

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**JANUARY 6, 2016**

A regular meeting of the Litchfield Board of Education was held on Wednesday, January 6, 2015, at 7:00 p.m. in the Litchfield Intermediate School Art room.

Present were: Mr. Simone, Chairperson; Ms. Carr; Ms. Fabbri; Mr. Bongiorno; Mr. Clock; Mr. Falcetti; Mr. Pavlick; Mr. Shuhi; and Mr. Waugh.

Also present were: Superintendent McMullin; Mr. Fiorillo; Ms. Haggard; Ms. Della Volpe; Ms. Kubisek; Ms. Murphy; Ms. Turner; and members of the public.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to add to the agenda as VII c. field trip request; and as X. Executive Session to discuss employment of a student.

MOTION carried. All votes were in the affirmative. There were no abstentions.

**Approval of Minutes**

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the minutes of the regular meeting (not special as noted on agenda) of December 16, 2015 with the following corrections: on page 3448 Ms. Carr was not absent; on page 3450 change "election day" to "Election Day," capitalize "Town" where needed; on page 3451 change "google docs" to "Google Docs," capitalize "Cowboy Club," on page 3452 change "have paved by oil tanks" to "paving around the oil tanks."

MOTION carried. All votes were in the affirmative. There were no abstentions.

**Approve Payment of Invoices**

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the payment of FY2015-16 invoices on Accounts Payable warrant dated 1/7/2016 in the amount of \$166,682.32.

MOTION carried. All votes were in the affirmative. Mr. Simone abstained.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the payment of FY 2015-16 invoices on Food Service warrant dated 1/7/2016 in the amount of \$32,963.12.

MOTION carried. All votes were in the affirmative. Mr. Simone abstained.

### **Public Comment and Correspondence Communications**

- a. STPC – none.  
PTO – Ms. Stone reported: January meeting coming up; and very successful fundraising in December with Book Fair.
- b. LHS Student Council – none.
- c. Litchfield Prevention Council: Mr. Waugh reported: “Courage to Speak” program to be held at the Intermediate School soon.
- d. Other Public Comment
  - Ms. Stone commented on the need for the Board of Education to take an active part in the process going on with the Facilities and Building Use Committee. Parents would support the Board if needed.  
Mr. Waugh commented: possible need to fill an opening left by a member who resigned from this Committee with a member of the community.
- e. Correspondence
  - Letter from Ms. Iffland (former music teacher in Litchfield) complimenting several of our high school music students on their work with her for a church performance.
  - Thank you note from the CS staff for the BOE’s tray of cookies.
  - Thank you note from Mr. Pavlick for the fruit sent after his surgery.
- f. Administrators’ Reports – CS, LHS, LMS, IS none.
  - Ms. Haggard reviewed bulleted points of her first three days in the district and complimented the staff and administrators for a wonderful introduction to the system. Ms. Carr noted the need for assessing our use of databases and software and the impact of this assessment on the budget development.
  - Mr. Fiorillo reported on his upcoming appeal to the Board of Finance at their next meeting.

### **Superintendent’s Report**

Superintendent McMullin reported on the following: the district welcomed Ms. Julie Haggard as the new Director of Special Education and will add a letter from Julie Haggard to the webpage; sally port at CS was intended for security but has had positive impact on energy savings; issues with fingerprinting potential volunteers at the police station will be resolved by using Ed Connection in the immediate future despite an additional cost of \$19.00; engender good will to community members who need to redo their fingerprints over and over with the police; attached data from Ed Connection “How has Education Connection served Litchfield in 2014-2015?;” this report is also on the web.

### **Old Business**

- a. 2016-2017 School Year Calendar

MOTION made by Ms. Carr and seconded by Mr. Clock: to approve the 2016 - 2017 school year calendar as submitted.

Board members discussed: issues with October 6<sup>th</sup> and 7<sup>th</sup> and whether or not both are necessary; the impact of the PD days set by the RESC; issues with no PD days in August; issues with aligning early dismissals with Region 6 so as not to incur extra transportation costs in the budget for those days; shared opportunities for PD throughout the RESC; and need to get further information regarding Region 6's professional development early release days.

MOTION withdrawn by Ms. Carr and withdrawn seconded by Mr. Clock.

### **New Business**

- a. Out of State Field Trip to Lenox, MA on March 4, 2016.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the out-of-state field trip by the English Department to Lenox, MA on March 4, 2016, to see the play *Macbeth*.

MOTION carried. All votes were in the affirmative. There were no abstentions.

- b. Request for unpaid leave.

MOTION made by Mr. Shuhi and seconded by Mr. Bongiorno: to approve the unpaid leave request from Ms. McAdam for child rearing from 12/21/2015 to the end of the school year.

MOTION carried. All votes were in the affirmative. There were no abstentions.

- c. Overnight Field trip request to Storrs, CT on March 13 and 14, 2016.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the field trip request by the Science department to attend CT State Science Symposium at UConn from Sunday 3/13/16 to Monday 3/14/16.

MOTION carried. All votes were in the affirmative. There were no abstentions.

### **Committee Reports**

Curriculum Program and Personnel - none

Facilities and Technology – none

Finance - Mr. Shuhi reported that the committee met on Monday and discussed the following: monthly year-to-date report; need to share report with Board; balance of money mid-year; budgeted through subject areas; upcoming budget process; reviewed the requests from principals and asked for additional detail; difference between ECS (Educational Cost Sharing) dollars and ECG (Excess Costs Grant) dollars; ECG requires accounting for requesting state percentage of Special Education overage costs; clarifying the process; and OPEC discussion next meeting.

Education Connection - Mr. Waugh reported: process in place for replacing Danny Thibodaux; and finalists will be studied the next meeting on Feb. 4<sup>th</sup>.

Facilities Usage - Mr. Waugh reported the Facilities Committee met on the 22<sup>nd</sup> and discussed the following: subcommittee appointments; completion of work and forwarding to Board; issues with what the next steps will be; should the RFP proposals be sent to Board of Education or Board of Selectmen; input from Mr. Buckley, Chair; need for member to replace Jack Healy who resigned.

Board members discussed: who should determine the dates for bids, the timing, and the location of the bid opening; Facilities Committee noted the Board of Ed has more personnel to complete the RFP; it's the charge of Board of Selectmen to finalize the RFP since they requested the process; issues with control over the process; completion by end of June; use of office resources; who is responsible for the final cost issues; January 27<sup>th</sup> is the next meeting; mostly just procedural stuff remains in the RFP; and not up to Board of Ed to launch bid process.

Policy- none

**Policies** – none

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to move to Executive Session at 7:45 p.m. to discuss employment of a student.

MOTION carried. All votes were in the affirmative. There were no abstentions.

**Executive Session**

Present were: Mr. Simone, Chairperson; Ms. Carr; Ms. Fabbri; Mr. Bongiorno; Mr. Clock; Mr. Falcetti; Mr. Pavlick; Mr. Shuhi; and Mr. Waugh.

Superintendent McMullin and Ms. Della Volpe were invited to attend.

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Returned to public session at 8:03 p.m.

No action was taken.

MOTION made by Mr. Falcetti and seconded by Mr. Pavlick: to adjourn the meeting at 8:05 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully submitted,  
Donald Falcetti, Secretary  
Joanne Bertrand, Recording Secretary