

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

**WESTBROOK BOARD OF EDUCATION  
Tuesday, October 18, 2022 @ 7:00 p.m.  
Special Board of Education Meeting  
WHS Library**

BOE Members Present: Kim Walker, Mary Ella Luft, Christine Kuehlewind, Don Perreault, Zachary Hayden  
Via telephone: Andrew Miesse

Absent: Mike Esposito, Michelle Palumbo, Sally Greaves

Also Present: Superintendent Kristina J. Martineau; Dir. of Finance & Operations, Lesley Wysocki, Administrators: Ruth Rose, Tara Winch; Angelo Saba, PK-12 & Instruction Coordinator

**MINUTES–October 18, 2022**

- I. CALL TO ORDER – The Special BOE meeting of October 18, 2022 was called to order at 7:00 p.m. by K. Walker, Chair.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS - None
- IV. STUDENT REPRESENTATIVE REPORT – Delaney Belcourt and Elliot Koplas reported on high school activities; highlighting Homecoming, Band/Chorus concert on October 26, Spirit Week, Class photos, fall sports teams standings and participation in Breast Cancer Awareness activities; sports officials recognition; October 26 United Sports Teams activity, fundraisers. college visits, seniors post secondary planning night on Sept. 28, Veterans’ Day Assembly on November 11, Parent teacher conferences on October 27 and the end of first quarter.
- V. PUBLIC COMMENT: None
- VI. ADMINISTRATOR(S) COMMENTS
  1. Class of 2022 profile – T Winch reported on Class of 2022 data and provided a handout showing a 97.9% graduation rate with 80% of students attending 2 or 4 year colleges, 3% military service and 15% entering the workforce. Ms. Winch reported on the course offerings of the high school including AP courses, UCONN courses and Career and Technical courses. The handout will be made available to the community at such places as the library, town hall, local businesses, etc.
- VII. NEW BUSINESS:
  - A. Budget Guidelines & Development Timeline 2023-24: A handout was provided outlining the Board of Education Budget Guidelines and Timeline. Board members were asked to check their calendars for their availability. MOTION by Z. Hayden and SECOND by D. Perreault to approve the Budget Guidelines for 2022-2023. Vote

unanimous. Superintendent Martineau will have the Budget Guidelines posted on the website.

B. Policies: The Policy Subcommittee reviewed the following policies presenting to the full board for a first reading. K. Walker provided an explanation of the changes. C. Kuehlewind, Board Secretary, read the Code of Ethics which was reviewed by the Policy Subcommittee on September 22. The following policies will be brought back to the full board for a vote to approve at the November meeting.

1. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees – First Reading
2. 5114.4 – Physical Exercise and Discipline of Students (Rescind Westbrook policy and adopt Shipman policy – First Reading
3. 5000 Series – Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFS) – First Reading
4. 6146.2 – Policy Addressing Enrollment in an Advanced Course or Program And Challenging Curriculum – First Reading
5. 9271 Code of Ethics – Westbrook policy reviewed by Policy Subcommittee

#### VIII. SUPERINTENDENT'S REPORT

- A. Enrollment Update - Census October: K. Martineau reported on enrollment for October of 618 students: Daisy – 254, WMS – 159, and WHS 205. Currently, there are 4 outpaced students. Superintendent Martineau is expecting a NESDEC enrollment projection report in November and offered to hear from staff and the community on their perspectives on enrollment. K. Walker suggested producing a short survey regarding enrollment and possible restructuring at the middle school.
- B. Westbrook Portrait of a Graduate Update: K. Martineau updated the Board on PoG.
- C. Curriculum and Professional Development Update: A. Saba, PK-12 Curriculum & Instruction Coordinator presented on the topic of curriculum and professional development. He reported that 22 teachers were involved over the summer in curriculum work and the first three days of school were dedicated to professional development; including 12 Ed Camps led by 12 of our faculty; a CEA representative talked about professionalism. Teachers attended PD on October 5 and 6 on Aperture System (student social and emotional needs); ELL and MLL presentation from TESOL teacher; goal setting conferences; regional PD for PE/Health and LibraryMedia and onsite training for Special Education, ELA/LA. There was discussion on K-3 Reading curriculum and current status with CSDE and Westbrook's decision to submit a waiver for an extension. K. Walker expressed appreciation to Mr. Saba for his efforts in his role as PK-12 Curriculum and Instruction Coordinator.

#### IX. OLD BUSINESS

- A. Substitute Teacher update: Superintendent Martineau updated the Board on the current substitute situation. It has been helpful to have the additional building sub at Daisy. Use of "Frontline" is being investigated as opposed to Kelly Services. Superintendent Martineau will follow through with another update.

#### X. CONSENT AGENDA

- A. Approval of Minutes: MOTION by M. Luft and SECOND by D. Perreault to approve the minutes of September 13 regular meeting, September 20 and September 26, 2022 Special meetings as presented. Vote unanimous.

#### XI. FINANCIAL REPORTS

##### A. Review of Check Listings

The Board reviewed check listings for September 1 in the amount of \$217,228.66; September 15, 2022 in the amount of \$87,479.87; and for September 29, 2022 in the amount of \$148,689.39.

B. Budget Narrative/Review of Expenditure Report: L. Wysocki reported on the budget as it stands.

C. Line Item Transfer: No transfers

D. Insurance Report: A current insurance report was provided to the Board.

#### XII. BOARD COMMITTEE REPORTS

A. Policy– K. Walker commented that the Policy Committee will meet on October 20 to review legislative related policies and again on November 3 to begin the 2000 series review.

B. Long Range Planning – D. Perreault/L. Wysocki mentioned the scoreboards have been ordered by Ms. Eichler and work is being done on an HVAC grant.

C. Fiscal & Budget – Z. Hayden (no meeting)

D. Teaching & Learning – D. Perreault (will meet on November 3)

E. Communications & Marketing – M. Luft (need to set a date for next meeting)

F. Negotiations – D. Perreault – (Work to begin on AFT contract)

G. Town Energy Ad Hoc Committee – A. Miesse reported the Town is working on a grant for a car port with solar charging stations and talked about solar panel options on town hall and library rooftops.

H. LEARN – Z. Hayden ( no report, but next meeting is November 10)

I. PTSO Representatives - M. Luft (Daisy met on 9/27 and discussed fundraisers, Cultural Arts event, Holiday Fair and toured the art room and pit area); Z. Hayden (WMS – did not meet), K. Walker (WHS did not meet)

J. BOE Ad Hoc Calendar/Goals Subcommittee

1. Dissolution of BOE Ad Hoc Calendar/Goals Subcommittee: K. Walker extended appreciation to the BOE Ad Hoc Calendar/Goals Subcommittee for their work and requested the committee be dissolved at this time.

#### XIII. BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

A. Parliamentary Procedures Workshop: Three board members attended the CABE Parliamentary Workshop. A. Miesse commented having gained knowledge on the several types of motions. K. Walker was interested in the rules of Executive Session and Point of Order and D. Perreault commented that CT State Statutes overrule Roberts Rules. K. Walker requested a copy of laminated Robert's Rules. Z. Hayden mentioned an upcoming CABE workshop on December 6 on Advocacy for Boards. K. Walker also mentioned the National Association of Boards of Education Conference in Orlando from April 1-3 and the CABE/CAPSS Conference on November 18, 19.

#### XIV. PERSONNEL: Superintendent Martineau informed the Board of the following new hires:

##### A. Professional Appointment(s)

1. Nicole Troncale - .4 SLE

B. Professional Resignation(s)

1. Amy Fortin, WHS Spanish Teacher, submitted a resignation effective November 4, 2022.

C. Non-Certified New Hires:

1. William Allman, WHS Kitchen Manager
2. Andrew Iron, WMS Kitchen Manager
3. Tonya Tollefsen – WHS Secretary
4. Susan Fazzuoli – Daisy Secretary
5. Nick Parreguex - Building Substitute
6. Kenneth Terazzi – Paraprofessional (WMS)
7. Christine Koplas – Lunch/Recess Aide (Daisy)
8. Nicole Millazi – Lunch Recess Aide (Daisy)

XV. ADJOURN: MOTION by Z. Hayden and SECOND by M. Luft to adjourn at 8:45 p.m.  
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting