

<p>WESTBROOK BOARD OF EDUCATION Tuesday, August 09, 2016 @ 7:00 p.m. Regular Board of Education Meeting</p>
--

MINUTES

Present: Lee Bridgewater, Don Perreault, Mary Ella Luft, Jackie Lyman, Dee Adorno
Marti White (via speaker phone)

Absent: Kim Walker, Michelle Palumbo, Sally Greaves

Also Present: Superintendent Patricia A. Ciccone; Administrators; Ruth Rose, Cori DiMaggio; Tara Winch; Special Services Director, Madeline Illinger; IT Specialist, Ben Russell

- I. CALL TO ORDER** – Lee Bridgewater, Chair, called the regular meeting of August 9, 2016 to order at 7:00 p.m. in the high school library.

II. PLEDGE OF ALLEGIANCE

Moved by Dee Adorno and seconded by Mary Ella Luft to adjourn to Executive Session at 7:05 p.m. Vote unanimous.

III. EXECUTIVE SESSION

- A. Discussion of confidential student matter
- B. Action Concerning Student Disciplinary Matter
- C. Deliberation of Joint Stipulation Agreement

Moved by Jackie Lyman and seconded by Dee Adorno to return to Regular Session at 7:25 p.m. Vote unanimous.

Moved by Mary Ella Luft and seconded by Jackie Lyman to accept the Joint Stipulation Agreement as recommended by Superintendent Patricia A. Ciccone. Vote unanimous.

- IV. BOARD OF EDUCATION ACKNOWLEDGEMENTS:** No acknowledgements

- V. STUDENT REPRESENTATIVE REPORT:** No student report

- VI. PUBLIC COMMENT:** No public comments

VII. ADMINISTRATOR(S) COMMENTS

- A. Review of Summer School – Madeline Illinger reported on the four-week summer school program which ran from July 5 to July 29. Students in regular education and those receiving special education services attended the program Monday through Thursday, assigned to one of nine programs determined by age and educational need. Mrs. Illinger provided a hand-out of a detailed outline of the program. It was a successful summer program.

- B. Changes in Parent Inquiries, Registration Issues & Orientations and Pre-K Screening – Ruth Rose said that this year individual appointments were made with families of Kindergartners to help determine placement of the children. Children and parents have been given tours of the school and children will be given an opportunity to ride the bus, along with their parents, prior to the first day of school. Kindergarten orientation is scheduled for August 30. Students will be invited to join in a classroom activity. A flyer was distributed to Board members outlining the Integrated Preschool Program. This program will offer preschool play dates for children which will allow our professionals to assess them and collect valuable data on the children, while parents will be given an opportunity to discuss topics including school readiness, speech/language behaviors and more. A trifold brochure has been developed for parents.
- C. Efforts to Reconfigure Parent/Teacher Conferences – Cori DiMaggio talked about the format for Parent/Teacher Conferences at the middle school. Conferences are scheduled for Nov. 30 from 1-8 p.m. and on Dec. 1 from 1-5 p.m. Mrs. DiMaggio also provided a flyer outlining the options for the conferences which include Team Approach, Individual Teacher Conference, Two Teachers per Team, Open Conference Schedule (walk-in), and Student-led conferences. Parents will be offered 15 minute conferences and teachers will be encouraged to collect and offer a portfolio of the student's work.
- D. Orienting Students to Academic Rigor in the High School – Tara Winch talked about the Freshman Orientation on August 21 at 6:00 p.m. The orientation will open in the auditorium. Parents will then disburse to the library to meet with the guidance department, special education, support services, athletic director, and booster clubs. The freshmen will meet with upperclassmen and be informed of extra-curricular activities and academics and will also participate in a school tour and scavenger hunt. Ms. Winch commented that she is pleased that Westbrook offers several College Prep/Honors courses, AP classes and UConn credit is offered in courses ranging from Music, Family/Consumer Science, Languages, as well as English, Math, Science and Social Studies. These courses are open to all students; not just when UConn credit is offered.

VIII. NEW BUSINESS

- A. **Annual Board of Education Meeting Dates:** The Board reviewed proposed board meeting dates from January, 2017 through January, 2018. Meetings are scheduled for the second Tuesday of the month at 7:00 p.m. in the high school library. The exception is the April meeting. After a discussion it was moved by Don Perreault and seconded by Mary Ella Luft to schedule the April, 2017 meeting to the first Tuesday of April (April 4th) to avoid meeting during the April break. Vote unanimous.
- B. **Policy Revisions –First Readings**
 - 1. **Policy 5145.511 – Sexual Abuse Prevention & Education Program:** Superintendent Ciccone reviewed CAGE recommended policy 5145.511 which will make Westbrook compliant by October 1 in offering curriculum Pre-K – Gr. 12 on Sexual Abuse and Assault Prevention & Education. She said the Policy Committee reviewed, chose and edited Policy 5145.511 for Westbrook, which includes an opt-out waiver for parents/guardians. Parent education forums are being planned. She said that school districts await guidance from the CSDE. The CT Alliance to End Sexual Violence is currently working on the curriculum piece to follow. At this point the curriculum framework will include every grade level. However, it remains unclear as to whether that interpretation will be in the CSDE guidance. The Board was asked to review the

policy for this First Reading and it will be brought back to the September meeting for adoption.

2. **Policy – First Reading 5141.4 – Reporting of Child Abuse and Neglect:** Wording in this policy was changed to read “reasonable *suspicion*” instead of reasonable *cause* for mandated reports. This policy will also be brought to the September meeting for a second reading and vote to adopt.

IX. SUPERINTENDENT’S REPORT

- A. Enrollment update: Superintendent Ciccone reported in-district enrollment thus far at 762 students with at least two more enrollments anticipated by the end of the week. She noted we are averaging higher than NESDEC projections, even with declines.
- B. School Projects Update – Superintendent Ciccone said that the window project at the high school is about 95% complete. Daisy windows are being installed with final shipment anticipated on Wednesday. The Daisy parking lot paving is complete and the high school parking lot paving is almost finished. The high school track is currently being prepped for resurfacing. Both the high school and middle school gyms are completed (bleachers, pads, winches, etc.) Floor are about to be repainted in the center and refinished. School is expected to start on time with the projects completed.
- C. Opening Days – The Superintendent invited Board members to Convocation on August 29 at 8:00 a.m. The day will include Safety and Security training. August 30 will be a day of professional development in each of the schools and students return on August 31.
- D. Retreat Update: The Board will meet on October 15 for a Board Retreat at Oxford Academy. Time is to be determined and will most likely be a full day (8:30ish – 3 p.m.) More information will follow, after planning sessions with the facilitator.

X. OLD BUSINESS: None

XI. CONSENT AGENDA

- A. Approval of Minutes:
 1. Regular Meeting – June 14, 2016: Moved by Mary Ella Luft and Seconded by Don Perreault to approve the June 14, 2016 meeting minutes. Ayes: Lee Bridgewater, Mary Ella Luft, Don Perreault, Marti White Abstention: Dee Adorno, Jackie Lyman

XII. FINANCIAL REPORTS

- A. Review of Check Listings
 1. The Board reviewed multiple end-of-the-year check listings for June close-out: June 2, June 16, June 22, June 28, June 29 and June 30, 2016.
 2. 2015-16 Budget status was discussed and BOE members learned that the BOE and Town have reconciled the 2015-16 budgets. Audit Process Update: Auditors appeared to be comfortably able to complete the audit. There are no outstanding issues at this time. The Superintendent commended the Business Manager’s budget oversight for 2015-16. The Board of Education committed to placing any remaining balance to meeting the 1% contribution to the CNRS and to the Insurance Reserves to better position us for the 2017-18 budget process.
 3. Review of check listings for July 2016-17: The board reviewed check listings for July 7 in the amount of \$41,776.52, July 14 in the amount of \$49,464.11 and for July 28 in the amount of \$244,303.68.

- B. Budget Narratives/Review of Expenditure Reports for 2015-16 and 2016-17: Mrs. Wysocki said that she has reconciled expenditures to date with the Town for 2015-16.
- C. Line Item Transfer: None
- D. Insurance Report: Mrs. Wysocki reported on the status of the insurance report showing a Surplus of \$200,307.00

XIII. BOARD COMMITTEE REPORTS

- A. LEARN – D. Adorno (no report)
- B. Policy– M. White said the Policy Committee will meet on August 25 at 4:30 pm
- C. Communications (no report)
- D. Long Range Planning – (no report)
- E. Insurance- L. Bridgewater said the Insurance Subcommittee will meet on August 15 at 5:30
- F. Negotiations - S. Greaves (no report)
- G. PTSO Representatives - J. Lyman, K. Walker, M. Palumbo (no reports)

XIV. PERSONNEL

- A. Professional Appointments: Moved by Dee Adorno and seconded by Jackie Lyman to approve the following professional appointments as recommended by Superintendent Ciccone. Vote unanimous.
 - 1. Taylor Price – Special Education Teacher (Daisy Ingraham)
 - 2. Kara Lesandrine – WHS Special Education Teacher.
 - 3. Matthew Talmadge – WMS Music (Band 5-8) Chorus (GR. 5)
 - 4. Rebecca Lyon – WMS Special Education Teacher
- B. Non-Certified Appointment(s): The Board was informed of the following non-certified appointments.
 - 1. Tiffini Hovey accepted the position of Technology Support Assistant.
 - 2. Brianna Banach transferred from a paraprofessional position to the middle school secretary position.
 - 3. Robin Rotondi has been hired as a special education paraprofessional and will begin her duties at the middle school at the start of the new school year.
- C. Non-Certified Resignation(s): The Board was informed of the following non-certified resignations:
 - 1. Jordan Bean – WMS ESL Tutor resigned his position at the end of the school year.
 - 2. Taylor Price – Taylor has resigned her position as a WHS Para to become a special education teacher at Daisy Ingraham School.
 - 3. Tiffini Hovey – Tiffini resigned her position as middle school secretary to become Technology Support Assistant.
 - 4. Briana Banach – Briana resigned her position as a paraprofessional to become the middle school secretary.

- XV. ADJOURN:** Moved by Mary Ella Luft and seconded by Jackie Lyman to adjourn at 8:55 p.m.
Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

