

WESTBROOK BOARD OF EDUCATION
Regular Meeting Minutes
June 14, 2011

Members Present: Matthew Alaimo, Maureen Westbrook, Myrn Keryc, Lee Bridgewater, Marti White, Dee Adorno, Sally Greaves, Pat Labbadia, Joseph Campbell

Also Present: Superintendent Patricia Charles, Administrators Robert Hale, Katherine Bishop; Faculty-Michele Hammond, Kim Godfrey; Lesley Wysocki, Business Manager; Lisa Winch, PTO Rep.; Parents, Students

I. Call to Order – The Regular Meeting of June 14, 2011 was called to order in the Westbrook High School Library at 7:00 p.m. by Mr. Alaimo, Chair.

II. PLEDGE

III. STUDENT REPRESENTATIVE REPORT- Kelsey Campbell and Callie Hagemeister reported on high school activities which included the NHS elections, Academic and Athletic Awards, Senior Projects, Memorial Day Assembly, Girls' Shoreline Tennis Championship, Band and Chorus concert, graduation on June 22, and Project Safe Graduation.

IV. BOARD ACKNOWLEDGEMENTS – The Board expressed appreciation to Kelsey Campbell for representing the WHS student body at Board of Education meetings and providing a monthly report of activities. Mr. Alaimo presented Kelsey with a token of appreciation for her service to the Board.

Dr. Charles acknowledged the excellent work Lisa Wilson provided as WMS interim principal. Dr. Charles reported that Mrs. Wilson went above and beyond the work normally provided by an interim administrator and she is deeply grateful for her efforts. On behalf of the BOE, Mrs. Westbrook expressed appreciation to Mrs. Wilson as well.

Dr. Charles expressed appreciation to Kathleen Onofrio for her service to Westbrook schools as Special Services Director.

A representative from the DEP, Robert Hannon, attended the Board of Education meeting and presented the Green Circle Award to Julie Blum and other participants for their participation in a community conservation program. These students teamed up to create a logo, props, posters, a song, and a skit. An "Energy Patrol" program began at Daisy Ingraham School. The students participated in weekly classroom audits to track energy saving habits. The K-4 students also participated in home activities: installing CFLs, turning down the heat, turning off the water when brushing teeth, and not drinking bottled water. A music video with the original song was created, and it featured various Westbrook groups including scouts, dancers, theatre students, conservation groups, and even the selectmen.

V. PUBLIC COMMENT: Mr. Labbadia asked the Board to honor Tom Cloutier with a moment of silence. Mr. Cloutier recently passed away. The Board acknowledged him for his contribution to our community and service to the board of education.

VI. FINANCIALS

- A. Approval of the payment of bills. Moved by Mr. Labbadia and seconded by Mrs. Westbrook to approve payment of bills in the amount of \$180,728.23. Vote unanimous. Since there is no July meeting, a motion was made to authorize Dr. Charles to pay bills not to exceed the budget through July 31, 2011. Moved by Mr. Campbell and seconded by Mrs. Greaves. **Vote unanimous.** Mrs. Wysocki will notify the Board of those expenditures.
- B. Approval of the expenditures ending May 31, 2011. Moved by Mrs. Keryc and seconded by Mrs. Westbrook to approve expenditures ending May 31, 2011. **Vote unanimous.**
- C. Approval of payment of supplemental bills. (None)
- D. Insurance Report: Mrs. Wysocki, Business Manager, reported that she and Dr. Charles have met with Ganim to explore options for negotiations.

VII. CONSENT AGENDA

- A. **Approval of the minutes of the Regular Meeting** of May 10, 2011
- B. **Approval of the minutes of the Special Meeting** of May 19, 2011
- C. **Approval of the minutes of the Special Meeting** of May 31, 2011
- D. **June Enrollment Informational Report:** Dr. Charles reported June 1 enrollment is 956 students; an increase of 12 students from the October 1 enrollment.
- E. **Budget Narrative** – Lesley provided an overview of the state of the budget, stating that we are in good shape.
- F. **Reading – Policy 6172.6 Distance Education Virtual Online Courses**
- G. **Policy First Reading – Policy 5131.81 Electronic Devices**
- H. **Policy First Reading – Policy 5131.913 Bullying – Cyber Bullying**

Moved by Mrs. Adorno and seconded by Mrs. Westbrook to approve items A through H of the Consent Agenda. **Vote unanimous.**

VIII. NEW BUSINESS

- A. **Field Trip Request(s)** – Dr. Charles presented the WHS social studies and arts departments' proposal for a field trip to Ancient Greece April 9-16, 2012. The purpose of the trip is to expand student understanding of ancient and modern Greek culture including art, architecture, history, mythology and other subjects in which the ancient Greeks excelled. Students will visit sites and participate in active learning opportunities. The tentative cost of the trip is \$2,999 + money for lunches, tips, gratuities and additional baggage fees. Transportation to the airport is not set at this time. Students will travel from JFK airport. New York to Athens. A 1:6 ratio is planned. Dr. Charles recommended the Board approve the April 2012 trip to Greece for WHS students. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater. **Vote unanimous.**
- B. **Teacher Evaluation Report/Professional Development** – Michele Hammond and Kim Godfrey reviewed teacher professional development with a PowerPoint presentation and gave a review of the professional development activities for the year. They talked about Professional Learning Communities. Ms. Godfrey expressed appreciation to the board for supporting the Regional Common Calendar which allows attendance at LEARN for regional professional development. Mrs. Hammond talked about feedback from the workshops and how it is used to determine future professional development.

