

**WESTBROOK BOARD OF EDUCATION
Tuesday, January 08, 2019 @ 7:00 p.m.
Regular Board of Education Meeting**

MINUTES

Present: Sally Greaves, Mary Ella Luft, Michelle Palumbo, Don Perreault, Kim Walker, Jackie Lyman, Zachary Hayden

Absent: Lee Bridgewater, Dee Adorno

Also Present: Superintendent Patricia A. Ciccone; Administrators, Taylor Wrye, Ruth Rose, Tara Winch, Madeline Illinger, Special Services Director; Lesley Wysocki, Business Manager; Technology, Ben Russell; Cathy Dowler, Teacher

I. **CALL TO ORDER** – The Regular Meeting of January 08, 2019 was called to order by Vice Chair, Sally Greaves at 7:00 p.m.

II. **PLEDGE OF ALLEGIANCE**

III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS** - No acknowledgements

IV. **STUDENT REPRESENTATIVE REPORT** – Katelyn Wallace reported on school activities including the winter sports activities, Guest speaker, Ryan Hannahan, meteorologist; the December holiday assembly and Spirit Week, upcoming auditions for “Heaven Can Wait”, a tutoring service offered by National Honor Society students, Southern Regional Music Festival; upcoming midterms and a Graduate Panel planned for high school students to help students with their college decisions.

V. **PUBLIC COMMENT:** No comments

VI. **ADMINISTRATOR(S) COMMENTS**

A. One School – One Book: R. Rose and C. Dowler informed the Board of the One-School - One Book initiative at Daisy Ingraham School, which began in support of a family dealing with a child’s life-threatening illness. The chosen book, *The Invisible Boy*, is about kindness and inclusion. Every family at the Daisy Ingraham School will receive a copy of the book and each week a list of questions will be presented for discussion among the children at home and in the classroom. Culminating on the 100th day of school, an event is planned with activities relative to the book. The book will be made available throughout the community with donations to the public and school libraries, Town Hall, etc. It was suggested the book be made available at the Senior Center and Shoreline Middlesex Medical Center. The BOE was also invited to participate in the One School-One Book initiative.

VII. NEW BUSINESS

- A. Policy 5144.1 – Physical Restraint & Seclusion of Students and Use of Exclusionary Time Out – This policy was reviewed by the full board. *The Superintendent recommended the BOE approve policy 5144.1 as presented. Moved by D. Perreault and seconded by M. Luft. Vote unanimous.*
- B. Policy 4151.4 - Professional Leave – This policy was reviewed by the Policy subcommittee and was presented as a First Reading and will be brought back to the February 2019 meeting for approval.
- C. Policy 4133 – Travel Reimbursement – This policy is an adjunct to the Professional Leave policy and was also being presented as a First Reading. This policy will be on the February agenda for BOE approval.
- D. Donation(s)
 - 1. Eversource - \$300: This donation to Daisy was through an anonymous individual from the *Dollars for Doers* Grant Program
 - 2. Exxon Mobil - \$500: This was also an anonymous donation on the part of an individual through Exxon Mobil. *Superintendent Ciccone recommended the BOE accept with appreciation these donations to the Daisy Ingraham School to be used for scholarships. Moved by K. Walker and seconded by J. Lyman. Vote unanimous.*

VIII. SUPERINTENDENT’S REPORT

- A. Enrollment – Superintendent Ciccone reported the January enrollment totals of 689 students Pre-K through 12, which includes 7 out placed students.
- B. Superintendent’s Budget Proposal : Superintendent Ciccone gave a preliminary look at the budget process thus far. She mentioned that budget increases over the past two years have come in below 1%. Superintendent Ciccone noted there are staff increases in this budget in pre-K and EL services. She commented on the work to be done, and that every dollar will be scrutinized. She mentioned mediation for the AFT contract takes place this coming Thursday as there are budget implications inherent in any agreement. There will be a budget workshop in February.
- C. CSDE ON ENDS – Superintendent Ciccone said she has shared with the Wellness Co-Chair the information she has received from the Bureau of Family Engagements on electronic nicotine delivery systems. This vaping issue and the dangers of the chemicals inhaled are part of a growing body of research on the topic of 21st century addictions. This concern will be discussed in student and parent forums.
- D. Governor’s Transition Planning: The Superintendent discussed some of the initiatives made public when the Governor’s Education Policy Transition Team concluded its work in December. The topics of early childhood services and also possible reconfiguration of some small school districts statewide; a subject which she believes will continue to be debated, were among the short and long-term platform goals for the new administration..

IX. OLD BUSINESS

- A. Award of Grounds Maintenance Contract – The Board was informed that Diamond Landscaping submitted the lowest bid for fields maintenance in the amount of \$162,500 (Fields Maintenance) and \$46,400 (School Fields). For year 3: \$164,500 (Fields Maintenance) and School Fields \$47,000. *Superintendent Ciccone recommended the BOE approve the contract for Diamond Landscaping in the above-mentioned dollar amounts for the maintenance of school fields. Moved by D. Perreault and seconded by Z. Hayden to approve the bid from Diamond Landscaping. Vote unanimous.*

X. CONSENT AGENDA

Approval of Minutes:

1. Regular Meeting – December 11, 2018 – *Moved by Z. Hayden and seconded by J. Lyman to approve the minutes of the Regular meeting of December 11, 2018. Vote unanimous.*

XI. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for December 13, 2018 in the amount of \$165,265.51 and for December 20, 2018 in the amount of \$117,104.19.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands, stating she has no concerns.
- C. Line Item Transfer - None
- D. Insurance Report – The BOE reviewed the most recent insurance report.

XII. BOARD COMMITTEE REPORTS

- A. LEARN Report – D. Adorno (no report)
- B. Policy – K. Walker reported the committee reviewed the above mentioned policies (Sec. VII.)
- C. Long Range Planning – It was reported that the auditorium issue has been addressed and inspections have been made. Abatement of dirt and dust in ductwork, air intakes and returns will be completed. L. Wysocki is in the process of obtaining estimates for cleaning ductwork, repainting, etc.
- D. Insurance (no report)
- E. Negotiations - S. Greaves reported the AFT Mediation is scheduled for 1/10/19 at 5:00 pm
- F. Ad Hoc Energy – L. Wysocki reported on the activity of the Town on the proposed solar farm. Chris Ehlert provided a bulleted list, but the BOE concluded that they would prefer Mr. Ehlert attend a Long Range Planning Committee meeting at 6:30 pm, prior to the February 12th BOE meeting to provide a clear explanation of how the project affects the BOE.
- G. PTSO Representatives - J. Lyman, M. Luft, M. Palumbo (no reports) R. Rose mentioned the Daisy PTSO is scheduled to meet on 1/29/19 at 3:15 p.m.

XIII. PERSONNEL

- A. Professional Appointment(s)
 1. WMS Spanish Teacher: The Board was asked to approve the appointment of Heather Ann Cassidy a graduate of SCSU with a Sixth-year certificate and from CCSU and a M.S. International Studies and a B.A. in Spanish from SCSU, She comes to Westbrook from O.H. Platt High School where she has been employed as a Spanish teacher since 2008. *The Superintendent recommended the BOE approve the appointment of Heather Ann Cassidy to the position of Spanish teacher. Moved by K. Walker and seconded by J. Lyman. Vote unanimous.*
- B. Leave request(s)
 1. The Board was informed that Meredith Kellar, BCBA Instructional Specialist at Daisy Ingraham, has requested unpaid family leave from approximately May 20, 2019 through the last day of school. The Superintendent *recommended the Board approve unpaid leave for Meredith Kellar from May 20, 2019 through the end of the school year. Moved by M. Luft and seconded by D. Perreault to approve the above-mentioned unpaid leave for Meredith Kellar. Vote unanimous.*

- C. Resignation(s) The Board was informed that Megan Lagasse (WMS Paraprofessional) submitted a letter of resignation effective immediately.
- D. Durational Hire: Superintendent Ciccone informed the Board that Stephanie Merriman will fill in as Kindergarten teacher at Daisy through the end of the school year.
- E. Superintendent Review: Superintendent Ciccone provided a handout of her goals and accomplishments to the BOE members for their review.

Moved by M. Palumbo and seconded by M. Luft to move into Executive Session at 8:24 p.m. Vote unanimous.

Executive Session: Discussion of matters that would result in the disclosure of exempt matters.

Moved by D. Perreault and seconded by Z. Hayden to move back into Regular Session at 8:45 p.m. Vote unanimous.

XIV. ADJOURN: Moved by D. Perreault and seconded Z. Hayden to adjourn at 9:00 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk