A special meeting of the Litchfield Board of Education was held on Thursday, February 21, 2018, at 7:00 p.m. in the Litchfield Center School gym.

Present were: Ms. Carr, Chairperson; Mr. Clock; Mr. Falcetti; Mr. Morosani (via phone); Mr. Pavlick; Mr. Shuhi; Mr. Simone; and Mr. Terzian.

Absent was: Ms. Stone.

Also present were: Superintendent Turner; Mr. Fiorillo; Ms. Haggard; Ms. Della Volpe; Ms. Deltano; Dr. Pascento and members of the public.

**Payment of Invoices**

MOTION made by Mr. Pavlick and seconded by Mr. Clock: approve the payment of FY 2018-19 invoice on Accounts Payable warrant # 2019-15 dated 1/16/2019 in the amount of $140,923.87; warrant # 2019-16 dated 2/6/2019 in the amount of 201,986.29; warrant #2019-17 dated 2/20/1019 in the amount of #321,940.35; approve payment of FY 2018-19 invoices on Food Service warrant dated 1/16/2019 in the amount of $6,509.25; warrant dated 2/6/2019 in the amount of $6,270.19; and warrant dated 2/20/2019; in the amount of $7,855.03.

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

**Public Comment and Correspondence Communications**

a. STPC – none.
   PTO – none.
b. LHS Student Council – none.
c. Litchfield Prevention Council – Mr. Waugh reported: updates on Project Purple; and updates on new game type fundraiser.
d. Litchfield Education Foundation – none.
e. Other public comment.
f. Correspondence-
   ➢ Thank you note from Ms. Kubisek for a gift for her recovery.
   ➢ Thank you note from Mr. Pavlick for a gift for his recovery.
   ➢ Email from Stacy Morgan re: Superintendent’s forum.
g. Administrators’ Report –
   ➢ Ms. Haggard - from 2/5/2019 student achievement; collaboration on early release day; care grant team updates; suicide prevention curricular; QPR for grades 7-12 in the spring; culture; network care team; question persuade respond; training for K-6; communication; updating on web page technology; K-8 counseling brochure; Greenwoods parent’s forum; collaboration with Litchfield Prevention; Council
programs on vaping; transition placements for students; resources; budget finalization; and grant preparation details.

- Ms. Deltano - from 2/6/19 student achievement; reading writing and math units; meeting student needs; 100th day celebration; donations made to charities; culture; AOK school wide support program; expectations for behavior; 5th fire drill completed; communication; updating with parents; including learning charts; grade 1 invited guests; snuggle up and read program; read aloud day on Feb 13th; update on literacy volunteers; preschool program updates; Kindergarten Ready, Set Grow program updates.

- Dr. Pascento - from 2/6/19; student achievement; update on NAEP assessment on March 4th; assess in math and reading; all school reading of The Wild Robot; LEF spelling bee 2/12; grade 6 second advisory meeting; counseling lessons with Mrs. Tesch; culture; new PE/Health teacher; raffle for pillars of character; student council activities updated; PTO sponsoring assembly on mindfulness; tools for schools committed started; updates on scheduling committee with staff involvement; communication; communication blasts; contacts with classroom newsletters. Emails and phone calls; resources; budget submitted.

- Ms. Kubisek - none.

- Ms. Della Volpe - from 2/6/19; student achievement; school to career update; art department trip to Hartford Art School; course selection process updates; 12 students going to China during spring break; LHS families hosting Chinese exchange students; culture; updates on Acts of Kindness club; National Honor Society updates; Open Door Soup Kitchen updates; communication; midyear conferences updates; and updates on parent goals.

- Mr. Fiorillo - distributed 2019-2020 budget notebooks to the Board.

**Old Business** - none.

**New Business**


Superintendent Turner delivered a presentation and reviewed the following: outlining the entire budget; timing; staff involved; School Agreements; LEA; AFSME; LAA; enrollment history; by school 978 in the past to 893 present; NEASD enrollment projections 2017; PreK-12 to 2027; projected increase to 968; proposed staff adjustments; +1 school psychologist; offset by zero budget impact; 2018-19 information technology reorganization; +1 para to Special Ed department; teachers compared to student enrollment; enrollment decreased, teachers decreased; employee benefits; $4,150,175; health insurance; how reduce cost; other items; one third of total; town pension; withholding, FICA; dental; health insurance trends; health insurance budgets; budget vs. claims; cost per employee; staff reduction; increase opportunities; options to reduce costs; enlarge insurance pool; move to fully insured; raise employee deductibles; switching plan
structures; potential to lower total budget; contractual needs; plant operations; 5%; custodians; maintenance; outside contracts; oil bids; transferred to wages; transportation 1.2%; up 5%; reduction with collaboration with Region 6; transportation map; Special Ed and pupil services 5%; difficult to forecast; lots of variables; state statutes needs; department being creative to reduce costs; information technology; new portable computers for teachers; student devices replacement; smart board needs; other budget needs; outside tuition; district wide services; regular instruction; and thanks to Board for their support and appreciation to administrators, teachers and staff.

Board members discussed: music instruments, cut by Capital Committee; possible to fund instruments by staggering deployment of teacher devices; concerns with insurance needs and costs; more info needed; doing well in Litchfield over the years; input from agent; now normalizing claims; brings us up to where other schools have been; were getting away cheap for years, now paying the price; result of claims; possible pay less if fully-insured; 2.6% for increase; last page on benefits in budget; 5 year historical; put money in fund; town not funding at normal level; contribution based on broker’s estimate; what put in 5 years back; BOE contributions; possible overfunding with Board and possible underfunding with Selectmen; self-insurance not sustainable; difficulty getting 5% increase; right for kids; solve insurance models; need to go back and find possible reductions in the budget; possible savings for fully insured plan; possible special meeting needed; need to see what is in the budget; most budgets come in at 2.5%; need to study book; issues with keeping the status quo; better at 3, to 3 1/2%; need to include instruments; need to solve insurance costs; possible keep at 5%.

Board members agreed to meet after the Community Conversation Wednesday, February 27th at 7:30 p.m.

b. Curriculum Facilitator Work Update.

Superintendent Turner presented a demonstration on “Rubicon Atlas” including the following: 9 teachers facilitating the work; met Dec., Jan., and Feb. for 2 hours; completed courses to date; public site; curriculum mapping; only option to open; filtered by school; by subject; essential questions; content; skills; assessments and standards; resources; collaboration needed; time and effort; curriculum facilitator work on all levels; vertical alignment conversations; work in all buildings; teachers expected to use it; pre K to 12; will be on website; worked with Atlas; essential question; content; skills; learning activity; differentiated instruction; resources; and great work on the part of the facilitators and teachers.

Superintendent’s Report

Superintendent Turner distributed her report and discussed: student achievement; mid-year goal conferences with teachers; reflection and next step; mid-year goal conferences with administrators; culture; building a positive culture; mindfulness activities; increase positive
student behavior; communication; district newsletter; community conversation scheduled; resources; budget presented this evening thanks to teachers; administrators and staff.

**Committee Reports**

**Finance** - Mr. Simone reported that the committee met and discussed the budget process and will meet again on March 4th.

**Curriculum, Program and Personnel** - Mr. Clock reported that the committee met and discussed the following; preschool enrollment numbers reviewed for the past 3 years. Updated numbers for 2019-20 presented. Gifted and Talented pilot program at LIS discussed.

**Facilities and Technology** - Mr. Shuhi reported that the committee met and discussed the following: update on technology budget; update on facilities budget.

**Ed Advance** - None.

**Ad Hoc Technology** – Mr. Clock reported that the final report is being prepared for the Board.

**Policy Review**

a. First Reading
   i. Policy # 5125 Student Records: Confidentiality and Access to Student Records – return to BOE for second reading at next regular meeting.
   ii. Policy # 5141.21 Administering Medications – return to BOE for second reading at next regular meeting.
   iii. Bylaw # 9222 Resignation/Removal from Office/Censure – changes made. Return to BOE for second reading at next regular meeting.
   iv. Bylaw # 9272 Code of Conduct on Data Use – return to BOE for second reading at next regular meeting.

b. Second Reading
   i. Policy # 4212.42 Drug and Alcohol Testing for School Bus Drivers

Board consensus was to change the Policy name to Drug and Alcohol Testing for School Bus Drivers/Student Transportation Vehicle Drivers.

**MOTION made by Mr. Clock and seconded by Mr. Simone:** to approve Policy # 4212.42 Drug and Alcohol Testing for School Bus Drivers/Student Transportation Vehicle Drivers as amended.
MOTION carried. All votes were in the affirmative. There were no abstentions.

ii. Policy # 5144.1 Physical Restraint/Seclusion/Exclusionary Time Out

MOTION made by Mr. Clock and seconded by Mr. Falcetti: to approve Policy # 5144.1 Physical Restraint/Seclusion/Exclusionary Time Out as amended.

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

c. Rescind

i. Policy # 5160 Protective Holding/Physical Intervention

MOTION made by Mr. Terzian and seconded by Mr. Falcetti: to rescind Policy # 5160 Protective Holding/Physical Intervention as presented.

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

MOTION made by Mr. Simone and seconded by Mr. Falcetti: to move to Executive Session at 8:30 p.m. to discuss:

a. Personnel Matter: Superintendent’s Mid-Year Goal Update

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

Executive Session

Present were: Ms. Carr; Chair; Mr. Clock; Mr. Simone; Mr. Terzian; Mr. Falcetti; Mr. Shuhi; and Mr. Pavlick.

Superintendent Turner was invited to attend.

Returned to public session at 8:45 p.m.

MOTION made by Mr. Simone and seconded by Mr. Clock: to adjourn the meeting at 8:46 p.m.
MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully submitted,

Matthew B. Terzian, Secretary
Joanne Bertrand, Recording Secretary