| Cote, Genevieve       | Paraprofessional               | PHS                 | 11/2/2023      |                              |
| Fiorenza, Giuseppe    | Paraprofessional               | PES                 | 11/13/2023     |                              |
| Nelson, Dianne        | Registered Behavior Technician | PES                 | 12/18/2023     |                              |
| Dumas, Mark           | Paraprofessional               | PHS & Helping Hands | 1/2/2024       | New position                 |

**Substitutes**

7

| Staff Name        | Position                     | Department      | Effective Date | Other Notes |
|-------------------|------------------------------|-----------------|----------------|-------------|
| Bellerose, Amy    | Permanent Substitute Teacher | PES             | 8/28/2023      |             |
| Kroeger, Brianne  | Permanent Substitute Teacher | PES             | 8/28/2023      |             |
| Tremblay, Kenneth | Substitute Bus Monitor       | Transportation  | 9/29/2023      | per diem    |
| Ciquera, Emma     | Daily Substitute Teacher     | PMS & PHS       | 10/30/2023     | per diem    |
| Cutler, Haley     | Daily Substitute Teacher     | PMS             | 10/30/2023     | per diem    |
| Lazarou, James    | Daily Substitute Teacher     | PES             | 11/14/2023     | per diem    |
| Blackington, Cara | Daily Substitute Teacher     | PES, PMS, & PHS | 11/15/2023     | per diem    |

**Non-Certified Other (cafe, trans, athletics, stipends)**

20

| Staff Name               | Position                          | Department     | Effective Date | Other Notes     |
|--------------------------|-----------------------------------|----------------|----------------|-----------------|
| Norman, Timothy          | Assistant Coach: QVP Football     | PHS            | 8/14/2023      |                 |
| Batista, Winter          | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PMS |
| Bonneville, Brittany     | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PES |
| Collins, Jennifer        | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PHS |
| D'Annunzio, Giesla       | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PMS |
| Hublitz, Sandra          | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PMS |
| Kopp, Jason              | Head Coach: Soccer                | PHS            | 8/28/2023      |                 |
| Rawson, Julie            | Child Care Assistant              | FRC            | 8/28/2023      |                 |
| Shea, Adriana            | General Worker                    | Food Services  | 8/28/2023      |                 |
| Starr, Janice            | Lunch Aide                        | Food Services  | 8/28/2023      | Assigned to PES |
| Tremblay, Kathy          | Bus Monitor                       | Transportation | 8/28/2023      |                 |
| Bushey, Kimberly         | Lunch Aide                        | Food Services  | 9/20/2023      | Assigned to PHS |
| Lemieux-Sgariglia, Tammy | Lunch Aide                        | Food Services  | 9/20/2023      | Assigned to PMS |
| Basley, Samantha         | Lunch Aide                        | Food Services  | 9/25/2023      | Assigned to PES |
| Dupre, Kevin             | Assistant Coach: QVP Football     | PHS            | 10/10/2023     |                 |
| O'Neil, Kimberly         | Cook/Manager                      | Food Services  | 10/23/2023     | Assigned to PHS |
| Tucker, Melissa          | Lunch Aide                        | Food Services  | 11/6/2023      | Assigned to PES |
| Tracey, Aislin           | Assistant Coach: Girls Basketball | PMS            | 11/9/2023      |                 |
| Deary, Gene Michael      | Assistnat Coach: Wrestling        | PHS            | 11/10/2023     |                 |
| Nichols, Brianna         | Lunch Aide                        | Food Services  | 11/15/2023     | Assigned to PMS |

**Transfers**

25

| Staff Name                       | Position                            | Department       | Effective Date | Other Notes  |
|----------------------------------|-------------------------------------|------------------|----------------|--|
| Racicot, Carissa                 | Registered Behavior Technician      | Student Services | 7/25/2023      | New position assigned to PMS: Transfer from PMS Paraprofessional   |
| Brown, Hannah                    | Head Preschool Teacher              | FRC              | 8/28/2023      | New program; Transfer from FRC Child Care Assistant  |
| Burgason, Johanna                | Physical Education & Health Teacher | PHS              | 8/28/2023      | Transfer from LTS PHS PE/Health Teacher  |
| Burke, Ashley                    | Permanent Substitute Teacher        | PMS              | 8/28/2023      | Transfer from Daily Substitute Teacher   |
| Di Colella, Michael              | Permanent Substitute Teacher        | PMS              | 8/28/2023      | Transfer from Daily Substitute Teacher   |
| Earle, Pamela                    | Special Education Teacher           | PHS              | 8/28/2023      | Transfer from PES Special Education Teacher  |
| Ford, Zachary                    | Special Education Teacher           | PHS              | 8/28/2023      | Transfer from LTS PHS Library Media Specialist   |
| Johnson (Messerschmidt), Katrina | Grade 2 Teacher                     | PES              | 8/28/2023      | Was Grade 4 Teacher for 22/23 sy; transferred to Grade 5 Teacher then transferred to Grade 2 Teacher                 |
| Lazarou, Suzanne                 | Child Care Assistant                | FRC              | 8/28/2023      | New program; Transfer from PES Paraprofessional  |
| McGlynn, Rebecca                 | School Nurse                        | PHS              | 8/28/2023      | Transfer from Substitute Nurse   |
| Tessier, Calli                   | Child Care Assistant                | FRC              | 8/28/2023      | New program; Transfer from PES Paraprofessional  |
| Batista, Winter                  | General Worker                      | Food Services    | 9/11/2023      | Transfer from Lunch Aide @ PMS   |
| D'Annunzio, Giesla               | General Worker                      | Food Services    | 10/4/2023      | Transfer from Lunch Aide @ PMS   |
| Taylor, Allison                  | Paraprofessional                    | PES              | 10/16/2023     | Transfer from PMS Paraprofessional   |
| Guyette, Riley                   | Long-Term Substitute Teacher        | PES              | 10/17/2023     | Kindergarten; Transfer from PES Permanent Substitute Teacher position  |
| Bonneville, Brittany             | Paraprofessional                    | PES              | 10/23/2023     | Transfer from Lunch Aide @ PES   |
| Hogue, Sharon                    | Paraprofessional                    | PMS              | 10/23/2023     | Transfer from PHS Paraprofessional   |
| Fulco, John                      | Long-Term Substitute Teacher        | PHS              | 11/2/2023      | English; Temporary transfer from Daily Substitute Teacher ending on 12/8/2023  |
| Ciquera, Emma                    | Long-Term Substitute Teacher        | PMS              | 11/6/2023      | Enrichment/Intervention (was Spanish position); Temporary transfer from Daily Substitute Teacher ending on 6/13/2024 |
| Geremia, Timothy                 | Long-Term Substitute Teacher        | PMS              | 11/8/2023      | Grade 8 Science: Temporary transfer from Daily Substitute Teacher ending on 6/13/2024                                |
| Collins, Jennifer                | Paraprofessional                    | PES              | 11/13/2023     | Transfer from Lunch Aide @ PHS   |
| Gardiner, Matthew                | Permanent Substitute Teacher        | PHS              | 11/13/2023     | Transfer from Daily Substitute Teacher   |
| Tucker, Melissa                  | Paraprofessional                    | PES              | 11/15/2023     | Transfer from Lunch Aide @ PES   |
| Marks, Debra                     | Long-Term Substitute Teacher        | PMS              | 11/22/2023     | Grade 5 ELA: Temporary transfer from Daily Substitute Teacher ending on 6/13/2024                                    |
| Jensen, Faith                    | Long-Term Substitute Teacher        | PES              | 1/2/2023       | Grade 2 New LTS Position for 23/24 sy - transfer from LTS Grade 4 Teacher  |

Updated: 12/6/2023

**Putnam Board of Education**  
**Personnel Update**  
**November 10, 2023 – December 8, 2023**  
**Retirements, Resignations, & Discontinued Staff**

**Retirements**

3

| Staff Name             | Position               | Department | Effective Date | Other Notes                    |
|------------------------|------------------------|------------|----------------|--------------------------------|
| Rocheffort, Linda      | School Nurse           | PHS        | 6/9/2023       | Added to substitute nurse list |
| Laudon, Barbara        | World Language Teacher | PHS        | 6/30/2023      |                                |
| Prochowski, Mary Ellen | Kindergarten Teacher   | PES        | 10/31/2023     |                                |

**Certified Staff**

19

| Staff Name                | Position                      | Department | Effective Date | Other Notes   |
|---------------------------|-------------------------------|------------|----------------|---|
| Langlois, Leah            | Grade 6 Math Teacher          | PMS        | 6/2/2023       |   |
| Carrano, Elizabeth        | Grade 1 Teacher               | PMS        | 6/9/2023       |   |
| Donnel, Susan             | Grade 6 Science Teacher       | PMS        | 6/9/2023       |   |
| Geremia, Timothy          | Grade 8 LTS Science Teacher   | PMS        | 6/9/2023       | Added to daily substitute teacher list  |
| Gonzalez Zamudio, Roberto | LTS Spanish Teacher           | PMS        | 6/9/2023       |   |
| Cuttle, Katelyn           | Grade 6 Math Teacher          | PMS        | 6/14/2023      | Grade 4 Teacher for the 2022-2023 school year; reassigned to Grade 6 Math Teacher for the 2023-2024 school year |
| Barrett, Patrick          | Technology Education Teacher  | PHS        | 6/30/2023      |   |
| Alder, Chad               | Guidance Counselor            | PHS        | 7/1/2023       |   |
| Cody, Pamela              | Special Education Teacher     | PHS        | 7/28/2023      |   |
| Brett, Brittany           | Dean of Students              | PMS        | 8/1/2023       |   |
| Potpinka, Sarah           | Art Teacher                   | PHS        | 8/2/2023       |   |
| Leo, Shannan              | Grade 5 Math Teacher          | PMS        | 8/3/2023       |   |
| Dash, Natalie             | English Teacher               | PHS        | 8/4/2023       |   |
| Rosen, Katherine          | Special Education Teacher     | PES        | 8/8/2023       |   |
| McDonald, Pamela          | Grade 2 Teacher               | PES        | 8/27/2023      |   |
| Mindreau, Frederic        | Spanish Teacher               | PMS        | 10/15/2023     |   |
| Smith, Christianne        | English Teacher               | PHS        | 10/27/2023     |   |
| Reynolds-Lee, Alethea     | Grade 8 Science Teacher       | PMS        | 11/6/2023      |   |
| St. Thomas, Alexandra     | Speech & Language Pathologist | PMS & PHS  | 11/22/2023     |   |

**Non-Certified Instructional**

10

| Staff Name         | Position                       | Department       | Effective Date | Other Notes                            |
|--------------------|--------------------------------|------------------|----------------|--|
| Corsaro, Angela    | Paraprofessional               | PMS              | 6/9/2023       |  |
| Gallo, Tiffany     | Paraprofessional               | PES              | 7/31/2023      | Added to daily substitute teacher list |
| Shea, Brett        | Paraprofessional               | PMS              | 8/1/2023       |  |
| Lamoureux, Hannah  | Paraprofessional               | PES              | 8/4/2023       |  |
| Eno, Ana           | Paraprofessional               | PES              | 9/13/2023      |  |
| Collard, Regan     | Paraprofessional               | PMS              | 9/29/2023      |  |
| Pingitore, Anna    | Paraprofessional               | PES              | 10/6/2023      |  |
| O'Donovan, Melissa | Paraprofessional               | PES              | 10/17/2023     | Added to daily substitute teacher list |
| Pauli, Eric        | Paraprofessional               | PHS              | 11/22/2023     |  |
| Navedo, Arianna    | Registered Behavior Technician | Student Services | 11/27/2023     | Was assigned to PES                    |

**Non-Certified Other (cafe, trans, athletics, stipends)**

12

| <b>Staff Name</b>         | <b>Position</b>                   | <b>Department</b> | <b>Effective Date</b> | <b>Other Notes</b>                    |
|---------------------------|-----------------------------------|-------------------|-----------------------|---------------------------------------|
| DiBonaventura, Jacqueline | General Worker                    | Food Services     | 5/26/2023             | Added to food service substitute list |
| Lewis, Krystina           | Bus Monitor                       | Transportation    | 7/24/2023             |                                       |
| Heredia, Jeremy           | General Worker                    | Food Services     | 7/28/2023             |                                       |
| DeWolfe, Thomas           | Cook/Manager                      | Food Services     | 8/4/2023              | Was assigned to PHS                   |
| Cronan, Cynthia           | Lunch Aide                        | Food Services     | 8/28/2023             | Was assigned to PMS                   |
| Bilodeau, Jamie           | Lunch Aide                        | Food Services     | 9/11/2023             | Was assigned to PHS                   |
| Scott, Cassandra          | General Worker                    | Food Services     | 9/15/2023             | Added to food service substitute list |
| Starr, Janice             | Lunch Aide                        | Food Services     | 9/29/2023             | Was assigned to PES                   |
| Hublitz, Sandra           | Lunch Aide                        | Food Services     | 10/6/2023             | Was assigned to PMS                   |
| Bushey, Kimberly          | Lunch Aide                        | Food Services     | 10/23/2023            | Was assigned to PHS                   |
| Blackmar, Richard         | Assistant Coach: Girls Basketball | PHS               | 10/26/2023            |                                       |
| Reali, Thomas             | Director                          | Transportation    | 11/10/2023            |                                       |

**Substitutes**

4

|                    |                              |     |            |  |
|--------------------|------------------------------|-----|------------|--|
| Tallmage, William  | Permanent Substitute Teacher | PES | 6/9/2023   |  |
| Buchanan, Carter   | Permanent Substitute Teacher | PMS | 6/9/2023   |  |
| Campbell, Kathleen | Permanent Substitute Teacher | PMS | 7/25/2023  | Added to daily substitute teacher list |
| Therrien, Kali     | Permanent Substitute Teacher | PHS | 11/22/2023 |  |

Updated: 12/7/2023



# **QUARTERLY DEPARTMENT REPORTS**

# Putnam Schools IT Summary Report (October 2023)

## Prepared by:

Ryan O'Connor - Network Operations Manager

Sean McNamara – Client Services Engineer

## MONTHLY CASE SUMMARY

Case counts for all cases submitted to the Apex ticketing system.

- **Total Cases Opened** - 185
- **Total Cases Closed** - 171
- **Current Total Open Cases** - 48

## CASE TREND ANALYSIS

All cases for the month of October were reviewed to determine if there are any trends of reported issues or problems district wide.

- **Employee Portal Issues** - trend identified related to users having issues within the employee portal. Sean has identified a resolution for this problem and will be sharing that information with the staff to resolve these issues.

