

**WESTBROOK BOARD OF EDUCATION
Tuesday, October 8, 2013 @ 6:00 p.m.
Special Board of Education Meeting**

MINUTES

Present: Marti White, Myrn Keryc, Michelle Palumbo, Lee Bridgewater, Dee Adorno,
Pat Labbadia, Kim Walker

Absent: Maureen Westbrook, Sally Greaves

Also Present: Patricia A. Ciccone, Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio,
Administrators; Madeline Illinger, Director of Special Education and Student Services;
Lesley Wysocki, Business Manager; faculty members, community members

- I. CALL TO ORDER** – The regular meeting of October 8, 2013, was called to order at 7:00 p.m. by
Marti White, Vice Chair.

II. PLEDGE OF ALLEGIANCE

Moved by Kim Walker and seconded by Michelle Palumbo to move Item X. after Item III. On the agenda.
Vote unanimous.

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:

- A. Teachers Receiving Tenure:** Superintendent, Patricia A. Ciccone, talked about the importance of teacher tenure. Teachers in the district attaining tenure this year are MaryJo Noonan, Patricia Goad, Shannon Cost, Amory Blackwell, and William Gombos. These teachers were congratulated by Patricia Ciccone and the Board. A photo will be placed on the website.
- B. Chinese Visitors Introduced:** Kit Bishop introduced two guests from China and explained that for the past few days the district has hosted twelve Chinese 5th graders. Nine host families from Westbrook participated. A trip to China is being arranged during April vacation and Kit asked anyone interested to contact her.

IV. STUDENT REPRESENTATIVE REPORT – None

V. PUBLIC COMMENT: None

VI. CONSENT AGENDA

- A. Approval of the minutes of the Regular Meeting of September 10, 2013:** Moved by Pat Labbadia and seconded by Michelle Palumbo to approve the minutes of September 10, 2013. (Ayes) M. White, M. Palumbo, L. Bridgewater, D. Adorno, P. Labbadia, K. Walker Abstained) M. Keryc
- B. Approval of the minutes of the Special Meeting of September 24, 2013:** Moved by Michelle Palumbo and seconded by Pat Labbadia to approve the minutes of the Special meeting of September 24, 2013. (Ayes) L. Bridgewater, M. White, M. Keryc, D. Adorno, P. Labbadia (Abstained) M. Palumbo, K. Walker

VII. NEW BUSINESS:

- A. Board Budget Guidelines: – The Superintendent asked the Board to review the Budget Guidelines to determine the key areas in which the Administration will focus its efforts in preparation of the 2014-2015 budget. The budget guidelines for preparing the 2013-14 budget were given to assist Board members in the development of the guidelines for the 2014-15 budget, for November approval.
- B. Consolidated Grant- Lesley Wysocki reported that \$63,734 has been awarded to Westbrook, in federal Title I dollars, as part of the Consolidated Grant. She said that this is a slight decrease from last year (\$500) but is only a preliminary figure and could change. The Title I money is used to pay part of the salary of the Reading Specialist at Daisy Ingraham School, and 5% of this money will be spent for professional development. \$17,854 has been awarded to the district in Title II dollars. This money is used to maintain our primary class sizes to 18 or fewer students.
Moved by Myrn Keryc and seconded by Dee Adorno to approve the Consolidated Grant submission in the amount of \$63,734.
- C. Title III Grant – Lesley Wysocki reported that \$4,574 has been awarded to the district to benefit the education of English Language Learners. (ELL). The money will be used primarily for mandated professional development in meeting the needs of English Language Learners. Last year's money on \$3500 will carry over to help us address professional development. **Moved by Kim Walker and seconded by Lee Bridgewater to approve the Title III grant. Vote unanimous.**
- D. Field Trip(s):
 - 1. The Ski Club requested an overnight trip to Jay Peak, VT from January 31, 2014 to February 2, 2014. Fifteen to twenty-five students are expected to participate. Ski Club Advisors Heidi Joslyn and Liz Egan, will chaperone. Students will travel by motor coach and depart WHS at 2:30 on January 31 and return at 9:00 p.m. on February 2. The cost of the trip is \$240. *Moved by Lee Bridgewater and seconded by Michelle Palumbo to approve the Ski Club Field Trip to Jay Peak, VT from January 31 to February 2, 2014, based on the appropriate student/chaperone ratio. Vote unanimous.*

VIII. FINANCIAL REPORTS:

- A. Review of Check Listing: Lesley Wysocki provided check listings dated 9/12/13 in the amount of \$110,730.66 and 9/26/13 in the amount of \$62,428.71, for the Board's review.
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands and a financial statement for the period ending 9/30/13. She indicated that she is keeping a watchful eye on Special Education tuitions and the substitute teacher account.
- C. Line Item Transfer(s): There were none.
- D. Insurance Report: The monthly report was provided. The Insurance Subcommittee will meet on October 10 and will review the report.

