

# PUTNAM BOARD OF EDUCATION

## SECRETARY'S REPORT

August 15, 2017

The Putnam Board of Education met in regular session on Tuesday, August 15, 2017 at the Board of Education Conference Room #12.

Attendance: Carrie Blackmar, Jeannie Dodd, David Gaudreau, Michael Morrill, Edward Perron, Marieanne Viens, Jill Zangerl

Absent: Mary Kozlowski and James Purdon

Others: William J. Hull, Superintendent of Schools; Nancy T. Cole, School Business Administrator; Laura Santos, Recording Secretary

Michael Morrill called the meeting to order at 7:00 P.M.

### Pledge of Allegiance

### Welcome New Board Member

#### 1. APPROVAL OF MINUTES

The minutes of the June 20, 2017 regular meeting and the minutes of June 19, 2017 special meeting were reviewed. Edward Perron made a motion to approve the minutes as presented. The motion was seconded by Carrie Blackmar and passed unanimously.

#### 2. CORRESPONDENCE

A letter of thanks from recently retired paraprofessional was included in the board packet.

#### 3. PRESENTATIONS

Wall of Honor committee members were honored for hard work and dedication to a successful first year of the wall of honor:

Sandra Ames	Jeanne Benoit	Ronald Coderre	Fabiola Cutler
Robert Garceau	Susan Johnston	Buzz King	Lee Konicki
Stuart Neal			

Jeannie Dodd made a motion to move up on the agenda Item 6A, Discussion of the Placement of the Wall of Honor. Members of the Wall of Honor Committee made suggestions on the placement. The Board further discussed this item.

#### 4. CITIZEN COMMENTS

There were no citizen comments.

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

##### a. Committee Meeting Reports

##### 1) Policy Committee

Regulations for Wellness Policy will be brought to the September Board meeting. A meeting was scheduled for September 11, 2017.

- 2) Facilities Committee  
Building Committee Update –All inside punchlist items should be completed by the end of August. There are still some outside landscaping projects underway. Open House date will be scheduled when all projects are complete.
  - 3) Curriculum Committee  
The curriculum subcommittee met this evening prior to this meeting and discussed the following:  
  
Jeannie Dodd made a motion to warn for adoption Integrated Mathematics I-III Course. The motion was seconded by Marieanne Viens.  
  
Marieanne Viens made a motion to look for other options in Integrated Math textbooks and Jeanne Dodd seconded it. Donna Maynard will contact the math department and will look for other textbooks.
  - 4) CABE Events Update  
No Report.
- b. Financial Reports, Nancy T. Cole  
Nancy Cole updated the Board on the year-end expenditure report for 2016/2017. An excess cost report, Family Resource Center report and School Facilities report were also presented.
  - c. Superintendent's Report, William J. Hull  
Mr. Hull updated the board and discussion was presented on the following items:
    - CABE/CAPSS Convention is scheduled for November 17 & 18, 2017. Please contact Laura Santos if you plan to attend.
    - Administrators' Retreat will be held on August 24, 2017.
    - New Teacher Orientation will be held on August 21, 22 and 23, 2017.
    - Opening Day for Staff is August 28, 2017, beginning at 8:00 AM.
    - First Day of School for Students is August 30, 2017.
    - A report on the use of the new Board of Education Conference Room was presented.
    - Hiring/Personnel Report from June through August was reviewed.
    - Teacher and Administrator Evaluations are complete.
    - Northeast Pride Football Collaborative practices have moved to Ellis Tech and the district will provide transportation for the students to participate.
    - Memorial Park – Due to the construction, plaques in honor of some departed students were removed and need to have a new home. Mr. Hull suggested that the location for these memorials would be at the entrance of the high school on Woodstock Avenue. The area would be named Memorial Park.
    - PHS Band – The marching band will not participate in competition this year because it is a rebuilding year for the band. The plan is to recruit students to increase membership.
    - PHS Open House – Once all punch list items are completed, an Open House will be planned for the new high school.
    - NECASA is investigating having their office housed at Putnam Middle School. This move will be discussed at the September meeting.
    - District Collaboration Thompson – Mr. Hull is working with the new superintendent of Thompson on ways that the districts can collaborate together to utilize resources.

- d. Mr. Morrill, Board Chairperson  
No additional report.

**6. BUSINESS**

- a. Discussion of Placement of Wall of Honor  
Moved up on Agenda.
- b. Resolution for Cafeteria Section 125 Plan  
Jeannie Dodd made a motion to approve the resolution for Cafeteria Section 125 Plan. The motion was seconded by David Gaudreau and passed unanimously.
- c. Approval of Head Coach Job Description  
David Gaudreau made a motion to approve the Head Coach Job Description as presented. The motion was seconded by Marianne Viens and passed unanimously.
- d. Approval of Safety and Security Plan Review  
Jeannie Dodd made a motion to approve the Safety and Security Plan as presented. The motion was seconded by Carrie Blackmar and passed unanimously.
- e. Grade 8 Field Trip to New York City  
Mr. Hull advised the Board of the planned Grade 8 Field Trip to New York City in the Spring of 2018.
- f. Magnet School Transportation  
Edward Perron made a motion that the Board would not provide transportation or funds for students to participate in ACT and QMC Magnet Schools. The motion was seconded by David Gaudreau and passed unanimously.
- g. Placement of Dedication Plaque for Putnam High School  
Mr. Hull proposed a location for the placement of the high school dedication plaque. The Board will look over the proposal before a decision is made at the September meeting.
- h. Budget 2017/18  
Mr. Hull attended the Commissioner's Back to School Meeting today. The lack of a state budget was one of the major discussions. There was no indication of when the state will have an approved budget.
- i. Letter to Legislators  
Letters to the Senators and Representatives will be sent from the Board members regarding the budget.
- j. 2015/16 District Annual Performance Reports and Determinations  
Included in the packet. The State Department of Education notified the district that it met all requirements in the identified areas used to make the determination for 2015/16.
- k. CABE Leadership Award  
Board members will sign the application for the CABE Board Leadership Award and will be forwarded to CABE with a deadline of October 6<sup>th</sup>.

1. Citizens Comments

There were no citizen comments.

The Board took a brief recess at 8:35 PM

Jeannie Dodd made a motion to go into Executive Session at 8:37 PM for the purpose of discussing and approving the following:

- Putnam Administrators' Association Contract/Negotiations
- Superintendent's Evaluation

The motion was seconded by David Gaudreau and passed unanimously. Mr. Hull and Ms. Cole were invited to attend.

Edward Perron made a motion to come out of Executive Session at 8:50 PM. The motion was seconded by David Gaudreau and passed unanimously.

David Gaudreau made a motion to approve the tentative agreement with the Putnam Administrators' Association for 2018/2021 as presented in executive session. The motion was seconded by Marianne Viens and passed unanimously.

**ADJOURNMENT**

Edward Perron made a motion to adjourn. The motion was seconded by David Gaudreau and passed unanimously. The meeting adjourned at 8:50 P.M.

Respectfully Submitted,



Jeannie Dodd  
Board Secretary