

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MAY 2, 2012**

A regular meeting of the Litchfield Board of Education was held on Wednesday, May 2, 2012, at 7:00 p.m. in the Litchfield High School Library/Media Center.

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

Also present: Dr. Wheeler; Mr. Buccitelli; Mr. Zaremski; Ms. Della Volpe; Ms. Murphy; Longobucco; the public and the press.

Approve Minutes

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve the minutes of the Regular Meeting April 4, 2012 with the following corrections: on page 3016 “Dr.” Wheeler instead of “Ms.,” on page 3019 “lose” instead of “loose,” add “might” in between “union cost,” all the “AMMENDMENT” should be changed to “AMENDMENT,” and on page 3020 the 4<sup>th</sup> bullet in Dr. Wheeler’s report should remove the comma in between “excellent report.”

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

Approve Payment of Invoices

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve payment of invoices for 2011-2012 budget as required.

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

Public Comment and Correspondence

- a. STPC: Ms. Fabbri reported: busy season; teacher appreciation lunch next week; pre-prom May 19 at Community Center at 5:00 p.m.; applications for STPC scholarship due May 4<sup>th</sup>; and pick up for frozen dessert fundraiser next Wednesday. Prom pictures will be put on system’s web site.

PTO: Ms. Moore reported: thank you for helping with Joanne McCormick 2<sup>nd</sup> annual memorial race; successful fundraiser given to pancreatic cancer research; teacher appreciation lunch soon; “son” event hosted by Andy Parker at the I.S. on May 29<sup>th</sup>, with obstacle course; summer book fair June 6-8; and ice cream social at LIS on June 7<sup>th</sup>.

- b. LHS Student Council: Joe Wihbey reported on the student council activities at the high school.
- c. Public Comment
- Scott Soares from AFSCME commented on the pending maintenance agreement.
  - Stacy Morgan commented on support of broadcasting BOE meetings and on support of custodians staying with the BOE.
  - Melanie O'Leary read a letter commenting on support of the custodians staying with BOE.
  - Roe Cook commented on concern about lack of communications from BOE with the union regarding maintenance.
  - Joanne Moore commented on broadcasting BOE meetings live.
  - Jodie Tenney commented on broadcasting BOE meetings.
  - Rochelle Clementson commented on televising BOE meetings and concerns about maintenance agreement.
- d. Correspondence

Board members received the following correspondence:

- An email from Janice Crovo supporting the custodians as part of the Board's responsibility.
- Thank you notes from: Deb Wheeler; Ginny Chambers; Debbie Hodges; Sherri Irwin; Deb Lavoie; Theresa Ream; Kathy Johnson; Jackie Fox; Tammy Knox; Jan Warner; and Joanne Murphy.

- e. Administrator's Reports
- Ms. Della Volpe reported: CIAC meeting for soccer season probation well received; set standards for card violation; input from Mr. Weaver; CT Latin Day, May 4<sup>th</sup>; music in the park May 4<sup>th</sup>; AP exams next two weeks; 6<sup>th</sup> grade visit/ shadow day; Halo awards; student scholar leaders chosen; AP art exhibit; and breakfast for seniors at the Community Center.
  - Mr. Waugh commented on his participation in the scholarship interviews and thanked the members for their support of the students. The future is in good hands with these students, thanks to the fine job the staff is doing.

### Superintendent's Report

Dr. Wheeler reported on the following:

- Thanks to Tom Banas for a job well done while covering for Ms. Kubisek, who will be returning Monday, May 7<sup>th</sup>.
- Administrative Council met with representatives from the lunch program from Education Connection who serve as food service authority and file all reports. The program is in the red and plans were shared on how to meet the new USDA standards and improve revenue for the program.