## MAINTENANCE NOTES

All completed routine maintenance and maintenance needs identified during this month.

- **UPS Battery Replacement** – the UPS batteries in the High School MDF require replacement. New batteries have been ordered and a maintenance window will be scheduled to complete the installation.
- **Security Patches** – reviewed and pushed software and firmware updates to all servers and workstations to eliminate identified bugs and vulnerabilities.
- **Hardware Inspections** – physically inspected all network closets and server rooms to verify hardware system health.

## ACTIVE PROJECT NOTES

List of current active projects and their current status.

- **Server Consolidation/Retirement** – we are in the process of retiring some older Windows Servers and consolidating server roles to eliminate outdated services and simplify management and maintenance. This month, we were able to fully decommission two servers (HS-HD2 and Heartland1). We are working on retiring MS-QWE over the next few months.

- **ClassLink Roll Out** – we have been in the process of rolling out ClassLink to each school. As of now, only the elementary school is using ClassLink, but it is our goal to complete the roll out to the middle school by the end of next month.
- **OneSync Account Automation** – OneSync is a platform used to automate account creation. We are in the process of setting this up for the school district with a goal of completing the setup by the end of next month.
- **ExacqVision Server Replacement** – in September, we replaced the ExacqVision server that controls the camera system at elementary and middle schools. This month, we completed the replacement of the ExacqVision server at the High School. This project is now complete.
- **SnipeIT Inventory Management** – this new inventory management solution is in the process of being populated with Putnam’s device inventory. This project will continue to be worked on until all the required items have been imported to this system.



## FOOD SERVICES DEPARTMENT

Putnam Elementary School  
33 Wicker Street - Putnam, CT 06260  
Phone: 860-963-6933 ~ Fax: 860-963-5364  
Jeanette LaPlume, Food Service Director  
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### Quarterly Report – December 2023

**Jeanette LaPlume**  
**Food Service Director**

#### 1. Professional Development

- **The School Nutrition Annual Fall Conference** was held on October 13 & 14 at Mohegan Sun. The focus of the conference was on Communication and Leadership, State Department of Education Child Nutrition Updates, Connecticut Grown for Connecticut Kids and Industry Food Show.
- **Healthy Food Certification Training** was held. I completed a six-module training that provided an overview of Healthy Food Certification (HFC) including different sources of foods, food group standards, identified compliance strategies to ensure all foods are compliant, review of federal and state laws that apply to foods and beverages in HFC schools, including the USDA Smart Snacks beverage standards and the state beverage statute requiring nutritious and low fat foods, and the state competitive foods regulations. Last year Putnam received \$12,187 of HFC funds.

#### 2. Community Partnerships

- Donated coffee equipment to support the Life Skills High School Program
- Baked gingerbread cookies for Putnam Recreation after school program; students decorated the cookies as holiday crafts.
- Provided pasta meals to students who participated in the Parent Teacher Organization (PTO) parents' night out on December 14<sup>th</sup>.

#### 3. New Employee

We recently hired a kitchen manager for Putnam High School, Mrs. Kimberly O'Neil. Mrs. O'Neil has over 14 years of experience in the industry in various lead roles. She comes from Bose Corporation, which is managed by Sodexo out of Massachusetts. She just recently moved to Connecticut and is excited to join the Putnam Community where she now lives.

#### 4. Capital Equipment

The Food Service Department is in the process of purchasing a generator which will be located at Putnam Elementary School. The generator will run the new cafeteria walk-in cooler and walk-in freezer along with all other essential equipment.

## Health Services Summary

December 2023

The autumn months have brought various illnesses to our school community. As Coxsackie virus faded around the middle of October, a GI bug took over and that has now started to fade as the holidays approach. We are getting reports of RSV, influenza and have received sporadic reports of Covid infections, both among staff and students but not in high numbers. Reports of strep throat have been common recently.

All staff nurses participated in a full day PD on October 6, 2023, put on by Boston Children's Hospital. The topics covered were: Behavioral Strategies in the School and Beyond: Anxiety and Depression; Pediatric and Adolescent Headaches, and Orthopedic Assessment of Playground and Sports Related Injuries. I attended the Fall School Nurse Supervisor Conference on October 25, 2023, held in-person for the first time since Covid began. It was a very interactive day with discussions amongst presenters and attendees regarding attendance procedures in different districts; LEAP training was discussed and how successful that has been in different districts; Change the Script van was there with lots of information regarding Narcan/naloxone availability in the schools and options for helping families deal with substance abuse. It was one of the better conferences Connecticut Nurse's Association has put on. Rebecca McGlynn, RN, attended the New School Nurse Conference on October 13, 2023. She learned the laws and regulations regarding record keeping, medication administration, 504 and PPT procedures.

These are the numbers, by school, since the last report:

**PES:** total visits: 3209: 906 for first aid or injury and 2354 for health concerns; 1261 medications were administered

**PMS:** total visits: 484: 116 for first aid and 370 for health concerns: 491 medications were administered

**PHS:** total visits: 1051: 123 for injury or first aid and 936 for health concerns; there were 451 medications administered

Respectfully submitted,

Linda Roto, RN, BSN Nurse Coordinator

# **SCHOOL FACILITIES QUARTERLY REPORT**

**September 2023-December 2023**

Submitted by: Troy Mayo, Facilities Director

Listed below are projects that the facilities department has been working on or have been completed.

- 1. OPERATIONAL UPDATES:** We currently have (9) full-time custodians, (2) Part-time custodians and (1) part-time maintenance, Assistant Facilities Director and Facilities Director throughout the district. We have (2) full-time custodial openings. Our vacant positions are filled with temporary employees.
- 2. OUTDOORS:** Facilities has been and is continuing to work on fall cleanup of leaves. All winter equipment has been serviced and or installed ready for winter weather.
- 3. MONTHLY FIRE DRILLS & SAFETEEY DRILLS:** Safety drills for September, October and November have been completed. No issues to report.
- 4. WORK ORDERS:** We have completed about 142 work orders since September 1st. Most “work orders” are in email form. Our current request count is under 20. Steve, Sheila, Sean and I have a created an online work order system that is just getting off the ground.
- 5. SERVICE CONTRACTS:** All preventative maintenance service contracts are up to date.
- 6. FRC SIDEWALK:** The installation of the FRC sidewalk was completed on November 7.
- 7. PMS PROPANE:** Following the evacuation of PES/PMS on 11/22 Northeast Oil & Propane has been contacted to disconnect the flow of propane into PMS.
- 8. PES/PMS WATER DAMAGE:** On November 27<sup>th</sup> the FRC wing sustained water damage from burst coil. After isolating the leak EDS Mechanical repaired the split coil on 11/29. Along with the FRC wing HVAC-1 Stage also sustained a frozen coil. Again after isolating the leak EDS Mechanical repaired the coil on 11/29. It is believed that the power to PES was out from 11/22 through the holiday weekend resulting in these burst coils. There was also food that was lost in the PES kitchen.
- 9. PREVENTATIVE MONITORING:** Following the water damage and food loss on 11/27 we have explored the option of increased preventative measures and redundant systems to monitor the elementary and middle school. Automated Building System (ABS) has submitted a quote to install low limit sensors in the PES kitchen walk-in coolers, direct digital monitoring of the PES

generator and re-wire global controller to run on battery backup. The low-limit switches and generator monitoring sensors will send an alarm to ABS who will in turn notify the Facilities Director or the Assistant Facilities Director of a trouble. The re-wire of the global controller is creating a battery back-up of the building management computer that is located in PES.

