

**DRAFT**

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**JULY 16, 2014**

3276

A regular meeting of the Litchfield Board of Education was held on Wednesday, July 16, 2014, at 7:00 p.m. in the High School Library Media Center.

Present: Mr. Shuhi, Vice-chair; Ms. Carr; Ms. Fabbri; Ms. Rosser; Messrs. Bongiorno, Clock, Falcetti; and Waugh.

Absent: Mr. Simone

Also present: Dr. Pandiscio; Mr. Poole; Ms. Mongeau; Ms. Della Volpe; Ms. Murphy; Ms. Kubisek; the public and the press.

Ms. Moore, broadcast coordinator, introduced Miles Macchiaroli as the student leader for broadcasting the meeting, who asked Board members to speak directly into the microphone and turn off all devices for better quality in broadcasting.

Mr. Shuhi introduced Herbert Pandiscio as the Interim Superintendent, Author Poole as the Interim Director of Business Operations and Ms. Mongeau as Acting Director of Special Services.

**Approval of Minutes**

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve the minutes of the regular meeting of June 18, 2014 as submitted.

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

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of special meeting of June 23, 2014 as submitted.

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. Waugh: to approve the payment of invoices on accounts payable warrant dated 6/26/2014 in the amount of \$186,931.00; 7/2/2014 in the amount of \$45,000.00; 7/17/2014 in the amount of \$62,077.25; 7/17/2014 in the amount of \$171,372.54; food services dated 6/27/2014 in the amount of \$36,577.42 and food services dated 7/17/2014 in the amount of \$20,960.96.

MOTION carried. All votes were in the affirmative except Ms. Fabbri who voted in the negative. There were no abstentions.

### **Public Comment and Correspondence**

- a. STPC – none  
PTO – Ms. Stone reported: first meeting September 4, 2014 back to school social; October 9<sup>th</sup> general membership meeting; October 24 fall festival; November 18 father/daughter dance; October 2<sup>nd</sup> and 3<sup>rd</sup> pictures; work in partnership with other organizations like LEF to supplement Common Core; pool resources to make impact; and red carpet events scheduled for next year.
- b. LHS Student Council – none
- c. Other Public Comment
  - Ms. Stone read a letter from Stacy Morgan commenting on the process of spending money.
  - Ms. Wilson commented on student safety.
  - Mr. Bongiorno commented on progress made in student safety.
  - Ms. Stone commented on Board of Selectman control over the school maintenance.
  - Ms. Carr commented on conditions of sidewalks, curbs and pride of grounds.
  - Ms. Stull commented on need for drug and alcohol awareness and need to take mental health seriously.
- d. Correspondence
  - Thank you note from Dr. Wheeler.
  - Thank you note from Gary Zaremski.
  - Thank you note from Kathy Neller.
  - Thank you note from Joanne Moore.
  - Email from Kelly Garden regarding I-Rule book.
  - Email from Diane Wilson and Stacy Carosella Morgan regarding BOE and BOS relationship.
  - Email from Isobel Benson regarding 1<sup>st</sup> grade class size.
  - Letter from Stephen Pryor approving Herbert Pandiscio as interim Superintendent.
- e. Administrators' Reports
  - Mr. Poole reported that he was happy to be a part of the system.

### **Superintendent's Report**

- a. Filed on July 7, 2014, Durational Shortage Area Permit (DSAP) on behalf of Mrs. Mongeau.
- b. Principals in process of establishing School Safety Committees needed to develop security plans with resident trooper and fire marshal involvement.

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- c. Begin working on New Teacher Orientation scheduled for August 25-26 and Convocation on August 27 with school opening September 2.

Board discussed: LHS access ramp; status of Baseball field due to rain delays; drainage fixed; status of curbs fixed; done by end of summer; lighting issues; and input from Joe Tofuri.

### **New Business**

#### a. Resignations

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the resignations of Jason Lathrop as Director of Business Operations and Debra Staffiere as French teacher at Litchfield High School.

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

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to add to the agenda under New Business as VII e. a Discussion on Signature Change on Child Nutrition.

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

#### b. Recommendations to Hire

MOTION made by Mr. Bongiorno and seconded by Mr. Falcetti: to approve Aryn Kavanaugh as English Teacher at Litchfield High School.

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

MOTION made by Mr. Waugh and seconded by Ms. Fabbri: to approve Traci Wells as Guidance Counselor at Litchfield High School.

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

MOTION made by Mr. Waugh and seconded by Ms. Fabbri: to approve Amanda Failla as Health Teacher at Litchfield Intermediate School.

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

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve Sharon-Ashley Roberts as Special Education (SRBI- Scientific Research Based Intervention) at Litchfield High School.

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

MOTION made by Mr. Waugh and seconded by Ms. Carr: to approve Jane Pappas as French Teacher at Litchfield High School.

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

D. Superintendent Search Company – corporate name change

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to accept a name change on the agreement, “Superintendent Search Agreement between Herbert F. Pandiscio, Search Consultant and the Litchfield, CT Board of Education” dated April 14, 2014 to “Superintendent Search Agreement between Avon Educational Search Consultants, LLC and the Litchfield, CT Board of Education.”

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

E. Authorized Signature Change

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to change the authorized signatories on the “Agreement for Child Nutrition Programs” to (1) Herbert F. Pandiscio, Interim Superintendent and (2) Arthur Poole, Interim Director of Business Operations.

C. Superintendent Search Update

Dr. Pandiscio reviewed the following: email sent earlier; documents from administrators; informational meetings; citizens poorly attended, faculty, well attended; feedback material; issues can be addressed presently and under new superintendent; time frame for search and mailing; dates are firm; first round interviews October and final round November; need for Board to meet to have input; salary range needs to be established; samples of district reference group E included also DRG D and DRG F included; Litchfield possible 160,000 – 180,000; not including benefits; sample of benefits; possible candidates from areas in CT; issues with Region 6; possible regionalization at least 5 years away; longevity and stability; 103 successful placements and 2 that didn’t work; minimum of 2 interviews by the Board; candidates with experience and without; and issues for new superintendent.

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MOTION made by Mr. Clock and seconded by Ms. Carr: to approve the salary range for the new position to be from \$150,000 to \$190,000.

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 last Thursday on the 10<sup>th</sup> and discussed the following: update from Prevention Council, Kevin Tieman, Chair; brochure handed out; on website; discussion of survey issues; what do with results; need to pursue survey; grades for survey to begin; Ms. Kubisek represented on Council; and need for Board representation on Council.

Board discussed: need for partnership; need for prevention; range for students to take survey; need to discuss at next Board meeting; Board endorsed survey; need to show how integrate in curriculum; concerns with students from broken homes; how address; input from councilors, social worker and psychologists; need to receive outreach services; health curriculum enhanced; global tool to create resources for students; possible agenda item for Prevention Council to report at each Board meeting; issues with survey company; 80% of parents for survey and 20% against; need for another survey; resources in community; need for survey to include more than just drug and alcohol questions.

Board consensus was to have Mr. Waugh represent the Board on the Prevention Council; add to the agenda for the next Board meeting under Old Business a Prevention Council update and to have Dr. Pandiscio search for another survey for the Board to use to collect data.

Ms. Fabbri also reported: Board asked to be a part of the interview process; Superintendent involved in process and Library Media person at L.H.S. still needed.

Finance Committee - Mr. Shuhi reported that the committee met on the 7<sup>th</sup> of July and discussed: transition meeting with Mr. Lathrop and Mr. Poole; status of lighting contract; purchasing energy; money left over went to oil tank; \$50,000 to OPEB; and meetings held to transition smoothly.

Facilities and Technology - Mr. Bongiorno reported: status of bids; issues of generator in L.I.S, needs to be fixed; L.I.S. is emergency response building; generator updated during building process; bid for computer lab; video production issues; security issues being covered; phones to be installed before school begins; plans for capital spending; timing of bids so Board can discuss process; possible need for special meeting to be scheduled; and how Selectmen involved in bid process.

Board discussed: letter from Lynn Stone and response from Mr. Lathrop; need for written documents from the town; need to reassess whether town should cover maintenance of schools; grounds look deserted; need to see feedback and assess; Excel spread sheet from Joe Tofuri; need input from administrators and teachers; gardens donated but no funds to maintain; need to reach out for help in gardens; need objective means to assess; school gave town outside maintenance and recently inside maintenance; concerns through Superintendent's office; need for meeting between Mr. Healy and school; issues with lease purchases; issues with bills given to Board to pay and not the town; consolidation cost savings needed; what being accounted for in contract; and not effective if not covering essential items.

### **Policies**

- a. First Reading- Policy # 5141.25 Accommodating Student with Food Allergies or Special Dietary Needs – return to Committee for further review.
- b. First Reading – Policy # 5141.3 Health Assessment and Immunizations – return for second reading at next regular BoE meeting.
- c. First Reading – Policy # 5141.11 Do Not Resuscitate Orders – return for second reading at next regular BoE meeting.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to adjourn the meeting at 9:15 p.m.

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

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