A regular meeting of the Litchfield Board of Education was held on Wednesday, July 18, 2018, at 7:00 p.m. in the LHS Library-Media Center.

Present were: Ms. Carr, Chairperson; Ms. Stone; Mr. Clock; Mr. Falcetti; Mr. Morosani; Mr. Pavlick; Mr. Shuhi; Mr. Simone; and Mr. Terzian.

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

Board members held a reception to welcome Ms. Lisa Deltano as the new L.C.S. principal.

Approval of Minutes

MOTION made by Mr. Simone and seconded by Ms. Clock: to approve the minutes of the special meeting of August 14, 2018 as submitted.

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

MOTION made by Mr. Simone and seconded by Mr. Shuhi: to approve the minutes of the regular meeting of August 15, 2018 with the following corrections: page 3744 capitalize Warrant in the motion to add III d.; on page 3745 capitalize State in Ms. Haggard’s report and Town at the bottom of the page; and capitalize State at the bottom of page 3746.

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

Payment of Invoices

MOTION made by Mr. Morosani and seconded by Mr. Pavlick: approve the payment of FY 2018-19 invoice on Accounts Payable warrant # 2019-04 dated 9/6/2018 in the amount of $136,212.36.

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.
d. Litchfield Education Foundation – none.
Litchfield Board of Education meeting, September 5, 2018

e. Other public comment.
   - Ms. Tenney commented: issues with Capstone program as it stands now and aligning it with Board goals.
   - Ms. Kuegler commented: issues with Capstone program as it stands now and aligning it with Board goals.

f. Correspondence-
   - Email from Diane Wilson re: CREC action plan questions.
   - Email from Mary Lou Kuegler re: Capstone course changes.
   - Email from Jodiann Tenney re: Concerns about Capstone Change.
   - Email from Aislinn MacMaster re: Learning for the 21st Century through Brigham Young University.
   - Email from Sabrina Spelman re: Capstone Requirement.

g. Administrators’ Report –
   - Dr. Pascento reported: successful 6-day rotation of specials; adjusting to new schedule; 4th grade transition went well; mindset period will grow; chorus and band updates and first successful fire drill.
   - Ms. Kubisek reported: melting with weather; great transition from 6th grade to 7th grade thanks to Dr. Pascento; mindset working well; course sign up for extras; sports meeting soon; L.M.S. play auditions held; “Emma;” and Curriculum Night next Thursday.
   - Ms. Della Volpe reported: thanks to Len Fasano for all the work completed; meetings for opening day with all classes; 2 students go to Wamogo and 6 come to Litchfield; device plans done; and thanks to Board members who participated in the convocation for opening day.

Board would like input from students who attend Wamogo at end of semester.

   - Ms. Deltano reported: successful opening; transition smooth; and focus on academics.
   - Ms. Haggard reported: great transition; update on community collaboration; input from parents; grant updates over next two years; plans with resources; and students in good shape.
   - Mr. Fiorillo reported: on page 3745 item g change Dr. Pascento.

Old Business – none

New Business

a. Tuition Waiver Requests.

   MOTION made by Mr. Falcetti and seconded by Ms. Stone: to approve tuition waiver requests from Mr. & Mrs. Gervais and Ms. Bouthilier for their children to attend L.C.S.
MOTION carried. All votes were in the affirmative. There were no abstentions.

b. Tuition Student Request.

MOTION made by Mr. Clock and seconded by Mr. Pavlick: to approve the request from Ms. Khadija Hayari to have her child attend L.M.S. as a tuition student.

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

c. Out of State Field Trip – Concord and Salem, MA.

MOTION made by Mr. Simone and seconded by Mr. Pavlick: to approve the Out of State Field Trip on October 12, 2018 to the American Experience in Concord and Salem, MS.

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

d. Out of State Field Trip – Stockbridge, MA.

MOTION made by Mr. Falcetti and seconded by Ms. Stone: to approve the Out-of-State Field Trip on October 26, 2018 to Norman Rockwell Museum in Stockbridge, MA.

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

e. Recommendations to Hire.

MOTION made by Mr. Clock and seconded by Mr. Falcetti: to approve Kristy Santiago, Spanish teacher; Maria Souza Hogan, Spanish teacher and Kristle Rodriguez, Math teacher as presented.

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


Board members discussed: input from Jodi and Jill; aging musical instruments; risers updated; grant requirements; funding commitment to yearly budget; keep investments up to date; concerns with Board limited to budgeting a year at a time and not for future budgets; need for replacements; similar to PC’s; useful life but not infinite; $126,000 total grant amount; donation from Music Parents and St. Anthony’s; and estimate $5,000 each budget year.
MOTION made by Mr. Terzian and seconded by Mr. Morosani: to approve the Seherr-Thoss grant as presented and in Board budget, include $5,000 yearly.

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

g. Senior Capstone Project.

Superintendent Turner reviewed the Capstone including: last year had staff assigned to student to teach Capstone; this year zero budget, so had to eliminate staff to teach; students not assigned to teachers; $75,000 cut; move to different model; State requirement will be implemented in 2023; mandatory with Board’s policy; investigating online programs; broad spectrum of programs online; input from Finance Committee; 74 seniors enrolled; $300 per student; and possible other options besides online.

Board members discussed: possibly hire staff to teach during Capstone period; possible mentors used; up to 18 students enrolled in class; act as liaison in class; some could choose to do online; timing issue; contract issues; possibly delay for this year; send back to Policy; 5 more years out for the State requirements; teach as a class; increase in hours; 18 students with 18 different ideas; possible 6th assignment; done during flex; possible after school activity; last year grouped 9 – 12 in class; 1 to 10 ratio is best; 18 too large for class; issues with duties for teachers; need for more in-depth studies; need to align with curriculum and handbook; is graduation requirement now; need for robustness; not as robust as should be; don’t have resources to offer; teacher led; used Brigham Young in past; not ideal; can’t go back like last year; need for creativity and expressiveness; real creative projects; some have been published; input from the State; mandatory project for students from 2018; State changed to 2023; some students might like online program; need to look at policy; not all 74 students might want to do Capstone; could suspend policy; could students have an option; have 25 credits for graduation requirement now, could change to 24; possible uncertified teacher; develop scope and sequence; look at curriculum; 2 periods for Capstone now; bring back to fix and get it right; need plan for this year; take time to make adjustments; could take Wamogo offerings; traditional Capstone offering; online offering; could include volunteering; suspend concept of Capstone; could take elective class instead; could take nothing; students have choices; limits in Wamogo choices and need to notify parents.

MOTION made by Mr. Simone and seconded by Mr. Falcetti: to reduce the graduation requirements for Capstone and eliminate as a graduation requirement.

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

h. Annual Report.

Superintendent Turner and the administrators presented the Litchfield Public Schools
District Improvement Plan including: 2017-2018 update; results on goals; purpose of continuing improvement plan; district mission; BOE Goals relationship; Goal #1 Student Achievement; L.C.S., student data; Language Arts data; ELA data in reading; Math growth; NWEA Math growth report 100%; L.I.S.: LA writing; teacher collaboration; 5 PDs; Writers Workshop; elaboration; pleased with project; Math in 6th grade; algebraic expression; L.A. data, NWEA; DRP scores; met benchmarks; Smarter Balanced assessment; 4th grade show growth; L.M.S.: Math results; L.A. results; Special Ed focus on Math; 8th grade teachers; Smarter Balance goal met; 7th grade caught students up; continue Math levels; possible new text; teachers happy with text; L.H.S.: 100% participation; relevant; Capstone for State 2023; scores based on met/not met; no grades; different for every student; students met levels of mastery; Special Ed; look at many data points; reportable data; cohort group; subgroups; 100% show growth except one; NWEA growth for students; percentage demonstrating growth in Math; same in Reading; NWEA scores; info discussed in grade level meetings; and look at individuals.

Board members discussed: reading level measures; writing pieces; have pretest; growth to pass test; composites; what expect to see; need past years’ data to see; benchmarks in writing; math assessments; fall and spring assessment; how show growth over time; first time used; 85% reading; grade level benchmarks; use of BAS; majority of students make 25; Columbia rubric; 7th grade Math issues; set by teacher; how assigned to standards; do assessments thoroughly; curriculum alignment; Smarter Balanced assessments; tracking students; 8th grade assessments; improvements made; target students; is meeting goals; below 70; Glencoe text book; and 2 different levels of Math.

Board goal # 2 culture: L.C.S.: CT domain; use 2nd step program; Keys to Character; guidance counselor input; teacher taught program; very successful; 98.6% don’t require tier II or III; behavior consistent; post survey data; good in past years. L.I.S: met 3 times; teachers and counselors involved; stakeholders; drills held; second step program; kindness developed; mindset program; pillars of character; Keys of Good Character; 4th grade transition complete; and take seriously. L.M.S.: domain of social and emotional security emphasized; have more variety of people to talk to; parents involved; second step program; unit of students involved; parent communication regarding goals; goals at end of unit; successful communication throughout; parent input. L.H.S.: survey data; emphasize social needs; focus group of students; where are at this time; awareness efforts; introduce assessments in spring; compatible data. Special Ed; bus referral data reduction; structured environment; student participation; kindness program; bullying down by 66%; and small district advantage.