- 10. BUILDING USE:** Facilities continues to accommodate building use commitments. Wall of Honor Ceremony, Fall Sports, Arts Festival. Winter sports are starting and facilities continue to provide coverage for these events.
- 11. STORAGE:** We have received a 40' storage container at PMS for overflow of classroom furniture.
- 12. PHS GYM FLOOR:** The yearly resurfacing of PHS gym floor was completed on November 20.
- 13. PMS GYM FLOOR:** The yearly resurfacing of the PMS floor will be completed over the holiday break.
- 14. GOV DEALS:** Facilities has worked on disposing of unused items throughout the district. Van1, Fisher Polycaster, shelving, washer & dryers were all sold on Gov Deals.

## SPECIAL PROJECTS QUARTERLY REPORT

September 14, 2023, thru December 7, 2023

Submitted by: Marc Coderre, Director

- **SCHOOL SECURITY:** Continue to provide security support for the district. I have been working with the SRO and ASO's for any assistance they need for physical building support should they be looking for a classroom or area. I have also assisted Officer Diane in the elementary school with "runners" in the building. I still assist in classrooms should support be needed for a student.
- **ASSIST WITH PARENT DROP OFF AND PICK UP:** I continue to assist with morning arrival and afternoon dismissal at the elementary and middle schools. Officer Kyle, Officer Diane, Officer Chris, and Officer Pete are at arrival and dismissal as well.
- **PPD/DISTRICT SECURITY COLLABORATION:** PPD (Captain Lussier) and district security (Marc Coderre) have continued the open line of communication with tips and methods being shared.
- **ALL-HAZARD SCHOOL SAFETY AND SECURITY COMMITTEE:** The All-hazard committee met on September 12 and discussed the district's security issues. We meet again on Tuesday December 12. Upgrades for cameras and door access controls have been completed. New camera servers have been installed and we have completed the sharing of district camera surveillance under the MOU we signed with the Putnam Police Department.
- **HEARTLAND SCHOOL SAFETY COMMITTEE:** The district has partnered with Heartland Insurance as our carrier and the managing company H.D. Segur has been very involved with this committee and will be sending a representative to our meetings quarterly to assist with ideas and initiatives that we as a district can do to protect staff and students. Lindsay Trueb is our representative from H.D. Segur and has been very helpful in sending electronic communications that we can share with the district. We have had two meetings to date, October 24, and December 5.
- **HVAC GRANT APPLICATIONS AND RFP FOR BID PROCESS:** I have been working on this process since September and have sent all pertinent information to Mr. Rioux for submission for the grant. These include mechanical and electrical quotes, Electrical engineering study of our current switchgear, independent cost estimate, maps, equipment descriptions, and electrical schematic and HVAC outline specifications.
- **SCHOOL FACILITIES ASSESSMENT:** The detailed facilities assessment took place on September 6 and September 7. The preliminary report has been shared and Mr. Rioux and I have reviewed it. We are waiting to have a meeting with the facilities committee and the expert from Gordian to go over the findings.



- **INDOOR AIR QUALITY AND HVAC ASSESSMENT BILL #423 State of CT:** This is a different assessment from the school facility assessment. This bill has been approved by the state of CT legislature and an in-depth report (like a commissioning report of a new facility) will need to be completed on or before July 1, 2024. I reached out to Superintendent Rioux and discussed it via email. He recommended a company from North Haven, CT that he had quoted his former district. We met and walked the facilities (3 buildings), and I received a quote of \$24,700 to do the specific testing and reporting that the state is requiring. Also included in the bill is language stating, “On or before June 30, 2026, and each year thereafter, each local and regional board of education shall have in place a heating, ventilation, and air conditioning system capable of being in compliance with the indoor air quality, temperature and humidity monitoring program standards established pursuant to subsection (b) of this section and shall operate and maintain such system in accordance with such standards.” Our elementary and middle schools are lacking such equipment, the engineer told me. So, this will be something that all districts will be dealing with in the upcoming near future. Superintendent Rioux and I spoke about this, and we will wait for further instructions from the state as nothing has been etched in stone yet and funding sources may arise in the future.
- **CAMERA ADDITIONS AND DOOR ACCESS CONTROLS:** The project is 100% complete. Cameras have been installed and are working. Door access controls have provided 7 new access points for staff to enter the building by use of FOB’s. The new cameras have been an aid in tracking eloping students.
- **ELECTROMAGNETIC FIRE DOOR HOLDERS:** The installation of the fire door electromagnets is in the process as well. This project is 95% complete. The magnets, relays, and wiring have been installed. We are waiting for Fire Equipment Inc. to return to program the panel and have the fire marshal and building inspector sign off on the project.
- **PUTNAM HIGH SCHOOL SWITCHGEAR WATER DAMAGE:** I oversaw the process of replacing the water damaged 2,000-amp main electronic breaker at Putnam High School. Water penetrated the 4-inch conduit from the EVERSOURCE transformer in the rear of the high school. The water fell on the breaker and shorted it out and caused power disruptions to the building and several building sub-systems. I worked with the vendors on scheduling, shut down, and start up of the building. I also worked with the insurance carrier on the claim. The repairs were completed, and we also installed curtain drainage around the transformer vault to prevent ground water from penetrating through the conduit to the switchgear in the electrical room.

- **OSHA COMPLIANCE CORRECTIONS:** I assisted facilities and the superintendent on the corrections to the OSHA compliance violations in the elementary school. All violations have been corrected and rectified with OSHA.
- **DISTRICT MAIL RUN AND ASSISTING WITH TRANSPORTATION:** Since the November resignation of the Transportation Director, I have been daily handling the in-district mail run. I have also been assisting Nancy Cole with anything I can with delivering supplies and getting items needed for the van and in-district bus drivers.
- **NOVEMBER ELECTRICAL OUTAGE AND WATER DAMAGE FRC WING AND MIDDLE SCHOOL STAGE:** I have been working with facilities, FRC, and food services on the repair and insurance claim for the items that were damaged during the power outage Thanksgiving evening that caused freeze ups on the heating coils in the FRC hallway and middle school stage. Nancy Cole and I are in collaboration with the sequence of repairs to the systems, carpeting, food spoilage, and Christmas toy damage. We are also in the process of implementing redundant fail safe options that should notify us in the event of power outages moving forward.

# **MONTHLY SCHOOL REPORTS**



## **Superintendent's Monthly Report**

**December 12, 2023**

### **Administrators' Monthly Reports**

Ms. Lopes monthly report provides a nice update on the new BCBA position. The PHS reports highlight our newest members of the National Honor Society. Please take time to read each school's monthly report for insights on district activities.

### **Community Supports**

We want to take a moment to thank the Putnam Community for its ongoing support this week. The passing of Ms. Kayla Morey was tragic for our school community. We send our condolences to her family, friends, and students.

This week we received counseling support for students and staff from Generations, EASTCONN, Thompson, Brooklyn, and Killingly School Districts. We also received support from therapy and service dogs from the CT State Police, Putnam Police Department, and EASTCONN. We also want to thank the ongoing support and consultation from Kiley Young, Eastern Region Connecticut Center for School Safety and Crisis Preparation coordinator.

### **Personnel**

**Certified Staff-** We currently have four vacant positions filled with long-term substitute (LTS) teachers, namely, PMS Spanish, 8<sup>th</sup> grade science, and two elementary positions. We also have an additional LTS filling the new grade two section.

**Transportation –** There are two vacant van driver positions and the director position.

**Cafeteria Aides –** There are eight vacancies.

**Non-certified –** There are two paraprofessional vacancies, one at PMS and one at PHS.

## **Facilities**

The facility director's report has several items for review regarding completed projects and recent incidents. As a result of the water leak in the preschool wing, all the carpeting is being replaced. All the area rugs that were damaged will also be replaced. Some furniture was damaged and will be replaced.

Before Thanksgiving, the new PMS gym floor was damaged. The plastic extension on the water downspout was redirected towards the door, and rainwater seeped in under the door and onto the floor. While the damage is minimal, we are having it inspected. I directed facilities to install new PVC extensions on the downspouts and anchor them to the ground. The flooring company that installed the floor will inspect the damage this month and provide recommendations.

## **Illustrative Math Study**

Our Curriculum Director will be applying to participate in a math study to measure the effectiveness of Illustrative Math resources in grades 4 and 5. Half of the schools participating in the study will maintain their current program, and the other half will use Illustrative Math. Many surrounding districts are using Illustrative Math and are experiencing promising results.

## **New Board Member Orientation**

I would like to congratulate our Board members, Chris, Julie, Kelly, and Carrie, who participated in the CABE conference. This conference began at 8:30 a.m. and ended at 5:00 p.m. with only a 30-minute lunch break. It was a long day, but I believe it was a valuable day. There were several panelists and guest speakers who spoke to issues of Roles and Responsibilities, Working with Other Board Members, School Finance 101, The Art of Listening, Statutory Requirements, Legal Requirements and Advocacy, Policy, and Common Mistakes.

## **Holiday Giving Campaign**

We received donations both locally and across the state. People came from all over the state to donate toys, money, handmade quilts, and food items. Organizations such as Bakers Dozen, Crossings, Broken Crust, Runnings, Hasbro Toy Company, Putnam Police Department, PASS After School Program, Putnam Fire Department, Pomfret Community School, TEEG, and so many others donated gifts, held toy drives, or collected monetary donations to support the Holiday Giving Campaign. We have far exceeded the amount we lost and so much more than years prior. We have collected about \$30,000 in monetary donations, and toys have filled the storage space again. We are so grateful for the support from our generous community and surrounding towns.



# Putnam Elementary Board of Education Report December 2023



## Teaching & Learning



PES teachers are continuing to work on improving writing instruction. We are seeing great growth in student writing in comparison to the beginning of the school to now. However, PES students are continuing to learn and practice grade level outcomes across all content areas. Below highlights some of the learning taking place in each grade level.

Prekindergarten students are learning about holidays around the world and are finishing up their letters in Foundations. Each day they participate in a variety of theme based centers to practice skills related to the content areas, such as literacy and math.

Kindergarten students are learning about Weather in science and in social studies they are comparing Pilgrim times. In writing, students are finishing up their narrative pieces and are sharing their stories. In math students are learning about addition.

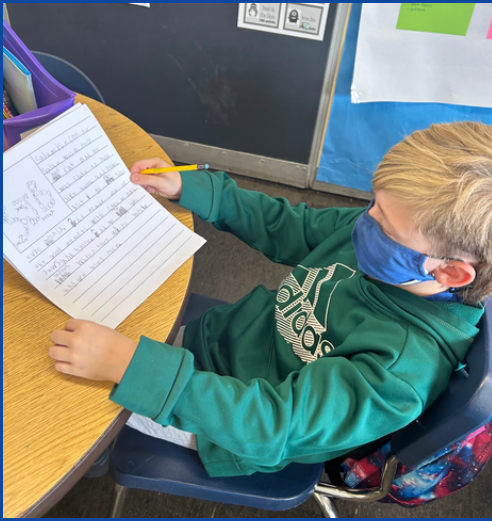
Students in grade 1 are learning strategies to elaborate on their writing. In math, students are learning about subtraction. In reading students are practicing decoding and comprehension strategies in small group.

Second graders are continuing to work on narrative writing. In reading, they are learning the different syllable types. For math, students are learning how to add double digit numbers.

Third graders are studying how prefixes and suffixes change the meaning of words. In reading they are learning how to find main ideas and details to support.



## Teaching & Learning



Fourth graders are working on solving multi-step problems in math. In reading they are learning about them. Students are also in their second book club! In addition, Mr. Belleville, the Fire Marshal, visited the grade 4 students to talk about fire safety month. Students created posters to share the importance of fire safety with others. Many students were eager to participate in the competition.



During PE, students are engaging in throwing activities and are tallying the number of times they use positive phrases or encouraging words. In music, students are preparing for a concert! In library, students received a library card and are learning how to self-check out books! Finally in art, students are revisiting art projects and improving or revising their work.



# Professional Learning Communities



During the morning collab meetings, teachers are working with the Literacy Coach and the Specialists to analyze assessment data or student work and use this information to plan for interventions or small groups.

At PLC meetings teachers are continuing to design writing instruction, evaluate student work, and build tools to support student learning.

Our Literacy Coach has been working to support teachers with implementing small group instruction in reading and modeling writing lessons.

# Climate & Culture



The PTO hosted Frosty Fair! This is an event where students can shop for loved ones. Each child could either bring in money or received money to purchase items.

In addition, each Friday during the month of December, we celebrate staff by hosting a coffee /treat cart with a different treats and theme each week. This past week, we had a pastry cart! It is a nice way to end a busy week.



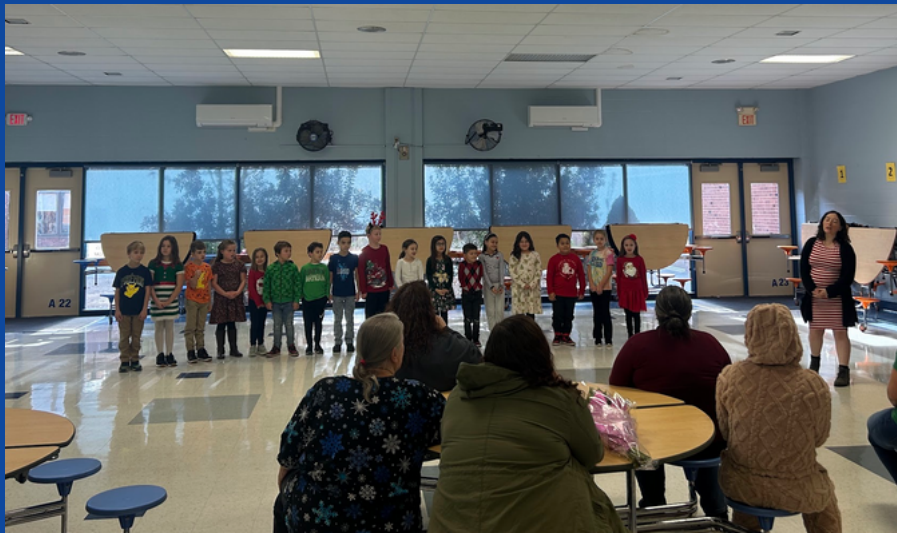


## Celebrations



Grade 2 students welcomed families to the school and sang various holiday songs. They did an amazing job caroling and everyone enjoyed cookies and hot cocoa provided by the PTO.

Grade 3-4 students are preparing for the winter concert on December 13th. Mrs. Clark and the students have been rehearsing for weeks and are ready for the big night!



## Upcoming Events

- December 13th ~ Gr. 3-4 Holiday Concert from 6:30-7:30
- December 18th ~ 21st ~ Spirit Week Days
- January 5th ~ PAWS Assembly

**PUTNAM MIDDLE SCHOOL  
MONTHLY REPORT  
DECEMBER 2023**

**TEACHING AND LEARNING**

We had over 90 entries into the Patriot’s Pen contest. Based upon the number of entries, we had five students earn prizes in the competition. The students will be presented as Pride of Putnam at a future meeting.

Throughout the year, a large number of PPTs and 504 meetings are conducted. The following table will be updated each month.

|                                 | Aug/Sept | Oct | Nov | <i>YTD</i> |
|---------------------------------|----------|-----|-----|------------|
| PPT meetings                    | 12       | 18  | 12  | 42         |
| 504 meetings                    | 3        | 9   | 2   | 14         |
| <i>Total #PPTs/504 meetings</i> | 15       | 27  | 14  | 56         |

Language Arts, Social Studies, and Math teachers have implemented a schedule to administer interim assessments for SBAC. Teachers use the data from the IABs to identify instructional strategies and content that needs reteaching or additional practice.

**PROFESSIONAL LEARNING COMMUNITIES**

Science teachers participated in professional development on November 15th that allowed the opportunity to expand and strengthen their instructional units in alignment with NGSS.

PLC work continues to focus on data analysis to inform instructional practices.

**CLIMATE AND CULTURE**

Middle school students and staff completed the Connections screening. We began using this screening tool in 2018 and it allows us to help identify students who may need additional social-emotional support. It is research-based and linked to research that indicates potential risks for students who do not have at least one positive adult connection in school. The survey very simply asked students about connections, both adult and peer connections, that they have within our building. Adults were asked to identify students with whom they have a connection.

Students in grade 7 attended a performance of The American Soldier at the Loos Center at Woodstock Academy on November 16th. Our students were able to attend this one-person show that shares true stories and letters spanning from the American Revolution to recent awards in Iraq and Afghanistan to portray soldiers’ struggles at war and their journeys home.

Students in grade 8 visited Putnam High School on November 20th.

Our Robotics Team participated in a regional competition at Lyme-Old Lyme High School on Saturday, November 18th and earned an invitation to the statewide competition to be held on Saturday, December 9th in Glastonbury.



Our band participated in the Holiday Dazzle Light Parade on November 26th.



### **CELEBRATIONS**

Our fifth and sixth grade students who earned honor roll status were recognized at an assembly on November 20th. Seventh and eighth grade students were recognized for their academic achievement on November 21st. With the addition of grade five several years ago, we do not have the space to conduct one honor roll assembly and be able to invite parents/guardians. By conducting two assemblies, parents/guardians are able to attend.

### **UPCOMING EVENTS**

Our Winter Band Concert will be held on Thursday, December 14th.

Winter sports have begun competitions. Our sports schedule can be found on the CIAC website.

### **GENERAL COMMENTS**

Thank you to the middle school staff who have supported the Holiday Giving campaign. Currently, there are over 60 middle school students who are registered for the program.

Respectfully submitted by,  
Teri Bruce, Principal  
Jonathan Miller, Dean of Students



# PUTNAM HIGH SCHOOL

## MONTHLY BOARD OF EDUCATION REPORT

**Submitted By:** Heather Taylor, Principal

**Date:** December 8, 2023

### Teaching and Learning

- This month we are honoring the cultures of our multilingual students with an informative display in Clipper Crossing entitled *Around the World at PHS*. The display highlights the cultures of Germany, Ecuador, Colombia, Brazil, Laos, Russia, Turkey, Gambia, Puerto Rico, Portugal and Pakistan. The display features a collection of literature and images depicting various aspects of life in each culture landmarks, food, language, maps, and facts. Our students who celebrate Brazilian culture created artifacts for the display.
- On November 16th and 17th, Physical Education and Health teachers attended the Connecticut Association for Health, Physical Education, Recreation and Dance Annual Conference. The theme of this year's conference was "From Surviving to Thriving." Our teachers attended a variety of conference sessions designed to enhance their understanding of high engagement instructional strategies for secondary Physical Education and Health, mental health issues affecting students and athletes, high leverage technology integration, and networking opportunities.
- Beginning in January, our grade 11 students will receive targeted SAT support from our math teachers during our universal intervention block. The SAT will be administered on Tuesday, March 28, 2023.

## **Professional**

## **Learning**

## **Communities**

- Our Faculty Coordinators continue to engage in collaborative planning with building administration to engage in professional learning around best practices for high-functioning Professional Learning Communities (PLCs). PLCs continue to routinely use the Tuning and ATLAS protocols to drive rich discussion and share instructional practices. This month, all PLCs engaged in an administration-facilitated ATLAS protocol to analyze and discuss our Fall PSAT scores.

## **Climate and Culture**

- Putnam High School is continuing to prioritize more time for students and staff to connect through our Advisory program this year. Our Advisory program meets weekly for 30-minute sessions, with a rotating focus each week. Our Advisory teams have created a scope and sequence for each focus of our Advisory program: Social and Emotional Learning, College and Career Readiness, Civic Engagement, and Technology/Digital Citizenship. Recent advisory lessons have focused on building a strong culture and community of belonging at PHS and making holiday crafts for a local nursing home.

## **Athletics, Student Life and Community Engagement**

- Putnam High School is excited to offer a student-athlete ambassador program. This program is for athletes who are looking to become more involved in the Putnam High School Athletic Program. The purpose of this program is to allow student-athletes to assist in promoting their sport, creating a positive environment and by advocating in team decisions. This program will also provide leadership opportunities to student-athletes, as all ambassadors will become members of the Class Act Committee promoted by the CIAC. Applications are open to students for roles including sport representative, ECC Diversity Council Representative, and school spirit coordinator.
- On Tuesday 12/12 Zay Chavez (Boys basketball, Lily Goyette (Girls Basketball), Draven Levesque (cheer) and Anthony Cosentino (Wrestling) will be representing PHS at the ECC Winter Sports Captains Council. This event is new this year and gives sport captains the opportunity to meet with captains of other ECC schools and discuss topics related to their teams and sport.

- Monday, November 20th, Putnam High School hosted the 8th grade class from Putnam Middle School for an engaging morning with our amazing educators. We redesigned our format to include engaging learning activities with educators from multiple disciplines to give our prospective students an authentic high school experience. The 8th grade class was divided into four groups, each accompanied by four PHS Student Ambassadors, two freshman and two upperclassmen. Each group rotated through four activities that focused on fine arts, performing arts, humanities, and science. The program concluded with a PHS student panel presentation in the Large Board of Education Conference Room. Our high school students shared perspectives on student life and the many opportunities available at PHS.
- On Tuesday, November 14th, Career and Technology Education (CTE) Teachers hosted our first CTE Advisory Board meeting of the school year. We were thrilled to have over a dozen members in attendance, with a wide range of representatives from local industry including manufacturing, healthcare, food service, and finance, along with representatives from CT State Community College - Quinebaug Valley, parents, and students. We discussed a variety of topics and gained valuable perspective on employability skills, internship opportunities for students, and discussed potential collaboration on future events.
- On Thursday, November 16<sup>th</sup>, the PHS chapter of the National Honor Society inducted the following new members: Grace Collins, Atiana Estes, Kylie Howe-Barnett, Jonathan Racine, Isabel Vergoni, Lucas Benoit, Olivia Hetrick, Madison Lamothe, Evan Mailoux, and Kaylee Mayo. Congratulations to these student-leaders on this well-deserved honor and recognition.
- We are thrilled to announce that we have two outstanding nominees for the HOBY (Hugh O'Brian Youth) Leadership Conference! These sophomores have demonstrated exceptional leadership qualities, and we know they will represent our school with pride. Congratulations to our nominees Paige Perry and Leah Benzie, and best of luck in this prestigious opportunity!
- Congratulations to Savannah Loiselle and Isabelle Magalhaes for earning their spot in the Eastern Region High School Music Festival! Savannah and Isabelle prepared for months for the rigorous audition process. They will both be performing with Festival Choir on January 6<sup>th</sup> at UCONN's Jorgensen Center.

