

WESTBROOK BOARD OF EDUCATION EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, May 14, 2013
Regular Board of Education Meeting

MINUTES

Members Present: Maureen Westbrook, Michelle Palumbo, Lee Bridgewater, Marti White, Myrn Keryc, Sally Greaves, Dee Adorno, Kim Walker, Pat Labbadia

Also Present: Patricia A. Ciccone, Superintendent; Robert Hale, Katharine Bishop, Jeffrey Newton, Administrators; Lesley Wysocki, Business Manager; Megan Doran, Student Representative; Parents, Community Members

I. CALL TO ORDER – The regular meeting of May 14, 2013 was called to order at 7:00 p.m. in the Westbrook High School library.

II. PLEDGE OF ALLEGIANCE

Moved by Pat Labbadia and seconded by Sally Greaves to move Item IV. Old Business after the Superintendent's Report. **Vote unanimous.**

Moved by Pat Labbadia and seconded by Sally Greaves to move Item X. D up on the agenda in place of where Old Business was originally placed. **Vote unanimous.**

Moved by Pat Labbadia and seconded by Michelle Palumbo to add to School Building Committee to Item VIII. New Business. **Vote unanimous.**

III. RECOGNITION: CABE's Student Leadership Awards: Megan Doran and Sean Gosselin were presented certificates to honor them as CABE Student Leaders. Mr. Hale was given criteria from CABE to help define leadership and Megan and Sean were recognized as students displaying the required leadership skills at Westbrook High School. Megan serves as the Board of Education Student Representative and is a phenomenal flautist and active in Chamber Choir and was recognized as a student who excels in art by the CT Association of Schools. Sean is active with NHS, High School Bowl and the musicals. He also participates in musical activities as well as his church, Shoreline Pantry and in 2012 was a lab assistant at the Yale School of Medicine.

IV. STUDENT REPRESENTATIVE REPORT – Meghan Doran, Student Representative, provided details of the high school's activities for the past month including the NHS Tag Sale to support Hurricane Sandy. Megan also talked about the Acoustic Cafe' and the success of the

girls' and boys' tennis teams, Girl's softball, and Track. She also announced the upcoming Prom and the senior trip to Holiday Hill stating that everyone is very excited about these end-of-year activities.

V. PUBLIC COMMENT : No comments

VI. CONSENT AGENDA: Moved by Pat Labbadia and seconded by Dee Adorno to remove Policy 4134 from the Consent Agenda – **Vote unanimous.** Moved by Marti White and seconded by Myrn Keryc to remove the approval of the April 9, 2013 from the consent agenda. **Vote unanimous.**

A. Approval of the minutes of Regular Meeting of April 9, 2013. Moved by Marti White and seconded by Myrn Keryc to approve the minutes of April 9, 2013. Vote (Ayes): Maureen Westbrook, Michelle Palumbo, Lee Bridgewater, Marti White, Myrn Keryc, Kim Walker, Pat Labbadia;. Abstained: Dee Adorno, Sally Greaves

B. Policies - First Reading:

1. 4134 (Tutoring): Kim Walker expressed concern about the wording and asked that it be more specific. Although changes were made on the Facilities Use form in regard to “waiving of fees by the superintendent” she felt the policy should reflect that as well. Pat Ciccone said that revisions will be made for the Policy Committee review and the second reading at the next regular Board meeting.
2. 5113 (Student Attendance/Excuses/Dismissal) – First Reading: Moved by Pat Labbadia and seconded by Myrn Keryc to approve the first reading of Policy 4134 with revisions as discussed and Policy 5113. **Vote unanimous.**

VII. OLD BUSINESS:

A. 2013-2014 School Calendar revisited: The Board of Education revisited the 2013-14 school calendar as a result of survey results taken from parents and staff. 390 parents responded along with 169 staff members. With the additional data to consider it was concluded that February vacation would be reinstated. Most board members suggested reviewing the calendar again next year to take into consideration the educational needs and changing curriculum as explained by Patricia Ciccone. The superintendent stated that school districts as well as the state will most likely need to consider school years being elongated and the possibility of a March vacation break. Michelle Palumbo suggested a backup plan should the need arise. Also, the superintendent indicated that more professional days will need to be included. Moved by Pat Labbadia and seconded by Kim Walker to restore the February vacation to the 2013-14 school calendar and to keep the option of taking days from the February or April vacation day as make up days if necessary. **Vote unanimous.**

VIII. NEW BUSINESS –

A. Healthy Food Certification: The Superintendent said that Westbrook has participated in the Healthy Food Certification Plan over the last several years. Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. Moved by Marti White and seconded by Myrn Keryc to continue to approve Westbrook Public School's participation in the Healthy Food Program. **Vote unanimous.**

B. Soccer Wall: Paula Fitzgerald provided details of a proposal from Gerald Carlone to construct a soccer wall for our players and park and recreation use. The wall will be constructed behind the middle school dugout. Coaches will be involved in the construction. The softball coach is a licensed contractor. Student athletes will be responsible for the upkeep. The wall will build higher level skills. Moved by Kim Walker and seconded by Lee Bridgewater to approve the building of the soccer wall according to the proposal. **Vote unanimous.**

C. School Building Committee: Maureen Westbrook updated the Board on the formation of the School Building Committee to be involved in the various capital improvement projects. The Resolution from the town calls for three board members among seven others from the town to serve on the committee. She said that CREC will take on the responsibilities for bid specs, RFP's and inspections. Pat Labbadia agreed to serve on the committee and two others will be designated. The Selectman will send letters to the names suggested. The first building committee is scheduled for June 3 at 4:00.

