

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**AUGUST 14, 2013**

A regular meeting of the Litchfield Board of Education was held on Wednesday, August 14, 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, and Waugh. Mr. Shuhi participated via conference call. Mr. Katzin was absent.

Also present were: Dr. Wheeler; Mr. Lathrop; and members of the public and the press.

Mr. Simone thanked all the people for working to have the Board meetings live to the public including: League of Women voters; Pat Donovan; Steve Simonin; Joanne Moore and John Bongiorno.

**Approve Minutes**

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of the regular meeting July 17, 2013, with the following corrections: on page 3152 correct the spelling of "Amendment".

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

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve the minutes of special meeting July 30, 2013 as submitted with the following correction on page 3157, a period after "abstentions".

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 the payment of invoices for 2012-2013 and 2013-2014 as required.

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

**Public Comment and Correspondence**

- a. STPC- none

- PTO – Ms. Stone, co-president, reported – Thursday 1<sup>st</sup> meeting; focus drug education; concerns about drop in 9<sup>th</sup> grade enrollment; community involvement; and seeking leadership for STPC at L.H.S. Dr. Wheeler will run a notice in Constant Contact to all High School Parents.
- b. Student Council – none.
  - c. Public Comment – none.
  - d. Correspondence – none.
  - e. Administrators’ report – none.

### **Superintendent’s Report**

- a. Back-to-school Activities and Schedules: August 26<sup>th</sup> New Teacher Induction with special education presentation, TEAM info; bus tour of town; lunch with administrators; and LEA in the afternoon; on the 27<sup>th</sup>- LEED presentation by Dr. Wheeler; Kindergarten orientation; Wednesday, August 28- Convocation 8:00 LIS auditorium; schools for building meeting; Thursday, August 29 and Friday, August 30 PD activities including training in BloomBoard presented by Ed Connection to staff and PMT certification to para-professionals and others. Friday, August 16 – Administrative retreat at Wisdom House to discuss scores and goals. Students return on September 3<sup>rd</sup>.
- b. Recommendation for hire - Kristen Babowicz – LIS classroom teacher.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve Kristen Babowicz as LIS classroom teacher.

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

- c. Resignation – Paul Sanborn - Health Teacher.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the resignation of Paul Sanborn as 0.2 Health Teacher at LIS.

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

- d. Kindergarten enrollment – discussed in CPP – current enrollment is 55, Dr. Wheeler recommends hiring additional kindergarten teacher.

MOTION made by Ms. Fabbri and seconded by Mr. Falcetti: to hire a Kindergarten teacher for 2013-2014 school year.

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Board members discussed funding for the position and the need to support student achievement.

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

- e. CAPT/CMT scores – just released; uneven results; detailed report to come. Dr. Wheeler reviewed possible test scenarios for Spring 2014.
- f. Center School update- no asbestos; issues with frost heaves in concrete sidewalk outside of front door.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to move VII a. before Old Business.

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

**New Business**

- a. Introduction – Marc Fugaro, Food Service Director

Mr. Fugaro introduced the food service program including - sample of product; focus on educating students; farm fresh products; available to parents, workers and students; menus students understanding what they are eating; understand what eating; and increase participation.

Board members discussed allergy issues; work with school nurses; split between Plymouth and Litchfield; food service web page added; marketing experience; 80% employees maintained; possible station concept; breakfast issues; need to follow Federal guidelines.

**Old Business**

- a. Equipment Financing – Mr. Wilson could not attend.

Mr. Lathrop reported on equipment financing including bond absorption financing vs. lease purchase agreement; legal costs included; computers and copiers; lease=\$10,000 + savings; town bears cost for bonding; and need to go into agreement with town.

Board members discussed purchase through town; least expensive option; tablets cost coming down; allocated amount; no change in expenditures; specification of equipment; copier bid out; need to get vendors to bid; MS computers last year; keep options open; high school

applications different than 7 & 8 grade; testing to be done on computers; legal fees for town included.

Dr. Wheeler read resolution: **WHEREAS**, the Litchfield Board of Education (the “Board”) wishes to purchase computers and peripherals for educational purposes (the “Equipment”); and

**WHEREAS**, it is beneficial to pay for such Equipment over a period of four (4) years under a tax exempt financing arrangement.

**NOW THEREFORE, BE IT RESOLVED**, that the Board requests the Town of Litchfield (the Town”) to enter into tax exempt financing on its behalf for the purchase of, said Equipment.

**FURTHER RESOLVED**, that the Town shall finance the Equipment under a lease purchase agreement with a total payment amount not to exceed \$106,100 which shall have a term not to exceed four (4) years (the “Tax Exempt Purchase Agreement”) with payments to be made annually in advance.

**FURTHER RESOLVED** that the Board currently maintains a line item budget for this expense in the 2013-2014 budget year and shall pay the full amount of the lease cost.

**FURTHER RESOLVED**, that the Board shall maintain that line item for a period of four years and shall pay the full amount of this obligation each year until fulfilled.

**FURTHER RESOLVED**, that the Superintendent of the Board, if required, be authorized to negotiate the terms of and execute and deliver the tax exempt financing and any related documents on behalf of the Board with the Town and to take all actions necessary and proper to carry out the purchase of the Equipment and the execution and delivery of the tax exempt financing and any related documents.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the resolution as read above.

Board members discussed 4 year lease; re-negotiated; will own devices after 4 years.

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

### **Old Business**

b. FICA discussion - Mr. Lathrop presented FICA information.

Board members discussed possible matching incentive; concern for non-teaching coaches who work full time; possible advantages or disadvantages; no option if implemented; need for

more information; under 1% of employees affected; possible opt-out option; possible savings of 7.5% a year.

Table until September meeting.

### **Committee Reports**

Curriculum, Programs and Personnel - Ms. Fabbri reported that the committee met on Thursday and discussed Kindergarten staffing; devices; honor roll study handout from Ms. Kubisek; keep status quo; and athletic trainer replacement.

Finance, Facilities and Technology - Mr. Bongiorno reported that the committee will meet on Monday. (Meeting has since been cancelled.)

Policy – Ms. Carr reported that the committee will meeting Thursday, August 15<sup>th</sup>.

### **Policies**

- a. Review- Policy #5131.3 Student Driving/Parking – policy reviewed and approved.
- b. First Reading – Policy #5126 Awards for Achievement - Policy reviewed. Return for second reading at next regular Board meeting.
- c. First Reading – Policy #5129 Homework. Policy reviewed and changes made. Return for second reading at next regular Board meeting.
- d. First Reading – Policy # 5131.5 Vandalism. Policy reviewed. Return for second reading next regular Board meeting.
- e. First Reading – Policy # 9270 Conflict of Interest. Policy returned to Committee for further review.
- f. Second reading – Policy #5125 Student Records: Confidentiality and Access to Student Records.

MOTION made by Mr. Waugh and seconded by Mr. Bongiorno: to approve Policy # 5125 Student Records: Confidentiality and Access to Student Records as submitted.

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

**Executive Session** – tabled

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MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to adjourn the meeting at 9:30 p.m.

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

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