- The Vision of a Putnam Learner emphasizes the importance of Leadership and Citizenship through active involvement in our local community. Throughout the holiday season, many of our students volunteer with the Putnam Rotary Interact club to assist our local Salvation Army with their kettle campaign. Locations include Putnam Walmart, Putnam Stop & Shop, Putnam Price Chopper and Putnam Supermarket. Many of our students also participated in Handcuff Hunger, a Thanksgiving Food Drive hosted by the Putnam Police Department. Throughout the month of December students in Mr. Kane's world language courses will be participating in a service-learning program making holiday gifts for guests of a local soup kitchen.
- PHS was well-represented at the Holiday Dazzle Light Parade on Sunday, November 26<sup>th</sup>. Members of PHS A Capella, Relay for Life and Putnam Leos kicked off the holiday season in the annual community event.

### **Upcoming Events**

- PHS Financial Aid Night – December 12<sup>th</sup>
- Annual Clipper Classic Basketball Tournament – December 14<sup>th</sup> – 16<sup>th</sup>
- A Capella Performance at Putnam Elks Club – December 19<sup>th</sup>
- Annual New Year's Duels Wrestling Tournament – December 29<sup>th</sup>
- Eastern Region High School Music Festival – January 5<sup>th</sup> – 6<sup>th</sup> at UCONN, Storrs
- PHS Winter Concert – January 24<sup>th</sup>



Photos From This Month's Clipper Crossing Display, Our Visit from 8<sup>th</sup> Grade at PMS, and The Fall Arts Festival!



## *Putnam Family Resource Center*

*Patricia Bryant- Beausoleil - December 2023*

### **Teaching and Learning**

In November the families completed a project to help turkeys disguise themselves so they would be safe during Thanksgiving. Our families were very creative in “hiding” their turkeys. The Preschool team completed a unit on transportation and the Putnam community in November as well. Classrooms have been comparing and contrasting stories about the Gingerbread Boy this month. They have read several versions and are comparing and contrasting story elements. Soon they will be starting a unit on Holidays and explore family traditions as well as how holidays are celebrated in different cultures.



### **Preschool Professional Learning Communities**

Our preschool staff is participating in coaching and mentoring through a state grant. EASTCONN is working with the preschool teachers on support staff's role in planning and assessment of children at the December 11, PLC. The paraprofessionals will be meeting in January with the coach to review the preschool standards and assessment and identify training needs to support the teaching staff. Our team continues to work on NAEYC Accreditation. We are making sure the classroom environment is ready as well as compiling data for both the classroom and program portfolios. We will submit our annual report in February and can expect an assessment visit in six months.

### **Early Childhood Program News**

The Putnam FRC continues to offer weekly sessions of Play and Learn Groups; Play and Learn group is on Mondays at PES. Baby and Me sessions are on Tuesdays. Music and Movement is on Wednesdays and the Play and Learn Group is on Thursdays at PES. Monthly we have added an evening group for families with dinner for children and parents to enjoy.

Our parent educator is offering one to one parenting sessions for families using the Conscious Discipline Program. This model helps families identify strengths and addresses how to support children process strong emotions.

### **Upcoming Events**

We are hosting a Parent Night Out on December 15 for our School Age After School Program families and our Full Day Preschool Program. Students will stay with us and have dinner, make crafts, have hot cocoa and cookies and enjoy a holiday movie while their parents have time to themselves.

We have a parent and child holiday party scheduled for December 15 from 10:00-11:30 where families will make holiday crafts, have hot cocoa and snacks, and play games.

## Climate and Culture

We worked with Daily Bread to identify families who could use some help with the Thanksgiving meal. Families were given gift cards to purchase food for the holiday. The Putnam Elks also support our families with monthly food distributions. Daily Bread also provides weekly food bags for our families who may need help during the weekends with food.

We have distributed coats to children and families for the winter season and continue to provide them as families express the need.

Holiday Giving distribution will be on December 18 and 19 for families. They will also receive gift cards to purchase food for the winter break and some of our families will receive food baskets through the Putnam Elks.

## Celebrations

We have had an outpouring of community support for the Holiday Giving Campaign after a water pipe leak caused damage to our storage area. Local businesses, community members and individuals and companies from neighboring states have made donations to the campaign to make sure the children of Putnam will have a great holiday season.



Hasbro Toy Company donated toys and allowed us to shop in their discounted store.

Putnam Police Department collected two cruisers full of toys!



Runnings donated \$500 dollars' worth of toys!



# PUTNAM PUBLIC SCHOOLS

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## Special Education Monthly Report

Becky Lopes, Director of Student Services

December 2023

### CT-SEDS

#### CT-SEDS in use:

The CSDE and EASTCONN CT-SEDS support staff continue the Tuesday afternoon office hours. The office hours have focused on known issues and resolutions, CT-SEDS data/settings needed for accurate calculation of TWNDP (Time with Non-Disabled Peers) and guidance when placing a student on an individual support plan. The training slides are shared with all staff and are housed within the CT-SEDS platform.

IEP Quality Sessions will be offered throughout the 2023-24 school year. These sessions assist educators with developing high-quality Individualized Education Programs (IEPs) and navigating the Connecticut Special Education Data System (CT-SEDS).

#### Grants:

On August 3, 2023, Governor Lamont and Education Commissioner Charlene Russell-Tucker announced the release of the School Mental Health Specialist grant recipients. 72 school districts across the state of Connecticut were selected. Putnam was one of the 72, receiving \$162,000.

Title III: The district has applied for the Title III grant with the intended purpose of utilizing the funds to support Multilingual learners within the district. Supplemental materials, tutoring over the summer, and support staff will fulfill the monies allocated.

#### Professional Development:

The CSDE offered targeted training to educators who hold a Durational Shortage Area Permit (DSAP) in special education. The training provides an overview of CT-SEDS and the new IEP, offering teachers an opportunity to engage with peers from other districts also working under a DSAP.

**Helping Hands:** Students in Helping Hands are in full swing preparing dog biscuits for the holiday orders. Students carefully create each batch for our four-legged friends. Students visited the Victorian restaurant in Plainfield. Students toured the program,



# PUTNAM PUBLIC SCHOOLS

asked questions and learned about the potential program option upon completion of transition. While at the Victorian, students enjoyed lunch, using their hard earned dog biscuit money to pay for their meal. Prior to the Thanksgiving break, students partnered with other surrounding transition programs and enjoyed a Friendsgiving meal.



**Behavioral Supports:** The newly hired Board Certified Behavior Analyst (BCBA) has been integrated in the Putnam Public Schools at all three buildings as well as Helping Hands. She continues to spend time in each of the specialized programs, conduct observations, consult with staff, collaborate/supervise RBTs, initiate Functional Behavioral Assessments (FBAs), streamline data, and enhance protocols.

At the elementary level, the Registered Behavior Technicians (RBTs) are supporting students in the general education setting that are receiving Tier II/Tier III behavior support and services. Based on the needs of the student, this could include providing social skills instruction, facilitating sensory breaks, or developing classroom behavior interventions with collaboration with classroom teachers, administrators, and the BCBA. RBTs are also often called upon to respond to students that are engaging in disruptive or unsafe behavior in the school setting so that the teacher can continue engaging other students in learning.

Furthermore, at the elementary school, the RBTs provide daily support to the in-district separate setting special education program, RISE, which was developed for students that engage in more significant behaviors. Within the RISE program, the RBTs are working closely with the special education teacher to deliver academic instruction, support RISE students that are able to access the general education setting, and to ensure that program and individual behavior support plans are being implemented with fidelity. This often requires the RBTs to provide in-the-moment training to the paraprofessionals working with the RISE students.



# PUTNAM PUBLIC SCHOOLS

At the middle school level, the RBTs exclusively work within the STARS program, which is a specialized program for students that engage in more significant behaviors. Within the program, they deliver academic instruction under the guidance of the special education teacher while creating a supportive environment that promotes student success. When students do engage in behaviors, RBTs are using their skill set to de-escalate and re-engage the students in learning. As needed, RBTs also support students from the STARS program in the general education setting.

## News to Share:

Students in the RISE program have been hard at work designing cars as part of a STEAM project. Students worked collaboratively with their peers designing, creating, and putting their projects to the test.



Students in the LEAP program showcased their culinary skills, making pumpkin and apple pies to share with their families over the Thanksgiving break.

## Special Education: Totals to date for the 2023/2024 school year

| Number of students identified for Special Education | Number of PPTs since the start of school 7/17/2023 | Number of referrals in process | Number of referrals since 8/30/2023 | Average number of referrals per year: | Of those that were referred, percentage identified (2023/24): | Percentage of enrollment identified as Sp. Ed. (Prek-12) |
|---|--|--------------------------------|-------------------------------------|---------------------------------------|---|--|
| 254   | 219  | 19                             | 25                                  | 49                                    | N/A   | 21.13%   |



# PUTNAM PUBLIC SCHOOLS

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# **PUTNAM PUBLIC SCHOOLS**

Jacqueline Vetrovec  
Director of Curriculum and Instruction  
December 2023

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## Staff Professional Learning

The next professional development day will be held on January 24. Upcoming sessions include a workshop on the Science of Reading and working sessions on PBIS recalibration, Mastery Based Diploma presentations and Advisory.

## Attendance

Student attendance data continues to be monitored every ten membership days. The end of year chronic absenteeism rates landed at 24.5% for the last school year, and the rate has fallen to 22% for the month ending in November of this year. We continue to monitor and respond to student truant rates. At the end of last year, the district truancy rate was 18%, and our rate is currently running at 3% so far this year, which appears to be a large reduction, but unfortunately the truancy rate continues to climb as membership days increase.

## Curriculum

The district literacy team met on Nov. 9 and the team reviewed, revised and edited the draft version of the district literacy plan. On December 5, the team attended a meeting to discuss the possible adoption of a literacy intervention program, SPIRE. No decisions were made at that meeting, but the team plans to follow up in January. The PMS Science teachers met on November 27 to discuss current curricular materials and programs. It was decided that a few teachers would pilot 1-2 units from a few other programs between now and February. Following the pilot stage, the teachers will make decisions on next steps. One of the units being piloted is from the CSDE Model Curriculum OpenSciEd.

## PDEC

Several members of the PDEC committee attended the CSDE facilitated training session to learn more about the new educator/leader evaluation model and to gather ideas on how PPS will develop our plan. The district PDEC met on Nov. 14 and the members shared their findings. The group will meet again on December 12 and share several items that were recently created and are required to be included in the new plan. The group will have the opportunity to review the new items and make suggestions and comments.



**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Board Chair Report**

## **Bylaws of the Board**

### **Committees**

Committees of the Putnam Board of Education shall be established at the first regularly scheduled meeting in December, or as needed. Standing committee members shall be appointed by the Chairperson of the Board of Education with input from all individual Board members. The Chairperson shall be an ex-officio member of each standing committee.

Duties of each committee shall be determined as a committee is formed.

Each standing committee shall be considered to be in session for two years. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board of Education.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

The Board of Education shall act as a committee of the whole in final consideration of all matters.

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

(cf. 9131 – Committee of the Whole)

(cf. 9132 - Standing Committees)

(cf. 9133 - Special/Advisory Committees)

Legal Reference: Connecticut General Statutes  
1-200 through 1-241 of the Freedom of Information Act.  
1-200 Definitions.  
1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: November 21, 2006

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## BOE Standing Committees

### Curriculum Committee

The BOE Curriculum Council sub-committee is an advisory committee led by the Director of Curriculum and Instruction. This committee will report its findings and make recommendations to members of the Board of Education. The primary goal of this committee is to ensure ongoing improvement of the district's educational programs. Through its review of current instructional programs and implementation of best practice

### Facilities Committee

It shall be the function of this committee to investigate both current and projected physical needs in relation to the growth of an educational system suitable for the needs of the community. The committee shall recommend to the Board long-range goals for future school needs and shall consider alternative plans for the continuous maintenance, care and operation of all facilities.

### Policy Committee

It shall be the function of this committee to review mandated and recommended policy statements; develop proposed policy statements appropriate for the Board and district; and recommend additions, deletions, and/or revision in policy to the Board for review and approval.

## BOE Liaison Appointments

### Adopt a School

Participate at events and activities throughout the year that showcase our students' skills and talents, reflect our core values of respect, responsibility, and effort, and embrace our Vision of a Putnam Learner. The Board member is expected to share what they learned / observed with fellow Board members and the superintendent.

### All Hazard Safety & Security Committee

It shall be the function of this committee to review school safety and security strategies, practices and programs and as recommended by the Superintendent bring them to the Board. The committee will review existing and/or proposed policies, and as needed, may make recommendations to the Board, to promote school safety and security and a positive school.

DRAFT

## **EASTCONN**

Participate on the EASTCONN Board of Directors. EASTCONN is a regional education service center supporting most Windam County school districts. Each participating district has one Board member who serves as a liaison. This committee meets at least monthly.

## **Wall of Honor Committee**

This committee is independent of the Board and is not a standing subcommittee on the agenda. Board members participate on the committee with the Superintendent of Schools. The function of this committee is to nominate former Putnam High School alumni to the Wall of Honor. This committee meets monthly and organizes an annual event to honor the new members of the Wall of Honor. See the You Tube Channel for examples, <https://www.youtube.com/@putnamhighschoolwallofhono4571> .

## **Wellness Committee**

The school wellness committee meets at least four times per year to establish goals for and oversees the district health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy. Membership will represent all school levels (primary and secondary schools) and the school community (including, but not limited to parents, students, representatives of the school food services department, teachers of physical and health education, school health professionals, the school Board, and school administrators), and will reflect the diversity of the Putnam community.