

# PUTNAM BOARD OF EDUCATION

**DATE:** Tuesday, March 19, 2024

**TIME:** 7:00 PM

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

## AGENDA

### 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. February 21, 2023 Special Meeting Minutes
2. **CORRESPONDENCE** ..... **ENC 2**
3. **PRESENTATIONS**..... **ENC 3**
  - a. CAPSS Awards
  - b. Pride of Putnam – Family Resource Center
  - c. Board of Education Appreciation
  - d. Recess
4. **CITIZENS COMMENTS (3 minutes allowed for each person)**
5. **REPORTS OF OFFICERS AND STANDING COMMITTEES** ..... **ENC 5**
  - a. Committee Reports
    - 1) Policy Committee Report
    - 2) Facilities Committee Report
      - a) February 21, 2024 Facilities Committee Special Meeting Minutes
      - b) March 14, 2024 Facilities Committee Special Meeting Minutes
    - 3) Curriculum Committee Report
      - a) March 19, 2024 Curriculum Committee Special Meeting
    - 4) Liaison and Adopt a School Updates
  - b. Financial Report
    - 1) Year-End Expenditure Report for FY 2023-2024
    - 2) Excess Cost Report for FY 2023-2024
    - 3) Family Resource Center Report for FY 2023-2024
    - 4) School Facilities Report for FY 2023-2024

- c. Superintendent’s Report, Steven R. Rioux
  - 1) District Updates
  - 2) PES Writing Initiative
  - 3) Budget Update FY 2024-2025
  - 4) Monthly Enrollment Report
  - 5) Personnel Report
  - 6) Monthly School Reports
  - 7) Quarterly Department Reports

- d. Board Chair Report, James W. Purdon III
  - 1) PMS Principal Seach Committee

**6. BUSINESS (For Discussion and Possible Action) ..... ENC 6**

- a. Warn for Adoption
  - 1) Putnam High School Internship Course
  - 2) Putnam Middle School Intervention Resource - SPIRE
- b. Continuation of Grants for 2024-2025
  - 1) Family Resource Center
  - 2) School Readiness and Quality Enhancement
  - 3) ESEA Consolidated Grant Application Package (includes Title I, IIA, IID, III, IVA, V, Perkins, IEA Part A & B)
  - 4) Priority, Alliance, School Accountability, Extended School Hours
- c. Authorization for Superintendent Rioux to Apply for Grants
- d. Healthy Food Certification for FY 2024-2025
- e. Request to Board of Finance for disbursement of Medicaid Funds
- f. Request for the release of Gate Receipt Funds in the amount of \$4000 for the partial purchase of Cheerleading Mats
- g. Approval of Food Service Bid for Generator
- h. Food Services Staff Negotiations – Approve Contract (possible Executive Session)

**7. ADJOURNMENT**

**ENC 1**

## **APPROVAL OF MINUTES**

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**February 21, 2024**

The Putnam Board of Education met in special session on February 21, 2024, in the Joseph V. Pempek Memorial Conference Room at 7:00 PM.

Attendance: Julie Blouin, Kelly Gazzola, Laure LaBonte, Michael Morrill, Chad Neal, James Purdon, Carolyn Riendeau, and Chris Stewart

Absent: Christopher Steinbrick

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

James Purdon called the meeting to order at 7:00 PM.

### **Pledge of Allegiance**

### **Student Representatives**

Student representative Savannah Loiseau reported on events happening in the schools.

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

Chad Neal made a motion to approve the December 12, 2023 regular meeting minutes, the December 13, 2023 special meeting minutes, and the February 1, 2024 special meeting minutes as presented. The motion was seconded by Julie Blouin and passed unanimously.

### **2. CORRESPONDENCE**

There were three emails of substance that were forwarded.

### **3. PRESENTATIONS**

There were no presentations.

### **4. CITIZENS COMMENTS**

There were no citizen's comments.

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

#### **a. Committee Reports**

#### **1) Policy Committee Report**

No report

#### **2) Facilities Committee Report**

The Facilities Committee met on February 21, 2024. The PES roof project, HVAC project, and other facility projects were discussed.

#### **a) January 3, 2024 Facility Committee Special Meeting Minutes**

The minutes from the January 3, 2024 Facility Committee special meeting were included in the packet.

### **3) Curriculum Committee Report**

No report

Michael Morrill reported the CABA and EASTCONN updates.

### **b. Financial Report**

Nancy Cole updated the board on the year-end expenditure report for FY 2023-2024. A Budget Overview, Excess Cost Report, the Family Resource Center Report, and the January Financial Reports were also included.

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

#### **1) District Update**

A district update was included in the packet. Superintendent Rioux shared advocacy opportunities and grant funds received through DonorsChoose. Superintendent Rioux will present the Board of Education approved budget to the Board of Finance on Monday, February 26, 2024.

#### **2) Beagary Charitable Trust Grant**

Superintendent Rioux reported the receipt of a grant from the Beagary Charitable Trust for the music programs.

#### **3) Achievement Data 2022-2023 - Science**

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

#### **4) Enrollment Update**

An updated enrollment report was included in the packet.

#### **5) Personnel Report**

An updated personnel report was included in the packet.

#### **6) School Monthly Board Reports**

School Monthly Reports were included in the packet.

### **d. Board Chair Report**

#### **1) Discussion regarding standing committees**

The open positions on the committees were filled by the board members. The open Board of Education committee positions were filled by Kelly Gazzola - curriculum committee, Julie Blouin - facilities committee, and Chris Stewart - policy committee. The open school committee liaison positions were filled by Chris Stewart - All Hazard Safety and Security committee and Julie Blouin - Wellness committee. Julie Blouin was added to the Adopt a School listing for Putnam Elementary School.

#### **2) PMS Principal Search Committee**

This was tabled to the March meeting.

## **6. BUSINESS**

### **a. Propose 2024-2025 District Calendar**

Michael Morrill made a motion to approve the 2024-2025 District Calendar with the correction to the notes section. The motion was seconded by Carolyn Riendeau. The motion passed with James Purdon opposing the motion.

### **b. Propose Board of Education Calendar of Regular Meetings: January 2025 - June 2025**

Kelly Gazzola made a motion to approve the calendar of regular meetings for January 2025 - June 2025 as presented. The motion was seconded by Chad Neal and passed unanimously.

**c. Proposed Board of Education FY 2024-2025 Budget**

Chris Stewart made a motion to approve the Superintendent's Proposed Budget for FY 2024-2025 as presented in the amount of \$21,057,907. The motion was seconded by Chad Neal and passed unanimously.

**d. Increasing Educational Diversity Plan**

Kelly Gazzola made a motion to approve the draft version of the Increasing Educational Diversity Plan as presented. The motion was seconded by Julie Blouin and passed unanimously.

**e. Authorize the Superintendent to Approve Revisions on behalf of the Board of Education to the Increasing Educational Diversity Plan**

Carolyn Riendeau made a motion to authorize the Superintendent to make revisions to the Increasing Educational Diversity Plan on behalf of the Board of Education. The motion was seconded by Laure LaBonte and passed unanimously.

Michael Morrill made a motion to enter executive session at 9:19 PM for the purpose of negotiations and invite Superintendent Rioux and Nancy Cole. The motion was seconded by Laure LaBonte and passed unanimously.

Executive session ended at 9:42 PM

**f. Paraprofessional Negotiations – Approve Contract**

Michael Morrill made a motion to approve the Paraprofessional Contract as presented in Executive Session. The motion was seconded by Kelly Gazzola and passed unanimously.

**g. Approval of Non-unionized Salary Agreements**

Michael Morrill made a motion to approve the non-unionized salary agreements as presented in Executive Session. The motion was seconded by Julie Blouin and passed unanimously.

**h. Superintendent Contract Amendment**

No action was taken.

**7. ADJOURNMENT**

Kelly Gazzola made a motion to adjourn. The motion was seconded by Julie Blouin and passed unanimously. The meeting adjourned at 9:43 PM.

Respectfully submitted,

Carolyn Riendeau  
Board Secretary

**ENC 3**

# **PRESENTATIONS**



**2024 CAPSS**

**STUDENT LEADERSHIP AWARDS**





# NORA LUBECKI

Nora Lubecki is a 4th grade student in Ms. Baldwin's class. Nora is an avid reader who is always seeking new challenges. Nora is a leader in her classroom book club, and always has a diplomatic attitude. She faces challenges head on. Nora is a wonderful friend to everyone, and always looks for the best in people. Nora is able to help bring out the best qualities in others. Nora is on the school's "paws council" leadership team and has participated in assemblies as well as helped to plan initiatives to help make the school a better place.



# LUKE LACASSE

Luke Lacasse is a 4th grade student in Ms. Avery's class. Luke is an enthusiastic reader who is always seeking new challenges. Luke is an active member of his book club. He often provides thoughtful insight about the text that he is reading. Luke is passionate about writing. He takes great pride in the short stories he has created so far this school year. Luke is a positive role model in the classroom: he is a very kind and caring friend as well as encouraging and helpful to others. Luke is a member of the Grade 4 "Paws Council" leadership team and has participated in assemblies and helped to plan initiatives to help make the school a better place.



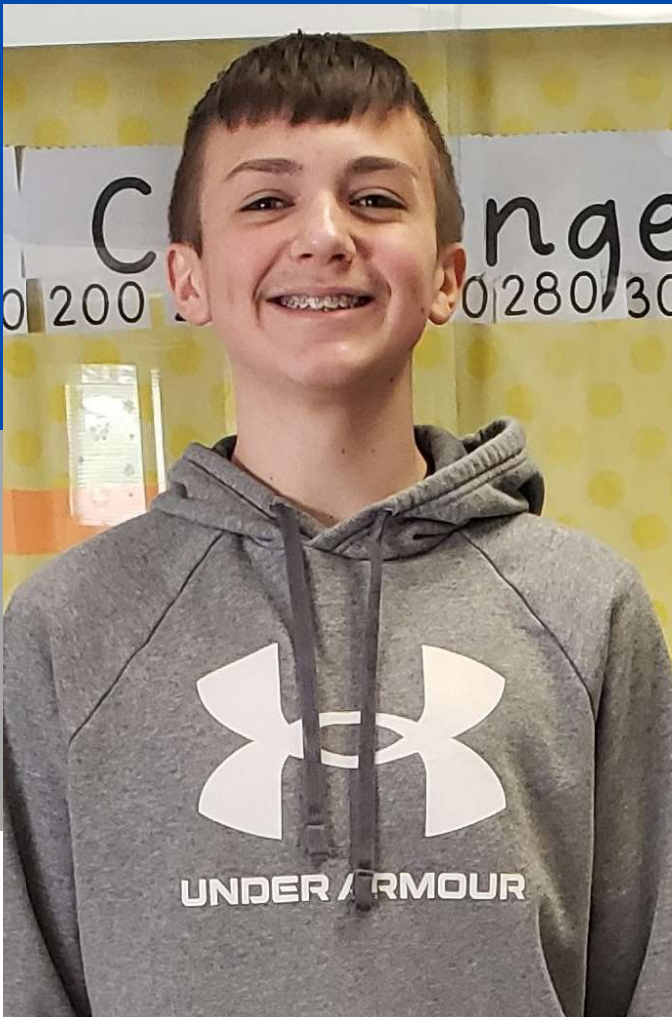
# KAITLIN BRODEUR

Kat is a friendly and upbeat student who brings positive energy into any room that she enters. She has strong moral values and a sense of maturity that make her a great role model for her peers. Kat has been known to work well with any group of students, keeping her classmates on task while making learning more fun for everyone with her great sense of humor. She has emerged as a leader both in the classroom and in sports and clubs. Although Kat was a top runner in cross country, she often chose to run at the back of the group during practices to build up her teammates and to ensure that no one had to run alone. In Yearbook Club, Kat readily steps up and volunteers to assist younger students, who clearly look up to her. Kat has continuously impressed both her teachers and her peers with her warmth, kindness, and leadership qualities.



# JACKSON ST. HILAIRE

Jackson is a kind and hard-working student who immediately greets us every morning with a smile. He has a big heart and displays a genuine concern for those around him. Jackson constantly offers to assist teachers with daily tasks and has shown empathy towards his peers in many notable instances, not because he expects recognition, but because of his intrinsic desire to help others. While Jackson has consistently impressed us with his displays of kindness, he has also shown incredible academic and personal growth throughout the year and truly never gives less than his best effort. Even as Jackson has excelled at school and in sports, he remains humble and continuously seeks out ways to improve his performance. The positivity and motivation that Jackson brings into everything he does make him a great role model for other students.



# SAVANNAH LOISELLE

Savannah is a community organizer, musician, and scholar. She is described by her teachers as “a natural leader and community builder.” Savannah serves as the co-chair of Relay for Life of Northeast Connecticut. She is instrumental in community outreach, fundraising efforts and coordinating team meetings. Savannah is an exceptional and inspiring musician who has an unwavering passion for music. She serves as both section leader for band and chorus and is also the drum major for the marching band. She is a member of the percussion ensemble and jazz band. She has been awarded the Pride of Putnam award and was also chosen as the nominee for the Harvard Alumni Association of Northeastern Connecticut Award, an award to an outstanding student who displays excellence in scholarship and high character, combined with achievement in other fields. Savannah plans to attend a four-year college in the fall and explore the fields of music and psychology.



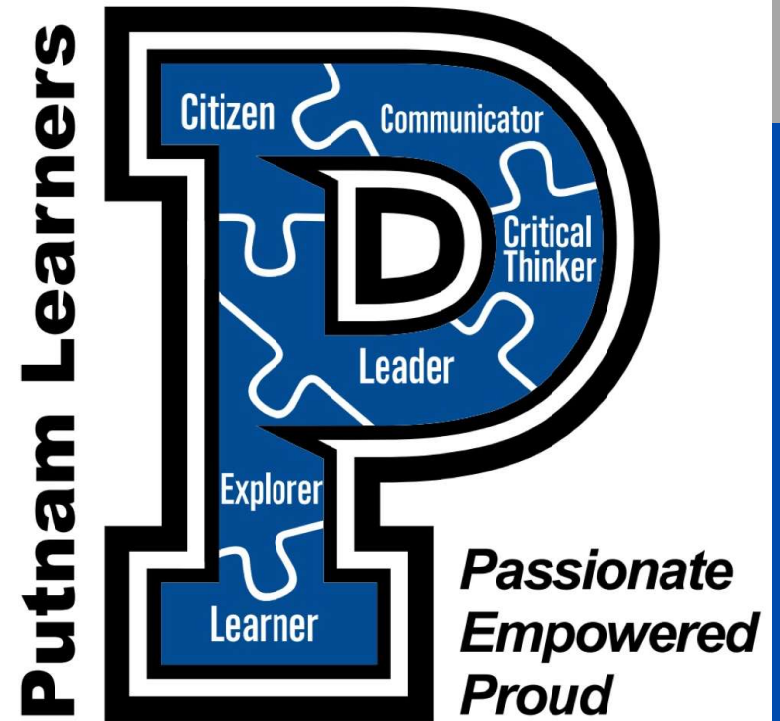


## KAYA PERNINI

Kaya is an exceptional young woman with a unique and inspiring character. She is very driven and has a deep desire to make a positive impact on her community. In the past few years, she has completed over 100 hours of community service. Her service to her community does not go unnoticed. She is an active member on several committees and clubs including the Putnam Leo's club, Chorus & A Capella, a student mentor for the Unified Sports basketball team and serves as one of three student representatives on the Putnam Board of Education. Kaya also previously served as secretary of the Putnam High School Chapter of the National Honor Society and currently serves as chapter president. In October, Kaya paired up with Putnam School Resource Officer, Officer Kyle Maheu, to organize the Pink Patch fundraiser, and helped to raise funds for the Northeast Connecticut Cancer Fund. Her commitment and efforts to her community are remarkable. Kaya plans to attend a four-year college to study communications and marine sciences.

## VISION:

Our graduates are independent learners who can apply their knowledge to different purposes and embrace the future. They are resilient, persistent, and adaptable. With empathy and understanding of diverse cultures and perspectives, our learners can work in a collaborative fashion to find creative solutions to problems. Failure is viewed as an opportunity for future success, and exploration of the world is encouraged.





# CONGRATUATIONS

TO OUR 2024 AWARD RECIPIENTS







# **PRIDE OF PUTNAM**

## *January 2024*

The January Pride of Putnam recipients are recognized for their continuous efforts in supporting the Putnam Annual Holiday Giving Campaign. We honor their dedication to the children and families of Putnam in fulfilling childrens' wishes during the Holiday season

**Olivia Braithwaite, Hannah Brown, Debra Burton,  
Tara Carpenter, Colleen Deskus, Jess Duffy,  
Shannon Haney, Suzy Lazonon,  
Chief Bob Campbell - Putnam Fire Department,  
Mark Dexter - Putnam Chrysler Dodge Jeep Kia,  
Russell Downer, Jr. - Woodstock Volunteer Fire Association,  
Chief Christopher Ferace - Putnam Police Department,  
Greg Gates - Putnam Chrysler Dodge Jeep Kia,  
Maura Higginson - Put A Bow On It! Inc.,  
Pamela Kempain - Cocoa for Coats,  
Captain Justin Lussier - Putnam Police Department,  
Troy Mayo & the Putnam Facilities Department,  
and Gary & Karen Osbrey - WINV Radio**



*Thank you*

to our

**BOARD OF EDUCATION MEMBERS**

School boards **lead** so  
students can **achieve**

**ENC 5**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**ENC 5a**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports**

**ENC 5a2**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Facilities Committee**



# PUTNAM PUBLIC SCHOOLS

Administrative Offices

152 Woodstock Avenue

Putnam, CT 06260-1890

Phone: 860-963-6900 \* Fax: 860-963-6904

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## Putnam Board of Education Facilities Committee Special Meeting Minutes

<i>DATE:</i>	<i>Wednesday, February 21, 2024</i>
<i>TIME:</i>	<i>6:00 PM</i>
<i>PLACE:</i>	<i>Superintendent's Office</i>

### 1. Call to Order

Meeting called to order at 6:00 p.m.

Present: Chad Neal, Mike Morrill, Jamie Purdon

Guest: Steve Rioux, Marc Coderre

### 2. PES and PMS HVAC Projects

Superintendent Rioux provided updates about the PES and PMS HVAC Projects

### 3. Generator Project for the PMS/PES Kitchen

The committee reviewed a proposal for a new generator.

### 4. PA/Bell System at PHS

The PHS intercom and bell system has had periodic failures for the past year, resulting in a need to reboot the system each time. However, recent failures have been multiple times per day, which is unreliable in the event of an emergency. The superintendent authorized the replacement of the system at \$19K, without going out to bid due to the security risk. Policy 3323 allows the Board to utilize the exception in the purchasing policy at the discretion of the Superintendent in emergency situations.

### 5. PES Roof Project

The application for the roof project has been submitted to the Department of Administrative Services.

### 6. PMS Auditorium Sound System

The PMS auditorium sound system is in need of an upgrade. A few vendors and technicians have provided the district with options. The district will be upgrading the control panel for the system, which is expected to cost less than \$4000.

### 7. Adjourn

Meeting adjourned at 6:45 p.m.

**ENC 5a3**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Curriculum Committee**



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152 Woodstock Avenue

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## Putnam Board of Education Curriculum Committee Special Meeting Agenda

**DATE:** *Tuesday, March 19, 2024*  
**TIME:** *6:00 PM*  
**PLACE:** *Putnam Board of Education Conference Room, BE 15*

### AGENDA

1. Call to Order
2. Review, discuss and possibly recommend to the full Board of Education an Internship course at PHS
3. Review, discuss and possibly recommend to the full Board of Education a Reading Intervention program at PMS
4. Adjourn

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cc: Putnam Board of Education  
Principals' Group  
Barney Seney, Mayor, Town of Putnam  
Elaine Sistare, Town Administrator

Student Representatives  
Putnam Town Crier  
The Putnam Villager  
Norwich Bulletin



**ENC 5b**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Financial Report**

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

March 19, 2024

<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	177,136	289,954	0	(297,090)
111	Certified Salaries	9,253,902	0	9,253,902	3,710,585	5,302,392	0	240,925
112	Non-Certified Salaries	1,950,502	0	1,950,502	664,162	1,237,152	10,000	39,188
113	Extra Curricular	146,497	0	146,497	53,290	67,033	10,000	16,174
114	Coaching Salaries	175,804	0	175,804	83,534	78,946	4,360	8,964
115	Athletic Transportation	7,075	0	7,075	0	3,530	3,000	545
116	Tutoring	15,000	0	15,000	0	2,895	5,000	7,105
200	Fringe Benefits	259,680	0	259,680	162,638	52,106	5,000	39,936
210	Health/Life Benefits	1,873,192	0	1,873,192	607,946	1,274,860	0	(9,614)
220	Fica /Medicare	361,051	0	361,051	135,225	203,616	3,500	18,711
230	Workers Compensation	91,730	0	91,730	32,896	44,907	10,000	3,928
240	Pension	22,680	0	22,680	0	0	22,680	-
260	Unemployment Compensation	22,300	0	22,300	9,847	12,693	(6,500)	6,260
300	Admin Conferences	8,100	0	8,100	0	1,290	1,500	5,310
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	8,900	21,000	100
305	Physical Therapy	61,000	0	61,000	17,904	41,934	0	1,162
306	Consulting Services	6,000	0	6,000	4,064	611	0	1,325
307	Occupational Therapy	90,700	0	90,700	26,856	63,296	0	548
310	Physicals	3,355	0	3,355	892	1,262	0	1,202
320	Professional Educational Services	180,314	0	180,314	55,921	104,871	15,000	4,522
321	Apex Technology Services	199,188	0	199,188	66,396	132,792	0	-
323	Purchased Prof/Tech Services	22,375	0	22,375	3,226	21,294	0	(2,145)
330	School/Community Development	25,000	0	25,000	390	16,483	8,000	127
332	Professional Development	20,800	0	20,800	9,270	9,855	0	1,676
340	Athletic Purchased Services	84,794	0	84,794	13,845	38,093	15,000	17,856
360	Legal Fees	35,500	0	35,500	22,564	18,070	(15,000)	9,866
380	Staff Conferences	10,439	0	10,439	195	3,333	1,500	5,411
381	CABE Dues & Fees	9,219	0	9,219	0	8,994	0	225
382	Audit & Related Reports	22,950	0	22,950	0	24,590	0	(1,640)
390	Graduation Expenses	7,500	0	7,500	2,835	0	4,000	665
400	Repair	15,282	0	15,282	3,595	4,333	1,000	6,354
401	Athletic Repair	0	0	0	0	0	0	-
411	Water	29,380	0	29,380	11,142	15,625	1,000	1,613
420	ABM Cleaning Services	998,786	0	998,786	332,929	665,857	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	31,007	62,015	0	(0)
430	R & M Buildings	28,440	0	28,440	30,881	104,664	7,500	(114,605)
431	Code Compliance	6,830	0	6,830	5,486	6,599	1,000	(6,255)
432	R & M Of Buses	15,200	0	15,200	5,409	13,761	2,500	(6,470)
433	Interior Maintenance	19,620	0	19,620	1,697	15,103	2,000	819
434	Exterior Maintenance	12,500	0	12,500	32	12,659	500	(690)
435	Facilities Service Contracts	56,302	0	56,302	11,919	44,968	0	(585)
436	Technology Service Contracts	111,234	0	111,234	3,888	72,260	33,000	2,086
440	Rental	46,566	0	46,566	15,960	26,917	0	3,689

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

March 19, 2024

<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	27,578	20,000	(8,040)
510	Special Education Transportation	106,500	0	106,500	54,861	146,236	(94,596)	(0)
512	Field Trips	7,500	0	7,500	0	7,235	2,500	(2,235)
517	Athletic Transportation Services	32,884	0	32,884	4,013	43,933	10,000	(25,062)
518	AA Transportation Services	739,029	0	739,029	297,065	441,835	0	129
519	Student Transportation	0	0	0	39,503	62,369	(50,936)	(50,936)
520	Insurance	116,532	0	116,532	0	110,011	0	6,521
530	Communications/Postage	15,247	0	15,247	454	7,336	7,000	456
531	Telephone	8,700	0	8,700	1,477	5,483	200	1,540
540	Advertising	12,000	0	12,000	123	499	500	10,879
550	Printing	13,405	0	13,405	2,872	1,753	8,000	780
560	Tuition	1,327,000	0	1,327,000	554,060	626,938	169,897	(23,896)
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	58,093	0	25,239
580	Travel	9,090	0	9,090	0	1,252	1,000	6,838
601	Building Maintenance Supplies	8,833	0	8,833	0	2,424	6,000	409
602	Sports Supplies	29,887	0	29,887	2,864	12,158	5,000	9,864
603	Security	12,500	0	12,500	4,250	2,995	0	5,255
604	Sports Uniforms	14,700	0	14,700	0	3,596	11,000	104
611	Instr. Classroom Supplies	234,662	0	234,662	8,094	133,899	92,000	669
612	Administrative Supplies	15,186	0	15,186	9	5,357	9,000	820
621	Natural Gas	50,000	0	50,000	21,883	28,117	0	-
622	Electricity	238,597	0	238,597	104,984	133,613	(35,000)	35,000
623	Propane	3,150	0	3,150	134	3,016	0	-
624	Fuel Oil	195,000	0	195,000	36,943	158,057	25,000	(25,000)
626	Gasoline	105,192	0	105,192	54,850	50,342	(30,000)	30,000
641	Textbooks	14,526	0	14,526	0	9,289	5,000	237
642	Books	12,955	0	12,955	829	15,513	0	(3,387)
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	23,088	6,500	412
690	Support Materials	27,711	0	27,711	1,933	14,261	11,000	517
730	Equipment	20,000	0	20,000	1,052	7,281	11,500	167
732	Vehicles	0	0	0	0	0	0	-
733	Furniture	0	0	0	0	556	0	(556)
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	12,693	2,500	2,672
890	Dues And Fees	67,743	0	67,743	2,604	29,305	20,000	15,835
	<b>TOTALS</b>	<b>20,358,407</b>	<b>0</b>	<b>20,358,407</b>	<b>7,512,846</b>	<b>12,453,019</b>	<b>405,645</b>	<b>(13,103)</b>

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

	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 - 06/22/24	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 - 06/12/24	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	04/01/24 - 06/12/24	BOE	High Roads Windham County	0	\$ 17,572.05	\$ -	\$ -	\$ 4,704.24	\$ 22,276.29	\$ 82,768.00	\$ -	\$ -	\$ 22,276.29
9	07/05/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 129,392.50	\$ -	\$ -	\$ 16,044.30	\$ 145,436.80	\$ 82,768.00	\$ -	\$ 62,668.80	\$ 82,768.00
10	07/03/23 - 06/18/24	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
11	08/30/23 - 01/22/24	BOE	QMC	1	\$ 9,202.69	\$ -	\$ -	\$ -	\$ 18,375.84	\$ 82,768.00	\$ -	\$ -	\$ 18,375.84
	01/23/24 - 06/13/24	BOE	ACT	1	\$ 9,173.15	\$ -	\$ -	\$ -					
12	04/01/24 - 06/28/24	BOE	New England Center for Children	0	\$ 40,986.71	\$ -	\$ 8,000.00	\$ 25,000.00	\$ 73,986.71	\$ 82,768.00	\$ -	\$ -	\$ 73,986.71
13	07/03/23 - 06/12/24	BOE	High Roads Windham County	0	\$ 118,886.22	\$ 4,438.00		\$ -	\$ 123,324.22	\$ 82,768.00	\$ -	\$ 40,556.22	\$ 82,768.00
14	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
15	07/03/23 - 06/28/24	BOE	CABI	0	\$ 172,013.12	\$ 700.00	\$ 60,679.75	\$ 92,355.48	\$ 325,748.35	\$ 82,768.00	\$ -	\$ 242,980.35	\$ 82,768.00
16	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
17	07/03/23 - 06/12/24	BOE	High Roads Windham County	0	\$ 118,886.22	\$ 4,704.24	\$ -		\$ 123,590.46	\$ 82,768.00	\$ -	\$ 40,822.46	\$ 82,768.00
18	08/24/23 - 06/12/24	BOE	Joshua Center Northeast	0	\$ 82,404.00	\$ -	\$ -	\$ 14,629.59	\$ 97,033.59	\$ 82,768.00	\$ -	\$ 14,265.59	\$ 82,768.00
19	01/16/24 - 06/12/24	BOE	Joshua Center Northeast	0	\$ 42,292.00	\$ -	\$ -	\$ 7,060.05	\$ 49,352.05	\$ 82,768.00	\$ -	\$ -	\$ 49,352.05
20	07/05/23 - 06/22/24	BOE	The Bradley School-New London Regional	0	\$ 73,745.00	\$ 42,984.18	\$ -	\$ -	\$ 116,729.18	\$ 82,768.00	\$ -	\$ 33,961.18	\$ 82,768.00
21	08/30/23 - 06/11/24	BOE	Northeast Regional Program	1	\$ 75,967.50			\$ 14,629.59	\$ 90,597.09	\$ 82,768.00	\$ -	\$ 7,829.09	\$ 82,768.00
22	01/03/24 - 06/17/24	DCF	The Bradley School-Windham County	0	\$ 9,234.00	\$ 3,040.00	\$ 2,258.20	\$ -	\$ 14,532.20	\$ 18,393.00	\$ -	\$ (3,860.80)	\$ 18,393.00
23	01/25/24 - 06/10/24	BOE	QMC	1	\$ 8,195.10	\$ -	\$ -	\$ -	\$ 8,195.10	\$ 82,768.00	\$ -	\$ -	\$ 8,195.10
24	07/03/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 82,740.00	\$ -	\$ -	\$ 16,044.30	\$ 98,784.30	\$ 82,768.00	\$ -	\$ 16,016.30	\$ 82,768.00
Students no longer placed out-of-district													
1	08/29/23 - 11/14/23	DCF	Griswold Elementary School	1	\$ 21,165.30	\$ 6,930.00	\$ -	\$ -	\$ 28,095.30	\$ 18,393.00	\$ -	\$ 9,702.30	\$ 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	\$ 12,215.00	\$ -		\$ 55,215.53	\$ 82,768.00	\$ -	\$ -	\$ 55,215.53
4	08/29/23 - 11/14/23	DCF	Griswold Elementary School	1	\$ 23,835.30	\$ 6,930.00	\$ -	\$ -	\$ 30,765.30	\$ 18,393.00	\$ -	\$ 12,372.30	\$ 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	08/29/23 - 09/05/23	Court	DOMUS Kids	0	\$ 1,072.50	\$ -	\$ -	\$ -	\$ 1,072.50	\$ 18,393.00	\$ -	\$ -	\$ 1,072.50
	10/30/23 - 01/02/24	BOE	Project Genesis	0	\$ 7,904.50		\$ 96.78		\$ 8,001.28	\$ 82,768.00	\$ -	\$ -	\$ 8,001.28
8	11/27/23 - 06/18/24	BOE	Eastconn	1	\$ -	\$ 6,930.00	\$ -	\$ -	\$ 6,930.00	\$ 82,768.00	\$ -	\$ -	\$ 6,930.00
9	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>\$ 1,749,240.06</b>	<b>\$ 195,656.42</b>	<b>\$ 71,034.73</b>	<b>\$ 288,499.77</b>	<b>\$ 2,304,430.98</b>		<b>\$ 58,080.11</b>	<b>\$ 675,947.47</b>	<b>\$ 1,628,483.51</b>

<b>FY 2023-2024 Budget Spec Ed Tuition</b>	<b>\$ 1,327,000.00</b>
<b>FY 2023-2024 Budget Spec Ed Transportation</b>	<b>\$ 100,000.00</b>
<b>Total Funding from the Budget</b>	<b>\$ 1,427,000.00</b>
<b>Estimated State Excess Cost Reimbursement</b>	<b>\$ 494,000.00</b>
<b>Total Funding to cover all costs</b>	<b>\$ 1,921,000.00</b>
<b>Total of all costs (minus in-district cost)</b>	<b>\$ 1,944,896.48</b>
<b>Projected Balance for 2023-24</b>	<b>\$ (23,896.48)</b>

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

March 19, 2024

<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	41,228	55,405	0	0
112	NON-CERTIFIED SALARIES	765,274	241,751	544,338	(22,000)	1,185
200	EMPLOYEE BENEFITS	227,303	91,215	115,544	19,000	1,544
322	IN SERVICE	2,000	0	250	1,750	0
324	FIELD TRIPS	800	0	6,906	0	(6,106)
325	PARENT ACTIVITIES	4,100	0	1,777	0	2,323
330	TECHNICAL SERVICES	18,198	0	18,198	0	0
440	RENTAL	936	263	631	42	0
530	COMMUNICATIONS	500	0	0	500	0
540	ADVERTISING	350	0	1,075	(725)	0
580	TRAVEL	850	0	436	414	0
590	PURCHASED SERVICES	200	0	0	200	0
611	INSTR. CLASSROOM SUPPLIES	30,606	2,999	21,250	3,000	3,357
612	ADMINISTRATIVE SUPPLIES	168	0	0	168	0
690	OTHER SUPPLIES	500	0	255	245	0
890	DUES AND FEES	2,000	0	1,815	185	0
	<b>Totals</b>	<b>1,150,418</b>	<b>377,456</b>	<b>767,880</b>	<b>2,779</b>	<b>2,303</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	22,220.88
January	25,504.66
February	28,418.56
March	0.00
April	0.00
May	0.00
June	0.00
	<hr/> <b>188,340.69</b>

**Putnam Public Schools  
School Facilities Account**

	<u>Statement Balance</u>	<u>Purchases</u>	<u>Reimbursement due to Budget</u>	<u>Balance in Account</u>
<b><i>FY 2020-21</i></b>				
July 1, 2020	\$ 15,616.86			
October 1, 2020	\$ 16,392.99			
January 1, 2021	\$ 16,392.99			
April 1, 2021	\$ 99,968.99			
June 30, 2021	\$ 102,032.21			\$ 102,032.21
<b><i>FY 2021-22</i></b>				
July 1, 2021	\$ 102,032.21	\$25,906.20		
October 1, 2021	\$ 76,191.01	\$31,035.00		
January 1, 2022	\$ 123,143.60			
April 1, 2022	\$ 124,004.68			
June 30, 2022	\$ 127,644.83			\$ 127,644.83
<b><i>FY 2022-23</i></b>				
July 1, 2022	\$ 127,644.83	\$2,197.07		
October 1, 2022	\$ 125,729.76			
January 1, 2023	\$ 125,827.76			
April 1, 2023	\$ 126,164.74	\$1,203.99		
June 30, 2023	\$ 129,380.33			\$ 129,380.33
<b><i>FY 2023-24</i></b>				
July 1, 2023	\$ 129,380.83	503.16		
October 1, 2023	\$ 133,981.39	\$866.10		
January 1, 2024	\$ 133,871.98	\$199.65		\$133,672.33
April 1, 2024				
June 30, 2024				

**Note: The Board has earmarked \$50,000 from this account for the HVAC Projects.**

**Putnam Public Schools  
School Facilities Account**

<u>Description of Purchases</u>	<u>Amount</u>	<u>Date</u>	
PES Elevator Repair	\$ 27,600.00	December 12, 2018	Check #116
Fuel System for Busses and Vans	\$ 100,000.00	March 18, 2020	Check #120
Refund - Putnam Dance Center - Event Cancelled	\$ 1,489.48	June 11, 2020	Check #121
Reimbursement to Board of Education	\$ 2,718.66	August 14, 2020	Check #122
Refund - Putnam Little League - Event Cancelled	\$ 5.00	September 11, 2020	Check #123
Refund - NECONN Soccer Club - Event Cancelled	\$ 127.38	September 14, 2020	Check #124
Refund - Richmond Hill Homeowners - Event Cancelled	\$ 30.00	September 14, 2020	Check #125
PMS Stage Refinishing - Casey EMI	\$ 8,120.00	July 23, 2021	Check #126
PES Gym floor refinished - Casey EMI	\$ 17,786.20	July 23, 2021	Check #127
Klotter Farms 2 Garages and 2 Pads	\$ 31,035.00	September 27, 2021	Check #128
Reimbursement to ABM Custodial OT	\$ 2,197.07	June 30,2022	Check #129
Reimbursement to ABM Custodial OT	\$ 1,203.99	April 3,2023	Check #130
Reimbursement to ABM Custodial OT	\$ 503.16	August 4,2023	Check #131
Greenville Crossing reimburse overpayment inv #2	\$ 12.97	October 26,2023	Check #132
Reimbursement to ABM Custodial OT	\$ 224.23	October 26,2023	Check #133
Reimbursement to ABM Custodial OT	\$ 179.69	October 26,2023	Check #134
Reimbursement to ABM Custodial OT	\$ 449.21	October 26,2023	Check #135
Reimbursement to ABM Custodial OT	\$ 199.65	December 22,2023	Check # 136



**ENC 5c**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Superintendent's Report**



# Student-Centered Writing

PES Job Embedded Professional Learning & Student Impact

March 2024

# Whole School Investment in Continuous Improvement

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- Whole School Learning Goal

***Increase proficiency levels in writing from 7% at/above grade level in fall 2023 to 55% at/above grade level in spring 2024 as measured by grade level writing prompts using a standards-based rubric.***

***Winter Prompts ~ 41% at goal or meeting grade level standards***

- Job Embedded Professional Learning
  - Cycles of Professional Learning for each type of writing (narrative, information, opinion)**



# K-4 Job Embedded Professional Learning

Assessment System  
(3 types of writing ~  
Pre and  
Post Assessment)

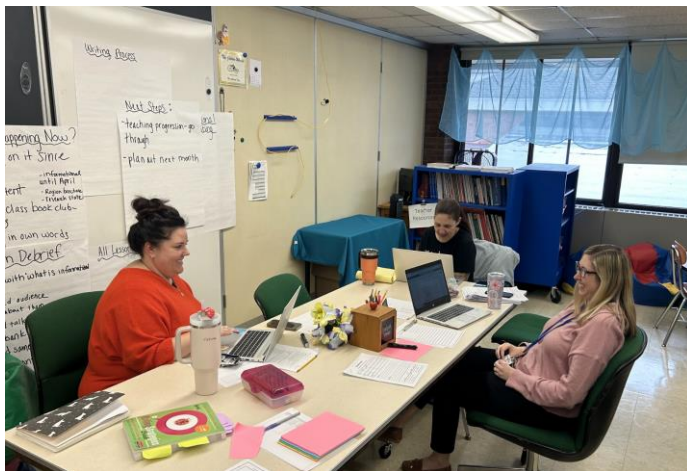
45 minutes of  
scheduled writing 3-4x  
per week

Rubric Development  
& Calibration

Exemplars  
of Student  
Work

3 Full Days of  
PD for  
each grade  
level.

Lab sites or Side-by-  
Side Teaching  
and Collaborative Planning



K-2 with  
Gary Peterson  
at EastConn

3-4 with Tiffany  
Barnes







# Impact on Instruction

## Teachers are saying...



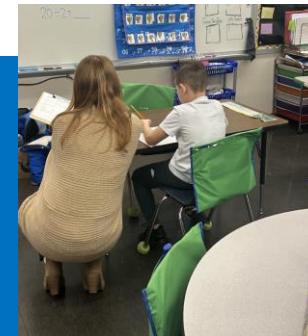
I feel like I am definitely heading in the right direction and I am more confident in supporting my students in their next steps for learning.

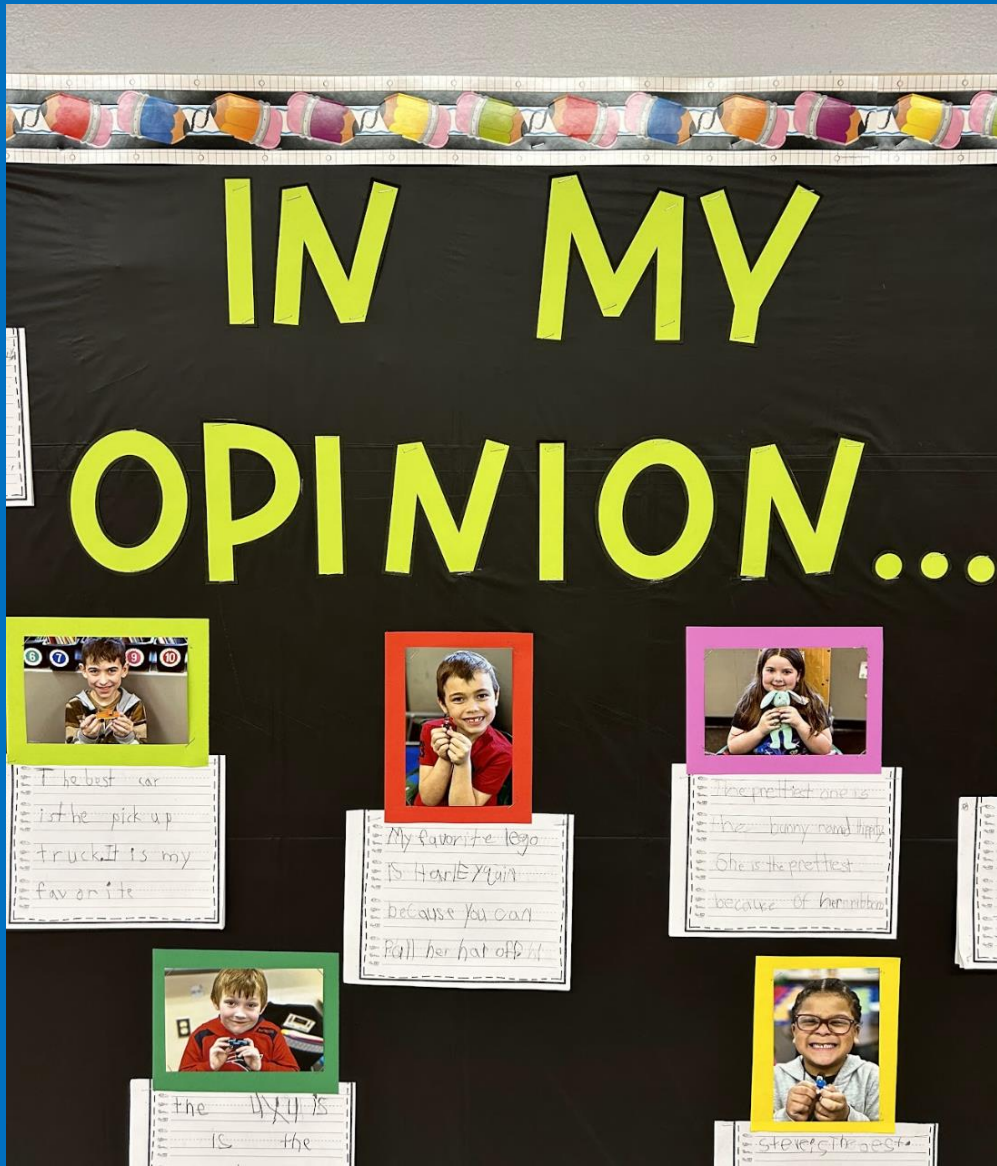
I learned some new exciting ways especially on how to demo things and how to teach even the youngest kids to stretch their writing!

It was helpful to see model lesson of the writing units. It was also beneficial to have time to talk with the team about how we could incorporate this new learning into our teaching. I feel that my writing lessons are much more focused. The greatest impact has been that all of my students see themselves as writers. They have improved their writing stamina and most importantly are excited to write. It has become something that they love to do. a

THIS WAS THE BEST PD WE HAVE EVER HAD AT PES in my 14 years as a teacher here! Gary was an amazing presenter and very engaging. I learned so much about writing even down to correcting their writing. My students have never been better writers.

Big takeaways: students should be engaging in verbal conversations a lot of the time - brainstorming, planning, revising. Students should be writing lots of pieces - not every single piece has to be published).



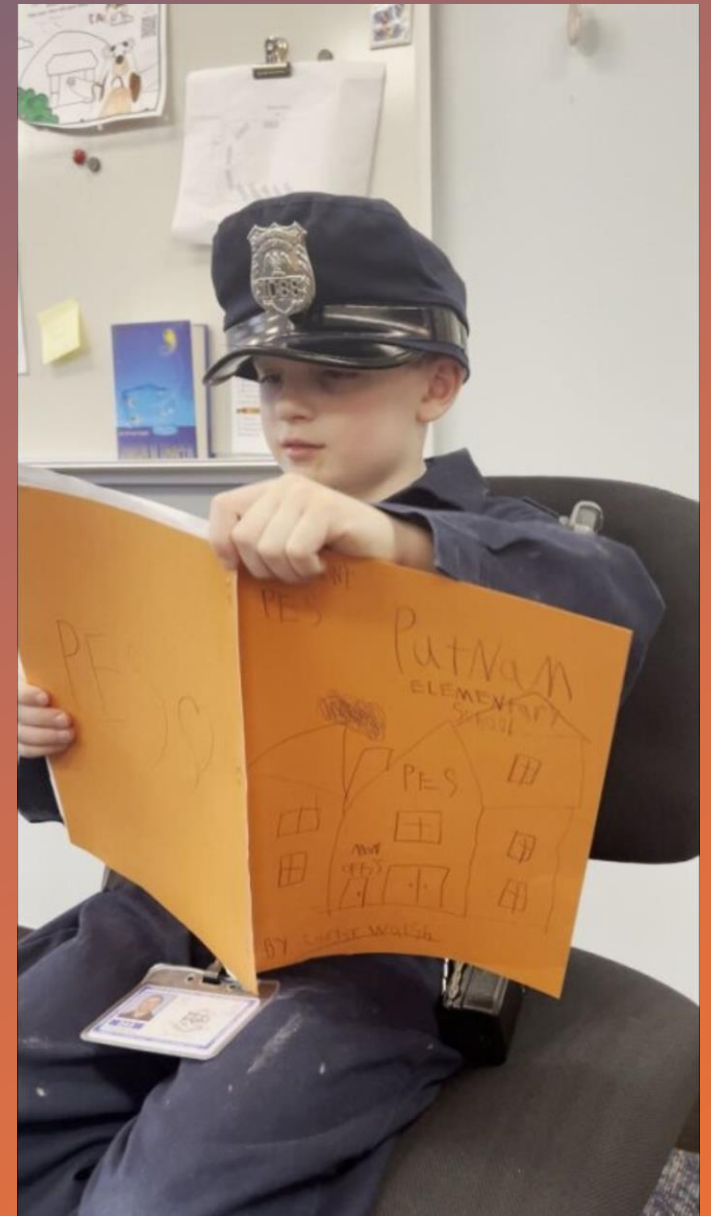


The Writing is on the Walls!



# Impact on Student Learning

## Students are Proud of the Writing





# What's Next?

- One more cycle of Professional Learning
- Transferable Teaching Practices
- Writing Impacts Reading
- Building Connections to ARC (units of study & assessment tools)

## Putnam Public Schools Enrollment Report

Elementary School Enrollment							
Putnam Elementary School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	Dec 2023	Feb 2024	Avg. Class Size
Pre-K	82	89	100	116	116	118	16.9
K	67	108	87	76	81	81	16.2
One	76	74	111	89	91	91	18.2
Two	103	80	85	108	113	111	18.8
Three	91	102	86	83	83	83	20.8
Four	79	92	102	85	88	89	22.0
<b>SUB TOTAL</b>	<b>498</b>	<b>545</b>	<b>571</b>	<b>557</b>	<b>572</b>	<b>573</b>	

Middle School Enrollment							
Putnam Middle School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	Dec 2023	Feb 2024	Avg. Class Size
Five	73	75	93	96	93	96	19.2
Six	76	73	81	94	95	92	23.0
Seven	100	79	78	73	75	74	18.5
Eight	91	102	83	72	74	75	18.8
<b>SUB TOTAL</b>	<b>340</b>	<b>329</b>	<b>335</b>	<b>335</b>	<b>337</b>	<b>337</b>	

High School Enrollment						
Putnam High School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	Dec 2023	Feb 2024
Nine	75	69	80	80	82	78
Ten	71	53	66	68	67	64
Eleven	57	71	51	69	69	65
Twelfth	56	59	64	59	57	65
<b>SUB TOTAL</b>	<b>259</b>	<b>252</b>	<b>261</b>	<b>276</b>	<b>275</b>	<b>272</b>

Special Ed Clinical Placements	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	Dec 2023	Feb 2024
Local Placement	16	12	18	12	12	12
Agency Placements	TBD	TBD	TBD	2	1	2
<b>SUB TOTAL</b>	<b>16</b>	<b>12</b>	<b>18</b>	<b>14</b>	<b>13</b>	<b>14</b>

<b>Putnam Public School Enrollment</b>	<b>1113</b>	<b>1138</b>	<b>1185</b>	<b>1182</b>	<b>1197</b>	<b>1196</b>
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High School Magnet and Technical School Enrollment						
School Name	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	Dec 2023	Feb 2024
Arts at the Capitol Theater	7	3	2	0	0	1
Quinebaug Middle College	5	8	15	14	13	14
Ellis Tech	68	56	56	53	54	52
Killingly Ag Ed	10	9	8	13	13	13
<b>SUB TOTAL</b>	<b>90</b>	<b>76</b>	<b>81</b>	<b>80</b>	<b>80</b>	<b>80</b>

Registered Homeschooled Students	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
Grand Total	16	42	22	27	21	30

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

**Certified Staff**

24

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
Krogul, Valerie	Speech and Language Pathologist	Student Services	12/21/2023	Assigned at PMS & PHS

**Non-Certified Instructional**

13

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
Witts, Robert	Paraprofessional	PHS	1/8/2024	
Araujo, Rafaela	Paraeducator	PES	3/27/2024	

**Substitutes**

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
Smith, Andrea	Daily Substitute Teacher	PHS	1/2/2024	per diem
Prochowski, MaryEllen	Daily Substitute Teacher	PES	2/23/2024	rehire/per diem
Moseley, Kristen	Permanent Substitute Teacher	PHS	3/6/2024	

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

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
Boudreau, Renee	Lunch Aide	Food Services	1/2/2024	Assigned to PHS
Morrarty, Stephanie	Lunch Aide	Food Services	1/3/2024	Assigned to PHS
Dowers, Mandy	Director	Transportation	1/29/2024	
Poisson, Michelle	Lunch Aide	Food Services	2/12/2024	Assigned to PMS
Welch, Lexus	Lunch Aide	Food Services	2/12/2024	Assigned to PES
Kopacz, Erika	Lunch Aide	Food Services	2/7/2024	Assigned to PHS
Coderre, David	Head Coach: Softball	PHS	2/26/2024	

## Transfers

30

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
Jensen, Faith	Long-Term Substitute Teacher	PES	1/2/2023	Remaining in Grade 4
Kroeger, Brianne	Long-Term Substitute Teacher	PES	12/19/2023	Grade 2 New LTS Position for 23/24 sy - transfer from PES Permanent Substitute Teacher
Collins, Jennifer	Paraprofessional	PMS	2/6/2024	Transfer from PES Paraprofessional
Bernier, Laura	Paraeducator	PHS & Helping Hands	TBD	Transfer from PHS Secretary
Cote, Genevieve	Special Education Teacher	PES	3/15/2024	Transfer from PHS Paraeducator

Updated: 3/15/2024

**Putnam Board of Education**  
**Personnel Update**  
**2023-2024 School Year**  
**Retirements, Resignations, & Discontinued Staff**

**Retirements**

5

Staff Name	Position	Department	Effective Date	Other Notes
Rochefort, 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	
Goodell, Betsy	Special Education Teacher	PMS	2/20/2024	
Bruce, Teri	Principal	PMS	6/30/2024	

**Certified Staff**

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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	
York, Jennifer	Special Education Teacher	PES	3/15/2024	
Huston, Nickels	LTS Physical Education Teacher	PES	3/8/2024	

## Non-Certified Instructional

13

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
Menghi, Kelly	Paraprofessional	PES	1/23/2024	Added to daily substitute teacher list
Dumas, Mark	Paraprofessional	PHS & Helping Hands	2/23/2024	
Guenther, Michelle	Paraprofessional	PES	3/10/2024	

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

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Staff Name	Position	Department	Effective Date	Other Notes
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	
Tremblay, Kathy	Bus Monitor	Transportation	1/31/2024	Added to bus monitor substitute list
Morrarty, Stephanie	Lunch Aide	Food Services	1/7/2024	Was assigned to PHS
Nichols, Brianna	Lunch Aide	Food Services	1/23/2024	Added to food service substitute list
Batista, Winter	General Worker	Food Services	4/5/2024	Added to food service substitute list

## Substitutes

7

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	
Blackington, Cara	Daily Substitute Teacher	PES, PMS, & PHS	12/21/2023	
Lazarou, James	Daily Substitute Teacher	PES	12/19/2021	
Morin, Kayla	Permanent Substitute Teacher	PHS	2/2/2024	Added to daily substitute teacher list

Updated: 3/15/2024

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# **MONTHLY SCHOOL REPORTS**





## Superintendent's Monthly Report

March

March 19, 2024

### **Administrators' Monthly Reports**

Please take time to read each administrator's monthly report for insights on district activities.

### **Notification of Emergency Purchase**

The PHS intercom and bell system has had periodic failures for the past year, resulting in a need to reboot the system each time. Unfortunately, we don't know when it will not work until you go to use it. Recently, the failures have been multiple times per day, which is unreliable in an emergency. As superintendent, I authorized the replacement of the system, which costs about \$19,000 without going out to bid due to the security risk this situation poses. Typically, when a purchase exceeds \$10,000 our purchasing policy requires that we go out to bid. However, the same policy allows the Board to utilize an exception in the purchasing policy at the discretion of the Superintendent in emergency situations.

The following funding sources were used to make the purchase:

\$2,064.00 from Beagary Trust R&M Donation (Fund 429)

\$9,811.48 from CBITS Funding (\$350 from Fund 413 and \$9,461.48 from Fund 416)

\$7,210.52 from Local Budget R&M (Fund 100)

Total = \$19,086

### **Special Education**

A new family has moved into the district with a child whose IEP requires additional paraeducator support. I have authorized the addition of an additional paraeducator for the remainder of the year. At the conclusion of the school year, we will make adjustments to realign with our BOE approved staffing levels.

### **PES Roof Project**

As previously reported the application for the roof project grant was submitted to the Department of Administrative Services on Thursday, February 8. On February 29 we were notified that our application was rejected for the following reason:

*During our review, we noted that the amount of local share secured by the district is insufficient for the project. The project cost is \$1.5M so the minimum local share needed is \$417,900*

*(reimbursement rate @72.14%). The local share secured is only \$355,400. We generally recommend a higher than minimum local share to be secured, as the cost more likely will change.*

As a result, the mayor has recommended to include full-funding for the project in the Town's Capital Improvement Plan (CIP). The town also agreed to increase our request to \$1.7M. Once the CIP is approved at the annual town meeting, we will resubmit our application. Therefore, the project will likely be completed in the summer of 2025.

**Personnel**

Anticipated vacancies for next school year include:

PHS: Special Education

PMS: Principal, Spanish and 8th Grade Science

PES: Elementary Teacher (2)

Transportation: Van Drivers (2), Bus Monitor (1)

Food Services: Lunch Aides (6)



# Putnam Elementary Board of Education Report March 2024



## Teaching & Learning



PES recently had parent and teacher conferences. Teachers were proud to share the progress students have made this year as well as areas for growth. Overall, we had a great turnout, with many families in the building visiting the classroom and meeting with the teacher. We also had our scholastic book fair during conferences.



Grade 3 and 4 students continue to prepare for the SBAC test in May. Teachers are helping students understand the elements of the assessment by providing opportunities for students to practice the Interim Assessment Blocks together as class or in small group. These opportunities target the ELA and Math standards measured on the SBAC.



We are continuing to see a tremendous amount of growth in the area of writing. For example, it is amazing to see kindergartners start the school year with trying to form letters on the paper to filling up the page or pages with sentences. Students are proud to share their writing and some are even publishing books for our library.



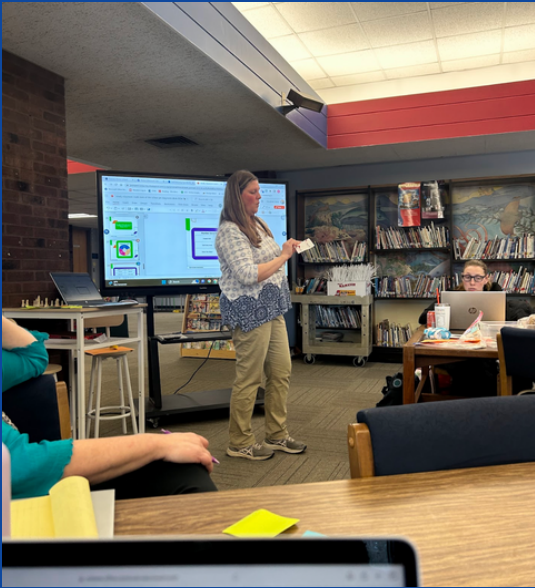
First grade classes are receiving additional support through the PHS mentor program that started a few weeks ago. Two high school students come to PES to work with students during reading once a week. During this time, they play literacy games and read! The program has already made a positive impact on our youngest readers.



PES started Clubs earlier this month. We have six clubs meeting afterschool for an hour. The clubs include Scrabble Club, Mural Club, PAWS Club, Newspaper Club, Reading Club, and Building Game Club. Students thoroughly enjoy clubs! We are grateful to provide students with this opportunity.

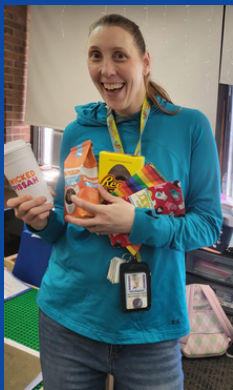
Recently, Mrs. Macalister (PES Math Specialist) hosted STEM Challenges to celebrate the classes that completed the most ready lesson on the online platform. Students were challenged to "Save the Bears" in a game of Floor is Lava using only materials provided in their kits. Some classes also made it to a second challenge, where they built the tallest tower they could.

# Professional Learning Communities



At a recent staff meeting, Mrs. Macalister, Mrs. Flagg, and Mrs. Morin shared instructional strategies or routines to help teachers support students with building their number sense. Teachers received math kits with manipulatives to readily use with students.

On the March 15th professional learning day, teachers will be working with Jen Carney from the American Reading Company, our new reading program. They will be working to learn more about the program's assessment tool and are planning to administer the test with students later this spring. Teachers are looking forward to learning more about the program. Also on this day paraeducators will be learning about how to maximize the effectiveness in an inclusive setting.

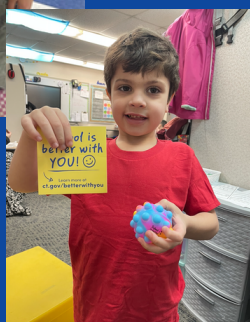


During monthly PLC meetings, teachers are continuing to focus on planning for writing instruction using student work samples. We are also starting the process to develop class lists for the 24-25 school year.

# Climate, Culture & Celebrations



During the first week in March, PES celebrated Read Across America. We invited guest readers from the community read to students. Including, Mr. Rioux who visited a kindergarten classroom! In addition, students dressed as their favorite storybook character. It was a fun week!



The PES attendance campaign is off to a great start. Even though we are seeing a small reduction in the rate, we are noticing that students who are considered chronically absent are coming school, especially after they have received recognition or a reward from the daily drawing. Right now, grades 2 and 4 are in tied in the grade level competition. We are planning to have a final celebration on March 22nd with a PAWS assembly.

# Upcoming Events

- March 21st ~ PTO Assembly: Prismatic Magic
- March 22nd ~ PAWS Assembly
- March 27th ~ K-2 Math Literacy Night
- April 10 & 11th ~ Kindergarten Screening & Orientation



**PUTNAM MIDDLE SCHOOL  
MONTHLY REPORT  
MARCH 2024**

**TEACHING AND LEARNING**

Our third marking period comes to a close on March 28th.

PPT/504 meeting data update:

	February	YTD
PPT meetings	10	81
504 meetings	6	29
Total #PPTs/504 meetings	16	110

The pictures below show students in Mr. Crosby's film class working on their projects. Students brainstorm ideas for their films and write scripts before filming. Once the filming is done, students learn editing techniques to create their final products.



On March 5th, 7th grade students went to EASTCONN Central Offices in Hampton. They spent the day learning and participating in several activities. They listened to a guest speaker who marched in Selma, Alabama during the Civil Rights Movement. They also made transformation bottles, participated in a yoga session, and experienced a cross-cultural simulation. It was a very successful day for all who attended. Below are pictures from this activity.



**PROFESSIONAL LEARNING COMMUNITIES/PROFESSIONAL DEVELOPMENT**

Staff participated in a variety of professional development activities this month including curriculum updating using the Rubicon Atlas platform, SEIH (Social, Emotional, and Intellectual Habits), implementing the ARC literacy program, Science of Reading, and Maximizing the Effectiveness of Paraprofessionals in Inclusive Settings.

### **CLIMATE AND CULTURE**

Student Council conducted a bottle/can drive in March. They also planned a Spirit Week for the week of March 18th.

Spring sports practices have started. 77 students have signed up for track, 20 for softball, and 31 for baseball.

We are still conducting our attendance challenge (through March 22nd) and we continue to celebrate successes related to attendance. Our chronic absenteeism rate is currently 16.9%. Last year at this time, the rate was 25.6%.

During the month of March, Putnam staff took part in the Lucky Duck daily drawing. Daily winners were provided with a range of snacks to brighten their day.

### **CELEBRATIONS**

Congratulations to fifth grader Brooke Belleville for being the county winner for the Connecticut Fire Prevention Poster Contest.

### **UPCOMING EVENTS**

8th graders are in the process of course selection for Putnam High School.

SBAC testing will begin the week of April 29th.

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:** March 14, 2024

### Teaching and Learning

- March is Women's History Month, and we have a new display in Clipper Crossing. This year's theme is "Women who Advocate for Equity, Inclusion, and Diversity." Several panels highlight female advocates for DEI in the workplace and society at large. Another panel focuses on what students can do to be advocates for DEI by posing the right questions and taking action to help the passage of the Equal Rights Amendment. This year, Barbie takes center stage in our display! Those panels look at the company's history of creating more inclusive and representative Barbie dolls and the impact the Barbie movie had on viewers because of its diverse representation of women. Students and staff alike are enjoying the final panel that asks our audience to match the Barbie dolls to their famous counterparts! Please stop by Clipper Crossing this month to check it out!
- This spring, Social Studies teacher Dr. Melissa Zablonksi and Music Director, Mr. Skye Shogren, will collaborate to bring The Blues and Beyond to students in both classes. The African American journey in the United States over the past several hundred years is documented by and reflected in the evolution of African American Music. From field hollers and camp meetings to old spirituals to the Blues to the popular genres of today, music is how African Americans have told their story. It is impossible to separate the music from the story, or the story from the music. Understanding this musical history is necessary to appreciate how far we have come as a country and yet to go. Through this collaboration, students will compare and contrast the way American history has been documented – from white European settlers versus African Americans first brought over as slaves, explore the evolution of African American music and how it gradually entered and

influenced popular culture, analyze and explain the impact of African American music through different musical genres, and infer connections and relevance of African American history and music to society today. Students will be treated to a live, in-person musical performance by The Blues and Beyond musicians to kickoff this unit of study

- PHS is continually exploring ways to provide our students with authentic and relevant learning experiences while considering the skills they need to thrive in college and career. To enhance our current programming, PHS has proposed a new internship program to serve as a culminating learning experience for specific career pathways. Internships will also strengthen school and community relationships by partnering directly with members of the Putnam Business Association and Leaders of local Municipal Departments. Our internship proposal also creates a formal mentorship program between pK-4 students and PHS. Several PHS seniors are currently piloting these internships.
- Beth Regan, Vice Chair of the Mohegan Tribe Council of Elders will be visiting Mr. John Allen's civics classes to speak about how the Mohegan tribal government works. Students will engage in discussion around the similarities and differences between the tribal government structures and the United States government structures.
- Seniors in Ms. Gretchen Hess' UConn ECE English course have been tasked with identifying a school improvement initiative and designing an action plan based on their research. Students are working on everything from strengthening student-teacher relationships, increasing the support and publicity for PHS athletics, strengthening career pathways, to mentoring and journalism. Students will be presenting their work to a panel of experts on each topic the week of April 1<sup>st</sup>.
- The business and technology departments organized a "Shop Hop" field trip for Monday, April 22, 2024. They will be visiting four local business organizations including Westminster Tool, Spirol International, Ensinger Precision Component, and U.S. Button. Students will have an opportunity to tour each of the facilities and learn about each business.

## **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. Our Faculty Coordinators and our Co-Chairs have been leading the self-reflection process for our NEASC Collaborative Conference visit. This month, the Steering Committee presented the first sections of our NEASC Self-Report to Faculty Coordinator for feedback and implementation ratings.

## **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. Our recent Advisory lessons focused on civic engagement with local nursing homes and administering the NEASC student survey.
- The PHS GSA (Gender Sexuality Alliance) Club will be celebrating Day of Silence on Friday, April 12<sup>th</sup>. Day of Silence is a national youth movement that highlights the silencing and erasure of LGBTQ+ students in schools. LGBTQ+ students often do not see positive LGBTQ+ representation in their curriculum, frequently experience harassment and assault, and regularly miss school because they feel unsafe or uncomfortable. On this day, our GSA Club members will opt to stay silent to raise awareness and show solidarity.

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

- Putnam High School cheer had a successful competition season as they competed in both the ECC and CIAC Class S Competition for the first time in over 5 years. The highlight of the ECC tournament for Putnam was their performance in the unified division; a division of inclusion for students with disabilities. Their performance video has been viewed over 330,000 times on social media. PHS cheer continued their competition season at the Class S State Competition where they finished 13<sup>th</sup> out of 17 in their bracket. Overall, a very exciting season for the team under first year head coach Molly Syren. Putnam

High School juniors Deven Lamothe and Jacob Olsen finished off their wrestling season strong with both placing at the CIAC Class S State Tournament. Lamothe, who placed 4th and Olsen 6th, advanced to compete in the State Open tournament. Spring sports are kicking off at PHS on March 16<sup>th</sup>. The Clippers will be competing in baseball, softball, boys' volleyball, track and field, golf and unified yard games this spring.

- The Vision of a Putnam Learner emphasizes the importance of Leadership and Citizenship through active involvement in our local community. Seniors will be participating in their Spring Senior Day of Service on April 11<sup>th</sup>. PHS student groups will also be participating in Putnam's 2024 Beautification Day on April 27<sup>th</sup>.

### **Celebrations and Upcoming Events**

- Congratulations to our VFW Voice of Democracy Essay Award Winners: Kaya Pernini, Esteban Suarez, and Paige Perry.
- The Connecticut Association of Schools (CAS) hosts its 29<sup>th</sup> Annual High School Arts Awards Banquet on Tuesday, April 2<sup>nd</sup>. The banquet honors Connecticut's outstanding visual and performing arts students. CAS member high schools select two outstanding seniors who excel in performing and/or visual arts, scholarship, and leadership. All honorees received plaques in recognition of their excellence in the arts and positive contributions to their schools and were treated to dinner with their guests at the Aqua Turf. Congratulations to Pedro Ortiz for his excellence in Fine Arts and to Savannah Loiselle for her excellence in Performing Arts!
- The Bradley Playhouse will be hosting PHS A Capella for a CMEA All-State send-off performance on Saturday, March 30<sup>th</sup>. Admission is free. We hope to see you there!

### **Upcoming Events:**

- Whole-School Assembly Sponsored by Active Minds – Friday, March 22<sup>nd</sup> during FLEX
- SAT Day – Tuesday, March 26<sup>th</sup>
- Blood Drive Sponsored by Student Council – Wednesday, March 27<sup>th</sup>
- A Capella performs at the Bradley Playhouse – Saturday, March 30<sup>th</sup>
- CAS Arts Award Banquet – Tuesday, April 2<sup>nd</sup>

- A Capella performs at the CMEA Annual Conference at the Hartford Convention Center - Friday, April 5<sup>th</sup>
- PSAT and NGSS Assessment Administration Day – Thursday, April 11<sup>th</sup>
- Senior Day of Service – Thursday, April 11<sup>th</sup>

### Recent Scenes from the PHS Community!





*Putnam Family Resource Center*

*Patricia Bryant- Beausoleil – March 2024*

**Teaching and Learning**

Our preschool classes just finished a unit on animals and their habitats. They are now learning all about Eric Carle and his special illustrations and stories.

The Preschool teachers have completed the winter Kinderbound assessment for all four-year-old children. They presented the results at Parent-Teacher conferences on March 7 & 8. Teachers also discussed Kindergarten and for those students no longer age eligible they discussed the waiver and screening process.

Our Preschool Programs' current enrollment is 105 children. We continue to enroll students entering through the Birth to Three early intervention services.

Our preschool classrooms are participating in the PES attendance challenge and each day students attend school they get a chance to enter into a raffle for a weekly prize.



**Preschool Professional Learning Communities**

Our teachers meet weekly for grade level planning meetings as well as two PLC meetings. I met with teachers on February 26 and we reviewed the Kindergarten entry screening tool and suggested some revisions. On March 11 the team met again and began the process of class placement for next year. The team filled out information on students in the areas of academics, social/emotional and adaptive skills to assist in placing students in Kindergarten.

We Continue to provide a series of play-based trainings March, April and May in collaboration with EASTCONN for staff and local providers. We are hosting CPR and First Aid for our staff on Saturday, April 13.

**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. Toddler sessions for two and under are on Tuesdays and Music and Movement is on Wednesdays. Our Group Connections playgroup was held on March 8 in collaboration with EASTCONN for families in Putnam and surrounding towns. The Coffee Talk session will be held on March 22. Sessions are designed to focus on a specific topic and address parent issues and provide training.

Our toddler playgroup enjoyed a unique sensory experience with spaghetti. They loved diving right in!



## Upcoming Events

An informational session for parents of students effected by the new kindergarten entry age will be held on March 19 at 5:00. We will review the legislation, preschool and kindergarten learning expectations, and the waiver and screening process for families who would like their children to go to kindergarten. Kindergarten screening dates are planned for April 10 & 11.

## Climate, Culture and Celebrations

The CT Family Resource Center Alliance hosted a Day on the Hill at the state capitol on February 27. Senator Mae Flexer was awarded the Friend of Families award and spoke on behalf on the Family Resource Centers in our region. Senator Flexer has always been a strong legislative supporter of continued funding for our Family Resource Center model.



The Family Resource Center is working with the Elementary School to offer after school clubs for students in second through fourth grade. Clubs being offered are the Newspaper Club, Building and Puzzles Club, PAWS Club, Mural Art Club, Scrabble Club, and Singing Club.



Mural Club – sports mural completed!



Building Club



PAWS Club making affirmation posters.



Newspaper Club





# PUTNAM PUBLIC SCHOOLS

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## Special Education Monthly Report

Becky Lopes, Director of Student Services

March 2024

### 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), guidance when placing a student on an individual support plan, and anticipated updates and enhancements to the Section 504 Process module (launched and have issued 3 new revised manuals). The training slides are shared with all staff and are housed within the CT-SEDS platform.

At the March 5th office hours, the CSDE provided information on changing features within CT-SEDS. The CSDE has removed districts' ability to manually enter events. This will impact the district's ability to manually enter new students who register in Putnam from out of state. For situations when a manual event is necessary, districts are required to submit a help desk ticket. The office hours also provided guidance on the gifted and talented process within CT-SEDS.

IEP Quality Sessions continue to 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). The CSDE is offering additional training on CT-SEDS: 12-hour core training, CT-SEDS onboarding training for those new to CT-SEDS, discipline specific goal development training (i.e. OT/PT, SLP, Psych/SW, PreK, and Transition), and targeted sessions.

#### Grants:

The CSDE has offered IDEA 611/619 informational sessions with Tom Boudreau in preparation for the upcoming IDEA 611/619 grant submission.

The FY25 IDEA 611/619 was made available to districts as of Tuesday March 12, 2024. The grant is due on or before May 9, 2024.

#### 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



# PUTNAM PUBLIC SCHOOLS

and the new IEP, offering teachers an opportunity to engage with peers from other districts also working under a DSAP.

The CSDE released preschool special education professional learning opportunities. The learning opportunities included a variety of topics such as aligning CT Early Learning Development Standards (ELDs) with IEP present levels and goals, behavioral supports, specially designed instruction, and supporting multilingual learners. Preschool staff have signed up for topics that were relevant and applicable to them.

The behavioral staff from each of the buildings continue to meet with Mahri Worthington from PD Monster. Teams discuss challenging cases, data collection, and program enhancements.

