

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, June 09, 2015, 2015 @ 7:00 p.m.
Regular Board of Education Meeting

MINUTES

- I. CALL TO ORDER:** Regular Meeting of June 09, 2015: The Regular meeting of the June 09, 2015 Board of Education meeting was called to order at 7:00 p.m. by Maureen Westbrook, Chair, in the Westbrook High School library.

Members Present: Maureen Westbrook, Lee Bridgewater, Marti White, Michele Palumbo, Dee Adorno, Kim Walker, Jackie Lyman, Pat Labbadia

Absent: Sally Greaves

Also Present: Superintendent Patricia A. Ciccone; Business Manager Lesley Wysocki;
Administrators: Tara Winch, Ruth Rose, Madeline Illinger, Lesley Wysocki, Ben Russell, Dr. JoAnn Freiberg, teachers, students, parents

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:

- A. Retirees: Retiring teachers, **Paula Fitzgerald and Deborah Ritchie** were recognized by the Board for their service to the Westbrook Public Schools. Paula Fitzgerald, WHS Science Teacher and Athletic Director has been employed by Westbrook Board of Education for 35 years. Deborah Ritchie, WMS Special Education teacher has been with Westbrook Public Schools for 24 years.
Jeanne Haslam, Daisy Administrative Secretary, is retiring after 35 years and was recognized by the Board of Education for her service.
- B. BOE Student Representative: **Lydia Murphy** has served as the student representative to the Board of Education for two years. The Board Chair conveyed appreciation and presented Lydia with a gift.
- C. Middle School Scholar Leaders: **Marie Bavely and Finian McGannon** were selected as Westbrook Middle School's recipients of the 2015 Connecticut Association of Schools Scholar Leader Award. Each of the student's accomplishments were reviewed as to the criteria for the award, and each were presented with a Certificate of Excellence from the Board of Education.
- D. WHS Student Presentation: Climate Expertise/Restorative Practices: Tara Winch, WHS Principal explained how one strand of the school climate policy, working with students as resources, has been actualized through the student advisory activities this year led by students. There are visual representations, displayed along the main hallway of the high school created by students. Conversations about the 13 dimensions are being facilitated by students and are naturally motivating and increase awareness among all students. Westbrook High School students, Madeleine Archer and Amy Sparaco presented the year's activities in regard to school climate in which the students have participated. Along with Mr. Bialicki's guidance, the students provided a PowerPoint presentation showing the Board the many activities the students have been involved in throughout the year, including the recent training on June 1 and June 9 which included students from other schools. During the student trainings, the presenters facilitated other schools' advisors. Students have been invited back to a Girls' Symposium on October 16th at which they will be

presenters. Superintendent Ciccone will enable four students on June 25th to attend NSCC Institute in New York to facilitate a school climate presentation. Mr. Bialicki commented that he is proud of the students and their interest in the School Climate Initiative. Maureen Westbrook expressed excitement on the part of the Board to be the very first school to adopt a School Climate Policy.

- IV. STUDENT REPRESENTATIVE REPORT:** Lydia Murphy, Student Representative, talked about the school year winding down and reported on the accomplishments of the athletes involved in spring sports and the accomplishments of theater and music students. She said the senior class had a wonderful day at Holiday Hill and will soon be taking final exams. Graduation is June 22. Lydia expressed her appreciation to the Board for the opportunity to serve as the student representative

V. PUBLIC COMMENT: None

VI. ADMINISTRATORS' COMMENTS:

- A. Ruth Rose – Daisy Ingraham Social Thinking:** Ruth Rose provided the Board with a thorough presentation on the activities Daisy is involved in with regard to social thinking and restorative practices. She reported that the Daisy Climate Committee consists of 22 members. The school has had several “Good News” assemblies. The SBAC video was also a highlight. She commented that teachers and paras have been a huge part of the success of the program and mentioned Corey Ehrlich and Marilyn Brown for their contributions. She talked about how social thinking fits into school climate and restorative practices.

VII. NEW BUSINESS: Vote Anticipated

- A. IDEA Grant - IDEA Grant -** Special Services Director, Madeline Illinger gave an overview of what the IDEA grant is. The federal IDEA grants provide federal entitlement funds to eligible applicants to assist with the excess costs of providing special education and related services to children with disabilities, assistance for education of all Children with Disabilities, and Preschool Grants for Children with Disabilities are included. The grant will provide staff with professional development, and instructional resources for special education students. Mrs. Illinger explained that a percentage goes to private schools in the area (Oxford Academy) if they have students in service plans. *Moved by Dee Adorno and seconded by Pat Labbadia to approve the IDEA grant in the amount of \$149,090. Vote unanimous.*
- B. Lunch Program: Price Increase Request**
Lesley Wysocki, Business Manager, explained that each year, we are required to review our pricing for breakfast and lunches in comparison to other programs. The average lunch price reported by the USDA now stands at \$2.70. Because we charge less than this (avg. 2.50), we are required to compute “equity calculations”. The SDE provides an online tool to assist with this procedure. These calculations take into account all program expenses and revenues. Because of increasing requirements for fresh fruits and vegetables, which also comes with an increased cost, we will need to raise our lunch and breakfast fees by .25 for 2015-2016, in order to remain compliant with this regulation. *Moved by Marti White and seconded by Lee Bridgewater to approve the lunch and breakfast prices to be increased by .25 cents; to Breakfast (\$1.25), Lunch @ Daisy (\$2.50), WMS (\$2.75) and WHS (\$3.00). Vote unanimous.*
- C. Rotary Exchange Student** – Glen Anderson, Rotary representative, was present to talk about the Rotary Exchange Program. He said that a Westbrook student, Logan Muckle, is interested in going to South America for a year of education and in reciprocation, the Rotary

sponsors a student to come Westbrook for a year. A student from Tiawan (Teng Lu Yu, aka Frank) is interested in attending WHS. Mr. Anderson said that three host families are needed, with each family committing to 3 to 6 months. A training session is involved and there are other stipulations such as the home having an area for the student to study, a regular bed, and the financial resources necessary. If anyone is interested, please get word to Tara Winch, who will then contact the appropriate person from the Rotary organization.

- D. Daisy PTO Shed Proposal:** Superintendent Ciccone said that the Daisy Ingraham PTO requests Board approval for a new shed to be placed in close proximity to the greenhouse on the Daisy school campus for storage of garden tools, etc. Ruth Rose said that it is approximately 6 x 8 feet and is a pre-built shed. Lesley Wysocki will work with the PTO and Town of Westbrook to acquire the necessary building permits, etc. *Moved by Kim Walker and seconded by Jackie Lyman to approve Daisy PTO plans to move forward with the storage shed project. Vote unanimous.*

E. Field Trip(s) Requests:

A. France: Lisa Finnegan, WHS French teacher submitted an out-of-country field trip to France for April 14-24, 2016. The cost per student is \$2770 and travel is by plane, bus and train. Students will stay with French families for 4 days and attend classes with their host student and visit local attractions. Students will visit Paris, Versailles and Giverney (the house of Claude Monet). Approximately 10-15 students are expected to participate with the appropriate number of chaperones.

B. Washington D.C. – Eric Gearhardt and Rachael Allen requested approval for a field trip for the Music Department students to Washington D.C. March 17-20, 2016. The cost is approximately \$600 and they will be travelling by coach bus. The trip is open to all WHS music students. (In the past, 70-80 students have participated.) Students will be chaperoned by two music teachers and other teachers. In addition, eight other parents/chaperones will be attending. There will be intensive performance preparation prior to the trip and students will see and experience the nation's capital from an artistic standpoint. The group will leave at 8:00 a.m. on March 17 and return on March 20 at approximately 6 p.m. *Moved by Jackie Lyman and seconded by Michelle Palumbo to approve the trip to France and the Washington D.C. trip. Vote unanimous.*

C. China: Ginny White was present to discuss preliminary plans for another China trip. She said that she has had several inquiries. The trip would be similar to the trip last April but with one less night with host families to allow time for the group to travel to see the home of Confucius. The cost will be approximately \$2500 and would be planned around April break. The consensus was that the Board would support the trip. This will allow Mrs. White to pursue plans and a vote will take place once more information is submitted.

VIII. SUPERINTENDENT'S REPORT

- A. Enrollment Report – June 2015:** The Superintendent reported enrollment of 808 students on June 1, 2015, with 7 out-placed students and one exchange student in the total of 816. It was reported that three students have registered for the 2015-16 school year.
- B. SBAC Report:** The Superintendent reported that only one Westbrook Middle School student requested an opt out for the SBAC testing. She also reported on a glitch in the testing involving a "drop down" box for selecting the test. All 61 of our juniors took the test; but it shows the incorrect test was selected. The Superintendent is in communication with CSDE and intends to appeal the participation score. She and the administrators are confident in the proctors of the test. Tara Winch, WHS Principal, complimented both the students and proctors for the positive attitudes shown throughout the testing. Michelle Palumbo mentioned confusion about the testing selection boxes in her school district as well. Superintendent Ciccone will keep the Board posted on her conversations with CSDE.

- C. **Community Conversation:** The Superintendent talked about work being done at RESC centers and CAPSS regarding the value of small districts. EAST CONN is sharing information with her. She thought it might be a good idea to host a community conversation to discuss and address some of the questions and concerns she is receiving revolving around small districts and diminishing enrollments. The Superintendent mentioned the Legislature is involved in this topic as well. A number of superintendents have engaged legislators on this topic. Maureen Westbrook stated it could be an opportunity to be mindful of the future.

Board members were reminded of Graduation on June 22 and asked to RSVP if they plan on attending – seats will be reserved. Also, Maureen Westbrook will draft a letter of appreciation to faculty for the end of the school year.

IX. OLD BUSINESS: Vote anticipated

- A. Policy 5141.21 – Second Reading: This policy on Administering Medication was reviewed for changes regarding definitions and administration of Epinephrine. *Moved by Kim Walker and seconded by Marti White to approve Policy 5141.21 with the recommended changes. Vote unanimous.*
- B. Westbrook Support & Evaluation Plan: *Moved by Pat Labbadia and seconded by Marti White to table this item. Vote unanimous.*

X. CONSENT AGENDA: Vote anticipated

- A. **Approval of the minutes of the Regular Meeting of May 12, 2015:** *Moved by Lee Bridgewater and seconded by Jackie Lyman to approve the minutes of May 12, 2015. Vote: (Ayes) M. Westbrook, M. White, M. Palumbo, L. Bridgewater, J. Lyman, K. Walker (Abstained: D. Adorno, P. Labbadia*

XI. FINANCIAL REPORTS

- A. Review of Check Listing: Board members will review check listings for the month of April. Check listings were reviewed for 5/7/15 in the amount of \$156,696.26 and for 5/21/15 in the amount of \$142,771.78.
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands and has no concerns. There was discussion on carpet replacement in the WHS library and the cost associated with that. It was suggested that the business manager get an outside quote to see if it is line with what the state contractor is quoting. The Superintendent was authorized to use her discretion on whether or not to move forward or wait until next year.
On the topic of the Myrn Keryc Scholarship, it was decided that Maureen Westbrook would present the scholarship at the awards assembly to the BOE student representative. The Board also discussed future contributions to the Westbrook Foundation for an electronic communications sign.
- C. Line Item Transfer(s): None
- D. Insurance Report: Mrs. Wysocki reported on the insurance report as it stands.

XII. BOARD COMMITTEE REPORTS:

- A. **Policy** - Marti White said the next meeting is scheduled for June 18 at 6:00 p.m.
- B. **Communications** – Jackie Lyman - There was no meeting this month.
- C. **Long Range Planning** –Pat Labbadia – There was no meeting this month
- D. **Insurance** – Lee Bridgewater reported the next meeting is July 15 at 5:30 p.m.
- E. **Negotiations** – The next meeting is scheduled for June 17 at 5:30 p.m. in the middle school library.
- F. **PTSO Representatives** – Lee Bridgewater, WHS (no meeting), Kim Walker reported on Daisy PTO activities including election of officers, plans for the garden shed, picnic

tables, various cultural activities, ice cream social, Grade 4 promotion on June 19th, and school climate activities.

Jackie Lyman, WMS (no meeting)

It was mentioned that a Board of Finance meeting is scheduled for June 17. Since that date conflicts with several other Board activities, it was suggested that the BOF be asked to table any items relating to the Board of Education.

XIII. PERSONNEL: Vote Anticipated

A. Professional Resignation(s)/Retirement:

1. Deborah Ritchie, WMS Special Education teacher, submitted a letter notifying the Board of her retirement plans for the end of the 2014-15 school year. Deb Ritchie has served the school district since 1991 as a special education teacher at the middle school. *Moved by Marti White and seconded by Jackie Lyman to accept with regret the retirement request from Deborah Ritchie effective June 30, 2015. Vote unanimous.*

B. Non-Certified Resignation(s) For the Board's information, the following noncertified staff submitted resignations:

1. Marlene Pfaff, Middle School Head Cook, submitted her resignation effective June 5, 2015.
2. Jason Cane, Special Education Para, submitted his resignation effective at the end of the school year.

C. Executive Session

1. Personnel Matter

Request from Superintendent for vacation rollover:

Moved by Jackie Lyman and seconded by Kim Walker to approve the rollover of five vacation days for Superintendent Ciccone from a total of 22 unused days. Vote unanimous.

Moved by Jackie Lyman and seconded by Lee Bridgewater to move into Executive Session at 9:50 p.m. Vote unanimous.

Executive Session: Discussion of matters that would result in the disclosure of exempt matters.

Moved by Jackie Lyman and seconded by Michelle Palumbo to move back into Regular Session at 10:53 p.m. Vote unanimous.

XIV. ADJOURN: Moved by Pat Labbadia and seconded by Dee Adorno to adjourn at 10:53 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk