

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

February 26, 2019

The Putnam Board of Education met in regular session on Tuesday, February 26, 2019 in the Joseph V. Pemppek Memorial Conference Room at Putnam High School.

Attendance: Carrie Blackmar, Jeannie Dodd, Lauren Konicki, Michael Morrill, Edward Perron, James Purdon (8:05 PM), Marieanne Viens, Jill Zangerl

Others: William Hull, Superintendent of Schools; Nancy T. Cole, Business Administrator; Laura Santos, Administrative Assistant

Michael Morrill called the meeting to order at 7:02 PM.

### Pledge of Allegiance

**Student Representative** – Kira Fontaine provided a report on high school news and activities.

#### 1. APPROVAL OF MINUTES

Carrie Blackmar made a motion to approve the minutes of the regular meetings of December 18, 2018 and January 15, 2019; and the special meeting minutes of January 23 and February 13, 2019 as presented. The motion was seconded by Edward Perron and passed unanimously.

#### 2. PRESENTATIONS

The Pride of Putnam Award was given to the following staff members and students of Putnam Elementary School:

PES Students: Avah Pipkin, Dominic Kostovski

PES Staff: Kris Allard and Nick Huston

The Board recessed from 7:12 to 7:15 PM.

#### 3. CITIZENS COMMENTS

There were no citizens' comments.

#### 4. CORRESPONDENCE

A letter of retirement from Mr. Hull, Superintendent, was given to Board members with an effective date of August 30, 2019.

Jeannie Dodd made a motion to move up on the agenda Items 6B, 6A and 6C, in that order. The motion was seconded by Lauren Konicki and passed unanimously.

#### 6. BUSINESS

##### b. Set Tuition Rates

Proposed Tuition and Special Education Cost Rates were supplied to the Board. Stephen Cullinan, Pomfret Superintendent, was invited into a discussion regarding Pomfret students and tuition.

a. Approval of NESDEC Contract

Art Bettencourt and Randy Collins, search consultants from NESDEC, were invited to attend as coordinators of the superintendent search. Dr. Carolyn Burk will also be part of the team. Edward Perron made a motion to approve the contract with NESDEC as presented to conduct the superintendent search. The motion was seconded by Jeannie Dodd and passed unanimously. A folder containing the information associated with the search process was distributed to the Board. A timeline was presented. A draft of an invitation letter was presented and approved by the Board. A successful candidate profile will be developed. NESDEC will work with the Board to determine the qualities desired for the next superintendent. March 29, 2019 is the application deadline. The initial pool of candidates will be reviewed in early April by a committee made up of at least 14 members; this committee will select final candidates. It was suggested that April 8, 9 and 11, from 5:00-8:00 PM, will be designated as interview dates for the selected candidates. The Board will interview the finalists for the position in April.

c. Solar RFP – Project Submittals (Discussion, Recommendation Approval)

Adam Teff, from TitanGen, distributed a report with the list of bidders for the solar project. Mr. Hull and Ms. Cole conducted reference checks. The Board discussed the project.

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

a. Committee Reports

1) Policy Committee

a) The Subcommittee met prior to this meeting. Minutes of the January 15, 2019 meeting were provided as information. Warn for adoption of the policies discussed this evening will be done under Business. The next meeting of the committee is scheduled for March 19, 2019.

2) Facilities Committee

a) Building Committee Update  
No report.

3) Curriculum Committee

The Subcommittee met prior to this meeting. The next meeting will be April 23, 2019.

Jeannie Dodd made a motion to move up on the agenda items 6F and 6G. The motion was seconded by Jill Zangerl and passed unanimously.

6) f. Adoption of the following PHS course/textbook proposals:

- ECE Calculus textbook
- PHS Health II
- PHS Contemporary Literature
- PHS Multicultural Literature
- PHS Shakespeare's Comedies and Tragedies
- PHS Movies and Myth

Jeannie Dodd made a motion to adopt the above mentioned courses/textbooks as presented. The motion was seconded by Marieanne Viens and passed unanimously.

g. Warn for Adoption the following course/textbook proposals:

- PHS Cultures, Connections & Comparisons and the accompanying work texts.  
It is noted that it will be two courses:  
French Cultures, Connections and Comparisons  
Spanish Cultures, Connections and Comparisons

Jeannie Dodd made a motion to adopt the above mentioned course/textbook as presented. Books will be available in the central office. The motion was seconded by Edward Perron and passed unanimously.

4) CABE Events Update

The CABE Day on the Hill is scheduled for March 20, 2019, beginning at 8:30 AM at The Bushnell in Hartford. Mr. Hull, Ms. Cole and Jeannie Dodd are registered to attend. Mrs. Dodd distributed a list of CABE events and information.

b. Financial Reports, Nancy T. Cole

Nancy Cole provided an updated Year-End Expenditure Report for FY 2018/19, an Excess Cost Report and a Family Resource Center Report.

c. Superintendent's Report, William Hull

- 1) Presentation of the budget to the Board of Finance will take place on March 25, 2019; more information will follow.
- 2) The Public Hearing is scheduled for April 10 at 7:30 PM and the Annual Town meeting is scheduled for May 8 at 7:30 PM.
- 3) The current health insurance renewal rate is 7%.
- 4) Wall of Honor – April 27, 2019 will be the induction ceremony.
- 5) A Personnel Report was included in the packet.
- 6) The current District Strategic Plan will be reviewed next month. The Board will set up a new strategic plan committee in October of 2019.
- 7) NESDEC will be conducting a New Enrollment Projection for the district.
- 8) The School Monthly Board Reports were included in the packet.

d. Board Chairman Report, Michael Morrill

No report.

**6. BUSINESS**

d. Healthy Food Option

- 1) Approval of the Board of Education to Implement the Healthy Food Option During the Period of July 1, 2019 through June 30, 2020 and Allow Food Exemptions.

Edward Perron read the following:

Pursuant to C.G.S. Section 10-215f, the Putnam Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education,

will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

The Putnam Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met:

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

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

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

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

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

Lauren Konicki made a motion to adopt the Healthy Food Options as read. The motion was seconded by Jill Zangerl and passed unanimously.

e. Warn for Adoption the following Policies:

- Social Media Policies and Regulations 4118.51; 4218.51
- Memorial Park 1180
- Suspension and Expulsion Policy 5114 to include
  - ✓ Possession of Marijuana
  - ✓ Vaping
- Administering Medicine Policy 5141.21

Jeannie Dodd made a motion to warn for adoption the above mentioned policies as presented. The motion was seconded by Jill Zangerl and passed unanimously.

h. Legislative Agenda 2019

Discussion points for legislators will be sent to the Board on proposed legislation.

- i. Approval of 2019/2020 District Budget (Goals 1, 2, 3 & 4)  
Edward Perron made a motion to approve the 2019/2020 District Budget as presented in the amount of \$18,544,001. The motion was seconded by Marieanne Viens and passed unanimously. Jill Zangerl made a motion to approve the 2019/2020 Family Resource Center Budget as presented in the amount of \$994,914. The motion was seconded by Jeannie Dodd and passed unanimously.
- j. Approval of Capital Budget for 2019-2022  
Edward Perron made a motion to approve the Capital Budget for 2019/2022 as presented. The motion was seconded by Carrie Blackmar and passed unanimously.
- k. Acceptance as Complete Alliance General Improvements Project (Goal 1 & 2)  
Edward Perron made a motion to accept the Alliance General Improvements Project as complete. The motion was seconded by James Purdon and passed unanimously.
- l. First Read District Calendar for 2019/2020 (Goal 4)  
Mr. Hull presented the draft of the 2019/2020 School District Calendar to the Board for a first review. It will be brought back to the Board for approval in March.
- m. Field Trip Advisement  
The following field trips were included as information items for the Board:
  - 1) Putnam Elementary School, Grade 2, Roger Williams Park and Zoo, Providence, RI, May 31, 2019
  - 2) Putnam Elementary School, Grade 3, Old Sturbridge Village, Sturbridge, MA, May 16, 2019
  - 3) Putnam High School, SADD Student Youth Summit (12 Students), Wheaton College, Norton, MA, March 12, 2019, 8:00 AM-1:30 PM
- n. Board Communications Committee Template, Set Meeting Date (Goal 1, 2, 3 & 4)  
Mr. Hull distributed a communication committee template and the Board discussed. A meeting date will be scheduled.
- o. Approval of Design for Wall of Honor (Goal 4)  
Edward Perron made a motion to approve the design for the Wall of Honor in the corridor of the gymnasium as presented. The motion was seconded by Carrie Blackmar and passed unanimously.
- p. PEA Negotiations  
Interest Based Bargaining (IBB) will be initiated for the negotiation process for the Putnam Education Association. Dates will be determined.
- q. Memorandum of Understanding – AFSCME Contract  
A draft of a memorandum of understanding for Local 1303-807 of Council 4 AFSCME, AFL-CIO and the Putnam Board of Education was distributed for a first read.
- r. Citizens Comments (3 minutes allowed for each person)  
There were no citizens' comments.

**7. ADJOURNMENT**

Jill Zangerl made a motion to adjourn. The motion was seconded by Jeannie Dodd and passed unanimously. The meeting adjourned at 9:05 PM.

Respectfully submitted,

Jeannie Dodd  
Board Secretary