

## ***EDUCATE, CHALLENGE, & INSPIRE***

<p><b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, October 12, 2021 @ 7:00 p.m.</b> <b>Regular Board of Education Meeting</b></p>
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### **MINUTES**

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

Absent: Sally Greaves

Also Present: Superintendent Kristina J. Martineau; Ruth Rose, Tara Winch, Fran Lagace; L. Wysocki, Business Manager, B. Russell, IT Specialist.

- I. CALL TO ORDER** – Z. Hayden, Chair, called the Westbrook Board of Education meeting to order at 7:10 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS**
  - 1.** Superintendent Martineau introduced and welcomed new staff members, Anastasia Littlefield, WHS Chorus Teacher and Rose-Merry Unan, Special Education Teacher to the Board of Education.
- IV. STUDENT REPRESENTATIVE REPORT** – Not available.
- V. PUBLIC COMMENT:** No comments
- VI. ADMINISTRATOR(S) COMMENTS**
  - A.** Daisy Ingraham Elementary School – R. Rose reported on the first six weeks of school including student assessments, individual student growth, educators’ goals; fire safety activities, Autism and Down’s Syndrome Awareness; fine tuning of pick-up and drop-off of students, and she expressed appreciation to the BOE for providing instructional materials and staff.
  - B.** Westbrook Middle School – R. Rose also reported on the middle school activities for Mr. Talmadge; A successful Virtual Open House; upcoming professional development; Castle SEL framework; after school support for ELL student; 7<sup>th</sup> & 8<sup>th</sup> grade Movie Night; parent conferences on Oct. 26 and 28; and field trips for 7<sup>th</sup> graders for Project Oceanology and 6<sup>th</sup> graders to Mystic Seaport.
  - C.** Westbrook High School – T. Winch reported on a successful six weeks at the high school including Teacher Evaluation Plan, Social Emotional Goals for students, Spirit Week, Field Day involving all students; and a new student activity, E-Sports, which is a competitive video gaming activity for students. She expressed appreciation to B. Russell and B. Daily for their assistance with the E-Sports program. Ms. Winch also talked about the Robotics program, PSAT’s and the seniors’ annual breakfast at the Elks Club. Juniors are scheduled to take PSAT’s on Wednesday.

**VII. NEW BUSINESS**

- A. Budget Guidelines & Development Timeline – 2022-23: Superintendent Martineau requested feedback on the timeline and draft of the BOE Budget Guidelines. She suggested a separate meeting to update the guidelines to tie in with Board of Education goals. **MOTION by Z Hayden and SECOND by M. Brigham to move forward with the budget timelines presented and to rework budget guidelines for the future. Vote unanimous.**
- B. Disposal of Books - According to Policy 3260 – Sale & Disposal of Books, Equipment & Supplies, the BOE was provided with a list of outdated books no longer useful to the Curriculum. **MOTION by D. Perreault and SECOND by M. Luft to approve the disposal of the books as listed. Vote unanimous.**

**VIII. SUPERINTENDENT’S REPORT**

- A. Enrollment Update – Superintendent Martineau reported on the October 1 enrollment: A total of 636 students which includes 7 out placed students. (Pre-K – 4 = 246; 5-8 = 175; 9-12 = 215)
- B. Westbrook Portrait of a Graduate Update: Superintendent Martineau gave an update on Westbrook Portrait of a Graduate. Survey results will be shared at the December meeting. After the Steering Committee work, Portrait of a Graduate will be brought to the Board in May. Z. Hayden commented on the high level of involvement of stakeholders. M. Brigham suggested reaching out to Youth and Family Services as a contact. C. Kuehlewind commented that she is excited to take part and M. Esposito is pleased with the transparency involved with Portrait of a Graduate.

**IX. OLD BUSINESS: No old business**

**X. CONSENT AGENDA**

- A. Approval of Minutes:
  - 1. Regular Meeting – September 14, 2021: **MOTION by M. Brigham and SECOND by M. Luft to approve the minutes of the BOE meeting of September 14, 2021. Vote unanimous.**

**XI. FINANCIAL REPORTS**

- A. Review of Check Listing: Board members reviewed check listings for 9/2/2021 in the amount of \$115,614.08; 9/15/ 2021 for \$60,562.34; and 9/30/2021 for \$177, 481.47.
- B. Budget Narrative/Review of Expenditure Report: L. Wysocki provided an overview of the budget as it stands. She mentioned an issue with payroll date vs. grant expenditures, which will eventually work its way out and is not a concern.
- C. Line Item Transfer: None
- D. Insurance Report: Not available. L. Wysocki will follow through on requesting an updated report.

**XII. BOARD COMMITTEE REPORTS**

- A. LEARN – M. Brigham (no report)
- B. Policy - K. Walker reported the Committee has reviewed the zero series and is working on “sun setting” some policies which are duplicated. The goal is to move onto the 1000 series.
- C. Long Range Planning – D. Perreault reported on a recent meeting with Consultant Roger LeFleur who updated the committee on air handlers and the current ventilator system. A feasibility study was done for Daisy Ingraham School. He reported that costs are not as significant as once thought and are manageable; and there are concerns about supply chains. It is hopeful that the committee will have actual cost figures for the Board. D. Perrreault, M.

Esposito, and M. Brigham had questions and comments in a discussion trying to clarify the interconnected roles of air flow versus temperature control.

- D. Fiscal & Budget – M. Esposito apologized to the committee for not having a quorum at the scheduled meeting. He did meet with Superintendent Martineau and Business Manager Lesley Wysocki. He is interested in understanding the salary category, as it is more than 50% of the budget.
- E. Teaching & Learning – D. Perreault (no meeting)
- F. Communications & Marketing – M. Luft reported on the September 29 meeting – Discussion was about the role of the committee related to Portrait of a Graduate and the decision to not involve the committee at this time as there is already representation. The committee is inviting the Athletic Booster Chair to their next meeting.
- G. Town Energy Ad Hoc Committee – L. Wysocki reported on the Sept. 15 meeting. The committee is looking into another solar program. Consideration is to put solar on the roof of the municipal building. Also discussed was vehicle charging stations. Updated lighting at the library is complete.
- H. PTSO Representatives – Z. Hayden – WMS (no report), M. Luft - Daisy (no report, but Superintendent Martineau will attend the next meeting); M. Esposito - WHS (currently looking for new leadership)

**XIII. BOARD OF EDUCATION GOALS** – Z. Hayden reported that he will attend a webinar on November 4 on how Boards should run organizational meetings. He also mentioned that he will attend the CABE/CAPSS Conference on November 12 with other BOE participants and Superintendent Martineau.

**XIV. PERSONNEL**

- A. Professional Appointment(s)
  - 1. Marcella Ranfone – Special Education Teacher  
**MOTION by Z. Hayden and SECOND by M. Palumbo to approve the appointment of Marcella Ranfone for the position of Special Education teacher for Westbrook Public Schools. Vote unanimous.**
- B. Professional Resignation(s)
  - 1. Molly McKenna – WHS English teacher submitted her resignation effective October 29, 2021. **MOTION by K. Walker and SECOND by M. Palumbo to accept with regret the resignation of Molly McKenna effective October 29, 2021.**
- C. Non-Certified Resignation(s)
  - A. Meredith Werner – Paraprofessional – The BOE was informed of the resignation of Meredith Werner effective October 15, 2021.

**XV. ADJOURN: MOTION by M. Luft and SECOND by M. Palumbo to adjourn at 8:16 p.m. Vote unanimous.**

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next BOE meeting