Board members discussed: where feel safe in data info; issues or non-issues; feeling successful; Second Step alignment; take initiative in classes; common language in curriculum; teach kids to identify and feel safe; awareness issues and vigilance.

Board goal # 3 communication: L.C.S.: multi ways of communication; well beyond skills; newsletters; culture emails; Twitter; Bloomz; quick and effective; have good means of communication; especially at elementary level. L.I.S.: weekly communication; have letters sent;
projects used; From Principal’s Desk updates; PTO and LEF involved; backpack buddies; not one complaint regarding communication; parents did not feel uninformed; type of communication impressive. L.M.S.: varied ways; website updated; newsletters; pictures in classrooms; School Messenger; backpack buddies; progress reports sent; monthly Booster Club minutes; classrooms for students; great progress; and new ideas for next year. L.H.S.: parent feedback; website used; number of different programs to include parents and students; Wi-Fi linked; and different ways to communicate. Special Ed; have school parent connection; address needs for parents; reach out to parents before PPT’s; give info in advance; 100% communication in some way; parent needs; possible conferences; input from Greenwoods partnership; need to follow up on data; communicate with parents or guardians; monthly parent workshops; 6% of parents participate; and hope more will come this year.

Board members discussed: how many parents come out; community engagement; have great participation; numbers participating; proactive programs; and input from Greenwoods and Prevention Council.

Goal # 4 Resources: highest number of pre-school applications; 51; pilot program for gifted at L.I.S.; parent workshops; inclusion with Region 6; bussing opportunities; bidding process; fuel oil co-op; bidding process; business opportunities; health insurance possibilities; educational advantages for teachers; Mr. Fiorillo input; sharing transportation; input from Selectmen and Finance; and tech audit done.

Board members discussed: enrollment numbers; 892 this year 921 last year; numbers in each school; and what numbers do we budget for projected or actual.

**Superintendent’s Report**

Superintendent Turner reported on the following: annual report above.

**Committee Reports**

**Finance** - Mr. Simone reported that the committee met and discussed possible choices for insurance programs and met with First Selectman regarding $600,000 and self-insurance fund.

**Curriculum, Program and Personnel** - Ms. Stone reported that the committee will meet on the 13th.

**Facilities and Technology** - Mr. Shuhi reported that the committee met on the August 20th and discussed updates on summer projects; from IT and facilities; did site walk; projects finished; what to do in fall.
Ed Advance - Ms. Stone reported next meeting Oct. 3rd where a changing model will be done and Board members should try to attend.

Technology - Did meet to discuss technology.

Policy Review

a. First Reading

i. Policy # 4112.52/4212.52 Criminal History Record Information (CHRI) – policy was reviewed. Return to BOE at next regular meeting for second reading.

ii. Policy # 4118.22/4218.22 Drug Free Workplace – return to Policy Committee for further review.

iii. Bylaw #9270 Conflict of Interest – policy was reviewed. Return to BOE at next regular meeting for second reading.

iv. Bylaw #9311 Formulation, Adoption Amendment of Policies and Bylaws – bylaw was reviewed. Return to BOE at next regular meeting for second reading.

b. Second Reading

i. Policy # 1250 Visits to Schools.

   MOTION made by Mr. Clock and seconded by Mr. Falcetti: to approve Policy # 1250 Visits to Schools as amended.

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

ii. Policy # 5118 Non-Resident Attendance.

   MOTION made by Mr. Simone and seconded by Mr. Falcetti: to approve policy # 5118 Non-Resident Attendance as amended.

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

iii. Bylaw # 9312 Board Responsibilities.

   MOTION made by Mr. Simone and seconded by Mr. Falcetti: to approve Bylaw # 9312 Board Responsibilities as amended.

   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 9:21 p.m. to discuss the Superintendent’s Contract.

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

Executive Session

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

Returned to public session at 9:46 p.m.

MOTION made by Mr. Pavlick and seconded by Mr. Morosani: to approve the Superintendent’s Contract.

MOTION carried. Ms. Carr; Mr. Clock; Mr. Falcetti; Mr. Simone; Mr. Pavlick; and Mr. Terzian voted in the affirmative. Mr. Shuhi; Ms. Stone; and Mr. Morosani voted in the negative.

MOTION made by Mr. Simone and seconded by Mr. Falcetti: to adjourn the meeting at 9:56 p.m.

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

Respectfully submitted,

Matthew B. Terzian, Secretary
Joanne Bertrand, Recording Secretary