

Approved 10/15/2014

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**SEPTEMBER 17, 2014**

A regular meeting of Litchfield Board of Education was held on Wednesday, September 17, 2014, at 7:00 p.m. in the Litchfield High School Library Media Center.

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

Absent: Ms. Rosser

Also present: Dr. Pandiscio; Mr. Poole; Ms Kubisek; Ms. Mongeau; Ms. Murphy; Ms. Turner.

Chairperson Simone opened the meeting thanking Administration and staff for a good start and a smooth opening to school. A ‘good job’ to all.

**Approval of Minutes:**

a. MOTION made by Mr. Bongiorno and seconded by Gary Waugh: to approve the minutes of regular meeting on August 13, 2014 with the following corrections: page 3286 under Facilities and Technology – change “Nova’s” to “Lenova’s” and on page 3285 in Item f. add “consistent with Board Policy” to the end of the last sentence.

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

b. MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to approve the minutes of special meeting of August 25, 2014.

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

**Approve Payment of Invoices**

a. MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the payment of FY 2014-15 invoices on Accounts payable warrant dated 8/28/2014 in the amount of \$113,150.57.

Ms. Carr questioned whether we look into the reviews of our vendors before we buy from them. She looked on-line at reviews of one of our vendors which had terrible reviews across the board. Ms. Carr will email names to Art Poole who offered to check into this.

Mr. Bongiorno questioned the expense in the Tech Department for use of “School Dude” program and cost of the license. Mr. Poole said he would check with Mr. Healy to see if he

wants the town to use it for town maintenance as well. Mr. Shuhi added that originally this was supposed to go away when maintenance was transferred to the town. Also, it's a valid point that if you're still using it for IT it's not a lot for this program. Mr. Poole pointed out that the principals like it because it's a good way of keeping records and double-checking. He has used it in a lot of schools, mostly for maintenance.

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

b. MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the payment of FY 2014-2015 invoices on Accounts Payable warrant dated 9/18/2014 in the amount of \$178,397.26.

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

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

- a. STPC / PTO – none
- b. LHS Student Council – none
- c. Litchfield Prevention Council: Ms. Kelly Garden thanked the Board of Education for putting her on the agenda. The Prevention Council has developed a web-site and are ready to launch live tomorrow. They also have an email for contact making them more assessable to the public. Ms. Garden thanked Litchfield High School student Zoe Weik for all her help and contributions which were key in helping them complete this task. Also, thank you to Stephanie Kubisek who set up the connection with Ms. Weik. They are also working on attending Open Houses. They are hoping to attend the middle and high school Open House tomorrow to garner support from the public. Sponsoring monthly presentations for the public by volunteer speakers on a variety of topics like Drugs 101, internet safety, dangers of sports enhancing drugs, and dating and assault. Looking to start this in November.

Also working on a Chris Herron presentation. Mr. Herron was a former NBA basketball player who lost everything to addiction. Mr. Herron offers an impact speaker series to students during the day and in the evening to the community. From this they can launch Project Purple, and anti-substance abuse initiative. Mr. Herron is scheduled to come on December 1<sup>st</sup> and Prevention Council feels comfortable they can provide 50% of the fee, with another ¼ coming from private sponsors, and looking to raise the remainder from private sponsors and donations.

In closing, thanks to Stephanie Kubisek for her time on the council as she will no longer be a liaison.

The Prevention Council web-site is: [litchfieldprevention.org](http://litchfieldprevention.org) and will be linked to the town's site and hoping to become linked to the schools in the future.

- d. Public comment – none
- e. Correspondence:
  - Flyer from CABE Board Member Academy.
  - “Thank You” from Ms. Wilson for efforts in getting security initiatives in place.
  - Letter from Ms. Crown regarding a laptop issue.
  - Letter from Mr. and Ms. Stockno, Jr. regarding placement of their child in the 1<sup>st</sup> grade classroom.
  - Letter from Ms. Sullivan regarding class size in 1<sup>st</sup> grade.
  - Email from Ms. Lunt on hiring a 4<sup>th</sup> grade teacher.
  - Email from Ms. Reidy and class sizes at Center School.
  - Email from Ms. Wilson to Mr. Paul regarding lack of timeliness with installing phone system.
- f. Administrators’ Reports -
 

Ms. Turner commented on the great opening at Center School. They are holding a Meet the Teacher evening, with staggered times so every grade level gets half an hour. The Literacy Volunteer program starts again soon, a very rewarding program where students and parents saw the value of reading with kids. A very successful summer with their book room opened in July and August. Students were invited to come in to select books at their right level, and work with reading staff, in choosing books with parents and siblings. They are seeing the benefits as they begin assessments this week with their students.

Ms. Kubisek reported last week was the annual College Fair with over 80 colleges in attendance and a great turn-out from families in the town and surrounding schools. Tomorrow is the Open House with a change in the schedule this year to help families out by holding two sessions. One for the middle school from 4 p.m. to 6 p.m. and high school from 6:30 p.m. to 8:30 p.m. The AOK (Acts of Kindness) Club will be serving a light dinner provided by the schools Culinary Arts classes. A welcome back dance this Friday for high school students. Next week is Spirit Week culminating in the Under the Lights games next Thursday, Friday and Saturday. October 1<sup>st</sup> the TSA students are holding a blood drive for anyone 17 or older who would like to donate blood.

Mr. Shuhi noted a correction to the correspondence that all letters were regarding class sizes in the 1<sup>st</sup> grade, and not the 4<sup>th</sup> as he stated earlier.

### Superintendent’s Report

Mr. Bongiorno complimented the reports and how much he appreciated having the notes ahead of time. Acknowledged the maintenance and how hard they worked to get the school up to par.

Ms. Carr said she received a phone call regarding concern about getting the sidewalks repaired while the kindergarteners are in class and the noise being disruptive to them. Ms. Turner stated that the sidewalks were supposed to be repaired over the summer and were going to start during kindergarten orientation which would be a problem logistically. There are safety concerns with walking on the sidewalks and in front of the school. She is working with Mr. Simone, Mr. Healy, and Mr. Tofuri and the contractor. It is a concern either way. She has been assured that they can logistically work this out and can have the repairs done in a week and would like to move ahead with the work as opposed to waiting until next year. Mr. Simone stated the contractor will work in sections and be completed in a week. Ms. Carr asked if we could talk to the town so as in the future to plan accordingly as to cause no disruption to the kids.

Mr. Waugh had a question directed to Ms. Mongeau on when the IEP Direct would be fully functional. Ms. Mongeau reported there are two training sessions for the Central Office, at the beginning of October and two teacher trainings at the end of October. Could take a year to get students and their paperwork into the system. The technology will be available in October.

Ms. Murphy shared with the Board that the Intermediate School held an Open House receiving positive feedback. Will be offering a program to the 5<sup>th</sup> graders through the ASAP (After School Art Program) to work with a world-renowned juggler, Michael Motion. The program is called Learning through Motion, with a focus on education and bringing a kinetic element towards a deeper understanding of math and science. He will work once a week with the students. Funding through an ASAP grant totaling \$50,000. The school also received another donation from Mr. Capella of 22 Nexus tablets valued at \$4,500. Ms. Murphy thanked Mr. Capella for his generosity.

Ms. Fabbri asked if this was a one year grant, and Ms. Murphy confirmed it was and invited the Board members into the classroom for the presentation.

Dr. Pandiscio asked the Board if there were any questions on his report. Mr. Waugh asked when interviews might begin for Technology positions. Dr. Pandiscio reported they finalized the process today and have formed two interviewing committees. Mr. Poole will chair the Network Specialist interviewing committee along with Ms. Della Volpe and Ms. Terry. Ms. Kubisek will chair the Data Management interviewing committee with Ms. Murphy and Mr. Landy. The intent is to bring two finalists in each group to the Personnel Committee and be wrapped up and in place by the middle of October.

Ms. Carr asked about the status of the Superintendent search. Dr. Pandiscio stated currently there are 8 applicants with 4 that he would like to interview, with three and a half weeks for the opening. By the next Board meeting a process will be set up for interviewing. Applications close on October 10<sup>th</sup>.

Dr. Pandiscio commented on the Budget Development piece in his report. Going to begin the in-house budget development piece and made note that the Board should be a part of

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the process as well for initiatives up front. Recommended addressing this at the October 1<sup>st</sup> meeting.

**Old Business:**

- a. LEED – updates were made and approved by the state, and now back for approval.

MOTION made by Mr. Bongiorno and seconded by Mr. Falcetti: to approve the document that we received back from the State with their approval in which we had twice approved.

Mr. Waugh asked a question regarding the difference between proficient and exemplary rating for teachers. Discussion was held regarding the different rating categories regarding teacher evaluation.

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

- b. AP Results – Reviewed presentation from prior CPP meeting. 2013 – 2014 AP Results were discussed.

**New Business**

- a. Enrollment Numbers – first day of school – reviewed and discussed.
- b. Tenure List was reviewed.
- c. Out of State Fieldtrip – Music in the Parks Competition, Agawam, MA.

MOTION made by Mr. Bongiorno seconded by Mr. Clock: to approve the out of state field trip.

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

- d. Bereavement Leave Request – discussion by Board.

MOTION made by Mr. Bongiorno and seconded by Mr. Shuhi: to accept the Bereavement Leave Request from Jan Wilson.

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

- e. Kelly Educational Staffing – discussion regarding procuring substitutes for the district through Kelly Services.

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to accept Kelly Educational Staffing as our staffing entity for substitute teachers, paraprofessionals, and secretaries for this year.

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

- f. Establish Tuition Rates for 2014-2015 Non-Resident Students – tabled by Mr. Poole to send this year’s figures to the Board of Education.
- g. Proposal for Hiring Permanent Lunch Staff – discussion regarding Center School staffing needs during lunch time.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to hire two lunch staff to cover Pre-K – 3 lunch from 11:00 a.m. to 1:30 p.m.

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

- h. Proposal for Technology Staff Organization - discussion regarding Superintendent’s proposal regarding technology positions for hire: (1) Network Specialist, (1) Information Technology Specialist, and (1) Data Management/Data Specialist to be hired.

MOTION made by Mr. Clock and seconded by Mr. Bongiorno: to accept the Superintendent’s proposal to hire three technology positions.

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

Ms. Carr was excused at 8:40 p.m.

### **Committee Reports:**

Policy Committee – no report

Finance Committee – Mr. Shuhi reported they have not met.

Facilities and Technology – Mr. Bongiorno reported that they hadn’t met but did discuss that the high school student’s laptops are being filtered at school and at home, and the district phones should be updated in the upcoming week. Security cameras are all set. Plumb Hill facility to be discussed at the next meeting.

Mr. Waugh reported Education Connection update.

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**Policies** – everything tabled until 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  
Tammy Knox, Recording Secretary