IX. SUPERINTENDENT'S REPORT

- A. **Enrollment Report**—October 1, 2013: The Superintendent reported there were 833 students enrolled in our schools on October 1, 2013 and 8 out-placed students for a total of 841, compared to 871 enrolled on October 1, 2012. She mentioned that area districts are experiencing declining enrollment. She said that she continues to receive inquiries from parents interested in the Westbrook Schools.
- B. NEASC Decennial Process/Core Values – Mr. Hale provided information on the upcoming ten-year accreditation process. Four high school teachers have attended a preliminary workshop. It was determined that the Westbrook Core Values and Beliefs are lengthy. Mr. Hale asked the Board to endorse a shorter version of the Core Values and Beliefs, which he provided. *Moved by Lee Bridgewater and seconded by Myrn*

Keryc to approve an update of the Westbrook High School Core Values and Beliefs in accordance with NEASC Review Committee's expectations. Vote unanimous. Mr. Hale said the self-study will begin during the second half of next year and the NEASC will visit either in the spring or fall of 2016.

- C. UConn ECE (Early College Experience) – Mr. Hale gave a PowerPoint presentation on the Early College Experience program through UConn. The program has grown since our participation began eighteen years ago. Every aspect of the program from courses available to certification of our teachers, exams, fees, percentage of our students participating and financial savings for parents and students was reviewed. Mr. Hale reported that many students especially those at UConn, report that they begin college with sophomore level courses and a few have graduated in three years. WHS students earned a total of 354 college credits last year. There were 67 students who participated last year and 80 participating students this year.
- D. Review of School Year Planning (2014-15): The Superintendent provided a draft of the 2014-15 calendar. She mentioned that the LEARN calendar has not yet been distributed and a uniform calendar is still being considered by CSDE. The 2014-15 calendar will be brought back to the Board. The current draft maintains the February and April vacations.
- E. School Nutrition Program: Superintendent Ciccone talked about a meeting at the elementary school with parent volunteers, the cafeteria manager, the business manager and the principal. Discussion included ways to help children to enjoy more of their lunches and better ways to educate children on healthy eating. The Superintendent expressed concern over the Government shutdown as it may impact the lunch program.
- F. Evaluation Implementation Update: The Superintendent reported that the Evaluation Implementation is going well and is aligned with specific professional development. Cori DiMaggio mentioned the professional development that occurred with Betsy Chester, Peggy Neil, and Ann Buchanan, content area consultants.
- G. Yale Social/Emotional Learning & Intern: The Superintendent reported that Yale is doing exceptional work on impacting positive school climates. Relative to that, Pat Ciccone said that Westbrook is hosting a forum with Dr. Mark Brackett and Senator Linares for invited guests on November 11. Hopefully, Dr. Brackett will be a part of another forum for parents and staff. Also, she said that Westbrook is giving a SCSU student, Darlene Bernier, a doctoral student an internship. She is working closing with the Asset Advisory Committee and Madeline Illinger, on the educational planning for social and emotional learning.
- H. DCF Referral Training – Madeline Illinger talked about training on the process of making referrals and to educate everyone on how to do that so that good decisions are made.
- I. Science 7-12 Chemical/Lab Training – Dec. Deadline: In reference to mandates on training for Science 7-12 and chemical labs, Superintendent Ciccone said that the district will update teachers via a film and will meet the December deadline.

X. Administrators' Comments

- 1. Middle School Events – Mrs. DiMaggio announced the Harvest Festival on Oct. 18 from 5-8 pm
- 2. Daisy Events – Mrs. Bishop announced the October 26 PTO Fundraiser, Trick or Trot

XI. OLD BUSINESS:

- A. **Special Meeting report:** The Superintendent reviewed the purpose of the September 24 meeting involving a student.

XII. BOARD COMMITTEE REPORT

- A. **Policy** - Marti White reported the Policy committee will meet soon to discuss School Climate and to review the DCF mandated reporting policy.
- B. **Communications** – Myrn Keryc reported on the recent Communications meeting. The committee will focus on the implementation of the orange button campaign. Also, the Superintendent will set up speakers for the public to address specific concerns.
- C. **Long Range Planning** –Pat Labbadia reported the roof work was approved by the School Building Committee and final invoices approved. The committee will be looking at a list of items to prioritize and begin work on.
- D. **Insurance** – Lee Bridgewater reported a meeting is scheduled for October 10 at 6 pm in the BOE conference room.
- E. **Negotiations** – The Superintendent reported that this committee will soon be getting together to begin the process of negotiations for administrators.
- F. **PTSO Representatives** – Marti White, WMS liaison reported on an interesting presentation from Gerah Ventresca on math curriculum; Kim Walker, Daisy liaison, said there is a meeting scheduled for Oct. 22 and reported on the Teaching Garden; and Myrn Keryc, WHS liaison, reported on Mr. Hale’s presentation on CAPT test results at the Sept. 23 meeting. She commented on the involvement of the PTO in many aspects of the school, such as scholarships, recognition of teachers and custodians, Sunshine Fund, Career Day, and other activities.

XIII. PUBLIC COMMENT: None

XIV. PERSONNEL: No personnel actions

XV. EXECUTIVE SESSION ANTICIPATED

A. Personnel Matter

Moved by Pat Labbadia and seconded by Michelle Palumbo to move into Executive Session at 8:25 p.m.
Vote unanimous.

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

Moved by Lee Bridgewater and seconded by Kim Walker to move back into Regular Session at 9:10 pm.
Vote unanimous.

XVI. ADJOURN: Moved by Michele Palumbo and seconded by Dee Adorno to adjourn at 9:11 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk