

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**NOVEMBER 20, 2013**

A regular meeting of the Litchfield Board of Education was held on Wednesday, November 20, 2013, at Litchfield High School Library/Media Center.

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

Also present were: Dr. Wheeler; Mr. Lathrop; Ms. Murphy; Ms. Turner; Ms. Kubisek; the press and members of the public.

**Election of Officers**

Mr. Simone appointed Dr. Wheeler to conduct the election of Board Chair.

Dr. Wheeler asked for nominations for Board Chair.

MOTION made by Mr. Shuhi and seconded by Mr. Bongiorno: to nominate Frank Simone as Board Chair.

Paper ballots were filled and collected.

MOTION carried. Mr. Bongiorno, Mr. Clock, Ms. Fabbri, Mr. Falcetti, Mr. Shuhi, Mr. Simone and Mr. Waugh voted in the affirmative. Ms. Carr voted in the negative. Ms. Rosser voted for Ms. Fabbri. There were no abstentions.

Mr. Simone asked for nominations for Vice-Chair.

MOTION made by Mr. Falcetti and seconded by Mr. Bongiorno: to nominate Wayne Shuhi as Vice-Chair.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to nominate Betsey Fabbri as Vice-Chair.

Paper ballots were filled and collected.

MOTION carried. Mr. Bongiorno, Mr. Clock, Ms. Fabbri, Mr. Falcetti, Mr. Shuhi, and Mr. Simone voted for Mr. Shuhi. Ms. Carr, Ms. Rosser and Mr. Waugh voted for Ms. Fabbri.

Mr. Simone asked for nominations for Secretary.

MOTION made by Mr. Shuhi and seconded by Mr. Bongiorno: to nominate Donald Falcetti as Secretary.

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

MOTION made by Mr. Carr and seconded by Ms. Fabbri: to add an Executive Session to discuss Negotiations.

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

### **Discussion of Committee Assignments**

Board members discussed separating FF&T into Finance, and Facilities and Technology Committees. Members asked to email interests in committee preference to BOE chair. Discussion of need for quorum at Policy meeting tomorrow evening. Committee assignments will be announced at next meeting.

Mr. Simone discussed: creation of an ad hoc committee called "School Security". The committee will be chaired by Mr. Bongiorno who will represent BOE, will include 3 parents; a Police officer; a member of town Board of Finance; a member of Board of Selectman; and Mr. Lathrop as administrative designee.

### **Approve Minutes**

MOTION made by Ms. Carr and seconded by Mr. Shuhi: to approve the minutes of regular meeting November 6, 2013 with the following corrections: on page 3193 the end of Mr. Katzin's comments it should read "eliminating programs because Board members thought a program was not being taught well," on page 3196 "MOTION carried. All votes were in the affirmative. There were no abstentions," should be after the Motion accepting the resignation of Heidi Lechich; on page 3198 under Policy eliminate "FF&T" and change bid to policy

### **Approve Payment of Invoices**

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the payment of invoices for 2013-2014 as required.

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

Mr. Simone introduced Dan Clock as the newly elected Board member.

### **Public Comment and Correspondence**

- a. STPC – Ms. Fabbri reported: next meeting December 2<sup>nd</sup> and all welcome.  
PTO – Mr. Zappone reported: successful Father/Daughter dance held November 16<sup>th</sup>; Scholastic book fair December 4 – 6; and \$1,000 put aside for a visiting author.
- b. LHS Student Council – Arielle Brandt reported on the student council activities at the high school.
- c. Public Comment –
  - Diane Wilson commented on being a member of the ad hoc committee on school safety.
  - John Wilson commented on supporting his wife Diane on the school safety committee.
  - Matt Tursey commented on supporting Diane Wilson to serve on the ad hoc school safety committee.
  - Lynn Stone commented on supporting Diane Wilson to serve on the ad hoc school safety committee.
  - Jennifer Gianfagna commented on supporting Diane Wilson to serve on the ad hoc school safety committee.
- d. Correspondence
  - Letter from Ed Connection with data of how services have been used the past year.
  - Letter from Mr. Katzin thanking the Board for his gift.
  - Letter from Mr. Katzin with corrections needed in the minutes.
  - Letter from Rick Bongiolatti concerning drug abuse prevention.
  - Letter from Meredith Schafer supporting Diane Wilson to serve on the ad hoc committee.
  - Letter from Sarah Reynolds supporting School Resource Officer.
- e. Administrators' Report
  - Ms. Murphy reported: Band performance December 12<sup>th</sup> at 6:30 p.m. and Chorus concert on the 19<sup>th</sup>.
  - Ms. Turner reported: thanks to all who participated on Veterans' Day program including Leo Paul; report cards in December; and upcoming winter song program to be announced.
  - Ms. Kubisek reported: NEASC accreditation process had begun; need for parent survey participants; fall sports ended last week; winter sports to start soon; cheerleading and conditioning has begun; goal setting for teachers on target; tenure and non-tenure scheduling; thanks to those who bought pies; music people are selling poinsettias; M.S. play Cinderella on Thursday and Friday; and Ms. Della Volpe attending student awards ceremony this evening.
  - Mr. Lathrop reported: met with Security Consultant, will provide survey results at first Ad Hoc meeting; adding 457 vendor.

**Superintendent's Report**

a. Request for unpaid leave

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to accept the unpaid leave request from Rachel Caporuscio through the 2013-2014 school year.

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

b. SPI Data - still embargoed by the State, cannot release it yet.

c. Strategic School Profile – presented to Curriculum Committee; most recent copy was 2012; state mandate, data out of date; reading and writing concerns; vertical scale scores; standardized state testing issues; instruction time; calculating time; and CEDAR website for data.

d. Profile of Student Life – attitudes and behavior questions; administer in January; in conjunction with Litchfield Prevention Council; 7-12 surveyed; what children need to succeed; how students spend time; participation in school; develop assertiveness; building blocks for values; Housatonic Valley Coalition on Substance abuse; found on district website; can also find at OWL Library; full parental informed consent; and covered in CPP; on constant contact; involvement of local media; completed during flex time and not class time.

**New Business**

a. Board of Education Meeting Schedule

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to approve the Board dates for the 2014 year.

MOTION AMENDED by Mr. Bongiorno and seconded by Ms. Carr: to eliminate the first meeting in September on the 3<sup>rd</sup>.

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

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

Board of Education Committee Meeting Schedule

Curriculum/Programs and Personnel: 2<sup>nd</sup> Thursday of the month

Finance: 1<sup>st</sup> Monday of month

Facilities and Technology: 2<sup>nd</sup> Monday of month

Policy: 3<sup>rd</sup> Thursday of month

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to approve the committee meeting schedule as discussed.

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

### **Committee Reports**

Curriculum Program and Personnel - Ms. Fabbri reported that the committee met last Thursday and discussed the following: preschool exploration. Ms. Turner reported: great program now; limited enrollment; great reading scores; preschoolers test higher; without preschool test lower; increase time to add for 4 year olds; increase 12-15 student; have turned away 10 – 15 students; 3 year olds take place in 4 year old program; possibilities for preschoolers; put as part of budget process; cost saving up the line with less remediation needs; flexibility for staff; home visits could increase; preschool expectations; and developmental needs. Ms. Fabbri reported: Guidance Survey in December with 4 essential questions.

Dr. Wheeler reported: Smarter Balance options; move ahead with new test; no professional data to use for teacher evaluation plan; pages 6 & 7 updates; still be measured by data; not covered by state test for teachers this year but will be reinstated the following year.

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to accept the revised teacher evaluation plan LEED as presented.

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

Board members discussed: testing 11<sup>th</sup> graders; AP class issues with scheduling; field test for this year; testing window March 18<sup>th</sup> to June 6<sup>th</sup>; testing early works best for AP and SAT issues; hours for testing needed; less than CMT and CAPT; taken during classes; status of Litchfield is good compared to other school systems; and balance of disciplines.

Finance/Facilities and Technology - Mr. Shuhi reported: the committee met last Monday and discussed: laptop fee/insurance; BYOD; 1-to-1; cell phones; meeting with Policy Committee; school security; Financial report to end of year; in the black; copier and laptop bids; purchasing procedures; went out to Finance and come to Board 1<sup>st</sup> meeting in December; Mr. Lathrop reported: bid process; tax exemption through town; done in more timely manner; Mr. Shuhi reported: town maintenance presentation next meeting; 218 program; gift donation toward Center School name above front door; filtering; controlling internet traffic; limits misuse of technology; devices ready for 2<sup>nd</sup> half of year;

Mr. Lathrop reported: 1<sup>st</sup> payment bonding; copiers outright; \$3,000; saves bonding cost; already budgeted; finance over 4 year payment; Mr. Shuhi reported: issues with sidewalks at Center School scheduled for repair next summer; and support for SRO staffing.

Policy - Ms. Carr reported that the committee will meet tomorrow evening.

### **Policies**

a. Second Reading – Policy # 4131 Professional Development

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to accept Policy # 4131 as amended.

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

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to add to the agenda Policy # 6180.1 Student Wellness, Nutrition and Physical Activity Policy for a second reading.

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

b. Second Reading – Policy # 6180.1 Student Wellness, Nutrition and Physical Activity Policy.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve Policy # 6180.1 Student Wellness, Nutrition and Physical Activity as submitted.

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

Mr. Waugh reported on CABE/CAPSS Conference: last Friday; helpful and informative; evaluation conference; Litchfield well on the way compared to other systems; school climate issues; action plans; mental health conference; early intervention in big cities; meeting with Region 6 very receptive; and hopefully more Board members will attend next year.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to move to Executive Session at 8:20 p.m. to discuss negotiations.

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

Litchfield Board of Education Meeting, November 20, 2013

---

**Executive Session** to discuss negotiations.

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

Dr. Wheeler and Mr. Lathrop were invited to attend.

Returned to public session at 8:50 p.m.

MOTION made by Mr. Falcetti and seconded by Ms. Fabbri: to enter into an agreement with LAA in accordance with the discussion of the terms as presented in the Executive Session.

MOTION carried. All votes were in the affirmative. Ms. Carr abstained.

MOTION made by Ms. Carr and seconded by Mr. Shuhi: to adjourn the meeting at 8:51 p.m.

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

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