

**WESTBROOK BOARD OF EDUCATION**

**Tuesday, September 10, 2013**

**Regular Board of Education Meeting**

**MINUTES**

Members Present: Maureen Westbrook, Marti White, Lee Bridgewater, Michelle Palumbo, Dee Adorno, Sally Greaves, Pat Labbadia III, Kim Walker

Absent: Myrn Keryc

Also Present: Patricia A. Ciccone, Superintendent; Katharine Bishop, Cori DiMaggio, Robert Hale, Madeline Illinger, Administrators; Lesley Wysocki, Business Manager, Ben Russell, Technology Specialist, Teachers

- I. **CALL TO ORDER** – The Regular Meeting of September 10, 2013 was called to order at 7:00 by Maureen Westbrook, Chair, in the Westbrook High School library.

Moved by Sally Greaves and seconded by Pat Labbadia to move Item XIII. B. to the beginning of the agenda and to add Executive Session to the agenda. **Vote unanimous.**

Moved by Pat Labbadia and seconded by Dee Adorno to approve the recommendation of the Superintendent, Patricia A. Ciccone, to appoint the following teachers: **Abigail Fredrickson** – Middle School Language Arts; **Jennifer Bellizzi** – Elementary Music Teacher; **Corey Ehrlich** – District Social Worker; **Sarina Garofalo** – Elementary Teacher; **Jenny Szewczyk** – HS Psychologist; **Nicole Hartt** – Elementary Teacher; **Linda LaBrec** – Family Consumer Science; **Seana Nygard** – Elementary Teacher; and **Dana Runkle** – Language Arts Teacher. **Vote unanimous.** **Emma Voytek**, Speech Pathologist, and Paraprofessionals, **Anne Barton**, **Janet Dunn** and **Lisa Anderson** were also introduced.

**II. PLEDGE OF ALLIGIANCE**

- III. STUDENT REPRESENTATIVE REPORT:** Student Representative, Lydia Murphy, reported that the senior class left bags of candy on the lockers for the Freshmen on the first day of school and a welcoming note from an anonymous fellow student. She also reported that many of the clubs and activities have begun as well as sports. There will also be a beach clean-up on September 21 that the Environmental Club will participate in. Field Day is scheduled for October 11. Lydia talked about the start-up of a volunteer program for students to be involved with Emergency Management.

- IV. ACKNOWLEDGEMENTS:** The Board presented a plaque to Theresa Paulsen, Teacher of the Year. Patricia Ciccone, Superintendent, described Ms. Paulsen as a warm, caring, and engaging individual with a true personal commitment to her students.

Maureen Westbrook, Chair, called for a brief recess to greet the new teachers and staff members.

**NEW TEACHER RECEPTION**—The following new teachers were introduced to the Board: Sarina Garafolo, Elementary Teacher, Seana Nygard, Elementary Teacher, Nicole Hartt, Elementary Teacher; Jennifer Bellizzi, Elementary Music Teacher; Emma Voytek, Speech Pathologist; Abigail Fredrickson, M.S. Language Arts; Dana Runkle, M.S. Language Arts; Linda LaBrec, Family Consumer Science Teacher; Jenny Szewczyk (Chef-sic), High School Psychologist; Corey Ehrlich, District Social Worker; and Paraprofessionals; Anne Barton, Janet Dunn and Lisa Anderson.

**Maureen Westbrook, Chair, reconvened the meeting at 7:30 p.m.**

**V. PUBLIC COMMENT:** No comments

**VI. CONSENT AGENDA**

- A. Approval of the minutes of the Special Meeting of July 18, 2013:** Moved by Michele Palumbo and seconded by Sally Greaves to approve the minutes of the Special Meeting of July 18, 2013. **Vote unanimous.**

**VII. OLD BUSINESS:**

- A. School Building Committee (update):** Pat Labbadia reported that the final inspection of the roof project took place and all involved were pleased with the work. There are a couple of minor things which will be taken care of promptly. There is a ten-year warranty. Also, the generator study is completed, and will be taken to the Long Range Planning Committee.

**VIII. NEW BUSINESS:**

- A. Westbrook Traffic Advisory Council (TAC) Campus walk-around:** The Superintendent reported that she and Ray Hayes walked around the school campus with Bonnie Palermo, Chair of the Traffic Advisory Council. A list of items was produced as a result of the walk-around and distributed to the Board of Education members. Included in the bulleted items were such things as painting of lines and curbs and signage for “no parking” areas and discussion regarding parking on grassy areas. It was concluded that the Superintendent will confirm that the town is responsible for costs involved and to make clear the Board of Education’s concern that at times there is limited parking and signage should be sensitive to those times where roadways need access to emergency vehicles; all signage should be appropriately placed along roadways where there needs to be bus and emergency vehicle access.

**IX. FINANCIALS**

- A. Review of Check Listings**
- B. Budget Narrative/Review of Expenditure Reports**
- C. Insurance Report**

Lesley Wysocki provided two sets of “financials” – one for the period ending 6-30-13 and one for 7-1-13 through 8-31-2013. Included in the board packets were the Budget Narratives, Financial Statements, New Vendors, Check Listings, and Insurance Reports. She reported that expenses have been reconciled with the Town for 2012-13. The unaudited figure is reported at \$15,263,513.14. The remaining \$7,180.86 will be turned over to the BOE Capital Fund, per Town policy. The Board reviewed check listings as follows: \$157,697.82 dated 8/29/13; \$149,984.32 dated 8/14/2013; \$182,948.43 dated 8/1/2013; \$11,773.35 dated 7/18/2013; and \$65,747.83 dated 7/10/13; \$223,730.11 dated 6/30/2013, \$171,765.64 dated 6/30/13; \$73,772.04 dated 6/30/2013; \$100,075.64 dated 6/19/13.

