



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN RESOURCES

LYNDA T. REITMAN  
INTERIM SUPERINTENDENT

### Personnel Committee Meeting Wednesday, February 10, 2016 355 Migeon Avenue

#### *MINUTES*

**Members Present:** Daniel Thibault, Committee Chair; Joanne Brogis, Jim Lamoin (alternate)

**Also Attending:** Board of Education: Fiona Cappabianca, Ellen Hoehne, Jessica Richardson, Ken Traub (6:20), Peter Vergaro

Administration: Joseph Campolieta-Director of Human Resources, Lynda T. Reitman-Interim Superintendent of Schools

1. Mr. Thibault called the meeting to order at 6:00 p.m.
2. Roll Call was taken.
3. Mr. Lamoin moved to approve the minutes of the meeting of January 19 2016. The motion was seconded by Dr. Brogis. All in favor.
4. January Staffing Reports were reviewed and discussed. Mr. Lamoin noted that in the 10 or more absences report that the top twelve have 20 or more absences. Of those, four were for medical leave and the other eight were absent for other reasons. Dr. Brogis asked if, in the case of a staff member with chronic absences, the building administrator follows up with the employee. Mr. Campolieta stated that most administrators do follow up with staff members, in particular of a pattern is apparent. Mr. Lamoin noted that para absences have increased compared to last year from 240 to 325 for the month. He further noted that increase represents a \$4,500 increase in budget. A report on the fill rate per school for the month of January was distributed. A discussion regarding fill rates followed. Mr. Thibault noted that the fill rates were inconsistent between schools with some school having significantly higher fill rates than others. Mrs. Reitman stated that in the case when a teacher absence isn't filled on a given day the schools need to pull teachers from other responsibilities to fill in for the absence; for example using literacy specialists or social workers to fill in for the absent teacher. Mrs. Reitman also stated that school do not pull teachers from mandated services to fill in for unfilled absences. Mr. Campolieta was asked to research these issues with Kelly Services. The committee also requested a January through December fill rate report from Kelly to be presented at the March Personnel Committee Meeting. Motion was made by Mr. Lamoin to send the December staffing report to the full BOE. The motion was seconded by Dr. Brogis. All in favor.
5. Structure of the Secondary Education Administration was discussed. Mrs. Reitman said that she has met with the Director of Secondary Education and Central Office Leadership and will be recommending in the 2016-17 budget to have a Principal at the high school and a principal at the middle school. Also proposed in the 2016-17 budget is three assistant principals for the high school

and three for the middle school. Mrs. Reitman stated that there is a need for a principal to focus on one building. The position of Director of Secondary Education will be eliminated. Dr. Brogis said that she has worked as an administrator in each building and that the workload is quite large and there is not a minute of free time. Dr. Brogis also stated that with the NEASC accreditation in the very near future having a leader at both buildings is a good idea. Mr. Vergaro asked if administration has discussed this with the effected administrators as stated in their contract. Mrs. Reitman stated that administration has been informed. Mr. Traub gave a brief history as to the reasoning behind the change to the current structure and raised the concern that the principals at the middle school and high school need to work collaboratively to ensure a seamless structure and transition as students move between the two school.

6. Additions and resignations was discussed. Mrs. Cappabianca noted that an addition, VOICES Coordinator, was not in the budget and should be removed from the list since the budget is frozen.
7. Comments for the Good of the Order: Dr. Brogis stated the need for an exit interview form and procedure for employees who leave the district.
8. Topics for Future Meetings: Staffing reports, Fill Rate report, Exit interview form and process
9. Motion to adjourn was made by Mr. Lamoin and seconded by Dr. Brogis. All in favor.
10. Meeting Adjourned: 6:45 p.m.