

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**NOVEMBER 4, 2015**

Approved 11/18/2015

A regular meeting of the Litchfield Board of Education was held on Wednesday, November 4, 2015 at 7:00 p.m. in the LIS Art Room.

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

Absent was: Mr. Clock was absent.

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

**Approval of Minutes**

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the minutes of the regular meeting of October 21, 2015 as submitted.

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

**Approve Payment of Invoices**

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve payment of FY1015-16 invoices on Accounts Payable warrant dated 11/5/2015 in the amount of \$255,568.32.

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

**Public Comment and Correspondence Communications**

- a. STPC – none.  
PTO – none.
- b. LHS Student Council – Melissa, a junior at LHS, reported on the high school activities that have taken place and are upcoming for this term.
- c. Litchfield Prevention Council – Ms. Garden reported on an upcoming meet and greet; recruitment efforts; meeting Dec. 17<sup>th</sup> in Bantam; # 1 focus with Project Purple; start Fun Day Friday with grades 4-6 participating; initiating a plan for substance free homes in which parents pledge no drugs or alcohol for students in their home; presence planned at basketball games; develop pledge in January; funds are available for new ideas; very

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successful meeting with administrators at HS and MS that morning; and Mr. Waugh suggested possible use of 60 Minutes program and some You Tube videos.

d. Correspondence

- Thank you note from Lisa Mitnik for supporting their daughter's appearance at National Music Festival in Nashville, Tennessee

e. Administrators' reports

- Ms. Turner reported: parent conference on Tue, Thurs, Fri; Veterans' program on the 9<sup>th</sup>; invitation to Board members to attend; Sally-port done and looks very good; and the power still needs to be installed so the buzzer and sound operate for the second doors.
- Ms. Della Volpe reported: Monday, Nov. 9<sup>th</sup> marks the end of marking period; Boys and Girls soccer team qualified for States; productive meeting with Prevention Council that morning; OWT and Region 6 both gave presentations to eighth graders; LHS also gave a presentation to 8<sup>th</sup> graders including support services, the specials and electives programs, and the clubs available.
- Ms. Murphy reported: Parent conferences Tue., Thurs., Fri.; Veterans assembly on Nov. 10<sup>th</sup> at 9 a.m.; and Board members are welcome to attend.
- Ms. Kubisek reported: just completed a very successful Red Ribbon Week; thanks to presenters; PTO Friday Fun Night; end of 1<sup>st</sup> marking period; report cards will be sent out next Tue.; SS classes, in honor of Veterans Day will discuss why soldiers fight; and a handout regarding "Conferences in January for MS student and parents;" and possible online scheduling program to purchase to help with scheduling conferences.

Board members discussed: support from CPP committee; timing for all parents who want to schedule; and how will parents meet with shared staff whose rooms are in the high school; the hope is that with an online scheduler, parents can pick their own schedule.

Board members introduced Mr. Pavlik as the new Board member who will begin shortly.

- Mr. Fiorillo presented a handout including: finance reports; transportation; facilities updates; 2016-17 Capital Requests outline; and sample of "Monthly Cash Flow Summary."

Board members discussed: the sign at the bottom of Plumb Hill looks nice; whether or not there are issues with cleanliness at MS and HS; Memorandum of Understanding with the Town has been discussed with the Admins and they want to leave it as stands right now; Capital requests due Friday; the Capital Plan continues to address safety and security; funding is needed to make schools as safe as possible; also need to plan for phone issues; large capital expenses reviewed: issues with Town coverage and assigning dollars to schools; needs to look at system-wide security and additional safety and security projects; capital items could be delayed for years; possibly could include in

Board of Ed operations; the BOE requested an updates from the Interim Director of Special Services.

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### **Superintendent's Report**

Superintendent McMullin reported on the following: sign is up and looks good; web page almost completed; training people on the use of the webpage; policy section is currently being added in a way in which the policy sections can be searched, rather than just uploading PDF's which cannot be searched; adding a Facebook page and Pinterest; thanks to Ms. Della Volpe over the past few days; every action done thoughtfully and thoroughly; concerns for the students at the forefront; and thank you to the rest of the Administrative team for district-wide planning and approach.

**Old Business** - None

### **New Business**

a. Classification Review Committee recommendations

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the Classification Review Committee recommendations as presented.

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

b. Dean of Student Classification

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve the reclassification of the Dean of Student position.

Board members discussed: the change is recommended by CPP committee; issues with whether or not this is a reclassification or the addition of a new position; the position was added and voted on in the spring; teachers' union input with letter from union that this is not a teaching position; if working with teachers on instruction and evaluating, then exceeds 50% administrative duties; issues with SRBI needs; need for person to do evaluations; possibly wait until next year to create a new position; possibly reclassify this position as Vice Principal; Board does not create new positions; is there a need to review administration vacancies policy; issues with bargaining unit; the individual needs an 092; whatever the position title is, the needs of students should come first; discussion of possible FTE and contract issues; colleagues don't evaluate colleagues; the Evaluation Committee has discussed "complimentary evaluators" and has found this to be an uncomfortable concept; this position needs to work with parents, kids, and teachers; needs to be a mentor for teachers; relationship issues between this position being a teacher; what works for kids; it is unprofessional for teachers to not take ideas from a colleague; need for a new application process if this is creating new position; this is not a vacancy; the

position was already vetted and the hiring process was done thoroughly; already determined what the position is and what it does; already developed job description; job description has not

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changed; an opinion that the process is missing; change from teachers' bargaining unit to administrations' bargaining unit; within a bargaining unit now; and would the change need an MOU.

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

**Committee Reports**

Curriculum Programs and Personnel - Ms. Fabbri reported that the committee met last Thursday and discussed the following: attendance at Parents' Math night and thanks to administration and teachers for participating; this was a very valuable evening; World Language overview; French teacher and continuation of French continues to be a problem; parent input; Latin classes; goal is to increase the opportunity to speak the language so kids can hear it; budgeting for Latin workbooks to go with the current textbooks; curriculum for Spanish classes from grade 4 through AP Spanish is complete and there is a planned achievement test to be given at end of Grade 6 to see if students are ready for Spanish 2 in Grade 7; possible culture class for LMS for students who struggle with foreign languages; budget impact; Spanish V in junior year and AP Spanish in senior year; Spanish would be our language of choice; committee also received and quickly looked over the Parent Satisfaction results; committee discussed Dean of Students issues; the Superintendent presented her goals to the committee; and goals to be discussed in the near future.

Finance - Mr. Shuhi reported that the committee met on the 2<sup>nd</sup> and discussed the following: new financial report; the MS programs and utilities; next meeting to cover benefits and program 46; and budgeting implication on goals.

Facility Committee - Mr. Waugh reported that the committee met last Wednesday and discussed the following: the mission statement of the Litchfield schools that was presented; Superintendent presented notes on the space study; sample RFP came from the Watertown school district study; and the Facilities Committee voted to request that the Superintendent provide an RFP for January 1<sup>st</sup>.

Board members discussed: this is Town committee that has a budget; if they want RFP, they should complete it with their budgeted money; there is no authority for this committee to vote to ask Superintendent to do any job for them; they could hire someone to do it; they need to hire professional to complete building study; input from Mr. Buckley that the facilities include all the Town buildings not just schools; statement from Mr. Auchincloss; possible evaluation of the schools; could take Watertown RFP and modify it to match Litchfield's needs;

Superintendent has little time to complete this and could miss things in completing RFP and then be held responsible; the Superintendent provided an outline list which was given to committee; 3434

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Superintendent isn't seated on the committee; next meeting of the committee is in December; they need to hire a professional; Superintendent said she and Mr. Fiorillo could possibly complete RFP in half a day; both are the only professionals in town to do that; would need an architectural firm to complete the RFP; committee had no right to ask Superintendent to complete RFP but if she wants to do it, it is up to her; and Superintendent already worked on the scope document as requested by the committee.

### **Policies**

- a. New Policy – Videotaping of Staff/Students # 1112.6 – return for second reading at next regular BOE meeting.
- b. New Policy – Otherwise Lawful Possession of Firearms on School Property # 1700 – return for second reading at next regular BOE meeting.
- c. First Reading – Policy # 1331 Smoking in School Facilities – return for second reading at next regular BOE meeting.
- d. First Reading – Policy # 4118.26/4218.26 Smoking Policy and regulation – name changed to Smoking. Return for second reading at next regular BOE meeting.
- e. First Reading – Policy # 5131.6 Drug Policy for the Litchfield Public Schools – name changed to Alcohol Use, Drugs and Tobacco. Return for second reading at next regular BOE meeting.

MOTION made by Mr. Bongiorno and seconded by Mr. Waugh: to adjourn the meeting at 8:50 p.m.

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

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