

**LITCHFIELD BOARD OF EDUCATION**  
**REGULAR MEETING**  
**OCTOBER 3, 2012**

A regular meeting of the Litchfield Board of Education was held on Wednesday, October 3, 2012, 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, Falcetti, Katzin, Shuhi and Waugh.

Also present were: Dr. Wheeler; Mr. Lathrop; Mr. Zaremski; Ms. Della Volpe; Ms. Murphy; Ms. Turner; Ms. Kubisek and members of the public.

Approve Minutes

MOTION made by Ms. Carr and seconded by Mr. Waugh: to approve the minutes of the regular meeting of September 19, 2012 with the following corrections; on page 3063 in the first paragraph, change “,” to “;” after gavel, “broadcast athletic events” should say “broadcast of athletic,” and on page 3064 the last paragraph, “indicators” should state “indicator.”

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

Approve Payment of Invoices

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve the payment of invoices for 2012-2013 as required.

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

Public Comment and Correspondence

- a. PTO – Ms. Moore reported that the first meeting was held on September 27<sup>th</sup> and the first fundraiser, a fall family dinner, will be held on October 26<sup>th</sup> from 5:30 to 7:00 p.m. STPC- none
- b. Student Council – none
- c. Other public comment – none
- d. Correspondence - none
- e. Administrators’ Report
  - Mr. Zaremski reported on a handout from the State of Connecticut, Substitute House Bill No 5353 and highlighted the updates to procedures in Special Education.

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- Ms. Murphy reported- parent conferences October 10, 11 and 12; good turnout at open house; success of new Science program; and thanks to the Board for supporting the position.
- Ms. Della Volpe reported- recent blood drive; successful first dance; college night; financial aid night; jazz band schedule; peer mediation training for peer educators; and open house rescheduled to October 10<sup>th</sup>.
- Ms. Turner reported – parent conferences on October 10, 11 and 12; Constant Contact used to inform parents.

Superintendent's Report

- a. CABA/CAPSS conference information. Dr. Wheeler encouraged Board members to attend with her.
- b. 2012-2013 Enrollment Figures - numbers are decreasing since September; students moving to other states, private schools; home schools; and out of country; birth rate numbers far below projections; enrollment decline and retirements will play a role in developing the budget.
- c. Transfer of funds – resolution needed to transfer funds from the Board of Ed to the Board of Selectmen. Dr. Wheeler provided suggested language for a resolution that would meet the needs of both district and town.

Board members discussed the following: documents provided to Selectmen; language agreed on by both Boards; credit and debit process; appropriation and expense; and State statutes.

MOTION made by Mr. Bongiorno and seconded by Mr. Katzin: to approve the transfer of \$1,060,000 to the Town of Litchfield to support the relocation of custodial functions to the town inclusive of \$854,244.70 to be directly transferred and \$205,755.30 to be included as expenses paid during the first quarter of the 2012-2013 fiscal year and to be removed from the Board of Education's account effective on town approval.

MOTION carried. All votes were in the affirmative except Ms. Carr who voted in the negative. There were no abstentions.

Committee Reports

Curriculum, Programs and Personnel - Ms. Fabbri reported that the committee met on the September 20<sup>th</sup> and discussed the following: grading process review; teacher and

principal assessment plan; honor roll criteria; need to put the Honor Roll discussion on the full Board agenda; E books; need to have hardcopy of text; summer work on curriculum; long term sub for Art class; and status of new Spanish program.

Facilities and Technology - Mr. Bongiorno reported that the committee met on September 17<sup>th</sup> and discussed: developing requests for technology with rationale; electronic books; and possible switch of meeting dates with Finance Committee and facilities utilization as a future agenda item.

Board members discussed the following: how to assess whether technology is improving students' education; technology and curriculum; BYOD issues; feedback and data; need for longitudinal data; well received by teachers and students; use of technology to accomplish classroom tasks and BYOD provides transition for student to student tutoring.

Finance Committee - Mr. Shuhi reported that the committee is scheduled to meet on September 22<sup>nd</sup>, and will considering switching with Facilities and Technology for next year.

Policy – the committee met on September 19<sup>th</sup> and reviewed the policies that have been sent to the BOE for First Reading at this meeting.

### Policies

- a. Second Reading – Policy # 5118 Non-Resident Attendance

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to approve Policy # 5118 Non-Resident Attendance.

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

- b. First Reading – Policy # 5121 Examination/Grading/Rating. No changes needed. Return for second reading at next Board meeting.
- c. First Reading – Policy # 5123 Retention. Remove last paragraph and change policy revision/rewritten notation. Return for second reading at next Board meeting.
- d. First Reading – Policy # 5124 Reporting to Parents. No changes needed. Return for second reading at next Board meeting.

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MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to adjourn the meeting at 7:55 p.m.

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

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