

**DRAFT**

**REGULAR MEETING – POLICY COMMITTEE**

**Litchfield Board of Education**

**Thursday, September 15, 2011, District Office Conference Room, 6:30 p.m.**

A regular meeting of the Litchfield Board of Education Policy Committee was held on Thursday, September 15, 2011 at 6:30 p.m. in the District Office Conference Room.

Members Present: Ms. Carr (chair), Ms. Rosser and Mr. Falcetti.

Also Present: Mr. Katzin

MOTION made by Mr. Falcetti and seconded by Ms. Rosser: to approve the minutes of the regular meeting of June 16, 2011.

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

**Communications** – none

**Public Comment** – none

**Old Business** – none

**New Business**

- a. Policy # 4119.0 Duties of Personnel/Job Descriptions – use the CAFE policy. Send to BOE for review.
- b. Policy # 4119.1 Teacher – take out “after school” in #3 of responsibilities; change “Study” to “Professional Learning”; in #1 take out “themselves informed” and add “stay current”; take out “thought” and add “theories”; in #2 take out “obtain and keep” and add “maintain”; take out “Changes in Grouping” and add “Degree Changes”; first and second paragraphs rewritten; and take out “Increments” section. Send to BOE for review.
- c. Policy # 4119.2 Guidance Counselors – return to Policy Committee for further review.
- d. Policy # 4119.3 School Nurse – return to Policy Committee to further examine Specific Duties #4; under Evaluation remove work year.
- e. Policy # 4120 Athletic Coaches – no changes. Send to BOE for review.
- f. Policy # 4121 Substitute Teachers – will utilize the Old Saybrook policy sample. Need to define “privileges and benefits.” Return to Policy Committee for further review.

- g. Policy # 4126 Consultants – add paragraph “The Superintendent shall keep the Board of Education apprised of the hiring of any consultant providing services for the district.” Send to BOE for review.
- h. Policy # 4127 Practice Teachers – will utilize CAFE policy with amendments which include renaming the policy to Student Teachers. Send to BOE for review.

**Future Agenda Items** - none

MOTION made by Ms. Rosser and seconded by Mr. Falcetti: to adjourn the meeting at 7:53 p.m.

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

Respectfully Submitted  
Donald R. Falcetti  
Board of Education