



## Torrington Public Schools

SUSAN M. LUBOMSKI  
INTERIM SUPERINTENDENT

SUSAN B. FERGUSSON  
INTERIM ASSISTANT SUPERINTENDENT

### **Personnel Committee Wednesday, December 12, 2018, 6:30 P.M. 355 Migeon Avenue**

#### **MINUTES**

1. Call to Order: 6:30pm
2. Roll Call :  
Board Members present: Ms. Spino, Mr. Kissko, Mr. Maniccia, Mr. Eucalitto, Ms. Hoehne  
Administration and Staff: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Mr. Arum  
Teacher Representative: Ms. Mangan  
Public: Ms. Labbe, Ms. Bruno (Rep-Am)
3. Approval of Agenda: Mr. Eucalitto made the motion to approve the agenda, second by Mr. Maniccia. All in favor.
4. Approval of Minutes: Mr. Eucalitto made the motion to approve the minutes with amendment to draft minutes: adjourned 7:39pm (last meeting) second by Mr. Maniccia. All in favor.
5. Public Participation: None
6. Discussion and Next Steps:
  - a. Substitute Fill Rate Reports - Delta T & Kelly Services:  
Working with software company to streamline the collection of reporting and collecting of data. It is a work in progress, however, great strides have been made so far. Although there continues to be a shortage in the state, we are diligent in acquiring additional substitutes in our district. Looking at creative incentives.
  - b. Teacher Absentee Reports - Reporting is also a work in progress. The process is being streamlined making the choices for absentees more clear cut and user friendly.
  - c. Para Absentee Reports – The same is being done for this reporting as well. This reporting also helps clarify the absentees so a clearer picture is given. Helps Administration understand the reasoning. This allows for improving attendance perhaps with the addition of incentives.
  - d. Superintendent Evaluation Instrument – CAFE Evaluations rubric was presented and the decision to bring to the full board was accepted.
  - e. Consent Agenda – was approved and decision to bring to the full board as accepted.

These minutes were approved by the Torrington Board of Education on January 23, 2019.

7. Comments for the Good of the Order - None
8. Topics for Future Meetings
  - a. Substitute fill rates
  - b. Teacher Absenteeism
  - c. Para Absenteeism
  - d. Employee Handbook and what it should include.
9. Adjournment – Mr. Eucalitto made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 7:00pm.
10. Next Meeting – January 9<sup>th</sup>, 2019 6:30pm