

EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION Tuesday, August 11, 2020 @ 7:00 p.m. Regular Board of Education Meeting

MINUTES

Members Present: Zackary Hayden, Sally Greaves, Mary Ella Luft, Michelle Palumbo, Kim Walker, Don Perreault, Christine Kuehlewind

Absent: Lee Bridgewater, Mike Esposito

Also Present: Interim Supt. Dr. Patricia Charles; Administrators – R. Rose, T. Winch, S. Miller, M. Illinger; L. Wysocki, Business Manager, B. Russell, IT Specialist; T. Cosgriff, Athletic Dir., C. Eichler, PD Coord.

- I. **CALL TO ORDER** – The Regular meeting of August 11, 2020 was called to order at 7:01 p.m. by Z. Hayden, Chair.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS: No acknowledgements**
- IV. **STUDENT REPRESENTATIVE REPORT: No report**
- V. **PUBLIC COMMENT: No Comments**
- VI. **ADMINISTRATOR(S) COMMENTS: No comments**
- VII. **NEW BUSINESS:**
 - A. Annual BOE meeting dates: **MOTION by K. Walker and second by M. Palumbo to approve the BOE meeting dates from February 9, 2021 through January 11, 2022 on the second Tuesday of each month with the exception of April 6, 2021. Vote unanimous.**
 - B. **BOE Goal setting discussion:** BOE members agreed to set a board meeting to discuss setting goals and to also do a Board self evaluation. There was discussion of how to prioritize BOE goals and agreement to use self-evaluation process and the recently completed CABE Leadership Profile as tools with these tasks. How much of this work can get done in regular BOE meetings and what will need to be completed in a separate retreat (ideally in-person) involving BOE self-evaluation still needs to be determined. Z. Hayden will reach out to CABE for recommendations on BOE self-evaluation tools and retreat options.
- VIII. **SUPERINTENDENT'S REPORT**
 - A. Enrollment update: Dr. Charles reported that enrollment numbers are not yet official for the opening of school; however preliminary enrollment shows a drop of about 25 students. Percentages for students choosing Distance Learning: Daisy, 13%, WMS, 12%, and WHS 8.5%.

- B. School Project Updates: Dr. Charles reported that the summer work has been exponentially busy with getting the buildings and rooms compliant relative to COVID mandates, such as moving furniture for social distancing, adjusting ventilation for outdoor air flow, figuring out usable outdoor spaces for tents, replacement of carpeting at the middle school, sanitization, replacement of kitchen hoods, posting of signs, etc.
- C. Opening Days – Convocation and Professional Development Format: C. Eichler was present to talk about professional development activities planned for the week of August 24. Several Teacher Ed Camps are planned, many of which are led by our own teachers and administrators, as well as mandated training for COVID, security, Blood Borne Pathogens, etc.
- D. Distance Learning Survey: B. Russell, IT Specialist, shared a survey he conducted on Distance Learning resulting with a 74% positive rating. The survey involved staff, parents and students, which Mr. Russell pointed out showed remarkable consistency among the groups. Z. Hayden asked that the survey be shared with Board members not in attendance.

IX. OLD BUSINESS

- A. Superintendent Search Update: A document from CAFE was shared showing the timeline for the Superintendent Search. September 4 is the deadline for applications and it is hopeful the Board can be involved in the review of applications the week of September 14.
- B. Policy 4118.237 – Face Masks/Coverings: **MOTION by D. Perreault and second by M. Luft to approve Policy 4118.237 as presented. Vote unanimous.**
- C. Policy 6114.81 – Pandemic/Epidemic Emergencies: **MOTION by D. Perreault and second by M. Palumbo to approve Policy 6114.81 as presented. Vote unanimous.** K. Walker added that due to the nature of these policies related to the pandemic, it was decided to forgo a first reading.
- D. Policy 9120 (BOE Officers); Policy 9221 (Filling Vacancies); 9222 (Resignation of Officers) – First Reading. These three policies, which were revised to prevent overlapping verbiage will be placed on the September BOE agenda for a vote along with the recommendation to delete 9121, 9122 and 9123 which have been merged into Policy 9120 (Officers).

X. CONSENT

- A. Approval of Minutes:
 - 1. July 14, 2020 – Regular Meeting-
 - 2. July 20, 2020 – Special Meeting
 - 3. July 23, 2020 – Special Meeting**MOTION by K. Walker and second by M. Palumbo to approve the minutes of 7/14, 7/20, and 7/23, 2020. Vote unanimous.**

XI. FINANCIAL REPORTS

- A. Review of Check Listings
 - 1. Update of end of year financials 2019-2020 – L. Wysocki reported check runs in the amount of \$123,128.35 on 6/11; \$89,346.91 on 6/25 and \$109,519.69, \$130,477.41, and \$4,665.33 on 6/30.2020. L. Wysocki reported that there will be

one more check run for 2019-2020. She reported COVID expenses thus far at \$201,597.37 for 2019-2020.

2. Review of check listings for July 2020: Checks were reviewed in the amount of \$39, 508.48 on 7/9/2020 and \$76,068.
- B. Insurance Report – May 2020, shows a balance of \$704,734**

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker reported the Policy Subcommittee continues work on policies and will meet again in September.
- B. Long Range Planning – No meeting. Dr. Charles will meet with M. Palumbo for updates.
- C. Insurance- No meeting
- D. Negotiations - S. Greaves reported negotiations are progressing.
- E. Town Energy Ad Hoc Committee – No meeting
- F. PTSO Representatives - M. Luft, Z. Hayden, M. Esposito: No meetings; however it was suggested Board representatives contact PTSO's to help PTSO's explore how they can be helpful resources for parents and kids in navigating school reopening concerns and ensuring good school-community communication and dialogue.

XIII. PERSONNEL

- A. Professional Appointments
 1. Katie Cote – PreK Teacher
 2. Victoria Reynolds – Grade 2 Teacher

MOTION by C. Kuehlewind and second by K. Walker to approve Dr. Charles' recommendation to appoint the above-named teachers beginning with the 2020-2021 school year. Vote unanimous.
- B. Professional Resignation(s)
 1. Stephanie Slonski – Special Education Teacher. **MOTION by C. Kuehlewind and second by M. Palumbo to accept with regret the resignation Stephanie Slonski from her position of Special Education Teacher. Vote unanimous.**
- C. Non-certified Appointments(s): Dr. Charles notified the Board of the following non-certified appointments.
 1. Emily Cody – Paraprofessional – PreK
 2. Ashley Silvestrini - Paraprofessional – Daisy
 3. Kerstin Thomas - PT Custodian
 4. Julio Solis – PT Custodian - MS
 5. Jillian Carr – Special Education Secretary
- D. Non-certified Resignation(s): Dr. Charles notified the Board of the following non-certified resignation.
 1. Jennifer Singleton – Paraprofessional (WMS).
- E. Non-Certified Leave Request(s)
 1. **MOTION by K. Walker and second by M. Palumbo to approve six-weeks of unpaid child rearing leave to Brianna Banach, WMS Secretary. Vote unanimous.**

XIV. ADJOURN: MOTION by M. Palumbo and second by M. Luft to adjourn at 8:27 p.m. Vote unanimous.

Pending BOE approval

