

These minutes were approved by the Torrington Board of Education on April 25, 2018.



Torrington Board of Education

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTEDENT

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.

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- 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