

**WESTBROOK BOARD OF EDUCATION**

**Tuesday, September 11, 2012**

**Regular Board of Education Meeting**

**MINUTES**

**I. CALL TO ORDER – Regular Meeting of September 11, 2012**

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

Absent: Pat Labbadia III

Also Present: Carol Parmelee-Blancato, Interim Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio, Jeff Newton, Administrators; Lesley Wysocki, Business Manager; Faculty, Members of the Community

**II. PLEDGE OF ALLEGIANCE**

Maureen Westbrook requested that two items be added to the agenda:

1.) Old Business Item B. 2007 Capital Replacement Plan Update (CREC) 2.) After Item XIV. Personnel Add: Non-Certified Bargaining Agreement. Moved by Kim Walker and seconded by Sally Greaves to add the 2007 Capital Plan Update and the Non-Certified Agreement to the agenda. **Vote unanimous.**

**III. BOARD OF EDUCATION ACKNOWLEDGEMENTS** – The Board recognized Steve Albrecht as the 2012-2013 Teacher of the Year. Mrs. Westbrook stated that Mr. Albrecht has taught English for 16 years at WHS, served as Curriculum Leader for English/Language Arts 5-12, chaired the Technology Committee, and is an outstanding educator who is admired and respected by students, parents, colleagues and members of the community.

**IV. NEW TEACHER RECEPTION** – Mrs. Parmelee-Blancato introduced the following new teachers to the Board: Cheryl Albaine, Spanish, at Westbrook High School- Jamie Bellonio, Special Education, at Westbrook Middle School- Jennifer D’Aiuto, Math Coach, at Westbrook Middle School- Danielle Glaser, Science, Westbrook

Middle School- Kerri Legg, Special Education, at Westbrook Middle School, Angelo Saba, Social Studies, at Westbrook High School and Erik Becker, Family Consumer Science, at Westbrook High School.

The board recessed for a reception to greet the new teachers and re-convened the meeting at 7:20 p.m.

- V. **STUDENT REPRESENTATIVE REPORT** – Meghan Doran, Student Representative, reported to the Board on high school activities including the cheerleader’s superior performance awards this summer at Pine Forest Cheerleading Camp, beginning of the year assembly, clubs and sports activities, and upcoming field day.

VI. **PUBLIC COMMENT : None**

VII. **CONSENT AGENDA**

- A. **Approval of the minutes of the Regular Meeting** of August 14, 2012.  
B. **Board Policy Revisions** –Second Reading: 0100 Mission, 0200 Goals & Objectives, 0521 Non-Discrimination, 1112 News Media Relationships, 5145.14 On-Campus Recruitment  
Moved by Myrn Keryc and seconded by Michelle Palumbo to approve items on the consent agenda. **Vote unanimous.**

VIII. **NEW BUSINESS**

- A. **Concussion Presentation** - The Board presented the **“You Make A Difference Award”** to Dr. Adam Perrin, Medical Advisor. Maureen Westbrook stated that Dr. Perrin has been the medical advisor for Westbrook Schools for six years and has made himself extremely available to benefit our student athletes. Dr. Perrin is a member of the CT State Concussion Task Force and the District Health Advisory Committee and is an expert in concussion management. Dr. Perrin provided the Board with a PowerPoint presentation on concussions and suggested parents, coaches and educators visit the CT Concussion Task Force Website for worthwhile information.
- B. **Comcast Local Access Studio** – Mr. Hale informed the Board that Comcast is looking to move their Comcast Local Access studio operation out of their current location in Clinton. Chuck Lewis, H-K T.V. Production Studio teacher, is involved in setting up a non-profit organization to take over the operation of the studio and thinks that locating the studio in Westbrook High School would provide many advantages. Mr. Hale asked for the Board’s opinion as to

proceeding with the project. It was concluded that having the studio in the high school would provide our students ready access to it and advance their skills. There will be a future, more detailed presentation to the Board.

