

LITCHFIELD PUBLIC SCHOOLS  
BOARD OF EDUCATION MINUTES  
June 10, 2021

1. Call to Order: The Board of Education meeting, held in the Litchfield Intermediate School Auditorium and via teleconference was called to order at 7:00 p.m. by Mr. Terzian.

Members present: Mr. Terzian, Chair, Mr. Clock, Vice Chair, Mr. Malo, Secretary, Mr. Morosani, Mr. Shuhi, Ms. Reardon, Ms. Stone, Mr. Pavlick, and Mr. Falcetti. Also present: Mr. Leone, Superintendent, Mr. Fiorillo, Chief Financial Officer, Mr. Sattazahn, Chief Operating Officer, Mrs. Kennedy, Chief Academic Officer, Ms. Della Volpe, Principal Litchfield Middle & High School, Mr. Pascento, Principal Litchfield Intermediate School, Mrs. Deltano, Principal Litchfield Center School, Mr. Valerio, Dean of Students Litchfield High School, and Ms. Haggard, Director of Pupil Services.

2. Pledge of Allegiance

Mr. Terzian invited everyone to stand and recite the Pledge of Allegiance.

3. Points of Pride

Mr. Leone opened by commenting he had hoped to begin the *Points of Pride* by recognizing Judge Charles Gill. Judge Gill attended the May meeting and awarded some amazing artists in the district with personalized marker drawings and a monetary gift. Judge Gill was to recognize additional students this month though unfortunately, he has some health concerns and is unable to attend. The district asks you keep Judge Gill in your thoughts and prayers for a rapid recovery.

Mr. Leone invited Mrs. Kennedy to the stage to recognize the remaining art award recipients. They are Quinn Stickney, Kaitlynn Kenna, Jenna Sobek, Avery Dyer, Katharine Orr, and Sophia Williams.

Followed by the art awards was recognition of the *ASAP! Celebration of Young Writers*. These recipients are Alana Budrewicz, James Lunt, Lillian Perkel, and Ailyn Tiul.

As part of the “*1 Book, 2 Districts*” initiative and in conjunction with the Oliver Wolcott Library, the following students were recognized for their short stories submissions. They are Malin Adams, *Untitled*, Timothy Hunter, *Today I Became Famous*, and Veronika Joas-Cullen, *Molly*. In addition to the award certificate, student’s work will be published and each will receive a personal bound book of the short story submissions.

Mr. Leone recognized and thanked Sarah Bolton, outgoing PTO Vice President and Caroline Wilcox Ugurlu, outgoing PTO President.

The winner of the *2 Districts, 1 Bee* contest, Sophie Reynolds of Litchfield Intermediate School was recognized.

CABE Leadership Awards are given to students who take on challenges, have the capability to make difficult decisions, have concern for others, the ability to understand issues clearly and the ability to honor a commitments. The CABE Leadership Award recipients are Alan Budrewicz, Zajan Crapo, Timothy Donovan, and Olivia Terzian.

Mr. Leone closed by introducing Principal Lisa Deltano who honored Litchfield Center School retiree Donna Maraia.

4. Approval of Minutes

a. Review the minutes of the regular meeting of May 13, 2021

Mr. Pavlick made a motion to approve the regular meeting minutes of May 13, 2021. Ms. Stone seconded the motion. The motion passes unanimously.

Before *Public Comment*, Mr. Leone reported he has correspondence from Bette and Jerry Geci to Mr. Terzian commenting on the worthiness of the Waste Reduction – Pilot Program proposed by Mr. Sattazahn that is on the agenda for later in the evening. Mr. Leone shared copies of the correspondence with the Board of Education members.

5. Public Comment

None

6. Superintendent's Report

a. Enrollment Report

Mr. Leone requested the Board view page 3 of the report, specifically to look at enrollment for grade 8. He went onto say there is a proposal on the Board agenda to partner with the Winchester Public Schools to take in no more than 10 students as incoming freshmen for a tuition fee. Why is this important? Enrollment declines from grade 8 to 9 as the district loses students to private schools, to OWTS, and the Wamogo AgriScience program. This agreement allows for the district to backfill those seats lost at no additional costs to taxpayers, and 50% of the tuition returned to the Town of Litchfield. The agreement also calls for full reimbursement of any special education costs for students, Winchester Public Schools would handle the student lottery selection and student transportation.

b. Finance Report

District revenue stands at \$19,744,390, in excess of the adopted budget; \$260k from ESSER, CRF, Seherr-Thoss grants, and \$56k in Excess Costs (Special Education). Unaudited Contingency currently stands at \$363,690. It is expected, post audit, a contribution of \$180k will be made to the non-lapsing account, bringing the account above \$300k in two years.

c. Personnel Report

Mr. Leone reviewed the June Personnel Report reviewing the vacancies of a School Resource Officer (LHS), Information Technology Specialist (Shared), Paraprofessional Aide (LCS), and an internal vacancy of a grade 3 elementary teacher. Also noted were the resignations of an LHS teacher and IT Manager.

d. Central Office Reorganization

Mr. Leone reviewed the Central Office Reorganization. Highlights of the presentation include the addition of an Assistant Superintendent with a focus on collaboration, oversight of Principals, policies, and procedures to name a few. Mr. Leone also reviewed key focus areas of the Chief Academic Officer and Chief Operations Officer.

## 7. New Business

### a. Limited Tuition Agreement between Litchfield Board of Education and The Winchester Board of Education - Approval

Mr. Morosani made a motion to approve the Limited Tuition Agreement between Litchfield Board of Education and The Winchester Board of Education. Mr. Malo seconded the motion. The motion passes unanimously.

### b. Approval of Shared Job Descriptions

- i. Assistant Superintendent
- ii. Curriculum Coordinators

Mr. Pavlick made a motion to approve the Shared Job Descriptions, i. Assistant Superintendent and ii. Curriculum Coordinators. Mr. Clock seconded the motion. The motion passes unanimously.

### c. Approval of renewal of Shared Services Agreements with Regional School District No.6

- i. Superintendent
- ii. Assistant Superintendent
- iii. Chief Academic Officer
- iv. Chief Operations Officer
- v. Human Resource Manager
- vi. Information Technology Manager
- vii. Administrative Assistant
- viii. Administrative Assistant/District Liaison

Ms. Reardon made a motion to approve the renewal of Shared Services Agreements with Regional School District No. 6, items i. through viii. Mr. Malo seconded the motion. The motion passes unanimously.

### d. Appointments

- i. Assistant Superintendent
- ii. Litchfield High School
- iii. Litchfield Intermediate School

Mr. Falcetti made a motion to approve the appointment of Kristen Della Volpe as the Assistant Superintendent. Mr. Malo seconded the motion. The motion passes unanimously.

Mr. Pavlick made a motion to approve the appointment of Dr. Michael Pascento to Principal of Litchfield High School. Mr. Shuhi seconded the motion. The motion passes unanimously.

Mr. Malo made a motion to approve the appointment of Michael Valerio to Principal Litchfield Intermediate School. Mr. Morosani seconded the motion. The motion passes unanimously.

### e. Tuition Rate for 2021-2022

Ms. Reardon made a motion to approve the Tuition Rate for 2021-2022. Mr. Clock seconded the motion. The motion passes unanimously.

f. Waste Reduction – Pilot Program

Ms. Stone made a motion to approve the Waste Reduction – Pilot Program. Mr. Malo seconded the motion. The motion passes unanimously.

g. Capital Work Transfer – June 2021

Ms. Stone made a motion to approve the Capital Work Transfer – June 2021. Mr. Morosani seconded the motion. The motion passes unanimously.

g. Budget Transfer

Ms. Stone made a motion to approve the Budget Transfer. Mr. Malo seconded the motion. The motion passes unanimously.

g. Evaluation of Superintendent

Mr. Morosani made a motion to approve the Evaluation of Superintendent. Mr. Pavlick seconded the motion. The motion passes unanimously.

In addition to the evaluation, Mr. Falcetti, Ms. Stone, and Mr. Terzian were highly appreciative and complimentary of the work Mr. Leone accomplished for the district in the two years he has been a Shared Superintendent.

8. Old Business

None

9. Committee Reports

Ms. Stone provided an update on *EdAdvance* commenting they held a ribbon cutting ceremony for the Connecticut Work Space building.

Mr. Clock had nothing new to report as the last meeting was held on May 22<sup>nd</sup> whereby he reported the district is fiscally strong and was prepared for the town budget vote on May 20, 2020. The budget passed by unanimous vote.

The Curriculum, Programs, and Personnel update was provided by Ms. Reardon where she shared the committee-reviewed end of year activities, discussed the 2021-2022 Reopening Plan, heard some exciting news regarding the Summer Fest program for LPS and RSD6 students, and closed with an update that the *Litchfield Pride* will have an alumni feature in the next edition.

Mr. Shuhi reported on the Facilities and Technology Committee. Topics covered were the IT reorganization, a capital project update and the plan of action for the LCS playground.

10. Policy Reviewa. Recommendation to Rescind

- i. Policy 2000.1 Board-Superintendent Relationship
- ii. Policy 2121 Line of Responsibility
- iii. Policy 2131 Superintendent of Schools
- iv. Policy 2221 Administrative Councils and Committees

b. First Reading

- i. NEW-Policy 1324 Soliciting Funds from and by Students
- ii. Policy 1340 Access to School procedures and Materials
- iii. NEW-Policy 2111 Equal Employment Opportunity
- iv. Policy 2130 Job Descriptions for Certified Personnel
- v. NEW - Policy 2151 Appointment of Administrative and Supervisory Personnel
- vi. Policy 2210 Administrative Powers
- vii. Policy 2231 Policy and Regulation System

c. Second Reading

- i. Bylaw 9327 Electronic Mail Communications
- ii. Policy 112 News Media Relations
- iii. Policy 1120 Board of Education Meetings
- iv. Policy 1212 School Volunteers
- v. Policy 1212 Form – Volunteer Information Form and Waiver of Liability
- vi. Policy 1330 Use of School Facilities
- vii. Policy 1330 Regulation – Use of School Facilities
- viii. Policy 1330 Form – Public Use of Facilities Request
- ix. Policy 1700 Possession of Firearms or Weapons on School Property
- x. Policy 4149/4249 Responsible Use of Technology, Social Media, and District Network Systems

*Mr. Pavlick requested a motion to aggregate and approve 10a. Recommendation to Rescind Items i.-iv. Mr. Clock made a motion to aggregate and approve 10a. Recommendation to Rescind Items i.-iv. Mr. Malo seconded the motion. The motion passes unanimously.*

*Mr. Pavlick requested a motion to aggregate and approve 10c. Second Reading Items i.-x. Mr. Clock made a motion to aggregate and approve 10c. Second Reading Items i.-x. Mr. Shuhi seconded the motion. The motion passes unanimously.*

11. Adjournment There being no further business to come before the Board, **Mr. Pavlick made a motion to adjourn. Mr. Morsani seconded the motion. The motion passes unanimously.** The meeting adjourned at 8:12 p.m.

Respectfully submitted,  
Christine Escobar  
Secretary, pro-tem