



Torrington Board of Education

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTENDENT

DENISE L. CLEMONS
SUPERINTENDENT

Personnel Committee Meeting Wednesday, February 14, 2018, 6:00 p.m. 355 Migeon Avenue

Board Members on committee: Dr. Brogis (chair), Mr. Corey, Mr. Giansanti, Mr. Vergaro (alternate)

Board Members Present: Dr. Brogis (chair), Ms. Hoehne, Mr. Kissko, Mr. Maniccia

District Administrators: Ms. Clemons, Ms. Lubomski, Ms. Schulte

1. Call to Order - 6:04PM
2. Roll Call: Dr. Brogis, Ms. Hoehne (acting alternate)
3. Approval of Minutes: approved with Teacher Representative not on Personnel; motion by Ms. Hoehne and second by Dr. Brogis. All in favor.
Resignations: Dr. Brogis asked about the pre-k teacher resignation at THS.
Ms. Schulte addressed this situation. Interviews are already occurring. A substitute will fill this position in the interim, while a teacher is being found.
4. Substitute Utilizations: Kelly Services report: teachers who provide coverage due to a lack of substitute receive \$25.00 per period.
There is a need to define "high absenteeism" for the district.
In the past, the committee has looked at patterns: days of the week of the absence, chronic absenteeism, etc.
There is a need to establish an Employee Handbook. Ms. Schulte will be working on the Employee Handbook in the summer.
5. Superintendent Evaluation-use of an evaluation document would start at the beginning of the next year. Dr. Brogis suggested that the Board could use the CAFE model as a reference and edit as necessary. Ms. Clemons said in Massachusetts she was a part of creating the evaluation measure.
6. Board of Education Evaluation- The full board would need to review this self-reflection and evaluation document.
7. Consent Agenda: additions and resignations.
8. Action items:
 - a. Additions and Resignations-Ms. Hoehne made the motion, Dr. Brogis seconded.
Move to the full board.

These minutes have not yet been approved by the Torrington Board of Education.

- b. Superintendent Evaluation-review at next meeting
 - c. Board of Education Evaluation-review at next meeting
- 9. Comment for the Good of the Order-none
- 10. Topics for Future Meetings:
 - a. Additions/Resignations
 - b. Superintendent Evaluation-review
 - c. Board of Education Evaluation-review
 - d. Consent Agenda
 - e. In May, another Kelly Services report on substitutes will be provided by Ms. Schulte.
- 11. Adjournment: Ms. Hoehne motion, Dr. Brogis-second. All in favor. Meeting adjourned at 6:30PM.
- 12. Next Meeting: March 14, 2018, 6:00PM