

EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION

Tuesday, November 15, 2022 at 6:30 p.m.

Special Board of Education Meeting

Daisy Ingraham School Cafeteria

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

Absent: Mike Esposito

Also Present: Superintendent Kristina Martineau; Administrators: Ruth Rose, Tara Winch, Matthew Talmadge, Fran Lagace; Technology Director, Ben Russell; BOE Student Representatives Delaney Belcourt and Elliot Koplas; 4TH grade speakers Meleiah Beabien and Connor Riordon

MINUTES

- I. **CALL TO ORDER** – The Special Board meeting of November 15, 2022 was called to order at 6:35 p.m. by K. Walker, Chair.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS**

CABE Board Recognition Award: The Westbrook Board of Education has been awarded the CABE Board Distinguished Leadership Award. This award honors exemplary Boards of Education for their leadership and ability to work together effectively as a team.

RECESS: Daisy School Community Meet and Greet and Tour of Art Room and Innovation Station at the Pit. MOTION to recess by M. Luft and SECOND by M. Palumbo. Vote unanimous.

MOTION to resume regular session at 7:00 p.m. by D. Perreault and SECOND by A. Miesse. Vote unanimous.

BOE members and the HS student representatives complimented the staff and students involved in the creation of the Innovation Station and expressed how impressed they were with the work that has been put into it. They also recognized Meredith Werner for all of the work she has done to revamp and redecorate the Art Room.

IV. STUDENT REPRESENTATIVES REPORT

Delaney Belcourt, Elliot Koplas, WHS Student BOE Representatives, reported on activities at the high school, including: the pie and cookie dough sale and the bake sale at Town Hall on Election Day benefitting the Class of 2023; National Honor Society; Chorus and Band activities including the Veterans' Day assembly at school, the Veterans' Day ceremony on the Town Green, and the upcoming Tree Lighting; the Music Boosters poinsettia sale; School counseling dept. virtual financial aid workshop; Interact Halloween Candy drive for the Ronald McDonald House; overview of the HS fall sports season, including WHS receiving the CIAC Michael's Achievement Cup Award and the Fred Balsamo Sportsmanship Award; the SADD Pajama Drive; the FBLA fundraiser to raise money in order to participate in competitions (accounting, business, etc.); WHS Drama Dept. will be performing *High School Musical* will be on Thursday, Friday, and Saturday of this week; the Chamber of Commerce mtg. was held at WHS and included a tour of the robotics lab.

Meleiah Beabien and Connor Riordon, Ingraham fourth grade students, spoke about activities at Daisy Ingraham Elementary School. Meleiah stated that she enjoys the Innovation Station including the Lego Wall and coding and likes new décor in the art room, and is looking forward to the Art Show. She spoke about the boxes of cereal that were donated to celebrate World Kindness Day and the Cereal Domino Roll that was held. She is excited about winter sing-along and the PTO Holiday Shop.

Connor Riordan stated that he enjoys the Innovation Station, including the Lego Wall, and coding mice. He also likes the updated art room. He spoke about the Veterans' Day assembly, the Book Fair, and Spirit Days. He is looking forward to future Spirit Days.

- V. PUBLIC COMMENT:** Leslie Fuchs, parent, read an email that she sent to the BOE office in October for which she said she did not get a response. She expressed her desire to have Board meetings live streamed. She mentioned that she has seen improvement in the variety of choices in the school lunch menus. She stated that there are rumors of change in structure at the middle school and parents are not able to be at meetings to hear discussions. Colleen Bloom, parent, would like to see Board meetings streamed live. She stated that she works in a district where Board meetings are recorded. She said that the topic of the 5th grade being moved back to Ingraham was mentioned at an Ingraham PTO mtg. Mrs. Bloom expressed concerns about moving Gr. 5 to Daisy. She feels that a lot of what is offered at the middle school cannot be replicated for the fifth grade at the elementary school. She stated that you cannot drastically move a grade, it needs to be a few years down the road and long-term planning is necessary.

VI. ADMINISTRATOR(S) COMMENTS - None

VII. NEW BUSINESS

A. WPS Calendar DRAFT – 2023-2024 discussion – Superintendent Martineau discussed how well 3 Professional Development days and 2 school days work for students at the very beginning of the year. The Friday before Presidents’ Day is being proposed as a potential additional day to extend the winter break a bit longer, but at the same time, not taking any more time from the week of Presidents’ Day. The fact that this day would be one less buffer day for built-in snow days is a consideration. A full day off the day before Thanksgiving is included in the calendar again. Early dismissal days on PSAT days in Oct. are being considered. April break is scheduled earlier, and some Professional Development dates have been changed in order to be more in-line with LEARN regional calendar. The Board will discuss these proposed changes and will revisit this in December.

B. Policies Presented to BOE for a First Reading: The Subcommittee reviewed the following policies and made recommendations for the full board’s review. This is a first reading and these policies will be brought back to the December BOE meeting for a vote.

1. Policies 1230 x 2 (School Connected Organizations), 3280 (Gifts, Grants and Bequests), 3281 (School Fundraisers) and 1324 (Soliciting Funds from and by Students)
2. Policy 3280 – Shipman Policy – Gifts, Grants and Bequests to the District
3. Policy 3515 - Use of School Facility – Recommendation to adopt Shipman Policy as number 3515
4. Policy 3542.43 – Meal Charging Policy
5. Policies 5145.5 and 5145.44 – Rescind and replace with 5145 – Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment - Students

VIII. SUPERINTENDENT’S REPORT

A. Enrollment Update: Superintendent Martineau reported enrollment figures for November of 615 students which includes 4 out placed students PK 39 PK-4 (254 students); WMS (159 students) and WHS (198 students).

1. NESDEC Enrollment Trends and Updated Report: Superintendent Martineau presented Enrollment Projections. This report comes out every November. She stated that Pre-K numbers should stay about the same. K-4 is slightly up this year. It is projected to go down a bit, but then it increases again. WMS has a slight decline coming up, and then the numbers begin to even out. WHS numbers decline each year and even out in 2025-26. She noted that enrollment surprises do occur. Z. Hayden asked about enrollment trends in the high school and Superintendent Martineau stated that programs are being put in place to highlight opportunities in our district in order to retain students. D. Perreault stated that the high school numbers are concerning.

B. Budget Preview and Process Overview: Superintendent Martineau stated that no budget numbers would be provided this evening. Staffing numbers need to be

considered. A survey that was currently in draft form will be sent out this evening to staff and parents via School Messenger. The results of this survey will be shared in December. A budget wish list is being made despite current enrollments. Line by line reviews will soon be completed. A budget workshop will be held on Dec 13, 2022. Budget preparation is being carried out based on current configurations. The relocation of the fifth grade is just a conversation at this time. Superintendent Martineau will share the input given so far with the Board. Grade configurations have not changed in this district in 17 years. The possible reconfiguration of Daisy and WMS is not a reflection of the quality of teachers at WMS. Both schools are very strong and serve and support our students well. The conversation is about what is the best place for grade 5 academically, socially, and emotionally now that space is no longer the primary issue at Daisy.

C. Substitute Teacher Update – Superintendent Martineau thanked the Board for getting daily substitute pay rates increased. We will no longer be using Kelly Services. Instead, securing substitutes will be an internal process. There are people that have an interest in substituting, but they do not wish to be employed by a service. By January, we should be assessing whether or not we need to hire more building subs.

IX. OLD BUSINESS

A. Policies: The Policy Subcommittee reviewed the following policies and presented to the full board for a second reading and vote to approve.

1. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees – Second Reading
2. 5144.4 – Physical Exercise and Discipline of Students (Rescind Westbrook policy and adopt Shipman policy – Second Reading
3. 5000 Series – Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFS) – Second Reading
4. 6146.2 – Policy Addressing Enrollment in an Advanced Course or Program And Challenging Curriculum – Second Reading

MOTION by D. Perreault and SECOND by Z. Hayden to approve the above mentioned policies as recommended by the Policy Subcommittee. Vote unanimous.

X. CONSENT AGENDA

A. Approval of Minutes:

1. Special meeting of October 18, 2022 @ 6:30 pm - *MOTION by Z. Hayden and SECOND by A. Miesse to approve the minutes of the Special Meeting of October 18, 2022 @ 6:30 p.m. MOTION to amend minutes to reflect that A. Miesse participated in the meeting via telephone by D. Perreault and SECOND by Z. Hayden. Vote unanimous.*

2. Special Meeting of October 18, 2022 @ 7:00 p.m. *MOTION by M. Luft and SECOND by Z. Hayden to approve the minutes of the Special Meeting of October 18, 2022 at 7:00 p.m. as presented. Vote unanimous.*

XI. FINANCIAL REPORTS

In the absence of L. Wysocki, Business Manager, Superintendent Martineau reviewed the financial reports for the month and read a few notes that L. Wysocki had provided.

- A. Review of Check Listings: The Board reviewed check listings for October 13, 2022 in the amount of \$170,429.22 and for October 27, 2022 in the amount of \$146,425.34. L. Wysocki reported that there was nothing unusual and that there were no concerns. Any questions that come up should be addressed to Superintendent Martineau or L. Wysocki prior to the December meeting. The purchase order for benefits is being held due to changes that are occurring. There were unanticipated Special Education transportation expenses, but this is nothing to worry about. L. Wysocki is monitoring this and is confident it will be fine.
- B. Budget Narrative/Review of Expenditure Report
- C. Line Item Transfer - None
- D. Insurance Report - Currently showing a balance. We are in good shape right now, better than last year.
- E. HVAC Grant – This application is due December 1. Permission is needed to apply by the Board of Education.

MOTION by D. Perreault and SECOND by M. Palumbo to authorize Superintendent Martineau to move forward to apply for the State HVAC Grant. Vote unanimous.

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker reported that the Policy Committee is continuing to work on the 2000 series. The process of reviewing and updating policies if necessary continues.
- B. Long Range Planning – D. Perreault reported that they discussed the HVAC grant. A. Miesse may possibly replace D. Perreault as Committee Chair.
- C. Fiscal & Budget - Z. Hayden reported that there is a meeting this Thursday at 5:45 p.m.
- D. Teaching & Learning – D. Perreault reported that the committee met last week and they had a wonderful discussion with Angelo Saba, PK-12 Curriculum and Instruction Coordinator. He stated that curriculum in this district is in phenomenal shape under the leadership of Mr. Saba and commended the exceptional curriculum writing done by teachers in this district.
- E. Communications & Marketing – M. Luft reported that the Hall of Fame is being discussed.
- F. Negotiations – D. Perreault reported that the Board of Education settled the contract with the WEA. The Board of Education is happy with the outcome and hopes teachers are happy with it. They are moving on with AFT negotiations next. He stated that it is a tough budget drive because the two groups are settling at the same time. They would like to work on staggering negotiations in the future.
- G. Town Energy Ad Hoc Committee – A. Miesse reported that there is a meeting tomorrow.

- H. LEARN – Z. Hayden reported that he attended the LEARN mtg. and the three main focuses were: a.) difficulty in hiring support staff is widespread, b.) alternative school options in other locations are being looked to determine if they are feasible locally, and c.) trends in children’s mental health. The next meeting is Dec. 8.
- I. PTO Representatives - M. Luft (Daisy) reported that the PTO met on Nov. 10. Superintendent Martineau was the guest speaker and discussed the option of moving Grade 5 back to Ingraham. There was good feedback from both sides. The Holiday Fair is coming up. Gift wrappers are needed. Donations of gift cards for needy families are also needed. Z. Hayden (WMS) reported that he did not attend the last meeting. The WMS PTO had a great spaghetti dinner, and a lot of teachers helped assisted with the event.
- K. Walker (WHS) had nothing to report as the WHS PTO has not met.

XIII. BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT: K. Walker recommended BOE members register for the following workshops if they are able to attend:

- December 6 – 12:00-1:15 pm - Boards Role in Advocacy – this is an important webinar. If you are interested in signing up to attend, please contact C. Lester.
- Wednesday, January 4, 2023 - 2023 Connecticut General Assembly convenes – now is the time to plan our advocacy efforts.
- November 18 and 19, 2022 – CABA/CAPSS Convention: Superintendent Martineau will attend with five Board members. The BOE will receive the CABA Board Distinguished Leadership Award and professional development will be provided.
- The NSBA Annual Conference will take place April 1-3, 2023 in Orlando, FL. She and K. Kuehlewind are interested in attending.
- K. Kuehlewind reported that the CSDE is sponsoring an ELearning Series on Attendance and Engagement for school teams. An informational session will be held for district leadership and BOE’s on Dec 1 from 1:30-3:30 p.m. A three-part series will be held in January. She will forward information along regarding this opportunity.

K. Walker commended the schools on the Veterans Day assemblies that were held on November 11. She reported that it was a wonderful, whirlwind day, and thanked everyone for all they had done to make the day special.

XIV. PERSONNEL: None

XV. ADJOURN: MOTION by M. Palumbo and SECOND by A. Miesse to adjourn At 8:10 p.m. Vote unanimous.

Christine Kuehlewind, Board Recording Clerk

Tiffini Hovey (substitute for C. Lester)

TBA at next meeting

