

LITCHFIELD BOARD OF EDUCATION
SPECIAL MEETING
DECEMBER 14, 2011

DRAFT

A special meeting of the Litchfield Board of Education was held on Wednesday, December 14, 2011, 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, Shuhi, Waugh and Katzin (at 7:03). Mr. Falcetti was absent.

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

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the consent agenda as submitted with the following correction: change the date of the out of state field trip from the 14th to the 15th.

- a. Approve the Minutes of Special Meeting November 30, 2011.
- b. Approve the payment of invoices for 2011-2012 budget as required.
- c. Approve out of state field trip: New York, NY.

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

Public Comment and Correspondence

- a. STPC/PTO - Ms. Moore reported on PTO activities: very successful Book Fair held last week at Center School and the Intermediate School; PJ and hot chocolate night was held on December 8th with 200 families attending and faculty reading stories to the families; and the 2nd Annual Parents Night Out is rescheduled to February 3rd.
- b. LHS Student Council - Jack Pope reported on the High School student council activities.
- c. Other Public Comment –
 - Mr. Tarrant advised the Board that the Litchfield Sports Booster Club will no longer fund requests from coaches or administrators for non-budgeted equipment or activities due to dissatisfaction over the relationship between the Club and the district.
- d. Correspondence
 Board members received the following correspondence:
 - A thank you note from John Noone.
 - A letter from the LEA regarding decision to move two PD days to April 9th and 10th. Mr. Simone acknowledged the lack of negotiation with the LEA in this matter.

e. Administrators' Report

Ms. Longobucco reported: during grade level common planning time teams are reviewing reading assessments and making instructional decisions; and song fest next Thursday.

Ms. Murphy reported: thank you to the Board, Dr. Wheeler and Ms. Shuhi for support in the school during her maternity leave; band concert Thursday, December 15th; and chorus concert was Tuesday, December 13th.

Mr. Crowe reported: noticeable improvement in communication and service from Public Works in last four weeks.

Superintendent's Report

Dr. Wheeler reported:

- Susan B Anthony Foundation presented district wide informational assembly today for faculty on domestic and dating violence.
- The Foundation met with Mr. Gollow's 7th graders today to explore their perceptions of teasing, joking and bullying.
- Follow up with all 7th graders participating in an assembly tomorrow at the Intermediate School auditorium to continue anti-bullying awareness.
- Dr. Wheeler met with Commissioner Pryor this week and shared district need for flexibility in personalizing learning for our students, including offering credit for activities other than seat time such as internships, virtual and distance learning.
- The district has been awarded a State Inter-district Co-op Grant with the Torrington Public Schools. The grant award will provide \$68,000 for activities to increase diversity awareness and understanding differences between people, to reduce isolationism between urban and rural districts, and to increase skills in mathematics, science and language arts. 5th graders from Litchfield and Torrington will work with The Discovery Center.

Old Business

- a. School Climate Plan - Dr. Wheeler reported on the school climate plan: in response to legislation; safe school plan by January 2012; discussed at Curriculum Planning and Personnel Committee. District will submit as a draft and Board will adopt following feedback from SDE.

New Business

- a. Review Proposed Budget Development Calendar - Board members reviewed the 2012-13 Budget Development Schedule; letter sent to the Board of Finance; response with no guidance from them on a target amount; need to present formal information to BOF; need to develop a budget based on our needs not a “number”; and use as framework for committee meetings discussions during January.

Committee Reports

Policy – Ms. Carr reported that the committee will meet December 15th.

Finance – Mr. Shuhi reported that the committee met on December 12th and discussed: MIRMA assessment, \$5,000 might be refunded; current financial statement as of October 31st; insurance premium ended in favorable status; and bid process for the year.

Finance - Mr. Bongiorno reported that the committee will meet next on the 19th at 6:30 p.m. with Jack Healey, Leo Paul and Tony Crowe invited to discuss the maintenance issue for the town and schools.

Curriculum, Planning and Personnel - Ms. Fabbri reported that the committee met December 8th and discussed AP courses and scores; students with overrides; continuing courses as they are; need for more PD for AP course teachers; art curriculum completed for grades K-6; high school art class changes; some art classes will be half a year; dual track proposal for art; request for Mac computers; curriculum coordinator positions; using department heads in evaluation process; search committee for Center School principal’s position; thoughtful override document; stipend for curriculum coordinator \$4,000 and \$5,000 for department chair; need for chairs to be certified appropriately; and possible influence in hiring decision for certified staff to evaluate faculty.

Policies

- a. Second Reading Policy # 4119.2 School Counselors – in first paragraph change semicolon to comma after learner.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve Policy # 4119.2 School Counselors as amended.

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

- b. Second Reading Policy # 4119.3 School Nurse – no changes noted.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve Policy # 4119.3 School Nurse.

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

- c. Second Reading – Policy # 4121 Substitute Teachers – no changes noted.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve Policy # 4121 Substitute Teachers.

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

- d. Second Reading – Policy # 5131.11/4118.23/4218.23 Electronic Surveillance – Procedure 2 should include “or the Manager of the Bus Company or his/her designee” after “Education” and “tapes should read “recordings;” and in Procedure 3 change “seven” to “fourteen.”

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve Policy 5131.22/4118.23/4218.23 Electronic Surveillance as amended.

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

Respectfully submitted,
Joanne Bertrand, Recording Secretary