

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION Tuesday, December 14, 2021 @ 7:00 p.m. WHS Library Regular Board of Education Meeting

Members Present: Z. Hayden, K. Walker, C. Kuehlewind, M. Luft, M. Palumbo,
D. Perreault, S. Greaves, A. Miesse, M. Esposito via telephone

Also Present: Superintendent Kristina J. Martineau; Business Manager, Lesley
Wysocki; Administrators: Ruth Rose, Matt Talmadge, Fran Lagace;
Technology Specialist, Ben Russell; Andrew Livingstone, BOE
Student Representative

MINUTES

- I. CALL TO ORDER** – The Regular BOE meeting of December 14, 2021 was called to order at 7:00 p.m. by Superintendent Kristina J. Martineau.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ELECTION OF OFFICERS**
 - A. Election of BOE Officers**

Superintendent Martineau conducted the nomination process for officers of the Board of Education. Voting for nominated candidates was done electronically to the Board Recording Clerk and the results are as follows:

MOTION by C. Kuehlewind to nominate Kim Walker as Chair

MOTION by M. Luft to nominate Zachary Hayden as Chair.

Electronic vote: 5 votes to elect Kim Walker, Chair;
4 votes to elect Zachary Hayden, Chair.

MOTION by C. Kuehlewind to nominate D. Perreault as Vice Chair

MOTION by S. Greaves to nominate Zachary Hayden as Vice Chair

Electronic vote results: 5 votes to elect D. Perreault as Vice Chair
4 votes to elect Zachary Hayden as Vice Chair

MOTION by D. Perreault to nominate Christine Kuehlewind as Board Secretary
No other nominations were made.

Vote: 8 votes to elect Christine Kuehlewind as Board Secretary.

Final results of the Election of Officers for 2021-22: Chair, Kim Walker; Vice chair – Don Perreault; Christine Kuehlewind, Board Secretary

Kim Walker acknowledged Zack Hayden for his leadership of the Board over the last two years.

B. Subcommittees – Reorganization – Per Policy 9130, board members determined subcommittee membership. A. Miesse agreed to participate on the Fiscal and Budget, Long Range Plan and Communications and Marketing Committees. C. Kuehlewind will join the Policy Subcommittee and exit LRP. M. Esposito will exit PTSO and Policy, and K. Walker will replace M. Esposito on the WHS PTSO. The LEARN representative position is still open. A. Miesse will serve on the Town Ad Hoc committee.

IV. BOARD OF EDUCATION ACKNOWLEDGMENTS

A. Introduction of New Board Member: Andrew Miesse was introduced and welcomed as the newest board member.

B. Recognition of Ten Year+ Board Members

1. Sally Greaves joined the Westbrook Board of Education in 2007 and has served on numerous Board committees. Most notably she has been a valuable resource on the Negotiations Subcommittee. Kim Walker and Michelle Palumbo have served on the Westbrook Board of Education since 2011 (Ten Years). They have also given valuable time on several Board subcommittees. Kim has spent many hours on Policy and Michelle on Long Range Planning. The Westbrook Community is truly appreciative of their many hours of dedication and service to the Westbrook Board of Education.

- V. STUDENT REPRESENTATIVE REPORT – Andrew Livingstone** reported on school activities including the WHS Theater Department's presentation of *Twelve Angry Jurors*. He announced the spring musical; *Theory of Relativity*. Andrew talked about the WHS and WMS Concerts, Portrait of a Graduate and high school students' participation in the survey on December 8, Student Council Fundraisers, Senior Projects, and Field Trips. Andrew also extended appreciation to Food Services Director, Mary Conway, and also brought to the attention of the Board although Food Service has done their best through staff shortages and food restrictions; there is room for improvement in food offerings.

VI. PUBLIC COMMENT

1. Corey Ehrlich parent and school social worker, suggested the Board should not look solely at enrollment figures relative to budget cuts. "Although there is a need to be fiscally responsible, it should not be at the detriment of our students. Personalizing their educational success needs to be staffed appropriately. "

Shantel Berg, parent, commented that she does not understand terminology when reviewing minutes about the budget. She would like to know where to get feedback as the Board does not comment at BOE meetings. Ms. Berg commented on class sizes and prefers they remain small. She wants the Board to be transparent and wants Common Sense Covid Guidelines. She also commented on the restrictions on volunteers coming into the school.

Leslie Fuchs, parent, commented that she is appreciative of the COVID Dashboard and appreciates being proactive rather than re-active and supports separation of desks, etc. She also stated that budget cuts tend to make things worse, not better and we should continue to encourage families to want to move to Westbrook. She also acknowledged the student representatives concern of the lunch program.

Bonnie Palermo, former teacher, suggested using retired teachers as substitutes instead of going through Kelly Services.

VII. OLD BUSINESS

A. Policy 0100 – Mission Statement: The recommendation to revise Policy 0100 – Westbrook Mission Statement, was brought before the BOE in November for a first reading. The Policy Subcommittee recommends the revision of Policy 0100 as presented. **MOTION to approve revision of Policy 0100 by M. Luft and SECOND by C. Kuehlewind. MOTION to adopt carries unanimously.**

VIII. ADMINISTRATOR(S) COMMENTS (No comments)

IX. NEW BUSINESS – Vote anticipated

A. Deletion of Policies

- 1. Policy 0300 - Policies for Westbrook Public Schools:** It is recommended by the Policy Subcommittee to delete this policy as it is redundant.
- 2. Policy 0500 – Comprehensive Improvement Plan – Recommendation to delete.**
Policy 0300 and 0500 will be brought to the Board in January for a second reading and vote to delete.

B. Award of Grounds Maintenance Contract: Lesley Wysocki, Business Manager, reported the results of the bids for landscaping, which was done in conjunction with the town. Only two companies submitted bids. It was recommended the Board approve Diamond Landscaping at a total per year of \$229,750 (combined). **MOTION to approve Diamond Landscaping by Z. Hayden and SECOND by M. Luft. Vote unanimous.**

X. SUPERINTENDENT'S REPORT

A. Enrollment – Superintendent Kristina Martineau reported December enrollment is currently 642 students which includes 9 out-placed students.

B. Westbrook Portrait of a Graduate Update: Superintendent Martineau updated the Board of the progress of Westbrook Portrait of a Graduate. Survey results continue to come in. Dr. Martineau is appreciative of the Leadership Team and staff and alumni representation. Survey #2 will soon be created.

C. Budget Process Update: Superintendent Martineau commented that it is still early in the budget process and there are two more workshops scheduled before the budget goes to the Board of Finance. There will be opportunity for public input again on January 11. Superintendent Martineau said she is aware of conversations going around regarding the budget related to staffing and talked about retirement incentives and

possible restructuring based on that outcome. She values parent and staff input and is available for discussion with interested parties.

D. 2022-2023 District School Calendar - This is a first look at the 2022-23 calendar to be presented in January for a vote. Superintendent Martineau is recommending changing student days from 181 to 180 to allow for more professional development for teachers. Other changes were discussed.

E. 2023-2024 District School Calendar: Superintendent recommends approving the 2023-24 calendar at the next meeting also.

F. COVID 19 Update and Screen and Stay Protocols: Superintendent Martineau presented the revised Screen and Stay Protocols, which will be posted on the website in January.

XI. CONSENT AGENDA

MOTION by D. Perreault and SECOND by M. Luft to approve the minutes of November 9, 2021 and December 7, 2021. Vote unanimous.

XII. FINANCIAL REPORTS

A. Review of Check Listing: Board members reviewed check listings for November 10, 2021 in the amount of \$219,036.71.

B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the current budget as it stands.

C. Line Item Transfer – None

D. Insurance Report: A current insurance report was provided.

XIII. BOARD COMMITTEE REPORTS

A. LEARN - Z. Hayden reported that LEARN determined the magnet school tuition. The guest speaker was Region 18 Supt. Ian Neviaser, who talked about the Strategic Plan for Lyme-Old Lyme and plans to counteract declining enrollment.

B. Policy - K. Walker reported the Policy Subcommittee continues to update policies.

C. Long Range Planning – D. Perreault reported a LRP meeting is scheduled for 12/16.

D. Fiscal & Budget – M. Esposito reported a Fiscal and Budget is scheduled for 12/16.

E. Teaching & Learning – D. Perreault reported that Curriculum Director, Angelo Saba, will be presenting to the Teaching and Learning Committee about the curriculum process.

F. Communications & Marketing – M. Luft reported this committee heard from Athletic Boosters representatives on the many contributions Athletic Boosters makes to our school community through fundraisers and grants.

G. Town Energy Ad Hoc Committee – L. Wysocki reported on a short meeting and discussion on potential solar array at Mulvey, LED lights at the library and instead of monthly meetings, changing to quarterly meetings.

H. PTSO Representatives – Z. Hayden reported on WMS activities including concert, spring musical, outdoor movie night and search for members to fill officer roles.

M. Luft reported on activities at Daisy specifically wrapping for the Holiday Fair and upcoming events such as Gingerbread House decorating and Carol singing; ; M. Esposito for WHS (no report).

XIV. BOARD GOALS

A. Calendar Committee Proposal: Z. Hayden suggested creating a calendar for the BOE listing Board responsibilities such as review of legal representative, assessment data, retreat dates, workshops, etc. Z. Hayden, D. Perreault, C. Kuehlewind and K. Walker agreed to serve on an Ad-Hoc committee to create the calendar. The committee will meet a couple of times and present to the February meeting.

B. BOE Mid-Year goals Check-in: Z. Hayden presented via PowerPoint the accomplishments thus far on BOE goals. Focusing on promoting high expectations for teaching and learning, increasing BOE communication and community relations; promoting board leadership and professional growth, using board policy to guide BOE decision making. The PowerPoint will be posted with the minutes.

C. CAFE Leadership Award Review: Z. Hayden presented an overview of specific requirements for BOE Leadership award. Superintendent Martineau will check with Old Saybrook as they have been the recipient of the award for a highly functioning BOE.

D. CAFE Workshops and Convention: Z. Hayden, K. Walker and Superintendent Martineau attended the CAFE/CAPSS Convention and heard from Dr. Miguel Cardona, Commissioner of Education and also from Fran Rabanowitz. New board member, Andrew Miesse attended workshops and heard about legal matters, budgets, equity inclusion, FOI/FOIA and the topic of "Board Members Staying in Their Lane."

XV. PERSONNEL – FYI

A. Non-certified Resignation(s)

1. Mary Conway – Director of Food Service. Superintendent Martineau reported that Mary Conway submitted her intent to retire effective December 31, 2021.

B. Non-Certified New Hires

1. Superintendent Martineau reported that Kendra Ferraro has been hired as the WHS Kitchen Manager

XVI. ADJOURN: MOTION by M. Palumbo to adjourn at 9:12 pm and SECOND by M. Luft. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next BOE meeting

Westbrook Board of Education - Goals and Growth

December 14, 2021



WESTBROOK PUBLIC SCHOOLS

Board of Education - 2021

- Part I BOE goals check-in
- Part II BOE commitment to excellence
 - CABE Board Recognition
 - PD-

Part I BOE goals check-in

WESTBROOK BOARD OF EDUCATION GOALS 2021-2022

Reviewed and finalized 8/10/2021

Goal #1: To Promote High Expectations For Teaching and Learning

Action Steps

- Collaborate with and support the superintendent to develop district vision focused on student achievement, equity (access to high quality instructional experiences for all students), and access. (Teaching and Learning-Curriculum)
- Develop new budget goals and guidelines to support teaching and learning. (Fiscal and Budget)
- Develop Teaching and Learning BOE Committee (Teaching and Learning-Curriculum)
- Collaborate and support the superintendent to develop an inclusive process for stakeholders to communicate values and beliefs about the Westbrook Portrait of a Graduate; (Teaching and Learning-Curriculum)

Evidence and Timelines

- Teaching and Learning BOE Committee agendas, minutes, purpose, and meeting schedule;
- BOE agendas, minutes, and enclosures related to Westbrook Portrait of a Graduate
- Westbrook Portrait of a Graduate
- BOE member(s) attend professional development workshops, webinars, etc. related to teaching and learning (workshop dates, agendas, handouts, etc., BOE presentations)

Goal #2: To Increase BOE Communication and Community Relations

Action Steps

- Develop and publicize BOE calendar of all committee and BOE meetings, including enclosures and presentations;
- Develop Communication and Community Relations BOE Committee (Communication and Marketing)
 - Evaluate priorities and needs related to communication and community relations
 - Develop plan of action to address these priorities
- Improve the accessibility of the Board of Education section of Westbrook Public Schools website to include BOE calendar, meeting minutes, enclosures, goals, member contact information/pictures, BOE group picture; belief statements related to district goals and superintendent goals; (Communication and Marketing)
- Communicate pride in programs and initiatives in Westbrook Public Schools to market and support schools in the community through Westbrook Events, BOE section of website, press releases, etc.
- Research and share with BOE and superintendent exemplars of other high performing district websites and BOE communication tools/work; (Communication and Marketing)
- Participate in professional development opportunities related to communication and community relations; (Communication and Marketing)

Evidence

- Communication and Community Relations BOE Committee agendas, minutes, purpose, and meeting schedule;
- Website changes
- Press releases, Westbrook Events, Harbor News, and similar
- BOE member(s) attend professional development workshops, webinars, etc. related to communication and community relations (workshop dates, agendas, handouts, etc., BOE presentations)



Goal #3: To Promote Board Leadership and Professional Growth

Action Steps

- Review and Effectively Employ Code of Ethics
- Review and Effectively Employ Code of Conduct
- Review and Effectively Employ Roles and Responsibilities
- Network with BOEs of Distinction
- Attend professional development opportunities

Evidence

- BOE member(s) attend professional development workshops, webinars, etc. related to BOE leadership, BOE of distinction, etc. (workshop dates, agendas, handouts, etc., BOE presentations);
- BOE member(s) communication/collaborate with other BOEs who have achieved Distinction status;

Goal #4: Use Board Policy to Guide BOE Decision Making



Action Steps

- Invest in CAFE online policy service to improve access to and communication of policies (ASAP); (Policy)
- Publish all policies to district website (work with Communications and Community Relations BOE Committee on website look and placement related to policy and BOE section); (Policy)
- Participate in professional development related to policy and CT school law (Policy)

Evidence

- BOE member(s) attend professional development workshops, webinars, etc. related to policy, etc. (workshop dates, agendas, handouts, etc., BOE presentations);
- Policy BOE Committee agendas, minutes, purpose, and meeting schedule;
- Updated Policy on BOE Website

Part II- BOE commitment to excellence

- CABE Leadership Recognition

○ CABE Leadership Recognition

1. **Board Leadership/Student Achievement**
Level One (minimum of three)
 - ☐ A. The Board has developed district goals for this year.
(provide copy of goals)
 - ☐ B. The Board has conducted a self-evaluation and developed a plan for improvement in the past 12 months. *(provide copy of plan or descriptive narrative)*
 - ☐ C. The Board has conducted a superintendent evaluation in past 12 months.
 - ☐ D. The Board monitors its performance against a Board of Education code of conduct. *(provide copy of code)*
 - ☐ E. The Board has conducted meetings pursuant to Board policy.
 - ☐ F. The Board has established a calendar to ensure all responsibilities are conducted in timely manner. *(provide copy of meeting calendar)*
 - ☐ G. The Board ensures that student voice is part of its decision-making process. *(provide bylaws that allow for student voice)*
 - ☐ H. The Board models civil discourse while conducting Board business. *(provide examples)*
 - ☐ I. The Board conducts orientation for new Board members. *(provide agenda or bylaws)*

○ CAFE Leadership Recognition

2. Board Member Professional Development Level One (minimum of three)

- ☐ A. A majority of Board members have taken part in workshops or other in-service training during the last year. *(provide list of workshops and/or in-service training)*
- ☐ B. The Board provides adequate funds to permit Board members to take part in training. *(provide budget or listing for Board professional development)*
- ☐ C. A majority of the Board attended the CAFE/CAPSS Convention in the last 12 months. *(provide list of Convention participants)*
- ☐ D. A majority of the Board participated in the CAFE Board Member Academy in the last 12 months. *(provide list of programs and board members who attended)*
- ☐ E. The Board has used a CAFE facilitator or other outside group for Board workshop/retreat in last 12 months. *(provide agenda)*
- ☐ F. New Board members are provided orientation, including attending CAFE New Board Member Orientation. *(provide list of 2019-2020 participants)*

- ☐ G. At least one Board member has participated in the CAFE Leadership Institute. *during this year. (provide names of participants)*
- ☐ H. The Board has participated in professional development about issues of diversity, equity and inclusion. *(provide a list of workshops and provider)*

○ CABE Leadership Recognition

4. Community Relations

Level One (minimum of three)

☐ A. The Board has clear, written policies on Community-Board Relations. *(provide copy)*

☐ B. The Board provides opportunities for appropriate participation at meetings by members of the community. *(provide copies of two recent agendas)*

☐ C. The Board seeks active community involvement with the schools. *(provide examples)*

☐ D. The Board demonstrates cooperation with news media. *(describe)*

☐ E. The Board promotes the school system to the public. *(provide copies of information disseminated)*

☐ F. The Board disseminates information to the public on its decisions in a unified, timely manner. *(provide copy of information provided)*

○ CABE Leadership Recognition

5. Related Organizational Leadership

Level One (minimum of three)

- ☐ A. A Board member serves on the CABA Board of Directors. *(provide name)*
- ☐ B. One or more Board members are active participants in the Convention Committee, CABA Government or Relations Committee, Resolutions Committee or Federal Relations Network. *(provide name(s))*
- ☐ C. One or more Board members actively serve on a RESC Board. *(provide name(s) and RESC)*
- ☐ D. One or more Board members participated in the NSBA Convention, CUBE or other NSBA-sponsored activity in the last 12 months. *(provide name(s))*
- ☐ E. One or more Board members have participated in the CABA Delegate Assembly or Day-on-the-Hill in last 12 months. *(provide name(s))*
- ☐ F. The Board has submitted a resolution to CABA for consideration by the CABA Delegate Assembly in last two years. *(provide resolution(s))*
- ☐ G. The Board ensures that all collective bargaining agreements and the superintendent's contract are sent in a timely manner to CABA's Negotiations Service. *(provide date information sent)*

Optional Question:

Level One

Please tell us what, in your opinion, makes your Board's leadership especially effective. Feel free to provide any information that other Boards would find beneficial in learning a

- Part II BOE commitment to excellence- (continued)
 - Professional Development
 - CABE/CAPSS Convention (11/12)
 - CABE 2021- New BOE Member and leadership joint conference (12/08)

2021 CABE/CAPSS Joint Convention 11/12/21



CABE/CAPSS

CAPSS Blueprint to Transform CT's Public Schools

- Education Cost Sharing
- Supporting transportation costs
- Using RESC's more strategically for shared services
- Improved virtual learning
- Legislative will and the need for nudges

12 Student Assessment

- Moving towards fewer hours of state assessment and fewer grades to be tested, with the piloting of assessments that include higher order/21st century and portrait of a graduate skills.
- Eliminating the requirement for testing in grades 4, 6, and 8, but providing for those districts that wish to test those grades annually, to do so, resulting in a focus and reporting on grades 3, 5, 7, 9, 11.
- Adding PSAT statewide in Grade 9, at state expense.
- Articulating more discretely the Smarter Balance/PSAT/SAT continuum of skills.
- Providing more detailed feedback to school districts on the need for focused instruction in specific skills.
- Focusing on: specific language and math skills most often not successfully achieved on state assessments; preparing and disseminating instructional materials for teachers; offering model professional development; giving a laser focus to early reading success.

CABE Leadership and New Board Member Orientation Conference 12/08

CABE 12/08: New Board Member- Andrew

Overall board functions

- Legal
- Policy
- Superintendent

Budget overview

- Fed / State / Local
- CRF, ESSER, ESSER II,.....
- DEI
- FOIA

CABE 12/08: Zack

Executive Director tip #14

- **Never criticize others in public**

CABE outgoing president refrain:

- **"Stay in your lane"**

- No "gotchas"
- Be considerate and mindful of the day to day business of the central office staff and superintendent

Legislative Priorities

- The voice of parents, educators, students, BOE members needed
- Behavioral Health
- K-12 statewide curriculum
- Virtual schooling