



Torrington Board of Education

JOSEPH L. CAMPOLIETA
DIRECTOR OF HUMAN RESOURCES

CHERYL F. KLOCZKO
SUPERINTENDENT

Personnel Committee Meeting Wednesday, June 10, 2015 355 Migeon Avenue

MINUTES

Members Present: Daniel Thibault, Committee Chair; Jeremy Hinman; Jim Lamoin

Also Attending: Board of Education: Ellen Hoehne, John Kissko, Jessica Richardson
Administration: Joseph Campolieta, Cheryl F. Kloczko, Robin Ledversis, Susan M. Lubomski

1. Mr. Thibault called the meeting to order at 6:00 p.m.
2. Roll Call was taken.
3. Mr. Hinman moved to approve the minutes of the meeting of May 13, 2015. The motion was seconded by Mr. Lamoin. All in favor.
4. May Staffing Reports: The May staffing reports were discussed. Mr. Lamoin noted that there was a slight uptick in para absences for the month. Mr. Kissko noted that it is a good sign to see the absences for the month showed a reduction. Mr. Thibault stated that the top 3 to 4 Monday and Friday absences YTD were very high. Mr. Lamoin inquired if the 10 or more absence list could be broken down further to indicate if there are any 2 or 3 day strings of absences.
5. YTD Staffing Report: Mr. Thibault stated it is helpful to see the YTD data so that comparisons can be made. Mr. Lamoin requested that when the chart for the 2015-2016 YTD staffing report is compiled to place the 2014-2015 YTD chart underneath so that comparisons could be made year to year. Mr. Campolieta was asked to explain some discrepancies that were seen in October and March with numbers of absences and stated budget amounts. Mr. Campolieta had researched the discrepancies with Kelly. Mr. Campolieta said that his findings were that the absence reports are run on a calendar month while the billing from Kelly is based on their fiscal month which may differ by a few days depending on the month. Mr. Campolieta presented a copy of the fiscal month breakdown from Kelly. Further, the discrepancy in budgeted amounts between October and March is based on the number of actual subs hired. Some absences aren't filled if the staff member notates "Sub not needed" which filing the absence. Further discrepancies can be driven by the fill rate as well.
6. Review of Clerk of the BOE Job Description: Mr. Campolieta presented the revised Clerk of the BOE job description for a second review. After discussion, motion was made by Mr. Lamoin, and seconded by Mr. Hinman, to forward the Clerk of the BOE job description to the full BOE for review and discussion. Motion carried, all in favor.

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7. Comments for the Good of the Order: None given.
8. Topics for Future Meetings: Staffing reports from June, YTD staffing report.
9. Motion to adjourn was made by Mr. Lamoin and seconded by Mr. Hinman. All in favor.
10. Meeting Adjourned: 6:28 p.m.