

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**DECEMBER 7, 2016**

A regular meeting of the Litchfield Board of Education was held on Wednesday, December 7, 2016, at 7:00 p.m. in the Litchfield High School Library/Media Center.

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

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

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to add to the agenda as VII. c. a discussion regarding the acceptance of a tuition student.

MOTION carried. All votes were in the affirmative.

**Approval of Minutes**

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of the regular meeting of December 7, 2016 as submitted with the following corrections on page 3554 in the first motion change “Mr. Pavlick” to “Mr. Simone” in the affirmative vote and on page under Curriculum, Programs and Personnel change “Visions” to “enVisions”.

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

**Payment of Invoices**

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the payment of FY 2016-17 invoices on Accounts Payable warrant # 2017-12 dated 12/7/2016 in the amount of \$160,290.45; Food Service warrant dated 12/7/2016 in the amount of \$7,992.11.

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

**Public Comment and Correspondence Communications**

- a. STPC – Mr. Hatfield reported: attendance number; successful Yankee Candle Fundraiser; planning of pre prom activities; next meeting, January 9<sup>th</sup>; discussion of parent concerns including: high level of teachers left last year; possible exit interviews; possible lack of opportunities; possible discussions with Region 6; school survey questions; survey on the 12<sup>th</sup>; prompting or teaching students; availability of results; issues with drugs in school; bigger problem should know about; sexual orientation questions; negative comments from

some community members; bullying ongoing problem; issues with privacy; need for follow-up; closed issues; issues with disciplined students being back in school; letter written to previous Superintendent; never closure on it; issues with bullying, survey results, added security; negative overall impression; stream of comments from parents; appreciate volunteer effort of the Board; need inspiration and leadership; is about the kids; need communication and understanding; Bantam compared to Litchfield; declining enrollment issues; in-fighting, lacking cooperation; input from 21 Foundation in Japan; quote from Nelson Mandela; need for inspiring thought provoking ideas; definition of inspiration; and idea that dividing us is few but uniting us is unlimited.

PTO – none.

- b. LHS Student Council – none.
- c. Litchfield Prevention Council – none.
- d. Litchfield Education Foundation – none.
- e. Other public comment -none.
- f. Correspondence.
  - Letter from Patricia Laure concerning the LIS Library Media Specialist position.
- g. Administrators' Report
  - Ms. Haggard distributed a handout outlining Special Services Department Update 1207-2016.
  - Mr. Fiorillo distributed copy of minutes from “Litchfield Capital Improvements Committee Special Meeting, 12/6/2016; distributed budget update from Nov. 7<sup>th</sup>; Special Ed update; more than deficit; state funding; Excess Cost Grant; capped amount; rates can go down; have outside placement; higher costs; thank Sherri’s husband for getting OCR job done; painting completed; \$1,000 paid by Plumb Hill Fields; meeting with Capital Improvements Committee; two items deferred; front doors and sidewalk, \$95,000; issues with Pre K payments; payment option made for parents to pay fee; new firm auditing this year; slow with audit; extension probably needed; and Board of Finance picked audit firm through bid process.

Board members discussed: contract with Plumb Hill Fields issues; input from Facilities and Technology Committee; town warranted the contract; were promised cost of living increase every year but now done by town; meeting with Capital Improvements Committee; school related Capital projects in Town budget; \$95,000 deferred; Town takes care of outside; need conversation with town; sidewalks are safety issue; making reduction; collaboration with Region 6 sharing pool costs; food service with Plymouth and Region 6; improvements in Food Service; and changes made after survey done.

### **Superintendent’s Report**

Superintendent Turner reported: survey to be administered on December 12<sup>th</sup>; parents have choice for student to not participate; alternative schedule for those students; technology survey completed will bring it to Facilities and Technology Committee and have action plan brought to Board; meeting with Greenwoods; cyber safety last month; survey results discussed; mental health

issues; anxiety and depression; develop flyers; wellness alternative; plans to do one workshop every month; how to get students involved; have joint workshops; department coordinators met; discussed goals; meet next week; full day PD in February; have coordinators involved in planning; grades 6-12 participate in survey; results tabulated; presented to CPP committee; second time doing this; 6<sup>th</sup> grade participating this year; exit interviews are offered; and interview can be done with person of own choosing.

**Old Business** – none.

**New Business**

a. Out of State Field Trip

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve the Out of State Field Trip to Six Flags New England on May 5, 2017 as presented.

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

b. Continuous Improvement Plans.

**Ms. Della Volpe** presented an outline of the High School Continuous Improvement Plan including the following: Introduction and Purpose; Mission for LPS; student learning objective; student learning indicator; description of school; leadership teams at school; student progress indicators; SAT requirements; strategies; Dean of Student input; Graduation cohort; meet every four weeks with seniors at risk; students in Legacy program; talent management; and organizational systems.

Board members discussed: how hard to meet 1<sup>st</sup> 2 goals; how much improvement as opposed to maintenance; variability higher; graduation rate 100%; no improvement with 60% goal; goal to meet or bring as far as can go; possible raise to 75% not just 60%; issues with students falling behind on studies; difficult to achieve 75%; goals set in Litchfield usually set high; Litchfield not satisfied with lower goals; in right direction; need to look at low end; what do for students that excel; and personal guarantee that all students achievement 60%.

**Ms. Kubisek** presented an outline of the Middle School Continuous Improvement Plan including the following: Mission Statement; teams; CARE Team, Support Team; SRBI; Booster Club; Smarter Balance' scores; MS phenomenon; 7<sup>th</sup> Grade Math Goals; 8<sup>th</sup> Grade Math Goals; improving scores in English/Language Arts; Social Studies through Language Arts; improved student scores in Science; stakeholder feedback goal – parents; Leadership Practice Goal – Professional Learning and School Culture and Climate.

**Ms. Murphy** presented an outline of Intermediate School Continuous Improvement Plan including the following: Introduction and Purpose; Our Philosophy statement; Mission Statement; Vision and Mission; goals; Reading goals; Math goals; contributing to positive environment; communication with parents; and professional learning opportunities.

**Mr. Ammary** presented an outline of Center School Continuous Improvement Plan including the following: District Mission Statement; Introduction and Purpose; CS Mission Statement; information about CS; Leadership Teams; progress indicators; writing goals; reading goals; positive choices; professional responsibilities; and teacher leadership; student safety and social/emotional well-being; communication to Litchfield stakeholders; and conclusion.

Board members discussed: how measure well-being; parents not in building to observe; input from survey; academic goals; expectations always higher than previous year; some goals subjective; polling teachers needs to be formal; teachers gain input; and measuring goals.

**Ms. Haggard** presented an outline of Department of Special Services Improvement Plan including the following: support the district; Introduction and Purpose; Mission Statement; background; LEA requirements; PPT development; related services; occupational and physical therapy; speech and hearing services; gifted program; summer program; transition services; student support services; school counselors; psychologists; social and health; school counseling department; SRBI team; school health services; social workers and psychologists; areas to focus for 2016-2017; social emotional learning curriculum; educational benefit through IEP/SRBI process; specifically in reading; and least restrictive educational environment.

Board members discussed: need for TAG; need for support for the average student; use of community college classes; need to apply on time; students in middle sometimes left out; issues with TAG in CS, IS and MS; no enrichment classes; kids need to be challenged and engaged; referrals for students; social worker and psychologist in support of students.

Superintendent Turner reported that her outline will be done at the next meeting and thanked the administrators for their effort in completing this new process which will be revisited in the spring.

Board members discussed: like the process; next retreat could have Board goals aligning with this process; directly related to students; external feedback is missing; survey in spring and survey will help in process.

c. Tuition Student.

MOTION made by Mr. Clock and seconded by Mr. Pavlick: to approve the request from Mr. and Mrs. Wheeler to enroll their child as a freshman at LHS beginning December 12, 2016 as requested.

Board members discussed: tuition higher at the high school because more services offered; any outside costs; no transportation; no Special Ed; could reevaluate; tuition rate could be adjusted according to needs of student; and if expulsion, district where student resides is responsible.

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

### **Committee Reports**

Curriculum, Programs and Personnel - none.

Facilities and Technology Committee - Mr. Bongiorno reported that the committee met and discussed with the Capital Committee the proposed projects: phone system; fiber optic line between schools; conference tables and stairway treads.

Finance Committee - none.

Policy Committee – Policies reviewed and will be presented next.

### **Policies**

- a. New Policy
  - i. #3520.13 Student Data Protection and Privacy/Cloud-Based Issues - Board consensus was to bring to Facilities and Technology committee for input and information.
- b. First Readings
  - i. Policy # 3541.1 Eligibility for School Transportation – no changes made. Return at next regular BOE meeting for Second Reading.
  - ii. Policy # 5131.1 Bus and Van Conduct– no changes made. Return at next regular BOE meeting for Second Reading.
  - iii. Policy # 5131.6 Alcohol Use, Drugs and Tobacco – no changes made. Return at next regular BOE meeting for Second Reading.

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to move to Executive Session at 9:15 p.m. to discuss a Personnel Matter.

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. Clock; Mr. Falcetti; Mr. Pavlick; and Mr. Shuhi.

Litchfield Board of Education Meeting, December 7, 2016

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Invited to attend were Superintendent Tuner and Mr. Fiorillo.

Returned to public session at 9:19 p.m.


MOTION made by Ms. Carr and seconded by Mr. Shuhi: to approve the Memorandum of Agreement with the Litchfield Education Association.

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 9:22 p.m.

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

Respectfully submitted,



Donald Falcetti, Secretary

Joanne Bertrand, Recording Secretary