

<h1 style="margin: 0;">DRAFT</h1>

LITCHFIELD BOARD OF EDUCATION
REGULAR MEETING
MAY 18, 2016

A regular meeting of the Litchfield Board of Education was held on Wednesday, May 18, 2016, at 7:00 p.m. in the Litchfield Intermediate School Art room.

Present were: Mr. Simone, Chairperson: Ms. Carr; Ms. Fabbri; Mr. Clock; Mr. Falcetti; Mr. Pavlick; Mr. Shuhi, and Mr. Waugh.

Also present were: Superintendent McMullin; Mr. Fiorillo; Ms. Haggard; Ms. Della Volpe; Ms. Kubisek; Ms. Murphy; Ms. Turner; and the press and members of the public.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to add to the agenda as VII b. a discussion of renewal of non-tenured staff.

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

MOTION made by Ms. Fabbri and seconded by Mr. Pavlick: to move agenda item X. b Interview of Principal Candidate to the top of the agenda.

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

Executive Session

Present were: Mr. Simone, Chairperson: Ms. Carr; Ms. Fabbri; Mr. Clock; Mr. Falcetti; Mr. Pavlick; Mr. Shuhi, and Mr. Waugh.

Superintendent McMullin; Ms. Turner; Ms. Haggard; Mr. Fiorillo; and Mr. Ammary were invited to attend.

Returned to public session at 7:30 p.m.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to hire Mr. Ammary as principal of Center School subject to contract negotiations.

MOTION carried. Ms. Carr, Ms. Fabbri, Mr. Bongiorno, Mr. Clock, Mr. Falcetti, Mr. Pavlick, Mr. Simone and Mr. Waugh voted in the affirmative. Mr. Shuhi abstained.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to add to the agenda as VI. b a discussion of the Memorandum of Understanding.

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

Approval of Minutes

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of the regular meeting of May 4, 2016 as presented.

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

Payment of Invoices

MOTION made by Ms. Carr and seconded by Ms. Fabbri: approve the payment of FY 2015-16 invoices on Accounts Payable warrant dated 5/19/2016 in the amount of \$185,909.80.

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

Public Comment and Correspondence Communications

- a. STPC – none.
PTO – none.
- b. LHS Student Council – none.
- c. Litchfield Prevention Council – none.
- d. Other public comment:
- e. Correspondence
 - Thank you notes to the Board from the nurses and office professionals for being recognized with flowers on their special days.
- f. Administrators' Reports
 - Ms. Turner reported: Smarter Balance testing complete; Tech Team was thanked for their support during testing; students used Chromebooks for testing and it was seamless; pre-school registration taking place this week; grade level plays ongoing; and Kindergarten registration will be at 60 or above; kindergarten play on Friday.
 - Ms. Kubisek reported: Smarter Balance scheduling ran smoothly; upcoming trip for 8th graders to Holiday Hill; and interviewing taking place this week for English and Spanish positions.
 - Ms. Della Volpe reported: commendable cooperation from schools and staff members willing to cover for anyone who wanted to attend Mr. Fowler's funeral services; May 31st Celebration of Excellence awards will take place; June 3rd Spring Fling with the pops concert at night; June 6th Maybry Arts scholarship

- Awards Ceremony; AP testing is over; and interviews for open positions are ongoing.
- Ms. Haggard reported: posting for summer school programming, which is a July program; working on an online storage and transferring electronic records which will make records easier and safer; and end-of-the-year PPT meetings are taking place.
 - Ms. Murphy reported: Smarter Balance testing schedules for grades 4 and 6; reduced length of time for testing saved a great deal of time and made students and teachers less anxious; thanks to Technology Department for their assistance with testing.
 - Mr. Fiorillo reported: ongoing work at LIS sally-port doors; \$17 – 20 thousand dollars in expense; negotiation updates have reached a tentative agreement; discussions during Facilities and Technology Committee meeting resulted in a MS computer device being selected; Megan Foley got married on Friday the 13th; lighting project was voted against by town last night; assured the Board that the required non-appropriation clauses were included in the agreement; input from Green Team, which worked for a year on this project; had met with and had a phone conversation with John McKenna regarding town rejection of lighting project; scheduling lighting and the updating will be done during the evening; and this year we will immediately begin seeing money saved with new lighting

Board members discussed: Selectman's vote last night was 3 to 2; Mr. Zullo supported the lighting and shared info with the Board of Selectmen that he researched; the Town believes it is a long-term lease and therefore has issues; large impact on energy savings; little cost to taxpayers over time; could pay for self in 2 to 3 years; our estimates of savings have been very conservative and could easily see more benefits sooner than realized; the Town felt we should have chosen to wait pending building evaluations going on now; changes to buildings for any redesign could likely take 3 – 4 years anyway; new lighting will be better for kids in the classrooms; why is there an argument going on about saving money; Town feels they needed to approve and go to town meeting, but this is the same exact project as completed three years ago outside, only now inside; thank you to Mr. Zullo for his extensive research; other schools with newer lighting updated; money saved can go toward educational needs and most importantly, the decision to change the lights is environmentally sound which is a good lesson for the students.

Superintendent's Report

Superintendent McMullin reported on the following: Congratulations to Helena Weymouth 8th grader who submitted a poem to writing project collaborative with Ed Conn; she is one of 10 students, out of over 200 applicants, chosen to read on June 4th at the Celebration; thank you to Ms. Della Volpe and Ms. Kubisek for arranging schedule to accommodate anyone who wanted to attend Mr. Fowler's services; thank you to Ms. Turner and Ms. Murphy who worked together to provide extra substitutes; welcome to new Food Service Director, Holli LaBarbera who began May 16th; thanks to the Board for allowing attendance to son's wedding in

Italy; shared pictures; a picture from an American cemetery in Tuscany where over 10,000 servicemen were killed in WWII; related to Memorial Day; retreat for Board members June 8th; evaluation forms need to be completed; moderator for the retreat will be Nick Caruso from CABE; and Ms. Turner will attend but will not complete an evaluation.

Old Business

a. China Trip

Ms. Della Volpe and Ms. Haggard presented the following: there are three different possibilities to continue the China sister-school program: 1. APEX International, as is done in Watertown; would need for host families and students; form a relationship directly with another school in SW Beijing; need for visa applications to visit China to set this up; 3. Taking Canton's spot in a program that is already established, but from which Canton is pulling out and a replacement school district is being sought; 14-day programs for students visiting China; 4. Working with a program similar to Newton's; need for further contact and investigation of the best option for us; looking for a program in which Chinese students would be coming here and our students going to China with costs for travel being about \$2,500.

Board members discussed: cost concerns; community resources to cover students who can't afford this much money; timing of the program; sorting through the many different options; can we modify options to fit our system; need to bring cultural opportunities here, not just a trip; scholarship possibilities; more opportunities out there than at first anticipated; can money be raised for students to use for this travel and kept in a student activities account; support for students from STPC and LEF; and key educational experience for students.

b. Memorandum of Understanding proposed addendum.

Mr. Fiorillo distributed a memo regarding a Proposed Addendum to the Memorandum of Understanding for school facilities upkeep and maintenance; discussed: issues with the original document not being complete enough hence need for Addendum; current arrangement not best for public schools; issues with the mediation process when school and town aren't in agreement; entered into the MOU in 2012; this spring met with Facilities Manager to discuss structuring an addendum; need for clarity with job responsibilities; what was the typical maintenance schedule for inspections, windows, landscaping; who does what; funding of projects; priorities for what is important and gets done first; reviewed the past budgets line by line to find the previous maintenance schedule; presented the new Addendum to MOU to Facilities and Technology Committee; Town Facilities Manager in agreement it is needed for clarity; needs to be sent to Selectmen; needed to prevent small issues from turning into large issues; still have communication issues; issues with jobs getting done in timely manner; summer jobs assignments; some jobs just sit on shelf without getting done; need to allow Board of

Selectmen time to review the proposed MOU document; what options does the Board of Ed have if we were to sever the 2012 agreement; give maintenance services to a third party; transfer funds back to the schools with the Board making decisions; bring services in house and hire our own staff back; could also do nothing and leave the MOU just as it is; BOS needs time to review new Addendum to MOU document; best services for students of Litchfield.

Board members discussed: reviewed all line items to determine what done when; issues with contracts; budget issues; treated like a tenant not a customer; therefore things not getting done; large projects have been done well; accountability issues;; and need for members to review the addendum document and continue discussion at next meeting.

New Business

a. Introduction of Food Service Manager

Mr. Fiorillo introduced Food Services Director, Holli LaBarbera and discussed the following: last November discussed needed change; a few different options for services, including status quo; partnered with Region 6 and Plymouth to hire a regional food services director; brought proposal before all three (3) Boards and Business Managers; search committee interviewed and hired the best candidate; she has 8 years in Colebrook; 2 ½ at Education Connection; current program she heads is cash-flow positive; already have seen the new director on site; hiring some, maybe most existing staff for services; input into the vendors; new food items; samples given to students for taste-tasting before introducing them; and several new ideas for program.

b. Non-renew Contract.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve the renewal of the non-tenured Teacher's contracts as presented for 2016-2017.

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

Committee Reports

Facilities and Technology - Mr. Bongiorno reported that the committee met and discussed the following: 7th and 8th grade devices decision on a model for the laptop replacements; summer projects being planned; bids; 97 windows being changed; some being changed again due to wrong thickness (grade) being ordered and glass breaking/popping; door replacements at Center School, but not front doors; fencing is

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being installed around oil tanks; carpet cleaning and abatement costs; and timetable discussed with principals for getting summer projects done.

Education Connection - Mr. Waugh reported the new director has started; retirement party planned for Ms. Thibodaux; and need to replace food director at Ed Connect now that Litchfield hired theirs.

Scholarship - Mr. Waugh reported that the committee met and discussed the following: \$140,000 awarded to seniors; \$160,000 awarded to current undergraduates; and helps students to reach educational dreams.

Policy - Ms. Carr reported that the Committee will meet tomorrow night.

Policies

a. Second Review

i. Policy # 6146 Graduation Requirements.

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve policy #6146 Graduation Requirements as revised.

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

Mr. Clock congratulated the 5th and 6th grade chorus members for receiving awards in chorus and band recently at Six Flags in Massachusetts.

MOTION made by Ms. Carr and seconded by Mr. Clock: to move to Executive Session at 8:30 p.m. to discuss the Director of Business Operations employment contract.

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

Executive Session

Present were: Mr. Simone, Chairperson: Ms. Carr; Ms. Fabbri; Mr. Clock; Mr. Falcetti; Mr. Pavlick; Mr. Shuhi and Mr. Waugh.

Superintendent McMullin; Ms. Turner; and Mr. Fiorillo were invited to attend.

Returned to public session at 8:55 p.m.

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MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the Director of Business Operations contract as negotiated in Executive Session.

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

MOTION made by Mr. Falcetti and seconded by Ms. Fabbri: to adjourn the meeting at 8:50 p.m.

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

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