IX. FINANCIAL REPORTS:

- A.** Review of Check Listings – Board members reviewed check listings for April 4 in the amount of \$100, April 11 in the amount of \$117,696.31 and April 25 in the amount of \$93,781.48.
- B.** Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided the board with an overview of the budget as it stands. The board received an itemized report of balances in the various accounts. Maureen Westbrook asked the list be kept up to date through the end of the year and items in the budget to be purchased should be purchased, such as textbooks.
- C.** Line Item Transfers: There were no transfers.
- D.** Insurance Report – Mrs. Wysocki reported March claims still at a good ratio which should translate into a good renewal rate.

X. SUPERINTENDENT'S REPORT:

- A.** Enrollment – The superintendent reported there are 879 students enrolled on May 1, 2013 compared to 871 enrolled on October 1 (an increase of eight students.) The district has also added one out placed student.

- B. Anticipated positions: The Superintendent reported that some positions have been posted on AppliTrack and are open until filled so that we can screen for solid applicants. Internal postings are done through AppliTrack as well.
- C. Launching the Climate Survey: In regard to the Climate Survey, the superintendent reported that our high school students and Mr. Bialicki are piloting a survey to get a sense of support in Westbrook of our schools. She said that training for our staff will take place in the fall. Parents will be identified to serve on School Climate Teams.

(The superintendent commended Pete Anderson for investigating a problem with a leaking valve on Saturday morning and for taking action to prevent what could have been major damage.)

- D. Administrator(s) Comments:
 - 1. Report on China Trip and Greenhouse Update – Kit Bishop provided details of the China trip. She stated that it was a phenomenal trip with nine of our students attending. She said the host families were amazing. Ginny White, Lesley Wysocki and Dee Adorno reiterated Mrs. Bishop’s comments. On behalf of the people of Lindzi, the Westbrook Board of Education was presented a Seal of Lindzi, and Mrs. Bishop asked the Board continue to support the partnership.
 - 2. Mrs. Bishop reported that the Westbrook Foundation has provided the necessary funds (\$10,700) to build the Greenhouse at Daisy and plans are progressing.

XI. BOARD COMMITTEE REPORTS:

- A. **Policy** - Marti White reported that there will be a Policy Committee meeting in June.
- B. **Communications** – Myrn Keryc reported on the Communications Committee Meeting and commended Melissa Ryan and MaryJo Noonan on the “orange button” campaign, a link on the website to Board of Education. It was suggested that Dr. Jo Ann Frieberg (CSDE) be asked to speak at a future board of education meeting.
- C. **Range Planning** –Pat Labbadia referred to the conversation earlier in the meeting.
- D. **Insurance** – Lee Bridgewater said that the RFP is done and applications will be reviewed after June 23. Lesley Wysocki mentioned that a decision must be made prior to July 1.
- E. **Negotiations** –Sally Greaves said there has been no activity.
- F. **PTSO Representatives** – Marti White WMS, Kim Walker Daisy, Myrn Keryc WHS – nothing to report at this time.

XII. PUBLIC COMMENT:

Shaun Parkhurst thanked the board for revisiting the calendar and for reinstating the

February vacation.

Jen Waldron thanked the board for revisiting the calendar, but expressed concern that both February and April vacations were vulnerable as days to take for make-up. She also commented that if there was extra money in the budget the library could use some enhancement (lots of empty shelves). Mrs. Waldron commented on enrollment and suggested a topic of discussion on how to get a better public opinion of Westbrook Schools.

XIII. PERSONNEL: Vote anticipated

A. Professional Resignations(s)/Retirement(s)

1. The superintendent reported that Jeff Newton, Special Services Director, submitted his resignation effective June 30, 2013. Patricia Ciccone commented on Mr. Newton's stellar performance and Maureen Westbrook commented that Mr. Newton made a difference to the Westbrook Schools. The superintendent recommended that the Board accept with regret the resignation of Jeffrey Newton, Special Services Director, effective June 30, 2013. Moved by Pat Labbadia and seconded by Marti White. **Vote unanimous.**

XIV. ADJOURN: Moved by Myrn Keryc and seconded by Pat Labbadia to adjourn at 9:05 p.m. Vote unanimous.