

WESTBROOK BOARD OF EDUCATION  
*EDUCATE, CHALLENGE, & INSPIRE*

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, August 12, 2014 @ 7:00 p.m.</b> <b>Regular Board of Education Meeting</b>
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MINUTES

**Members Present:** Maureen Westbrook, Lee Bridgewater, Michelle Palumbo, Sally Greaves, Dee Adorno, Jackie Lyman, Kim Walker,

**Absent:** Pat Labbadia III , Marti White

**Also Present:** Superintendent Patricia A. Ciccone; Business Manager Lesley Wysocki; Administrators: Tara Winch, Cori DiMaggio, Ruth Rose, Madeline Illinger

- I. **CALL TO ORDER** –The regular BOE meeting of August 12, 2014, was called to order at 7:00 p.m. by Maureen Westbrook, Chairman.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS** – Lesley Wysocki, Business Manager was recognized for having recently achieved the Certified Administrator of School Finance and Operations certification by the Association for School Business Officials International. The Superintendent stated that Mrs. Wysocki is one of only five School Financial Officers in the State of Connecticut to have achieved this certification.
- IV. **STUDENT REPRESENTATIVE REPORT:** None at this time.
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT AGENDA**
  - A. Approval of Minutes:  
Regular Meeting – June 10, 2014: Moved by Lee Bridgewater and seconded by Dee Adorno to approve the regular meeting minutes of June 10, 2014. Vote: Ayes: J. Lyman, K. Walker, D. Adorno, S. Greaves, M. Palumbo, L. Bridgewater; Abstained: M. Westbrook
- VII. **NEW BUSINESS:**
  - A. Annual Board of Education Meeting Dates: The annual BOE meeting dates are required to be posted at the town hall from January to January. Currently, the dates are posted through January 13, 2015. The Board meets on the second Tuesday of the month at 7:00 p.m. Since April 14, 2015 (second Tuesday of the month) falls during the April break, the Board agreed to meet on April 7, 2015. The Board also discussed adding in a July meeting date with the option of cancelling it if need be. Moved by Lee Bridgewater and seconded by Michele Palumbo to approve the BOE meeting dates from January, 2015 to January, 2016 on the

second Tuesday of each month with the exception of April, which will be moved to April 7, 2015. Vote unanimous.

#### **VIII. FINANCIAL REPORTS:**

- A. Review of Check Listing: Board members reviewed check listings for the months of June (year-end report) and the July expenditure report. Check listings on June 6, 2014 was in the amount of \$279,623.33, on June 19, 2014 in the amount of \$158,583.72, and on June 27, 2014 in the amount of \$102,730.02. Financials for the 2014-15 school year includes checks listings on July 17, 2014 in the amount of \$80,083.67 and on July 31, 2014 in the amount of \$47,722.91. A list of new vendors for June and July was provided.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided a budget narrative which was distributed and discussed. Mrs. Westbrook asked Mrs. Wysocki for a bulleted non-student indentifying chart on special education costs. Mrs. Wysocki was asked to research what might be a better way to plan for balloon payments to staff. The Superintendent distributed a copy of a letter to the Board of Finance requesting a place on their agenda for the Board of Education at the next BOF meeting, August 20<sup>th</sup>.
- C. Line Item Transfer – There were no line item transfers.
- D. Insurance Report/Student Accident Insurance: Mrs. Wysocki reported on the recent Insurance Subcommittee meeting. The renewal for student accident insurance came in at \$20,576 instead of the estimated \$22,615. To keep the cost down, the committee authorized a \$100 deductible.

#### **IX. SUPERINTENDENT'S REPORT**

- A. Westbrook Educator/Administrator Evaluation & Support Plan – The Superintendent provided Board members with the most recent changes in the Westbrook Educator/Admin. Evaluation and Support Plan. She noted the changes and change in terminology which mirrors the language from SEED. She requested the Board's re-approval on the changes, which she will send back to the state. Moved by Dee Adorno and seconded by Kim Walker to re-approve the Westbrook Educator/Administrator Evaluation and Support plan with recommended changes. Vote unanimous.
- B. Position Statement on Comprehensive Social Studies Education: The State Board of Education's position on Comprehensive Social Studies Education K-12 & Beyond was distributed to our BOE members. The Superintendent will bring this topic back to the September meeting and will address questions at that time.
- C. Safe School Climate Policy & Plan – Re-Approval: Due to changes and merging of documents of the Safe School Climate Plan and policy, the Superintendent requested re-approval of this document that will be resubmitted to the state for the September 1, 2014 deadline. Moved by Lee Bridgewater and seconded by Sally Greaves to re-approve the Safe School Climate Policy with recommended changes. Vote unanimous.
- D. All Hazards School Security and Safety Plan Update: Patricia Ciccone, Superintendent, talked about the work in progress on the All Hazards School Security and Safety Plan. There is a September 1 deadline for submission of these plans as well.
- E. Special Education Annual Performance Report – Madeline Illinger, Special Services Director, reported on the Special Education Annual Performance report. She stated that Westbrook meets all the state targets appropriate to our district. Mrs. Illinger also reported on the summer school program. The program serviced approximately 70 students involved in Preschool, Elementary I or II, community camps, course recoupment program, middle school group and Life Skills group. The high school also had an academic/vocational group and

students were also employed through the Work Alliance Program, organized by Chet Bialicki. Overall, the program was extremely successful with the help of all involved. The leadership of Diana Burns, serving as Summer School Coordinator this year, was especially highlighted. Her work made a significant impact on the success of the summer school programming.

- F. Use of School Facilities: The Superintendent explained the process involved in use of school facilities by in-house and outside organizations. She said that she has heard complaints and rumors about school building use and wanted to take this time to explain the process. Everyone must fill out a building use request, located on the website. Building use requests go through a process of calendar checks for availability and administrator approvals. There are no charges for a custodian as long as it is their normal work hours. Use of gyms and rooms are available for school activities first. Park and Recreation is very active in use of the buildings and are only charged if custodians are needed during hours that are not regular working hours. The Superintendent said that she did meet with the town to make clear the process.

- X. **ADMINISTRATOR(S) COMMENTS:** Cori DiMaggio, WMS principal, talked about Climate Training, a Student advisory Committee and changes in criteria for Student of the Month. Ruth Rose, Daisy Principal, stated she was grateful to have the summer to get acclimated and is pleased that the facility is in great shape. She has been working with Don Izzo on the emergency plan and has been in contact with WECC and other organizations. She was also happy to be involved in the School Climate Training. Tara Winch, WHS principal was also happy to have the summer to get acclimated and has completed the basics and advanced climate training. She mentioned that August 20 is Freshmen orientation which will involve staff and students leading parents and incoming 9<sup>th</sup> graders through their orientation.

**XI: OLD BUSINESS:** None

**XII. BOARD COMMITTEE REPORTS**

- A. Policy– M. White –The superintendent said the Policy Committee will resume meeting soon.
- B. Communications – The Communications Committee will resume meeting in September.
- C. Long Range Planning – The Long Range Plan met recently and discussed HVAC and Security Plans.  
Maureen Westbrook suggested scheduling LRP meetings opposite of the dates for the Communications Committee and to set specific dates for each of the committees to meet on a routine basis.
- D. Insurance- L. Bridgewater referred to the discussion earlier in the meeting on student accident insurance renewal.
- E. Negotiations – Negotiations Subcommittee recently met with Anne Littlefield to begin discussion on the negotiations process, which begins October 3.
- F. PTO Representatives - J. Lyman, K. Walker, L. Bridgewater

- XIII. **PUBLIC COMMENT:** Lisa Winch commented on the Revised Educator Evaluation Plan. Superintendent Ciccone offered to meet with her if she would like and also said that once complete, the plans will be on the school's website. Mrs. Wysocki also said she would meet with her in regard to her questions on the insurance reserve formula.

**XIV. PERSONNEL:**

Professional Appointments: The Superintendent recommended the following professional appointments: Kyle Fiengo – WHS Math Teacher; Sarah Lefrancois – WHS Art Teacher; Alina Britchi – WHS Science; Brittany Palermo – One-year Special Education Teacher; and Brenda Masselli – PT Special Education Teacher. Moved by Jackie Lyman and seconded by Michelle Palumbo to approve the Superintendent's recommendation for the above mentioned professional appointments as presented. Vote unanimous.

Professional Resignation(s):

Sara Stevens, Westbrook High School Special Education Teacher, submitted her letter of resignation effective August 22, 2014. Moved by Lee Bridgewater and seconded by Kim Walker to accept with regret the resignation of Sara Stevens effective August 22, 2014. Vote unanimous

Life Skills Teacher, Jamie Bellonio, has submitted her resignation effective July 31. Moved by Lee Bridgewater and seconded by Kim Walker to accept with regret the resignation of Jamie Bellonio effective July 21, 2014. Vote unanimous.

**Child Rearing Leave Request** – Erica Evans is requesting child rearing leave from her role as special education teacher beginning September 23 for the 2014-15 school year. Moved by Sally Greaves and seconded by Jackie Lyman to approve Erica Evan's request for child rearing leave. Vote unanimous.

The Board was notified of the following personnel actions:

**Child Rearing/FMLA Request(s)/Maternity :** Heather Pierce (WHS Science teacher) has requested child rearing leave from the beginning of school through September 30, 2014; Abigail Fredrickson, WMS language arts teacher) has requested a maternity leave of absence from October 17, 2014 through January 8, 2015.

**Non-certified resignation:** Roy Jefferson has submitted his letter of resignation as a paraprofessional.

- XV. ADJOURN:** Moved by Kim Walker and seconded by Michelle Palumbo to adjourn at 9:30 p.m. Vote unanimous.

Respectfully submitted,

Dr. Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

