

**WESTBROOK BOARD OF EDUCATION  
Tuesday, October 13, 2015 @ 7:00 p.m.  
Regular Board of Education Meeting**

**MINUTES**

**Present:** Maureen Westbrook, Marti White, Michelle Palumbo, Dee Adorno,  
Pat Labbadia, Kim Walker, Jackie Lyman, Sally Greaves

**Absent:** Lee Bridgewater

**Also Present:** Patricia A. Ciccone, Superintendent; Ruth Rose, Administrator;  
Lesley Wysocki, Business Manager

- I. CALL TO ORDER** – The regular Board of Education meeting of October 13, 2015 was called to order at 7:00 p.m. by Maureen Westbrook, Chair.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:**
  1. The following teachers received recognition for having achieved tenure: Nicole Archambault (WMS Counselor), Linda LaBrec (WMS Consumer Science), and Jennifer Pernal (Daisy Teacher). Jennifer Pernal expressed gratitude to the Board.
- IV. STUDENT REPRESENTATIVE REPORT** – Caitlin McNary reported on school activities including several College Fairs, class elections, Field Day activities, sports, Freshman at Camp Hazen, and the NHS application process.
- V. PUBLIC COMMENT** Re: Matters of General Concern & Agenda Items  
No comments
- VI. CLIMATE COUNCIL – STUDENT REPORT:** Students from Mr. Bialicki's Student Leadership class updated the Board on their activities related to school climate. In June they attended a National School Climate Symposium, on 8/31 they presented to the ninth graders on school climate, on 9/18 they presented to the CAS (Connecticut Association of Schools) Advisory Council. Upcoming events include on 10/16 The Fairfield County girls' Symposium, 10/24 Yale Center of Emotional Intelligence; 11/13 Girls Middle School Conference in Stamford, CT, 12/18 CIAC

Leadership Conference and on 1/7 the CAS Elementary Leadership Conference in Enfield, CT. They reported having received several requests from other districts and organizations to hear about Westbrook's School Climate and activities. Mr. Bialicki complimented the students for their hard work. On behalf of the Board, Maureen Westbrook also expressed appreciation to the students for their involvement with School Climate. Students presenting at this meeting were: Allyson Schenck, Katie Xenelis, Amy Sparaco, Catherine Livingstone, Maddie Archer, Amanda Wilderman and Savannah Marshall.

## **VII. ADMINISTRATOR(S) COMMENTS**

**A.** T. Winch – NEASC Decennial (postponed)

**B.** C. DiMaggio/R. Rose – Use of Individual Student Mastery Data: Ruth Rose gave a thorough presentation to the Board on Using SBAC data to inform instruction at Daisy and at the middle school. She said that nearly 100% of our students participated in the testing. She commented that the value of the assessment results is not in comparing our scores with other districts and that the focus should be about our students. She spoke about "perseverance" and said that sometimes teachers need to step back and let children learn on their own. An important next step is to participate in Interim Assessments and to continue professional development. The Superintendent commented that the real value of data is in each student's individual report. There was discussion on seeing a breakdown of scores of students to see the performance of students "near" goal/proficiency as well.

## **VIII. NEW BUSINESS:**

**A.** Budget Guidelines and Goals - 2016-2017 - The Board reviewed the budget guidelines and timeline for the 2016-17 budget process. Moved by Marti White and seconded by Dee Adorno to approve the guidelines as presented. Vote unanimous.

**B.** Policies: First Reading: The Policy Subcommittee met and discussed changes in the following policies which were brought before the full board for a first reading:

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) The Board will review the policies and vote at the November meeting to approve the changes.

**C.** Field Trip Request

1. Ski trip to Park City Mountain Resort & The Canyons – Utah. A request to travel to Utah on February 14-20, 2016 by Heidi Joslyn, Ski Club Advisor, was presented to the Board for their approval. Approximately 12 students are interested and will be supervised by Mrs. Joslyn, and at least two other teachers. Some Parents may also attend. Moved by Kim Walker and seconded by Jackie

Lyman to approve the Ski Club request to Park City, Utah from February 14-20. 2016. Vote unanimous.

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

### **A. Enrollment & Study**

Superintendent Ciccone reported October 1, 2015 enrollment at 784 students. The October 1 enrollment is the official census for the school year for state reporting purposes. Funding and other state calculations are based on the October 1 enrollment figures. The Superintendent reported another enrollment since October 1<sup>st</sup> bringing the current total to 785 students.

Draft of Proposed Study in conjunction with New England School Development Council (NESDEC):

Superintendent Ciccone reported that she has worked with New England School Development Council (NESDEC) and has looked at past enrollment studies. She stated it is important that the Board look at enrollment trends and other Connecticut trends in a focused study. Enrollment is on a downward trend and projected to continue that in Connecticut through the last half of the decade. The Superintendent asked for the Board's input on the formulation of an enrollment study group which will be led by NESDEC Facilitator and Consultant, Dr. Betty Osga. She suggested the study group include representatives from stakeholder groups, to include the Superintendent of Schools, Board of Education members, elected officials from the Board of Selectman and Board of Finance, the School Finance Director, certified and non-certified staff, school administrators, and community member(s). Several dates were provided for the Board to check their availability. The Superintendent will inquire about the possibility of other dates and get back to the Board as to who else will participate.

- B. Calendar Update and Information for 2016-17:** The Superintendent distributed the 2016-17 RESC Center (LEARN) calendar voted on by area Superintendents. A draft for the 2016-17 Westbrook calendar, following guidelines from LEARN, the State Department of Education and CT MORE Commission was also distributed for the Board's review and will be voted on at the November meeting.

Superintendent Ciccone made the Board aware of a conflict with the State Department of Education and the scheduled November 10<sup>th</sup> Board meeting. The Board members agreed to change the meeting to a Special Meeting to be held on November 11. The Long Range Plan Committee will also change their meeting to November 11<sup>th</sup> prior to the Board meeting.

**X. OLD BUSINESS**

**A.** Westbrook Foundation Grant Application – Storage Shed for Theatre Dept.: Superintendent Ciccone made the Board aware of the submission of the Westbrook Foundation grant application for a storage shed for the theatre department.

**XI. CONSENT AGENDA**

Approval of Minutes:

1. Regular Meeting – September 08, 2015: Moved by Marti White and seconded by Sally Greaves to approve the minutes of September 08, 2015. Vote unanimous.

**XII. FINANCIAL REPORTS:**

- A.** Review of Check Listing: Board members reviewed check listings for September 10, 2015 in the amount of \$60,478.41 and on September 24, 2015 in the amount of \$195,888.10.
- B.** Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands. She said that once the AFT contract is settled and known leaves of absence dates confirmed, she will adjust salary accounts.
- C.** Line Item Transfer: None
- D.** Insurance Report: Board members received and reviewed the USI Insurance report.

**XIII. BOARD COMMITTEE REPORTS**

- A.** BOE Representative - LEARN Board of Directors: Superintendent Ciccone asked if any board members were interested in serving as a representative on the LEARN Board of Directors. Dee Adorno will represent Westbrook and report on discussions and presentations of the monthly meetings.
- B.** Policy– Marti White reported on policies reviewed by the policy committee. The next scheduled meeting is Thursday, October 15.
- C.** Communications: Jackie Lyman reported that the communications subcommittee talked about the enrollment study and submission of an article for Westbrook Events. The committee would like to recruit a middle school and elementary school parent to serve on the Communications committee.
- D.** Long Range Planning – Pat Labbadia reported on School Building Committee activities including the window project and financials involved. He also mentioned that his BOE term will be up, but would like to continue serving on the Town Building Committee if all parties involved were okay with that, as he would like to see the project through.
- E.** Insurance- L. Bridgewater (no report)
- F.** Negotiations – Superintendent Ciccone asked Negotiations Committee members to see her after the meeting for information on the AFT Negotiations.
- G.** PTSO Representatives – Jackie Lyman reported on the WHS PTSO. She talked about Freshman orientation, college information sessions, the musical “Annie” which will include middle and elementary school children, and 9<sup>th</sup> graders at Camp Hazen. Kim Walker reported on Daisy PTO activities including the Pot Luck, Diane Lewis

and Diana Burns presentation on Reading Workshops, Good News assemblies, Literacy Night, Trick or Trot and purchases PTO has made including wireless microphones, teacher supplies and materials for pre-school playground, Emily's Walk, and the building security update.

Michelle Palumbo mentioned that the WMS PTO is scheduled to meet on Thursday, October 15.

#### **XIV. PERSONNEL**

##### **A. FYI: Non-certified resignation(s)**

1. Jerushia WRIGHTEN-Kelly - Paraprofessional at Daisy Ingraham School submitted her resignation effective October 2, 2015.
2. Phyllis Hartzell – Paraprofessional at WHS submitted a resignation letter. Her last working day will be October 30, 2015.

#### **XV. ADJOURN**

Moved by Jackie Lyman and seconded by Michelle Palumbo to adjourn a 9:33 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk