

**WESTBROOK BOARD OF EDUCATION  
Tuesday, November 12, 2013 @ 7:00 p.m.  
Regular Board of Education Meeting**

**MINUTES**

Present: Maureen Westbrook, Sally Greaves, Marti White, Myrn Keryc, Michelle Palumbo, Lee Bridgewater, Dee Adorno, Kim Walker

Absent: Pat Labbadia

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 November 12, 2013 was called to order at 7:00 p.m. by Maureen Westbrook, Chair, in the Westbrook High School library.

Moved by Michelle Palumbo and seconded by Lee Bridgewater to move Item IX. to after Item VI. and to add Board of Education member acknowledgement to Item III. **Vote unanimous.**

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: MSSA Superintendent Awards.**

Each year two students from the high school are recognized by the superintendent's organization, CAPSS, for leadership, scholarship, and community service. The students this year are Caroline Labriola and Morgan Wilderman. Mr. Hale presented the students and reviewed the many accolades supporting this honor. The Superintendent presented them with certificates and these students will be honored at a banquet on November 18.

Myrn Keryc was honored for fifteen years of service to the Board of Education. Maureen Westbrook noted Myrn's many contributions, especially citing her enthusiasm "to do what is right for students and the schools," and stated that "all people are better for Myrn having been on the Board of Education." Myrn received a standing ovation and was presented with flowers and a plaque. Myrn stated it was an honor and privilege to serve and conveyed her appreciation.

- IV. STUDENT REPRESENTATIVE REPORT** – Lydia Murphy, Student Representative, provided the Board with a report on high school activities, including activities on Veterans' Day, upcoming SADD bake sale at the Homecoming football game, WHS Theatre (*As You Like It*), on November 21, 22 & 23, activities of Interact Club, Field Hockey qualifying for 2<sup>nd</sup> rounds of state tournament, field hockey and Daisy's events for pledges for Breast Cancer, and the Youth Emergency Volunteer program. Mr. Hale asked the Board for support of the Youth Emergency Volunteer program, spearheaded by Lydia Murphy to work with Emergency Management. Students will be trained and approved for their participation. There will be an orientation for parents of student volunteers as well. *Moved by Kim Walker and seconded by Michele Palumbo to approve of the Youth Emergency Volunteers to work with Mr. Izzo and the Emergency Management.* **Vote unanimous.**

- V. PUBLIC COMMENT:** None

Sally Greaves and Maureen Westbrook requested the removal of the October 8, 2013 minutes from the consent agenda.

## VI. CONSENT AGENDA

- A. **Approval of the minutes of the Regular Meeting** of October 8, 2013 (Removed from Consent Agenda)  
Moved by Michele Palumbo and seconded by Lee Bridgewater to approve the October 8, 2013 regular meeting minutes. Ayes: K. Walker, D. Adorno, M. Keryc, M. White, L. Bridgewater, M. Palumbo (Abstained) M. Westbrook, S. Greaves
- B. **Overnight Field Trip Request:** Teen Leadership students requested approval to attend the CT Leadership Conference to present their own workshop based on National School Climate Standards in regard to their work at Westbrook High School. Mr. Chet Bialicki will accompany five (5) Grade 11 and 12 students to Waterbury Arts Magnet School and Crowne Plaza Southbury. The group will leave on Friday, 11/22 at 2:00 p.m. and return on Saturday, 11/23 at 6:00 p.m. *Moved by Marti White and seconded by Dee Adorno to approve the recommendation of the Superintendent to allow the Teen Leadership students to attend an overnight field trip (11/22-11/23) to the CT Student Leadership Conference in Waterbury for the Teen Leadership students' presentation based on their work with the National School Climate Standards. Vote unanimous.*

## VII. NEW BUSINESS:

- A. Athletics – Proposal to purchase shed to house pole vault, materials and equipment for Track athletic program: Paula Fitzgerald informed the Board of the need for the storage facility for the pole vault equipment stating that the money will come from the athletic budget. She also informed the Board that if we have the pole vault facility in place, we will be able to host a tournament in May, which in the past we have been unable to do so. She is seeking board approval to move forward with the project. The town will lay the foundation and will use the same company as was used for a previous storage facility. The athletic department, in her words, has been scrimping and saving to allow for this to happen to properly store the very large mats. It has taken a number of years to reach the fund level needed. *Moved by Marti White and seconded by Michele Palumbo to allow the athletic department to move forward on the construction of the storage facility for the pole vault equipment. Vote unanimous.*
- B. BOE Annual Meeting Dates (January 2014-January 2015): The Board reviewed the annual meeting dates to be posted as required. *Moved by Lee Bridgewater and seconded by Dee Adorno to approve the Board of Education meeting dates from January 2014 through January 2015. Vote unanimous.*
- C. Policy 2151 – Hiring of School Administrators – First Reading: The Policy Committee reviewed Policy 2151 and suggested changing the wording to bring two finalists, **if appropriate, deleting “when possible”** including the recommended candidate, to the Board. The full board reviewed the policy for a first reading and it will be brought to the December BOE meeting for approval.

## VIII. FINANCIAL REPORTS:

- A. Review of Check Listing: The Board reviewed check listings for 10/10/13 in the amount of \$120,574.67 and for 10/24/13 in the amount of \$105,866.62.
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands. Because of unexpected costs in the area of special education, concern was expressed by the Superintendent. She suggested this be considered in the budget development process, but cautioned that these deficits are the result of costs that cannot be anticipated. It was explained that it is difficult to know ahead of time the impact on the budget of unexpected special education costs. Because of concerns for where the budget stands at this time of year, the Superintendent advised that she will be sending a letter to all staff stating that purchasing will be limited to what is deemed essential. Madeline Illinger, Special Services Director, provided the Board with an overview of the Costs involved in educating our special needs students. She talked about our in-house programs and future needs.
- C. Line Item Transfer(s): There were none

- D. Insurance Report: Lesley Wysocki reported that the insurance report reflects that we are in a good position at this time.

#### IX. SUPERINTENDENT'S REPORT

- A. **Enrollment Report**—November 1, 2013: The Superintendent reported there were 836 students enrolled in our schools on November 1, 2013, compared to 871 enrolled November 1, 2012. October 1, 2013 enrollment is 833 plus several out-placed students.
- B. **K-12 Library/Media Curriculum and K-4 and 9-12 Social Studies Curriculum Presentations.** Michele Hammond acknowledged the following teachers for having participated in the K-4 and 9-12 Social Studies Curriculum Writing: Diane Lewis, Carolanne Powers, Jeff Sullivan, Cathy Dowler, Diana Burns, Jessica Brown, Kim Godfrey, Helen Sweet, Paul Garrity, Lindsay Stopa, Brian Dailey, Derek Hanssen, Angelo Saba, and Sara Stevens. Participating in the writing of the K-12 Library/Media Curriculum is Nicole Giangreco and Helen Sweet. The Board was provided with copies of the curriculum ahead of time. The teachers were acknowledged for their commitment and work involved in writing of the curriculum. *Moved by Kim Walker and seconded by Sally Greaves to approve the curriculum or K-12 Library/Media and K-4 and 9-12 Social studies curriculums. Vote unanimous.* Michele Hammond explained that the Social Studies 5-8 curriculum will be presented at a future date to allow new teachers involved in that department time to develop that curriculum.
- C. **School Climate** – Chet Bialicki/Students: The following students, who are members of the Teen Leadership group, under the direction of Mr. Bialicki, reported on their work with National School Climate Center: Caroline Labriola (12), Annie Raunika (12), Sara Faucher (11), Erik Simon- Vuoritie (11), Bryce Cassista (11) and Lauren Cyr (Grade 12) who could not attend the meeting. Mr. Bialicki commented that the students have done a remarkable job over the last several months in surveying the community including parents, students, community groups, and churches on their perceptions of the school. The students produced a ten-page report on their findings. Mr. Bialicki commented that under the leadership of Superintendent Ciccone, Westbrook is the first school in the nation to adopt the National School Climate Standards. This group of students will be attending an overnight trip to Waterbury on November 22-23 to present their own workshop based on their work relative to National School Climate Standards. New projects will continue. One project they will do is to make a video. The Superintendent announced that this group of students will be invited to Hartford to an event involving middle schools. Superintendent Ciccone praised Mr. Bialicki and the students for their work.

#### X. ADMINISTRATORS' COMMENTS

- A. **Professional Development Update:** C. DiMaggio updated the Board on the recent Professional development activities in all three schools.

#### XI. OLD BUSINESS:

- A. **2014-2015 Board Budget Guidelines-** at the October BOE meeting, the Board was asked to review and make final modifications to the Budget Guidelines that will be used by the administration to develop the priorities for the 2014-2015 budget. A couple of suggestions were made: 1. Remove "new" in Bullet 4 (Improving and Enhancing Curriculum and Instruction) and Bullet 6 – School Climate *Initiatives* instead of *Legislation* and remove Bullet 7. And, Item 3. Update Capital Improvement (in terms of energy efficiency). *Moved by Myrn Keryc and seconded by Lee Bridgewater to approve the budget guidelines with changes outlined above. Vote Unanimous.*
- B. **School Calendar 2014-15** – The 2014-15 calendar was given to Board members at the October meeting for their review. Since then, the calendar draft was shared with WEA and AFT for further input. The

draft maintains the February vacation for next year, allows for two professional development days at the beginning of the school year, prior to the first day of school on August 28, 2014. The last day of school for students is scheduled for June 15 and for teachers on June 16. It will be noted that April vacation days may be used as make-up days if necessary. *Moved by Myrn Keryc and seconded by Michele Palumbo to approve the 2014-2015 school calendar as presented. Vote unanimous.*

## **XII. BOARD COMMITTEE REPORT**

- A. Policy** - Marti White reported on the October 24 policy committee meeting. Policies reviewed were Transportation, Video surveillance. The policy committee will meet on December 5 at 6:00 p.m. on School Climate.
- B. Communications** – The committee did not meet per Myrn Keryc .
- C. Long Range Planning** – Michelle Palumbo reported the LRP committee discussed specs for solar energy projects and obtained warrant on the roof. Central Office will work with the Chair to schedule a Long Range Planning meeting.
- D. Insurance** – Lee Bridgewater reported no meeting, but will be setting a date in December.
- E. Negotiations** –Sally Greaves reported no meeting.
- F. PTSO Representatives** – Marti White WMS, reported on the presentation on Internet Safety. Kim Walker, Daisy, said that Pat Ciccone was at the meeting to talk about School Climate with Principal Bishop. Myrn Keryc -WHS, reported that there was no meeting. The next WHS meeting is November 25.

**XIII. PUBLIC COMMENT :** Joe Campbell commented that the Board is losing a great steward in Myrn Keryc and that she will be sadly missed. Others commented that Myrn was one person who has always been present at school activities. Appreciation was expressed to Myrn for her participation with PTSO.

**XIV. PERSONNEL:** Nothing to report

**Moved by Myrn Keryc and seconded by Lee Bridgewater to move into Executive Session at 9:11 p.m. Vote unanimous.**

## **XV. EXECUTIVE SESSION:**

### **A. Personnel Matter**

Discussion of matters that would result in the disclosure of exempt matters.

Moved by Kim Walker and seconded by Dee Adorno to move back into regular session at 10:17 p.m. **Vote unanimous.**

Moved by Marti White and seconded by Michele Palumbo to adjourn at 10:18 pm. **Vote unanimous.**

## **XVI. ADJOURN**

**Respectfully submitted,**

**Myrn Keryc, Board Secretary**

**Cecilia S. Lester, Board Recording Clerk**