

LITCHFIELD BOARD OF EDUCATION
REGULAR MEETING
JUNE 18, 2014

DRAFT

A regular meeting of the Litchfield Board of Education was held on Wednesday, June 18, 2014, at 7:00 p.m. in the High School Library Media Center.

Present were: Mr. Simone, Chair; Ms. Carr; Ms. Fabbri; Ms. Rosser; Messrs. Bongiorno, Clock, Falcetti, Shuhi and Waugh.

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

MOTION made by Ms. Carr and seconded by Mr. Falcetti: to add to the agenda VIII f. a discussion on a resolution to enter into an agreement into a tax exempt financing with the town.

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

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to add to the agenda under old business as VII a. a discussion on the superintendent search process.

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

Mr. Simone presented Dr. Wheeler with a personalized golf club and golf balls and a Litchfield sports jacket to Mr. Zaremski in recognition of their retirement.

Board members held a brief reception for Dr. Wheeler and Mr. Zaremski.

Proclamation Presentation

Dr. Joseph Cirsuolo, Executive Director, Connecticut Association of School Superintendents, presented a proclamation to honor and commend Dr. Wheeler for her many years of dedicated service to the children in Connecticut and for making a difference in the lives of students.

Approve Minutes

MOTION made by Ms. Carr and seconded by Ms. Fabbri: to approve the minutes of regular meeting of June 4, 2014 with the following corrections: on page 3263, the 3rd motion, correct the spelling of "Nutirition" to "Nutrition," on page 3264, change spelling of "Glandar" to

“Glander,” on page 3266 add (.) to B in “Susan B Anthony”; change “.5 FTE” to “.4 FTE”; correct the page numbers after 3266; on what should be page 3268 under Finance Committee add as follows “MS assistant swim coach as required by state, and assistant crew coach needed for safety issues since enrollment is so high.”

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. Waugh: to approve the payment of invoices on Accounts Payable warrant dated 6/19/2014 in the amount of \$211,137.62.

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

Public Comment and Correspondence Communication

- a. STPC – none.
PTO – Ms. Stone reported: executive session last Thursday; keep same officers; updates in Constant Contact; and luncheon for bus drivers last thing to do.
- b. LHS Student Council- none.
- c. Other Public Comment
 - Ms. Morgan commented on the question of the town taking over the business portion for the Board.
 - Ms. Stone commented on the question of the town taking over the business portion for the Board.
 - Ms. Wilson commented on the question of the town taking over the business portion for the Board.
 - Mr. Shuhi commented that this is the first time the Board has heard this.
 - Mr. Bongiorno commented that hopefully the town will talk to the Board about any possible changes before rumors start.
 - Mr. Waugh commented that the business manager’s job is so extensive and necessary for the schools.
- d. Correspondence
 - Thank you note from Dr. Wheeler for the clock received at the retirement dinner.
 - Pamphlet from CAFE Summer Leadership Conference.
 - A copy of an article from “Science America” regarding note-taking on devices.
 - Facilities Committee updating OCR visits from the state.
- e. Administrators’ Reports
 - Ms. Murphy reported: upcoming 6th grade moving up at 6 p.m.; and thanks to Board, parents and community for a great year.

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- Ms. Della Volpe reported: successful spring fling activity on Tuesday; thanks to Ms. O'Neil and Ms. Johnson; 27 teams, 200 kids participated; donations from Friendship Baptist Church and Lyons Club; and graduation at 6:00 p.m. at the Warner on Saturday, June 21, 2014.
- Ms. Turner reported: upcoming moving up for 3rd grade at 1:30 p.m.; all plays successfully completed; Flag Day celebration inside; opportunity to say good-bye to Dr. Wheeler; kick off summer reading program; book room to be opened occasionally during the summer; volunteer tea on Monday and thanks to the PTO for all that they did.
- Mr. Zaremski reported: final PPTs in process; 207 meetings; 23 new referrals; thank you to Sherri Irwin for her clerical efforts; congratulations to Melissa Orr who graduated from Highlander Academy; Region 7 shared services; CJR graduations on the 27th; and Wizard of Oz play at CJR.
- Ms. Della Volpe reported on behalf of the administrators: pleasure to work in this system with Dr. Wheeler and Mr. Zaremski; like breaking up a family; and think back on very successful careers.

Superintendent's Report

- a. Educator Evaluation Data: Panorama Parent and Staff Surveys – distributed and discussed the following: evaluation needed for goal setting; 10% on administrator's summative evaluation based on results; significant reduction in participants; some responses went up some stayed close; need for administrators to talk with faculty regarding responses; and to set goals for next year.

Board members discussed: need for student input; need to work closely with staff; plan going forward; input from Curriculum, Programs and Personnel; and concerns that a small sample parent group responded at high school.

- b. Dr. Wheeler thanked the Board, students, parents, faculty and administration for the opportunity to serve in such a great community; and it is a pleasure and honor to serve in such a stellar school district.

Old Business

- a. Superintendent Search Process - Mr. Pandiscio reported on the following: need to meet with Board in July; need to set salary; informing public; advertising issues; numbers met at focus groups; detailed schedule for the process; timing involved to have someone Jan. 1st; approve name change for his company to "Avon Superintendent Search Consultants;" DRG salaries to compare; salary ranges; Board to meet on July 16th; need to schedule Executive Session and outline of the process so far to the Board at the next meeting.

New Business

- a. Authorize Superintendent to submit all state and federal grant applications.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to authorize the Superintendent to submit all state and federal grant applications (Consolidated grants; IDEA; Adult Education; Titles I, II, IV, V; Perkins; Technology; BESB; Special Education; Excess Cost; Transportation; E-Rate; etc.) as necessary to meet the required submission dates.

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

- b. Recommendation to Hire

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve Nada Noujaim for the position of classroom teacher at Center School.

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

- c. STEM Club at LIS

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: to approve a STEM Club at LIS.

Board members discussed: category F on pay schedule; will meet after school; staffed by faculty; already in budget; possible charge for students; look at funding from activities in budget but not active; Robotics Club involvement; and making connections with kids.

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

- d. 2013-2014 Gifts, Grants and Bequests Report

Board members discussed: Mr. Healy's donation is annually; awarded to support acting, theater or drama in our schools in memory of Roberta; and total of our donations \$23,287.55.

- e. 2014-2015 LEED Plan Adoption

Dr. Wheeler distributed the latest Litchfield Educator Evaluation and Development Plan (LEED) and discussed: one overreaching goal; needs to be adopted before school year starts; 2 big changes reviewed; and did submit to State BOE.

Board members discussed: need for plan to have student input; how educating effectively; student experience in classroom; how to guide and supervise teachers; students need to have place in process; number of informal observations has changed; need to follow state plan; need to identify teachers quickly who need support; need to include high school students who are graduating; input before seniors leave; and possible questionnaire before leaving.

f. Resolution to Enter into Agreement with Town for Tax Exemption

WHEREAS, the Litchfield Board of Education (the “Board”) wishes to purchase computers and peripherals for educational purposes (the “Equipment”); and

WHEREAS, it is beneficial to pay for such Equipment over a period of four (4) years under a tax exempt financing arrangement.

NOW THEREFORE, BE IT RESOLVED, that the Board requests the Town of Litchfield (the Town”) to enter into tax exempt financing on its behalf for the purchase of, said Equipment.

FURTHER RESOLVED, that the Town shall finance the Equipment under a tax exempt purchasing agreement with a total payment amount not to exceed \$67,500 which shall have a term not to exceed four (4) years (the “Tax Exempt Purchase Agreement”) with payments to be made annually in advance.

FURTHER RESOLVED that the Board currently maintains a line item budget for this expense in the 2014-2015 budget year and shall pay the full amount of the lease cost.

FURTHER RESOLVED, that the Board shall maintain that line item for a period of four years and shall pay the full amount of this obligation each year until fulfilled.

FURTHER RESOLVED, that the Superintendent of the Board, if required, be authorized to negotiate the terms of and execute and deliver the tax exempt financing and any related documents on behalf of the Board with the Town and to take all actions necessary and proper to carry out the purchase of the Equipment and the execution and delivery of the tax exempt financing and any related documents.

MOTION made by Mr. Waugh and seconded by Mr. Bongiorno: to approve the tax exempt financing with the town as presented in the Resolution.

MOTION carried. All votes were in the affirmative. Ms. Carr abstained.

Committee Reports

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

Facilities and Technology - Mr. Bongiorno reported that the committee met and discussed the following: broken lights issue; ball field status; complaints on the stanchions; security list; cameras; Dell update; IBM issues; damage to devices issues; 6th

grade devices for math program; purchasing laptops; damage on laptops; 90 damaged devices; 4 Smart Boards for L.I.S.; docking stations needed; wireless program issues; possible need for computer lab; need for computers in lab to go to CS and LIS students; having spare pools for students who need a device; computers sat idle in labs; distribution of tablets to CS and 180-190 tablets.

Mr. Waugh reported the Scholarship Committee awarded 34 scholarships in the amount of \$270,000 total to the district.

Mr. Simone thanked Dr. Wheeler and Mr. Zaremski for their dedicated years of service to our schools.

MOTION made by Ms. Carr and seconded by Mr. Bongiorno: To adjourn the meeting at 8:45 p.m.

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

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