- C. Field Trip – Quebec, Canada-** The High School requested approval for a trip to Quebec, Canada on February 15, 2013. Lisa Finnegan, French teacher, said that students will travel by motor coach. Fifteen to thirty students are anticipated: a minimum of two teachers/chaperones will attend to maintain a 1:10 ratio. Students will leave the school at 6:30 a.m. on February 15, 2013 and return by 9 p.m. on February 18, 2013. The cost to each student will be approximately \$700. Carol Parmelee-Blancato recommended the Board approve the High School trip to Quebec, Canada. Moved by Marti White and seconded by Lee Bridgewater. **Vote unanimous.**
- D. Board of Education Meeting Dates—** The Board was provided with a list of meeting dates to approve from February 12, 2013 thru January 14, 2014. Moved by Marti White and seconded by Lee Bridgewater to approve meeting dates from 2/12/2013 through 1/14/2014. **Vote unanimous.**
- E. Curriculum Coordinator Stipend Position—** Mrs. Parmelee-Blancato said the district has been very fortunate to have had a teacher in the position of Curriculum Coordinator who has done an exceptional job over the past several years and this person has had oversight in the writing of the curriculum, worked closely with all curriculum leaders, planned professional development and supports all of our curriculum efforts. This year, this person will serve as Curriculum Lead Teacher. The State Department of Education has notified the district that the person who provides leadership responsibility for the coordination, implementation and development of curriculum and professional development must hold the appropriate Connecticut Certification. Mrs. Parmelee-Blancato discussed with the Board the need to create a new Curriculum Coordinator stipend position for this school year and provided them with a job description. This new stipend position would require an Intermediate Administration and Supervision 092 certification. This stipend position of Curriculum Coordinator would be filled by one of our four administrators. The Curriculum Coordinator stipend would be funded at \$4000. Mrs. Parmelee-Blancato explained that there is \$4000 in the budget for consultant services to review the new/revised curriculum. This money could be used to fund the stipend position. Mrs. Parmelee-Blancato recommended the Board approve a one year Curriculum Coordinator stipend position and fund the position at \$4000. Moved by Kim Walker and seconded by Marti White to

approve the one-year curriculum coordinator stipend position. **Vote unanimous.**

#### **IX. FINANCIAL REPORTS:**

- A. Review of Check Listing: Board members reviewed check listings in the amount of \$193,263.24 on 8/30/2012, \$119,770.59 on 8/16/2012 and \$69,442.09 on 8/2/2012.
- B. Budget Narrative/ Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands. It was requested that Budget Narratives be included with posting of the minutes each month.
- C. Review of Expenditure Report: The Board reviewed the Expenditure Report for the period ending 8/31/2012.
- D. Insurance Report: There was no report available at this time.

#### **X. SUPERINTENDENT'S REPORT**

- A. **Opening of School**—Mrs. Parmelee-Blancato shared information on August 27<sup>th</sup>, Convocation. Tom Lee, Story Teller shared several interesting stories with staff. On August 28<sup>th</sup>, Mrs. Parmelee-Blancato reported that our staff joined Region #4 staff for Professional Development Day. Sue Beer's topic was "21<sup>st</sup> Century Teaching & Learning". District staff was to identify the 21<sup>st</sup> Century Skills students need for future success and identify the link between 21<sup>st</sup> Century Skills and the Common Core State Standards. Also, staff discussed what a 21<sup>st</sup> Century Classroom should look like.  
Mrs. Parmelee-Blancato reported the opening of school went very smoothly. All three facilities were clean and inviting as our students and parents entered the doors marking the beginning of a new school year.
- B. **Enrollment Report**—Mrs. Parmelee-Blancato reported there are currently 877 students enrolled in our schools compared to 923 at the beginning of the 2011 school year. Kindergarten enrollment is 43 compared to 52 last year. Daisy is down 25 students, the middle school is down 9 students and the high school is down 12 students.

SCHOOL	2011-2012	2012-2013
Ingraham	334	309
Middle School	289	280
High School	300	288
<b>TOTAL</b>	923	877

**C. CT's New Accountability System**—Mrs. Parmelee-Blancato provided a thorough presentation on Connecticut's New Accountability System which differs from that of No Child Left Behind NCLB. Most significantly, she stated that NCLB indicators only captured performance of students across a single performance band (those meeting the proficient or higher category). Connecticut's new system will capture improved performance across all bands and will factor in graduation rates. Thus students moving from "below basic" to "basic" or "proficient" to "goal", for example, will factor favorably into the accountability metrics.

**D. Administrators' Comments:**

Mr. Hale stated that the CT New Accountability System should work better for Westbrook Schools. He commented that Open House went well and there are two scheduled workshops for parents of seniors.

Mrs. DiMaggio reported on activities at the middle school including PBIS implementation, Open House on 9/12, start of PAC meetings, Pasta Dinner on 10/18 and implementation of Kiducation (a place to donate clothes and shoes).

Mr. Newton commented on SEDAC Training, goal setting with teachers, and teacher evaluations.

Mrs. Bishop reported that carpeting has been installed in three classrooms, computers are connected to SmartBoards and old monitors are discarded, and the PTO will meet on 9/18.

**XI. OLD BUSINESS:**

**A. China Visitors**-- Kit Bishop provided the Board will an update on the plans for our visitors from China. The visitors will be arriving on September 25<sup>th</sup> and departing on September 28<sup>th</sup>. There are 15 students and 12 host families. Planned field trips include Yale University, Hammonnasset Nature Center and Marti White suggested a visit to Oxford Academy would be appropriate. Students will visit Daisy and

the middle school. Mr. Du will stay until January 21st and will be hosted by Ginny White.

- B. **Capital replacement Plan** – Maureen Westbrook reported that the Board of Finance wants to work with the Board of Education to accelerate projects such as replacement windows, doors, HVAC, etc. and therefore the CREC Capital Replacement Plan needs to be updated. If possible the report needs to be done by December 1st. It was recommended the Board authorize Maureen Westbrook, Chair, and Carol Parmelee-Blancato, the Superintendent, to proceed with CREC or other vendors to update the Capital Improvement Plan. Moved by Kim Walker and seconded by Michelle Palumbo. **Vote unanimous.**

## **XII. BOARD COMMITTEE REPORT**

- A. **Policy** - Marti White reported that the next Policy meeting will be held on September 27 @ 6:00 p.m.
- B. **Communications** – Myrn Keryc reported on the Sept. 11, 2012 meeting: with invited guests, Mary Jo Noonan and Lisa Winch. Mrs. Keryc reported that she and Marti White attended the retirement party for Connie Blomquist and for Joanne Marino-Murray where a conversation came about that the Communications Committee members would be welcome to visit classrooms at Daisy. Other topics included the use of “Westbrook Events” for Board of Education news articles. It was suggested that an article on CT Common Core Standards be submitted for the winter issue. Mrs. Parmelee-Blancato will contact Jill Brainard to request a space for the winter issue. It was suggested that the BOE agenda be disbursed to all parents to motivate them to attend BOE meetings. Mrs. Keryc talked about attending “Sharing Time” at Daisy from 8:40 to 9:00 a.m. M-F. Marti White suggested looking into what Communications Committees do in other districts for future topics for the committee.
- C. **Long Range Planning** –(no meeting)
- D. **Insurance** –(no meeting)
- E. **Negotiations** –Sally Greaves will discuss activities on negotiations in the non-meeting following the regular BOE meeting.
- F. **PTSO Representatives** – Marti White, WMS; Kim Walker, Daisy; Marti White, WHS (no meetings at this time)

- XIII. **PUBLIC COMMENT:** Mr. Hale commented on the loss of Dalton Marks, former Superintendent of Schools. The Board of Education will acknowledge their condolence to the Dalton family.

#### XIV. PERSONNEL

##### A. Professional Appointments:

1. Mrs. Parmelee-Blancato recommended the appointment of Kerri Legg to the position of .5 Special Education at WMS.
2. Mrs. Parmelee-Blancato recommended the appointment of Erik Becker to the position of Family Consumer Science at WHS.

Moved by Myrn Keryc and seconded by Marti White to approve the appointments of Kerri Legg to .5 Special Education teacher and Erik Becker to Family Consumer Science teacher. **Vote unanimous.**

The Board voted to recess briefly for a non-meeting to discuss the successor collective bargaining agreement between the WESTBROOK BOARD OF EDUCATION and the Westbrook Federation of Non-Certified personnel.

Moved by Lee Bridgewater and seconded by Marti White. **Vote unanimous.**

Moved by Kim Walker and seconded by Michelle Palumbo to move back into Regular Session at 9:39 p.m. **Vote unanimous.**

Non-Certified Bargaining Agreement:

Motion: To approve the tentative agreement for the successor collective bargaining agreement between the WESTBROOK BOARD OF EDUCATION and the Westbrook Federation of Non-Certified personnel, 7/1//2012 through 6/30/2015 and direct the Board Chair, Maureen Westbrook, to execute same on behalf of the Westbrook Board of Education. Moved by Lee Bridgewater and seconded by Sally Greaves. **Vote unanimous.**

XV. **ADJOURN:** Moved by K. Walker and seconded by M. Palumbo to adjourn at 9:45 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk