

**WESTBROOK BOARD OF EDUCATION
SPECIAL MEETING
NOVEMBER 1, 2011**

MINUTES

- I. **CALL TO ORDER:** Mr. Alaimo, Chair, called the Special Meeting of November 1, 2011 to order at 7:00 p.m. in the Westbrook High School library.

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

Absent: Myrn Keryc, Pat Labbadia III

Also Present: Dr. Patricia Charles, Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio, Jeff Newton, Administrators; Lisa Winch, PTO Representative, Parents, Students

II. PLEDGE

- III. **STUDENT REPRESENTATIVE REPORT-** Megan Lohutko reported on student activities which included Field Day, SADD's Red Ribbon Campaign, Teen Leadership fundraiser, Pink Day for breast cancer awareness, and fall sports accomplishments.

- IV. **BOARD ACKNOWLEDGEMENTS: Superintendent Recognition:** Two students, Christopher Brainard and Leah Cherry, were recognized as Westbrook Middle School's recipients of the 2011 CAPSS Student Recognition Award. Dr. Charles said that these students were selected for their active participation in school and community organizations, citizenship, character and integrity. Mrs. DiMaggio also acknowledged the students' parents.

Board Member Recognition: Matthew Alaimo and Joseph Campbell were recognized by the Board of Education for their significant contributions to the Westbrook Public Schools. Dr. Charles talked in detail about the important role each has played on the Board of their years of service. Mrs. Charles stated that the passion and dedication demonstrated by Joseph Campbell and Matthew Alaimo provide a model for future Board members and that she was most grateful for the opportunity to learn from and work with Mr. Campbell and Mr. Alaimo.

- V. **PUBLIC COMMENT:** Lisa Winch commented that the middle school has two "parent advisory" committees that will meet on the first Thursday of the month at 6:45 a.m. One group will meet for the first half of the year and the other group of parents will meet for the second half of the year. The first meeting focused on discussion of homework assignments, parent conference formats, PBIS, School Climate, and math grouping.

VI. CONSENT AGENDA

- A. Approval of the minutes of the Regular Meeting of October 11, 2011: Moved by M. White and seconded by M. Westbrook to approve the regular meeting minutes of October 11, 2011.
Vote unanimous with one abstention (L. Bridgewater)
- B. Enrollment – Board members received enrollment figures for November.
- C. Field Trip – The board was informed that the high school field trip to Newport in November was cancelled.

VII. FINANCIALS

- A. **Approval of Payment of Bills:** Moved by L. Bridgewater and seconded by M. Westbrook to pay bills in the amount of \$156,795.79. **Vote unanimous.**
Supplemental bills: Moved by M. Westbrook and seconded by J. Campbell to approve payment of supplemental bills in the amount of \$21,803.50. **Vote unanimous.**
- B. **Line Item Transfer** – Mrs. Wysocki explained that a line item transfer is needed to appropriate the unanticipated additional grant funds from Title I and Title II. Money will be moved out of personnel and into purchased services (professional) in areas that were underfunded. Other minor adjustments will be made within objects. In preparation for the new budget season, Mrs. Wysocki said that she created new line items to allow principals to better track specific funds. Adjustments were made within object codes for this purpose.
- C. Approval of the expenditure report: Moved by Mr. Campbell and seconded by Mrs. Bridgewater to approve expenditures through October 31, 2011. **Vote unanimous.**
- D. **Insurance Report** – Mrs. Wysocki reported that claims are running closer this month to expected claims.

VIII. SUPERINTENDENT'S REPORT

- A. **Administrator(s) Reports** – Each of the administrators, Mr. Hale, Mrs. Bishop, Mrs. DiMaggio, and Mr. Newton presented their School Improvement Plans. Mr. Newton used slides to show numbers of students in each of the schools being served by the Special Education Department; 504 students, students receiving SRBI Intervention, and CMT/CAPT improvement Projections. He described how students who receive special services will be supported.
Mr. Hale talked about the STAR assessment system and the goals for each grade level. School goals include: Improve student reading skills, Improve student math skills, and Improve student writing skills; Develop goals, beliefs and learning expectations in line with NEASC 2011 standards, and implement use of school wide rubrics to measure school learning expectations, adjust curriculum, instruction and assessment to incorporate Common Core Standards, and further develop and implement student success plans.
Mrs. DiMaggio also provided a handout and talked about writing, reader text connections, math goals, STAR assessment, Team and PLC meetings, and professional development. Middle School goals include improvement of literacy and numeracy and improved school climate.
Goals for Daisy Ingraham include improving literacy and numeracy, shaping the school environment to ensure safety and enhance student learning, and communicating effectively with staff, parents, and community. Mrs. Bishop reported that Diane Lewis helps to support the work in Language Arts and Social Studies and Lesley Harrington in Mathematics and Science. Of particular focus is teaching students to re-tell what they have read and in math an emphasis will be on working with fractions. Mrs. Bishop also talked about data to track student progress from the STAR reports.

Dr. Charles complimented the administrators on the reports and the work and time spent on their school improvement plans.

IX. OLD BUSINESS:

- A. Board Budget Guidelines – Dr. Charles asked the board to review the following budget guidelines developed at the October meeting for any modifications. These Budget

Guidelines that will be used by the administration to develop the priorities for the 2012-2013 budget.

Improving and enhancing curriculum and instruction

- ▶ Common Core State Standard implementation
- ▶ Secondary School Reform planning
- ▶ Student Success Plans Grades 6-12
- ▶ Naviance MS
- ▶ Professional Development for teachers and staff to meet new standards and statutory requirements
- ▶ Curriculum Revision
- ▶ Integration of primary source documents
- ▶ Implement School Climate Legislation
 - School Climate Specialist
 - PBIS

Support Technology Integration

- ▶ Textbook Adoption – identify digital textbooks to promote health and cost savings now and in the future
- ▶ Websense - Approval process for requesting professional & personal days
- ▶ Update computers, servers, laptops, ipads

Protecting and Preserving Buildings and Grounds

- ▶ Capital Plan revision

Identify areas for savings in benefits

- ▶ Provide enrollment projections
- ▶ Evaluate staffing for potential reduction

X. NEW BUSINESS

A. Search Institute Survey – Dr. Charles said that students in grades 6-12 will participate in the second assessment of the attitudes and behaviors of Westbrook Youth. The survey was first administered in November 2008 and will be administered again this month.. The results of this survey will help measure progress in developing the 40 assets youth need to maintain healthy and productive lives. The survey and resulting programs are funded by a grant from United Way.

B. Connecticut College and Career Ready Data – Dr. Charles provided a report by the Educational Policy Improvement Center to help leaders from higher education and school districts discuss and develop appropriate expectations for high school students regarding college and career readiness. The report uses CAPT, SAT, AP participation rates, high school graduation rates, and college enrollment data.

XI. BOARD COMMITTEE REPORT

A. Policy – Mrs. White **reported** the policy committee met and discussed 504, religious holidays, practice for hiring vendors, use of facilities during the summer and new bullying legislation. The committee will meet again in December.

B. Communications Subcommittee –Mrs. Westbrook reported that the communications committee was pleased with changes on the BOE website, discussed revision of the booklet on budget guidelines and reviewed Dr. Charles' letter to the editor on alcohol

use by students. Dr. Charles also gave a demonstration of the School Messenger parent notification system.

C. Long Range Plan – Matt Alaimo stated there was no meeting.

XII. PUBLIC COMMENT: None

XII. PERSONNEL

A. Non-certified Appointment(s): Dr. Charles reported that Cheryl Ashburner was hired as a Health Aide in the WHS/WMS nurse's Office.

XIV. ADJOURN: Moved by Mr. Campbell and seconded by Mr. Alamo to adjourn at 8:50 pm.
Vote unanimous.

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk