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

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