

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

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, April 8, 2014 @ 7:00 p.m.</b> <b>Regular Board of Education Meeting</b>
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**MINUTES**

Members Present: Lee Bridgewater, Marti White, Michele Palumbo, Sally Greaves, Dee Adorno, Jackie Lyman, Kim Walker

Absent: Maureen Westbrook, Pat Labbadia III

Also Present: Superintendent Patricia A. Ciccone; Business Manager Lesley Wysocki;  
Administrators: Katharine Bishop, Cori DiMaggio, Madeline Illinger;  
Parents, Students

**I. CALL TO ORDER:** The Regular Meeting of April 8, 2014, was called to order at 7:01 p.m. in the WHS library by Lee Bridgewater, Vice Chair.

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:**

- A. Daisy Ingraham student, Aodhan Hubble, was recognized by the Board as outstanding 4<sup>th</sup> grade art student and Sadie Susi was recognized as outstanding 4<sup>th</sup> grade student in music by the Connecticut Association of Schools. Each student was presented a certificate of recognition from the Board of Education.

**IV. STUDENT REPRESENTATIVE REPORT:** Lydia Murphy, Student Representative, reported on high school activities including the musical, *Young Frankenstein*, the successes of Boys' and Girls' basketball teams, the chorus/band trip to San Francisco, Guidance College Fair, WHS Staff/Students Autism campaign, SBAC testing, and opening season for high school sports including track, tennis, softball and baseball.

**V. PUBLIC COMMENT:** No comments

**VI. CONSENT AGENDA:**

- A. Approval of the minutes of the Regular Meeting of March 11, 2014
- B. Approval of the minutes of the Special Meeting of March 19, 2014  
*Approval of the minutes for March 11 and March 19 are tabled until the May board meeting.*

**VII. NEW BUSINESS:**

- A. **Healthy Food Certification** – The Board of Education voted to certify that Westbrook Public Schools will again participate in healthy foods certification as stated in CT Statute 10-215f and exempt certain foods under the criteria established as follows: 1) the sale is in connection with an event occurring *after the end of the regular school day or on the weekend*; 2) the sale is at the location of the event; and 3) the food is *not sold from a vending machine or school store*. Moved by Marti White and seconded by Sally Greaves for the Board to certify that all food items offered for sale to students in the schools under our jurisdiction, unless exempted, will meet the CT Nutrition Standards published by the CSDE. **Vote unanimous.**

- B. Set Graduation Date:** The Superintendent said that after April 1, Boards of Education can establish a firm graduation date and stick to it even if school days are cancelled later, as long as the school calendar provides for at least 180 days of school at the time the date is set. Due to several weather related cancellations, the Superintendent recommended the Board of Education set June 19, 2014 as the graduation date for the class of 2014. The official last day of school for students will be June 19, 2014. Moved by Kim Walker and seconded by Sally Greaves. **Vote unanimous.**
- C. Non-Tenure Notification:** The Superintendent reminded the Board that May 1 is the deadline to notify non-tenured teachers that contracts are not guaranteed until the budget is approved.
- D. Appointment of Medical Advisor:** The Superintendent recommended that Dr. Adam Perrin continue as Westbrook School's medical advisor.

#### **VIII. FINANCIAL REPORTS**

- A. Review of Check Listing:** Board members reviewed check listings for March 13, 2014 in the amount of \$55,333.92 and on March 27, 2014 in the amount of \$142,290.52.
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki** provided an over view of the budget as it stands. She said that essentially a freeze is still on, but not to the degree that it was. The freeze is eased, but all purchases are scrutinized on the basis of need.
- C. Line Item Transfer(s):** There were no line-item transfers this month.
- D. Insurance Report:** The business manager reported the status of the February report was better than January's report.
- E. Snow Removal Bids:** Lesley Wysocki reported that out of four bids for snow removal, Shoreline Landscaping came in the lowest. They meet all the requirements and have personnel and equipment lists that mirror other bids. It was recommended that Shoreline Landscaping be awarded a one-year contract for snow removal for the 2014-15 school year. Moved by Marti White and seconded by Sally Greaves to award a one-year contract to Shoreline Landscaping for snow removal for 2014-15. **Vote unanimous.**

