

# PUTNAM BOARD OF EDUCATION

**DATE: Tuesday, November 14, 2023**

**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. October 17, 2023 Regular Meeting Minutes
- 2. CORRESPONDENCE ..... ENC 2**
- 3. PRESENTATIONS..... ENC 3**
  - a. Pride of Putnam – Putnam High School
- 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
    - 3) Curriculum Committee Report
      - a) Special Meeting Minutes October 17, 2023
    - 4) CAFE Events Update
  - 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) Potential Grant and Budget Adjustments

- c. Superintendent's Report, Steven R. Rioux
  - 1) District Update
  - 2) Achievement Data 2022-23 - Attendance
  - 3) Kindergarten New Age Requirement Update
  - 4) Holiday Giving Campaign
  - 5) Personnel Report
  - 6) Enrollment Update
  - 7) School Monthly Board Reports

- d. Board Chair Report, Jill Zangerl

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

- a. Adoption of new reading program, American Reading Core
- b. Transportation Contract and Director Position
- c. Request for New Paraprofessional Positions (3)
- d. Request for New Second-Grade Classroom
- e. Roof Project – Resolutions
  - 1) Educational Specification for the Putnam Elementary School Roof Project
- f. HVAC Project -
  - 1) Educational Specification for the Putnam Middle School HVAC Project
  - 2) Educational Specification for the Putnam Elementary School HVAC Project
- g. Recognition of Service – Board of Education Members

**7. ADJOURNMENT**

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cc: Putnam Board of Education  
Principal's Group  
Christine Bright, Town Clerk  
District Website  
Student Representatives

Barney Seney, Mayor  
Elaine Sistare, Town Administrator  
Scott Pempek, Putnam Board of Selectmen Liaison  
Michael Paquin, Putnam Board of Selectmen Liaison

WINY, News Department  
Putnam Town Crier  
The Putnam Villager  
Norwich Bulletin



**ENC 1**

## **APPROVAL OF MINUTES**

# **PUTNAM BOARD OF EDUCATION**

## **SECRETARY'S REPORT**

**October 17, 2023**

The Putnam Board of Education met in regular session on September 19, 2023, in the Joseph V. Pempek Memorial Conference Room at 7:00 PM.

Attendance: Tabetha Babcock, Laure LaBonte, Michael Morrill, Chad Neal, James Purdon (7:02), Carolyn Riendeau, Christopher Steinbrick, and Jill Zangerl

Absent: Jamie Heath

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

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

### **Pledge of Allegiance**

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

James Purdon made a motion to approve the September 19, 2023 regular meeting minutes as presented. The motion was seconded by Laure LaBonte and passed unanimously.

#### **2. CORRESPONDENCE**

There were several SPAM emails received. There was one email of substance received from a new teacher sending their regrets for not being able to accept the invitation to the September Board meeting. That email was shared with the Board members.

#### **3. PRESENTATIONS**

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

The Pride of Putnam Awards were presented by the board. Putnam Community Member Cody Rogers was recognized for organizing the backpack and school collection for our students. His efforts provide a large number of students with the school supplies they need to be prepared for the start of the school year. Putnam Middle School Teacher Amy Camassar was recognized for her quick thinking, compassion, and life saving measures in performing a first aid procedure while a student was choking during lunch.

#### **4. CITIZENS COMMENTS**

There were no citizens comments.

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

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

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

The minutes from the special meeting held on September 27, 2023 were included in the packet.

**2) Facilities Committee Report**

The minutes from the special meeting held on October 4, 2023 were included in the packet.

**3) Curriculum Committee Report**

The committee held a special meeting on October 17, 2023.

**4) CABA Events Update**

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

**b. Financial Report**

Nancy Cole updated the board on the year-end expenditure report for FY 2023-2024. An Excess Cost Report and the Family Resource Center Report were also included.

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

**1) District Update**

Superintendent Rioux shared examples of the professional development provided to staff throughout the district and some operational updates being implemented to cut costs and improve efficiency.

**2) Enrollment Report**

The October 1<sup>st</sup> enrollment report was included in the packet. It was noted that there is a substantial increase in the number of students classified as homeless.

**3) Achievement Data 2022-23 - Mathematics**

A data report was presented by Jacqueline Vetrovec, Director of Curriculum. The principals presented strategies for growth.

**4) Discussion Regarding eRate Grant**

Superintendent Rioux presented options for utilizing the eRate Grant and other funding sources for technology maintenance and updates.

**5) District Technology Committee Update**

Superintendent Rioux and Heather Taylor are the co-chairs of the district technology committee.

**6) Personnel Report**

An updated personnel report was included in the packet.

**7) School Monthly Board Reports**

School Monthly Reports were included in the packet.

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

**6. BUSINESS**

**a. Warn to Adopt New Reading Program – ARC Core**

Tabetha Babcock made a motion to warn to adopt new reading program, American Reading Core as presented. The motion was seconded by Carolyn Riendeau and passed unanimously.

**b. Policy Committee Recommendation to adopt Shipman & Goodwin policy services**

Michael Morrill made a motion to authorize the superintendent to purchase Shipman & Goodwin policy services. The motion was seconded by Chad Neal and passed unanimously.

**c. Set Putnam High School Graduation Date**

James Purdon made a motion to approve that the Putnam High School graduation ceremony be held on Wednesday, June 12, 2024. The motion was seconded by Laure LaBonte and passed unanimously.

**d. Negotiations for Paraprofessionals – BOE Member Appointment**

**e. Negotiations for Food Service Employees – BOE Member Appointment**

Christopher Steinbrick made a motion to appoint James Purdon to represent the Board of Education at the Local 1303-87 Negotiations (Paraprofessionals and Food Service employees). The motion was seconded by Tabettha Babcock and passed unanimously.

**f. Approval for Local Contribution required for eRate Grant Funding**

Chad Neal made a motion to approve local contribution for the Universal Service Fund grant application through the local eRate account. The motion was seconded by Christopher Steinbrick and passed unanimously.

James Purdon made a motion to enter executive session at 8:31 PM to discuss agenda items 6g, 6h, and 6i. The motion was seconded by Tabettha Babcock and passed unanimously. Superintendent Rioux and Nancy Cole were invited to attend.

Executive session ended at 8:50 PM.

**g. Contract Agreement with Putnam Administrators’ Association (possible executive session)**

James Purdon made a motion to approve the contract agreement with the Putnam Administrators’ Association. The motion was seconded by Michael Morrill and passed unanimously.

**h. Personnel Matter – Food Service Director Contract Review (possible executive session)**

James Purdon made a motion to approve contract revisions for the Food Service Director as presented. The motion was seconded by Christopher Steinbrick and passed unanimously.

**i. Personnel Matter – Teacher Stipend Agreement (possible executive session)**

Christopher Steinbrick made a motion to approve Teacher Stipend Agreement as presented. The motion was seconded by Tabettha Babcock and passed unanimously.

**7. ADJOURNMENT**

Christopher Steinbrick made a motion to adjourn. The motion was seconded by Laure LaBonte and passed unanimously. The meeting adjourned at 8:51 PM.

Respectfully submitted,

Carolyn Riendeau  
Board Secretary

**ENC 3**

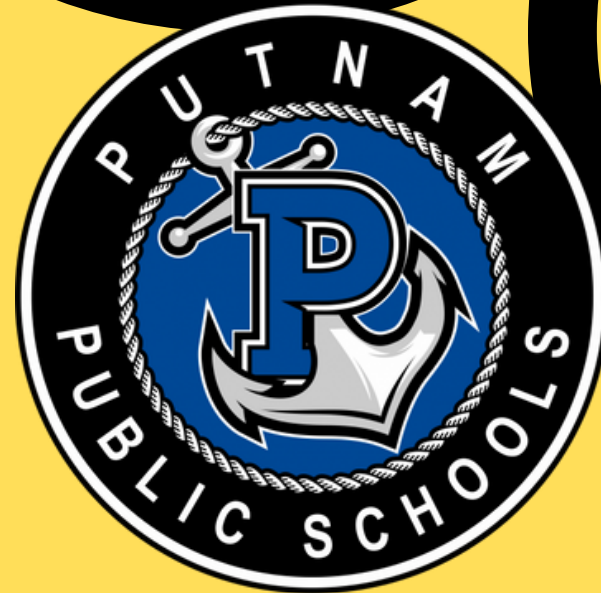
# **PRESENTATIONS**

# PEDRO ORTIZ

The November Pride of Putnam recipient is recognized for sharing his talent and passion with the Putnam Arts Community

PUTNAM HIGH SCHOOL  
NOVEMBER 2023

# PRIDE OF PUTNAM



**ENC 5**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**ENC 5a**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports**



**ENC 5a3**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Curriculum Committee**

# **PUTNAM BOARD OF EDUCATION**

## **Curriculum Committee Special Meeting Minutes Tuesday, October 17, 2023**

The Putnam Board of Education's Facilities Committee met in special session on Tuesday, October 17, 2023 at 5:45 P.M. at the Putnam Board of Education Conference Room, BOE 15.

Committee Members Present: Tabetha Babcock, Michael Morrill, Jill Zangerl and Carolyn Riendeau

Others: Steven Rioux, Superintendent of Schools, Kaye Jakan, Principal of Putnam Elementary School and Jacqueline Vetrovec, Director of Curriculum and Instruction

The meeting was called to order at 5:45 P.M.

### **1. Review and Discuss Several K-4 Reading Programs**

The committee reviewed the K-4 Reading programs recommended by the Putnam Elementary School's literacy team. The three programs reviewed were EL, CKLA and ARC. ARC was presented as the favorite based on a set of criteria.

### **2. Possible selection of the Reading Program that would be recommended to the full Board of Education**

The committee agreed to recommend to the Board of Education to warn to adopt American Reading Core are the new reading program.

The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

Jacqueline Vetrovec, Director of Curriculum and Instruction

**ENC 5b**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Financial Report**

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

November 14, 2023

<b>Object Codes</b>	<b>Description</b>	<b>Original Budget</b>	<b>Transfers</b>	<b>Adjusted Appropriation</b>	<b>Encumbered</b>	<b>Year-to-Date Expended</b>	<b>Projected Expense to 6/30/24</b>	<b>Unaudited Balance on 6/30/24</b>
110	Substitute Teachers	170,000	0	170,000	200,297	82,724	10,000	(123,020)
111	Certified Salaries	9,253,902	0	9,253,902	6,880,805	2,281,159	80,000	11,938
112	Non-Certified Salaries	1,950,502	0	1,950,502	1,375,341	553,466	21,695	0
113	Extra Curricular	146,497	0	146,497	85,596	11,274	40,000	9,627
114	Coaching Salaries	175,804	0	175,804	125,851	23,034	17,956	8,964
115	Athletic Transportation	7,075	0	7,075	0	1,307	5,000	768
116	Tutoring	15,000	0	15,000	0	97	14,000	903
200	Fringe Benefits	259,680	0	259,680	191,386	26,367	10,000	31,927
210	Health/Life Benefits	1,873,192	0	1,873,192	1,335,031	549,714	0	(11,553)
220	Fica /Medicare	361,051	0	361,051	244,900	84,041	8,000	24,110
230	Workers Compensation	91,730	0	91,730	63,166	22,118	3,000	3,446
240	Pension	22,680	0	22,680	0	0	20,000	2,680
260	Unemployment Compensation	22,300	0	22,300	18,343	4,197	(240)	-
300	Admin Conferences	8,100	0	8,100	440	250	7,000	410
301	Superintendent Expenses	3,000	0	3,000	0	0	3,000	-
303	Program Enhancement	150	0	150	0	0	150	-
304	Evaluations	30,000	0	30,000	0	900	28,600	500
305	Physical Therapy	61,000	0	61,000	41,776	18,062	0	1,162
306	Consulting Services	6,000	0	6,000	4,675	0	0	1,325
307	Occupational Therapy	90,700	0	90,700	62,664	27,488	0	548
310	Physicals	3,355	0	3,355	1,858	546	0	952
320	Professional Educational Services	180,314	0	180,314	9,940	71,022	97,000	2,352
321	Apex Technology Services	199,188	0	199,188	132,792	66,396	0	-
323	Purchased Prof/Tech Services	22,375	0	22,375	9,441	9,599	1,500	1,835
330	School/Community Development	25,000	0	25,000	742	11,020	13,000	238
332	Professional Development	20,800	0	20,800	6,302	4,400	9,500	598
340	Athletic Purchased Services	84,794	0	84,794	20,765	10,539	53,000	491
360	Legal Fees	35,500	0	35,500	29,670	6,366	(536)	-
380	Staff Conferences	10,439	0	10,439	195	1,300	8,000	944
381	CABE Dues & Fees	9,219	0	9,219	0	8,994	0	225
382	Audit & Related Reports	22,950	0	22,950	0	0	22,000	950
390	Graduation Expenses	7,500	0	7,500	0	0	7,000	500
400	Repair	15,282	0	15,282	3,830	1,407	9,500	545
401	Athletic Repair	0	0	0	0	0	0	-
411	Water	29,380	0	29,380	19,197	7,569	0	2,613
420	ABM Cleaning Services	998,786	0	998,786	749,089	249,696	0	0
421	Refuse Removal	0	0	0	0	1,582	0	(1,582)
424	Landscaping	12,500	0	12,500	5,330	13,000	0	(5,830)
429	ABM Maintenance Services	93,022	0	93,022	69,767	23,256	0	(0)
430	R & M Buildings	28,440	0	28,440	21,099	75,666	25,000	(93,325)
431	Code Compliance	6,830	0	6,830	0	2,264	4,000	566
432	R & M Of Buses	15,200	0	15,200	5,488	6,665	2,500	547
433	Interior Maintenance	19,620	0	19,620	4,363	8,458	6,000	799
434	Exterior Maintenance	12,500	0	12,500	1,276	8,694	2,000	530
435	Facilities Service Contracts	56,302	0	56,302	33,387	21,792	500	624
436	Technology Service Contracts	111,234	0	111,234	10,265	66,266	34,000	703
440	Rental	46,566	0	46,566	29,316	12,361	4,000	889

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

November 14, 2023

<b>Object Codes</b>	<b>Description</b>	<b>Original Budget</b>	<b>Transfers</b>	<b>Adjusted Appropriation</b>	<b>Encumbered</b>	<b>Year-to-Date Expended</b>	<b>Projected Expense to 6/30/24</b>	<b>Unaudited Balance on 6/30/24</b>
443	Rental - Computers	39,538	0	39,538	0	18,578	20,000	960
510	Special Education Transportation	106,500	0	106,500	130,430	34,782	(58,712)	0
512	Field Trips	7,500	0	7,500	0	255	7,000	245
517	Athletic Transportation Services	32,884	0	32,884	0	14,176	18,000	708
518	AA Transportation Services	739,029	0	739,029	591,986	146,914	0	129
519	Student Transportation	0	0	0	54,765	19,330	(37,048)	(37,047)
520	Insurance	116,532	0	116,532	46,873	63,226	0	6,433
530	Communications/Postage	15,247	0	15,247	1,363	5,676	7,500	708
531	Telephone	8,700	0	8,700	4,622	2,338	200	1,540
540	Advertising	12,000	0	12,000	0	0	11,500	500
550	Printing	13,405	0	13,405	18	937	12,000	450
560	Tuition	1,327,000	0	1,327,000	1,450,926	(268,537)	137,155	7,456
561	Vo-Aq	47,761	0	47,761	75,053	0	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	57,758	0	0	25,574
580	Travel	9,090	0	9,090	85	346	8,000	659
601	Building Maintenance Supplies	8,833	0	8,833	198	495	8,000	140
602	Sports Supplies	29,887	0	29,887	2,014	5,511	22,000	363
603	Security	12,500	0	12,500	300	2,971	9,000	229
604	Sports Uniforms	14,700	0	14,700	3,523	0	11,000	177
611	Instr. Classroom Supplies	234,662	0	234,662	13,956	104,281	116,000	425
612	Administrative Supplies	15,186	0	15,186	158	3,706	11,000	323
621	Natural Gas	50,000	0	50,000	44,518	5,482	0	0
622	Electricity	238,597	0	238,597	189,349	49,248	(30,000)	30,000
623	Propane	3,150	0	3,150	2,790	360	0	-
624	Fuel Oil	195,000	0	195,000	195,000	0	0	-
626	Gasoline	105,192	0	105,192	84,544	20,648	0	(0)
641	Textbooks	14,526	0	14,526	0	0	14,000	526
642	Books	12,955	0	12,955	4,327	2,789	5,500	339
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	513	18,226	11,000	261
690	Support Materials	27,711	0	27,711	502	8,683	18,500	26
730	Equipment	20,000	0	20,000	0	7,281	12,000	719
732	Vehicles	0	0	0	0	0	0	-
733	Furniture	0	0	0	0	0	0	-
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	9,775	8,000	90
890	Dues And Fees	67,743	0	67,743	9,027	21,352	37,000	364
	<b>TOTALS</b>	<b>20,358,407</b>	<b>0</b>	<b>20,358,407</b>	<b>14,758,977</b>	<b>4,737,745</b>	<b>967,610</b>	<b>(105,925)</b>

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

	Date Started	Placed	Educational Placement	Public - 1	560	510	Cost	Trans	Total	1 x \$18,393	Cost Over	Excess	BOE
					Tuition	Trans.				4.5 x \$82,768		Cost Grant	Net Cost
	Date Left	By		Private - 0	Cost	Cost	In-District	In-District			Single Cost		
1	08/29/23 - 06/10/24	DCF	Griswold Elementary School	1	\$ 71,155.00	\$ -	\$ -	\$ -	\$ 71,155.00	\$ 18,393.00	\$ -	\$ 52,762.00	\$ 18,393.00
2	07/05/23 - 06/19/24	BOE	The Bradley School-New London Regional	0	\$ 61,056.00	\$ -	\$ -	\$ 71,899.80	\$ 132,955.80	\$ 82,768.00	\$ -	\$ 50,187.80	\$ 82,768.00
3	07/03/23 - 06/28/24	BOE	High Roads Windham County	0	\$ 77,964.03	\$ 14,465.00	\$ -	\$ 2,122.07	\$ 94,551.10	\$ 82,768.00	\$ -	\$ 11,783.10	\$ 82,768.00
4	08/30/23 - 06/11/24	BOE	Northeast Regional Program	1	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 82,768.00	\$ -	\$ -	\$ 70,000.00
5	08/31/23 - 06/14/24	BOE	Killingly High School	1	\$ 15,730.00	\$ -	\$ -	\$ 1,729.00	\$ 17,459.00	\$ 82,768.00	\$ -	\$ -	\$ 17,459.00
6	09/01/23 - 06/14/24	BOE	Killingly High School	1	\$ 9,602.60	\$ -	\$ -	\$ 1,729.00	\$ 11,331.60	\$ 82,768.00	\$ -	\$ -	\$ 11,331.60
7	08/30/23 - 06/10/24	BOE	QMC	1	\$ 20,435.00	\$ -	\$ -	\$ -	\$ 20,435.00	\$ 82,768.00	\$ -	\$ -	\$ 20,435.00
8	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
9	07/05/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 120,808.00	\$ -	\$ -	\$ 16,653.96	\$ 137,461.96	\$ 82,768.00	\$ -	\$ 54,693.96	\$ 82,768.00
10	07/03/23 - 06/28/24	BOE	High Roads Windham County	0	\$ 77,964.03	\$ 14,465.00	\$ -	\$ 2,122.07	\$ 94,551.10	\$ 82,768.00	\$ -	\$ 11,783.10	\$ 82,768.00
11	08/30/23 - 06/10/24	BOE	QMC	1	\$ 19,040.00	\$ -	\$ -	\$ -	\$ 19,040.00	\$ 82,768.00	\$ -	\$ -	\$ 19,040.00
12	01/03/24 - 06/28/24	BOE	Crossroads	0	\$ 77,214.24	\$ -	\$ -	\$ 25,000.00	\$ 102,214.24	\$ 82,768.00	\$ -	\$ 19,446.24	\$ 82,768.00
13	07/03/23 - 06/28/24	BOE	High Roads Windham County	0	\$ 118,886.22	\$ 4,438.00	\$ -	\$ -	\$ 123,324.22	\$ 82,768.00	\$ -	\$ 40,556.22	\$ 82,768.00
14	09/01/23 - 06/14/24	BOE	Killingly High School	1	\$ 13,792.13	\$ -	\$ -	\$ 1,729.00	\$ 15,521.13	\$ 82,768.00	\$ -	\$ -	\$ 15,521.13
15	07/03/23 - 06/28/24	BOE	CABI	0	\$ 172,013.12	\$ 1,000.00	\$ 33,234.75	\$ 103,905.76	\$ 310,153.63	\$ 82,768.00	\$ -	\$ 227,385.63	\$ 82,768.00
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 - 06/28/24	BOE	High Roads Windham County	0	\$ 118,886.22	\$ 4,704.24	\$ -	\$ -	\$ 123,590.46	\$ 82,768.00	\$ -	\$ 40,822.46	\$ 82,768.00
18	08/24/23 - 06/12/24	BOE	Joshua Center Northeast	0	\$ 82,404.00	\$ -	\$ -	\$ 15,239.25	\$ 97,643.25	\$ 82,768.00	\$ -	\$ 14,875.25	\$ 82,768.00
19	07/05/23 - 06/19/24	BOE	The Bradley School-New London Regional	0	\$ 73,745.00	\$ 43,164.55	\$ -	\$ -	\$ 116,909.55	\$ 82,768.00	\$ -	\$ 34,141.55	\$ 82,768.00
20	08/29/23 - 06/10/24	DCF	Griswold Elementary School	1	\$ 71,155.00	\$ -	\$ -	\$ -	\$ 71,155.00	\$ 18,393.00	\$ -	\$ 52,762.00	\$ 18,393.00
21	08/30/23 - 06/11/24	BOE	Northeast Regional Program	1	\$ 75,967.50	\$ -	\$ -	\$ 15,239.25	\$ 91,206.75	\$ 82,768.00	\$ -	\$ 8,438.75	\$ 82,768.00
22	08/29/23 - 09/05/23	Court	DOMUS Kids	0	\$ 1,072.50	\$ -	\$ -	\$ -	\$ 50,129.28	\$ 82,768.00	\$ -	\$ -	\$ 50,129.28
	10/30/23 - 06/13/04	BOE	Project Genesis	0	\$ 48,960.00	\$ -	\$ 96.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	07/03/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 82,740.00	\$ -	\$ -	\$ 16,653.96	\$ 99,393.96	\$ 82,768.00	\$ -	\$ 16,625.96	\$ 82,768.00
Students no longer placed out-of-district													
1	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
2	07/03/23 - 06/28/24	BOE	The Learning Clinic	0	\$ 43,000.53	\$ 12,050.00	\$ -	\$ -	\$ 55,050.53	\$ 82,768.00	\$ -	\$ -	\$ 55,050.53
3	07/03/23 - 09/25/23	BOE	Educational and Vocational Center	1	\$ 18,133.44	\$ -	\$ -	\$ 11,813.76	\$ 29,947.20	\$ 82,768.00	\$ -	\$ -	\$ 29,947.20
4	07/05/23 - 11/7/23	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
5	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>\$ 1,848,097.17</b>	<b>\$ 172,141.79</b>	<b>\$ 33,331.53</b>	<b>\$ 290,724.40</b>	<b>\$ 2,344,294.89</b>		<b>\$ 58,080.11</b>	<b>\$ 761,143.70</b>	<b>\$ 1,583,151.19</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>\$ 600,694.61</b>	78.92%
<b>Total Funding to cover all costs</b>	<b>\$ 2,027,694.61</b>	
<b>Total of all costs (minus in-district cost)</b>	<b>\$ 2,020,238.96</b>	
<b>Projected Balance for 2023-24</b>	<b>\$ 7,455.65</b>	

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

November 14, 2023

<b>Object Code</b>	<b>Description</b>	<b>Revised Budget</b>	<b>Encumbrance</b>	<b>Year-to-Date Expended</b>	<b>Projected Expense to 6/30/24</b>	<b>Unaudited Balance on 6/30/24</b>
111	CERTIFIED SALARIES	96,633	73,838	23,428	(633)	0
112	NON-CERTIFIED SALARIES	765,274	501,134	264,409	(1,800)	1,531
200	EMPLOYEE BENEFITS	227,303	160,009	83,314	(17,000)	980
322	IN SERVICE	2,000	250	0	1,750	0
324	FIELD TRIPS	800	0	1,088	(288)	0
325	PARENT ACTIVITIES	4,100	341	917	2,842	0
330	TECHNICAL SERVICES	18,198	0	0	18,198	0
440	RENTAL	936	606	288	42	0
530	COMMUNICATIONS	500	0	0	500	0
540	ADVERTISING	350	0	1,075	(725)	0
580	TRAVEL	850	0	372	478	0
590	PURCHASED SERVICES	200	0	0	200	0
611	INSTR. CLASSROOM SUPPLIES	30,606	1,888	16,200	12,518	0
612	ADMINISTRATIVE SUPPLIES	168	0	657	(489)	0
690	OTHER SUPPLIES	500	0	0	500	0
890	DUES AND FEES	2,000	515	500	985	0
	<b>Totals</b>	<b>1,150,418</b>	<b>738,581</b>	<b>392,248</b>	<b>17,078</b>	<b>2,511</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	0.00
December	0.00
January	0.00
February	0.00
March	0.00
April	0.00
May	0.00
June	0.00
	<hr/> <b>87,985.06</b>



**ENC 5c**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Superintendent's Report**

# Putnam Public Schools

REPORT ON  
STUDENT ATTENDANCE  
NOVEMBER 2023

## TRUANCY

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal & administrative solutions

Vs.

## CHRONIC ABSENCE

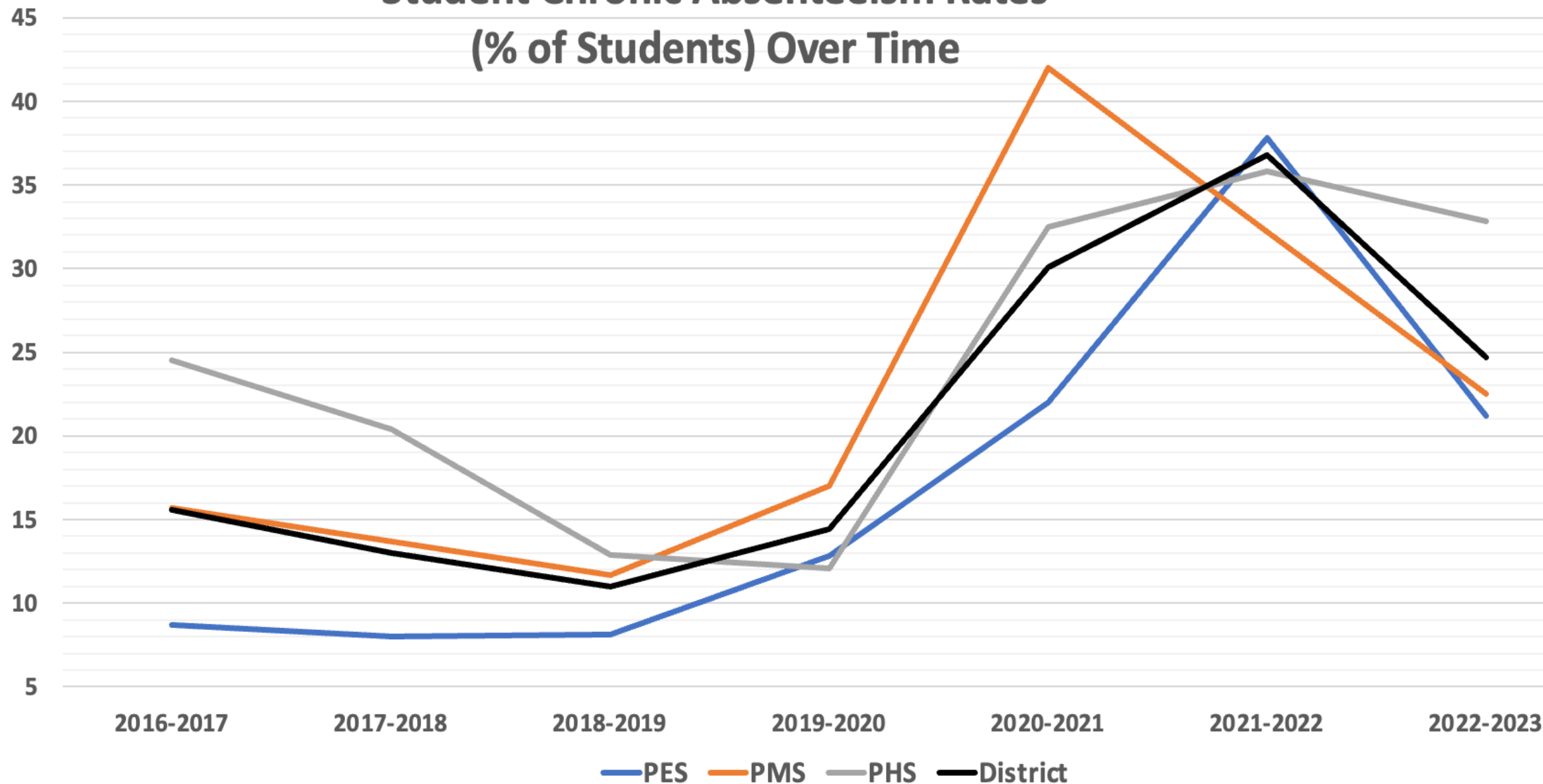
- Counts all absences: excused, unexcused & suspensions
- Emphasizes academic impact of missed days
- Uses community-based, positive strategies

Students who have 4 or more unexcused absences in a month or 10 or more in a school year.

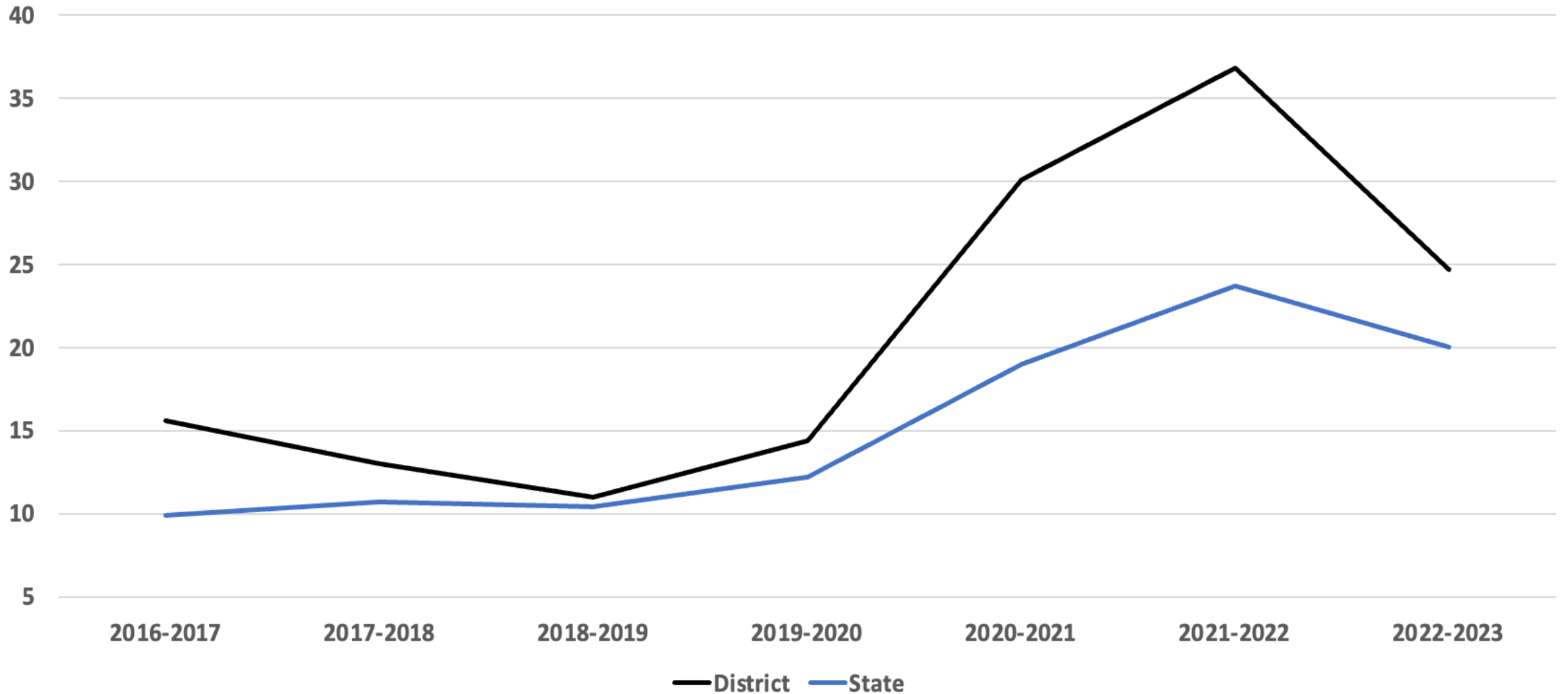
Students who miss 10% or more of school membership days (approx. 18 days in a school year)

# TRUANCY VS. CHRONIC ABSENTEEISM

# Student Chronic Absenteeism Rates (% of Students) Over Time



# Comparison of Student Chronic Absenteeism Rates (% of Students) Over Time

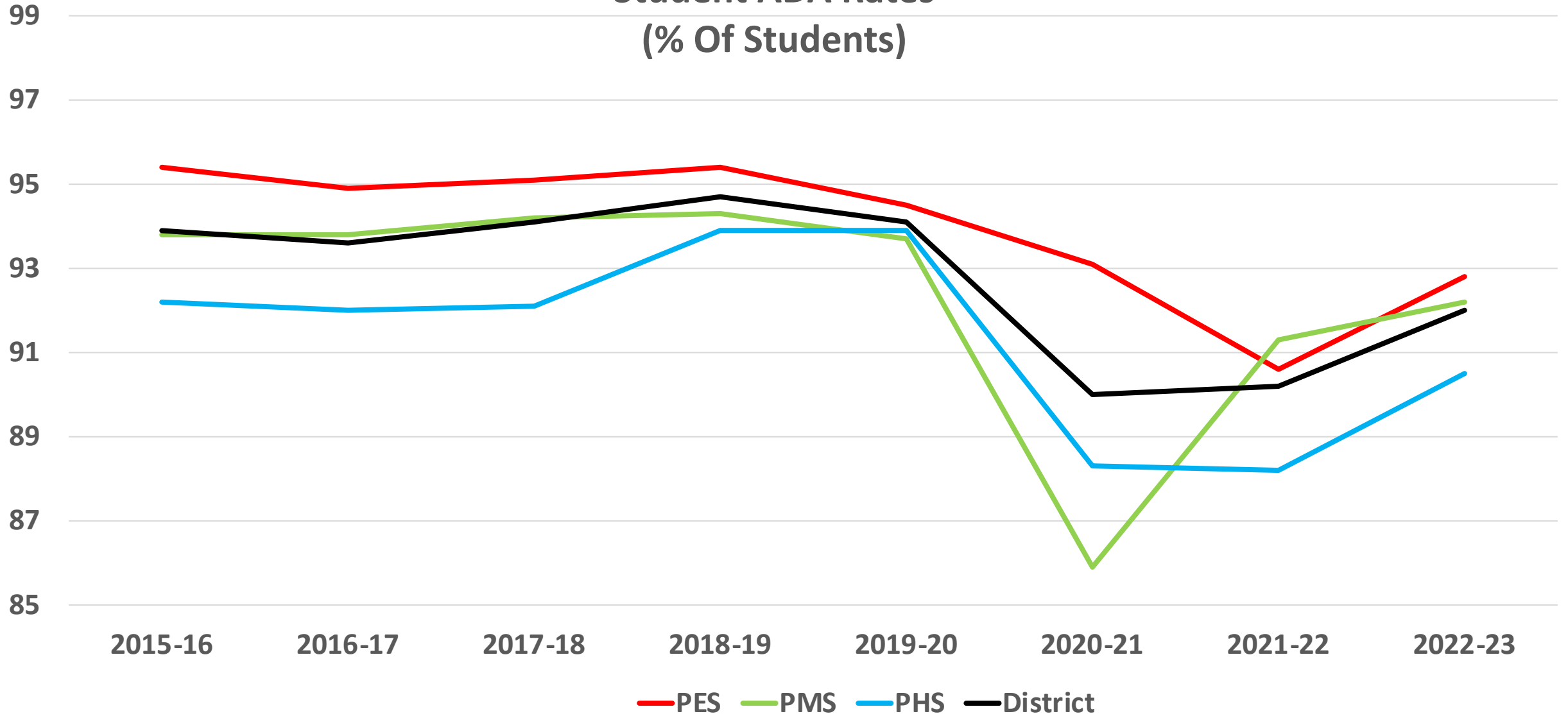


# Another Attendance Metric to Consider: Average Daily Attendance (ADA)

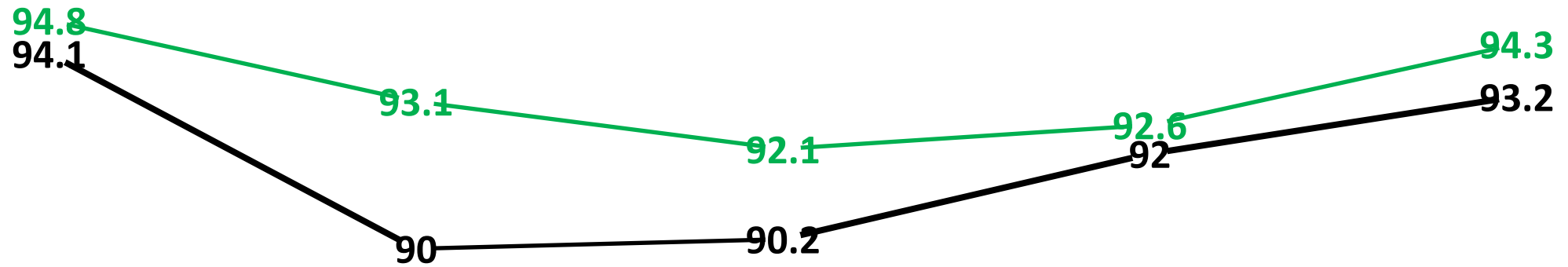


**THE PERCENTAGE OF A SCHOOL OR DISTRICT'S OVERALL STUDENT POPULATION THAT ARE PHYSICALLY PRESENT IN SCHOOL ON ANY GIVEN DAY OR TIME PERIOD.**

## Student ADA Rates (% Of Students)



## COMPARISON OF ADA RATES (% OF STUDENTS)



2020

2021

2022

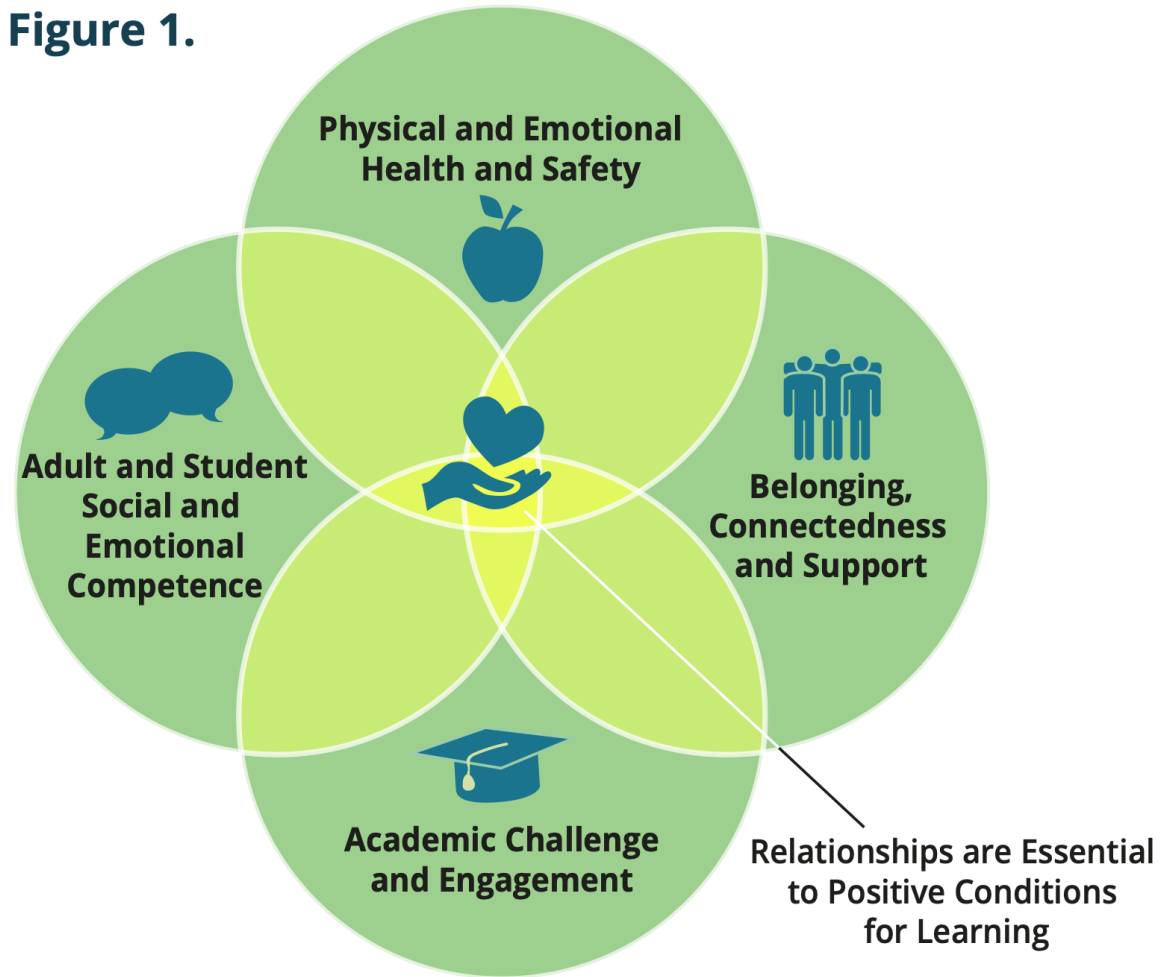
2023

YTD

■ -District ■ -State



Figure 1.



# Addressing Our Student Attendance

MULTI-STEP APPROACH

# Strategic Operating Actions

## Ensure structures, processes and procedures are in place.

- Ensure attendance is taken on time and is accurate.
- Professional learning for secretaries and school personnel.
- Ensure expectations are clear.
- Follow a district attendance protocol.
- Use tiered attendance strategies.
- Ensure best practices are being followed at the building level in their attendance teams.
- Maximize and use varied communication strategies.
- Build and restore relationships.

## Review and respond to data regularly.

- Regularly gather, organize and present attendance data.
- Strategically use attendance data for continuous improvement.
- Review school climate data at the building levels to identify trends and next steps.
- Maximize SEL instruction in the schools and use DESSA data to drive SEL instruction and interventions.
- Monitor student accountability metrics and respond.

# Specific Tiered Interventions and Strategies

	FRC/PES	PMS	PHS	District Office
Tiered Interventions	<ul style="list-style-type: none"> <li>• Weekly SST Meetings</li> <li>• Review Attendance at PPT/504 Meetings</li> <li>• Send Warning Letters</li> <li>• Parent Communication about the importance of attendance</li> <li>• Teachers are strategically connecting with families to build connections/relationships to address attendance concerns</li> <li>• Hold Parent Meetings</li> <li>• Conduct Home Visits</li> <li>• Make TEEG Referrals</li> <li>• Make DCF Referrals</li> <li>• Attend LEAP Training/Build Skills on Forming Positive Relationships with Families</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Attendance Team Meetings</li> <li>• Review Attendance at PPT/504 Meetings</li> <li>• Send Warning Letters</li> <li>• Daily communication to home for students who are absent</li> <li>• Hold Attendance Meetings with Guardians</li> <li>• Parent Communication</li> <li>• Conduct Home Visits</li> <li>• Make DCF Referrals</li> <li>• Make TEEG Referrals</li> <li>• Positive Reinforcement (celebrating reaching small goals)</li> <li>• Attend LEAP Training/Build Skills on Forming Positive Relationships with Families</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly SST Meetings</li> <li>• Review Attendance at PPT/504 Meetings</li> <li>• Send Warning Letters</li> <li>• Make Personal Phone Calls for Students with Consecutive Absences</li> <li>• Hold Attendance Meetings with Students and Guardians</li> <li>• Develop Student Attendance Plans</li> <li>• Conduct Home Visits</li> <li>• Make DCF Referrals</li> <li>• Make TEEG Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate district attendance meetings and share practices including Talk Tuesday resources.</li> <li>• Gather, organize, share and review data with schools.</li> <li>• Share student attendance rosters with schools.</li> <li>• Review and ensure district attendance processes are being implemented.</li> <li>• Facilitate interventions such as finding funding sources for home visits and alternate student transportation.</li> <li>• Facilitate professional learning.</li> </ul>

## **Draft Transition Plan to Implement the New Age Requirements for Kindergarten**

### September

A flyer created by the State Department of Education regarding the new kindergarten age requirement was shared with all preschool families.

### November

The kindergarten team is working on revising the screening tool to include clear benchmarks and outcomes. Regional superintendents are meeting regularly to coordinate regional efforts.

### December

Administration will finalize plans for informational sessions and communication to be shared with families. The letter to families will address dates and times for information sessions. Additional information will be shared regarding the waiver process and criteria to be considered for kindergarten. We are also considering a deadline for requesting a waiver.

### January

Letters will be sent out to families with non-eligible four-year old students.

### February

Informational sessions for families will be held during the day and evening.

### March

Final notice sent to remind families wishing to request a waiver, which will include the process to dispute a decision.

### April/May

Kindergarten screenings will begin (level 1) with a full team - teachers, sped, SLP, social worker.

### July

Additional kindergarten screening to take place as needed.

### August

New four-year-old student enrollments will be placed in preschool. We will have to address situations individually if parents disagree.

### Assessments Approach:

Level 1 Screening on all eligible students and those whose families completed the waiver

Level 2 If a family disagrees with the results from the screening and completed the waiver, then we administer a standardized assessment. Placement is determined based on results. I think we need to meet with each family to discuss the concerns before giving the standardized assessment.

Level 3 TBD



**PUTNAM FAMILY RESOURCE CENTER**

Putnam Public Schools 33 Wicker Street Putnam, CT 06260

Phone (860) 963-6940 Fax (860) 963-6922

October 2023

Dear Putnam Family,

The Putnam Public School System is coordinating the Annual Holiday Giving Campaign for Putnam families. The purpose of the program is to provide supplemental assistance for families during the holidays. This program is open to families with children RESIDING in Putnam. Pick up forms in any school office or access the forms on our district website [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us).

If you would like to request assistance during the Holiday season, please complete the Family Form with your child/children's information. Parents will need to fill out wish list forms for all children in middle school and high school.

- Income verification will be required when filling out the application. Please include the income of all family members in the household for verification. Do not return the form without the income verification filled out.
- Any family with children that are NOT enrolled in our public schools must submit a birth certificate for each child and proof of Putnam residency. Children must reside with PUTNAM parent/guardian submitting paperwork.

Completed forms must be returned to any Putnam school office by Friday, November 17<sup>th</sup>.

Families will be assigned a time to pick up their gifts based on availability.

**You will be contacted confirming your specific time to select/pick up gifts and location.**

Please call us at 860-963-6940 if you have any questions. Sincerely,

*Patricia Bryant*

Putnam Family Resource Center

Family # \_\_\_\_\_

**Putnam Family Resource Center  
Holiday Giving Campaign  
Family Form 2023**

Please submit only one Family Form to the FRC (located at the Putnam Elementary School, 33 Wicker Street, on which you include all children in your family, birth to age 18 who are still **enrolled** in school.

Applications **must** be received by Friday, November 17<sup>th</sup> to participate in this program.

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Preferred date: 12/18 PM  
OR  
12/19 AM

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian E-Mail: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

A. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

B. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

C. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

D. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

E. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

F. Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

Parents/Guardians will need to fill out the attached wish list forms for all children in Middle School and High School.

All families must provide income verification information. Please submit your 2022 federal tax return or select **two** of the following options for family income verification.

1. Record your DSS/TANF Family ID Number. \_\_\_\_\_
2. Provide income verification for all family members living in household (2 recent pay stubs, employer letter with wages and hours indicated, or if self-employed, a notarized letter)
3. Indicate if your family is eligible based on the federal income guidelines  
Circle your family size (on the left) and circle your family's gross monthly income.

<b>Family Size</b>	<b>Gross Monthly Income</b>
1	\$1,215
2	\$1,643
3	\$2,072
4	\$2,500
5	\$2,928
6	\$3,357
7	\$3,785
8	\$4,213
Additional Family Member	Add \$428

**Documentation must be submitted with Family Form.**

Information on families participating in this program will be shared with other organizations to eliminate duplication with other Holiday campaigns.

PMS/PHS Students Ony  
(maximum amount \$125/student)

For Office Use Only Family #: _____ Child ID: _____
---

**Fill out one form for each middle school and high school child.**

<b>CHILD'S WISH LIST</b> (maximum amount \$125) Please list some items on your child's wish list in order of priority. Examples: sports equipment, games, art supplies, books, jewelry, make up, DVD/Blue Ray movies (PG13 and below), video games (rated E ONLY), iTunes/Google Play gift cards in the amount of \$10 will be the only gift cards purchased. No other gift cards will be purchased.	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Favorite Color: _____	Least Favorite Color: _____
If sneakers, boots, cleats or shoes are on your child's wish list, what size?: _____	

<b><u>Shirts</u></b> <b>Size: (please circle)</b> Child, Junior, Adult, Plus Size XS, S, M, L, XL, XXL, XXXL or Number size _____
<b>Style: (please circle all that apply)</b> T-Shirt, Long Sleeve Shirt, Button up, Hoodie, Crew Neck Sweatshirt Other: _____

<b><u>Pants</u></b> <b>Size: (please circle)</b> Child, Junior, Adult, Plus Size XS, S, M, L, XL, XXL, XXXL or Number size _____
<b>Style: (Please circle all that apply)</b> Skinny Jeans, Mom Jeans, Bootcut Jeans, Jogger Jeans, Sweatpants, Sweat Joggers, Yoga Pants, Leggings Other: _____

<b>Other (please circle)</b> Socks, Hats, Gloves, Mittens
--

- This form must be returned to your child's school by November 17<sup>th</sup> in order to receive gifts through the Holiday Giving Campaign.

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Male / Female / Prefer not to answer  
Please circle

PMS/PHS  
Please circle



**Putnam Board of Education**  
**Personnel Update**  
**October 13, 2023 – November 10, 2023**

**I. Resignations/Retirements**

Blackmar, Richard: PHS Girls Basketball Assistant Coach 10/26/2023  
Bushey, Kimberly: Lunch Aide, Food Services 10/23/2023  
Mindreau, Frederic: Spanish Teacher, PMS 10/15/2023  
Pauli, Eric: Paraprofessional, PHS 11/22/2023  
Reali, Thomas: Director of Transportation 11/10/2023  
Smith, Christianne: English Teacher, PHS 10/27/2023  
Therrien, Kali: Permanent Substitute Teacher, PHS 11/22/2023

**II. New Hires/Transfers**

Bonneville, Brittany: Paraprofessional, PES 11/1/2023 (transfer)  
Ciquera, Emma: Long-Term Substitute Teacher, Intervention/Enrichment, PMS 10/17/2023  
Collins, Jennifer: Paraprofessional, PES 11/13/2023 (transfer)  
Cote, Genevieve: Paraprofessional, PHS 10/31/2023  
Cutler, Haley: Daily Substitute Teacher 10/20/2023  
Fiorenza, Joe: Paraprofessional, PES 11/1/2023  
Fulco, John: Long-Term Substitute Teacher, English, PHS 11/2/2023 (transfer)  
Geremia, Timothy: Long-Term Substitute Teacher, Grade 8, Science 11/6/2023 (transfer)  
Guyette, Riley: Long-Term Substitute Teacher, Grade K, PES 10/17/2023 (transfer)  
Jambard, Katie: English Teacher, PHS 12/11/2023  
Jensen, Faith: Permanent Substitute Teacher, PES 1/2/2024 (transfer)  
LaPointe Webber, Tracy: Intern Social Worker, PES 1/2/2024  
Lazarou, James: Daily Substitute Teacher 11/8/2023  
Marks, Debra: Long-Term Substitute Teacher, Grade 5, ELA 12/13/2023 (transfer)  
O'Neil, Kimberly: Cook/Kitchen Manager, PHS, Food Services 10/23/2023  
Tracey, Aislin: Assistant Coach, Girls Basketball, PMS 11/9/2023  
Tucker, Melissa: Lunch Aide, Food Services 10/24/2023

## Putnam Public Schools Enrollment Report

Elementary School Enrollment							
Putnam Elementary School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	June 2023	Nov 2023	Avg. Class Size
Pre-K	82	89	100	116	104	116	16.6
K	67	108	87	76	89	77	15.4
One	76	74	111	89	105	91	18.2
Two	103	80	85	108	86	108	21.6
Three	91	102	86	83	85	83	20.8
Four	79	92	102	85	101	86	21.5
<b>SUB TOTAL</b>	<b>498</b>	<b>545</b>	<b>571</b>	<b>557</b>	<b>570</b>	<b>561</b>	

Middle School Enrollment							
Putnam Middle School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	June 2023	Nov 2023	Avg. Class Size
Five	73	75	93	96	93	96	19.2
Six	76	73	81	94	80	95	23.8
Seven	100	79	78	73	76	74	18.5
Eight	91	102	83	72	84	72	18.0
<b>SUB TOTAL</b>	<b>340</b>	<b>329</b>	<b>335</b>	<b>335</b>	<b>333</b>	<b>337</b>	

High School Enrollment						
Putnam High School	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	June 2023	Nov 2023
Nine	75	69	80	80	75	79
Ten	71	53	66	68	67	68
Eleven	57	71	51	69	56	68
Twelfth	56	59	64	59	59	54
<b>SUB TOTAL</b>	<b>259</b>	<b>252</b>	<b>261</b>	<b>276</b>	<b>257</b>	<b>269</b>

Special Ed Clinical Placements	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	June 2023	Nov 2023
Local Placements	16	12	18	12	15	12
Agency Placements	TBD	TBD	TBD	2	0	2
<b>SUB TOTAL</b>	<b>16</b>	<b>12</b>	<b>18</b>	<b>14</b>	<b>15</b>	<b>14</b>

<b>Putnam Public School Enrollment</b>	<b>1113</b>	<b>1138</b>	<b>1185</b>	<b>1182</b>	<b>1175</b>	<b>1181</b>
--	-------------	-------------	-------------	-------------	-------------	-------------

High School Magnet and Technical School Enrollment						
School Name	Oct 1. 2020	Oct 1. 2021	Oct 1. 2022	Oct 1. 2023	June 2023	Nov 2023
Arts at the Capitol Theater	7	3	2	0	2	0
Quinebaug Middle College	5	8	15	14	17	14
Ellis Tech	68	56	56	53	47	52
Killingly Ag Ed	10	9	8	13	6	14
<b>SUB TOTAL</b>	<b>90</b>	<b>76</b>	<b>81</b>	<b>80</b>	<b>72</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	26

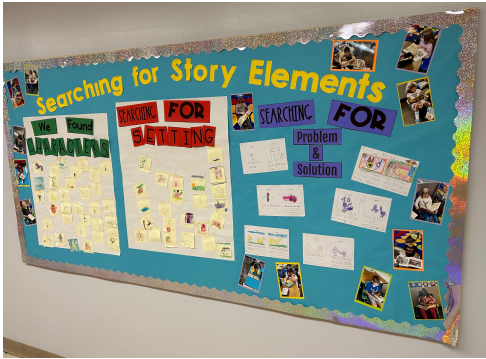
# **MONTHLY SCHOOL REPORTS**



# PUTNAM ELEMENTARY SCHOOL

NOVEMBER BOE REPORT

## Teaching and Learning



**Grade 1 students are writing (below) and learning about the elements of a story.**



Kindergarten students are learning to compare numbers in math. In English Language Arts they are writing stories and practicing talking about stories through interactive read alouds.

In grade 1, students are learning about digraphs and have started reading in small groups and learning about the elements of a story. In math, students are learning about finding missing addends. Students are also busy writing narratives!

Second graders working on solving word problems within 20. They are also reading in small groups with their teacher learning strategies based on individual learning goals. The students are working hard on writing.

Third Grade started multiplication, making equal groups and arrays. They are reading fiction and writing summaries about the stories they've read. In science, the students are learning about biological evolution. Recently, grade 3 went to on a field trip to Audubon Society where they engaged in outdoor learning experiences connected to the science standards.

Fourth Grade is learning about multiplication as a comparison. Students are learning about landforms in science. In ELA, students are participating in book clubs and learning about author's craft. Student are also work on learning how to develop narrative writing.

## Professional Learning Communities



Gary Peterson, from EastConn came to PES at the end of October to work with K-2 teachers on how to support students with writing. Teachers watched Gary teach a lesson and learned more about the writing process. Tiffany Barnes, our Literacy Coach, worked with teachers in 3 and 4 on the same goals. The feedback from staff regarding this experience was positive. They are looking forward to working with Gary in January. In the meantime, Tiffany is pushing into classrooms to model lessons and support teachers with writing instruction.



On the November professional develop day staff read the next chapter of Ethic of Excellence in their book study group. They continued to mine ideas to help PES reach our goal to provide student-centered learning opportunities and have pride in their work or create excellent work.



Finally, during our morning collab meetings, teachers are meeting with the reading specialists to review DIBELS assessment data and will use this information to design interventions or small group.





## Climate and Culture



The PTO hosted a very well attended Trunk Or Treat and Costume Parade. Students, families, and staff attended and decorated car trunks. It was a beautiful night to kick off Spooky Season.



The PBIS Team sponsored a spirit week with crazy hat day, Putnam Pride Blue and White Day, and book character day! Creative and fun costumes filled out halls and classrooms.



Staff engaged in some wellness activities on our PD Day. Art activities were hosted by Mrs. Furbush and Mr. Orange and Mr. Humphrey ran an exciting game of life-size battleship! All the staff enjoyed this opportunity to connect with staff.



## Celebrations

Watch the clip here:



Our beautiful new mural and two Putnam Student Artists were spotlighted on WFSB with the help of Mrs. Furbush. Students did an amazing job representing Putnam Schools.

## Upcoming Events

- November 10th ~ Veterans Day Celebration
- November 17th ~ PAWS Assembly
- November 22nd ~ ½ Day
- November 23rd-24th ~ Thanksgiving Holiday
- December 1st ~ Report Cards go home
- December 13th ~ Gr. 3-4 Holiday Concert

**PUTNAM MIDDLE SCHOOL  
MONTHLY REPORT  
NOVEMBER 2023**

**TEACHING AND LEARNING**

Our first marking period ended on November 2nd and report cards were mailed to families on November 9th. Here is the honor roll summary.

GRADE	PRINCIPAL'S LIST (95 average or higher)	FIRST HONORS (90 average or higher, but less than 95%)	SECOND HONORS (85 average or higher, but less than 90%)
Fifth Grade	10 students (10.5%)	44 students (46.3%)	24 students (25.3%)
Sixth Grade	20 students (21.5%)	22 students (23.7%)	21 students (22.6%)
Seventh Grade	16 students (21.3%)	39 students (52%)	11 students (14.7%)
Eighth Grade	19 students (26.0%)	17 students (23.3%)	10 students (13.7%)

We attempted to hire a replacement World Language teacher, however this was not feasible. We are beginning the implementation of an online language program so that our students continue with learning a second language. The program allows students to choose from a wide selection of languages. Most students have selected Spanish or French, however Italian, German, Russian, Polish, Finnish, and Chinese were also selected.

Students in our Band program attended a concert by the United States Coast Guard Band at the Coast Guard Academy on November 1st.

Interim Assessment Blocks are being administered in Mathematics, Language Arts, and Social Studies classes.

Representatives from the Audubon Society continued their work with fifth grade science students on November 8th.

Also on November 8th, seventh grade students began their activities for the America's Mosaic project.

**PROFESSIONAL LEARNING COMMUNITIES**

PLC time this month included DESSA completion and integrating IABs into the curriculum. On November 6th, teachers and paraprofessionals participated in professional development activities. Paraprofessionals participated in activities led by Jessica Swanson (BCBA) and Nancy Mabry (from the Groden Center). Teachers participated in activities related to personalized learning plans, Tier I behavior strategies, and multi-tiered systems of support. We extend our appreciation to Pam Moriarty, Menaka Kannan, Nate Gagnon, Carissa Tiffany, Taylor Ware, Loryn Walker, and Julie DiDonato for presenting during professional development. Thank you, also, to Curt Prochowski and Tanya Webster for being role players during the activity. Additionally, teachers participated in continued work related to Portrait of the Graduate.



Specifically, they examined transdisciplinary indicators and developed rubrics. This work will continue in the Spring.

### **CLIMATE AND CULTURE**

The boys' soccer team finished the season with a 10-4 record. The team made it to the conference championship, sadly losing on a goal scored in the last seconds of the game.

The girls' soccer team finished the season with a 1-9-2 record. Despite the difficult record, the girls displayed a solid effort throughout the season.

Our boys' and girls' cross-country teams had successful seasons. Twelve of our runners qualified for the state meet. Congratulations to TJ Espinosa who medaled in the state championship, finishing 24th. Congratulations also to Abby Daniels who finished in third place in the B race.

Winter sports tryouts begin the week of November 14th. Approximately 40% of our students have signed up for tryouts for girls' basketball, boys' basketball, and cheerleading.

Eighth grade students participated in the high school fair on November 3rd.

Our November safety drill was conducted on November 5th. This drill was conducted as a fire drill. An egress was intentionally blocked so that staff and students would be forced to exit through an alternative location. The alternate, and best, decision was made quickly and without prompting from administration.

On November 6th, we participated in training for use of the newly acquired evacuation chair. The evacuation chair would be used to safely transport an individual with limited or no mobility from the second floor out of the building in the event of an emergency when the elevator could not be utilized. Our safety officers, SRO, and school nurse also participated in this training conducted by Fire Marshal Scott Belleville. Thank you to Marc Coderre for coordinating this training for PES and PMS. Thank you to Fire Marshal Belleville and Lindsay Rhodes Belleville for providing this training.

We conducted our annual Thank-A-Veteran card project in honor of Veterans Day.

### **CELEBRATIONS**

We had our first marking period PBIS rally on Friday, November 3rd. Students earned the rally by having no behavior referrals during the first marking period and participated in a variety of games including relay races, musical chairs, and basketball shooting contests.









### **UPCOMING EVENTS**

Our first marking period honor roll assemblies will be held on Monday, November 20th for grades 5 and 6 and on Tuesday, November 21st for grades 7 and 8.

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

### **GENERAL COMMENTS**

We would like to welcome paraprofessional Sharon Hogue back to our school. Also returning to PMS is Science teacher Tim Geremia. We also welcome Emma Ciquera who is supporting our online language program.

Lastly, the Putnam Middle School family mourns the death of Joseph Mattera who was one of our School Safety Officers during the 2022/2023 school year. Officer Joe, as he was fondly called, fought a courageous battle against cancer and passed away on November 5, 2023.

