

# PUTNAM BOARD OF EDUCATION

<b>DATE:</b>	<b>Tuesday, October 17, 2023</b>
<b>TIME:</b>	<b>7:00 PM</b>
<b>LOCATION:</b>	<b>Joseph V. Pempek Memorial Conference Room</b>

## 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. September 19, 2023 Regular Meeting Minutes
  
- 2. CORRESPONDENCE..... ENC 2**
  
- 3. PRESENTATIONS ..... ENC 3**
  - a. Pride of Putnam – Putnam Middle 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
      - a) Special Meeting Minutes September 27, 2023
    - 2) Facilities Committee Report
      - a) Special Meeting Minutes October 4, 2023
    - 3) Curriculum Committee Report
      - a) Special Meeting October 17, 2023
    - 4) CABA Events Update
      - a) Discuss CABA/CAPSS Convention

- 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
  
- c. Superintendent's Report, Steven R. Rioux
  - 1) District Update
  - 2) Enrollment Report
  - 3) Achievement Data 2022-23 - Mathematics
  - 4) Discussion Regarding eRate Grant
  - 5) District Technology Committee Update
  - 6) Personnel Report
  - 7) School Monthly Board Reports
  
- d. Board Chair Report, Jill Zangerl

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

- a. Warn to Adopt New Reading Program – ARC Core
- b. Policy Committee Recommendation to adopt Shipman & Goodwin policy services
- c. Set Putnam High School Graduation Date
- d. Negotiations for Paraprofessionals – BOE Member Appointment
- e. Negotiations for Food Service Employees – BOE Member Appointment
- f. Approval for Local Contribution required for eRate Grant Funding
- g. Contract Agreement with Putnam Administrators' Association (possible executive session)
- h. Personnel Matter – Food Service Director Contract Review (possible executive session)
- i. Personnel Matter – Teacher Stipend Agreement (possible executive session)

**7. ADJOURNMENT**

**ENC 1**

## **APPROVAL OF MINUTES**

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT September 19, 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, 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 August 22, 2023 regular meeting minutes as presented. The motion was seconded by Tabetha Babcock and passed unanimously.

#### **2. CORRESPONDENCE**

There were 17 total emails received, 14 of which were SPAM. The remaining 3 emails of substance were a parent request for residency information, a thank you card from a retired teacher, and an invitation to a public information meeting regarding the Air Line Trail reconstruction and accessibility improvements.

#### **3. PRESENTATIONS**

##### **a. Pride of Putnam: Community Volunteers**

The Pride of Putnam Awards were presented by the board. Community volunteers Eric Davidson and Chris Tsanjoures were recognized for volunteering their time to the troubleshooting, installation, programming, and training of our staff on the new lighting board and sound equipment in the Putnam Middle School Auditorium.

##### **b. Introduction of New Teachers**

The new teachers for Putnam Public Schools were introduced to the board.

##### **c. Paraprofessional of the Year**

The Putnam Public Schools' Paraprofessional of the Year, Jessica Andersen was introduced to the board.

##### **d. Teacher of the Year**

The Putnam Public Schools' Teacher of the Year, Sara Desjarlais was introduced to the board.

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

There was a citizen comment from a Putnam Public School staff member thanking the board for addressing concerns with the cleanliness of Putnam Elementary School and noting that there are noticeable improvements.

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

### **a. Committee Reports**

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

The next meeting is scheduled for September 27, 2023.

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

No report

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

The next meeting is scheduled for 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 2022-2023. An Excess Cost Report, the Family Resource Center Report, the School Facilities Report, and a Field Trip Financial Report were also included.

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

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

Superintendent Rioux reported that convocation with all staff was held. The topic focused on SEL (Social Emotional Learning). The schools have started to hold their PLC (Professional Learning Community) meetings.

#### **2) Enrollment Report**

A current enrollment report was included in the packet.

#### **3) Reading Achievement Data Review**

Literacy data was presented by Jacqueline Vetrovec, Director of Curriculum. The Principals presented strategies for literacy growth.

#### **4) Putnam Administration Association Negotiations Update**

Superintendent Rioux reported the negotiations with the Putnam Administration Association have finished. The contract is being finalized and will be presented to the board at a future meeting.

#### **5) Facilities Update**

An update of the facilities projects was included in the packet.

#### **6) Personnel Report**

An updated personnel report was included in the packet.

#### **7) Quarterly Department Reports**

Quarterly Department Reports were included in the packet.

#### **8) School Monthly Board Reports**

School Monthly Reports were included in the packet.

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

**6. BUSINESS**

**a. Set 2023-2024 Putnam Public Schools tuition rate**

**b. Set 2024-2025 Putnam Public Schools tuition rate**

Information about the past tuition rates with proposed increases was included in the packet.

Superintendent Rioux recommended increasing the tuition by 2.00% and setting the tuition rate at \$11,976 for the 2023-2024 school year and the 2024-2025 school year. Michael Morrill made a motion to approve this recommendation as presented. The motion was seconded by Christopher Steinbrick and passed unanimously.

**7. ADJOURNMENT**

Christopher Steinbrick made a motion to adjourn. The motion was seconded by Tabetha Babcock and passed unanimously. The meeting adjourned at 9:02 PM.

Respectfully submitted,

Carolyn Riendeau  
Board Secretary


**ENC 3**

# **PRESENTATIONS**

# PRIDE OF PUTNAM

**Putnam Middle School**

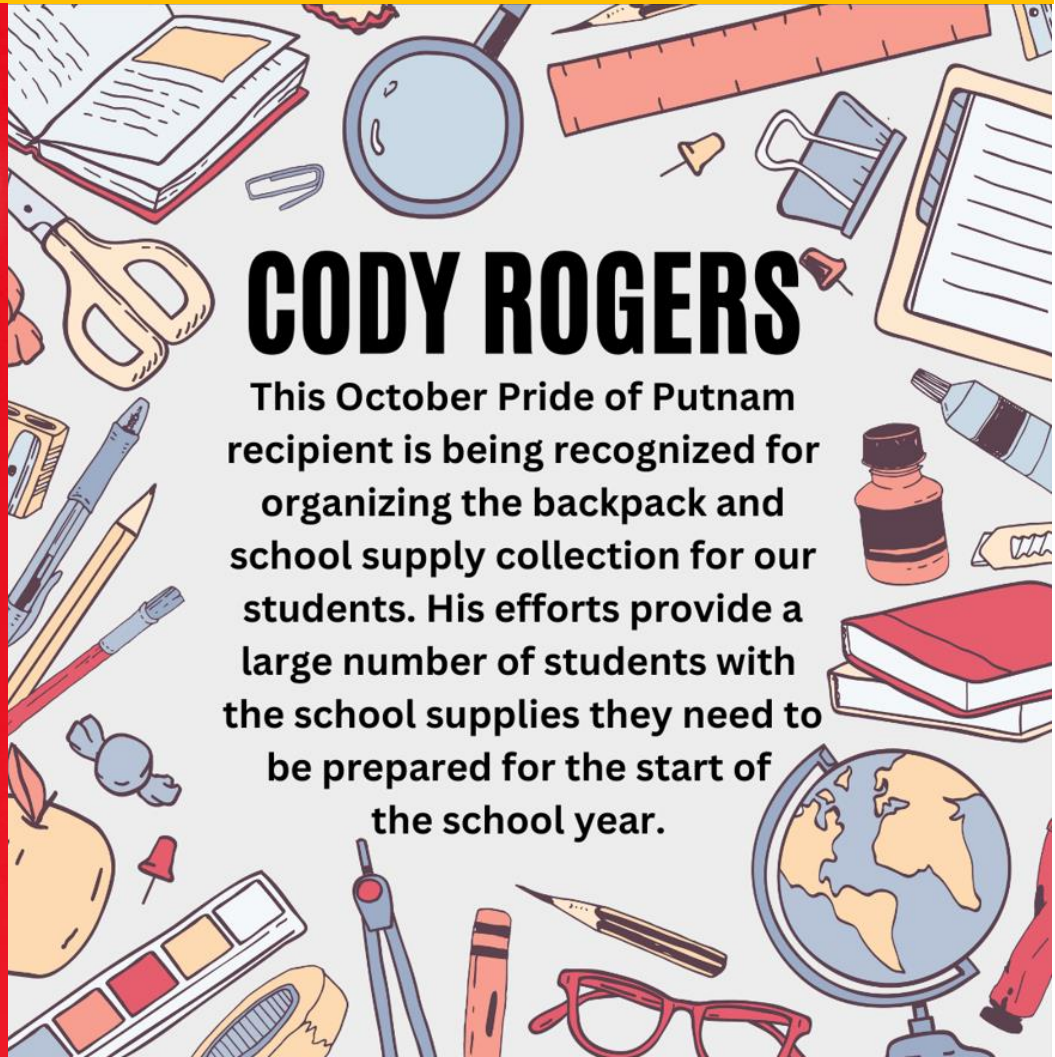
**October 2023**



**AMY  
CAMASSAR**

This October  
Pride of Putnam  
recipient is being  
recognized for her  
quick thinking,  
compassion, and  
life saving measures in  
performing a first aid  
procedure while a  
student was choking  
during lunch.

*first aid*  
**SAVES LIVES!**



**CODY ROGERS**

This October Pride of Putnam  
recipient is being recognized for  
organizing the backpack and  
school supply 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.



**ENC 5**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**ENC 5a**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports**

**ENC 5a1**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Policy Committee**

# **PUTNAM BOARD OF EDUCATION**

## **Policy Committee Special Meeting Minutes Wednesday, September 27, 2023**

The Putnam Board of Education's Facilities Committee met in special session on Wednesday, September 27, 2023 at 5:00 P.M. at the Putnam Board of Education Conference Room, BOE 15.

Committee Members Present: Laure LaBonte and Christopher Steinbrick

Others: Steven Rioux, Superintendent of Schools

The meeting was called to order at 5:00 P.M.

**1. Review Shipman and Goodwin Policy Index**

The district reviewed the policy index and policy service information provided by Shipman and Goodwin.

**2. Bring recommendations to the Board of Education**

Christopher Steinbrick made a motion to bring a recommendation to the Board that the district adopt Shipman and Goodwin Model Policy. The motion was seconded by Laure LaBonte and passed unanimously

The meeting was adjourned at 5:15 P.M.

Respectfully submitted,

Christopher Steinbrick, Committee Chair

**ENC 5a2**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Facilities Committee**

**FACILITIES COMMITTEE SPECIAL MEETING MINUTES**  
**October 4, 2023**  
**Superintendent's Office**

Attendance: James Purdon, Michael Morrill, Chad Neal  
Other: Steve Rioux, Nancy Cole

- 1. Review updates regarding current facility projects**  
Marc Coderre provided a project update to the committee. A copy of the report is attached.
- 2. Review requirements and next steps for the Putnam Elementary School Roof Project**  
Superintendent Rioux provided a draft timeline for the elementary school roof project. The state department personnel recommended the project be filed by December 1, 2023. The committee has been established by the Town.
- 3. Review the HVAC grant application and discuss revisions from the previous application**  
Superintendent Rioux reported he met with Mayor Seney and Elaine Sistare to discuss the HVAC project. He reported the Town has several projects going on and there may be a chance the school could utilize the services of an engineer to complete the engineering study. The original HVAC application was for a portion of the mini split units. In discussion with the Mayor, he was in agreement to try to install all of the units. Marc Coderre will review the list of locations to identify if other locations need to be included.
- 4. Review maintenance and facility provisions in the ABM contract and consider revisions**  
Superintendent Rioux provided the committee with the language in the ABM contract relative to maintenance work. There have been questions regarding the work that ABM is required to do. Superintendent Rioux is in the process of codifying the role of the maintenance work with ABM officials. There was also discussion about whether or not the district should take back the custodial and maintenance work.
- 5. Discuss facility and infrastructure related grants**  
Superintendent Rioux explained the PEGPETIA Grant that Apex Technology submitted on behalf of the Putnam School District. The grant application is for infrastructure upgrades. The total grant application was \$515,424 but the award was only \$91,000. He also noted that there are other grants available for infrastructure work, including Category 2 E-Rate funds of more than \$193,000.

The meeting ended at 6:53 PM.

## Project Updates October 2, 2023 by Marc Coderre

- 1) **PMS Gymnasium** installation is 100% complete. Volleyball Plate covers were installed on Wednesday, September 13. The job is satisfactory to our standards and accepted. **COMPLETE**
- 2) **PES Walk in cooler/freezer** project is operational and the units are online and useable. Exterior fencing around the condenser units and interior trim around the exterior of the walk-in freezer are completed. The unit heater for the storage room (all piping has been done for arrival of unit heater October 18, 2023). 99% percent complete, cooler and freezer working perfectly. The job is satisfactory and acceptable to our standards. **COMPLETE**
- 3) **PES/PMS Cameras and Access controls**. Cameras installed and complete online. Access controls are awaiting door magnets that were shipped incorrectly in size. They were too big for our doors. We have technicians scheduled for Tuesday September 19 and Wednesday September 20 to be at the school to install. All wiring has been installed and once the magnets arrive, they can complete the installation. The job to date is satisfactory and acceptable to our standards to this point. **COMPLETE**
- 4) **Electromagnetic fire door holders**. 16 of the electromagnets have arrived and they are incorrect. I met with the fire marshal, the building official, the electrician, and the supplier to figure out a correction. The job is less than 50% complete to this point, as all the wiring is completed. The electrician is coming to install the magnets that are correct on September 13. **Parts shipped 10-2-23 arriving at PES this week. Arrived Thurs 10-5-23.**
- 5) **PES Playscape**. The Playscape renovation is complete. Facilities spread 90 yards of playground mulch. PTO and administration held the grand opening on Saturday September 9. M.E. O'Brien is scheduled to come out on Thursday September 14 @ 10 am to do the final inspection. Once they meet with me, we can invoice the project and get the DEEP (Department of Energy and Environmental Protection) grant completed. **COMPLETE**
- 6) **Roof repair (leaks at elementary school)**. The roof repairs (small scale) were completed on Labor Day weekend. We have been successful to this point as the hallway and room 217 remain dry, even with the heavy rain we have experienced. I am waiting for facilities to change the ceiling tiles in the hallway. **COMPLETE**
- 7) **Gordian Group facilities assessment PES/PMS**. The in-depth facilities assessment took place on September 6, and 7 with the wrap up on September 8. The team gathered photos and information on our systems, structure, etc. They took hundreds of photos and notes. They have been staying connected

with me for any questions or information they need more detail on. The preliminary report is due in October. The final report will come later.

**Awaiting preliminary report sometime in October.**

- 8) **Electrical Power issues at PHS.** The electrical power at the high school was corrected on Friday August 25 for phase 1, which was testing the breaker, shutting down the Eversource power and temporarily adding bus bars in place of the failed breaker. Paquette Electrical along with Eversource and SNEET (high voltage testing company) were on site to do the work. We are now engaged in phase 2 of the job, getting the site work around the transformer (which is more than 1 foot below grade) repaired by putting curtain drains around the transformer, adding asphalt curbing to the parking lot, and getting a reconditioned 2,000-amp electronic specialty circuit breaker installed. As you can imagine, the circuit breakers are not readily available. We have received the quotes for the work, and a revised PO is being worked on. All information is being forwarded to the insurance company. I will keep everyone informed as to when the work will take place. **Met with Insurance inspector 9-28. Paperwork has been filed. PO's are on the books. 2,000-amp installation Friday 10-6-23. Site work later in October.**

- 9) **OSHA (Occupational Safety and Health Administration) Violations.** We have had 2-OSHA violations in the past 4 months. The original toilet that had been leaking excessively was not repaired. I followed up with facilities and worked with them to correct the problem. The second violation happened earlier this week regarding unsafe furniture in a pre-k classroom. I worked with Kaye Jakan and the OSHA representative to investigate. The issue had already been rectified prior to the complaint being filed. It was not considered a citable offense. However, when investigating it was found that an incorrect exit sign was placed not in an egress route. We have corrected the issue and will meet with the fire marshal on September 25 to walk the elementary school pre-k to ensure we comply with the fire code. **COMPLETE**

10) **Sink Hole and washout area PES Playground.**

The sink hole in the playground area has been filled with gravel, covered with cold patch, and tamped down. The washout area leading from the egress gate in the event of an evacuation has been built up and filled with gravel. It is safe now. **COMPLETE**



**ENC 5a3**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
Curriculum 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 Curriculum Committee Special Meeting Agenda

**DATE:** *Tuesday, October 17, 2023*  
**TIME:** *5:45 PM*  
**PLACE:** *Putnam Board of Education Conference Room, BOE 15*

### AGENDA

1. **Review and Discuss Several K-4 Reading Programs**
2. **Possible selection of the Reading Program that would be recommended to the full Board of Education**

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cc: Putnam Board of Education  
Principals' Group  
Barney Seney, Mayor, Town of Putnam  
Elaine Sistare, Town Administrator  
Scott Pempek, Putnam Board of Selectmen Liaison  
Michael Paquin, Putnam Board of Selectmen Liaison  
Christine Bright, Town Clerk

Student Representatives  
Putnam Town Crier  
The Putnam Villager  
Norwich Bulletin  
News Department, WINY  
District Website

**ENC 5a5**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Committee Reports  
CABE Events Update**

# 2023 CABE/CAPSS CONVENTION

## Leading from Why!

November 17-18, 2023  
Mystic Marriott Hotel, Groton

The CABE/CAPSS Convention provides Connecticut board of education members and superintendents the opportunity to acquire knowledge through general sessions and workshops that can help them prepare students to be successful in the 21<sup>st</sup> Century. Attend the Convention and experience two days focused on student growth. Hear from top-level education thought leaders on the latest educational initiatives, celebrate Connecticut's talented students, and network with school leaders from throughout the State. Experience the innovation of vendors in the Exhibit Hall.

### Benefits of Attending

- Ensure you understand the skills that will enable students to be successful in the 21<sup>st</sup> Century by attending a variety of thought-provoking workshops, clinics and general sessions delivered by local and national experts.
- Potentially save your district money and enable staff to be more efficient by speaking with vendors in the Exhibit Hall.
- Connect with other members of Connecticut's educational leadership community to find invaluable support by sharing experiences and solutions with others.

Watch your email and the CABE website for additional Convention announcements.



Get the latest information on the  
CABE/CAPSS Convention at  
<https://www.cabe.org/professional-development/convention>

### Hotel Reservations

Mystic Marriott Hotel  
625 North Road, Route 117, Groton, CT 06340

Those attending the annual CABE/CAPSS Convention have been guaranteed a room rate of \$165.

This rate of \$160 is guaranteed only until **4:00 pm on October 20, 2023**. After this date, reservations for Convention participants are based on availability and are offered at the prevailing rate.

You may make reservations with the Mystic Marriott online through <https://rb.gy/iaweb>.

The negotiated rate code is already entered in the appropriate field, allowing you to quickly make your room reservation. You may also call the hotel's reservation department at 877-901-6632.

Purchase orders are NOT accepted; however, credit cards are accepted.

### Register Early and Save Money!

Only 2023-2024 CABE member districts and CAPSS member superintendents are eligible to take advantage of early registration for the 2023 Convention.

### Be Inspired! Choose From Nearly 35 Dynamic Sessions

#### Some of the workshops to be presented include:

Launching and Sustaining Future-Based Schools

The Pathways Experience

Finding the Right Superintendent/Community Match to Promote Excellence and an Inspired Culture for Learning

Understanding Artificial Intelligence and Its Implications for School Districts

Diversity, Equity and Inclusion in 2023

Tools You Can Use to Tell Your District's Own Story

District-Wide Master Planning: A Tool for Aligning School facilities with Your District's Educational Mission and Strategic Plan

Strategic Plans and Strategic Leading: What Boards Should Know

Understanding Connecticut's Freedom of Information Act (Including Recent Updates)

...and so much more!

# CABE/CAPSS Convention At A Glance

## ————— Leading from Why! —————

### Friday, November 17, 2023

7:30 - 8:30 AM	Registration Begins .....	Mystic Ballroom
	Networking and Continental Breakfast   Exhibit Area Opens .....	Mystic Ballroom
8:30 - 10:30 AM	Welcome .....	Marriott Ballroom
	Student Performance   Remarks   CAPSS Superintendent of the Year Keynote Address	
<b>10:35AM - 11:55PM Session A Workshops</b>		
	A1 Legislative Update (APE, DEI, C, TOOLS)	
	A2 Acting on the Need to Change: Takeaways from Hartford Public Schools' Innovation Network (APE)	
	A3 Launching and Sustaining Future-Based Schools (DEI)	
	A4 Transforming Culture and Connecting the SEL Dots Across a District (APE, DEI)	
	A5 Title IX Grievance Procedures – 2023 Update (DEI, C, TOOLS)	
	A6 The Science of Reading (APE)	
	A7 Addressing Teen Mental Health and Threat Recognition and Intervention (C, TOOLS)	
	A8 Meeting with the State Board of Education (APE, DEI, C, TOOLS)	
12:05 - 12:35 PM	Networking, Reception, Exhibits .....	Mystic Ballroom
12:35 - 1:35 PM	Luncheon   Acknowledgment of Guests   Networking .....	Marriott Ballroom
1:35 - 2:15 PM	Dessert/Networking in Exhibit Area .....	Mystic Ballroom
<b>2:20 - 3:35 PM Session B Workshops</b>		
	B1 Roles and Responsibilities of Board of Education Members and Superintendents (APE, DEI, C, TOOLS)	
	B2 The Pathways Experience (APE, DEI)	
	B3 Best Practices for Managing Poor Performers (APE, TOOLS)	
	B4 Finding the Right Superintendent/Community Match to Promote Excellence and an Inspired Culture for Learning (DEI, TOOLS)	
	B5 Social Media and Student Discipline in 2023 (APE, TOOLS)	
	B6 Understanding Artificial Intelligence and Its Implications for School Districts (APE, C, DEI, TOOLS)	
<b>2:20 - 4:20 PM Session C Clinics</b>		
	C1 34th Annual Meeting of the Nutmeg Board (APE, D, LLF, NAB)	
<b>3:40 - 5:15 PM Session D Workshops</b>		
	D1 Policy (APE, C, DEI, TOOLS)	
	D2 Ensuring Superintendents Are Ready to Meet Today's Challenges (APE, TOOLS)	
	D3 How Gender Discrimination and Gender Racism Impact the Leadership Pipeline and Hiring Practices (DEI)	
	D4 Diversity, Equity and Inclusion in 2023 (APE, C, DEI, TOOLS)	
	D5 Tools You Can Use to Tell Your District's Own Story (APE, DEI, TOOLS)	
	D6 Board Chair Check-In (APE, DEI, C, TOOLS)	
5:20 - 5:45 PM	Reception .....	Marriott Prefunction Space
5:45 - 8:15 PM	Dinner .....	Marriott Ballroom
	Election Results   President's Remarks   Teacher of the Year Evening Program	
8:15 - 11:00 PM	Evening Reception.....	Mystic Ballroom

# CABE/CAPSS Convention At A Glance

## Leading From Why!

### Saturday, November 18, 2023

- 7:30 - 8:30 AM Registration Begins – Networking and Continental Breakfast
- 8:30 - 9:30 AM General Session ..... Marriott Ballroom  
Welcome | Student Performance
- 9:35 - 10:45 AM Student Session
- 9:35 - 10:45 AM **Session E Workshops**  
Student Session
- E1 Designing and Launching a Career (APE)
  - E2 Using the 7 Habits to Build a Positive Culture and Reduce Educator Burnout (C, DEI, TOOLS)
  - E3 The Impact of Social Media on Children and Families (APE, TOOLS)
  - E4 Addressing Confrontational Interactions between Staff and Parents and Caregivers: Ensuring Staff Safety while Respecting Parental Rights and Supporting Student Well-Being (C)
  - E5 District-Wide Master Planning: A Tool for Aligning School facilities with Your District’s Educational Mission and Strategic Plan (APE, DEI, TOOLS)
- 9:35 - 11:35 AM **Session F Clinics**
- F1 Understanding Connecticut’s Freedom of Information Act (Including Recent Updates) (C, TOOLS)
- 10:50- 12:00 PM **Session G Workshops**
- G1 Strategic Plans and Strategic Leading: What Boards Should Know (TOOLS)
  - G2 Navigating Difficult Board Dynamics (C, TOOLS)
  - G3 One District’s Journey in Equitable High Quality Instruction (DEI)
- 11:40 AM - 12:00 PM Networking and Reception ..... Marriott Ballroom Lobby
- 12:05 - 1:35 PM Luncheon - Student Panel | Adjourn

### Workshops

Workshops are typically one hour and ten minutes to one hour and 35 minutes. These sessions often provide multiple presenters and allow for questions and answers.

### Clinics

Clinics are two hours in length and allow presenters and participants alike to dig deeper into a subject. While participants will not be experts following a Clinic, you will walk away with a solid foundation in the topic delivered.

**EASY REGISTRATION  
PROCESS**

You only need to complete and return the registration form one time.

Follow the four easy steps below to register:

1. Review the Conference at a Glance.
2. Complete the registration form, include your workshop choices and any special requirements you may have.
3. Save a copy for your records.
4. Return completed form to CABE.

Form **MUST** be accompanied by check or purchase order to be processed.

Since this is an election year, you may hold slots for those who will be elected in November by:

1. Registering them as New Board Member 1, New Board Member 2, etc. in place of a name.
2. Immediately following the election, please contact Nancy Propfe (npropfe@cabe.org) to provide the names to be substituted.
3. If someone you held a slot for is not elected, the district will not be charged.

Substitutions are accepted at any time. All substitutions and cancellations **MUST** be in writing.

This form must be received by October 13, 2023 to avoid a late fee.

 **Online:**  
[www.cabe.org](http://www.cabe.org)

 **Mail to:**  
CABE/CAPSS  
Convention Registrations  
81 Wolcott Hill Rd.  
Wethersfield, CT 06109

**Fax to:**  
860-571-7452

**Questions:**  
860-571-7446

**2023 CABE/CAPSS Convention Registration Form**  
**November 17-18, 2023 • Mystic Marriott Hotel, Groton**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School District/Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name for Badge \_\_\_\_\_ Guest Name for Badge \_\_\_\_\_

**CHECK APPROPRIATE BOX(ES):**

- |   |   |
|---|---|
| <input type="checkbox"/> Board Member   | <input type="checkbox"/> Business Manager |
| <input type="checkbox"/> Superintendent   | <input type="checkbox"/> Presenter        |
| <input type="checkbox"/> Assistant Superintendent   | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> This is my first CABE/CAPSS Conference - I would like a <b>Convention</b> mentor |   |

**REGISTRATION TYPE:** CHECK Package, Friday or Saturday and CIRCLE corresponding fee.

	2023-2024 CABE Member Districts and CAPSS <b>MEMBERS ONLY</b> Early Registration Received on or before 8/25/23		Registration Received on or before 10/13/23		Late/On Site Reg. Received on or after 10/13/23	
	Member	Member / Non-Member	Member / Non-Member	Member / Non-Member	Member / Non-Member	Member / Non-Member
<input type="checkbox"/> <b>Package Registration</b> Meals are included in registration fee and are non-refundable.	\$453	\$499 / \$744	\$554	\$799		
<input type="checkbox"/> <b>Friday Only Registration</b> Meals are included in registration fee and are non-refundable.	\$358	\$374 / \$620	\$426	\$677		
<input type="checkbox"/> <b>Saturday Only Registration</b> Meals are included in registration fee and are non-refundable.	\$299	\$310 / \$570	\$378	\$637		

In order to prevent wastage of food, please select all meal functions that you will be attending. (This will NOT change your registration fee.)

- Friday Luncheon**     **Friday Banquet**     **Saturday Luncheon**

Do you have special dietary needs? If so, explain \_\_\_\_\_

**GUEST MEAL(S):**

- Friday Luncheon - \$39     Friday Banquet - \$75     Saturday Luncheon - \$39

**Registrant is responsible for guest fees. (Payment for guest MUST accompany registration form.)**

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

**Payment** – If completed registration form is faxed or mailed, there are two easy ways to pay: Check or purchase order. Registration will **NOT** be processed without a P.O. or check.

- Check payable to CABE enclosed.     P.O. # \_\_\_\_\_

**Credit cards can only be accepted online.** To register online, please go to [www.cabe.org/page.cfm?p=1141](http://www.cabe.org/page.cfm?p=1141)

**Friday**

A1   A2   A3   A4   A5   A6   A7   A8  
B1   B2   B3   B4   B5   B6  
C1  
D1   D2   D3   D4   D5   D6

**Saturday**

E1   E2   E3   E4   E5  
F1  
G1   G2   G3

Substitutions are accepted in writing at any time. Between October 27 and October 30, a \$100 fee will be charged for each cancelled Convention registration because meals have been guaranteed. Beginning October 31 there is **NO REFUND** of the registration fee. No shows will be charged full fee.

**ENC 5b**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

**Financial Report**



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

October 17, 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	229,565	43,841	25,000	(128,406)
111	Certified Salaries	9,253,902	0	9,253,902	7,751,722	1,599,556	(10,765)	(86,610)
112	Non-Certified Salaries	1,950,502	0	1,950,502	1,569,138	400,999	0	(19,634)
113	Extra Curricular	146,497	0	146,497	85,628	8,480	40,000	12,389
114	Coaching Salaries	175,804	0	175,804	147,575	0	18,400	9,830
115	Athletic Transportation	7,075	0	7,075	0	437	6,000	638
116	Tutoring	15,000	0	15,000	0	0	15,000	-
200	Fringe Benefits	259,680	0	259,680	198,515	20,954	10,000	30,212
210	Health/Life Benefits	1,873,192	0	1,873,192	1,527,097	367,877	(10,000)	(11,782)
220	Fica /Medicare	361,051	0	361,051	276,043	58,438	8,000	18,570
230	Workers Compensation	91,730	0	91,730	71,171	15,486	2,000	3,073
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	200	150	6,000	1,750
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	0	29,500	500
305	Physical Therapy	61,000	0	61,000	53,712	6,126	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	80,568	9,584	0	548
310	Physicals	3,355	0	3,355	1,230	420	1,000	705
320	Professional Educational Services	180,314	0	180,314	10,257	67,697	100,000	2,360
321	Apex Technology Services	199,188	0	199,188	149,391	49,797	0	-
323	Purchased Prof/Tech Services	22,375	0	22,375	8,247	7,124	5,000	2,004
330	School/Community Development	25,000	0	25,000	742	10,870	11,000	2,388
332	Professional Development	20,800	0	20,800	765	0	18,000	2,035
340	Athletic Purchased Services	84,794	0	84,794	22,500	7,749	52,000	2,545
360	Legal Fees	35,500	0	35,500	30,130	5,906	(536)	-
380	Staff Conferences	10,439	0	10,439	185	895	7,000	2,359
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	21,000	1,950
390	Graduation Expenses	7,500	0	7,500	0	0	6,500	1,000
400	Repair	15,282	0	15,282	4,772	465	7,500	2,545
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	832,322	166,464	0	0
421	Refuse Removal	0	0	0	0	1,582	0	(1,582)
424	Landscaping	12,500	0	12,500	5,605	12,725	0	(5,830)
429	ABM Maintenance Services	93,022	0	93,022	77,518	15,504	0	(0)
430	R & M Buildings	28,440	0	28,440	66,437	25,320	(60,269)	(3,048)
431	Code Compliance	6,830	0	6,830	0	2,264	2,500	2,066
432	R & M Of Buses	15,200	0	15,200	5,928	6,225	0	3,047
433	Interior Maintenance	19,620	0	19,620	9,009	5,811	2,500	2,300
434	Exterior Maintenance	12,500	0	12,500	3,588	5,982	2,000	930
435	Facilities Service Contracts	56,302	0	56,302	42,339	12,931	500	532
436	Technology Service Contracts	111,234	0	111,234	13,763	60,954	34,000	2,517
440	Rental	46,566	0	46,566	31,659	10,018	2,000	2,889

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

October 17, 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	109,708	16,469	(19,677)	0
512	Field Trips	7,500	0	7,500	0	0	7,500	-
517	Athletic Transportation Services	32,884	0	32,884	0	0	30,000	2,884
518	AA Transportation Services	739,029	0	739,029	665,640	73,260	0	129
519	Student Transportation	0	0	0	105,135	10,285	(56,672)	(58,748)
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	7,000	1,208
531	Telephone	8,700	0	8,700	5,221	1,739	0	1,740
540	Advertising	12,000	0	12,000	0	0	10,000	2,000
550	Printing	13,405	0	13,405	36	919	11,000	1,450
560	Tuition	1,327,000	0	1,327,000	1,411,608	239,247	(322,183)	(1,672)
561	Vo-Aq	47,761	0	47,761	0	0	95,522	(47,761)
562	Adult Education	61,032	0	61,032	0	59,353	1,679	-
564	Magnet School Tuition	83,332	0	83,332	0	0	53,300	30,032
580	Travel	9,090	0	9,090	0	326	6,000	2,764
601	Building Maintenance Supplies	8,833	0	8,833	0	330	6,000	2,503
602	Sports Supplies	29,887	0	29,887	2,614	3,337	21,000	2,936
603	Security	12,500	0	12,500	2,280	991	7,000	2,229
604	Sports Uniforms	14,700	0	14,700	0	0	12,000	2,700
611	Instr. Classroom Supplies	234,662	0	234,662	12,417	98,348	121,000	2,897
612	Administrative Supplies	15,186	0	15,186	567	1,977	10,000	2,642
621	Natural Gas	50,000	0	50,000	46,526	3,474	0	(0)
622	Electricity	238,597	0	238,597	209,700	28,897	0	(0)
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	92,523	12,669	0	(0)
641	Textbooks	14,526	0	14,526	0	0	12,000	2,526
642	Books	12,955	0	12,955	2,533	257	8,000	2,166
643	Reference Books	800	0	800	0	0	400	400
644	Periodicals	1,090	0	1,090	0	0	500	590
645	Nonprint	1,000	0	1,000	0	0	500	500
650	Supplies - Technology Related	30,000	0	30,000	229	17,894	11,000	877
690	Support Materials	27,711	0	27,711	898	7,759	18,000	1,054
730	Equipment	20,000	0	20,000	0	7,281	11,000	1,719
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	19,000	1,632
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	9,115	6,000	2,750
890	Dues And Fees	67,743	0	67,743	7,415	20,307	38,000	2,020
	<b>TOTALS</b>	<b>20,358,407</b>	<b>0</b>	<b>20,358,407</b>	<b>16,270,610</b>	<b>3,735,972</b>	<b>518,609</b>	<b>(166,785)</b>

**PUTNAM BOARD OF EDUCATION**  
**Narrative for October 17, 2023 Report**

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An explanation is provided for any object code that has a deficit balance as well as any object code that has a projected unexpended balance of more than \$5,000.

**Object**

**Code**    **Description and Explanation**

- 110**    **Substitute Salaries** – The district employs 9 permanent substitutes who are paid \$150 per day. Their salaries are encumbered for the year. Long-term substitutes are covering for vacant positions including maternity leaves and illnesses.
- 111**    **Certified Salaries** – Projected balance is based upon retirements, vacancies and changes in staff. Salaries for many of the new teachers are higher than the teachers they replaced.
- 112**    **Non-Certified Salaries** – Projected balance is based upon changes in staff. Two Registered Behavior Technician positions were restored from paraeducator positions, and the hourly rate is higher. One paraeducator position for the library at the elementary school was added to meet the needs of students.
- 113**    **Extra Curricular Salaries** – We anticipate using grant funds.
- 114**    **Coaching Salaries** – The coaching positions for girls’ soccer are unfilled. The district has formed a co-op with Ellis Tech for the girls’ soccer program.
- 200**    **Fringe Benefits** – Benefits are encumbered for staff.
- 210**    **Health Benefits** – Balance is based upon current employee selections for health coverage.
- 220**    **FICA/Medicare** – Balance is based upon payments for salaries and fringe benefits as well as encumbrances for the remainder of the year.
- 411**    **Refuse Removal** – The district removed some old desks and chairs.

**PUTNAM BOARD OF EDUCATION**  
**Narrative for October 17, 2023 Report**

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- 424 Landscaping** – The district had an unanticipated expense for mulch for the new playground.
- 430 R & M Buildings** – The district had unanticipated repairs as follows: cooling units at the elementary school and high school, ejection pump service at the elementary school and clogged main water line at the high school. The district also filed an insurance claim for damage to the main power breaker at the high school. Anticipated cost of the deductible for the claim is \$5,000.
- 519 Student Transportation** – The district is currently providing transportation services for 17 homeless students. Costs are shared with surrounding towns. The projected balance represents Putnam’s share.
- 520 Insurance** – The district was able to reduce costs by changing insurance companies.
- 560 Tuition** – This remains a volatile account due to the unanticipated placement of students with special needs.
- 561 Vo-Ag** – More students attending
- 564 Magnet School Tuition** – Less students attending
- 736 Athletic Equipment** – The high jump mat for the track program was replaced.

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

	Date Started	Placed	Educational Placement	Public - 1	560	510	Cost	Trans	Total	1 x \$18,393	Cost Over	Excess	BOE
					Tuition	Trans.							
	Date Left	By		Private - 0	Cost	Cost	In-District	In-District					
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	\$ -	\$ -	\$ 52,177.44	\$ 113,233.44	\$ 82,768.00	\$ -	\$ 30,465.44	\$ 82,768.00
3	07/03/23 - 06/28/24	BOE	High Roads Windham County	0	\$ 77,964.03	\$ 14,465.00	\$ -	\$ 1,499.58	\$ 93,928.61	\$ 82,768.00	\$ -	\$ 11,160.61	\$ 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	\$ 15,100.00	\$ -	\$ -	\$ -	\$ 15,100.00	\$ 82,768.00	\$ -	\$ -	\$ 15,100.00
8	07/06/23 - 06/18/24	BOE	Susan Wayne Center of Excellence	0	\$ 110,717.84	\$ 34,880.00	\$ -	\$ -	\$ 145,597.84	\$ 82,768.00	\$ -	\$ 62,829.84	\$ 82,768.00
9	07/05/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 120,000.00	\$ -	\$ -	\$ 13,152.87	\$ 133,152.87	\$ 82,768.00	\$ -	\$ 50,384.87	\$ 82,768.00
10	07/03/23 - 06/28/24	BOE	High Roads Windham County	0	\$ 77,964.03	\$ 14,465.00	\$ -	\$ 1,499.58	\$ 93,928.61	\$ 82,768.00	\$ -	\$ 11,160.61	\$ 82,768.00
11	08/30/23 - 06/10/24	BOE	QMC	1	\$ 13,860.00	\$ -	\$ -	\$ -	\$ 13,860.00	\$ 82,768.00	\$ -	\$ -	\$ 13,860.00
12	07/03/23 - 06/28/24	BOE	The Learning Clinic	0	\$ 119,909.64	\$ 34,820.00	\$ -	\$ -	\$ 154,729.64	\$ 82,768.00	\$ -	\$ 71,961.64	\$ 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	\$ 32,948.00	\$ 91,992.00	\$ 297,953.12	\$ 82,768.00	\$ -	\$ 215,185.12	\$ 82,768.00
16	07/05/23 - 06/14/24	BOE	The Bradley School-Windham County	0	\$ 48,843.00	\$ 29,865.00	\$ -	\$ 4,887.52	\$ 83,595.52	\$ 82,768.00	\$ -	\$ 827.52	\$ 82,768.00
17	07/06/23 - 06/18/24	BOE	Susan Wayne Center of Excellence	0	\$ 168,797.95	\$ 33,860.00	\$ -	\$ -	\$ 202,657.95	\$ 82,768.00	\$ 58,080.11	\$ 61,809.84	\$ 140,848.11
18	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
19	08/24/23 - 06/12/24	BOE	Joshua Center Northeast	0	\$ 82,404.00	\$ -	\$ -	\$ 12,153.15	\$ 94,557.15	\$ 82,768.00	\$ -	\$ 11,789.15	\$ 82,768.00
20	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
21	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
22	08/30/23 - 06/11/24	BOE	Northeast Regional Program	1	\$ 70,000.00	\$ -	\$ -	\$ 12,153.15	\$ 82,153.15	\$ 82,768.00	\$ -	\$ -	\$ 82,153.15
23	07/03/23 - 06/14/24	BOE	Northeast Regional Program	1	\$ 77,780.00	\$ -	\$ -	\$ 13,152.87	\$ 90,932.87	\$ 82,768.00	\$ -	\$ 8,164.87	\$ 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	08/29/23 - 09/05/23	BOE	DOMUS Kids	0	\$ 1,072.50	\$ -	\$ -	\$ -	\$ 1,072.50	\$ 82,768.00	\$ -	\$ -	\$ 1,072.50
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	07/01/23 - 07/18/23	BOE	Project Genesis	0	\$ 3,364.00	\$ -	\$ -	\$ -	\$ 3,364.00	\$ 82,768.00	\$ -	\$ -	\$ 3,364.00
<b>TOTALS</b>					<b>\$ 1,809,143.54</b>	<b>\$ 216,781.79</b>	<b>\$ 32,948.00</b>	<b>\$ 219,668.92</b>	<b>\$ 2,278,542.25</b>		<b>\$ 58,080.11</b>	<b>\$ 756,783.74</b>	<b>\$ 1,521,758.51</b>

FY 2023-2024 Budget Spec Ed Tuition	\$ 1,327,000.00	
FY 2023-2024 Budget Spec Ed Transportation	\$ 100,000.00	
<b>Total Funding from the Budget</b>	<b>\$ 1,427,000.00</b>	
Estimated State Excess Cost Reimbursement	\$ 597,253.73	78.92%
<b>Total Funding to cover all costs</b>	<b>\$ 2,024,253.73</b>	
Total of all costs (minus in-district cost)	\$ 2,025,925.33	
<b>Projected Balance for 2023-24</b>	<b>\$ (1,671.60)</b>	

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

October 17, 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	81,084	16,182	(633)	0
112	NON-CERTIFIED SALARIES	765,274	559,025	201,692	3,000	1,557
200	EMPLOYEE BENEFITS	227,303	177,750	65,802	(17,000)	751
322	IN SERVICE	2,000	250	0	1,750	0
324	FIELD TRIPS	800	0	0	800	0
325	PARENT ACTIVITIES	4,100	110	807	3,183	0
330	TECHNICAL SERVICES	18,198	0	0	18,198	0
440	RENTAL	936	668	226	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	2,542	16,397	11,667	0
612	ADMINISTRATIVE SUPPLIES	168	0	657	(489)	0
690	OTHER SUPPLIES	500	0	0	500	0
890	DUES AND FEES	2,000	500	0	1,500	0
	<b>Totals</b>	<b>1,150,418</b>	<b>821,929</b>	<b>303,210</b>	<b>22,971</b>	<b>2,308</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	0.00
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>56,215.27</b>

**ENC 5c**

**REPORTS OF OFFICERS  
AND  
STANDING COMMITTEES**

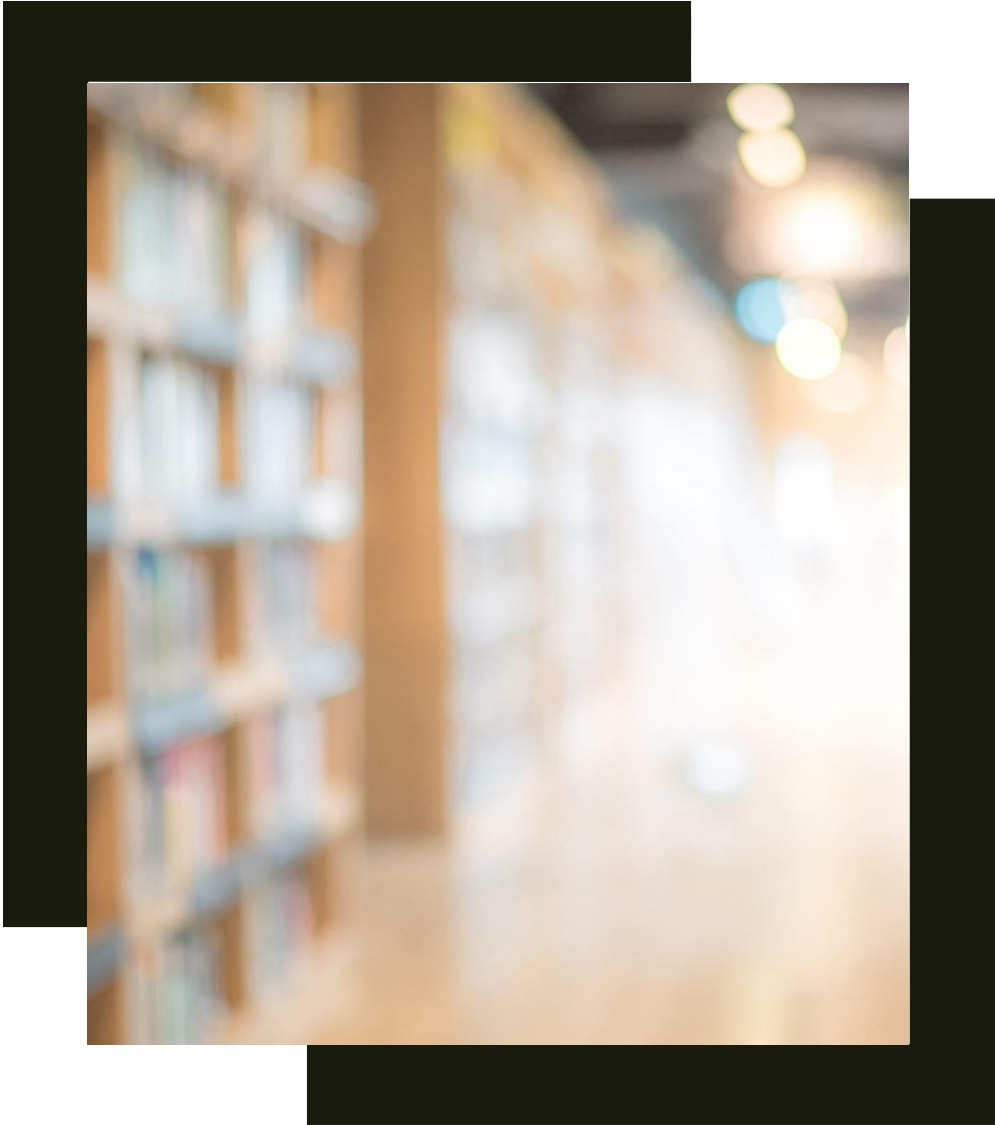
**Superintendent's Report**



**October 1, 2023 Enrollment Summary**

	Enrollment	English Language Learners	ELL %	Special Education	Spec Ed %	Eligible for Free or reduced Price Meals	F/R %	Gifted and Talented	Homeless Summary
PES	557	30	5.4%	82	14.7%	331	59.4%	0	6
PMS	335	15	4.5%	71	21.2%	190	56.7%	0	5
PHS	276	13	4.7%	72	26.1%	154	55.8%	5	6
<b>Total</b>	<b>1168</b>	<b>58</b>	<b>5.0%</b>	<b>225</b>	<b>19.26%</b>	<b>675</b>	<b>57.8%</b>	<b>5</b>	<b>17</b>

\* data does not include the out-of-district enrollments



# PUTNAM PUBLIC SCHOOLS

Report on

Student Math Achievement

October 2023

# Presentation Outline

## Focus Area: Math

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Types of Math Assessments



Performance Data

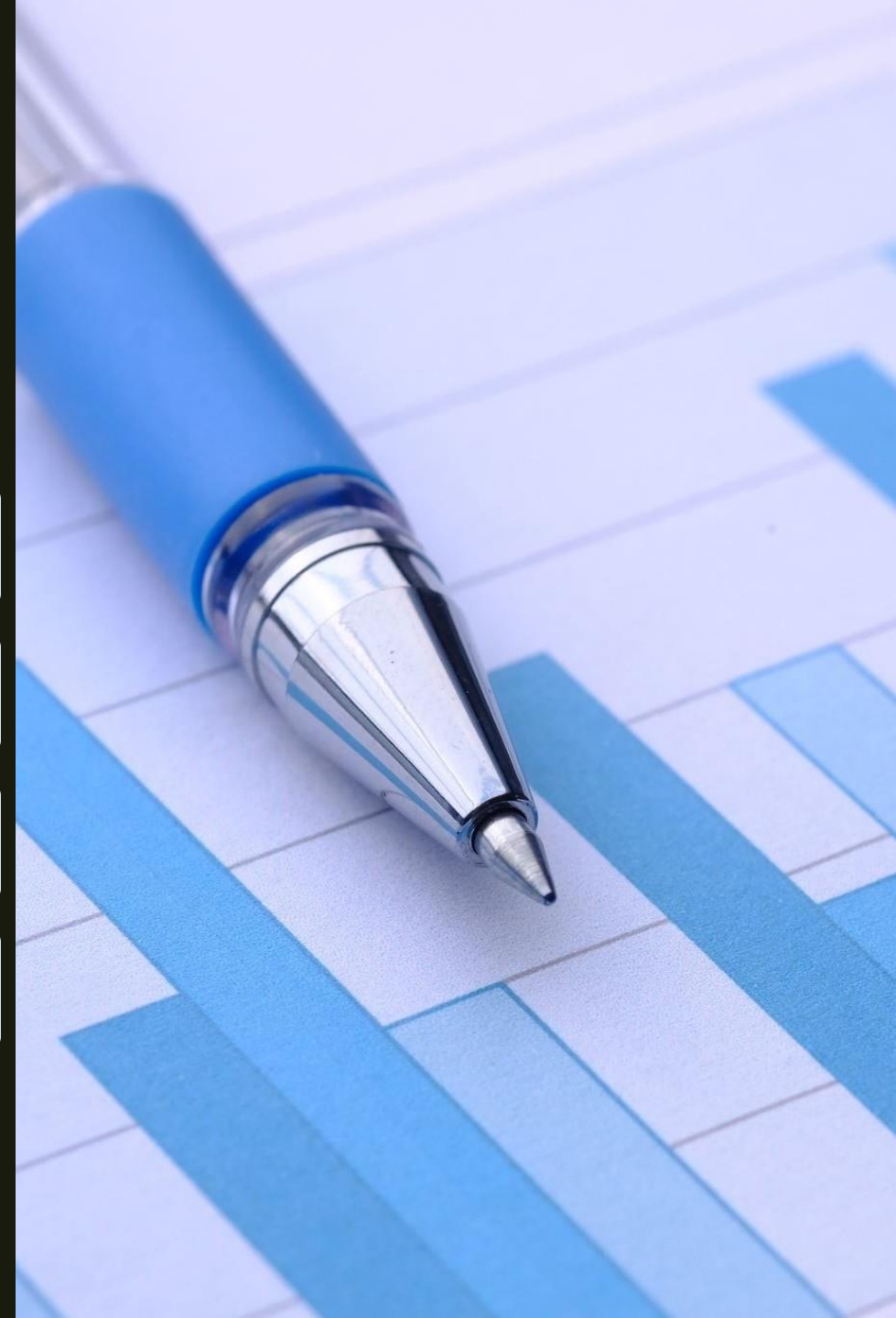


Putnam Rough Cohort Analysis



Addressing the Data and Next Steps

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# Types of Math Assessments

Smarter Balanced  
Assessment (SBAC)  
Grades 3-8

Local Assessments  
Grades K-4  
iReady

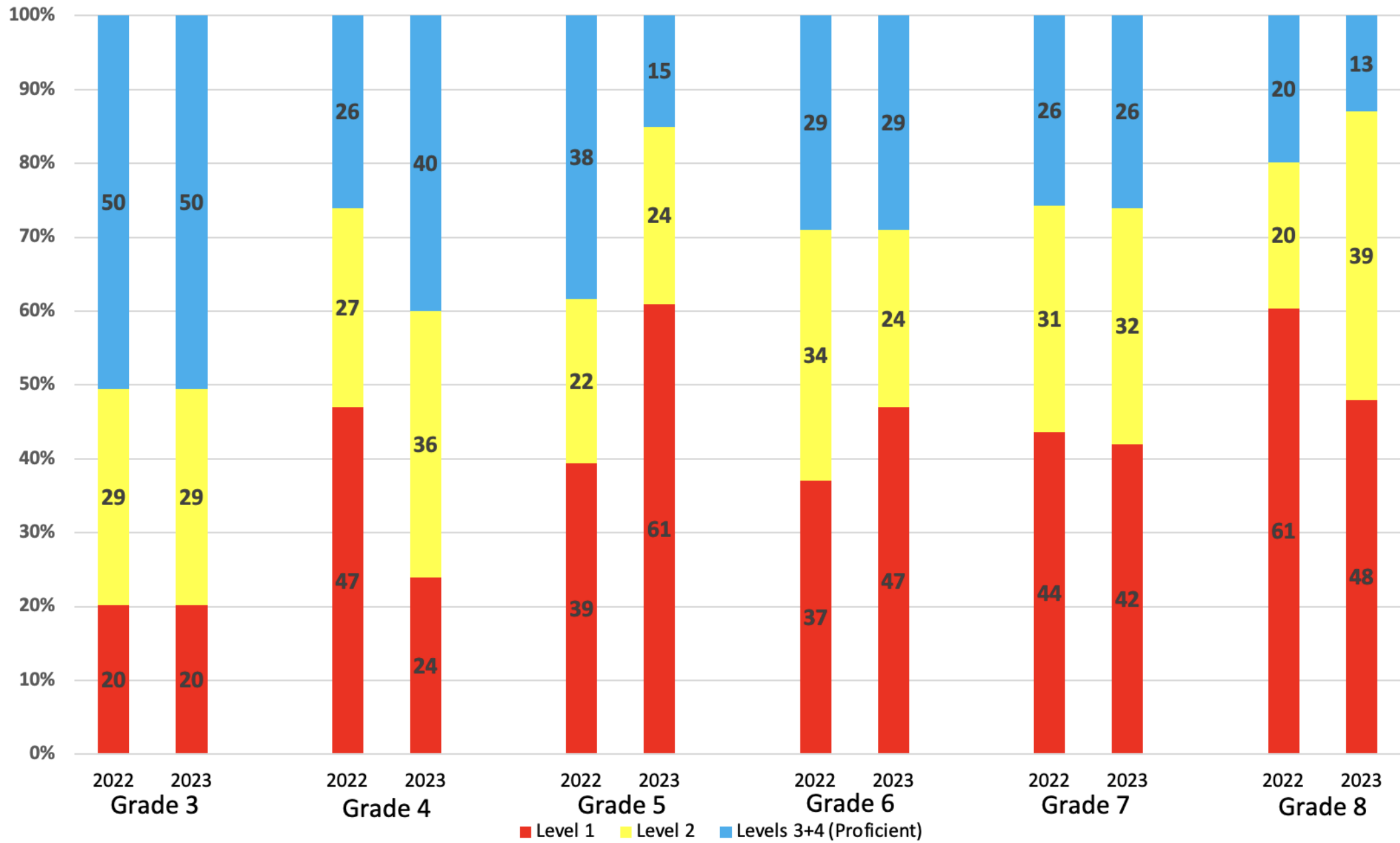
Alternate  
Assessments  
(CTAA and CTAS)  
Grades 3-8 and 11

SAT Grade 11

Local Assessments  
Grades 5-8  
STAR

Two Year  
Comparison:  
2022  
and  
2023

### % of Students Scoring at Each Proficiency Level

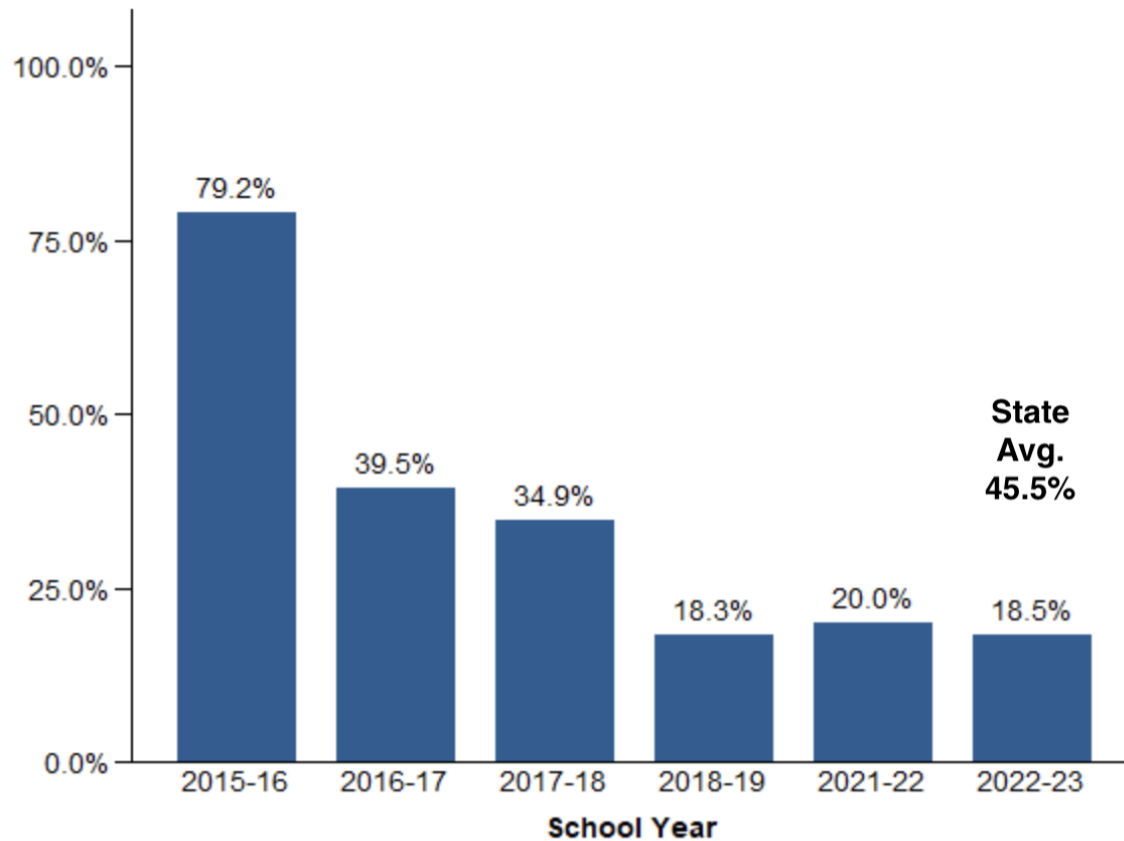


■ Level 1 ■ Level 2 ■ Levels 3+4 (Proficient)

# Grade 4 Math Growth in 2022-23

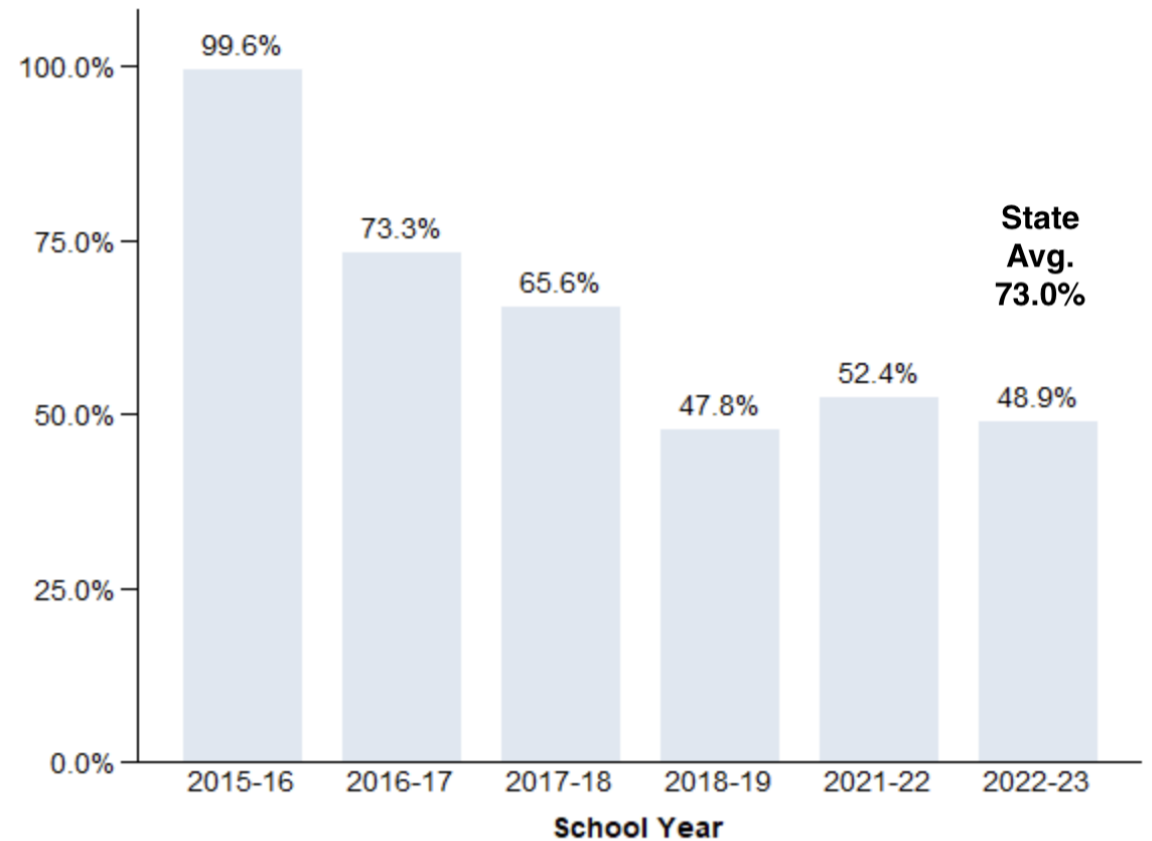
## Math Growth Rate

Percentage of students who met their growth targets



## Math Average Percentage of Target Achieved

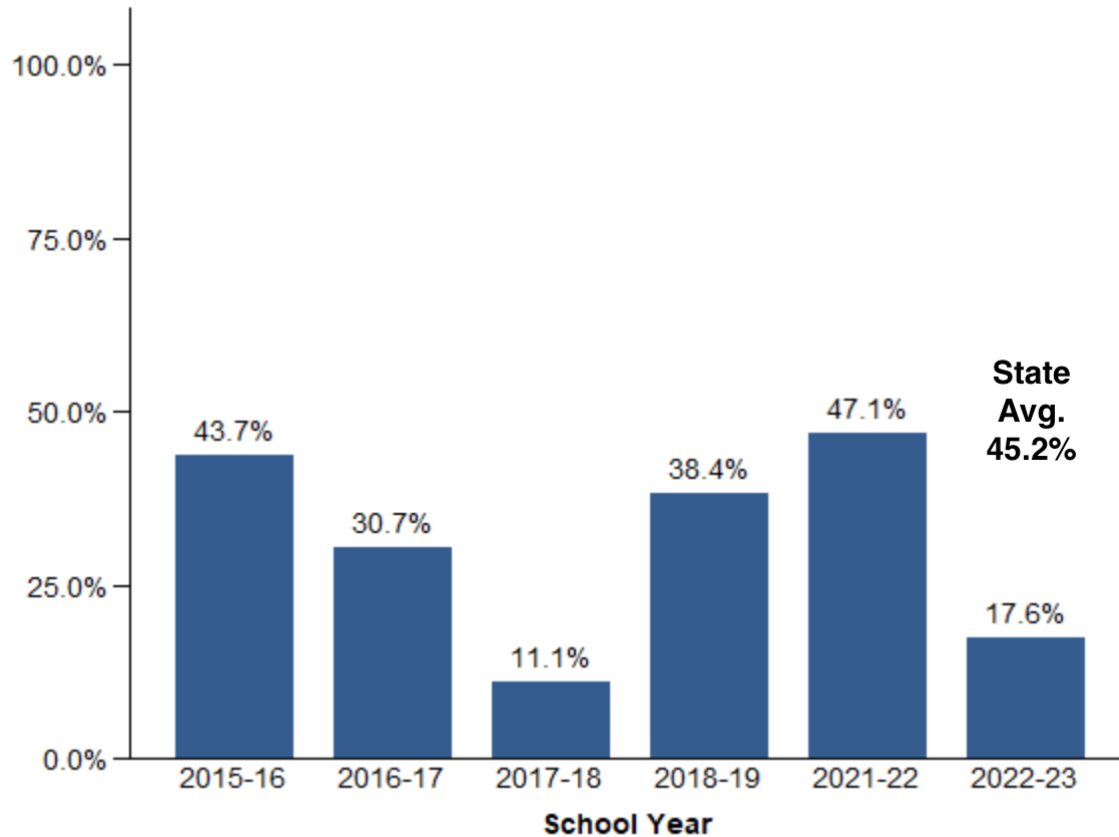
Percentage of target that was achieved by students on average



# Grade 5 Math Growth in 2022-23

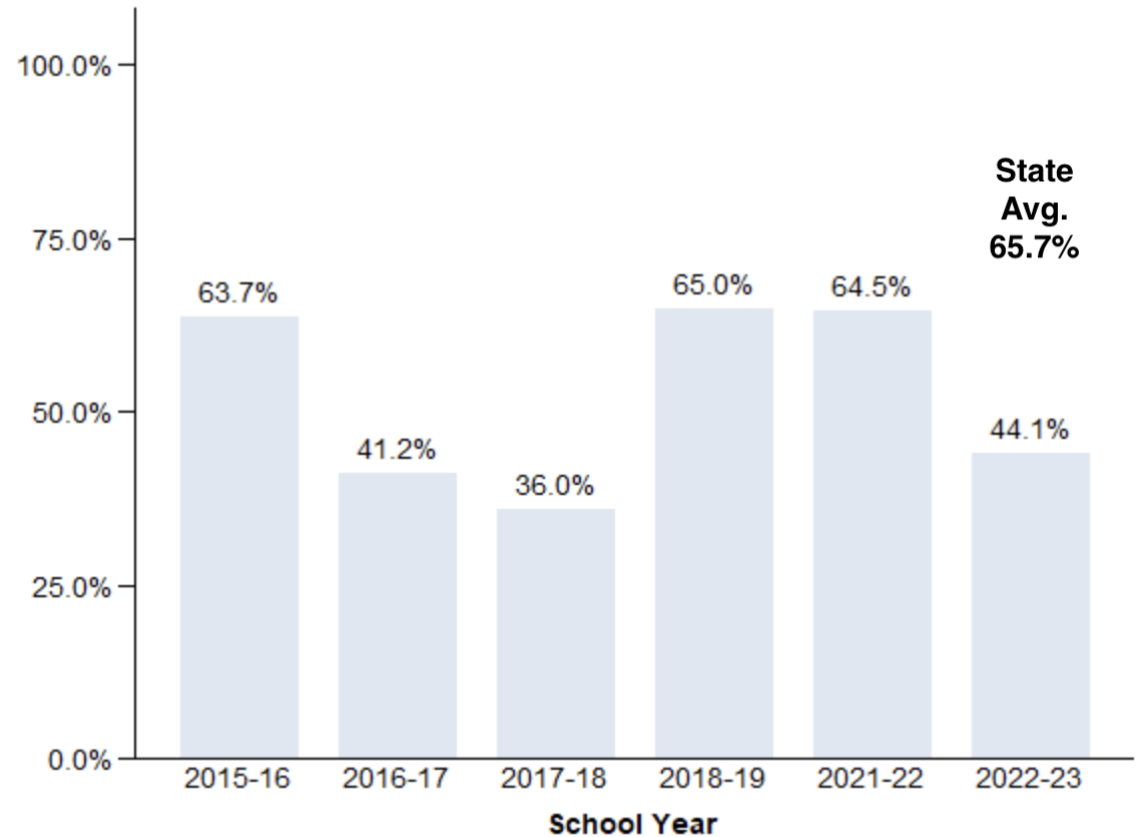
## Math Growth Rate

Percentage of students who met their growth targets



## Math Average Percentage of Target Achieved

Percentage of target that was achieved by students on average

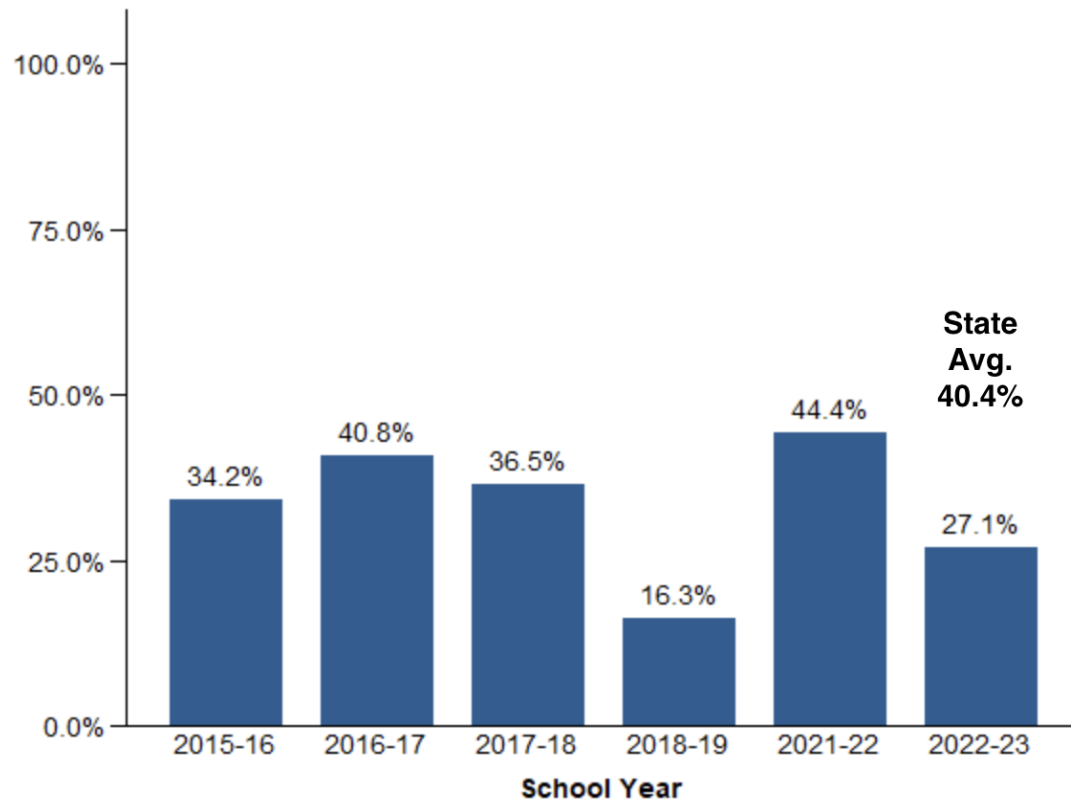


# Grade 6 Math Growth in 2022-23



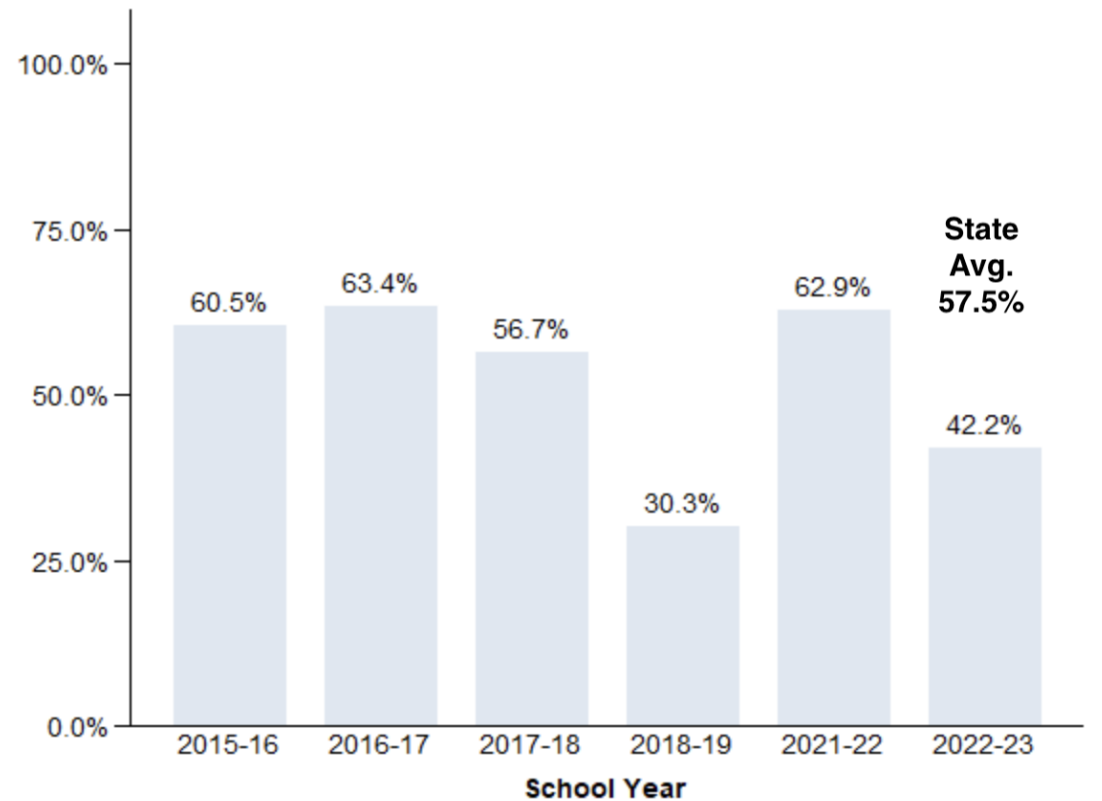
## Math Growth Rate

Percentage of students who met their growth targets



## Math Average Percentage of Target Achieved

Percentage of target that was achieved by students on average

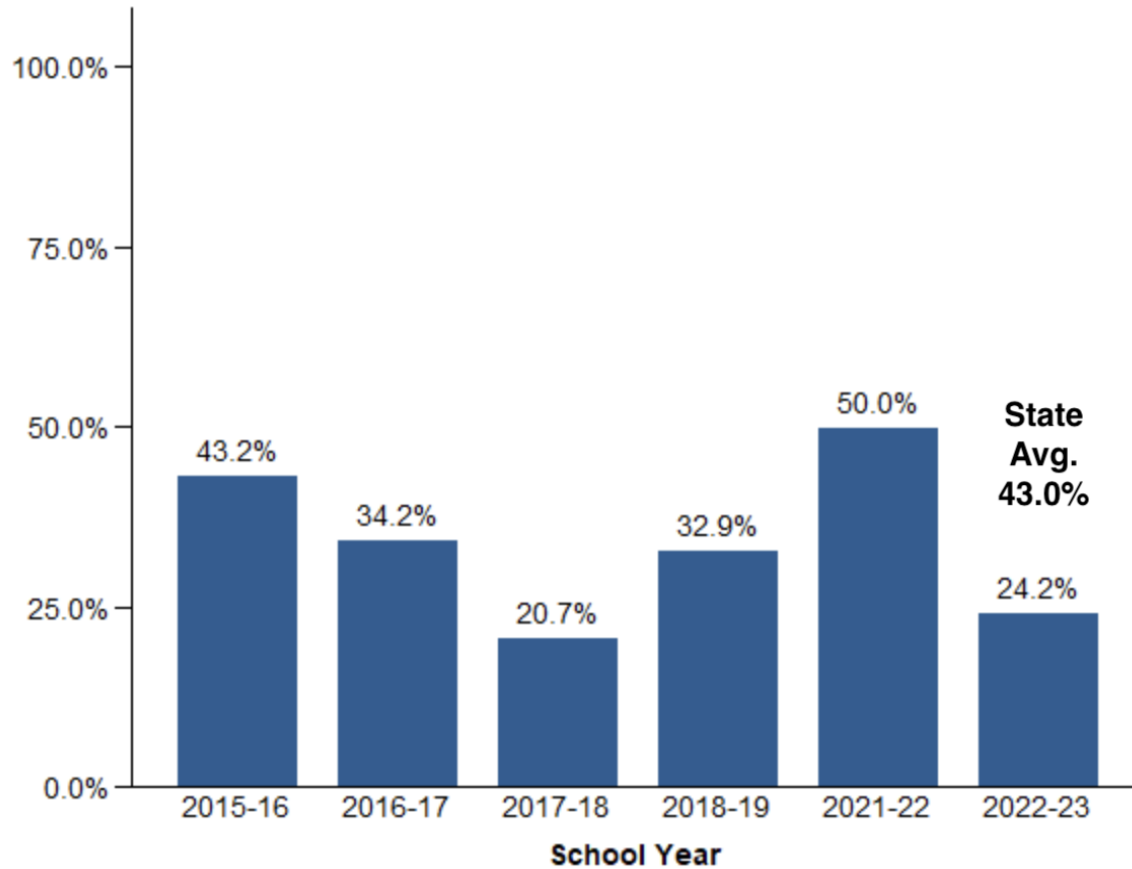




# Grade 7 Math Growth in 2022-23

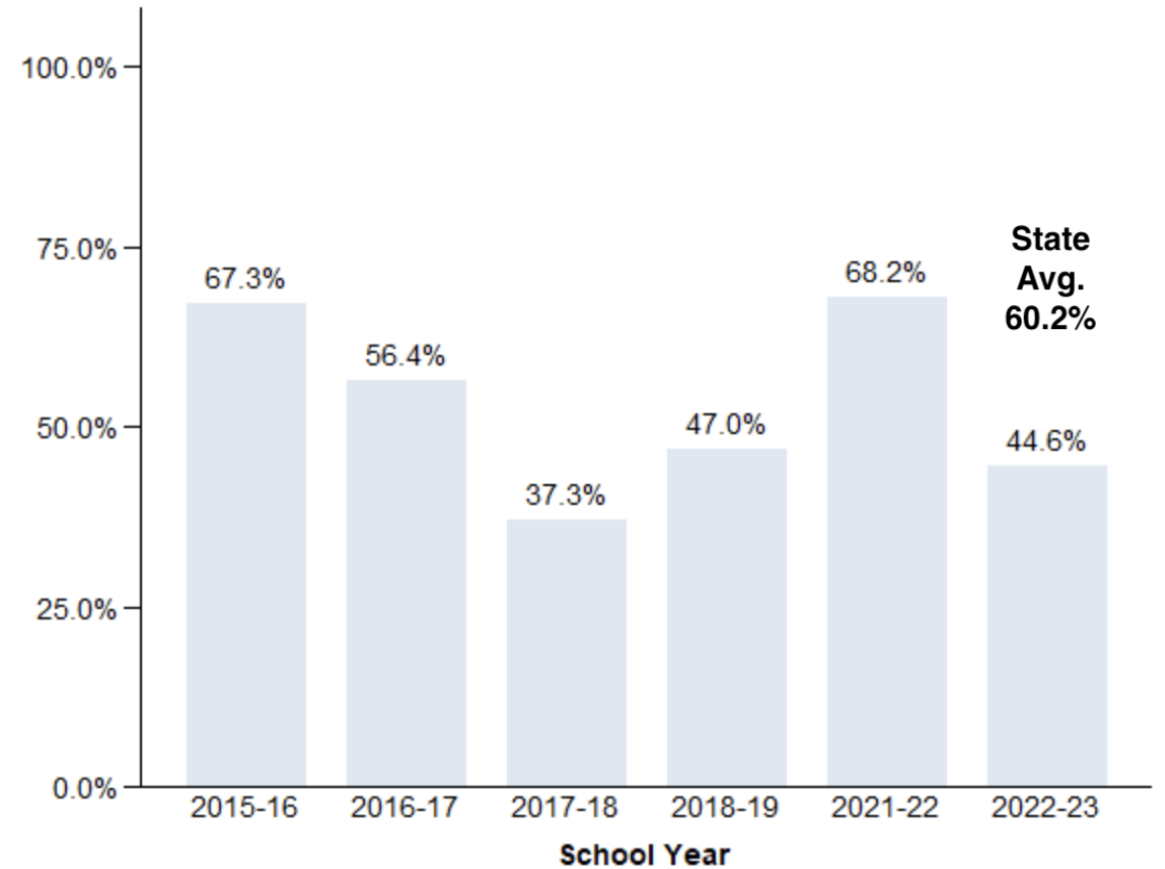
## Math Growth Rate

Percentage of students who met their growth targets



## Math Average Percentage of Target Achieved

Percentage of target that was achieved by students on average

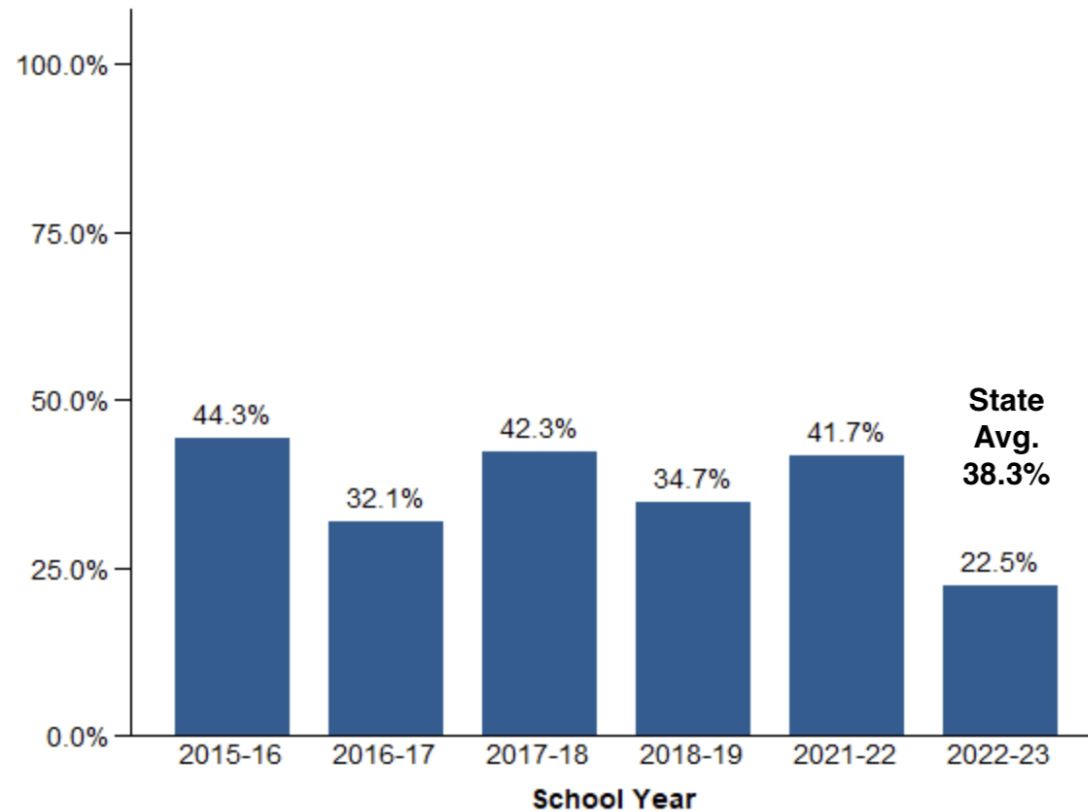


# Grade 8 Math Growth in 2022-23



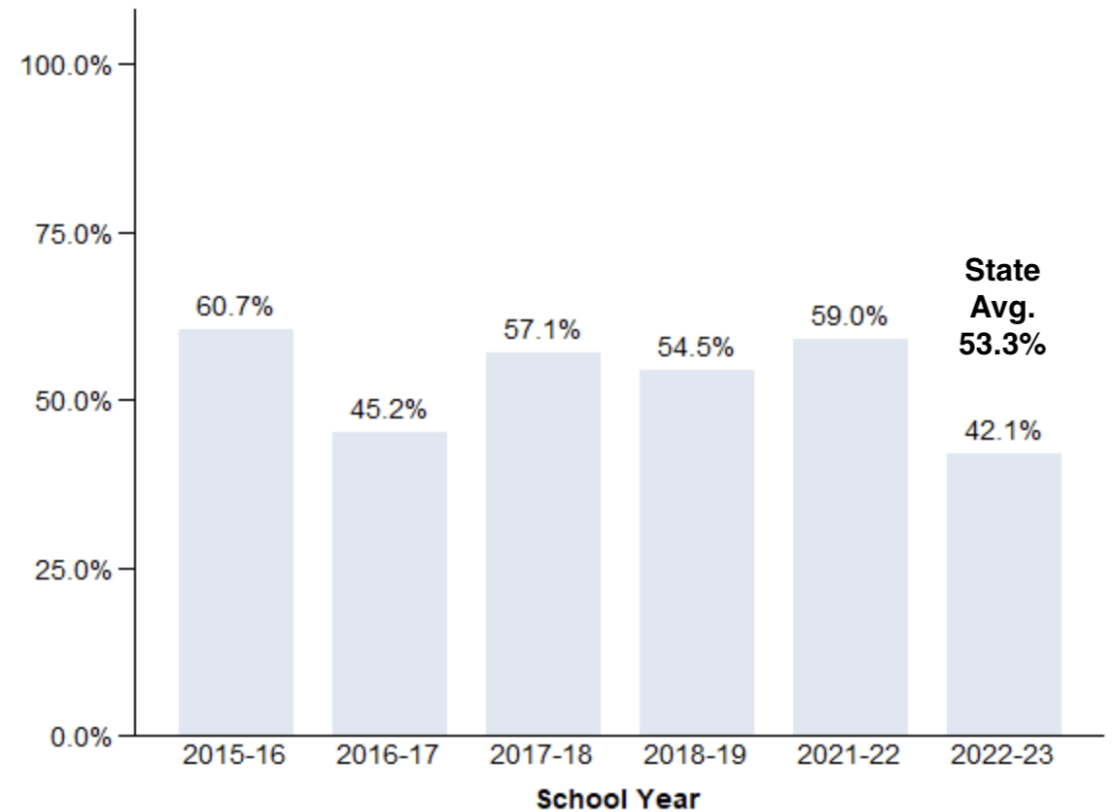
## Math Growth Rate

Percentage of students who met their growth targets

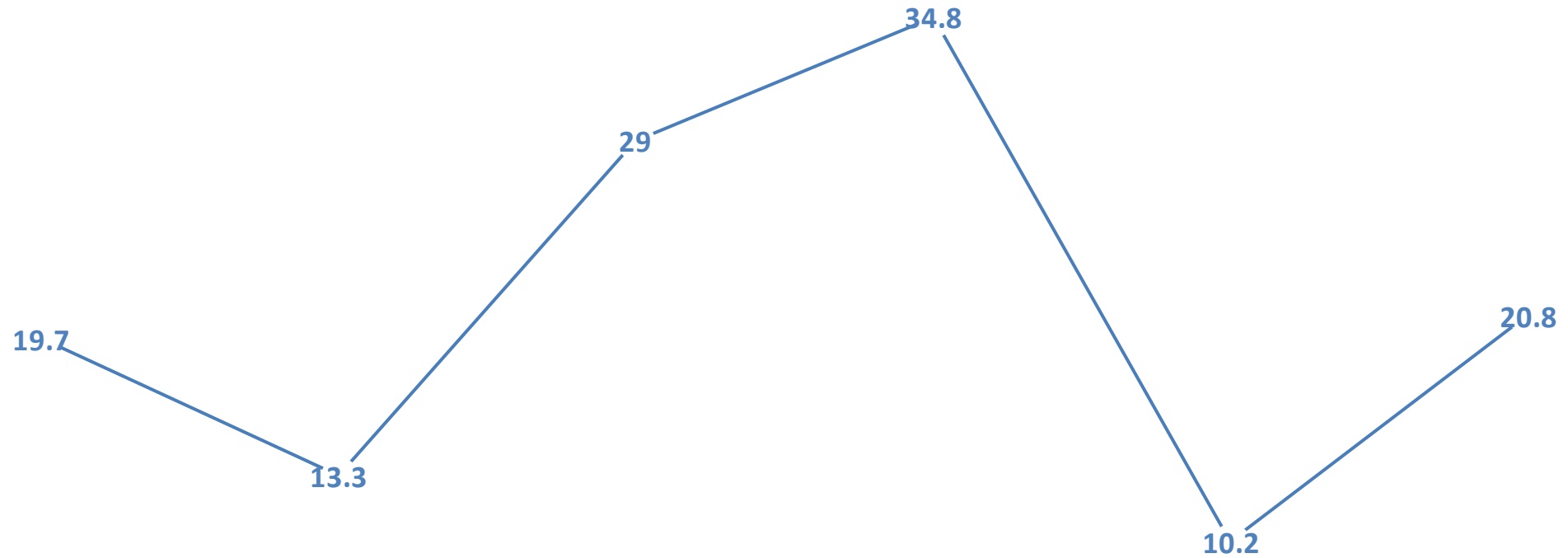


## Math Average Percentage of Target Achieved

Percentage of target that was achieved by students on average



**% OF GRADE 11 STUDENTS SCORING PROFICIENT ON THE SAT  
(SCORE = 530 OUT OF 800)**



Class of 2019

Class of 2020

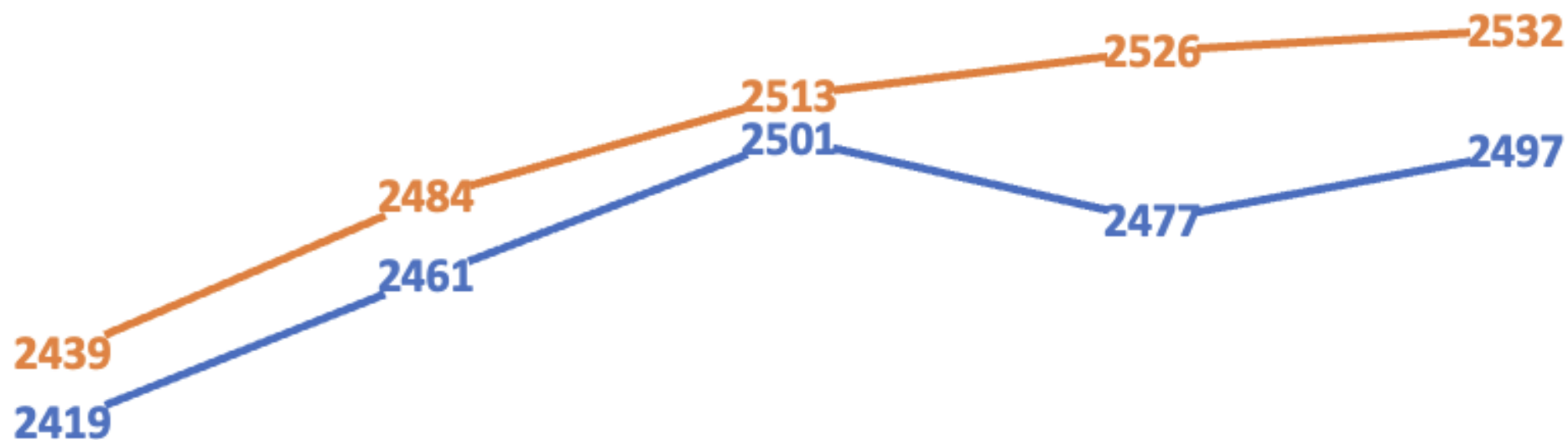
Class of 2021

Class of 2022

Class of 2023

Class of 2024

## CLASS OF 2026 (CURRENT GRADE 10)



03 (2016-17)

04 (2017-18)

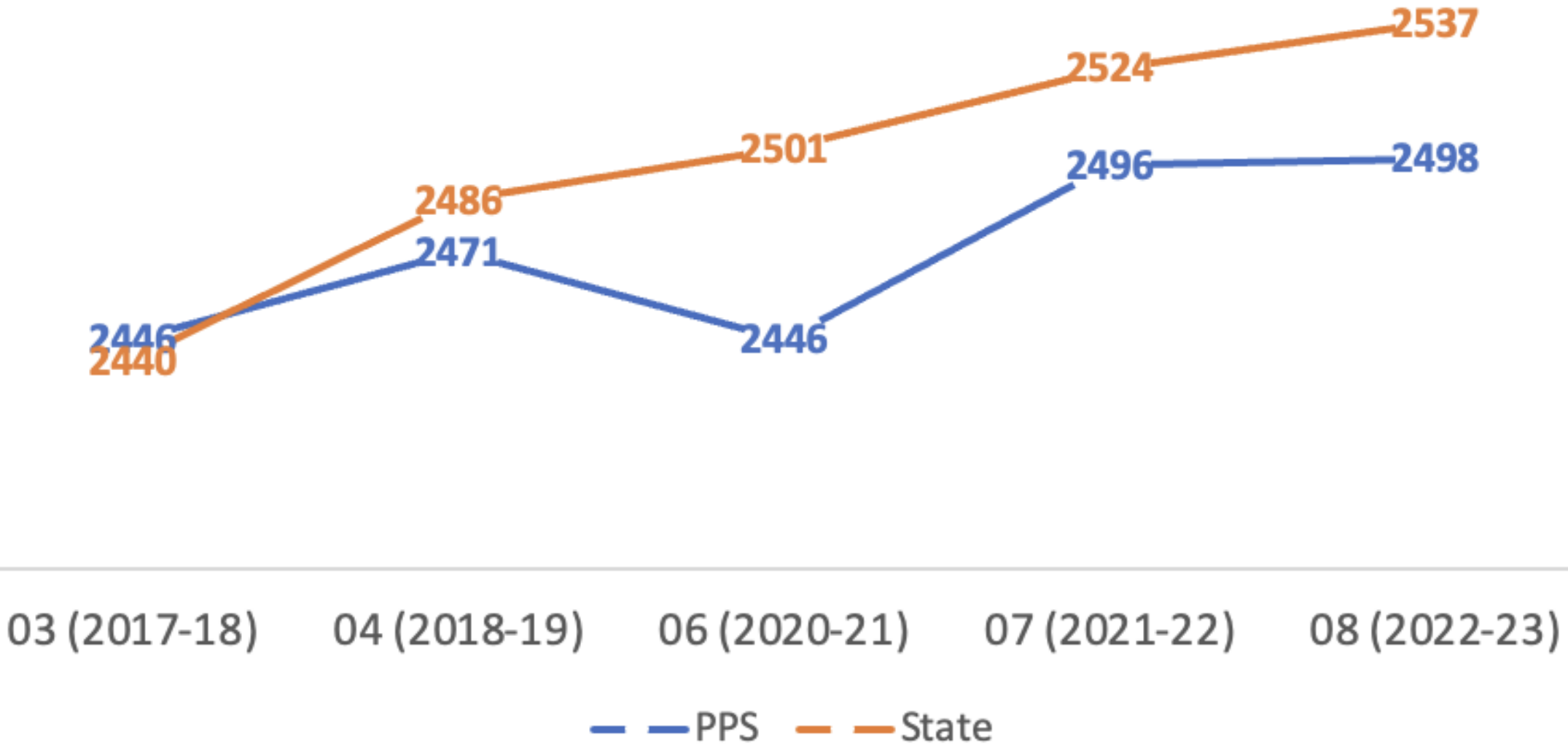
05 (2018-19)

07 (2020-21)

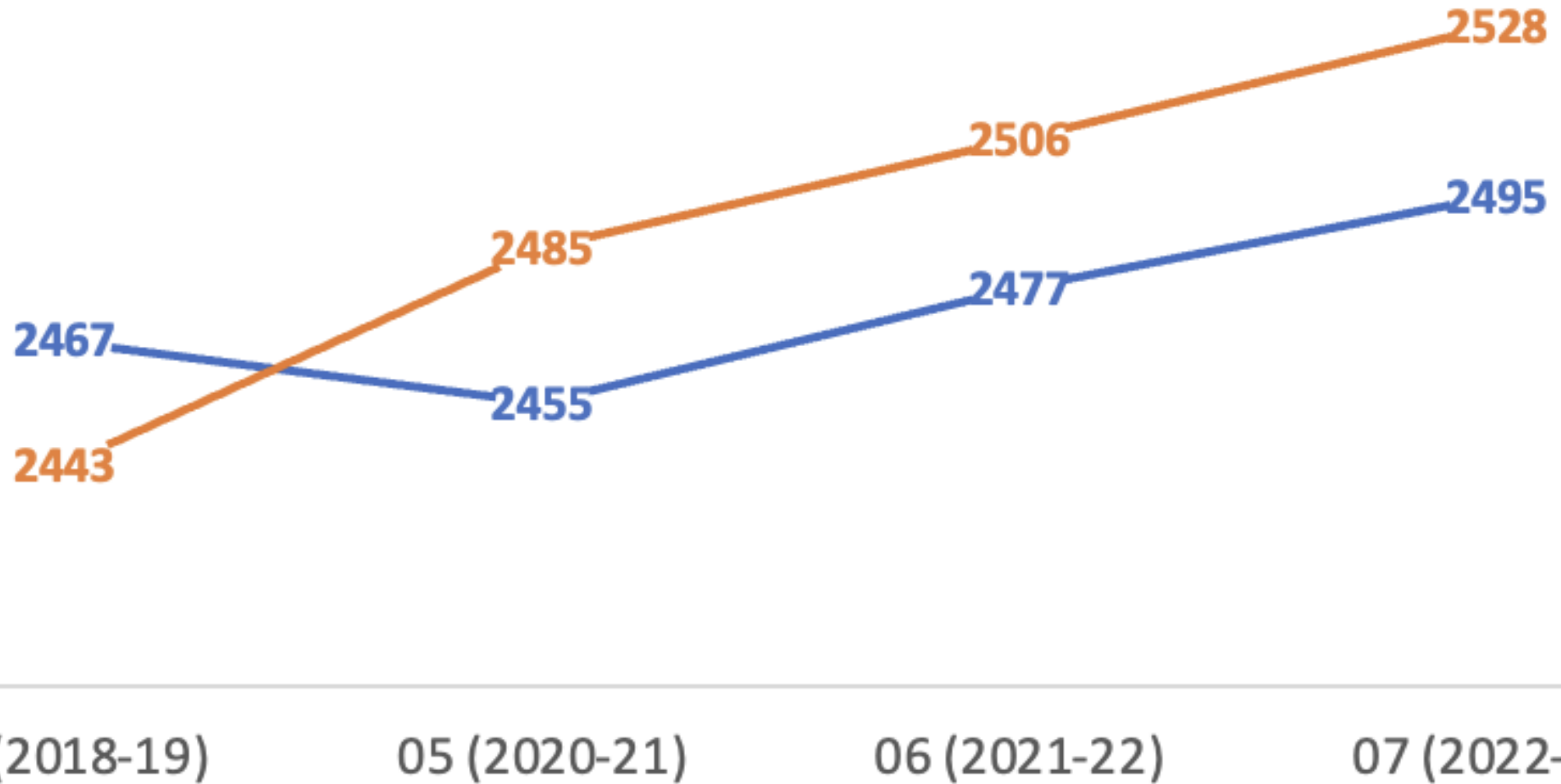
08 (2021-22)

— PPS — State

# CLASS OF 2027 (CURRENT GRADE 9)



## CLASS OF 2028 (CURRENT GRADE 8)



Local PMS  
Math Measure  
STAR  
(next 2 slides)

% of Students Reaching Locally  
Determined Benchmark Set Points

Grade Levels	Fall '22 % Reaching STAR Benchmark	Spring '23 % Reaching STAR Benchmark	Change in % Meeting Benchmark
5	14%	19%	+5%
6	36.6%	44.6%	+8%
7	25.5%	38.1%	+12.6%
8	28.3%	24.2%	-4.1%

*Local Math  
Measure for  
PES*

*iReady*

% of Students Mastering Grade Level Standards

Grade Levels	Fall '22 % of Students Showing Mastery of Grade Level Content	Winter '23 % of Students Showing Mastery of Grade Level Content	Spring '23 % of Students Showing Mastery of Grade Level Content
K	6%	40%	62%
1	4%	21%	49%
2	7%	22%	42%
3	2%	20%	49%
4	22%	33%	47%



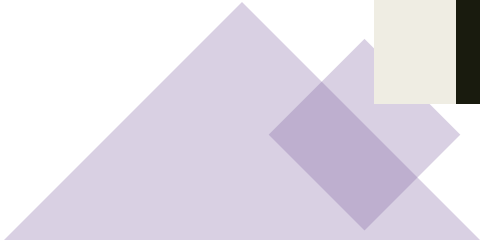


Avg. Percentile Rank (PR)  
for the Grade Level

Grade Levels	STAR Fall '22 Percentile Rank	STAR Spring '23 Percentile Rank	% Rank Change
5	29%	33%	+4%
6	42%	51%	+9%
7	39%	42%	+3%
8	34%	24%	-10%

Compares PMS Students to Students Performance Nationally

Avg. Achievement Score  
(scaled score) for the  
Grade Level

Grade Levels	Fall '22 # of Students Tested	Fall '22 Avg Scaled Score	Spring '23 # of Students Tested	Spring '23 Avg Scaled Score	SS Change
5	80	976	88	1010	+34 pts
6	71	1037	74	1076	+39 pts
7	55	1056	63	1077	+21 pts
8	60	1065	66	1048	-17 pts



Addressing  
Our Math  
Achievement  
Data

# PES

## Improvement Strategies for 23-24

- Define & implement high quality math tasks that address target areas (problem solving and modeling & data analysis)
- Continue to utilize the Interim Assessment Blocks in SBAC. Use the results to drive instruction and embed the language in our instruction
- Regularly analyze iReady assessment data and student work and use this information to design instruction such as small groups and/or interventions



# ***Putnam Middle School***

- Embed use of the Interim Assessment Blocks into the curriculum.
- Increase practice on performance tasks using released SBAC questions. Review as a class to build familiarity with test-specific language.
- Teacher SMART goals are connected to achievement in standards that have been identified from last year's SBAC performance with metrics connected to curriculum-based or benchmark assessments.
- Vertically align instructional practices, expectations, and methods to assess student growth and mastery using formative and summative assessments.
- Consistently review student achievement data (IABs, curriculum-based assessments, benchmark assessments) and adjust instructional delivery as needed.

# *Putnam High School*

## **High Leverage Strategies:**

- Culture of shared practice and data-driven decision-making, grounded in high functioning Professional Learning Communities
- Prioritized standards focus routine calibration
- Restructured Curriculum Sequence
- Year 1 of New Curriculum Rollout
- Ongoing Professional Development
- Integration of PSAT Scores with Khan Academy to support structured SAT Practice



**Proposal for**  
**Putnam Board of Education**  
**E-Rate 2024**

Heather Mosca  
Account Executive  
The Apex Technology Group  
hmosca@apextechgroup.com  
401-680-4612  
www.apextechgroup.com

**October 2, 2023**

## Scope of Work – Switch Project

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Apex will perform the following:

- Generate inventory spreadsheet and label all new equipment.
- Determine the final network design and configuration requirements for switches.
- Develop project schedule, implementation plan, and task list as per the developed design.

### Switch Installation

- Upgrade operating system software on equipment to current stable release.
- Configure and stage all equipment at customer location according to agreed upon final network design and configuration requirements.
- Activate and register Aruba Central licensing.
- Provision Aruba Central tenant for PPS switches
- Migrate all existing layer two and port configurations to new switches in Aruba Central.
- Migrate all existing layer three and routing configurations to new switches in Aruba Central.
- Migrate all existing management/monitoring configurations with Auvik.
- Integrate new switches into existing security models/acls.
- Affix PPS provided asset tags to all equipment as required and document in fixed asset register.
- Remove existing equipment.
- Install the following equipment in respective locations according to the design specification.
- Verify layer 1/layer 2 configuration and functionality.
- Verify layer 3 routing configuration and functionality.
- Test and verify all final configurations and connection's
- Revise preliminary design drawing with any modifications made during implementation phase.





## Project Approvals

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Putnam Board of Education agrees to engage The Apex Technology Group, Inc. to provide the equipment and services described in this proposal for a cost \$294,694.30.

- Terms are net 30 days and interest penalties apply to late payments.
- Please note that state sales taxes and/or shipping charges have not been included and will be charged in the final price, if applicable. Required travel and incidental expenses will be billed separately with prior approval of Putnam Board of Education.
- If a greater scope of work is required, Apex and Putnam Board of Education will agree to the incremental scope and Apex will invoice Putnam Board of Education for any changes.
- The Apex Technology Group, Inc., its officers, agents, employees, and contractors cannot be held liable, financially, or otherwise, while providing IT services to Putnam Board of Education. The following costs are not included in this proposal.
  - Required hardware or software necessary to complete project but not quoted in this proposal
  - Support costs that may be applied by other vendors
- The scheduling of Apex personnel will be determined at the time of agreement signatures.

The undersigned are authorized to approve this agreement:

### For The Apex Technology Group, Inc.

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

Signature: \_\_\_\_\_

### For Putnam Board of Education

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

Signature: \_\_\_\_\_

**Putnam Board of Education**  
**Personnel Update**  
**September 15, 2023 – October 13, 2023**

**I. Resignations/Retirements**

Collard, Regan: Paraprofessional, PMS 9/29/2023  
Hublitz, Sandra: Lunch Aide, Food Services 10/6/2023  
Pingitore, Anna: Paraprofessional, PES 10/6/2023  
Prochowski, MaryEllen: Teacher, PES 10/31/2023  
Reynolds-Lee, Alethea: Teacher, PMS 11/6/2023  
Starr, Janice: Lunch Aide, Food Services 9/29/2023  
St. Thomas, Alexandra: Speech Pathologist, PMS & PHS 11/14/2023

**II. New Hires/Transfers**

Basley, Samantha: Lunch Aide, Food Services 9/25/2023  
Batista, Winter: General Worker, Food Services 9/11/2023 (transfer)  
Bushey, Kimberly: Lunch Aide, Food Services, 9/20/2023  
D'Annunzio, Giesla: General Worker, Food Services 10/4/2023 (transfer)  
Dupre, Kevin: Assistant Coach, QVP Football 10/10/2023  
Hogue, Sharon: Paraprofessional, PMS 10/23/2023 (transfer)  
Lemieux-Sgariglia, Tammy: Lunch Aide, Food Services 9/20/2023  
O'Donovan, Melissa: Daily Substitute Teacher, PES 10/17/2023 (transfer)  
Taylor, Allison, Paraprofessional, PES 10/16/2023 (transfer)  
Thibeault, Anne-Marie: Paraprofessional, PMS 9/18/2023  
Tremblay, Kenneth: Substitute Bus Monitor, Transportation 9/29/2023

# **MONTHLY SCHOOL REPORTS**



# PUTNAM ELEMENTARY SCHOOL

OCTOBER BOE REPORT

## Teaching and Learning



**Prekindergarten's bulletin board showcasing how we are all different, unique individuals**



**Grade 4 students are meeting virtually with authors to learn about their books and how they engage in the writing process**

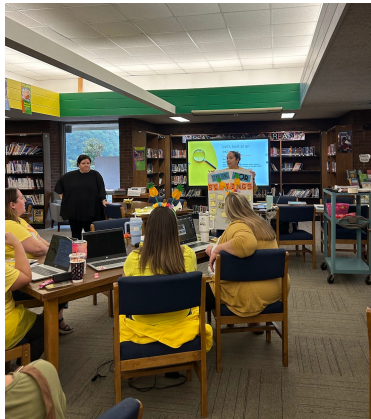
While teachers take time to get to know students during the month of September, they also administer fall benchmark assessments, such as Fountas & Pinnell Reading Assessment, DIBELS, iReady Math, DESSA (SEL screener). In addition, teachers gave the students a writing task. All of this information is collected and analyzed by teachers. They use this information to make decisions for the whole class as well as design interventions or plan small groups.

Parent teacher conferences are also during the month of October. This meeting provides the family with an opportunity to connect with the teacher and learn more about the grade level expectations and how their child is progressing with the standards.



**First grade students reading while waiting for their teacher to start morning meeting**

## Professional Learning Communities



**Reading Specialist, Tiffany Barnes and Gr. 1 Teacher, Mandi Evans share information about how to engage readers during Interactive Read Aloud**

The Oct. 6th professional development day was a success! Staff participated in a variety of learning opportunities. Paraeducators met with Marhi from PD Monster to learn more about how to support students with trauma. Teachers collaborated with colleagues to learn about how to leverage high levels of reading comprehension and student engagement through interactive read alouds. Teams discussed the first chapter in the Ethic of Excellence and takeaways and next steps for PES. You can see the ideas teachers shared on our interactive [Padlet](#). The teachers ended their day with Marhi. They learned about how to analyze a child's behavior and develop a plan using behavioral science.

In addition, teachers are in the process of meeting with the admin team to share their data and their professional goals for the school year. Many teams are focusing on learning strategies to support students with increasing writing achievement.

Finally, during our morning collab meetings, teachers are meeting with the math specialists to review the iReady fall diagnostic results and will use this information to design interventions or small group.

## Climate and Culture



The PES staff engaged in a Color War this past professional development day. Each team dressed as their color and prepared snacks for the staff. The competitive energy was long-lasting! In the end the pink and orange team, won the challenge!

The PTO is very active school year, hosting a variety of family events, such as a movie night, face painting table at the Zombie Fashion Show, and later this week a Trunk or Treat at PES.





## Celebrations



PES would like to celebrate and honor Mary Ellen Prochowski's dedication and commitment to Putnam Elementary School. After 24 years of service, she is retiring at the end of this month. Over the course of her career at PES, she has taught reading, kindergarten and grade 2. She views PES as her second home and is proud to have worked along side talented educators. She hopes that PES staff will continue to "put the student's social and emotional needs first" and they end each day with helping the students know that we "genuinely care" about them.

## Upcoming Events

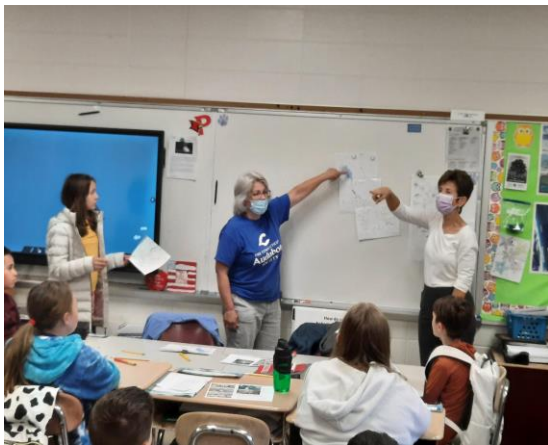
- Oct. 12th & 13th ~ Parent Teacher Conferences & PES Book Fair
- Oct. 10th ~ PTO Trunk or Treat
- Nov. 10th ~ Veteran's Day



**PUTNAM MIDDLE SCHOOL  
MONTHLY REPORT  
OCTOBER 2023**

**TEACHING AND LEARNING**

Fifth grade students participated in the first of several visits from the Connecticut Audubon Society to learn about river debris. Specifically, they are working collaboratively to study how river debris affects bigger rivers that eventually flow into Long Island Sound. Thank you to Jane Simao and Marge Porter from the Audubon Society for their work with our students. Students reviewed pictures of various litter in different environments, backtracked the origin of the Little River to an unknown wetlands in Woodstock using topographical maps, and brought the students outside to create their own watershed areas using various size containers.



5th grade students attended a field trip to Mystic Seaport on October 13th.

**PROFESSIONAL LEARNING COMMUNITIES**



Teachers utilized PLCs this month to review student achievement data and create schedules for embedding IABs into curriculum calendars. Staff participated in professional development on October 6th. Teachers completed work for their personalized learning plans. We also continued the workshop series we started last year on Race, Racism, Racial Discourse, and Racial Inequalities with Dr. Matthew Hughey, a professor from University of Connecticut. The work started last year with Dr. Matthew Hughey. Teachers also participated in a session titled Leveraging Behavior Science to Address Challenging Behaviors. Paraprofessionals completed GCN trainings and participated in a session titled Becoming a Trauma Informed Education Professional.

In addition to PLCs and District Professional Development that occurred this month, teachers participated in specialized professional development opportunities. Reading Specialist Sara Snelling participated in a Coaching Institute run by Partners for Educational Leadership. 7th grade Social Studies teacher Nate Gagnon participated in training for continued participation in EASTCONN's America's Mosaic interdistrict program.

### **CLIMATE AND CULTURE**

Our sports teams are in the middle of their season. The boys' cross country team has a record of 2 wins, 4 losses. The girls' cross country team has a record of 3 wins, 3 losses. The girls' soccer team has a record of 1 win, 5 losses, and 1 tie. The boys' soccer team has 5 wins and 2 losses.

We held parent / teacher conferences on October 5th. Teachers reported an increase in scheduled meetings compared to last year.

### **CELEBRATIONS**

We had a school spirit day on September 22nd. Over half of our students participated.

Compared to September 2022, there was a significant decrease in student behavior referrals during the first month of school.

Teachers successfully completed the mini-DESSA for 99% of our students.

### **UPCOMING EVENTS**

Spirit Week is October 16-20. Monday is Pajama Day, Tuesday is All Out Pumpkin Day (wear anything with pumpkins or orange), Wednesday is Twin Day, Thursday is Fall Colors Day, and Friday is Favorite Sports Team Day.

We are conducting our annual Thank A Veteran Card Project. If you would like to thank a veteran for their service to our country by having PMS send a card, please submit information via this form: <https://forms.office.com/r/t3FYJ5yXpT> .

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:** October 13, 2023

### Teaching and Learning

- Throughout the month of October, school counselors have been conducting senior post-secondary planning meetings. These meetings are designed to support all students, whether they plan to apply for college, pursue a career in the military or enter the workforce directly after high school.
- Once again, Putnam High School has been accepted into the Connecticut FAFSA Challenge as a Tier I school. The Connecticut State Department of Education (CSDE) will be issuing PHS a grant in the amount of \$5,500, which includes the \$1000 reward we earned for meeting our FAFSA goal last school year. On October 18<sup>th</sup>, the CSDE will be hosting a virtual kickoff meeting for all schools participating in the FAFSA Challenge.
- On Thursday, September 21<sup>st</sup>, music teacher Skye Shogren brought a group of lively music enthusiasts to the UConn Annual Young Conductors Symposium for high school students. Students participated in a day of clinics learning about all aspects of music leadership from UConn Music faculty and their talented graduate students.
- On Tuesday, October 3<sup>rd</sup>, over 35 members of our junior and senior classes attended a College Fair hosted by Killingly High School.

- On Thursday, October 12<sup>th</sup>, our students in grade nine participated in the new, digital and adaptive PSAT 8/9 and our students in grades ten and eleven participated in the new digital and adaptive PSAT NMSQT. Once scores are released in November, our students will participate in personalized SAT practice in advance of the spring test administration.

### **Climate and Culture**

- In honor of Banned Books Week from October 1st – 7th, Lisa Vance, PHS Library Media Specialist created an engaging display of “banned books” and invited students and staff to reflect on the theme for Banned Books Week 2023: *Let Freedom Read. When we ban books, we're closing off readers to people, places, and perspectives. But when we stand up for stories, we unleash the power that lies inside every book. We liberate the array of voices that need to be heard and the scenes that need to be seen. Let freedom read!*

### **Social and Emotional Learning**

- Last month, the Devereux Student Strengths mini-Assessment (DESSA) was administered to students. The DESSA comprehensive assessment system includes the DESSA-mini, a universal screener, and the full DESSA, an in-depth assessment. This strength-based assessment suite provides a data-driven approach to SEL, leading directly to strategies and interventions for students and enabling schools to document progress, evaluate outcomes, and continuously improve their SEL programming over time. Our Student Services PLC is leading the analysis of student results and developing programming for future SEL-focused advisory lessons. On October 20<sup>th</sup>, students will review their own results, and develop goals and growth plans.

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

- Fall sports are in full swing at PHS. Unified Soccer began their season last month with new coaches Zach Ford and Johanna Burgason. They have competed in three games so far with a roster of more than 15 athletes and mentors. The Ellis-Tech Putnam girls soccer co-op currently ranks #1 in Class S with a 10-0-1 record. They look to keep the hot streak going into the postseason with Putnam athletes Lily Goyette, Ava Morrison and Brynn Dignam all playing important roles on the team.

There is a new PHS athletics store available to students, families and fans. This store can be located on the PHS website and can be found by scanning a QR code outside the gym and is available all year. This store offers variety to fans as several sport specific logos and colors are available and many products allow for personalization.

PHS has recognized three students as Athlete of the Week for the fall season. Congratulations to Aysaiah Chavez, Deven Lamothe and Madison Lamothe for their impressive performances this fall.

- Senior, Pedro Ortiz is sharing his artistic talent with the community! Elaine Turner of the Putnam Art Guild has designed a Box Car Children mural to cover the retention wall on Front Street adjacent to the museum. The mural will include all 19 original book covers and will be done using community and school participation coordinated by Art Guild artists. Pedro was the first student to commit to the project and has the honor of working on the first book cover. We are very proud of Pedro for his dedication to this project!
  
- PHS is participating in the 13th Annual Scarecrow Contest on Saturday, October 21<sup>st</sup>! Vote for the PHS scarecrows created by our students!

## **Celebrations and Upcoming Events**

- **Upcoming Events**
  - Student Council Hosted Blood Drive – Friday, November 1st
  - Veterans Day Celebration – Friday, November 10th
  - CTE Advisory Board Meeting – Tuesday, November 14th
  - PHS National Honor Society Induction – Thursday, November 16th
  - Annual Student Hallway Decorating Contest – Monday, November 20th
  - Fall Arts Festival – Tuesday, November 21st



*Putnam Family Resource Center*

*Patricia Bryant- Beausoleil - October 2023*

**Teaching and Learning**

Teachers focused on social skills and making friends for the first couple of weeks and have studied units on families and homes during the last several weeks. Preschool uses the Wonders Literacy Program, Everyday Math, Heggerty Phonemic Awareness Program, Second Step social/emotional curriculum and the CT Early Learning and Development Standards to provide a robust and enriching learning environment.

Students learning to sort the correct number of people into their homes.

Students creating shape houses of their families.



**Preschool Professional Learning Communities**

Preschool teachers are currently administering the Universal Fall assessment to all 4 year olds. Teachers use this assessment data to plan individual learning for students as well as information for the Child Profile report card. Teachers developed their SMART goals and selected writing as their focus. The teaching staff have created writing prompts and the scoring rubrics and are currently administering the Fall prompt.

Our whole staff participated in a NAEYC Accreditation workshop on our October PD day. They focused on the teaching standard and identified areas that our classrooms and programs need improvement. Some of the areas were communication, cleaning and sanitizing, supervision procedures, and some policy updates. The teaching staff also participated in a book study of An Ethic of Excellence, attended a session on enhancing read alouds and an afternoon session on behavior supports.

**Early Childhood Program News**

We had a visit from Ragged Hills on October 3 and learned the Science of bubbles and did experiments with different types of bubble solutions. The kids were excited to create and chase bubbles and learned about surface tension and water molecules.



## 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.

Trunk or Treat Night is Thursday, October 19 and the preschool team is doing several decorated trunks for the PTO event.

The Democratic Town Committee is again organizing a town-wide Yard Sale on Saturday, October 21 and has designated the Putnam Family Resource Center as the recipient of the proceeds.

The Family Resource Center is attending the Pumpkin Festival on October 21 and we will be distributing books, providing craft activities and providing information and resources.

On November 4 we will be collecting coats at the Riverside Marketplace from 9 to 1, for our Holiday Giving Campaign. Pam Kempain is a community member who has organized this event for the last eight years.

## Climate and Culture

The Family Resource Center will be sending out Holiday Giving paperwork this month and distributing gifts in December.

We work with Daily Bread to offer weekend food packs as well as snacks for all three buildings.

We gave out coats, boots, and hats/mittens at Parent Teacher Conferences on October 12 & 13.

Our Preschool team participated in color wars on October 6 and everyone was “green” with envy!



## Celebrations

Shannon Haney, our Parent Educator is presenting at the national Parents As Teachers Conference in New Orleans. She is presenting on an innovative program she started last year where she made developmental learning bags each month for families to complete together. These bags were targeted for families whose children weren't yet enrolled in school.



Ms. Carpenter working with students using the Heggerty Phonemic Awareness Program.

Students working together on a STEM kit of the Three Little Pigs.

They are working cooperatively to build a structure that will withstand the wolf!





# PUTNAM PUBLIC SCHOOLS

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## Special Education Monthly Report

Becky Lopes, Director of Student Services

October 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.

The CSDE held regional in-person special education data manager training to support the management of special education data. The training covered the responsibilities of OSEP Data Managers and best practices to support district special education staff and the use of CT-SEDS.

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 speech pathologists within the district presented to specialized program staff on AAC (Augmentative and alternative communication) on October 6, 2023. The speech



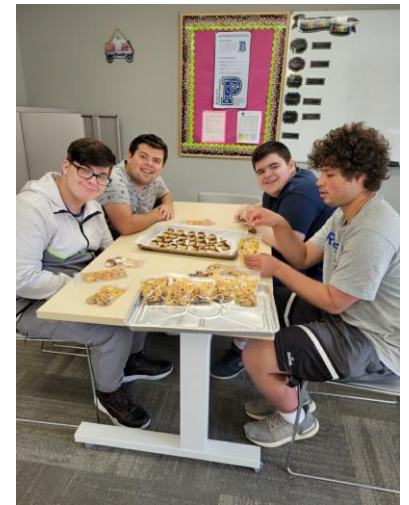


# PUTNAM PUBLIC SCHOOLS

pathologists provided an overview of AAC, who can benefit, and implementation strategies.

## Helping Hands:

Students have resumed their job placements within the community. Additionally, students prepared their first round of Barkin' Biscuits, enjoyed the fall weather with a trip to Lapsley Orchard, and made acorn cookies for the senior's birthday celebration at the Senior Center. In addition to dog biscuits, students routinely prepare breakfast and lunch for themselves; building on their transition skills as they prepare for life beyond Helping Hands. The students of Helping Hands resumed working with BRS (Bureau of Rehabilitation Services) to learn more about Work Readiness skills.



## News to share:

Students in the ABLE program (Achieving Beyond Limits and Expectations) also enjoyed the seasonal fall weather. Students practiced their social skills out in a community setting, picking apples and enjoying their healthy treats.





# PUTNAM PUBLIC SCHOOLS

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

<b>Number of students identified for Special Education</b>	<b>Number of PPTs since the start of school 7/17/2023</b>	<b>Number of referrals in process</b>	<b>Number of referrals since 8/30/2023</b>	<b>Average number of referrals per year:</b>	<b>Of those that were referred, percentage identified (2023/24):</b>	<b>Percentage of enrollment identified as Sp. Ed. (Prek-12)</b>
251	100	21	13	49	N/A	21.11%



# PUTNAM PUBLIC SCHOOLS

Jacqueline Vetrovec  
Director of Curriculum and Instruction  
October 2023

## Staff Professional Development

Staff participated in the full day of professional development in a variety of professional learning activities on October 6<sup>th</sup>. Paraprofessionals engaged in a Trauma Informed Practices session offered by PD Monster. Select paraprofessionals participated in an augmentative and alternative communication session offered by our Speech and Language Pathologists. Certified staff participated in a professional learning session offered by PD Monster. The learning focused on the 5-step behavior science process so that staff can work on individualizing strategies for students who present challenging behavior.

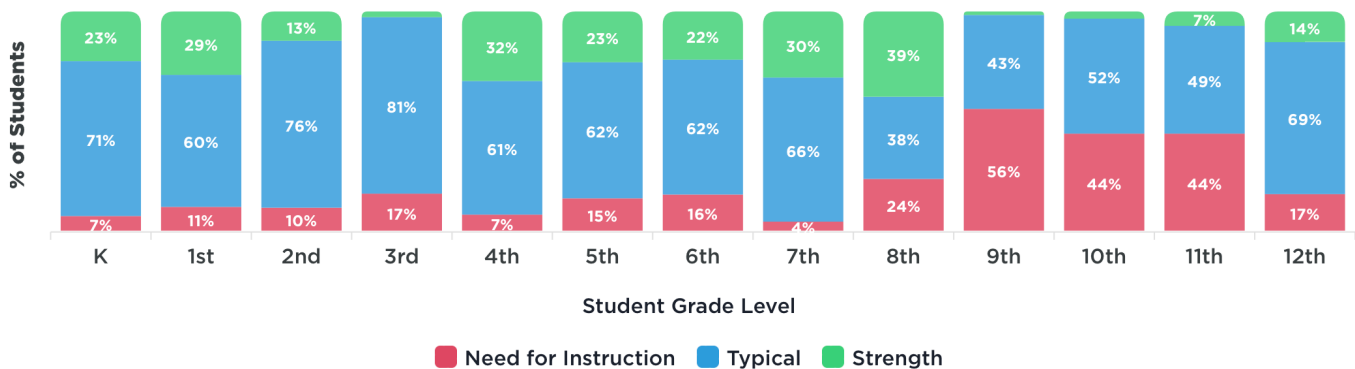
## SEL – DESSA Universal Screen

The universal screen rating window was open between September 15<sup>th</sup> - October 6<sup>th</sup>. Teachers rated K-8 students using the DESSA mini screen (8 questions). The high school students completed a self-rater (new for the 23-24 school year). Now that the window has closed, data is being analyzed, some students will be further assessed using the full DESSA screen, and then Tier 2 and 3 interventions will be implemented for select students. In the meantime, across the district and at all building levels, teachers continue to implement Tier 1 lessons aligned to the social-emotional competencies during the advisory block or morning meeting time.

A complete picture of the universal screen results is noted below. On average, the % of K-8 students needing instruction is far lower than the national norm and 1% point lower than our K-8 results at this time last year. The current 8<sup>th</sup> grade data is being investigated and the middle school student services team will decide on how to address the data. The high school data is showing many students needing instruction and a high school PLC is further investigating which students scored themselves low and within which competencies. Part of the reason for these scores could be this was the first time that high school students took this assessment which consisted of 65 SEL questions spanning the eight competencies.

### Grade Level Comparison 2023-2024 Pre

[View Details](#)



### Curriculum Committee

The reading program(s) considered for adoption are being discussed at the October 17<sup>th</sup> district committee and BOE subcommittee meetings. Three programs are being discussed: ARC, EL Education and CKLA. The presenters will make a recommendation to the committees to adopt the ARC program for grades K-5. The second item being discussed at the October 17<sup>th</sup> meeting is the development of a district literacy plan which will include a district literacy vision, literacy goals and guidelines to assist us in meeting our literacy goals in the district.

### PDEC

The district committee met on September 19<sup>th</sup> and the focus of the meeting included a discussion of the state's guidelines for a new certified staff evaluation system. Several role specific rubrics were analyzed and discussed at this meeting. The next step for this committee is to have several members attend a professional learning series surrounding evaluation and then begin to construct the plan. The second charge of this group is to evaluate our current PD calendar for certified staff and paraprofessionals and begin to map out a plan for the next school year.

### TEAM and Beginning Teachers

Beginning teachers have been matched with mentors and building administrators who will guide them through their journey in completing the TEAM induction program. Currently, the district is supporting 12 beginning teachers on the TEAM induction program and an additional 19 teachers with mentoring support while they navigate this first year in district.

### Talk Tuesdays: Student Attendance

District leaders held an attendance meeting on September 14<sup>th</sup> and 26<sup>th</sup>. Data was discussed relative to chronic absenteeism rates and as a result, solutions were discussed and are now being implemented. Communication materials gathered from the state's Talk Tuesday meetings held on September 19<sup>th</sup> and October 3<sup>rd</sup> were shared with the district attendance team. As a result of the district attendance meetings, the Attendance Protocol edited in 2021 is being further revised to include more flexibility on addressing chronically absent students meeting certain absence thresholds. The district attendance team will continue to meet every 10-20 days and review student attendance data.

**ENC 6**

**BUSINESS**



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**MODEL POLICY INDEX**

SERIES 1000	COMMUNITY/BOARD OPERATION
SERIES 2000	ADMINISTRATION
SERIES 3000	BUSINESS
SERIES 4000	PERSONNEL
SERIES 5000	STUDENTS
SERIES 6000	INSTRUCTION
SERIES 7000	RESERVED
SERIES 8000	RESERVED
SERIES 9000	BYLAWS OF THE BOARD
SERIES C-19	COVID-19 POLICIES
NOTIFICATIONS	FEDERAL
NOTIFICATIONS	STATE



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## MODEL POLICY INDEX

### 1000 Series - COMMUNITY/BOARD OPERATIONS

Automatic External Defibrillators
Deadly Weapons or Firearms
Green Cleaning Programs
Non-Discrimination (Community)
Pesticide Application on School Property
Pool Safety Plan
Security and Safety Plan
Sexual Offenders on School Property
Smoking
Use of School Facilities
Visitors
Volunteers

### 2000 Series - ADMINISTRATION

Hold on Destruction of Records (Litigation)
Retention of Electronic Records and Information
Uniform Treatment of Recruiters

### 3000 Series - BUSINESS

Budget Procedures and Line Item Transfers
Code of Conduct for Federal Procurements
Disposal of Obsolete or Surplus Equipment/Material
Gifts, Grants and Bequests To The District
IDEA Fiscal Compliance
Purchasing
School Activity Funds

### **4000 Series - PERSONNEL**

Abuse or Neglect of Disabled Adults
Alcohol, Tobacco and Drug-Free Workplace
Athletic Coaches (Evaluation and Termination)
Bloodborne Pathogens
Child Abuse, Neglect, and Sexual Assault Reporting
Code of Ethics
Concussion Training for Athletic Coaches
Emergency Action Plan for Athletic Events
Employee Use of District Computer Systems
Employment and Student Teacher Checks
Exertional Heat Illness Awareness for Athletics
FMLA
Hiring of Certified Staff
Hiring of Non-certified Staff
Nepotism
Non-discrimination (Personnel)
Plan for Minority Staff Recruitment
Psychotropic Drugs
Section 504/ADA (Personnel)
Sex Discrimination and Harassment in the Workplace
Social Media
Sudden Cardiac Arrest Awareness

### **5000 Series - STUDENTS**

Administration of Medications
Attendance, Truancy and Chronic Absenteeism
Bullying and Safe School Climate Plan
Chemical Health for Student Athletes
Child Sex Abuse and Assault Response and Reporting
Completion Rates of the FAFSA
Drug and Alcohol Use by Students
Education Stability Procedures
Field Trips
Food Allergies, Glycogen Storage Disease and/or Diabetes
Fundraising Activities
Graduation Requirements



Health Assessments/Screenings
Homeless Students
Immunizations
Meal Charging
Non-discrimination (Students)
Physical Activity, Undirected Play and Student Discipline
Pledge of Allegiance
Restraint and Seclusion
Search and Seizure
Section 504/ADA (Students)
Student Discipline
Student Dress
Student Privacy (PPRA)
Student Records (FERPA)
Student Use of the District Computer Systems
Suicide Prevention and Intervention
Sunscreen Application in School
Title IX Sex Discrimination and Sexual Harassment
Transportation
Use of Private Technology Devices by Students
Wellness

**6000 Series - INSTRUCTION**

Advanced Course or Program/Challenging Curriculum
Credit for Online Courses [Optional: and Remote Learning]
Curricular Exemptions
Equitable Identification of Gifted and Talented Students
Homework
IDEA - Alternative Assessments
Parent and Family Engagement Policy (Title I)
Parental Access to Instructional Materials
Parent-Teacher Communication
Promotion and Retention
Weighted Grading for Honors Classes

**7000 Series (Reserved)**

**8000 Series (Reserved)**

**9000 Series - BYLAWS**

Board Bylaws (Adoption and/or Revision)
Board Policies (Adoption and/or Revision)
Board Regulations (Adoption and/or Revision)
Code of Conduct for Board Members
Committees
Conflict of Interest
Construction and Posting of Agenda
Filling Vacancies
Meeting Conduct
Minutes
Oath of Office
Officers
Official Duties – Chairperson
Official Duties – Secretary
Official Duties – Treasurer
Official Duties - Vice Chairperson
Public Meetings and Executive Session
Quorum and Voting Procedures
Reimbursement of Board Member Expenses
Removal of Board Officers
Role of Board and Members
Suspension of Policies, Bylaws or Regulations
Time, Place and Notice of Meetings
Transaction of Business

**C-19 Series – COVID-19 Policies**

Model Toolkit for Compliance with Executive Order 13G (subfolder with 4 forms)
Memorandum and Summary of Changes (July 2020)
Board Bylaws/Meeting Conduct
Community/Green Cleaning
Community/Use of School Facilities
Community/Visitors and Observers
Community/Volunteers
FFRCA
Limited Exemptions to In-Person Attendance
Model Required Annual Notices

Personnel/Employment and Student Teacher Checks
Personnel/Use of District Computer Systems
Students/Attendance, Truancy, Chronic Absenteeism
Students/Health Assessments
Students/Student Discipline
Students/Transportation
Students/Use of District Computer Systems
Students/Use of Private Technology Devices
Temporary Policies and Regulations
Use of Face Coverings in School

**Notifications/Forms - Federal**

Asbestos Notification
ESSA Non- or Provisionally Certified Teacher
ESSA Parent/Family Engagement
ESSA Right to Teacher/Para Qualifications
FERPA Rights
Guidelines for IEEs
IDEA/Accessing Public Benefits/Insurance
IDEA/Consent to Access Public Benefits/Insurance
IDEA/Low-Cost Legal Services
Section 504/ADA Rights
Sex Discrimination/Harassment in the Workplace
Student Privacy (PPRA) Rights

**Notifications/Forms - State**

Bullying Notice/Sample Forms
Early Childhood Licensure/Child Care
Electronic Monitoring Notice
EpiPen Refusal Form
Extraordinary Educational Experiences
Homebound Instruction
Individualized Learning Plan
Kindergarten Opt Out Form
Meeting Regarding PPT Process/Evaluations
Notification Regarding Attendance/Truancy
Opioid Antagonist Refusal Form
Oral Health Assessment Notice
Parent Rights/Info Related to Special Education
Student Data Privacy Notice

Student Expulsion Hearing Notice

**Required Annual Notices for Handbooks**

Required Annual Notices for Handbooks
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5/12/23



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Rebecca R. Santiago  
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August 25, 2023

*Sent via Email @ [rioux@putnam.k12.ct.us](mailto:rioux@putnam.k12.ct.us)*

Steven Rioux, Superintendent  
Putnam Public Schools  
152 Woodstock Avenue  
Putnam, CT 06260

**Re: Model Board of Education Policies**

Dear Steve:

As you requested, I am writing to provide you with information regarding Shipman & Goodwin LLP's model policy service. We have drafted our model policies in recognition of the importance of having policies that are: 1) in compliance with state and federal law and 2) clearly written and understandable for all concerned parties. Consistent with these objectives, our model policies address numerous "core" subjects. The core subjects include policies that are legally required for public school districts in Connecticut, as well as those policies that promote the proper and effective operation of a school district. We do not draft a policy for every legal requirement applicable to a school district, however, out of recognition that there may not be a need or a desire for a policy if the legal requirements in question do not allow for discretion on the part of school district personnel. We consider the model policy recommendations to be confidential and privileged as legal advice pertaining to the proper and efficient operation of a school district. By subscribing to the model policy service, we understand that you are seeking our legal advice as to policy issues.

Subscribers to the model policy service receive complete access to the firm's most current model policies, along with administrative regulations, model forms and sample notices, where applicable. These policies are provided through our client extranet, which provides access to all of our model policies and related documents. Our extranet is a secure portal where you may log on at any time and download the complete set of the latest policies, regulations and related forms/notices. The portal also provides access to redlined comparison documents which highlight the changes made to any of these model

documents for easier review and revision. Access to the portal is ongoing as long as the district maintains its subscription to our service.

The initial subscription fee for our model policy services is \$4,000. In the event the Putnam Board of Education (“the Board”) subscribes, an invoice for this one-time fee will be sent to you. Subscriptions are automatically renewed on an annual basis for a flat fee of \$1,500, which would be invoiced at the end of each calendar year. The subscription renewal fee may be increased from time to time, typically in January. A district’s ability to have ongoing access to policy revisions as they may occur during the school year allows our school district clients to keep current their policies on the “core” subjects addressed in our model policies at a relatively low cost.

As you know, the need frequently arises to revise Board policies in order to bring policies into compliance with changes in the law. As it is critical that Board policies keep pace with these changes in the law, we are continuously reviewing our model policies in order to keep them up to date. We push out new policies throughout the year, based on new legislation, recent court cases, and/or new state or federal regulations. Given the frequency with which school district legal requirements change, there may be a delay in revisions to policies as new requirements come into effect. In addition, each policy revision reflects our professional judgment about the applicability of any particular requirement to the efficient and proper operation of a public school district. We recognize that you may have questions about these professional judgments, and encourage you to ask questions about our recommendations, as each district will want to ensure that all of its policies are both legally appropriate but also reflect the values of the community.

We also recognize that the Board most likely maintains policies on subjects other than those addressed in our model policies based on the Board’s own bylaws, municipal charters or ordinance requirements, grant requirements or other legal requirements specifically applicable to the Board. If the Board would like us to review and suggest revisions for the Board’s current policies on any of these additional subjects or other legal requirements, we would be happy to do so. The charges for such review are our then-current discounted public sector hourly rates. Similarly, the charges for attorney attendance at board meetings, and/or further explanation of our model policies or customization thereof, would be at our discounted public sector rates.

Upon enrollment, the model policy portal is accessible to individuals designated by the district. The Board is responsible for ensuring that it reviews Shipman’s subscriber emails and updated policies, and that it follows its Board bylaws for adopting and revising its policies and administrative regulations. While we provide comparison documents in the portal explaining the most recent changes to individual policies, the Board is responsible for ensuring that its own policies are up-to-date with any prior revisions that may have been made to the policies. We recognize that you will publish the model policy

Steven Rioux  
August 25, 2023  
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language as part of the district's policies that are made available to the public, parents, students, members of the community and others as you may deem appropriate to the operation of the Board. We ask that you refrain from sharing the policies as "samples" to other individuals or entities on a fee basis or otherwise. Your use of the portal is also subject to additional Terms of Use that are available on the portal and may be modified from time to time.

I am enclosing an index of our model policies for your review. I hope this information is helpful to you. If you have any questions, please feel free contact me.

Very truly yours,

*/s/ Rebecca R. Santiago*

Rebecca R. Santiago





# PUTNAM HIGH SCHOOL

## MEMO

TO: Superintendent Steven Rioux

FROM: Heather Taylor

DATE: September 29, 2023

SUBJECT: Putnam High School Graduation

I'm writing to recommend the Putnam High School Graduation Ceremony take place on Wednesday, June 12, 2024, at 5 PM. The graduation ceremony will be held in the Putnam High School gymnasium.