#### **IX. SUPERINTENDENT'S REPORT**

- A. Enrollment Report—April, 2014:** The Superintendent reported there are 837 students enrolled in our schools on April 1, 2014, compared to 882 enrolled in April, 2013. October 1, 2013 enrollment is 833 students. There are currently 11 out-placed students.
- B. Positive Approaches to Substance Abuse and other Risky Behaviors:** The Superintendent said that the April 10<sup>th</sup> School Climate event will be postponed until a date in May to be determined. The speaker is unavailable, but will be available in May. A message will go out through School Messenger announcing the postponement.

- X. ADMINISTRATORS' COMMENTS:** Cori DiMaggio and Jackie Lyman reported on the success of the middle school play. Kit Bishop reported that kindergarten registration has begun.

#### **XI. OLD BUSINESS:**

- A. 2014-15 Proposed Budget & CIP Review:** Maureen Westbrook and Lesley Wysocki attended the Board of Finance meeting to address the Town's C.I.P. There was a discussion of combining some of the school's projects with the town, such as telephones; thus the town would look at "packaging" differently. There was also discussion on "deferring" some items in the Capital Improvement Plan; however, it was mentioned that as items are deferred "prices go up," and the need to address each item could be more costly if it is as a result of damage or breakdown.
- B. 2014-15 School Calendar –** The Board was asked to take another look at the 2014-15 calendar to amend it. The amendments are to start teacher professional development on

8/25, 26 and begin the first day for students on 8/27. Mr. Savage, WEA representative was contacted. Superintendent Ciccone recommended the 2014-15 school calendar be re-adopted with the above-mentioned amendments. Moved by Marti White and seconded by Jackie Lyman to re-adopt the 2014-15 school calendar with the above mentioned changes. **Vote unanimous.**

**XII. BOARD COMMITTEE REPORTS:**

- A. **Policy** - Marti White reported there may be a brief meeting on April 10<sup>th</sup>.
- B. **Communications:** At the 4/10 Communications Subcommittee meeting, Jackie Lyman was appointed Chair. She said the committee will meet quarterly with the first meeting on May 13 at 6:00 p.m. They will schedule meetings for August and November
- C. **Long Range Planning** – No meeting occurred.
- D. **Insurance** – No meeting occurred.
- E. **Negotiations** –Sally Greaves reported that Negotiations Subcommittee has met and are in the initial phase of reviewing contracts.
- F. **PTSO Representatives** – Lee Bridgewater, WHS (no meeting). Kim Walker reported on Math Night at Daisy; Jackie Lyman reported that “Family Night” was well attended at the middle school.

**XIII. PUBLIC COMMENT:** No comments

**XIV. PERSONNEL:**

- A. **Update:** School Principals Search (WHS) (Daisy Ingraham): The Superintendent said that screening is nearly completed and by the end of the week “strongly recommended” candidates will be contacted.
- B. **Professional Resignation(s)/Retirement:**
  - 1. **Carolanne Powers:** Mrs. Powers submitted her request for retirement effective June 30, 2014. Mrs. Powers has served the students at the Daisy Ingraham School for 30 years (since September, 1984). **Superintendent Ciccone recommended that the Board accept with regret and appreciation, the retirement request for CarolaAnne Powers effective June 30, 2014. Moved by Marti White and seconded by Michelle Palumbo. Vote unanimous.**
  - 2. **Marilyn Toth:** Marilyn Toth submitted her request for retirement effective June 30, 2014. Mrs. Toth has been an art teacher at Westbrook High School since August of 2003. **Superintendent Ciccone recommended that the Board accept with regret and appreciation the retirement request for Marilyn Toth effective June 30, 2014. Moved by Kim Walker and seconded by Marti White. Vote unanimous.**
- C. **Non-Certified Resignation(s):**
  - 1. **Troy Corbin-** Paraprofessional WMS – The Board was informed that Mr. Corbin has submitted a letter of resignation effective April 11, 2014.

**XV. ADJOURN:** Moved by Jackie Lyman and seconded by Sally Greaves to adjourn at 8:05 p.m.  
**Vote unanimous.**

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