**Helping Hands:** Students in the Helping Hands program continue to enhance their personal fitness. The Occupational Therapist and Physical Therapist supported them in the fitness room, working on strength and correct form. The UConn nutritionist joined them at their location for a lesson on preparing lasagna. They practiced knife handling and prep skills. Helping Hands is experimenting with cat treats. Students are trialing a variety of recipes to sample with their furry friends.



**Behavioral Supports:** The newly hired Board Certified Behavior Analyst (BCBA) continues to support staff and students 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. The BCBA has initiated



# PUTNAM PUBLIC SCHOOLS

bi-weekly training with staff that support students in specialized programs. She is providing instruction and support on Discrete Trial Training and data collection systems.

## News to Share:

**Gifted and Talented:** The identification of students meeting criteria for Gifted and Talented has begun. Staff were sent the referral forms to initially identify students being considered for identification of gifted and talented. Once students have been identified, parents will be sent a letter outlining next steps. A consent form will be sent to seek permission for standardized testing. Once all data points are reviewed a planning and placement team meeting will be held.

In response to recent legislation, Public Act 23-167, the district is in the process of reviewing current protocol for identifying the suicide risk of students who exhibit signs of distress. The group is closely examining the process, the recommended tool (Columbia-Suicide Severity Rating Scale) and documentation.

## 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)
259	403	12	43	49	N/A	21.5%



# PUTNAM PUBLIC SCHOOLS

Jacqueline Vetrovec  
Director of Curriculum and Instruction  
March 2024

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## Staff PLC and Student Late Arrival

Staff participated in PLCs on February 12<sup>th</sup>, February 26<sup>th</sup>, and March 11<sup>th</sup>. Staff in grades PK-4 participated in grade level work. Some of this work included the examination of student performance on the winter diagnostic test and student writing, as well as training on the Science of Reading. Other training sessions across the district included IEP review, behavior program training, advisory program development and grade level PLCs.

## Curriculum Councils

The district Curriculum Council met on February 27<sup>th</sup>. At this meeting, PHS and PMS presented information about a new course and a new program. PHS is considering adopting a new course names Internship and PMS presented a reading intervention program intended to be used with select students. The Curriculum Council voted to move the new course and the new program to the council required in the adoption process. On March 19<sup>th</sup>, the Board of Education's Curriculum Council will review the new course and the new program and possibly introduce both to the full Board of Education on the same night.

## PDEC

A PDEC subgroup met on March 13<sup>th</sup> where they reviewed the draft version of the PPS Leader and Educator Evaluation Plan. The subgroup made suggestions for change and the changed document will now be presented to the full PDEC on March 19<sup>th</sup>. At this meeting, the full group will review the document and make suggestions for edits. The final meeting is scheduled for May 21<sup>st</sup> and PDEC is hopeful they will reach consensus on adoption of the Plan. Other items on the agenda for the PDEC March 19<sup>th</sup> meeting include the reviewing of the staff professional learning survey as well as map out professional learning for the 24-25 school year.

## Paraprofessional Training on March 15, 2024

BER will be hosting a paraprofessional workshop: Practical Strategies for Special Education Paraprofessionals in Inclusive Classrooms, Grades K-12.

### **They will learn how to:**

- Establish communication with classroom teachers to maximize classroom experiences of students with disabilities.
- Keep instructional materials and supplies accessible to maintain a focus on learning and decrease down time.
- Foster student independence
- Modify materials and assignments in ways that enhance student achievement and promote active participation.
- Incorporate strategies that keep students with disabilities on task and learning in whole class settings.
- Scaffold student thinking and learning in small group lessons.
- Implement a wide variety of strategies to engage students across a wide range of disabilities in general education inclusive classrooms.

## Staff Training on March 15, 2024

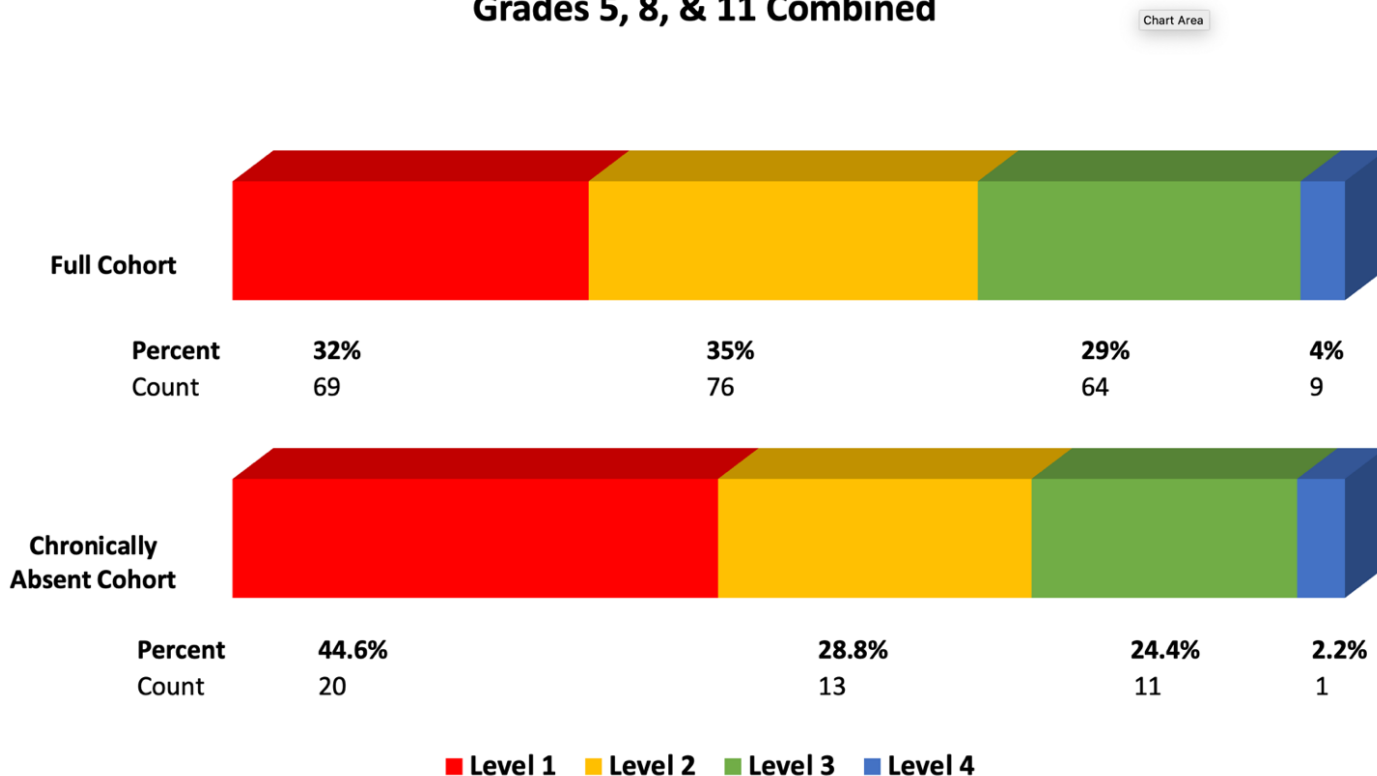
Staff at PES participated in training on ARC (new reading program). The PMS staff had work time for updating their curriculum in Atlas, and learning about the new CSDE Components of Social, Emotional, and Intellectual

Health framework. PHS staff worked on MBDA activities, and they held advisory team meetings. Both PMS and PHS staff also had a block of time allotted for Personalized Learning.

Chronic Absenteeism Impact on Science Achievement

At the February 2024 board of education meeting, a question was posed relative to the impact on state achievement results based on Putnam Public School’s high chronic absenteeism rates. A data analysis was performed on the 2023 NGSS achievement results (grades 5, 8 and 11) and the student chronic absenteeism list from 2023. The results suggested that a large percentage of students who were chronically absent scored a level 1 (red/far from the standard) as compared to the full cohort on the NGSS assessment. Surprisingly, a large percentage of students who met the chronically absent criteria continued to score a level 3 (green/meets the standard) on the assessment.

**22-23 Comparison NGSS Achievement Level  
Grades 5, 8, & 11 Combined**



**Additional information relative to the impact of chronic absenteeism and student achievement in literacy and math will be shared in the April 2024 report.**

Donors Choose Update

There have been no new proposals submitted since what was reported at the February 2024 meeting. In total there have been six proposals and four of them have been funded.

5 Year Strategic Plan Progress Update

The district community has been focusing their work on the priorities outlined in the strategic plan including updating and improving curriculum, highlighting work surround the Vision of the Putnam Learner, prioritizing professional learning opportunities, improving family communications, hiring, and retaining teachers, ensuring we have a budget that meets the needs of the district, examining our SEL programs and improving school climate. More details will be shared during the April 2024 meeting.

# **QUARTERLY DEPARTMENT REPORTS**

## Putnam Schools IT Summary Report February 2024

### Prepared by:

Ryan O'Connor - Network Operations Manager  
Sean McNamara – Client Services Engineer

### MONTHLY CASE SUMMARY

- **Total Cases Opened - 125**
- **Total Cases Closed - 112**
- **Current Total Open Cases - 13**

### CASE TREND ANALYSIS

- All cases for the month of February were reviewed to determine if there are any trends of reported issues or problems district wide. There are no active trends for this month, however, there have been several reported wireless issues (additional details below).

### ACTIVE PROJECT NOTES

- **Network Fiber Update** - this month we began planned network upgrades beginning with new fiber cabling runs to various locations at the ES and MS. Soon to follow will be switches with Wi-Fi access points farther down the line. This project is expected to run for at least another 6 months as we wait for additional equipment and grant funding.
- **Inventory Update** - currently working on an updated device Inventory that should be ready within the week.
- **Asset Tracking** - SnipeIT is now in production and being used for all district asset tracking. We have set up training sessions for each school which went smoothly, and Destiny has had all assets removed. This project is now complete.
- **JAMF** - software for management of district Apple devices has been fully deployed. All district iPads, MacBooks, and iMacs have been enrolled with the exception of staff devices where it was deemed unnecessary. This project is now complete.

### MAINTENANCE NOTES

- **UPS Battery Replacement** - the replacement batteries have been installed.
- **Wi-Fi Issues** - currently investigating some issues with Wifi at the Elementary and Middle Schools. The issues may be device or access point related, but further investigation is required. There are no additional updates at this time.
  - We ran network wide firmware update for all APs on February 17<sup>th</sup> in an attempt to resolve these issues. Update completed without errors but has not resolved the active issue.



## Quarterly Report – March 2024

### 1. **Professional Development**

- USDA & Industry Food Show – The annual meeting took place on January 9, 2024, at Aqua Turf Club. The focus was on managing USDA foods and reinventing recipes with herbs and spices. A trade show followed the meeting.
- Institute of Child Nutrition - Learning Series
  - Optimizing School Meals - Implementing Offer Versus Serve for Breakfast and Lunch
  - School Nutrition Kitchens - A Guide to Efficient Facility Design and Equipment Selection
- ServSafe Managers Course and Certification - March 15, 2024  
Nine food service staff will take the sanitation course. Six employees will be recertified, and three new members will obtain their certification.

### 2. **School Year 2024-2025 Commodity Entitlement**

This year's commodity entitlement was \$66,672. Commodities are based on the percentage of meals served. Commodity money is used to purchase USDA grown fresh fruits and vegetables, meats and cheeses. We also divert bulk pounds of food to processors such as: Land O' Lakes, Tyson, Schwan's Foods, Conagra, Michael's Foods, JM Smackers, Tasty Brands and McCains. The estimated commodity entitlement for next year is \$75,610, which is an increase of \$8,938.

### 3. **Capital Equipment Upgrades**

- Walkin freezer and cooler temperature alarm system was purchased for the elementary school.
- The bid for the generator for the kitchen will close on March 14<sup>th</sup>. We are looking at early summer installation.
- Purchased two portable steam tables for the high school to help support our new "creation station" that was added to the menu in January.
- LED menu board for the high school.
- In the process of replacing convection ovens at the high school with double convotherm combi ovens, which are multi-functional ovens that cook with steam for a moist, crisp product.
- Adding a tilting skillet at the high school. This is a versatile piece of equipment that will allow us to braise, sear, use as a griddle, boil pasta as well as prepare fresh soups and stews.

### 4. **Community Eligibility Provision Update**

Community Eligibility Provision (CEP) for the district is in the last year of its 4-year cycle. In April we will recalculate the Identified Student Percentage (ISP) of free for the district to secure another four years of CEP at all schools.

### 5. **Putnam At Risk Supper Program (CACFP)**

The elementary school is holding after school extracurricular activities on Tuesdays and Thursdays throughout February, March, and April. The food service department will be supplying students with meals during this time. Currently the department extends after-school meals to the middle school and high school as well for students who participate in after-school homework help, other clubs and sports.



6. **Additional DOD Funding**

On March 1<sup>st</sup>, the district was granted an additional \$9,000 for DOD fresh fruit and produce. This will help support regional/local buying and make sure students get a variety of healthy fresh fruits and vegetables.

**Putnam Public Schools**  
**Health Services Summary**  
**March 2024**

The health offices have been busy with several illnesses since December. We have had Covid, RSV (particularly in the elementary population) and Noro virus, which has been especially bad this time around, lasting several days in some cases as opposed to the usual 24 hours. Strep throat has been affecting many students, often with repeated infection. We have seen several cases of Scarlet Fever, which is not typical. In the past two weeks, we have started to see an uptick in cases of influenza. Students with asthma have been having exacerbations due to the changes in the weather. Unfortunately, all these illnesses do not help with attendance rates!

Hearing screenings have been taking place in the elementary and middle schools. The Lions Club will be here at the end of the month to do vision screenings. We are planning for field trips in the schools, arranging for substitutes as needed for any students who require a nurse to accompany them on their trip.

PES has seen 823 students for injuries, such as scrapes, bumps, and bruises; 2,426 visits for health-related concerns; 1,363 medications have been administered

PMS has seen 108 students for injuries and 364 students for health-related concerns; 329 medications were administered

PHS has seen 71 students for injuries and 946 students for health-related concerns; 428 medications were administered

Respectfully submitted,

Linda Roto, RN Nurse Coordinator

# **SCHOOL FACILITIES QUARTERLY REPORT**

**December 2023-March 2024**

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 (10) full-time custodians, (2) Part-time custodians and (1) part-time maintenance, Assistant Facilities Director and Facilities Director throughout the district. We have (1) full-time custodial openings. We also have (1) FTE out on FMLA. Our vacant positions are filled with temporary employees.
2. **OUTDOORS:** Since December we've had 5 plowable snowstorms. There have also been 4 or 5 freezing rain events where only salt was needed. Once the threat of snow is gone we will be going to repair any plow damage, clean out mulch beds and prepare for DPW to sweep the parking lots.
3. **SERVICE CONTRACTS:** All service contracts are up to date.
4. **MONTHLY FIRE DRILLS & SAFETY DRILLS:** Safety drills for January and February have been completed. No issues to report. March drills are scheduled.
5. **WORK ORDERS:** We have completed about 160 work orders since January 1st. Most "work orders" are in email form. Our current request count is under 15. Steve, Sheila, Sean and I have created an online work order system that is just getting off the ground. Very few people have utilized the work order system.
6. **BUILDING USE:** Facilities continues to accommodate building use commitments. Holiday and winter concerts, assemblies, basketball, wrestling, and Artistry Dance. Winter sports have come to a close.
7. **BUILDING SECURITY-** Following the lockdown on 2/8/24 there were several issues of concern. The conference room in the MS Student Services was unable to be locked. Facilities were able to install a lock on the door and should no longer be an issue. Putnam PD borrowed facilities keys to "clear" the building. Facilities has been making (5) sets of keys for PES/PMS that will be locked in the SSO offices.
8. **EDS MECHANICAL-** EDS Mechanical has been diagnosing the inconsistent hot water at PES. EDS replaced (2) check valves in the mechanical room and a circulator pump on the water heater. Since the repairs, water temperature has been more consistent and will be monitored.

9. **FIRE EQUIPMENT INC. -** Following the installation of the magnetic door holders in PES, it was found that when in the open position the door in the main hallway was obstructing a pull station... Fire Equipment removed the pull station and relocated it to the opposite side of the door making it accessible.
10. **GRAPHICS UNLIMITED-** I've been working with Graphics Unlimited to replace the missing "G" on the Putnam High School Sign. The "G" has been missing since 12/27. We were unable to contact the original vendor.
11. **WELD POWER-** During the December preventive maintenance service, Weld Power along with Morrison Electric diagnosed the generator and Automatic Transfer Switch (ATS) at PES. It was found that the generator and transfer switch are working properly but the ATS is a manual transfer switch. In the event of an outage the switch has to be manually positioned into generator power. This transfer switch will power the boiler and heating pumps at PES.

## **SPECIAL PROJECTS QUARTERLY REPORT**

**December 8, 2023, thru March 8, 2024**

**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 December 12, 2024, and February 27, 2024, and discussed the district's security issues. We meet again on Tuesday May 14. A new security camera has been installed above the kitchen delivery exterior doors and covers the entire lower parking lot and north side of the elementary school. Two existing cameras were re-purposed for a clear view of the elementary parent drop-off/pickup area and the front bus loop of the elementary schools. These are two views we were lacking. Lockdown procedures were discussed, and photos and narratives were sent out to Putnam All for review of what to do in the event the AMBER STROBE LIGHTS at the main entrances are flashing. The 2-year school vulnerability assessment is scheduled for Wednesday March 13. This must be submitted to DEMHS CT by April 1. A mass ADMINISTRATOR TEXT has been created in the event of a lockdown. This includes school administration, directors, and Police Chief, Captain, SRO, and ASO's informing them of which building is in lockdown so the proper 1<sup>st</sup> responder response can happen as well as administrators can alert staff and students. We are investigating connection with EVERBRIDGE, through Emergency Management as another layer of passing information in the event of an ALL-HAZARD emergency.
- **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. Our next meeting is scheduled for March 26. A fence at the bottom of the elementary school driveway has been installed providing fall protection from the ravine. A spectator at a track meet fell into the ravine. We worked with the Town administrator, as well as Parks and Recreation, to split the cost of the fence.

- **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. Nancy Cole and I are finalizing the invitation to bid for the architect services for electrical schematics and mechanical construction documents. The grant has “tentatively” been approved and we are awaiting confirmation sometime in April.
- **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 and the facilities committee members met via zoom with the Gordian representative to discuss 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.
- **ELECTROMAGNETIC FIRE DOOR HOLDERS:** The installation of the fire door electromagnets is complete. The programming of the panel as well as fire marshal and building inspector sign off are complete.

- **NOVEMBER ELECTRICAL OUTAGE AND WATER DAMAGE FRC WING AND MIDDLE SCHOOL STAGE:** The information was approved for reimbursement from the insurance company. Repairs immediately began. The air handling units were repaired, the carpet tiles in FRC hallway have been replaced, as well as the ceiling in the southwest corner of the auditorium stage. All that is left is the painting contractor to come in and spray and the electrician re-install the lights.
- **ELEMENTARY KITCHEN 30KW GENERATOR:** An RFP for the installation of a 30KW propane generator for backup for the refrigeration units has been written and released. Five companies showed up for the mandatory pre-bid. We are awaiting quotes for submission which will be open on March 14.
- **BELLS AND PAGING PHS:** Facilities committee members met approved the replacement of the bells and paging system at PHS. The system when installed was already outdated. Parts for repairs are unavailable. Tone-Klear Sonics has developed an interface to work with current speakers and classroom audio-video equipment. Due to the emergent nature of the project, they will be installed on March 14-16.
- **PMS AUDITORIUM SOUND EQUIPMENT REPLACEMENT:** The sound equipment in the auditorium has been gradually failing over the past year. I reached out to four different vendors for quotes and R&R Professional Sound will be installing new equipment in late March or early April.
- **ELEMENTARY SCHOOL KITCHEN EXTERIOR VENT HOOD:** The elementary school kitchen vent hood was damaged recently due to a truck backing into it. However, at the time it occurred our new camera was not installed so we do not have a clear view of who may have hit it. Officer Kyle has contacted the company we believe is responsible for the damage, but their safety department isn't convinced that it was them due to the lack of footage. We are sending the quote to them to seek reimbursement. If they do not pay for the damage, we MUST get it repaired as soon as possible as it is a safety issue at this point.
- **ROOF ARCHITECT INVITATION TO BID:** Nancy Cole and I worked on creating a roof architect invitation to bid. We vetted Hibbard & Rosa, and they were chosen as the architects. I have met with Tom Hibbard several times for the building walkthrough and historical questions regarding the current roof.
- **PHS KITCHEN EQUIPMENT UPGRADES:** Jeanette LaPlume and I have been collaborating on the replacement of cooking equipment in PHS kitchen. We are looking at upgrades to combo-therm ovens, tilting skillet, well as 36" tabletop burner. I have met with Jeanette and her equipment vendors and have had our mechanical company out to look at infrastructure changes, (electrical, plumbing, drainage, gas, etc.) that must take place for the installation. I have included the building official and fire marshal as well for approvals.

Transportation Department  
Putnam Public Schools  
33 Wicker Street  
Putnam Connecticut 06260-1444  
1-860-963-6932

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Mandy Dowers  
Transportation Director

## Quarterly Report

March 2024

1. **Daily Bus Routes**

The bus routes are continuing to run smoothly for the 2023-2024 school year. The transportation department, administration and support staff are continuing to collaborate with AA Transportation to ensure student needs are met.

2. **Vehicle Maintenance**

The vehicles were inspected in July by a Department of Motor Vehicle official. All vehicles continue to receive their proper maintenance and inspections throughout the year as required. Mandatory inspections include: one annual inspection by a Department of Motor Vehicle inspector, 90-day inspections and brake inspections (6 months or 6,000 miles).

3. **Sports Trips**

We just completed the winter sports season, and trips went smoothly. It was accomplished by outsourcing to vendors such as: First Student, AA Transportation and Eastconn. I am in the process of setting up the spring sports trips. The middle school trips are handled by a district driver, and the high school trips are outsourced.

4. **Special Transportation**

We are currently providing special transportation to schools in Connecticut and Massachusetts. We are using our van drivers as well as outsourcing with American Rides, Dattco, Quiet Corner Transportation and Eastconn.

5. **Driver Recruitment**

We continue to advertise for van drivers. We are hoping to find a few more drivers to take over routes that are outsourced.

6. **Driver Training and Requirements**

We scheduled the annual driver training to take place in April. We are collaborating with Eastconn to use their safety trainer. Drivers are required to have 6 hours of training each year. In addition, there are DOT physical and random drug screening requirements.



**ENC 6**

**BUSINESS**

**HEALTHY FOOD CERTIFICATION MOTIONS  
for FY 2024-2025**

**1. Motion Language for Healthy Food Option**

Pursuant to C.G.S. Section 10-215f, the Putnam Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

**2. Motion Language for Combined Food and Beverage Exemptions**

The Putnam Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

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

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



# PUTNAM HIGH SCHOOL

## MEMO

TO: Superintendent Steven Rioux

FROM: Heather Taylor

DATE: March 11, 2024

SUBJECT: Release of Gate Receipt Funds

I'm writing to request the release of funds from the Gate Receipt account of \$4000.00 for the partial purchase of Cheer Mats. Our existing mats need replacement due to extensive wear. The new cheer mats will be purchased with grant funding, with the difference in cost coming from our gate receipt account, if approved. The total cost of the new mats is approximately \$8200.00.

# PUTNAM PUBLIC SCHOOLS

**BID OPENING RESULTS**  
**March 14, 2024 – 11:00 AM**  
**BOE Conference Room 8**

## GENERATOR

COMPANY	MODEL	PRICE
Archie Supply, LLC Greensboro, NC 27410	Generac RG030	\$16,659.20
Paquette Electric Pomfret Center, CT 06259	Kohler 30RCLA	\$18,956.49

Specifications were emailed to two local companies. The bid was advertised and posted on the Department of Administrative Services (DAS) state web site as well as the district web site. A mandatory pre-bid conference was held on February 27, 2024, and five companies were represented. A total of two bid responses were received and opened. The specifications were for a Generac XGO3245 or approved equal.

The low bidder did not attend the mandatory pre-bid conference, did not bid the model requested and did not provide 3 references.

Paquette Electric bid on an approved equal.

**RECOMMENDATION: Paquette Electric - \$18,956.49**