

LITCHFIELD BOARD OF EDUCATION
REGULAR MEETING
MAY 15, 2013

DRAFT

A regular meeting of the Litchfield Board of Education was held on Wednesday, May 15, 2013, at 7:00 p.m. in the Litchfield High School Library Media Center.

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

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

Approve Minutes

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the minutes of regular meeting May 1, 2013 with corrections. On page 3128 correct Mr. Crowe's comments to read "commented on postponing the Technology plans until resolution is achieved with food services"; add Ms. "Julia" Carr under public comment; and on page 3130 under request for admission remove "is" from the statement.

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. Bongiorno: to approve payment of invoices for 2012-2013 as required.

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

Public Comment and Correspondence

- a. STPC- Ms. Fabbri thanked the STPC for securing the Litchfield Inn to host the pre prom event.
PTO – Dr. Wheeler reported: upcoming fundraiser summer book fair at Canton Barnes and Noble June 1st to June 6th; promo code to buy online; kick off on Saturday, June 1st 3-5; information posted on line.
- b. Student Council – none.
- c. Other public comment – none.
- d. Correspondence
 - Thank you note from Ms. Simaitis for Nurse's recognition.
 - Thank you note from Ms. DeFiore for Nurse's recognition.

- Invitation from CAFE for CT Superintendent Leadership Summit regarding Best Practices and CT reform and improvement.
- e. Administrators' Report
 - Ms. Kubisek reported – year end activities; successful prom with 10 chaperones; Make a Wish group to Beardsley Zoo; and induction of NFLHS ceremony.
 - Ms. Murphy reported – Wed. 29th chorus concert; 4th grade orientation – June 6th with parents in the evening; 6th grade visits to LHS; 6th grade moving up ceremony on June 20th; and live feed of baby chicks hatching on line.
 - Ms. Turner reported – Kindergarten registration held; 52 registered; field day planned for June 3rd with t- shirts made; and plays scheduled for the end of the year.
 - Mr. Zaremski reported – student graduating from CJR in June and another possible graduation in August; and CT State Dept. IDEA 611 619 entitlement grant 6% reduction.

Superintendent's Report

- a. Teacher of the Year – Neil English – High School; Betsey Lynn Conner – Intermediate School; Rochelle Clementson – Center School. District representative will be announced at the Retirement Dinner on June 12th.
- b. Student Recognition – 5 students received awards at the Latin Day program.
- c. Meeting with Region 6 – potential consolidation; Mr. Simone, Mr. Paul, Mr. Geiger, Mr. Petricone, and Dr. Wheeler in attendance; assets, demographics, ECS funding, significant drop in enrollment all in common; need to forward data to Ed Connection including budget info, enrollment, H.S. course of study, H.S. schedule; possible options include status quo; combine Central Offices; combine Central Offices, and H.S. and M.S. facilities; or combine Central Offices, H.S., M.S. and elementary facilities; 1 building will possibly be closed in each district to realize significant savings.

New Business

- a. Mr. Lathrop distributed the April Financial Report in advance of the FF&T Committee meeting.
- b. Mr. Lathrop reviewed the Agreement for Child Nutrition Programs including: needed by the State; last registration 1991; need to assign signatories; and June 26th bid openings for food service.

Board members discussed: sufficient notice from Ed Connection; lacking original; need to get process completed; plan for food during summer; summer transition issues; memorandum of agreement termination notice needs 6 months; and breakfast funded by a grant.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve that the Litchfield Board of Education agrees to enter into an agreement with the Connecticut State Department of Education for the operation of a “Special Milk Program, a School Breakfast Program, a National School Lunch Program, a Child and Adult Care Food Program, and /or a Summer Food Service Program, herewith referred to as Programs for one or any combination thereof, pursuant to the National School Lunch Act, as amended 60Stat. 885, 43-USC 1751) and the Child Nutrition Act, as amended (80 Stat. 885, 42-USC 1771) and subject to all present and subsequent regulations issued pursuant to said statutes.” Further, the Litchfield Board of Education authorizes Deborah S. Wheeler, Ed.D. and Jason M. Lathrop as signatories to this agreement.

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

- c. Superintendent Evaluation Planning – Dr. Wheeler reported: having a new rubric with more explanation; similar to key areas covered in administrators’ SEED document; change evaluation to tie with administrators practices; and plan to present suggested format to Curriculum Program and Personnel committee.

Committee Reports

Curriculum Program and Personnel - Ms. Fabbri reported that the committee discussed: Superintendent’s evaluation process; SEED Pilot update; minimal revision to plan; resubmit to State; update on 1 to 1 pilot by Ms. Della Volpe; paperless plan going well; and need for questions for alumni survey.

Finance, Facilities and Technologies - Mr. Bongiorno reported that the committee will meet next week.

Policies

- a. Review Only – Policy # 1130 Board of Education Hearings – policy reviewed and amended. Return for first reading at next regular Board meeting.
- b. Review Only – Policy # 3541.3 School Approved Trips – policy reviewed and accepted.
- c. First Reading – Policy # 3323 Bid Requirements – revisions made. Return for second reading at next regular Board meeting.
- d. First Reading – Policy # 6153 Field Trips – revisions made. Return for second reading at next regular Board meeting.
- e. Second Reading – Policy # 4126 Consultants

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve Policy # 4126 Consultants and submitted.

Litchfield Board of Education Regular Meeting, May 15, 2013

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve Policy # 4126 Consultants and submitted.

MOTION carried. Ms. Carr, Ms. Fabbri, Ms. Rosser, Mr. Bongiorno, Mr. Falcetti, and Mr. Katzin voted in the affirmative. Mr. Shuhi voted in the negative.

MOTION made by Ms. Carr and seconded by Mr. Shuhi: to move to Executive Session at 8:05 p.m. to discuss a personnel matter.

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

Executive Session

Present were: all the above Board members. Dr. Wheeler and Mr. Lathrop were invited to attend.

Returned to public session at 8:10 p.m.

No action was taken.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to adjourn the meeting at 8:11 p.m.

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

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