

LITCHFIELD BOARD OF EDUCATION
REGULAR MEETING
JUNE 15, 2016

Approved 7/13/2016

A regular meeting of the Litchfield Board of Education was held on Wednesday, June 15, 2016, at 7:00 p.m. in the Litchfield Intermediate School Art room.

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

Absent were: Mr. Bongiorno and Mr. Pavlick.

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

Board Recognition of 25 years of Service Award Recipients

Board members recognized two employees Roe Cooke and Tim Wilcox for their 25 years of dedicated and loyal service and thanked them for reaching such an achievement.

Board recognized Superintendent McMullin on her retirement and thanked her for her dedicated service to the Litchfield schools.

Approval of Minutes

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of the regular meeting of May 18, 2016, as presented.

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

MOTION made by Ms. Fabbri and seconded by Ms. Carr: to approve the minutes of the special meeting of June 1, 2016, as presented.

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

MOTION made by Mr. Shuhi and seconded by Ms. Fabbri: to approve the minutes of special meeting of June 8, 2016, as presented.

MOTION carried. All votes were in the affirmative.

Payment of Invoices

MOTION made by Mr. Shuhi and seconded by Ms. Fabbri: approve the payment of FY 2015-16 invoices on Accounts Payable warrant dated 6/2/2016 in the amount of \$141,285.34; warrant dated 6/16/16 in the amount of \$129,843.93; and Food Service warrant dated 6/2/16 in the amount of \$37,242.87.

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

Public Comment and Correspondence Communications

- a. STPC – none.
PTO – none.
- b. LHS Student Council – none.
- c. Litchfield Prevention Council – Ms. Schafer reported on the following: thank you to Superintendent McMullin for her support and dedication to the Prevention Council's cause; family movie night at Community Center; a new safe gathering initiative is now posted on website; copies of the safe gathering contract are posted and were left with BOE members; thank you to Ms. Kubisek and Ms. Della Volpe for helping to set goals; also there is a BOE-related liability statement on the website.
- d. Other public comment
 - Ms. Wilson commented on the sally-port initiative at LIS; and thanked the Board for implementing the security system which will make students safer.
- e. Correspondence
 - Email to Ms. Carr regarding the statements Ms. Stone had previously made about Ms. D'Amore-Jenks, a fifth grade teacher. Ms. Stone is encouraged to share her comments with the teacher.
- f. Administrators' Reports
 - Ms. Murphy reported: end-of-year activities; moving up last night; beautiful ceremony; field day on Friday; thanks to volunteers; PTO donations for funding; thanks to Ms. Ouellette who organized; great sportsmanship; 6th graders fun day yesterday; and thanks to teachers and staff for smooth closing of school.
 - Ms. Kubisek reported: pilot program end-of-year creative multi-curricula challenges; 7th graders had to create invention to solve a problem; 8th graders developed a catapult; students were all engaged; French and Spanish awards presented; successful moving up ceremony held last night; and dance and celebration after.
 - Ms. Della Volpe reported: awards ceremony held; \$1,000 grant received by AOK Club; money raised for Susan B Anthony group; college panels held with question and answer time from returning Litchfield college students; shadowing 8th graders with 9th graders; thank you to all staff, counselors, guidance,

technology, office staff, Board members, for a very successful year; and thanks to Ms. Kubisek for successfully creating the Litchfield Middle School.

- Ms. Haggard reported: thanks to administrators for support; status of Special Ed department; thanks to all involved in the process, bus drivers, assistants, teachers, etc.; thanks to Ms. Irwin for her support in the office; staff embraced and engaged; successful PD programs; professional dialogue; collaboration with school counselors; status of Special Ed records; program needs to be presented in July; 47 referrals up 20%; school psychologist involvement in referrals; many additional hours needed for initial referrals; PPT referrals and evaluation; approximately 423 hours needed for evaluation process; 15 more students referred; 240 PPTs; impact on staff; new ideas to be presented; meeting needs in district vs. out placements; and thanks to Board for welcoming me to district.
- Mr. Fiorillo reported: “Report to the Board of Education” handed out.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to add to the agenda as VII C a. discussion of resignation of social studies teacher.

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

Superintendent’s Report

Superintendent McMullin reported on the following: to the Board, quote from A.A. Milne saying goodbye is hard; Facebook updates; over 1800 views for Sarah Mitnik and Mateo Tuil; video of 6th grade moving up has over 2300; limited Twitter followers; generated spirit throughout the year; Legacy School documents have been posted to the webpage; copies of application, reference forms, etc. given to BOE members; 3 confirmed students to participate; 1 deciding; students can seek input from Ms. Rice-Scozzafava and guidance department; rolling enrollment is one of the benefit for program; and hoping enrollment will steadily increase.

Old Business

a. 2nd Reading – Memorandum of Understanding

Mr. Fiorillo reported: reviewed the “Proposed Addendum to the Memorandum of Understanding” handout; written by Mr. Fiorillo and Mr. Len Fasano; Facilities and Maintenance survey and results handed out; 7 questions including the sharing information, how its accomplished, and feedback; 100 surveyed; survey shows staff appreciate good efforts from great staff; the issue is the organizational structure; teachers are not sure how to request help; there is no way to communicate needs; sometimes grab custodian in hall to get things done; sometimes tell the office; issues with school safety; teachers provided insightful comments; Mr. Fiorillo wrote memo to town; issues with organization of services; specificity needed; the purpose of the proposed MOU is adding

clarity; need to amend the original document which relied on past practice to get things done, but none of the original players are still around, so past-practice is missing; charts of responsibility added; and need to approve MOU and send to town.

MOTION made by Mr. Shuhi and seconded by Ms. Carr: to approve the addendum as stated and direct the Facilities Manager to review for a period not to exceed 45 days.

Board members discussed the following: issues with cleanliness; levels we are used to; before 2012; baseline; hours needed for level of cleanliness; bathroom issues; who to report to is not established in MOU; School Dude recording system already in use and could be used for custodians/maintenance, but is not acceptable to the Town; an alternate system approved by the Town has been requested for 1 and a half years; requests made for Facilities Manager to attend Board meetings; recently told not to attend further meeting of BOE; town has the ability to do better job with maintenance than the BOE; there are a number of concerns; addendum will address concerns; Facilities Manager directed not to attend Board meetings; town treats Board like a tenant; funding issues; steps transferring to town and back to Board; custodians under town and not Board; issues with whether or not there is enough summer help; need summer cleaning schedule; Facilities Manager announced not hiring summer help; issues with carpets at CS; and health issues regarding carpet cleaning if not done well; issues if town does not accept addendum; steps to terminate; notification begins with this addendum; town needs 180 days to terminate; need for cover letter to accompany addendum; remedy needed; possible counter proposal.

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

New Business

a. State of Connecticut Healthy Food Certification.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve and certify that all food items offered for sale to students under the school district's jurisdiction and not exempted from the nutrition standards published by the Connecticut State Department of Education on August 1, 2006, will meet said standards for the 2016-1027 school, and will exclude from certification such food items that do not meet the Connecticut Nutrition Standards, provided that such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, such sale is at location of the event, and such food is not sold from a vending machine or school store.

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

b. Child Nutrition Program.

MOTION made by Mr. Shuhi and seconded by Ms. Carr: to approve and name Sherri Turner as an authorized signer.

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

c. New Hire/Resignation.

MOTION made by Mr. Shuhi and seconded by Ms. Fabbri: to approved the resignation of Alex Schwartz as social studies teacher.

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

MOTION made by Mr. Shuhi and seconded by Ms. Fabbri: to approve Joshua Orosz as middle school social studies teacher.

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

d. Preschool Special Education Teacher/ Preschool Program Manager.

Ms. Haggard reported on the following: expansion of program from 20-25 families to 43 this year; great things with early intervention; need for outreach to community; 2.6 now; need additional .4; will lead PPT process; duties of coordinator; not administrator; bulleted list included in packet; managerial position; and issues with increased paperwork.

MOTION made by Mr. Clock and seconded by Mr. Waugh: to approve a preschool special education teacher/preschool program manager as presented.

Board members discussed the following: benefits issues; activity fees from program participation can offset costs; sophisticated position; issues with finding the right person for filling position; collaborate support for program; special education budget went up; issues with overlapping administrator position; LEA supports position; not an evaluator.

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

e. Authorize Sherri Turner to submit grant applications.

MOTION made by Ms. Carr and seconded by Mr. Clock: to authorize Sherri

Turner to submit all state and federal grant applications effective July 1.

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

f. Sally-port at LIS.

MOTION made by Mr. Shuhi and seconded by Mr. Waugh: to approve the sally-port at LIS as presented.

Board members discussed the following: issues with town funding; one tenth of one percent; not a lot of money; part to operating budget; and capital process takes too long.

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

g. Weather Bug.

Mr. Fiorillo presented the following: reached out by Weather Bug; \$8,000 startup fee; do have some money for it; more visibility on Channel 8; and timing due to very old system presently have.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve installing Weather Bug as presented.

Board members discussed the following: initial costs and annual fees; issues with malware; need to be protected; could be part of science classes; possibly part of curriculum; and input from technology department.

MOTION carried. Ms. Carr; Ms. Fabbri; Mr. Clock; Mr. Falcetti; Mr. Simone and Mr. Waugh vote in the affirmative. Mr. Shuhi voted in the negative. There were no abstentions.

h. Middle School Computers.

Mr. Fiorillo and Ms. Terry presented the following: bid process complete; new vendor; under \$400 / unit; loss or stolen issues; have samples to use; good equipment; reviewed with Technology committee; not tablets; Celeron device; \$450 if chose I chip; satisfied with vendors; educational support for students; best for educational use; warranty for 4 years; on-site support; can service through vendor; and out of Springfield, MA.

MOTION made by Mr. Waugh and seconded by Ms. Fabbri: to approve the proposal for the MS computers as presented.

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

i. 2015-2016 Gifts, Grants and Bequests Report.

Board members reviewed the outline of “Gifts/Grants 2015-2-17 School Year.”

Committee Reports

Scholarship Committee - Mr. Waugh reported on the following: awards presented June 3rd; \$309,000 in scholarship given out; substantial amounts give; and impact on students’ needs.

Policy – Ms. Carr reported that the Committee will not be meeting at the next scheduled meeting.

Policies

a. Review

i. Policy # 0000 Concepts and Roles.

b. First Reading

i. Policy # 6175 Parental Involvement for Title I Students – no changes made. Return at next regular BOE meeting for Second Reading.

c. Second Review

i. Policy # 6146 Graduation Requirements

MOTION made by Ms. Carr and seconded by Mr. Clock: to approve policy #6146 Graduation Requirements as amended.

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

ii. Policy # 6180.1 Student Wellness, Nutrition, and Physical Activity Policy

MOTION made by Ms. Carr and seconded by Mr. Clock: to approve Policy # 7180.1 Student Wellness, Nutrition, and Physical Activity Policy as amended.

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

MOTION made by Carr and seconded by Mr. Clock: to adjourn the meeting at 8:45 p.m.

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

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