

**PUTNAM BOARD OF EDUCATION
SECRETARY'S REPORT
April 21, 2020**

The Putnam Board of Education met for a regular meeting on Tuesday, April 21, 2020 in the Joseph V. Pempek Memorial Conference Room at 7:00 PM. Some members attended via Zoom.

Attendance: Carrie Blackmar, Jeannie Dodd, Lauren Konicki, Michael Morrill, Edward Perron, James Purdon, Christopher Steinbrick, Marieanne Viens, Jill Zangerl

Others: Daniel P. Sullivan, III, Superintendent of Schools; Nancy T. Cole, Business Administrator; Laura L. Santos, Recording Secretary

Michael Morrill called the meeting to order at 7:04 PM.

Pledge of Allegiance

Molly McKeon, Student Representative, gave a report on distance learning at the high school and graduation expectations.

1. APPROVAL OF MINUTES

Edward Perron made a motion to approve the March 18, 2020 regular meeting minutes with an amendment editing Michael Morrill as the signature in place of Jeannie Dodd who was absent. The motion was seconded by James Purdon and passed unanimously.

2. CORRESPONDENCE

A letter dated, April 20, 2020, from Mr. Jeffrey A. Rawson, of 46 River Junction Estates, was presented.

3. PRESENTATIONS

Pride of Putnam Awards were presented to students and staff of Putnam High, Middle and Elementary Schools:

PES Staff: Taylor Chelo and Nicole Fraga

PMS Students: Raihden Albino, CoraRose Desrosiers, Evan Mailloux, Olivia Raymond

PHS Students: Olivia Hassett Mellen, Jack Rindge, Ewa Sekula

4. SHARING OF CITIZENS COMMENTS SUBMITTED ONLINE

Gloria Marion, of 27 Cloran Street, submitted an online comment.

Alex Zegara, of 24 Alpha Street, submitted an online comment.

The Board discussed whether they wanted to allow just online submission of citizens' comments or allow the public to comment via Zoom. They agreed to allow online submission and virtual comments via Zoom.

Edward Perron made a motion to add to the agenda discussion of Security Audit under 5c Superintendent's Section. The motion was seconded by Marieanne Viens and passed unanimously.

Michael Morrill explained the CABA Code of Ethics and distributed a handout. He then provided a chronological report of school and budget events that have occurred since the beginning of the COVID 19 pandemic. Board members commented.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES

a. Committee Reports

1) Policy Committee Report

Newly updated policies were distributed to board members. The next meeting will take place on May 19, 2020 at 6:00 PM.

2) Facilities Committee Report

With regard to the high school project, Michael Morrill explained that the Department of Administrative Services (DAS) stated the project will be fully funded as long as the district provided the required documentation. That work has been done.

3) Curriculum Committee

No report. The next meeting will take place when the need arises.

4) Communications Committee

There was no report.

5) CABA Events Update

Board members received a monthly newsletter from Jeannie Dodd.

b. Financial Reports, Nancy T. Cole

Nancy Cole updated the Board on the year-end expenditure report for 2019/2020. An excess cost report, Family Resource Center report and School Facilities Account report were also presented. A summary of meal counts was also provided.

c. Superintendent's Report, Daniel P. Sullivan, III

- 1) Mr. Sullivan updated the Board on the solar project. The high school project is 70% complete. The middle school project has slowed down because the structural engineer is sheltering at home.
- 2) A Personnel Report was included in the packet.
- 3) Mr. Sullivan updated the Board on how the district continues to be operational despite COVID 19 and thanked all departments for their hard work.
- 4) There will be a town meeting on May 6.
- 5) Staff Appreciation Week is scheduled for May 4-8. Suggestions from the Board are welcome; they will think about how to proceed.
- 6) Update on Putnam High School Graduation – Principals, Guidance Counselor and some senior students met to discuss the possibilities of a graduation ceremony. No decision has been made at this time.
- 7) Mr. Sullivan gave a presentation of the district Security Audit.
- 8) Mr. Sullivan gave a presentation of Distance Learning.
- 9) School Monthly Reports were included in the Board packet.

d. Board Chairman Report, Michael Morrill

6. BUSINESS

a. Approval of Tentative Agreements for Nurses' and Administrators' Union

Tabled until the Emergency Meeting on April 27, 2020.

b. 2020 Perkins Supplemental Enhancement Grant

Jeannie Dodd made a motion to authorize submission of the 2020 Perkins Supplemental Enhancement Grant as presented. The motion was seconded by James Purdon and passed unanimously.

c. Cable TV Advisory Council

A representative from the Board of Education is required to be on the Cable TV Advisory Council. Christopher Steinbrick volunteered.

d. Possible Outsourcing of Maintenance and Custodial Services

Tabled until the Emergency Meeting on April 27, 2020.

e. Possible Outsourcing of Transportation Services

Tabled until the Emergency Meeting on April 27, 2020.

f. Sharing of Citizen Feedback Submitted Online

- 1) Jeffrey A. Rawson, of 46 River Junction Estates, spoke of the letter he wrote to Mr. Morrill and also suggested that our next meetings be done via Zoom.
- 2) Gloria Marion, of 27 Cloran Street, spoke on behalf of the Board of Finance.
- 3) Scott Pempek, of 90 Five Mile River Road, spoke on behalf of the Board of Selectmen.
- 4) Barney Seney, Mayor, spoke regarding the Board of Education Budget.

At 10:27 PM, the Board took a brief recess before entering Executive Session.

Jeannie Dodd made a motion to go into Executive Session to discuss the Superintendent's Contract and Evaluation at 10:30 PM. The motion was seconded by Carrie Blackmar and passed unanimously. Mr. Sullivan was invited to attend.

James Purdon made a motion to exit Executive Session at 10:45 PM. The motion was seconded by Carrie Blackmar and passed unanimously.

7. ADJOURNMENT

Christopher Steinbrick made a motion to adjourn at 10:45 PM. The motion was seconded by Edward Perron and passed unanimously.

Respectfully submitted,



Jeannie Dodd
Board Secretary