Litchfield Board of Education
Regular Meeting Minutes
October 13, 2022

1. **Call to Order** The Board of Education meeting held at Litchfield Intermediate School and via teleconference was called to order at 7:01 p.m. by Mr. Terzian.

   Members present: Mr. Terzian, Chair, Mr. Clock, Vice Chair, Mr. Malo, Secretary, Ms. Stone, Mr. Breslin, Ms. Reardon, Ms. Murphy, and Mr. Shuhi. Also present: Mr. Leone, Superintendent, Ms. Della Volpe, Assistant Superintendent, Mr. Sattazahn, Chief Operating Officer, Mr. Robillard, Accounting Manager, Dr. Pascento, Principal Litchfield High School, Ms. Haggard, Director of Pupil Services, Ms. Deltano, Principal Center School, Ms. Smith, K-12 Humanities Coordinator, and Mrs. Hodges, LPS & RSD6 District Liaison.

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

3. **Points of Pride**
   Mr. Leone recognized Dale Staub as the October Points of Pride recipient who donated 15 copies of the *Lord of the Rings* – Book 1 to the Litchfield Intermediate School library in memory of her son Charles Staub Jr. Mr. Leone went on to share the *Lord of the Rings* was Charles’ favorite book and it gave him an appreciation of right and wrong. Charles had a fascination with history and profound respect for fairness and justice that led to him becoming an accomplished lawyer in Houston. Ms. Staub was unable to attend the meeting but is appreciative of the acknowledgment and thanks the Board of Education.

4. **Approval of Minutes**
   a. **Review the minutes of the regular meeting of September 8, 2022**
      
      Ms. Reardon made a motion to approve the regular meeting minutes of September 8, 2022. Ms. Stone seconded the motion. The motion passes unanimously.

5. **Public Comment**
   None

6. **Superintendent’s Report**
   a. **2022-2023 Finance Report**
      Mr. Leone reviewed the 2022-2023 Finance Report commenting on no changes on the revenue side. On the expense side Mr. Leone commented on an increase in Learning Programs to provide funds in support the Classes of 2023 through 2026 who were unable to fundraise during the pandemic. He also spoke to an increase in Administration for Health Supplies-student need, and Operations and Maintenance for heating and oil costs and roof repairs. Contingency was reconciled and currently sits at $255,800.

   b. **Personnel Report**
      The Personnel Report noted a number of vacancies that include a Spanish Teacher, School Resource Officer at LCS, Network Systems Administrator, Educational Assistant, Region 20 Project Coordinator, and a Secretary at LIS. There were also two resignations.
c. **Enrollment Report**  
Mr. Leone reviewed the October Enrollment Report.

d. **Region 20 Update**  
Region 20 has passed its Bylaws, Policy Series 1000, shared agreements and approved moving forward with negotiations for a future Superintendent. All Region 20 Committee are formed and in function. A timeline that outlines work to be completed by Region 20 Board has been developed and will be shared with the community on October 20, 2022. Mr. Leone also requested if a Board member plans to attend a Region 20 meeting to please inform him and Mrs. Escobar as the district may need to dual post an agenda based on quorum laws and FOI rules.

7. **New Business**  
   a. **Restructuring Committees**  
      Mr. Terzian commented he had a request from a Board member to shift to the Finance Committee. He further stated if a Board member would like to move to a different committee to please contact him directly, though be cognizant of the number of committee members and not to exceed four members per committee. Mr. Terzian granted the Board member’s request.

   b. **Approval of Region 20 Project Coordinator Position**  
      Mr. Clock made a motion to approve the Region 20 Project Coordinator Position. Mr. Breslin seconded the motion. The motion passes unanimously.

   c. **Board of Education Goals – 2022-2023**  
      Ms. Stone made a motion to approve the Board of Education Goals – 2022-2023. Ms. Reardon seconded the motion. The motion passes unanimously.

   d. **Approval of Budget Transfers (2022-2023) – October**  
      Ms. Stone made a motion to approve the Budget Transfers (2022-2023) – October. Mr. Clock seconded the motion. The motion passes unanimously.

   e. **LPS Board of Education Meeting Dates – 2023 (Second Read)**  
      Mr. Clock made a motion to approve the Board of Education Meeting Dates – 2023 (Second Read). Mr. Breslin seconded the motion. The motion passes unanimously.

   f. **Approval of LHS Parking Lot Project**  
      Mr. Breslin made a motion to approve the LHS Parking Lot Project. Ms. Stone seconded the motion. The motion passes unanimously.

   g. **Approval of Holiday Card**  
      Mr. Leone commented it was time for the Board to select its Holiday card from three options. Discussion ensued.

      Ms. Stone made a motion to accept Option 3. Mr. Breslin seconded the motion. The motion passes unanimously.
h. **Approval of LEA Contract for 2023-2024**

Mr. Leone read aloud the modifications to the 2023-2024 LEA contract. He thanked the members of the Negotiations Committee and thanked the LEA for its collaborative and positive relationship, and the dedication of its members to the students and community.

Ms. Reardon made a motion to approve the LEA Contract for 2023-2024. Mr. Breslin seconded the motion. The motion passes unanimously.

8. **Old Business**

None

9. **Committee Reports**

Mr. Shuhi provided the Facilities & Technology update noting a discussion on security cameras, HVAC grant, LHS parking space project, electric school bus grant, roof repairs, and a legislative update that requires schools to install machines providing free feminine products in girls, boys, and gender-neutral bathrooms for grades 3 and up. An IT update was also received.

Mr. Malo commented there was no Policy Committee meeting this month.

Ms. Stone provided the EdAdvance update commenting she attended the annual meeting and reviewed their fiscal information, their outplacement services investment, and commented positively on Jeffrey Kitching, Executive Director of EdAdvance, the professionalism and leadership of the organization.

Ms. Reardon commented the Curriculum, Programs, and Personnel Committee reviewed the 2022 Legislation Education summary, discussed the Connecticut approved K-3 Reading Curriculum and Screening Programs, and received an update on the Fall After School Enrichment Program.

Mr. Clock shared the Finance Committee met earlier in the evening and discussed heating oil, insurance, 2022-2023 Budget Update, October transfers, per pupil costs, the 2023-2024 Budget Timeline, and received an audit update.

10. **Executive Session**

Mr. Clock made a motion to enter Executive Session and invited Mr. Leone and Ms. Della Volpe. Mr. Breslin seconded the motion. The motion passes unanimously.

Entered Executive Session: 7:38 p.m.

Executive Session Ended: 7:47 p.m.

11. **Adjournment**

There being no further business to come before this meeting, Mr. Clock made a motion to adjourn. Ms. Stone seconded the motion. The motion passes unanimously. The meeting adjourned at 7:47 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem