

**WESTBROOK BOARD OF EDUCATION
Tuesday, November 15, 2016 @ 7:00 p.m.
Special Board of Education Meeting**

MINUTES

Members Present: Lee Bridgewater, Marti White, Dee Adorno, Sally Greaves, Jackie Lyman, Mary Ella Luft, Michelle Palumbo, Don Perreault, Kim Walker

Also Present: Superintendent Patricia A. Ciccone, Administrators: Ruth Rose, Tara Winch, Madeline Illinger; Business Manager Lesley Wysocki, IT Coordinator Ben Russell, parents, students

I. CALL TO ORDER – The BOE meeting of November 15, 2016 was called to order by Lee Bridgewater, Chair at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:

A. WHS students, Madison Beebe and Zachary Jacobs were honored as the Connecticut Association of Public School Superintendents (CAPSS) Superintendent's Award winners for 2016-17. Ms. Winch introduced them and attested to their leadership, scholarship and community service. Both students excel academically and have earned many awards. They will also be honored at a luncheon on November 28 sponsored by CAPSS.

IV. STUDENT REPRESENTATIVE REPORT – Caitlin McNary reported on student activities at the high school including sports teams. Girls' field hockey plays on Wednesday, 11/16 in the state semi-finals. Caitlin and Marissa McNary will represent WHS at the state finals in swimming. Thursday, 11/17 is opening night for "Footloose", and November 19 is Senior Night for football. Caitlin also reported that WHS took part in a school-wide mock election prior to the national election.

V. PUBLIC COMMENT

Jen Waldron, WMS PTO representative, commented on the PTO's fundraising efforts to provide water filling stations for WMS. One station has been installed and Mrs. Waldron is asking for the Board's support to install additional filling stations.

Mary Ann Clark commented that the middle school students love the filling station and extended appreciation to Mrs. Waldron for her work on the project.

VI. ADMINISTRATOR(S) COMMENTS

- A. Support for EL Families – Ruth Rose/Madeline Illinger: Ruth Rose reported on the success of the breakfast get-together for ELL students and their families. She said that many people from the community and the schools came together to meet with the families and provide them with information and resources available to them. She was happy to report that the entire WPS website can be changed to reflect whatever language is applicable to each family. Madeline Illinger said that a survey has been developed for parents to gain specific information for future planning for the ELL get-togethers and can also be translated into specific languages. Attendance was excellent and enthusiasm was evident. The plan is to meet with the families monthly. Superintendent Ciccone commented that this is an excellent way to provide families with resources they need. Resource support for families is viewed as a critical way to insure the students attend school each day. Don Perreault commented that he is happy that Westbrook Schools are welcoming people into the community and that they are made to feel that their children are safe.

VII. NEW BUSINESS

- A. Vision, Mission, Goals & Beliefs: Superintendent Ciccone suggested to Board members to review the Vision, Mission, Goals & Beliefs and to revise them so that they are aligned with the WHS goals and beliefs, which have recently been revised for the NEASC review. The Board will hold a special meeting to complete this process.
- B. School Calendar 2017-18: The Board was given a draft of the 2017-18 calendar for their review. The calendar is aligned with the LEARN regional calendar. Professional development days are still to be determined and administrators are working on that. A vote will be taken to approve the calendar at the December BOE meeting.

VIII. SUPERINTENDENT'S REPORT

- A. Enrollment: Superintendent Ciccone reported November 15th enrollment of 766 plus 5 out placed students to equal 771 students. The Superintendent said that it makes sense to report monthly enrollment figures as of a date close to the BOE meeting as possible for up-to-date enrollment, as opposed to the first of the month. October 1 must remain the reporting date for CSDE purposes.
- B. P.A. 16-189 – Student Data Privacy: Superintendent Ciccone explained Public Act 16-189. She noted that the law is complicated, yet simple as to the schools' responsibility. She explained that we need to make sure that we have privacy agreements with all vendors. Vendors have 90 days to let us know if there has been a breach of data and we have five days to report to our families if a release of their data has occurred. Regarding our policy, the committee is considering CAGE policy options and it is unclear at this time if our current policies will need revisions. The technology department is keeping on top of our responsibilities.
- C. Regional Collaboration Updates: Superintendent Ciccone reported that she and Special Services Director, Madeline Illinger have attended several meetings with Old Saybrook to consider ways to engage in collaborative efforts to benefit both districts. Topics included transportation, social work, after school and activities, and social skills and transition programs. Also sharing behavior technicians, bi-lingual and TESOL teachers, and shared professional development might be areas to consider. Lesley Wysocki, Business Manager, reported that she has also been collaborating with other business managers on shared services.
- D. K-12 Sexual Assault and Abuse Prevention Curriculum Update: The Superintendent updated the Board on the status of Westbrook's Sexual Assault and Abuse Prevention curriculum.

Curriculum entry points are being identified, focus groups are being formulated along with plans for staff training and parent educational forums. A grid that reflects what is in the curriculum now, a time allocation that may be necessary, and anticipated costs is being developed. Outside consultant services are also assisting.

IX. OLD BUSINESS:

- A. Policy 3542.34 – Nutrition Program and Policy 3542.31 Free or Reduced Price Lunches/Participation in the National School Lunch Program. These policy revisions were discussed at the October meeting. Language was added to reflect compliance in accordance with Federal civil rights law and U.S. Dept. of Agriculture civil rights and regulations, with regard to nondiscrimination. *Moved by Marti White and seconded by Kim Walker to approve changes in Policy 3524.34 and 3642.31. Vote unanimous.*

X. CONSENT AGENDA

Approval of Minutes:

1. Regular Meeting – October 11, 2016: Moved Kim Walker and seconded by Michelle Palumbo to approve the minutes of October 11, 2016. *Ayes: Michelle Palumbo, Marti White, Lee Bridgewater, Sally Greaves, Dee Adorno, Kim Walker, Jackie Lyman Abstained: Mary Ella Luft, Don Perreault*
2. Special Meeting – October 15, 2016: Moved by Marti White and seconded by Jackie Lyman to approve the minutes of October 15, 2016. *Ayes: Michelle Palumbo, Marti White, Lee Bridgewater, Sally Greaves, Dee Adorno, Jackie Lyman, Mary Ella Luft, Don Perrault Abstained: Kim Walker,*

XI. FINANCIAL REPORTS

- A. BOE Budget Guidelines – 2017-18: Superintendent Ciccone handed out a slightly revised version of the Budget Guidelines for 2017-18. Those revisions were related to budget topics. After discussion, the Board agreed to the updates. *Moved by Michelle Palumbo and seconded by Kim Walker. Vote unanimous.*
- B. Review of Check Listing: Board members will review check listings for October, 2016. Check listings for 10/6/16 in the amount of \$419,709.67 and for 10/20/16 in the amount of \$109,390.25 were reviewed.
- C. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands.
- D. Line Item Transfer: None
- E. Insurance Report: Lesley Wysocki said the figures are typical for this time of year.
- F. Facilities Updates (Windows/Parking lots): Lesley Wysocki reported that the windows project is close to being completed and the parking lot at Daisy will soon be finished with the addition of stones being placed in the median areas. She also reported that she met with the town on the sports and theatre sheds and can now schedule them for delivery. She also worked with the Health and Safety Committee to help the town with a Bloodborne Pathogens policy.

XII. BOARD COMMITTEE REPORTS

- A. LEARN Report – D. Adorno reported that she has available an audit report for LEARN. At the last meeting, they heard from Theresa McCarthy (CABE) on the funding formula from the state and from the East Hampton Superintendent on his goals. Dr. Howley, Director of

LEARN, spoke about the role of RESC centers. They took up the issue of effective Board agendas.

- B. Policy– M. White reported the next meeting is Thursday, November 17 at 4:00 p.m.
- C. Communications- J. Lyman said there has not been a meeting.
- D. Long Range Planning – It was suggested that LRP meet at 6:00 p.m. prior to the January BOE meeting. Lesley Wysocki suggested that Roger LeFleur attend.
- E. Insurance- The Business Manager suggested scheduling an insurance meeting for January
- F. Negotiations – No report
- G. PTO Representatives - M. Palumbo reported on the Middle School Harvest Festival. Superintendent Ciccone commented that the Water Bottle Filler, donated by the PTO, is being monitored for usage and Mr. Thomas, Maintenance, is collecting information for possible installation of other Water Bottle Fillers that will snap over the types of bubblers we have at each location in the middle school.

XIII. PERSONNEL

A. Child Rearing Leave Request:

1. Child-Rearing Leave Request: Theresa Paulsen submitted a letter requesting child rearing leave for the remainder of the 2016-17 school year. She plans to return for the 2017-18 school year. *Moved by Kim Walker and seconded by Jackie Lyman to approve the Superintendent's recommendation to grant Theresa Paulsen's request for child rearing leave for the remainder of the 2016-17 school year.*

B. Professional Resignation(s)

1. Mary Archer, Daisy Ingraham School Nurse, resigned her position effective October 24, 2016. *Moved by Mary Ella Luft and seconded by Jackie Lyman to approve the Superintendent's recommendation to accept the resignation of Mary Archer. Vote unanimous.*

C. Non-Certified Leave Request(s)

1. The Board was notified that Megan Lagasse, Paraprofessional, submitted a request for an unpaid leave of absence for child-rearing for the remainder of the school year.

D. New Hires

1. The Board was notified that Deborah Trout-Kolb was hired as a Paraprofessional on 10/31/2016.

XIV. ADJOURN: *Moved by Marti White and seconded by Michelle Palumbo to adjourn at 8:57 p.m. Vote unanimous.*

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

