

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

November 14, 2023

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

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

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

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

### **Pledge of Allegiance**

There was moment of silence in memory of Joe Mattera.

### **Student Representatives**

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

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

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

### **2. CORRESPONDENCE**

The only correspondence were SPAM emails.

### **3. PRESENTATIONS**

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

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

### **4. CITIZENS COMMENTS**

There were three (3) citizens comments.

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

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

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

No report

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

No report

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

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

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

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

**b. Financial Report**

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

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

**1) District Update**

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

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

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

**3) Kindergarten New Age Requirement Update**

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

**4) Holiday Giving Campaign**

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

**5) Personnel Report**

An updated personnel report was included in the packet.

**6) Enrollment Update**

An updated enrollment report was included in the packet.

**7) School Monthly Board Reports**

School Monthly Reports were included in the packet.

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

**6. BUSINESS**

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

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

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

**b. Transportation Contract and Director Position**

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

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

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

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

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

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

**e. Roof Project – Resolutions**

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

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

**f. HVAC Project**

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

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

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

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

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

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

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

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

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

Executive Session ended at 9:10 PM

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

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

**7. ADJOURNMENT**

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

Respectfully submitted,

Carolyn Riendeau  
Board Secretary