

EDUCATE, CHALLENGE, & INSPIRE

**WESTBROOK BOARD OF EDUCATION
Tuesday, September 08, 2020 @ 7:00 p.m.
Regular Board of Education Meeting**

MINUTES

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

Also Present: Interim Supt. Dr. Patricia Charles; Administrators – R. Rose, T. Winch, Dr.. Miller. M. Illinger; L. Wysocki, Business Manager, B. Russell, IT Specialist; T. Cosgriff, Athletic Dir.

- I. **CALL TO ORDER** – The Regular Meeting of September 8, 2020 was called to order at 7:01 pm. by Zachary Hayden, Chair. MOTION by S. Greaves and second by M. Palumbo to move Item VII.A. to the end of agenda. Vote unanimous.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS**
 1. **Introduction of new faculty and staff:** Dr. Charles shared a video of new staff welcoming Dr. Susan Miller (WMS Interim Principal); Katie Cote (Pre K Teacher), Victoria Reynolds (Grade 2 Teacher), Joseph DeRose (WMS Math), Bernadette Macca (Special Education Teacher -WHS; Cassidy Bancroft, FCS Teacher; Morgan Fair (4th Grade Teacher); Sara Merwede (Social Worker); Paraprofessionals; Emily Cody (PreK), Ashley Silvestrini (Daisy), Russell Hovick (WMS), Milena Bryum (Daisy); and Jillian Carr – Special Education Secretary Z. Hayden also welcomed new board member, Michele Brigham.
- IV. **STUDENT REPRESENTATIVE REPORT** - Jesse McGannon reported that high school students are adjusting to the new protocol because of COVID; 4 blocks instead of six, social distancing, wearing masks, etc. Sports practices have begun.
- V. **PUBLIC COMMENT:** No comments
- VI. **ADMINISTRATOR(S) COMMENTS**
 - A. Summer School Wrap-up – M. Illinger shared slides of summer school data which was extended to 5 weeks this year from 4. A total of 80 students participated. M. Illinger acknowledged C. Eichler for her help in organizing the program.

- B. Pre-K Expansion Brief – R. Rose provided an update and thanked the Board for their support of universal PreK.
- C. Daisy Opening – R. Rose reported on the steps being taken at Daisy to keep students safe i.e. arrival and departure procedures, social distancing, hand washing, sanitizing, use of outdoor spaces, etc.
- D. Middle School Opening – Dr. Miller acknowledged help from teachers and the community and stated the students seem happy and relaxed. There are some students opting for remote learning.
- E. High School Opening – T. Winch reported that it has taken creativity, collaboration and innovation and teachers are working together, as well as the administrators. Students are excited and following guidelines, wearing masks, social distancing, etc.

VII. **NEW BUSINESS:**

MOTION by Z. Hayden and SECOND by M. Palumbo to add agenda item: Reconfigure Superintendent Search Committee. Vote unanimous. (Item C.)

- *A. WEA Agreement – **Executive Session (This item was moved to end of the agenda)**
- B. Committee Membership: Discussion on filling committee vacancies occurring from the resignation of L. Bridgewater. M. Brigham stated she would be interested in the Policy Committee. It was suggested to organize a Budget Committee for the Board to have a better understanding of the budget process. Z. Hayden said he would do some research on how other district’s Budget Committees operate and he will work with M. Esposito and M. Brigham to set up an initial Budget Exploratory Committee meeting. All board members will be included in the communication.
- C. Reconfigure Superintendent Search Committee: This discussion was about the Committee signing a confidentiality agreement from CAFE to protect applicants and the Board’s process with the Superintendent Search. MOTION by Z. Hayden and SECOND by M. Luft for Board members to reconfigure the superintendent search committee with the BOE members who had signed the CAFE provided confidentiality agreement. After discussion Z. Hayden amended the motion to read: MOTION by Z. Hayden and SECOND by S. Greaves to include the names of the BOE members who have signed the confidentiality agreement: M. Palumbo, S. Greaves, M. Brigham, D. Perreault, Z. Hayden, M. Luft, C. Kuehlewind and K. Walker. Vote unanimous.

VIII. **SUPERINTENDENT’S REPORT**

- A. Enrollment: Dr. Charles reported current enrollment of 640 students pre-K– 12 and 7 out-placed students for a total of 647 students. Dr. Charles reported the number of remote learners at 11% as a district total. M. Esposito requested enrollment according to gender.
- B. New protocols and procedures for opening schools: Dr. Charles informed the Board of the mask wearing mandate that all staff at all times must wear masks, which is a

change in Policy 4118.237 adopted by the Board. The policy will be revised. Also, attendance is to be tracked. Cleaning of rooms is documented on a log located outside of each room. Storage units hold temporarily unused furniture and tent rentals have proven useful. Grab and Go lunches are available. Dr. Charles said the biggest frustration has been parents, staff or students changing their minds about remote or in-person learning, without notification.

- C. Professional Development and Trainings – C. Eichler provided a list of the workshops for the teachers to begin the school year. D. Perreault stated he was impressed by the offerings and the knowledge of our staff who led many of the workshops.
- D. Athletics Update – T. Cosgriff provided an update and timeline of sports, driven by CIAC and DPH. Athletes have been conditioning in cohorts according to the guidelines determined by CIAC. Length of practices are being phased in from 60 to 90 to 120 minutes. Scrimmages can begin on Sept. 26 and October 1 is the designated first day to play games providing there are no outbreaks. Student athletes are following protocol with PPE, hand sanitizing, etc. Football remains questionable. The Shoreline schedule is being maintained. Allowing spectators through use of live streaming is being explored. Middle school sports are on hold. Intramurals may be considered.

IX. OLD BUSINESS

- A. Policies 9120 (Officers), 9221 (Filling Vacancies; 9222 (Resignation of Officers):
This is a second reading of these revised policies. *Dr. Charles recommended the BOE approve the revisions of the aforementioned policies as presented.* The Board agreed to table Policy 9221 – Filling Vacancies to add more specifics. MOTION by S. Greaves and SECOND by D. Perreault to approve the revisions of Policy 9120 (Officers) and Policy 9222 (Resignation of Officers). MOTION CARRIES - Vote unanimous.
- B. Update on Superintendent Search – Z. Hayden reported September 4 was the closing date for applications and that there is a phenomenal pool of candidates.
- C. BOE self-evaluation, retreat, goal setting – Z. Hayden has been in touch with CABE (Nick Caruso) who has suggested a three-tier approach and in-person training on roles and responsibilities; self evaluation and goal setting and ultimately a retreat with the new superintendent. With CABE membership, there is no cost. He also shared that our attorney, Anne Littlefield, has offered a two hour training that would lead into goal setting and self evaluation. The Chair gave each board member an opportunity to offer their preference. Comments included starting or culminating with Attorney Littlefield, then CABE training, begin with goal setting, weekday vs weekend, etc. Z. Hayden concluded that he will create an email to Board members to get a better sense of the Board's preferences.

X. CONSENT AGENDA

Approval of Minutes:

1. Special BOE Meeting – July 30, 2020
2. Regular BOE Meeting – August 11, 2020
3. Special BOE Meeting – September 1, 2020

MOTION by Z. Hayden and second by M. Luft to approve the minutes of 7/30/2020; 8/11/2020, and 9/1/2020 with amendments as suggested by K. Walker. Vote: Aye(s) M. Palumbo, M. Esposito, M. Luft, C Kuehlewind, K. Walker, D. Perreault, S. Greaves, Z. Hayden Abstained: M. Brigham

XI. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for August 6, 2020 in the amount of \$58,521.58 and for August 20 in the amount of \$89,624.27.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer - A transfer of \$32,000 was moved from Purchased Services to Salaries as a result of the change from Rushford to a new hire of a Social worker.
- D. Insurance Report – L. Wysocki reported on current standing of Health Insurance. D. Perreault suggested the Insurance Subcommittee meet soon to get a better understanding of how USI rates are developed. M. Esposito volunteered to join the Insurance Subcommittee to replace L. Bridgewater.

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker commented the Mask policy and Filling of Vacancies policies be revised. A poll will be taken for availability to schedule a Policy meeting.
- B. Long Range Planning - L. Wysocki reported that the playground is completed and the fencing will be done this weekend.
- C. Insurance - A date will be set to meet and a new chair will be appointed.
- D. Negotiations - S. Greaves said that discussion on Negotiations will resume in Executive Session.
- E. Town Energy Ad Hoc Committee – L. Wysocki reported Ad Hoc Committee is scheduled to meet on 9/16.
- F. PTSO Representatives - M. Luft, Z. Hayden, M. Esposito – Daisy PTSO will meet on 9/23. Middle School PTSO has been active with supplying water bottles and lanyards, and online fundraisers. High School PTSO dates will be posted on the website.

XIII. PERSONNEL

- A. Professional Appointment(s)
MOTION by D. Perreault and SECOND by M. Palumbo to approve Dr. Charles' appointment of the following new staff: Vote unanimous.
 1. Sara Merwede – Social Worker
 2. Bernadette Macca – Special Education Teacher
 3. Morgan Fair – 4th grade teacher (one-year position)
 4. Cassidy Bancroft - Family Consumer Science Teacher

The Board was made aware of the following non-certified appointments and resignations/retirement(s):

B. FYI: Non-certified Appointment(s):

1. Paraprofessional(s): Milena Bryum, Russell Hovick
2. Steven Sutcliffe – PT Custodian

C. Non-Certified Resignation(s)/Retirement(s):

1. Andy Bakoledis (Custodian) effective Aug. 28, 2020
2. Jesse Raymond (Maintenance) effective August 7, 2020
3. Cynthia Hughes (Cafeteria) effective August 11, 2020
4. Anne Mauro – MS Paraprofessional effective July 14, 2020
5. Samantha Silver, WHS Paraprofessional, effective August 20, 2020

D. Request for Unpaid Medical Leave: The Board was notified that Heather Huebner, Paraprofessional, requested 12 weeks of unpaid medical leave.

MOTION by K. Walker and SECOND by M. Palumbo to move to Executive Session at 10:45 p.m. to discuss WEA agreement. Vote unanimous.

The Board resumed Regular Session at 11:07 p.m.

MOTION by S. Greaves and SECOND by D. Perreault to approve the acceptance of the agreement between the Westbrook Board of Education and the Westbrook Education Association effective 7/1/2021 and to approve the Chair of the BOE to execute said contract. VOTE: Aye(s): S. Greaves, D. Perreault, M. Brigham, K. Walker, C. Kuehlewind, M. Luft, M. Palumbo, Z. Hayden Abstained: M. Esposito MOTION CARRIES.

XIV. ADJOURN: MOTION by C. Kuehlewind and SECOND by M. Brigham to adjourn at 11:12 pm. Vote unanimous.

BOE Approved: October 13, 2020