It was concluded that the Business Manager will ask for the insurance report from USI to mirror the Ganim report in the way it is presented.

Mrs. Wysocki reported that another change over the summer included switching from Lincoln Life to Mutual of Omaha, saving four cents per person.

Mrs. Wysocki reported that Student Accident Insurance (athletic insurance) costs have gone up significantly and that USI Representative, Chris Wardrop is willing to talk with the Board on various options. It was referred to the Insurance Committee.

## **X. SUPERINTENDENT'S REPORT**

- A. Enrollment Report**—Patricia Ciccone reported that as of today (9/10/12) there are 833 students enrolled in our schools, minus 46 students from last year. She will be looking at things impacting enrollment, including students attending magnet and private schools, and other potential enrollment impacts. It was mentioned that other districts are experiencing declining enrollment as well.
- B. School District Capacity Task Force** – The Superintendent will be taking part in a meeting next Monday on the state-wide task force to small district capacity.
- C. Opening of School:** The Superintendent reported a “great” opening. She has received positive feedback on Convocation and professional development. There were very few bus issues. In regard to security, there has been somewhat of a slow start, but plans are in place and the administrators will meet next week on entryway changes. The Superintendent reported that on November 13, Westbrook Schools is hosting Dr. Mark Brackett and Senator Linares at a Round Table discussion on the topic of “Creating Emotionally Safe Schools” at 11:00 a.m. in the WHS library. Superintendents are invited from surrounding schools.
- D. CMT and CAPT Analysis**
  - 1. **CMT** – Mrs. Bishop presented a CMT analysis for grades one through four. Board members were provided with charts to show comparisons with the state achievement scores and growth over time. Overall, scores are up from the state in Mathematics, Reading, and Writing.
  - 2. **CMT** –Mrs. DiMaggio reported that she is extremely pleased with results from the middle school CMT's. Scores in Reading, Writing, Math and Science exceed proficiency scores in Connecticut. Trajectory is going in the right direction. Students are doing very well in writing. Science scores at Westbrook are 83.8%, one of the highest in the state in Grade 8.
  - 3. **CAPT** – Mr. Hale reported that from three years ago, Math is up 16 points (91.8% at or above proficient). Writing is down by 10 points, but still at a good percentage. Sixty-five percent of students tested are at advanced in Writing, which is a great accomplishment. Compared to other towns, Westbrook Math is at the top. SAT's indicate Westbrook is up in writing from the state; Reading and Math just slightly down, but up in the national percentages. Generally good news over all reported for high school achievement.
  - 4. **CMT** – Mrs. Illinger reported on Special Education that significant gains have been made on CMT's with vertical scales on the rise for students with special needs.
- E. Administrator(s) Comments:** Mrs. Bishop reported that twelve Chinese students will

be visiting in October for four days. Also, an email will go out regarding interest in a community trip to China in the spring. There is a Family Picnic and the opening and dedication of the "Greenhouse" on September 11 at 6:00 p.m. and PTO is sponsoring a Trick or Trot Walk/Run fundraiser on October 26.

Mr. Hale expressed his appreciation to staff and Dr. Perrin who provided physicals for three foreign students, and to Cheryl Albaine for translating for them.

Mrs. DiMaggio announced Middle School Open House on Thursday, September 12 and a Pasta Dinner on September 25<sup>th</sup> from 5-7:30 p.m.

#### **XI. BOARD COMMITTEE REPORT**

- A. Policy** - Marti White will poll committee members for a date to schedule a policy meeting.
- B. Communications Subcommittee** - Marti White reported that the Communications Committee discussed the "orange button" initiative for community members to sign up to receive information through a "feed". A flyer will be made available to inform interested parents about this and how to go about signing up.
- C. Long Range Plan** – Pat Labbadia reported that LRP will be getting together to discuss capital plan items and generator related issues.
- D. Insurance** – Lee Bridgewater reported no meeting, but the committee will be participating in the "student insurance" discussion. Lee will give some dates to the business manager to schedule a meeting with USI.
- E. Negotiations** – Sally Greaves reported no activity.
- F. PTSO Representative(s):** Kim Walker reported the first Daisy meeting will be on October 22 and Marti White will attend middle school PTSO on September 18.

#### **XII. PUBLIC COMMENT**

#### **XIII. PERSONNEL Vote anticipated**

##### **A. Resignations:**

1. **Chris Baxter – Social Studies, Middle School**
2. **Jeannette Mazzotta – Family Consumer Science**

Moved by Pat Labbadia and seconded by Sally Greaves to accept with regret the resignations of Chris Baxter and Jeannette Mazzotta. **Vote unanimous.**

##### **B. Professional Appointments:** See above.

Moved by Dee Adorno and seconded by Marti White to adjourn to Executive Session at 9 :25 p.m. **Vote unanimous.**

Discussion of matters that would result in the disclosure of exempt matters.

Moved by Michele Palumbo and seconded by Marti White to move back into Regular Session at 9 :45 p.m. **Vote unanimous.**

#### **XIV. ADJOURN:** Moved by Pat Labbadia and seconded by Sally Greaves to adjourn at 9:45 p.m. **Vote unanimous.**