- C. Mr. Hale presented to the board information about teacher evaluations and how observations conducted by administrators tie to goal attainment. He explained the evaluation and observation process showing the different levels and what the expectations are. Mrs. Bishop talked about the review schedule starting with non-tenured teachers, professional development and goals, teaching strategies to implement in the classroom, and student assessment.
- D. **Teacher Absence Report** – In response to Mr. Alaimo’s request on tracking teacher absenteeism, a report was provided and an explanation of the difficulty in tracking this information over time. Mrs. Wysocki explained that the new software will make this information which is currently recorded by hand much easier to maintain. The new business office software will save the data and allow for comparisons between years as well as data manipulation for more informative reports.
- E. **Elementary Mathematics Specialist** – Kit Bishop presented a proposal for a Mathematics Resource Teacher at Daisy Ingraham School for 2011-2012. She stated that a teacher in this critical year would have flexibility to attend math meetings, do the research that is required to implement changes, write curriculum and provide professional development to teachers, especially in connection with the adoption of the Common Core National Standards. After a thorough discussion, it was the consensus of the Board to approve Dr. Charles’ recommendation to focus on improving mathematics instruction by appointing a Mathematics Resource Teacher. This will be accomplished by adjustments of the fourth grade classes and reassigning a teacher.
- F. **IDEA Grant** – Dr. Charles explained that the federal IDEA grants provide federal entitlement funds to eligible applicants to assist with the excess costs of providing special education and related services to children with disabilities, as defined by 34 CFR Sections 300.16 and 300.202. Assistance for Education of all Children with Disabilities and Preschool Grants for Children with Disabilities are included. The grant will provide staff, professional development, and instructional resources for special education students. The amount of the grant is the same as last year: 611: \$155,797+ 619: \$6959 = Total grant funds \$162,756. Dr. Charles recommended the Board approve the submission of the IDEA grants totaling \$162,756. Moved by Mr. Labbadia and seconded by Mrs. Adorno. **Vote unanimous.**

IX. SUPERINTENDENT’S REPORT

- A. **Superintendent Comments** – None
- B. **Administrator Comments** – None

X. OLD BUSINESS:

- A. **Policy 9325 Meeting Conduct Board Bylaws** – The Policy Committee brought this policy before the full board to discuss the number of members necessary for a Board of Education motion to carry by the full Board and by committee. After a lengthy discussion the board concluded that the policy will revert back to the sub-committee for further review.
- B. **Boiler Conversion Update** – Mrs. Wysocki gave an update on the WHS boiler project and conversion of school boilers to gas. RFT’s will be solicited and it will then go to BOF.

XI. BOARD COMMITTEE REPORT

- A. **Policy** - Marti White – The policy committee will determine a meeting date.
- B. **Communications Subcommittee** – Myrn Keryc - The next meeting will be on August 9.
- C. **Long Range Plan** – Matt Alaimo – No meeting in May.

XII. PUBLIC COMMENT : None

XIII. PERSONNEL Vote anticipated.

- A. Professional Appointments** – Caitlin Ricaby is recommended for hire for the WHS mathematics department. Dr. Charles recommended that the Board approve the employment of Caitlin Ricaby as a mathematics teacher at Westbrook High School. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater. **Vote unanimous** .
- Professional Transfer** – Dr. Charles reported that Marilyn Brown WMS/WHS school psychologist will fill the psychologist position at Daisy Ingraham School. The position at WMS/WHS has been posted.
- B. Special Education Director Appointment:** Jeffrey Newton was appointed as the Special Education Director for Westbrook Public Schools. Moved by Mrs. Bridgewater and seconded by Mrs. White to approve the hire of Jeffrey Newton, Special Education Director, and to direct the Superintendent to develop the terms of employment. (Ayes: L. Bridgewater, M. White, M. Westbrook, M. Alaimo, M. Keryc, S. Greaves, D. Adorno, P. Labbadia) One abstention: J. Campbell who was not present for the interviews.

XIV. ADJOURN: Moved by Mrs. Keryc and seconded by Mrs. White to adjourn at 9:40 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, board Secretary

Cecilia S. Lester, Board Recording Clerk