

**REGULAR MEETING – FACILITIES AND TECHNOLOGY COM.**

**Litchfield Board of Education**

**Monday, December 21, 2009, District Office Conference Rm., 6:30 p.m.**

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Approved 3/15/2010

A regular meeting of the Litchfield Board of Education Facilities and Technology Sub-Committee was held on Monday, December 21, 2009 at 6:30 p.m. in the Intermediate School District Office Conference Room.

Members Present: Mr. Shuhi (chair), Mrs. Fabbri. Mr. Falcetti was absent.  
Also Present: Dr. Wheeler, Messrs. Simone, Katzin, Buccitelli, and Crowe.

MOTION made by Mrs. Fabbri and seconded by Mr. Shuhi: to approve the minutes of the regular meeting of November 16, 2009.

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

**Communications** – None

**Old Business:**

- a. Continued Discussion regarding Intrusion Alarm System: The representative from the company could not attend. Item will be placed on next agenda for meeting on January 19, 2010 (this is a Tuesday meeting date due to Martin Luther King, Jr. Day on 1/18).

**New Business:**

- a. E-Mail Communications: Need to make staff and Board of Education members aware of retention laws for e-mail communications. Dr. Wheeler will send a letter to staff regarding email communications. IT audit is complete (Bloom Shapiro town/BOE auditing firm) and communication has been received by Mr. Buccitelli. Retention practices will be clarified.
- b. Data Collecting: Discussed cost associated with data collection; maximize what data collection tools district currently has; define what data is being collected and how it is processed, retrieved and used.

Committee noted Capital Budget – Kiln at LHS/LIS left in budget; all other items were cut. Diseased and damaged trees need to be taken down around new parking lot area.

**Technology Update:** None at this time.

**Strategic Plan Discussion:** Meeting with Mr. Petricone will be held on Monday, January 11, 2009 at 7 p.m.

**Future Agenda Items:** Intrusion Alarm System.

MOTION made by Mrs. Fabbri and seconded by Mr. Shuhi: to adjourn the meeting at 6:50 p.m.

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

Respectfully Submitted  
Betsy Fabbri  
Board of Education