



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSSON
ASSISTANT SUPERINTENDENT

Personnel Committee Special Meeting Wednesday, November 6, 2019, 6:00PM Migeon Avenue

Minutes

1. Call to Order: 6:11PM
2. Roll Call: Ms. Spino, Mr. Maniccia, Mr. Eucalitto, Ms. Mangan (Teacher Rep)
Also Present: Mr. Kissko, Ms. Hoehne, Mr. Richardson, Ms. Cappabianca, Ms. Todor, Ms. Lubomski, Ms. Schulte, Ms. Fergusson, Mr. Arum, Ms. Klimaszewski
3. Approval of Agenda: Mr. Maniccia made a motion to approve the agenda, second by Mr. Eucalitto. All in favor.
4. Approval of Minutes: Mr. Eucalitto made a motion to approve the minutes with the changes to the year 2019 listed as 2018 and Mr. Maniccia to be listed with committee members as excused, second by Ms. Spino. Mr. Maniccia abstained. The rest in favor. Motion carries.
5. Public Participation: None
6. Discussion and Next Steps:
 - a. Teacher & Paraprofessional Attendance – Attendance continues to be done manually, being a labor intensive process. Ms. Mangan stated that staff were unhappy with the perfect attendance incentive because there were errors due to the manual process. Mr. Eucalitto stated that we should continue to work towards improving the system. Ms. Schulte will send out a survey to staff to determine if majority of staff would like to discontinue the perfect attendance incentive.
 - b. Teacher & Paraprofessional Substitute Fill Rates – Ms. Schulte will gather more detailed information from Kelly Services on building subs, retiree subs, secretary role in filling jobs and times jobs are entered.
 - c. Vacancies – Certified and Non-Certified – Certified positions will be filled as of next week. Interviews set for next week to fill non-certified vacancies.
 - d. Board Evaluations – Board members will take the survey results home to review and will discuss at next month's meeting.
 - e. Consent Agenda – Bring to Full Board
7. Comments for the Good of the Order: None

These minutes were approved by the Torrington Board of Education on December 11, 2019.

8. Topics for Future Meeting:
 - a. Teacher & Paraprofessional Attendance
 - b. Teacher & Paraprofessional Substitute Fill Rates
 - c. Vacancies – Certified and Non-Certified
 - d. Board Evaluations
 - e. Kelly Services Information Follow-up
 - f. Consent Agenda
9. Adjournment: Mr. Maniccia made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 7:03PM.