

LITCHFIELD BOARD OF EDUCATION
SPECIAL MEETING
JULY 17, 2017

A regular meeting of the Litchfield Board of Education was held on Monday, July 17, 2017, at 6:00 p.m. in the Central Office Conference Room.

Present were: Mr. Simone, Chair: Ms. Carr; Ms. Fabbri; Ms. Stone; Mr. Bongiorno; Mr. Falcetti; Mr. Pavlick and Mr. Shuhi.

Absent was: Mr. Clock

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

New Business –

- a. Dean of Student Position -Superintendent Turner and Ms. Della Volpe presented the following: handout, “Litchfield Educator Evaluation and Development (LEED) Program”; “Litchfield High School- Leadership and Management Responsibilities;” part of Administration in budget; graphic including deadlines, 10 first and second year staff; 30 third year staff; goal setting; mid-year conference; 23 hours, 20 during the day; number evaluated; timing for complete evaluation; done within 72 hours; 3 weekly meetings every week; can’t be interrupted or cancelled; student intervention meetings; guidance meetings weekly; regular meetings with Superintendent; teacher prep time needed; deadline issues; some can’t be done after school hours; new staff before Feb.1st for 2nd evaluation and by April 1st for 3rd evaluation; Dean has LHS staff Ms. Kubisek has LMS staff; LEA issues; need to be administrator; difficulty for teacher to take on responsibly; scheduling conflicts for teachers; need to prep for evaluation; discipline and attendance issues; policies covered; athletics needs; conferences needed; Friday night games need administrator; under lights game; evaluations for coaches; preseason meetings; handbook update; oversee Berkshire league meets; sign checks for officials, scorers and timekeepers; awards needs; school counseling needs; master schedule; program of study; student transcript; flextime; intervention and action plans; Legacy Program; graduation program; Thanksgiving baskets; clubs and organization; space within day; all take administrative input; need to fill out state forms; and staff wants to keep position.

Board members discussed: what was done before Dean of Students support; possible staff with 092 to help evaluate; compensation for teacher to cover; done in past years; LEA issues with coming out of school day; 100% responsible for leadership and management list; teachers sign up for the duty choice; some teachers paid full time but not work full time; issues with block scheduling, period scheduling; A and B day schedule; need to look at next negotiations; get most positive feedback from having the Dean of Students position; better than police officer; dean more of mentor; important to community to keep position; discipline issues; timely and follow up;

chronic absenteeism; 35% discipline; athletic events; 20%; evaluations 20%; SIT meetings; PPT and 504 meeting tradeoff; intervention expertise; attend meetings for personal growth; need for 2nd administrator for events at night; created a dedicated MS principal; Board created the position; costs to run school; need two sets of hands at HS; have small MS with 2 grades; possibly hire director of guidance, director of curriculum and instruction found in other districts; need for evaluation process; state requirements are rigorous; forced to cut corners; have part time athletic director; athletic director not an evaluator; why have so many administrators; extra \$100,000 needed for maintenance; need to be fiscally responsible to town; more like \$120,000 needed; if hire some other position in place of Dean savings would only be around \$20,000; possibly head of guidance or curriculum director; both are administrators; need to reevaluate our needs; possible combine Dean and curriculum director; costs would be the same; not cost effective; Board voted and approved the position; community is pleased; input from Principal; issues coming up; NEASC 2 year follow up; CAPSTONE needs; need for another administrator at HS; what other systems are doing around us; not overburdened; worried for taxpayers; possibly Principal for grades 4-8 and go to both schools; 4-8 tried in other district; working between 2 schools was not successful; administrator not always in building where needs are occurring; split administrator had unbelievable consequences; savings would be \$20,000 not \$100,000; possible configuration K-5, 6,7,8 and 9-12 would work better; and posting for Dean.

- b. Maintenance - Mr. Fiorillo distributed handout "External Maintenance Fund Transfer;" "School External Maintenance Contracts Fiscal Year 2017-18;" and discussed the following: proposed action; ask Board of Finance to do a onetime transfer 1% of BOE adopted budget of \$190,000 from the Town of Litchfield undesignated reserve account; into a non-lapsing BOE account; are still short \$35,000; and need to use for external maintenance.

Board members discussed: possibly ask for line item transfer; need for the money; need to cover expenses possibly \$142,000; Selectmen did not reply to the FOI communication; need for FOI documents; requested in April received June 30th; could be a grievance; need for all contracts to go forward; info off audit reports; real numbers; possibly \$50,000 more needed; need to present to Board of Finance; how to pursue; plowing possible cost \$40,000; was done by town since 2008; dumped without personnel; \$115,000 maintenance cost; not included in capital projects; don't want to use money that would cover student needs.

- c. Capital – Fiber Line - Mr. Fiorillo reported on the following: issues with line from LIS to the HS; bury line; might not find the line; need to find junction box; from the seventies; galvanized pipe; \$56,900 from vendor, \$37,000 from capital; falls short for project this year; \$25,000 from capital for next year; need to replace cable; if pull line, could break; and what happens if damaged during year.

Board members discussed: need to get money from capital; if want to complete need around \$20,000 more; John Lang laid pipe in 1977; laid 6 feet down; has damage; lines run from

LIS; during building project line dug up and disrupted; temporary fix use antenna; fix up next year; if pull wire, breaks; long term not the right fix; issues with capital giving more money to cover; keep existing line for now; need for trench and conduit; come up with \$20,000 in budget next year; have to have connections that work; need to do it right; worried about breaking if delay; need to get money now to fix; utilize what have; if capital doesn't fund put in operating budget next year; capital done based on estimate; and need to go back to capital to ask for more money to fix this year.

MOTION made by Mr. Falcetti and seconded by Ms. Carr: to move to Executive Session at 7:45 p.m. to discuss LHS Special Education Teacher and LIS Spanish Teacher.

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

Executive Session

Present were: Mr. Simone, Chair: Ms. Carr; Ms. Fabbri; Ms. Stone; Mr. Bongiorno; Mr. Falcetti; Mr. Pavlick and Mr. Shuhi.

Superintendent Turner; Ms. Haggard; Ms. Della Volpe; and Dr. Pascento were invited to join.

Returned to public session at 8:00 p.m.

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to hire Amy Woronick as a Special Education Teacher at Litchfield High School.

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

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to hire Taylor Bettcher as a Special Education Teacher at Litchfield High School.

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

MOTION made by Ms. Carr and seconded by Mr. Shuhi: to hire Dania Bartholomew as a Spanish Teacher at Litchfield Intermediate School.

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

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MOTION made by Ms. Carr and seconded by Ms. Fabbri: to adjourn the meeting at 8:52 p.m.

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

Respectfully submitted,



Donald Falcetti, Secretary

Joanne Bertrand, Recording Secretary