

# DRAFT

3040

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**JUNE 20, 2012**

A regular meeting of the Litchfield Board of Education was held on Wednesday, June 20, 2012, at 7:00 p.m. in the Litchfield High School Library/Media Center.

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

Also present: Dr. Wheeler; Mr. Buccitelli; Mr. Zaremski; Ms. Della Volpe; Ms. Longobucco; Ms. Murphy; Ms. Kubisek; Mr. Crowe; Ms. Turner, Mr. Lathrop; the public and the press.

A reception was held for Sherri Turner, Center School Principal, in the High School senior lounge.

### Approve Minutes

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve the minutes of Regular Meeting June 6, 2012 with the following corrections: on page 3034 under Administrator's reports change "upcoming" to "recent," add Whibey to Joe; on page 3036 under FMLA change "fine" to "find," and on page 3037 change "ADHOC" to "ad hoc" and "All voter" to "All votes."

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

### Approve Payment of Invoices

MOTION made by Mr. Shuhi and seconded by Mr. Falcetti: to approve the 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/PTO: none
- b. LHS Student Council: none

c. Other public comment:

- Mr. Simone commented that the Graduation Ceremony went very well last evening and thanked Ms. Della Volpe and Ms. Kubisek for a job well done.
- Mr. Shuhi commented on Ms. Della Volpe's effective planning for graduations that are briefer than in the past, which is appreciated.
- Ms. Johnson thanked Ms. Della Volpe for the invitation to all teachers to attend the graduation last evening.

## d. Correspondence:

- Invitation to CABE Summer Leadership Conference.
- Thank you notes for retirement gifts from Janice Crovo, Robin Rosenfield, and Linda Conti.
- A letter from the League of Women Voters commending the Board for public access by airing the Board of Ed meetings on Cable TV.
- A letter from Ms. Longobucco requesting that the bouncy house be used for Center School students to support the PE program and not to be lent out.
- A letter from the State Department of Education announcing that Litchfield has been approved as a pilot district for the teacher/principal evaluation project.

## e. Administrators Reports:

- Mr. Zaremski reported: 229 PPT meetings; 123 IEP's in place which is stable; 42 new referrals which is high; 29 students involved in summer courses; and graduation program distributed for CJR which was held today.
- Ms. Longobucco reported: program for parents and grandparents for 3 year olds; 4 year olds' procession with caps and gowns; 3<sup>rd</sup> grade original presentation for moving up with lots of parents present; and presentation to all students on Monday.
- Ms. Murphy reported: moving up ceremony; 4<sup>th</sup> grade scavenger hunt in August; and positive ending of the year, ready for next year.
- Mr. Crowe reported: greenhouse door widened as part of the OCR response; rooms at C.S. painted on Monday; and everything on schedule.
- Mr. Simone thanked Ms. Longobucco for 26 years of dedication to the students of Litchfield.
- Ms. Della Volpe reported: Envirothon students took 2<sup>nd</sup> place with 5 students competing; exit surveys from students who are leaving for OWT, Wamogo, Taft, Hotchkiss; and Greater Hartford Academy; and AP results should be available for the next Board meeting.

Superintendent's Report

- a. Strategic Plan Review: distributed "Strategic Plan Objectives 2011-2012 – Progress Toward Mastery," accompanies most of the objectives this year; and 2013 school year will refer back to this document.

- b. District Core Values and Beliefs: distributed “Litchfield Public Schools Core Value and Beliefs,” part of the 5 year strategic plan; need to have further discussions as look to revise strategic plan in the future; and use as ongoing document.

Both documents to be used as the basis of ongoing conversation and planning.

- c. Teacher of the Year: Barbara Salinger for L.H.S.; Kirsten D’Amore-Jenks for L.I.S. and to represent the district at the State Department of Education program.
- Staffing update: two letters of resignation from Karen Brady, Kindergarten teacher and Wayne Prescott, Business teacher. Still open: kindergarten at C.S., French/Spanish teacher, Business at the L.H.S., and possibly one world language opening.
  - Recommendation to hire: Francesca Rivellini for position of Special Education Teacher at Litchfield High School.

MOTION made by Mr. Falcetti and seconded by Ms. Carr: to add to the agenda as VIII c. recommendation for hire.

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

- Recognizing Andrienne Longobucco: expert in curriculum and evaluation; developed an evaluation system now used in all three schools; district curriculum development; analysis of student achievement data; collaborative; contributing member to the administrative team; blue ribbon school; NEASC accreditation; CT Elementary School Principal for 2001; Millken Award in 2000; and we are all grateful for all she has done for the children of Litchfield.
- Recognizing Pat Buccitelli: budget implemented for 4 years straight by the first vote of the town; worked well with administrators and Mr. Zaremski; fulfilled responsibilities with unwavering commitment; and we wish him well as he moves on.

### Old Business

- a. End of year funds: Mr. Buccitelli distributed an outline of Projected 2011-2012 Budget Surplus - \$350,000 and recommended items for end of year surplus with remaining balance to go to OPEB liability account.

Board members discussed the following: based on operating statement; CREC spending; Seherr-Thoss grant not given; ways to cover; input from CJR and others involved; OPEB slightly smaller due to significant contributions, reevaluate next year; OCR status; and have to next smaller due to significant contributions; reevaluate next year; OCR status; and have to next week to approve surplus.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to add to the agenda as item VIII d. recommended items for budget surplus.

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

#### New Business

- a. Gifts/Grants received FY 2011-2012 update: list as comprehensive as could be made with thank you notes from the Central Office.
- b. School Lunch Program: Mr. Buccitelli noted that the price for school lunches for the L.I.S. and C.S. has to be raised to \$2.60 in order to meet federal regulations paid meal equity.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the price of school lunch for C.S. and the L.I.S. to \$2.60 to meet the reimbursement rate from the federal government.

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

The school lunch program will be discussed at the August Board meeting.

- c. Recommendation to hire:

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve hiring Francesca RRivellini as special education teacher at the high school.

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

- d. End of Year funds:

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the recommendation of the administration regarding the disposition of 2012 budget surplus.

Board members discussed the following: comprehensive bid process; wireless implementation by September; devices can encumber and the amount; need for business plan before purchase; possible Board approval; need to improve education of students; encumbering money; updating connectivity; very specific bid process; product life cycles; social studies pilot program; infrastructure from the state for testing; technology plan outlined; look at numbers and bids at next Committee meeting; Board vote in July; updates for the next 2 years; some of existing wire can be used; need to test cables; and abatement funding.

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

### Committee Reports

Facilities and Technology - Mr. Bongiorno reported that Ms. Longobucco and the team worked very hard to develop the Technology document.

Curriculum, Programs and Personnel - Dr. Wheeler reported that teachers are reading the book *Make Just One Change – Teach Students to Ask Their Own Questions* and provided copies for any Board member that might be interested in reading.

Finance - Mr. Shuhi reported that the committee will meet on Monday, June 25, 2012 and encouraged Board members to attend if possible.

Policy - Ms. Carr reported that the committee will meet Thursday, June 21, 2012 and discuss a policy for taping Board meeting.

MOTION made by Ms. Carr and seconded by Mr. Shuhi: to move to Executive session at 8:30 p.m. to discuss a personnel matter and invited Dr. Wheeler and Jason Lathrop to attend.

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

### Executive Session

Present: all the above Board members, Dr. Wheeler and Jason Lathrop.

Open session resumed at 8:37 p.m.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to hire Jason Lathrop as Director of Business Operations.

3045

Litchfield Board of Education Regular Meeting, June 20, 2012

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

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to adjourn the meeting at 8:30 p.m.

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

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