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:** November 10, 2023

### Teaching and Learning

- This month we are honoring Native American Heritage Month with an interactive display in Clipper Crossing. We have several panels that students and staff can explore. Our Library Media Specialist, Lisa Vance, showcased Indigenous authors and books, as well as a history of the boarding schools indigenous children were sent to as a means of forced assimilation. She also printed a large-scale map of indigenous cultural areas. The title panel displays QR codes to websites made by Social Studies teacher, Melissa Zablonksi's U.S. History students that explain the history and culture of different indigenous nations. For those of you who may have watched, another panel is dedicated to the television show *Reservation Dogs*, which features an entirely indigenous cast and crew and depicts the lives of indigenous teenagers on a reservation in Oklahoma. Finally, since November is also when Veterans' Day falls, part of the display dedicated to the history of indigenous peoples in the military.
- On October 30<sup>th</sup>, students in our Black and Latino Studies course visited Mystic Aquarium to learn about The Story of the Amistad. The interactive program tells the story of the Amistad and how it serves as an example of how citizens and communities, working together, can bring about landmark change. Students were able to board the *Amistad* at the Museum and learn about the vessel, the story of the *Amistad*, and the Supreme Court case after the rebellion. The program also included a segment in the Planetarium that showcases the role that celestial navigation played in this local story. Using the legacy of the 1839 Amistad Uprising,

the program bridges history and the challenges of that time to present-day issues of inequity.

- We are fortunate to have one of our math teachers, Jessica Jane´ participating in the Connecticut Noyce Math Teacher Leaders Program, which engages a select group of secondary math teachers in Alliance districts in a five-year professional learning and service program. Jessica is currently in year two of this program. Her focus this year includes facilitating a collaboration between Putnam High School and Tourtellotte Memorial High School to support the implementation of the newly adopted CPM Mathematics program. This collaboration includes sharing of different resources and modifying assessments to meet the diverse needs of students. These resources will be shared with members of both math departments. This work aligns with the program goals: to advance more equitable mathematics education for CT’s students, and to expand the capacity of highly effective math teachers as teacher leaders, to advance instruction within and beyond their classrooms.

## **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. In addition to this routine practice, Faculty Coordinators have begun the work of meeting with their respective NEASC committees to develop our self-reflection report in anticipation of our initial NEASC Collaborative Conference visit in October 2024.

## **Climate and Culture**

- Putnam High School is continuing to prioritize more time for students and staff to connect through our Advisory program this year. Our Advisory program meets weekly for 30-minute sessions, with a rotating focus each week. Our Advisory teams have created a scope and sequence for each focus of our Advisory program: Social and Emotional Learning, College and Career Readiness, Civic Engagement, and Technology/Digital Citizenship. Recent advisory lessons have focused on career exploration, resume writing, and the importance of perseverance and determination.

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

- Putnam High School Athletics would like to recognize Nathaniel Pearsall and Maeve Gabbard for representing PHS at the CIAC Class S Cross Country State Meet. With thousands of students from around the state attending, PHS was able to send two students who qualified. Both of these students showed immense improvements throughout the year and continued hard work to get to and compete in this meet. This led Nathaniel and Maeve to be our latest PHS Co-Athletes of the week.

Ellis Tech-Putnam Girls soccer finished off an impressive season with a 14-0-2 record in the regular season. They then went on to the finals in the CTC tournament where they took a difficult 2-1 loss. Their regular season record afforded them the #2 seed in the Class S State Tournament. In the second round of the tournament, their season came to an end as they suffered a loss to a talented Valley Regional team. Overall, this was a very successful season and a great opportunity for the PHS girls to compete.

With the conclusion of the girls soccer season, fall sports have wrapped up with the exception of QVP football and cheer. Putnam will host the Thanksgiving Eve football game this season at St. Marie Greenhalgh Sports Complex. This game will round out the regular season for the Pride.

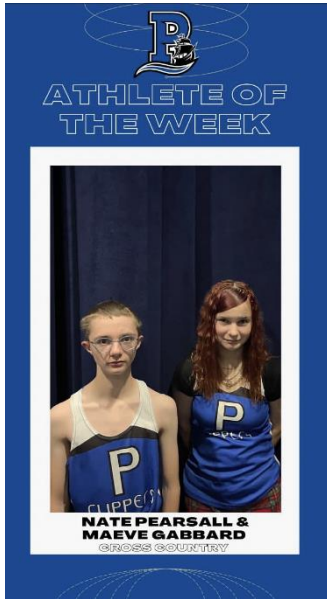
Winter sports signups have been posted on parent square with PHS offering boys basketball, girls basketball, wrestling, cheer, and unified sports this winter.

- Our 3<sup>rd</sup> Annual Veterans Day Celebration will be held on Veterans Day, Friday, November 10<sup>th</sup>. We are privileged to be joined by more than 25 local veterans for a morning filled with breakfast and connections, classroom visits, and a special flag-raising ceremony. Members of our local American Legion Post 13 and VFW Auxiliary Post 1523 will lead the Flag Raising Ceremony and our Acapella group will be performing our National Anthem. We are honored to have local Army Veteran, Al Cormier, serving as our guest speaker for the event. This event is made possible in large part due to the generous donations of the following area businesses: The Broken Crust, Bill's Bread and Breakfast, The Bakers Dozen of Putnam, Stop & Shop, Sawdust Cafe, Soleil Bakery, Dunkin and Price Chopper. Social Studies teachers John Allen, Melissa Zablonki, and Matt Amendola, along with the PHS National Honor Society, led the efforts to organize this wonderful event.

## **Upcoming Events**

- Annual Veterans Day Event - Friday, November 10th

- CTE Advisory Board Meeting – Tuesday, November 14th
  - NHS Induction Ceremony – Thursday, November 16<sup>th</sup> @ 5 PM
  - PMS 8th Grade Visits – Monday, November 20th
  - Student Council Sponsored Hallway Decorating – Monday, November 20th
  - Fall Arts Festival – Tuesday, November 21st
- Follow PHS Athletics on Instagram @Putnam\_Athletics





*Putnam Family Resource Center*

*Patricia Bryant- Beausoleil - November 2023*

**Teaching and Learning**

Teachers are focusing on writing this year as their Smart Goal. They have completed the fall benchmark, only 10% of our students are meeting the end of the year benchmark, and 52% met the fall benchmark. Their goal is 80% of Kindergarten age eligible students will pass the end of the year benchmark. Their Personalized Learning Plans are focused on strategies for writing instruction.

Students participating in a Math game where they rolled dice and had to put the right number of blocks on their cooperative structure.



**Preschool Professional Learning Communities**

Preschool teachers have been meeting two times per month to work on short-term learning goals related to the fall benchmark assessment. We have also used this time to review attendance issues and children in Tier 2 or 3 for social emotional.

On November 7, our preschool staff had the option to participate in CPI De-escalation training presented by myself followed by a NAEYC Accreditation workshop focused on classroom environment. Each class worked on a plan to address any issues that resulted from classroom observations. We have also created a program improvement plan that addresses issues such as cleaning and sanitizing, learning environment, gross motor opportunities and facility needs.

**Early Childhood Program News**

We had a visit from Ragged Hills on October 16 and November 8. The children made apple boats and did a sink/float activity. During the second session, they built sand castles and experimented with the effects of erosion.

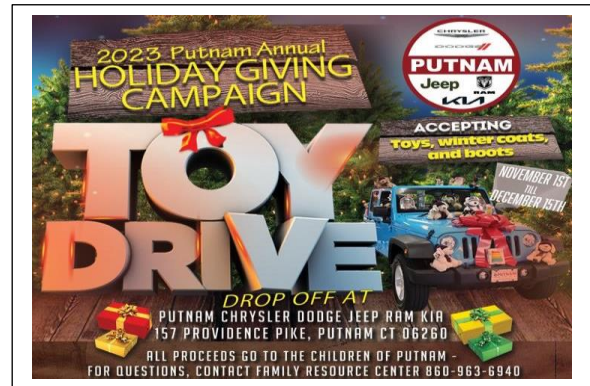
We co-hosted a Community Conversation on November 4 with the Northeast Early Childhood Council. They discussed Social Emotional needs in our community and identified resources for children and families.



## Upcoming Events

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

## Climate and Culture



We have ongoing toy drives for the Holiday Giving Campaign at Putnam Chrysler-Dodge-Jeep-Ram dealership, Putnam Walmart, Sawdust Coffee House, Hale YMCA and Winy Radio Station. Community members can stop by any of those locations and pick a tag to purchase a gift for a Putnam child. We will be distributing gifts to families on December 18 and 19 and welcome members of the Board to stop by and visit the North Pole (PMS Auditorium)!

## Celebrations

On November 4, we collected coats at the Riverside Marketplace from 9 to 1, for our Holiday Giving Campaign. Community member, Pam Kempain organized this event for the eighth year and collected 80 coats and \$750 dollars..



Students outside using building materials to create structures.  
Skills addressed – Symbolic Representation, Cooperative Peer Interactions and Cognitive Flexibility.



# PUTNAM PUBLIC SCHOOLS

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## Special Education Monthly Report

Becky Lopes, Director of Student Services

November 2023

### CT-SEDS

#### CT-SEDS in use:

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

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

#### Grants:

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

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

#### Professional Development:

The staff and paraprofessionals within the ABLE classroom received professional development on American Sign Language (ASL) on November seventh from the American Sign Language Institute. Staff built upon knowledge from last year's professional development and learned helpful strategies to incorporate with the students requiring ASL or a whole language approach.

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.

## Helping Hands:

Students in the Helping Hands Transition Program wrapped up their last Work Readiness session with Level Up. In a few weeks, students will begin a Travel Training/Community Safety workshop series. Students partook in the Scarecrow contest at Rotary Park, showcasing their hard work for all to see. This month, students visited the Putnam firehouse, continued working at their scheduled job sites, and prepared meals to enjoy.



## News to share:

The newly hired Board Certified Behavior Analyst (BCBA) has been integrated in the Putnam Public Schools at all three buildings as well as Helping Hands. She has spent time in each of the specialized programs, conducted observations, consulted with staff,



# PUTNAM PUBLIC SCHOOLS

collaborated/supervised RBTs, initiated Functional Behavioral Assessments (FBAs), streamlined data, and enhanced protocols.

The referral process for students being identified for eligibility under Gifted and Talented is in the process of being revised. With the input from building administration, the referral process, letters to families, and criteria will be updated to reflect current assessments and practices.

The students in the RISE program are working hard within their small group instruction, enhancing their community-building, academics, and social skills. As students demonstrate success, they are generalizing these skills in the classroom. Students practiced their de-escalation strategies while utilizing a new sensory swing.



## 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)
252	147	20	19	49	N/A	21.25%



# **PUTNAM PUBLIC SCHOOLS**

Jacqueline Vetrovec  
Director of Curriculum and Instruction  
November 2023

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## Staff Professional Learning

Certified staff participated in a full day of professional learning on Nov. 7, while the paraprofessional group engaged in two different two-hour workshops. The paraprofessional workshops were presented by Nancy Mabry and Jessica Swanson and the focus of the learning was on developing strategies for addressing students' challenging behaviors. Certified staff training was varied based on building levels and roles. PES staff concentrated on their personalized learning, continuing their book study on Ethic of Excellence, strengthening student ownership through writing, SEL discussion including DESSA data, and they closed out their day with a staff wellness activity. PMS staff engaged in a personalized learning session as well as work surrounding tier 1 behavior strategies, MTSS strategies and Vision of the Putnam Learner rubric development. PHS staff had advisory, departmental, Mastery Based Diploma Assessment and NEASC work groups as well as some time for engaging in personalized learning. A few key staff at PES also participated in American Sign Language training.

On Nov 15 the PMS science teachers will be meeting with a trainer from CREC. The purpose of this training is to unpack the unit 3 science curriculum and plan for upcoming instruction, labs, and assessments.

The next professional development day will be held on March 15.

## Attendance

The district attendance team met on Nov. 1 (student membership day 43). Chronic absenteeism data was reviewed, and the newly revised Attendance Plan was presented. Truancy and next steps to address students approaching and/or meeting truancy levels was discussed.

## Curriculum

The district literacy team is meeting on Nov. 9 and the agenda items include adopting the current draft version of the district literacy plan, reviewing the new ARC reading program and discuss grade 5 implementation and reviewing district/building level literacy data and determine the next steps. The next meeting of the district Curriculum Council is on December 12. A partial group is meeting on November 15 to discuss a possible new reading intervention program, SPIRE. The charge of this small group is to consider the benefits of implementing this program with select students outside of the ELA/reading core instruction.

## PDEC

Several members of the PDEC committee will be attending the Eastconn facilitated training sessions to learn more about the new educator/leader evaluation model and to gather ideas on how PPS will develop our plan. The district PDEC will be meeting on Nov. 14.

**ENC 6**

**BUSINESS**

## **EDUCATIONAL SPECIFICATIONS**

### **Roof Replacement Putnam Elementary School**

#### **1. PROJECT RATIONALE**

Putnam Elementary School opened in 1975. The current roof is 26 years old and was replaced in 1997 on the main portion of the school. The FRC wing, 1989 Five Classroom addition is original, and they both are failing rapidly. The shingles on the 1989 5-classroom addition are splitting and crumbling on the corners and several leaks are present. The main portion of the school has quite a few leaks as well and many patches and missing shingles have been applied and replaced over the last several years. Many areas of sidewall flashing were removed and re-flashed. The roof on the 12-pitch section was missing quite a few shingles and they were recently replaced and many more are not nailed properly. Many of the cap shingles and hip shingles have been replaced. The condition of the roof is to the point that it may cause costly interior repairs due to the leaks.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school facilities in Putnam calls for the provision of a safe and appropriate learning environment. To comply with this aspect of the plan, it is necessary for Putnam to replace the roof at Putnam Elementary School. The district has a comprehensive maintenance plan with regularly scheduled inspections. Putnam plans to continue to utilize Putnam Elementary School in its current capacity, and with appropriate maintenance, as an elementary school for at least the next twenty years.



### 3. **THE PROJECT**

Putnam proposes the following components of its roof replacement project:

- Remove all roofing materials down to the deck and dispose of any hazardous materials in appropriate manner.
- Inspect roof deck and replace problem areas as appropriate.
- Install new roofing system (proposed type: to be determined with architect)
- Clean all roof drains.
- Add coated copper gutters to the building.

Current space: Putnam Elementary School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, cafeteria, outdoor playgrounds, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial services, storage, boiler plant mechanical room.

Construction: No major construction will impact any of these spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks.

Final space: See *Current space* above.

FF&E: None.

### 4. **BUILDING SYSTEMS**

Security: Not applicable.  
Public Address: Not applicable.  
Technology: Not applicable.  
Phone System: Not applicable.  
Clocks: Not applicable.  
HVAC: Not applicable.

### 5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Ceilings: If ceiling tiles are damaged due to water leaking through the roof, they will be replaced as part of the project. Also, if there are any water marks on the walls, they will be repainted.

Lighting: Not applicable.  
HVAC: Not applicable.  
Plumbing: Not applicable.  
Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Putnam Elementary School houses the following special programs eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.

Putnam Elementary School does not house any of the special programs eligible for a school construction bonus.

Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Putnam Elementary School is designed to facilitate activities during school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department uses the gymnasium, library, and cafeteria for activities in the afternoon, evening as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- The Family Resource Center and Head start program offer year-round early childhood programs
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- Athletic practice events are held year-round in the gymnasium

## **EDUCATIONAL SPECIFICATIONS**

### **HVAC Project Putnam Middle School**

#### **1. PROJECT RATIONALE**

Putnam Middle School was first occupied in February 1992. Putnam Middle School has a boiler that burns heating oil, and air-conditioned spaces are largely contained to office areas and the cafeterias of both schools. Given the age of both building, the HVAC systems are not energy efficient, and the multi-level construction leads to oppressive conditions on some spring, summer and fall days. This is particularly problematic for students and staff with asthma or other respiratory conditions.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school facilities in Putnam calls for the provision of a safe and appropriate learning environment. The addition of energy efficient mini-split units in all classrooms and offices without air conditioning will help comply with this aspect of the plan. The district has a comprehensive maintenance plan with regularly scheduled inspections. Putnam plans to continue to utilize Putnam Middle School in its current capacity, and with appropriate maintenance, as schools for at least the next 30 years.

### 3. **THE PROJECT**

Putnam proposes the following components of its HVAC project:

- Mount (25) Mitsubishi 18,000 BTU condensers, and (4) Mitsubishi 30,000 BTU condensers on the exterior of the building using appropriate mounting hardware.
- Mount (25) Mitsubishi Evaporator units on the interior classroom exterior wall, and (4) Mitsubishi Evaporator units in the gymnasium.
- Provide proper size ACR refrigeration tubing lines to connect exterior condensers to interior evaporators.
- Provide proper communication cabling for communication between condenser and evaporators.
- Provide and install condensate pumps.
- Provide programmable remote controllers to allow nightly setback and morning start-up of the units.
- Start, test, run, and verify proper operation of each set up.
- Electrical Engineer has verified the switchgear capacity is more than capable of handling the extra load.
- Schematic drawings and outline specifications to be prepared before installation.

Current space: Putnam Middle School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, auditorium, cafeteria, outdoor athletic facilities, technology education room, science labs, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial service, storage, boiler plant with pipe tunnels.

Construction: No major construction will impact any of these spaces.

Final space: See *Current space* above.

FF&E: None.

### 4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

HVAC: **POWER PLANTS**

- **Middle School:**  
(1) Weil-McClain 2594 Boiler w/ CR5-Power Flame Straight oil-fired burner with full modulation.

## **AIR CONDITIONER CONDENSING UNITS**

- **Middle School:**
  - Student Services: Trane 3.5-ton 1 stage A/C
  - Main Office: Trane 4-ton 1 stage A/C
  - Auditorium: Trane 40-ton 4 stage DX A/C
  - Auditorium Stage: Trane 20-ton 2 stage DX A/C
  - Library media center: Trane 20-ton 2 stage DX A/C
  - Cafeteria: (4) 36,000 BTU Mitsubishi Mini-Split units.
  - Classrooms 245,246,255,256,257,258 (6) 18,000 BTU Mitsubishi Mini-Split units.
  
- **BUILDING MANAGEMENT SYSTEM**
  - Alerton ASCENT Global Control Module (GCM)
  - COMPASS Building management control software

## 5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics:	Not applicable.
Lighting:	Not applicable.
HVAC:	Mini-split units would provide for a more energy efficient way of heating and cooling the classroom spaces by improving the air quality issues that arise in the schools especially on the 2 <sup>nd</sup> floor where during the early fall, and late spring can be oppressively hot and muggy and not conducive for a good learning environment.
Plumbing:	Existing hot water heating loop(s) improvements could be made to zone the wings of the building differently to maximize the mini-split heat pumps (recognizing a fuel savings during the months of October thru mid-December and mid-March thru May).
Windows/Doors:	Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

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- The Recreation Department uses the gymnasium and auditorium for activities in the evenings as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- The auditorium is used by community groups for dance recitals
- The auditorium is heavily used by school groups during the day and evenings as well as by community groups
- Athletic practice events are held year-round in the gymnasium

**Approved by the Putnam Board of Education on \_\_\_\_\_.**

## **EDUCATIONAL SPECIFICATIONS**

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- Provide proper communication cabling for communication between condenser and evaporators.
- Provide and install condensate pumps.
- Provide programmable remote controllers to allow nightly setback and morning start-up of the units.
- Start, test, run, and verify proper operation of each set up.
- Electrical Engineer has verified the switchgear capacity is more than capable of handling the extra load.
- Schematic drawings and outline specifications to be prepared before installation.

Current space: Putnam Elementary School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, cafeteria, outdoor playgrounds, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial services, storage, boiler plant mechanical room.

Construction: No major construction will impact any of these spaces.

Final space: See *Current space* above.

FF&E: None.

4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

HVAC: **POWER PLANTS**

- **Elementary School:**  
(2) Weil-McClain 1394 Boilers w/ CR3-Power Flame Straight oil-fired burners with full modulation.

## **AIR CONDITIONER CONDENSING UNITS**

- **Elementary School:**

Library media center: Trane 10-ton 2 stage DX A/C

- Cafeteria: (4) 36,000 BTU Mitsubishi Mini-Split units.
- Classrooms 231,232,233,234,235,236 (6) 18,000 BTU Mitsubishi Mini-Split units.
- Kitchen: (2) 36,000 BTU Mitsubishi Mini-Split units.

- **BUILDING MANAGEMENT SYSTEM**

- Alerton ASCENT Global Control Module (GCM)
- COMPASS Building management control software

## 5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.

Lighting: Not applicable.

HVAC: Mini-split units would provide for a more energy efficient way of heating and cooling the classroom spaces by improving the air quality issues that arise in the schools especially on the 2<sup>nd</sup> floor where during the early fall, and late spring can be oppressively hot and muggy and not conducive for a good learning environment.

Plumbing: Existing hot water heating loop(s) improvements could be made to zone the wings of the building differently to maximize the mini-split heat pumps (recognizing a fuel savings during the months of October thru mid-December and mid-March thru May).

Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Putnam Elementary School houses the following special programs eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.

Putnam Elementary School does not house any of the special programs eligible for a school construction bonus.

Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Putnam Elementary School is designed to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department uses the gymnasium, library, and cafeteria for activities in the afternoon, evening as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- The Family Resource Center and Head start program offer year-round early childhood programs
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- Athletic practice events are held year-round in the gymnasium

**Approved by the Putnam Board of Education on \_\_\_\_\_.**



Thank you

THANK YOU FOR YOUR  
DEDICATED SERVICE TO  
OUR STUDENTS, FAMILIES,  
STAFF AND COMMUNITY!

**TABETHA BABCOCK**

**JAMIE HEATH**

**JILL ZANGERL**