1. **Call to Order** The Board of Education meeting held at Litchfield Center School and via teleconference was called to order at 7:05 p.m. by Emily Cole.

2. **Roll Call of Board Members**
   Members present: Emily Cole, Chair, John Morosani, Vice Chair, Alexandrea Papp, Secretary, Andrew Tita, Treasurer, Jannelle Carroll, Krista Rizzo, Bill Davenport, Joanne Moore, Christine Lauretano, Rob DeLayo, and Tiffany Parkhouse. Also present: Chris Leone, Superintendent.

3. **Pledge of Allegiance**
   Emily Cole invited everyone to stand and recite the Pledge of Allegiance.

4. **Approval of Minutes**
   a. **Review the minutes of the special meeting of September 1, 2022**
      
      Motion: Krista Rizzo made a motion to approve the special meeting minutes of September 1, 2022. Bill Davenport seconded the motion. No discussion. The motion passes unanimously.

5. **Public Comment**
   None

6. **Board Communication Update**
   Mr. Leone shared that a position for a Project Coordinator dedicated solely to Region 20 has been approved by AFSCME. Mr. Leone thanked Roe Cook and Trisha Johnson for their assistance and support of this position. The job will be posted next week and go to the Litchfield and Region 6 Boards of Education in October.

   Mr. Leone shared three documents relating to Region 20 Board of Education terms; a letter sent to CSDE on August 24, 2022 outlining the terms, a response received from the CSDE on September 1, 2022 stating the Board is out of compliance, and he read aloud the response from the Board to be issued to the CSDE early next week. The response has been reviewed by legal.

7. **Enrollment Update**
   Mr. Leone presented an update on enrollment displaying the 5-year enrollment average by town and the cost share associated. The projection by town enrollment for 2023-2024 was also included. Mr. Leone will continue to update and share this information with the Board. Enrollment is certified and sent to the state as of October 1. The state then certifies enrollment sometime in late October. The district issues final enrollment numbers around November 1.

8. **Presentation**
   a. **Region 20 Timeline – The Road Map 2022-2023**
      Mr. Leone presented the Region 20 Timeline – The Road 2022-2023. This presentation mapped out, by committees, key activities and actions to be
accomplished from now until June in order to keep the Board on track for Region 20 rollout on July 1, 2024.

9. **Action Items**
   9.1 **Approval of RFP for Legal Services**
   
   Motion: Christine Lauretano made a motion to approve Action Item 9.1. John Morosani seconded the motion. No discussion. The motion passes unanimously.

   Mr. Leone commented, with Board approval the RFP will be released and posted to the district website on Monday, September 26, 2022.

   9.2 **Approval of Communication to Community**
   
   Motion: Christine Lauretano made a motion to approve Action Item 9.2. Tiffany Parkhouse seconded the motion. No discussion. The motion passes unanimously.

9.3 **Job Descriptions (First Read)**
   9.3.1 **Superintendent**
   9.3.2 **Assistant Superintendent**
   9.3.3 **Executive Assistant to Superintendent**
   9.3.4 **Human Resources Manager**

   Motion: Christine Lauretano made a motion to approve Action Items 9.3.1 through 9.3.4. Krista Rizzo seconded the motion.

   Discussion: Emily Cole commented on a formatting error on the Executive Assistant to the Superintendent job description. This edit will be addressed before going to the Board for Second Read in October.

   Emily Cole called for a vote on the motion. The motion passes unanimously.

10. **Other Business**
   
   Mr. Leone distributed a memo that summarized many of the aspects covered at the Region 20 Board of Education Retreat held on September 17, 2022.

11. **Executive Session**
   
   Motion: Christine Lauretano made a motion to enter in Executive Session. Bill Davenport seconded the motion. No discussion. The motion passes unanimously.

   Entered Executive Session: 7:37 p.m.
   Exited Executive Session: 8:06 p.m.

12. **Adjourn**
   
   Motion: Bill Davenport made a motion to adjourn. Jannelle Carroll seconded. No discussion. The motion passes unanimously.

   The meeting adjourned at 8:07 p.m.

Respectfully submitted,
Christine Escobar
Secretary – pro-tem