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- School Nurse Day is Wednesday, May 9<sup>th</sup> and a statement was read from the Governor.
- Report on PD days where core values and beliefs aligned with student learning were discussed at the high school; elementary discussed Common Core standards in Math and Language Arts with grade level meetings in the afternoon. Assistants worked with Mike Sutherland regarding student behavior. Nurses worked with Dr. McKay, the district's medical advisor, and shared conference information with each other. April 13: certified staff continued work on Instructional Practice specifically looking at Questioning Strategies and assistants and nurses attended PMT strategies workshop regarding de-escalation strategies.

Board members discussed: lunch menus at the high school; interest in salads or salad bar; federal guidelines; need to be computerized; cost of school lunches; possible different vendors to be looked at; referred to Finance Committee.

Old Business

- a. Broadcasting of BOE meetings via Cablevision: Mr. Simonin shared information with the Board at the last meeting including: availability of cablevision; contacts made; need for review of district capacity and equipment and whether Board wants to go this route.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to direct the Superintendent to take steps necessary to investigate and enable the district to broadcast meetings live or taped, whatever appropriate.

Mr. Bongiorno distributed an outline of "questions related to the taping of the BOE meetings regularly," that were discussed at the Facilities and Technology meeting.

Board members discussed: taping and streaming; editing issues; degree of order; will other Boards use it also; set up and ownership; need to see what we have in place; cost needs; responsibility when problems occur; students work might get credit for real world experience for students; more members of community aware when critical issue is discussed; students get informed; possible use for different events like plays; need for policy; need to pursue broadcasting meetings; equipment seems to be available; Mr. Simonin to help write grant if necessary; DPUC funding available; and look at other districts to form policies.

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

- b. Maintenance Agreement: Dr. Wheeler reported that the Selectmen adopted the Maintenance Agreement document that Board members reviewed.

MOTION made by Mr. Bongiorno and seconded by Ms. Fabbri: to approve the May 2, 2012 Memorandum of Understanding for the Transfer of School Custodial Functions from the Litchfield Board of Education to the Town of Litchfield, authorize the Chairperson of the Board to sign such MOU and authorize the Superintendent of Schools and the Facilities Committee to pursue and culminate any necessary actions and/or agreement with applicable Board bargaining units to provide for the implementation of the MOU in accordance with its terms.

Board members discussed the following: question the \$80,000 savings; if all stay the same, why need a memorandum of agreement; savings from re-bidding floor maintenance contract; Board could do on own; coverage outlined; major flaws in memorandum of understanding still; if nothing going to change, no savings recovered then why do this; why allocate a large group of people; no change or benefit; possible \$80,000 savings; .4 FTE adjustment made by town; cost more if we keep it ourselves; retirement savings; Board cut .4 maintenance; Mr. Geiger from Board of Finance detailed the \$80,000 savings; voted unanimously to not do this last year; vision for this year; no new info from a year ago; reasons for changing opinions this year; 9 years of documentation has changed a lot over the years; seems more reasonable now; keep money for a year; savings good for senior citizens; will affect taxes; need to do a good job; town already does the outside; facilities manager attends all meetings now; official meetings at least 2 a year; not endorsed; transfer 15 full and part time positions; how maintain them; 180 days could terminate agreement; need for repair on sidewalks at Center School; not done in a timely fashion; schools not having the ability to get things done; how measure "quality," will Principals have say; chain of command; Board is statutorily responsible for schools; Mr. Healy stated that everything stays the same; Board determines is on going problem; work in good faith to resolve the problem; timing for resolutions; if performance suffers, Board need to provide written notice to disclaim contract; who is responsible for cost to terminate; no layoffs for at least a year without Board approval; question why want to do this; total lack of trust; saving money; if need more help, town can offer services; no cuts or changes; town will want to do a good job; right for tax payers; better bargaining chip; maintenance budget transferred won't be a problem; school is a town school; taxpayers pay to terminate whether Board of Ed or Board of Selectmen; will be taken care of according to standards set today; need for clause in document to assure people will retain jobs; people in same spot and not in different schools; need for specificity in document now before approved; language in the document should be clear; and if a problem with MOU, need to send back to lawyer to draw it up appropriately, need for specificity in document now before approved; language in the document should be clear; and if a problem with MOU, need to send back to lawyer to draw it up appropriately.

MOTION carried. All votes were in the affirmative except Ms. Rosser, Ms. Carr, Mr. Katzin, and Mr. Waugh who voted in the negative. There were no abstentions.

New Business

- a. Healthy Foods Certification: Dr. Wheeler presented, “Pursuant to section 12-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority will exclude from certification food items that do not meet the Connecticut Nutrition Standards provided (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.” “Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with Litchfield Board of Education is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from July 1, 2012 through June 30, 2013.”

Background: “Section 10-2153 of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program, including each local and regional board of education, regional education service center, the Connecticut Technical High School System and the governing authority for each state charter school, inter-district magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.”

Board members discussed the following: fundraising issues; fundraisers for cookie dough, pies, pastries; distribution to parents, not students; PTO fruit fundraiser is fine and need to learn portion control when eating.

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: 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 2012-2013 school year, 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 the 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. Approval of State of Connecticut Department of Education Three year Technology Plan: Ms. Longobucco presented the technology plan and discussed the following: aligned with State Technology standards; presented to Facilities and Technology Committee; approved by larger committee formed with more people; sent to Ed Connection and approved by Jonathan Costa on March 1<sup>st</sup>; and need for full Board approval.

Mr. Simone left at 8:55 p.m.

Mr. Bongiorno praised the amount of work that went into this document along with modifications made.

MOTION made by Mr. Bongiorno and seconded by Ms. Carr: to approve the State of Connecticut Department of Education three year Technology Plan as presented.

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

#### Committee Reports

Curriculum, Programs and Personnel - Ms. Fabbri reported that the committee met and discussed the following: Superintendent's Evaluation Process; Common Core State Standards integration in English and Math; new assessment by 2015; CMT and CAPT until 2014; tests electronically administered; personnel postings; .2 FTE health position need for LIS to replace Joanne McCormick who was certified as a Health Educator; 1 full day 3 weeks/ month; and candidate will be approved by Board.

Facilities and Technology - Mr. Bongiorno reported that the committee met and discussed the following: Technology bid to extend 4-5 years; videotaping meetings; input from Mr. Simonin; baseball fields and floors at Center School.

Finance - Mr. Shuhi reported that the committee met and discussed the following: 2012-13 budget; Board of Finance questions; monthly report; MIRMA close out at \$4,900 to return to the district; software expenditures; more surplus than expenditures; funds overseen and managed; OCR obligation and priority list.

Policy – Ms. Carr reported that the committee met on April 19<sup>th</sup> and reviewed several policies that have been sent to the BOE for First Reading at this meeting.

#### Policies

- a. First Reading Policy # 4115 Supervision and Evaluation – no changes noted. Return for second reading at next regular meeting.

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- b. First Reading Policy # 4115.1 Evaluation – Supervisors – no changes noted. Return for second reading at next regular meeting.
- c. First Reading Policy # 4151 Leaves – no changes noted. Return for second reading at next regular meeting.
- d. Rescind Policy # 4114.1 Retirement
- e. Rescind Policy # 4143 Extra Duty Designation and Involvement

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve the following policies - # 1314 Fund Raising; # 4111.1/4211.1 Affirmative Action Recruitment and Selection; # 4134 Tutoring; # 4138/4238 Non-School Employment; and # 5127.1 Graduation Requirements with amendment of total number of credits in Table 1.

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

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to go into Executive Session at 9:15 p.m. to discuss a personnel matter. Dr. Wheeler was invited to attend.

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

Executive Session

Present were: all the above Board members and Dr. Wheeler.

Open session resumed at 9:42 p.m.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to adjourn the meeting at 9:50 p.m.

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

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