

EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, November 10, 2020 @ 7:00 p.m.
Special Board of Education Meeting
Google Meet

MINUTES

Members Present: Zachary Hayden, Sally Greaves, Kim Walker, Mary Ella Luft, Michelle, Palumbo, Don Perreault, Michele Brigham, Christine Kuehlewind, Mike Esposito

Also present: Dr. Patricia Charles, Interim Superintendent; Incoming Superintendent Kristina Martineau; Administrators: Tara Winch, Ruth Rose, Susan Miller, Madeline Illinger; L. Wysocki, Business Manager; IT Specialist, Ben Russell; Incoming Special Services Director Fran Lagace; faculty/staff/community members

- I. **CALL TO ORDER** – The Regular BOE meeting of November 10, 2020 was called to order at 7:02 p.m. by Z. Hayden, Chair, via GoogleMeet.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS** - Z. Hayden, Chair, acknowledged Dr. Charles for her service as Interim Superintendent and expressed appreciation for her accomplishments since taking over the duties of Superintendent on July 1.
- IV. **STUDENT REPRESENTATIVE REPORT** - Jesse McGannon reported on school activities and spoke about the high school's transition to online learning. Jesse reported that fall sports ended early due to the COVID situation and reported that winter sports are delayed at the moment until December 7th. High School Bowl and High School Math Teams continue to meet digitally. There will be two one-act plays which will be done virtually this year. Seniors are busy with college applications and students are anxious to get back to school in person. In response to M. Esposito's question on transitioning to online learning, Jesse reported it was going smoothly for him.
- V. **PUBLIC COMMENT** - Leslie Fuchs acknowledged Dr. Charles for her service and transparency.
- VI. **ADMINISTRATOR(S) COMMENTS** - No comments
- VII. **NEW BUSINESS**
 - 1. Diamond Landscape Fields and Grounds Contract: L. Wysocki reported that she received correspondence from John Riggio, Director of Public Works, expressing his recommendation to extend the current grounds contract through December 31, 2021 at a cost to the schools to include \$600 increase. The current contract expires at the end of December. The new contract, if extended will begin on March 1, 2021 and run through December 31, 2021. Diamond has performed services in accordance with specifications. *It was recommended that the Diamond Landscaping contract be extended and that the BOE gives authorization to make such notification to*

Diamond Landscaping. MOTION by Z. Hayden and SECOND by S. Greaves to extend Diamond Landscape contract as discussed: Vote unanimous.

VIII.

SUPERINTENDENT'S REPORT

- A. Enrollment Update: Dr. Charles reported the current enrollment is 649 students which includes 8 out-placed students.
- B. Re-Opening Plan Update: Dr. Charles reported the Re-Opening Plan was revised to meet state requirements. There was discussion as to the number of online hours required. Administrators addressed questions about their individual school's schedules. Dr. Charles reported that the first day of online learning followed last year's schedule and will be counted toward meeting the 900 hours requirement, as discussed with the CSDE.
- C. COVID Update: Dr. Charles reported that prior to this Board meeting, she sent out a letter to the community reporting that numbers are increasing in Westbrook relative to COVID and if the pace continues, it will place Westbrook in the "red zone" which would require full remote learning. She will be receiving an update on Thursday and will provide information to parents to keep them informed.
- D. Superintendent's Entry Plan – Dr. Kristina Martineau gave a presentation on her entry plan. Dr. Martineau reported that she has scheduled staff Meet & Greets and solicited input and feedback from the school community. She plans to meet with PTO groups, individual staff leadership and student leadership groups; review district policy and procedures and to provide updates to the BOE and school community. In March, she will present to the Board findings of her first 90 days. Dr. Martineau's Phase II includes 1) Teaching and Learning Focus; 2) Culture Climate and Social & Emotional Wellness Focus; 3) Community and Public Relationships Focus; 4) Budget and Finance Operations; 4) Governance, Policy & Board of Ed Focus; 5) Organizational Leadership, Systems, Structure and Coherence Focus. Dr. Martineau expressed appreciation to Dr. Charles for the time she has spent with her and to Z. Hayden and Cecilia Lester for their assistance.

IX.

OLD BUSINESS

- 1. Board Retreat Update: Z. Hayden, Chair, reported the dates for the Retreat are secured, December 10 and 15 at 6:30 p.m. There is hesitation to hold in-person meetings on the part of CABE. The consensus of the Board was to move forward with the Retreat and to continue to iron out the details.
- 2. Board Committee Discussion: Z. Hayden provided a draft on possible restructuring of committees. C. Kuehlewind made a correction that she is not available to be the LEARN representative. Discussion included the possibility of combining LRP and Insurance and to have Budget Liaisons. Also, discussion included Board member participation on a Curriculum Committee and reviving the Communications Subcommittee. K. Walker suggested scheduling a special meeting for continued discussion on this topic or as suggested, tabling this topic until after the BOE Retreat.
- 3. Policies 9121, Chair; 9122 V. Chair and 9123 Secretary: These three policies were incorporated into 9120 (Officers); and therefore the Board is required to delete them. Dr. Charles recommended the Board delete *Policies 9121, 9122, and 9123 which were incorporated into Policy 9120.* MOTION by M. Palumbo and SECOND by M. Luft to delete Policies 9121, 9122 and 9123 as recommended. Vote: Aye(s): M. Luft, D. Perreault, M. Palumbo, C. Kuehlewind, S. Greaves, M. Esposito, K. Walker, Z. Hayden Abstention: M. Brigham

X.

CONSENT AGENDA

Approval of Minutes:

- 1. Regular meeting – October 13, 2020
- 2. Special Meeting – October 22, 2020
- 3. Special Meeting – October 28, 2020

MOTION by S. Greaves and SECOND by M. Palumbo to approve the above minutes as presented. Vote unanimous.

XI. FINANCIAL REPORTS:

- A. Review of Check Listing: Board members reviewed check listings for October 1, 2020 in the amount of \$304,628.28, October 15, 2020 in the amount of \$140,676.03, and October 29, 2020 in the amount of \$215,025.46, 2020.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer: None
- D. Insurance Report: L. Wysocki provided an insurance report showing a surplus at this time.
- E. Budget Liaison meeting update: Board members met with L. Wysocki and reported that they gained knowledge regarding the budget process and appreciated the opportunity to meet. M. Esposito requested additional information to include the last five years of actual budget information.

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker scheduled a Policy meeting for November 19th at 4:15 to address changes in current policies. She will issue an agenda.
- B. Long Range Planning – M. Palumbo reported on the recent meeting. The LRP committee reviewed the 4 year Plan and was given an update on projects completed.
- C. Insurance- M. Luft reported a meeting will be scheduled in January.
- D. Negotiations - S. Greaves reported the AFT contract will be coming to the Board in the near future.
- E. Town Energy Ad Hoc – L. Wysocki reported on the street lights project as having been completed. She is still waiting on Eversource to provide invoices in order to make assessments.
- F. PTSO Representatives – M. Luft was unable to attend but R. Rose provided an update and expressed appreciation to parents. Z. Hayden reported on the middle school virtual shopping fundraiser having raised just under \$3000 and donations of bottled water for students and lanyards for masks. M. Esposito reported on a gift card fundraiser at the high school.

XIII. PERSONNEL – Executive Session

MOTION by K. Walker and SECOND by L. Greaves to move into Executive Session at 8:46 p.m. with invited guests, Lesley Wysocki and Dr. Charles and Dr. Martineau. Vote unanimous.

- A. Non-certified personnel matter (discussion of MOA):
Discussion of matters that would result in the disclosure of exempt matters.

MOVED back to Regular Session at 9:26 p.m.

XIV. ADJOURN: MOTION by M. Palumbo and SECOND by M. Luft to adjourn at 9:27 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Approved: 12-8-2020

