



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN RESOURCES

CHERYL F. KLOCZKO  
SUPERINTENDENT

### Personnel Committee Meeting

Wednesday, May 13, 2015

355 Migeon Avenue

#### *MINUTES*

**Members Present:** Daniel Thibault, Committee Chair; Jeremy Hinman; Jim Lamoin  
**Also Attending:** Board of Education: Ellen Hoehne, John Kissko, Kenneth P. Traub  
Administration: Evette Aird, Joseph Campolieta, Cheryl F. Kloczko, Susan Lubomski  
Others: Jane Slaiby, Linda Johnson, Paula Kasanetz, Linda Arnold, Kara Cintrella

1. Mr. Thibault called the meeting to order at 6:00 p.m.
2. Roll Call was taken.
3. Review, vote to approve minutes from the February 11, 2014 meeting: Motion made by Mr. Lamoin, and seconded by Mr. Hinman, to approve the minutes from the February 11, 2015 meeting. Motion carried, all in favor.
4. March and April Staffing Reports: The March and April staffing reports were discussed. Mr. Lamoin and Mr. Thibault discussed that there was a spike in teacher and paraprofessional absences in March but that it seemed there was a discrepancy in the costs involved. Mr. Thibault asked Mr. Campolieta to research and report back to the committee at the June 13<sup>th</sup> meeting.
5. YTD Staffing Report: Mr. Lamoin observed that the budget numbers don't seem to correlate for October and December. Mr. Hinman asked what the numbers represent on page 5 and inquired if these numbers represented cost of substitutes. Mr. Thibault asked Mr. Campolieta to research and report to the committee at the June 13<sup>th</sup> meeting.
6. Discussion of Nurse Coordinator Responsibilities and Pay Structure: Mr. Campolieta presented a cost analysis and comparison. The re-organization utilizing a Nurse Coordinator with present staff instead of a Nurse Supervisor would net a savings to the district of \$20,000. Mr. Lamoin made the motion, seconded by Mr. Hinman, to move the proposal to Budget for further consideration. Motion carried, all in favor.
7. Comments for the Good of the Order: Mr. Lamoin discussed researching ways to automate Payroll. Mr. Thibault said that it would require a special meeting. Mr. Hinman expressed concern that when the BOE receives numbers they are in different or inconsistent formats. He explained that at UTC they use uniform templates to disseminate information to ensure consistency. Mr. Lamoin stated that the district should also explore utilizing a document management system. An example that was given was that a nurse did research on reciprocity of nurse licenses in the states the THS band travelled through to the Cherry Blossom Parade. Mr. Lamoin said that the research may have been done in previous years and with a document management system the district could create standard works and

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processes that could be utilized districtwide. Ms. Kloczko said that medical information on students is available in PowerSchool. Mr. Lamoin asked the School Nurses present at the meeting if they kept a spreadsheet to keep track of student medical information. Ms. Slaiby answered yes they do.

8. Topics for Future Meetings: Update from Mr. Campolieta on discrepancies founds in the staffing reports, staffing reports for May
9. Motion to adjourn was made by Mr. Hinman and seconded by Mr. Lamoin. Motion carried, all in favor.
10. Meeting Adjourned: 6:24 p.m.