

LITCHFIELD PUBLIC SCHOOLS  
SPECIAL BOARD OF EDUCATION MINUTES  
July 8, 2021

- I. Call to Order: The Special 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. Morosani, Mr. Shuhi, Ms. Reardon, Ms. Stone, Mr. Pavlick, and Mr. Falcetti. Also present: Mr. Leone, Superintendent, Mr. Sattazahn, Chief Operating Officer, Mrs. Kennedy, Chief Academic Officer, and Mrs. Deltano, Principal Litchfield Center School.

- II. Pledge of Allegiance

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

- III. Points of Pride

Mr. Leone recognized Kathryn Germano, Catherine Pennell, and Renee Quesnel as the July Points of Pride recipients; recognizing the AOK Club for their community support and altruistic spirit demonstrated by the video they created for the caregivers at Charlotte Hungerford Hospital.

- IV. Approval of Minutes

- a. Review the minutes of the regular meeting of June 10, 2021

Mr. Clock made a motion to approve the regular meeting minutes of June 10, 2021. Mr. Morosani seconded the motion. The motion passes unanimously.

- b. Review of the minutes of the special meeting of June 19, 2021

Mr. Shuhi made a motion to approve the special meeting minutes of June 19, 2021. Mr. Clock seconded the motion. The motion passes unanimously.

- V. Public Comment

None

- VI. Superintendent's Report

- a. 2020-2021 Finance Report

Mr. Leone commented the revised revenue projection for the 2020-2021 budget is \$19,744,00 with contingency currently at \$363,690. Should this number hold after reconciling the budget, the district is looking at \$180k+ to be placed in the capital fund. The audit of the 2020-2021 budget will begin in late summer. Once the audit is complete and there is a firm contingency number, the district will request 50% of that amount from the town to be placed in the capital fund.

- b. 2021-2022 Finance Report

Mr. Leone reviewed the 2021-2022 budget commenting on a change to adjusted revenue of \$78,890 primarily driven by outside tuition from the agreement with Winchester Public Schools. Mr. Leone also commented revenue does not include funds from ESSER II or ESSER III. There are no changes to expenses resulting in contingency currently at \$78,890.

- c. Personnel Report

Mr. Leone reviewed the July Personnel Report commenting on vacancies for a School Resource Officer at Litchfield High School and Kindergarten teacher for Litchfield Center

School. New Hires include a shared IT Specialist and an Instructional Aide at Litchfield Center School. There is a resignation of a building substitute and four internal transfers.

## VII. New Business

### a. Approval of Shared Accounting Manager Job Description with Regional School District No. 6

Ms. Reardon made a motion to approve the Shared Accounting Manager Job Description with Regional School District No. 6. Mr. Morosani seconded the motion. The motion passes unanimously.

### b. Approval of Lease with Town of Litchfield and Litchfield Volunteer Ambulance

Mr. Pavlick made a motion to approve the Lease with the Town of Litchfield Volunteer Ambulance. Mr. Morosani seconded the motion. Mr. Clock abstained. The motion passes.

### c. Staying Open (2021-2022) Presentation

Mr. Leone presented the *Continued Opening of Schools (2021-2022)* and addressed questions from the Board of Education members. The *Continued Opening of Schools* plan will be updated as further guidance and direction are received from the state. The plan can also be found on the district website.

### d. ESSER III/ ARP

Mr. Leone discussed the ESSER III/ARP grants when providing the financial update earlier in the meeting.

### e. Healthy Food Certification - Minutes

Ms. Stone made a motion to approve both the language for the healthy food option and the language for combined food and beverage exemptions. Mr. Morosani seconded the motion. The motion passes unanimously.

#### *Motion language for healthy food option:*

Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

#### *Motion language for combined food and beverage exemptions:*

The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer

practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

f. Workgroup on Collaboration Recommendations – Presentation and Discussion

Mr. Leone presented the Workgroup on Collaboration Recommendations and answered questions from the Board of Education members.

g. Acceptance of Workgroup on Collaboration Recommendations

Mr. Morosani made a motion to accept the Workgroup on Collaboration Recommendations. Ms. Stone seconded the motion.

Discussion ensued. Mr. Leone addressed further questions from the Board of Education members.

Mr. Terzian called for a vote on the motion to accept the Workgroup on Collaboration Recommendations. The motion passes unanimously.

h. Action on Public Hearing on Workgroup Recommendations and Potential Referendum Question.

Mr. Leone requested the Board of Education members establish a date for a Public Hearing on the Workgroup Recommendations and Potential Referendum Question. Discussion ensued.

Ms. Stone made a motion to hold a public hearing on the Workgroup Recommendations on August 26, 2021, at 7:00 p.m. in the Litchfield Intermediate School auditorium. Ms. Reardon seconded the motion. The motion passes unanimously.

VIII. Committee Reports

Mr. Shuhi provided an update regarding the Facilities and Technology committee that met earlier in the evening. The topics reviewed were the summer capital projects and facility work, discussed a proposal for a new shed at the baseball field, received an update on summer technology work, discussed the new website, and the lease of the second floor at Litchfield Intermediate School. Future agenda items include a review of the technology ticket system and follow-up on the security audit.

Mr. Clock reported the Finance Committee also met earlier in the evening and discussed the 2021-2022 budget and ESSER III/ARP grants. Mr. Clock closed by commenting that Mr. Leone is doing a great job.

IX. Policy Review

a. Recommendation to Rescind

- i. Policy 3230.1 Federal Grants and Awards Administration (Federal Fiscal Compliance)
- ii. Policy 3280 FORM – Gifts, Grants, and Bequests
- iii. Policy 3313 Local Purchasing
- iv. Policy 3313.1 Regulation – Local Purchasing
- v. Policy 3440 Inventories
- vi. Policy 3517 Regulation – Security of Buildings and Grounds
- vii. Policy 3520.13 Student Data Protection and Privacy/Cloud-Based Issues

- viii. Policy 3523.11 Unmanned Aerial Systems (Drones)
- ix. Policy 3523.11 Regulation – Unmanned Aerial Systems (Drones)
- x. Policy 3524.2 Regulation – Green Cleaning Program
- xi. Policy 3533 Employee Bonds
- xii. Policy 3541.5 Regulation – Transportation Safety Complaints
- xiii. Policy 3541.5 Form 1 – Transportation Inquiries and Complaints
- xiv. Policy 3541.5 Form 2 – Bus Conduct Report
- xv. Policy 3541.6 Regulation – Bus Accident Management (Local)
- xvi. Policy 3542.31 Free or Reduced-Price Lunches
- xvii. Policy 3542.33 – Food Sales by Students-Others
- b. FIRST Reading
  - i. PENDING LEGAL – Policy 3000 Concept and Roles
  - ii. PENDING LEGAL – Policy 3110 Budget
  - iii. PENDING LEGAL – Policy 3240 Tuition Fees
  - iv. NEW – Policy 3250 Materials-Service Fees, Charges
  - v. PENDING LEGAL – Policy 3260 Sale and Disposal of Books, Equipment and Materials
  - vi. PENDING LEGAL – Policy 3280 Gifts
  - vii. Policy 3310 Purchasing Guides
  - viii. NEW – Policy 3320 Purchasing Procedures
  - ix. PENDING LEGAL – Policy 3323 Bid Requirements
  - x. NEW – Policy 3324 Contracts
  - xi. PENDING LEGAL – Policy 3434 Periodic Audit
  - xii. Policy 3450 Monies in School Buildings
  - xiii. NEW – Policy 3453 School Activity Funds
  - xiv. PENDING LEGAL – Policy 3434 Periodic Audit
  - xv. PENDING LEGAL – Policy 3516 Safety
  - xvi. PENDING LEGAL – Policy 3517 Security of Buildings and Grounds
  - xvii. PENDING LEGAL – Policy 3524.1 Pest Management-Pesticide Application
  - xviii. Policy 3524.2 Green Cleaning Program
  - xix. NEW – Policy 3532.1 Liability Insurance
  - xx. PENDING LEGAL – Policy 3541 Transportation
  - xxi. Policy 3541.1 Eligibility for School Transportation
  - xxii. PENDING LEGAL – 3541.2 Safety – Hazardous Conditions
  - xxiii. PENDING LEGAL – 3541.3 School Approved Trips
  - xxiv. PENDING LEGAL – 3541.5 Transportation Safety Complaints
  - xxv. PENDING LEGAL – 3542 Food Service
- c. SECOND Reading
  - i. Policy 1324 Soliciting Funds from and by Students
  - ii. Policy 1340 Access to School Procedures and Materials
  - iii. Policy 2111 Equal Employment Opportunity
  - iv. Policy 2130 Job Descriptions for Certified Personnel
  - v. Policy 2151 Appointment of Administrative and Supervisory Personnel
  - vi. Policy 2210 Administrative Powers
  - vii. Policy 2231 Policy and Regulation System

Mr. Pavlick requested a motion to aggregate 9a. *Recommendation to Rescind Items i.-xvii.*  
Mr. Clock made a motion to aggregate 9a. *Recommendation to Rescind Items i.-xvii.* Ms. Stone seconded the motion. The motion passes unanimously.

Mr. Pavlick requested a motion to approve *9a. Recommendation to Rescind Items i.-xvii.* Ms. Reardon made a motion to approve *9a. Recommendation to Rescind Items i.-xvii.* Ms. Stone seconded the motion. The motion passes unanimously.

Mr. Pavlick requested a motion to aggregate *9c. Second Reading i-vii.* Mr. Shuhi made a motion to aggregate *9c. Second Reading i-vii.* Mr. Clock seconded the motion. The motion passes unanimously.

Mr. Pavlick requested a motion to approve *9c. Second Reading i-vii.* Ms. Reardon made a motion to approve *9c. Second Reading i-vii.* Mr. Morosani seconded the motion. The motion passes unanimously.

- X. Adjournment There being no further business to come before the Board, Mr. Clock made a motion to adjourn. Mr. Shuhi seconded the motion. The motion passes unanimously. The meeting adjourned at 8:27 p.m.

Respectfully submitted,  
Christine Escobar  
Secretary, pro-tem