

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

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, February 10, 2015 @ 6:30 p.m.</b> <b>Special Board of Education Meeting</b>
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**MINUTES**

Members Present: Maureen Westbrook, Lee Bridgewater, Marti White, Michele Palumbo, Sally Greaves, Jackie Lyman, Pat Labbadia, Dee Adorno @ 6:50 p.m.

Absent: Kim Walker

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

- I. **CALL TO ORDER** – The Special Meeting of February 10, 2015 was called to order by Maureen Westbrook, Chair, at 6:35 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS:** No acknowledgements
- IV. **STUDENT REPRESENTATIVE REPORT** – Lydia Murphy reported on high school activities including the success of the Field Night Senior Project, the elementary production of “Cinderella”, Old Saybrook/Westbrook Choral Festival, Boys’ and Girls’ Basketball, Parent/Teacher Conferences, Junior Parent Planning Night, Ski Club Trip to Colorado, and the International Save a Life Tour. Lydia also commented on the effects of five snow days, pushing off the last day of school.
- V. **PUBLIC COMMENT:** No comments
- VI. **NEW BUSINESS:**
  1. **Budget Development Workshop:** Superintendent Ciccone said that in the past, budget presentations showed differences in the budgets, but this budget presentation will show what goes into developing the BOE

budget. The budget reflects the Westbrook Public Schools' Mission to Educate, Challenge, and Inspire and also the Westbrook Public Schools' Goals. The BOE Board Budget Guidelines, approved several months ago, were reviewed. The Superintendent commented that building the budget is different from the town budget process in that it is a zero-based budget approach. The process begins with a fresh look at our current needs. The administrators have a huge role in that development process. Although some items are consistent, unlike the town budget, many items are not constant. There are facts that impact the budget, such as changes in student population, i.e. English Learners (EL). There are many costs and services that are not consistent month-to-month or year-to-year. There are also assumptions as well as facts and formulas that must be applied. The PowerPoint showed a pie chart using the seven standard items that make up the budget: Salaries, Benefits, Purchased Services, Transportation, Tuition, Supplies/Utilities and Equipment. At the conclusion of a thorough presentation, Superintendent Ciccone brought to the Board a 2015-2016 budget and explained that many cuts had been made prior to reaching 4.29% over the 2014-15 budget. Although there are places she will look toward reducing it even more, the Board concluded that "shaving" the budget would not have a huge impact on the percentage without taking away things that would impact student needs. Andrew Urban, Town Finance Manager, was in attendance and commented that he was pleased with the budget presentation and the work that had been done to bring the BOE to a reasonable dollar volume. The Superintendent stated that we are fairly addressing our school district's needs. She suggested scheduling more budget workshops in the coming weeks.

## **2. Policies – First Reading**

- A. 5131.6 (Students: Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances): Superintendent Ciccone said that language was added to define tobacco related products.
- B. 4118.231 (Personnel: Drug and Alcohol Use and Possession) – Language was also added to the Personnel policy to define tobacco related products. Both of these policies will be brought to the March BOE meeting for a second reading and adoption.

**VII. ADMINISTRATOR(S) COMMENTS:** No comments

## **VIII. SUPERINTENDENT'S REPORT**

- A. Enrollment: Superintendent Ciccone reported February, 2015 enrollment: is hovering at 807 students. She mentioned that she continues to monitor all Connecticut school districts dropping in enrollment.
- B. School Year Projection: The Superintendent reported that we have used five snow days thus far. It is pushing the last day of school later, but there are many days in the school year to use if there are more cancellations before touching any vacation days. We are currently at June 19<sup>th</sup> for the last day of school.
- C. Technology Plan Update: Superintendent Ciccone reported that the Technology Committee has met and is in the process of updating the Technology Plan. A survey will be sent to staff and students for feedback to the committee.

- IX. OLD BUSINESS:** Maureen Westbrook commented on the success of the Empty Bowls Project, stating that it was an amazing event that brought staff, students and the community together in support of a growing issue, hunger in the community. She plans on sending a letter on behalf of the Board to the newspaper.

## **X. APPROVAL OF MINUTES:**

- 1. Regular Meeting – January 13, 2015: Moved by Marti White and seconded by Sally Greaves to approve the minutes of the January 13, 2015 BOE meeting. (Ayes) M. White, M. Palumbo, M. Westbrook, S. Greaves, D. Adorno, P. Labbadia, J. Lyman (Abstained): L. Bridgewater

## **XI. FINANCIAL REPORTS:**

- A. Review of Check Listing: Board members reviewed check listings for January 8, 2015 in the amount of \$189,683.29 and for January 15 for \$65,400.78.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the current budget for 2014-15 and stated that she is confident about this year's expenditures.
- C. Line Item Transfers: There were no line item transfers this month.
- D. Insurance Report: The Business Manager commented that she has no concerns with this month's report as it is a typical report for this time of year.
- E. General Accounts/Reporting: The Board of Education discussed and reviewed banking accounting requirements and practices.

## **XII. BOARD COMMITTEE REPORTS**

- A. Policy– Marti White reported the that Policy Committee met on 1/22 and reviewed the above-mentioned policies and said that as policies are revised and adopted they will be put on the website. Future review includes the Wellness Policy and policies relating to Special Education.
- B. Communications : No meeting
- C. Long Range Planning – Pat Labbadia said that there was no meeting, but RFP’s for the window projects need to be accomplished.
- D. Insurance- It was determined that a meeting for the Insurance Subcommittee will be scheduled for February 26 at 6:00 p.m.
- E. Negotiations - Sally Greaves reported the WEA contract has been ratified. AFT negotiations will soon begin.
- F. PTSO Representatives - Jackie Lyman reported on the middle school PTSO. Topics included Empty Bowls, Family Fun Night, grades 6-8 dance, and 8<sup>th</sup> grade dance on 5/29, upcoming middle school play in March, a presentation from Lyn Connery, Student Assistance Counselor; Karaoke Night and the PTSO’s providing snacks for the middle school students during testing. Michelle Palumbo spoke about events at Daisy including the Father/Daughter Dance, volunteers for taking care of the garden at Daisy, PTSO website, healthy snacks, and the production of “Cinderella”.

### **XIII. PERSONNEL:**

- A. Certified Resignation: Patricia Mastriano, Special Education Teacher at Daisy Ingraham School, submitted a letter of resignation on January 23, 2015 requesting her resignation be effective in 30 days. Patricia recently became certified as a Behavior Analyst. Moved by P. Labbadia and seconded by M. Palumbo to accept with regret the resignation of Patricia Mastriano effective February 13, 2015. **Vote unanimous.**
- B. Non-Certified Hire: The Board was informed that Jordan Bean was hired as a WHS/WMS EL Tutor ( Tutor of Spanish Speaking Students). Jordan worked as a Long-Term Substitute ( grades 7-8) as well as a Math tutor (grades 6-8) at Benjamin Jepson Magnet School in New Haven, CT since August 2014. Jordan holds a Bachelor Degree from University of Connecticut majoring in Linguistics/Psychology with a second major in Spanish.

Moved by Marti White and seconded by Michelle Palumbo to move into Executive Session at 8:23 p.m. to discuss a leave of absence request. **Vote unanimous.**

Moved by Michelle Palumbo and seconded by Marti White to move back into Regular Session at 8:25 p.m. **Vote unanimous.**

C. Leave of Absence Request- Moved by Michelle Palumbo and seconded by Pat Labbadia to approve an unpaid leave of absence request for Theresa Paulsen from March 1, 2015 through June 2015. **Vote unanimous.**

**XIV. ADJOURN:** Moved by Michelle Palumbo and seconded by Pat Labbadia to adjourn at 8:26 p.m. **Vote unanimous.**

**Respectfully submitted,**

**Kim Walker, Board Secretary**

**Cecilia S. Lester, Board Recording Clerk**