

WESTBROOK BOARD OF EDUCATION
Tuesday, February 11, 2014 @ 6:30 p.m.
Special Board of Education Meeting
Westbrook High School Library

MINUTES

Members Present: Maureen Westbrook, Lee Bridgewater, Kim Walker, Marti White, Michele Palumbo, Jackie Lyman, Pat Labbadia, Dee Adorno, Sally Greaves @ 6:40 p.m.

Also Present: Superintendent Patricia A. Ciccone; Administrators: Katharine Bishop, Robert Hale, Madeline Illinger; Business Manager, Lesley Wysocki; Noel Bishop, First Selectman; Andrew Urban, Town Finance Manager; faculty members, Community members

I. CALL TO ORDER: Special Meeting of February 11, 2014: Maureen Westbrook, Chair, called the meeting to order at 6:36 p.m. in the Westbrook High School library.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: There was no recognition this month.

IV. STUDENT REPRESENTATIVE REPORT: No report this month.

V. PUBLIC COMMENT: None

VI. CONSENT AGENDA:

- A. Approval of the minutes of the Regular Meeting of January 14, 2014: Moved by Michele Palumbo and seconded by Marti White to approve the minutes of January 14, 2014.
(Ayes): L. Bridgewater, K. Walker, M. White, M. Palumbo, J. Lyman, D. Adorno
(Abstention) P. Labbadia

VII. NEW BUSINESS:

- A. Budget Development Workshop: Patricia A. Ciccone, Superintendent began the budget presentation with this quote: Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, as long as ever you can.” In creating the budget, she said that those involved are trying to do the best they can to create a fiscally fair budget. The Mission and Goals were part of the Power Point presentation, as well as the Board Budget Guidelines. Those guidelines include: Improving and Enhancing Curriculum and Instruction, Supporting Technology Integration, Maintaining and Preserving Buildings and Grounds; Supporting Board of Education Class Size guidelines; Supporting New Teacher and Administrative Evaluations, Supporting

current and upcoming contractual obligations and supporting services for students including students with special needs. A chart was provided highlighting the major areas driving the 2014-14 proposal: Salaries/Benefits/Contracted Services/State Mandates, etc. Also, keeping pace with Technology and district responsibilities in regard to Special Education. The Superintendent commended the administrators on an outstanding job on their contributions in preparing the budget. The Superintendent reported to the Board how the percentage was determined prior to the presentation. Several reductions were made including band equipment, replacement of the auditorium curtain, health reserve funds adjustments, salary adjustments, use of IDEA dollars for supplies, adjustments in Technology purchases (Chromebooks vs iPads).

The Superintendent finished with the current budget proposal at \$16,909,022 at 3.64% increase. After a thorough discussion, the Board recommended putting back in some of the items that have been cut several times in prior years such as the band instruments and the auditorium curtain. With the adjustments suggested by the Board, the percentage increase to the 2014-15 budget would land at 3.77%. The Board will vote to approve the budget at the March meeting and the Superintendent requested if any further thoughts or edits considered should be sent to her.

Marti White mentioned consideration of a three-year budget to be able to plan into the future; something she learned from attending the CABA Convention.

VIII. FINANCIAL REPORTS:

- A. Review of Check Listing: Board members reviewed check listings for January 9, 2014 in the amount of \$115,885.61; January 15 for \$43,866.27 and for January 30 for \$139,573.53
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer(s): No requests for the month of January.
- D. Insurance Report: Lesley Wysocki reported a surplus of \$187,679.60.
- E. Grounds/Maintenance/Snow Removal Bids: Lesley Wysocki reported on the bids for Grounds/Maintenance. Two bids were received. Our current grounds and snow removal vendor declined to bid on snow removal but did bid on grounds/maintenance. Another vendor bid on grounds/maintenance and separately on snow removal coming in at a very high number. The Board was in agreement that they are pleased with Greenscape's services and would like to maintain their services. Moved by Sally Greaves and seconded by Lee Bridgewater to maintain the services of Greenscape for grounds maintenance and to go out to bid again for snow removal.
Vote unanimous. Lesley Wysocki asked for guidance on specifications for snow removal.

IX. SUPERINTENDENT'S REPORT:

- A. Enrollment Report—February 3, 2014: The Superintendent reported 837 students enrolled in our schools on February 3, 2014, compared to 883 enrolled February,

2013. October 1, 2013 enrollment is 833 students. There are currently 10 outplaced students.

- B. State B.O.E. Approved Changes to S.E.E.D. Core Requirements: The Superintendent informed the Board of the approved changes to S.E.E.D. and the CSDE flexibility options recently offered. She reported that she met with the Evaluation Committee which consists of administrators and teachers and it was their preference to stay the course with the evaluation system as it would be unfair to change at this time. It was also the Committees consensus to decouple from SBAC and to stay with BloomBoard. The Superintendent expressed concern of many teachers that EIN numbers would be associated with student performance. *The Superintendent recommended the Board support the position of the Evaluation Committee and the Superintendent's office to proceed with the chosen evaluation process and not to include SBAC. Moved by Sally Greaves and seconded by Mart White to support the Superintendent's recommendation. **Vote unanimous.***
- C. Governor: CCSS Task Force: The Superintendent talked about the Governor forming a Task Force to study the CCSS. During her discussion of the evaluation program she did caution that a pause in CCSS implementation would also pause any available funding.

X. ADMINISTRATORS' COMMENTS:

- A. Field Knight – Mr. Hale commented that 135 students participated in the student organized event, Field Knight. Many faculty members and parents helped with the all-night event including activities throughout the night, a pizza party and 4:30 a.m. breakfast. Mr. Hale also mentioned the 18-0 record held by the Boys' basketball team and the Girls' basketball team qualifying for the state tournament.

XI. OLD BUSINESS: None

XII. BOARD COMMITTEE REPORTS:

- A. Policy - Marti White reported on the January 23 Policy Committee meeting to work on the School Climate Policy. The Superintendent reported since that meeting Anne Littlefield, the Board's attorney, has reviewed the policy and offered suggestions/edits. The Superintendent is expecting those edits and then it will be ready to send to the full board for a first reading in March. Marti White also reported that the Tuition Policy was reviewed.
The Policy Committee will meet on March 6 at 6:30 p.m.
- B. Communications – The committee will meet at 6:00 p.m. before the regular BOE meetings. The committee will discuss scheduling.
- C. Long Range Planning –Lesley Wysocki reported that the generator study was done and it was concluded that there is no need to purchase a new generator, but there will be rewiring that needs to be done. Also, the Capital Plan Draft was reviewed and revised. Ben Russell will follow through with CREC on the telephone needs. In addition, there will be an update for a facility study to be done in 2018-19 by CREC.

Moved by Kim Walker and seconded by Pat Labbadia to add to the agenda to approve the Capital Plan with some adjustments on the worksheet. Vote unanimous. TBD will indicate where dates have not yet been decided. Lesley Wysocki will amend the worksheet. *Moved by Pat Labbadia and seconded by Marti White to approve the Capital Plan with amendments. **Vote unanimous.***

The School Building Committee is hiring a design professional for the window replacement projects. Outdoor lighting conversion is going well and solar installation will be done in March.

- D. Insurance – Lee Bridgewater reported that the Insurance subcommittee met and discussed student accident and athletic insurance, stop loss rates and the health reserve account were discussed. The School Wellness Committee will plan to meet.
- E. Negotiations – Sally Greaves – A date to meet will be established between now and the next BOE meeting.
- F. PTO Representatives – Jackie Lyman reported that he WMS PTO did not meet; Kim Walker (Daisy): The meeting was cancelled but Dr. Walker reported on the Father/Daughter Dance at Daisy and mentioned the February 27 School Climate event at 7:00 p.m.; WHS representative, Lee Bridgewater, reported that the PTO talked about Field Knight, the April 4 Magic Show fundraiser, Polar Plunge, Project Graduation Pasta Dinner, Young Frankenstein Musical and the Faculty Recital.

XIII. PUBLIC COMMENT: Noel Bishop, First Selectman stated that the budget was well presented with great clarity and suggested a slide with enrollment trends noting that many schools are experiencing decline in enrollment.

Bob Hale, WHS Principal, commented that Technology is in good shape and the monies budgeted in our replacement cycle will be enhancing where we already are.

Kelly Catlin questioned the need to sell cookies and ice cream at the middle school.

Melissa Ryan questioned how students were going to acquire keyboarding skills since testing will be done on computers.

XIV. PERSONNEL: Vote Anticipated

- A. Update: School Principals Search (WHS) (Daisy Ingraham): The Superintendent reported that she is working on the brochure and after February vacation the positions will be posted. There will be two separate searches, committees will be formed. Kim Walker and Jackie Lyman indicated their desire to be on an Interview committee. Marti White and Lee Bridgewater said they would be part of the Screening Committee. Dee Adorno and Michele Palumbo said they could do either function.
- B. Professional Resignation/Retirement: The Board was informed that Joseph St. Martin has submitted his retirement effective June 30, 2014. Mr. St. Martin became a Math/Science Teacher at Westbrook High school in 1989 and has taught the UConn ECE Physics courses and also operates the school's weather

system and seismograph. *Moved by Marti White and seconded by Michele Palumbo to accept with regret Mr. Joseph St. Martin's retirement effective June 30, 2014. **Vote unanimous.***

XV. ADJOURN: *Moved by Pat Labbadia and seconded by Michele Palumbo to adjourn at 8:53 p.m. **Vote unanimous.***

Respectfully submitted,

Dr. Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk