

<p>WESTBROOK BOARD OF EDUCATION Wednesday, November 11, 2015 @ 7:00 p.m. Special Board of Education Meeting</p>
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MINUTES

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

Absent: Jackie Lyman, Sally Greaves

Also Present: Superintendent Patricia A. Ciccone, Administrators: Ruth Rose,
Cori DiMaggio, Tara Winch, Madeline Illinger; Business Manager
Lesley Wysocki; IT Specialist Ben Russell, Teachers, Parents,
Students

I. CALL TO ORDER – The Special meeting of November 11, 2015 was called to order at
7:00 p.m. by Maureen Westbrook, Chair.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:

A. CAPSS (Connecticut Association of Public School Superintendents) Superintendent
Awards:

Leah Cherry and **Christopher Brainard** were recognized by the BOE as WHS CAPSS
Leadership Award winners. These students will be honored at a luncheon on
December 7 at the Saybrook Point Inn. Tara Winch attested to their leadership,
scholarship and community service activities. Two middle school students will be
recognized at the December BOE meeting for having received the CAPSS Award as
well.

B. **Maureen Westbrook** and **Pat Labbadia** were recognized for their service to the
Westbrook Board of Education

Maureen Westbrook expressed her appreciation to Superintendent Ciccone, the
administrators, teachers and staff of Westbrook Schools for their support during her
service to the Board of Education.

Superintendent Ciccone commented that Maureen was elected to the Board of Education in November, 2003 and served as Vice-Chair for several years. She was elected as Chairman in November, 2011 and served on several committees including Policy, Negotiations, Long Range Plan and the Insurance subcommittee.

Pat Labbadia was elected in November, 2009 and also served on several subcommittees including the Policy Subcommittee and as Chairman on the Long Range Planning Committee. He is also Chairman on the Town Building Committee.

The Superintendent complimented both for having spent countless hours volunteering their time and expertise to the many aspects of the Board of Education. The Superintendent also complimented the Board of Education stating that it is the most apolitical board with which she has ever worked.

- IV. STUDENT REPRESENTATIVE REPORT** – Caitlin McNary reported on school activities including National Honor Society Induction scheduled for November 24, Veterans’ Day assembly activities, fall sports activities and the Sports Awards assembly scheduled for November 22.

- V. PUBLIC COMMENT:** No comments

VI. ADMINISTRATOR(S) COMMENTS

- A.** NEASC Decennial Progress – Tara Winch reported on the recent visit of Allyson Geary, NEASC representative, who met with the Steering Committee, Co Chairs of the Standards Committee and faculty, to prepare them for the NEASC evaluation. Tara waked them through and demonstrated the electronic evaluation process and self-evaluation tool, now available by NEASC. Ms. Winch said that she is excited that the process is more streamlined and easier. Caitlin Eichler reported to the faculty on her recent NEASC visitation and described what the expectations will be.
- B.** Grade Reform Update – Cori DiMaggio reported that the middle school is studying grade reform and how it relates to instruction and assessments. The middle school grade reform committee worked with Scott Brown from LEARN. She mentioned two excellent books; *Rethinking Grading* and *Thinking Smarter – Not Harder* that they are using. She said the committee is being methodical in its work, and that it will take time to research what is best for Westbrook. Ben Russell, IT Specialist, will be consulted on the use of Power School as a 21st century grade report that removes subjectivity from the grade as developed.
- C.** WECC Wellness Committee – Ruth Rose talked about the activities of the Westbrook Early Childhood Council and its connection to our families and their students through the Westbrook Early Learning Links. There are several activities these groups offer such as workshops to help with meal planning for toddlers, a Day of Caring in conjunction with Middlesex United Way, and the annual Early Childhood

Forum which will take place on March 16, 2016. Mrs. Rose said these two groups are funded by United Way grants and funds from the budget, and are great resources for our parents, students and community.

- D. District Wellness Committee – Madeline Illinger reported on the District Wellness Committee and its diverse committee membership. The committee is working on a Wellness Policy which will be reviewed by the BOE before the year’s end. Topic areas that are considered within the purview of this committee are nutrition, physical activities, community partnerships, staff wellness and professional learning, school wellness committee role, membership and leadership.

VII. NEW BUSINESS - None

VIII. SUPERINTENDENT’S REPORT

A. Enrollment Update

November 2, 2015 enrollment: Superintendent Ciccone reported there are 787 students enrolled in our schools on November 2, 2015; ten of the 787 students are placed out of the district and there is one exchange student. BOE members referred to the monthly report in their Board packet for comparisons since the start of the school year.

Moved by Kim Walker and seconded by Pat Labbadia to move the China field trip request up on the agenda. Vote unanimous. (See Item E. 1.)

- B. Sports Program: Superintendent Ciccone introduced Teg Cosgriff, Athletic Director (A.D.), to speak about a Varsity boys and girls indoor track proposal. The proposed program would be supported by the money in the budget set aside for the wrestling program which is being dissolved due to lack of participation. Mr. Cosgriff said that Westbrook would be the 13th school to participate in the indoor track program on the Shoreline. The sport launches in December and would benefit our students to keep them active and conditioned during the winter months. His presentation included cost per student analysis and goals of the program. The Board was receptive of the proposal and complimented the A.D. on his thoroughly developed proposal.

Moved by Pat Labbadia and seconded by Lee Bridgewater to approve the Superintendent’s recommendation to move forward with the proposed indoor track program. Vote unanimous.

- C. Auditorium Study: Superintendent Ciccone mentioned the efforts to obtain someone to do a study of the auditorium to address the needs of the theater program as well as other events. Business Manager, Lesley Wysocki, obtained a recommendation for a company who had performed a study of the Haddam-Killingworth auditorium for a minimal fee. The BOE was told the study would commence on November 19th with input from the Facilities Manager, Business Manager, Superintendent, High School Principal and teachers. BOE members were invited to contribute before or after and would receive a full report.

Maureen Westbrook mentioned that the Westbrook Foundation has approved a grant for the “shed” to be constructed for storage for the theatre department, but an official notification had not been received.

- D. YMCA Program: Superintendent Ciccone met with a YMCA representative who talked about Splash Week during the week of December 28. This program will offer swimming lessons at no cost for 150 children in the 9 town area. The YMCA is interested in offering free membership to high school students, however, a transportation partnership remains without a solution.

IX. OLD BUSINESS: **Vote anticipated**

- A. Policies: Second Reading: The BOE reviewed the suggested policy changes at the October meeting and voted to accept the revisions to the following policies:

1. 6146 – Graduation Requirements (updates were made according to CSDE requirements)
2. 5141.3 – Health Assessments and Immunizations (updates were made according to Connecticut General Statutes)
3. 5141.21 – Administering Medication (Language was added for students self testing for blood glucose levels, and administration of Anti-Epileptic Medications)

Moved by Lee Bridgewater and seconded by Dee Adorno for the Board to approve the Superintendent’s recommendation to approve the Policy 6146 (Graduation Requirements), Policy 5141.2 (Health Assessments and Immunizations) and Policy 5141.21 (Administering Medication) with the revisions as presented. Vote unanimous.

E. Field Trip Request(s)

1. China: Ginny White was present to inform the Board that currently there are 11 people interested in the China trip, including 4 students. With the Board’s approval, the trip is scheduled from April 14-24, 2016. The group will travel to Beijing, Jinan and Linzi by airplane, train and bus with an all inclusive fee of \$2550. The purpose of the trip is to learn about China’s history and culture and their educational system. Students will experience everyday life in China, while staying with traditional Chinese families. *The Superintendent recommended the Board approve the field trip request to China from April 14 through April 24, 2016. Moved by Kim Walker and seconded by Dee Adorno. Vote unanimous.*
2. Quebec, Canada: Lisa Finnigan, WHS French teacher, requested approval of a trip to the French speaking population in Quebec, Canada in place of the original field trip request to France from February 15-18, 2016. The Superintendent expressed Lisa’s concerns regarding travelling to France at this time. Approximately 15 students and two teachers will travel by bus and the cost is \$915.00. Students will experience the history and culture of the French speaking people of Quebec. *Moved by Dee Adorno and seconded by Marti White to approve the*

Superintendent's recommendation to approve the request for the trip to Quebec, Canada from February 15-18, 2015. Vote unanimous.

3. The Board was informed of the cancellation of the ski trip previously approved by the Board to Park City, Utah during the February break, due to lack of student interest this year.
- X. CONSENT AGENDA Approval of Minutes:**
1. Regular Meeting – October 13, 2015: *Moved by Marti White and seconded by Kim Walker to approve the minutes of the regular meeting of October 13, 2015. (Ayes) M. Westbrook, M. White, M. Palumbo, D. Adorno, P. Labbadia, K. Walker (Abstained) L. Bridgewater*
- XI. FINANCIAL REPORTS:**
- A. Review of Check Listing: The Board members reviewed check listings for October 18, 2015 in the amount of \$278,493.05 and on October 22, 2015 in the amount of \$150,940.18.
 - B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands and reported no concerns.
 - C. Line Item Transfer – None
 - D. Insurance Report: The Board reviewed the USI Insurance report for the month of October.
- XII. BOARD COMMITTEE REPORTS**
- A. LEARN report – D. Adorno will attend a LEARN Board of Directors meeting on November 12.
 - B. Policy– M. White reported work on the field trip policy with regard to chaperones. Also, a correction was made to the Transportation policy. The Policy Committee will meet on November 19 at 4:30 p.m.
 - C. Communications : J. Lyman (no meeting)
 - D. Long Range Planning – P. Labbadia (no meeting) Mr. Labbadia reported that the Building committee would be sending out new RFP's on the window project and a walk through would be scheduled.
 - E. Insurance- L. Bridgewater (no meeting)
 - F. Negotiations - S. Greaves (no meeting)
 - G. PTSO Representatives – Michelle Palumbo reported on the middle school PTSO activities. The group heard about the Smart Music program, Pasta Dinner night, Harvest Fair, and the Girls' Motivational Summit.
- XIII. PERSONNEL**
- A. Professional Appointment(s)
 1. WHS Math Teacher – **Regina Ballentine.** *Moved by Michelle Palumbo and seconded by Lee Bridgewater to approve the Superintendent's recommendation to appoint Regina Ballentine as a math teacher for Westbrook Public Schools. Vote unanimous.*

- B.** Plant Operations Manager: **Michael Thomas.** *Moved by Marti White and seconded by Lee Bridgewater to approve the Superintendent's recommendation to appoint Michael Thomas as Plant Operations Manager for Westbrook Public Schools effective November 1, 2015. Vote unanimous.*

*Moved by Kim Walker and seconded by Lee Bridgewater to move into Executive Session at 8:55 p.m.
Vote unanimous.*

Personnel Matters: Discussion of matters that would result in the disclosure of exempt matters.

*Moved by Marti White and seconded by Michelle Palumbo to move back into regular session at 9:10 p.m.
Vote unanimous.*

C. Professional Resignation(s)

1. Gregory Rydelek, WMS Technology teacher, submitted his resignation effective October 31, 2015. *Moved by Michelle Palumbo and seconded by Marti White to accept the resignation of Greg Rydelek with regret effective October 31, 2015. Vote unanimous.*
2. Ray Hayes, Director of Facilities, submitted his resignation effective October 30, 2015. *Moved by Michele Palumbo and seconded by Marti White to accept with regret the resignation of Ray Hayes, Director of Facilities, effective October 30, 2015. Vote unanimous.*
3. The Board was informed that Jarryd Reed, Technology Support Assistant, submitted his resignation effective October 23, 2015.

XIV. ADJOURN: *Moved by Pat Labbadia and seconded by Dee Adorno to adjourn at 9:12 p.m. Vote unanimous.*

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk