

**SPECIAL MEETING – SCHOOL SECURITY COMMITTEE**  
**Litchfield Board of Education**  
**Monday, January 27, 2014, Central Office Conference Room, 6:30 p.m.**

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Meeting called to order at 6:36 p.m.

Members Present: Mr. Bongiorno (chair); Ms. Johnson, Ms. Knox, Mr. Lathrop, Mr. Mongeau, Ms. O’Leary, and Ms. Wilson.

Members Absent: Ms. Cyr, Mr. Geiger, Mr. Hibbert, Mr. Simone and Mr. Waugh.

Also present: Mr. Shuhi and the public.

**Approval of Minutes**

MOTION made by Ms. Knox and seconded by Ms. Johnson: to approve the minutes with a correction to the start time. The meeting was called to order at 7:47 p.m.

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

**Communications** – Mr. Bongiorno circulated information regarding vendors offering their services to Litchfield Public Schools in the area of security.

**Public Participation** - none

**Old Business**

- a. Discuss Security Review List – Mr. Bongiorno explained that the cost of the items we were prioritizing was not to be a factor in the prioritization and that the list was not specific. The list was briefly discussed with an update on the use of an annunciator system for issuing lockdowns from anywhere in the building.
- b. Updates on Connecting 2001 Cameras to Existing System – Mr. Lathrop updated the committee on the status of wiring the 2001 cameras.

**New Business**

- a. Prioritize Suggests Upgrades related to:
  - i. Communication – phone system upgrades at Litchfield Center School and two way radios, district wide were the highest priority requests.
  - ii. Visualization – rewiring the 2001 cameras, adding internal hallway cameras/parking lot cameras, re-tasking entry cameras (face recognition) and adding/replacing monitors were the highest priority requests.
  - iii. Facilities – gates at L.I.S. and a multi-year tinting/shade replacement cycle were the highest priority requests.
  - iv. Process and Practice – the committee discussed vigilance and following recommended practices as the most important method of maintaining a secure building.

**Future Agenda Items** - none

The next meeting date will be set for February 10, 2014 as a Special Meeting at 5:30 p.m.

MOTION made by Mr. Mongeau and seconded by Ms. Wilson: to adjourn the meeting at 7:49 p.m.

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

Respectfully Submitted,  
Jason Lathrop  
Recording Secretary