

**WESTBROOK BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Tuesday, March 8, 2011**

- I. **CALL TO ORDER:** The regular meeting of March 9, 2011 was called to order by Matthew Alaimo, Chair, at 7:00 p.m. in the Westbrook High School library.

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

**Also Present:** Dr. Patricia Charles, Superintendent; Administrators: Katharine Bishop, Lisa Wilson, Robert Hale, Kathleen Onofrio; Faculty, Staff, Community members

**II. Pledge**

Moved by Mrs. Westbrook and seconded by Mrs. Keryc to move Old Business Item X.A. to after Public Comment and to move Item VIII.C. to after Item XIII. **Vote Unanimous.**

**III. Student Representative Report: No report**

**IV. Board Appreciation** – Dr. Charles expressed appreciation to the BOE members for the work they do throughout the year, and each received a photograph taken by Kali Russo, an award winner at this year's Shoreline Art Show.

**V. PUBLIC COMMENT:** Mr. Joel Maynard suggested that during negotiations a contingency clause be included in the contracts, should the budget be voted down, that reverts to a lesser percentage, instead of making cuts such as wrestling mats, carpeting, etc.

**VI. FINANCIALS**

- A. Approval of the payment of bills: Moved by Mrs. Westbrook and seconded by Mrs. Keryc to pay bills in the amount of \$105,000.44. **Vote unanimous.**  
Supplemental Bills: Moved by Mrs. Adorno and seconded by Mrs. White to pay supplemental bills in the amount of \$15,122.99. **Vote unanimous.**
- B. Approval of the expenditures ending February 28: Moved by Mrs. Bridgewater and seconded by Mrs. Westbrook to approve the budget for the period ending February 28, 2011. **Vote unanimous.**
- C. **Insurance Report** – Mrs. Wysocki provided the board with data from January.
- D. **Update on Budget Software** – Mrs. Wysocki reported that the business office is using the new system. There will be additional training on March 16 and 17 to learn how to create more sophisticated reports.

**VII. CONSENT AGENDA**

- A. **Approval of the minutes of the Regular Meeting** of February 8, 2011
- B. **Approval of minutes of Special Meeting** of February 16, 2011
- C. **March Enrollment Informational Report:** Dr. Charles reported that March 1 enrollment is 954 students; an increase of ten students from the October 1 enrollment.

- D. **Budget Narrative** – Mrs. Wysocki provided a list of budget changes since last month’s report.
- E. **Residency Hearing Request** – Moved by Mr. Campbell and seconded by Mrs. Bridgewater to remove this item from the consent agenda. **Vote unanimous.**
- F. **Field Trip Request(s)**
  - 1. **Federal Reserve Bank: For the Board’s information** - Students will go to the Federal Reserve Bank in Manhattan to tour the museum and gold vault. They will leave on April 25<sup>th</sup> at 7:30 AM via coach bus and will return at 6:00 PM. 13 students, 2 chaperones. Students will pay for their own lunch. There are no other charges to the students since other expenses are covered by the Perkins Grant.
  - 2. **Over Night Field Trip:** Dr. Charles requested approval from the Board for members of the high school environmental club to spend the night April 8-9 on Faulkner Island in Guilford. This is a Wildlife refuge and research center. Students will sleep in the one-room research building. There is a solar powered bathroom. Students will bring their own blanket/sleeping bags and food. They will build nesting areas for the return of the Roseate Terns in May. Two teachers and 10 students will attend. There is no charge. Students will get the island via the US Wildlife Service Boat. Students/parents will provide the transportation to the dock.
- G. **Policy 6146 – Graduation Requirements** – This policy was brought to the Board for a first reading with mandated revisions.

Moved by Mr. Campbell and seconded by Mrs. Greaves to approve items A, B, F2 and G. **Vote unanimous.**

#### VIII. NEW BUSINESS

- A. **Concussion Policy** – Paula Fitzgerald discussed with the Board the concussion policy and provided a PowerPoint presentation. Dr. Charles mentioned that Westbrook Public Schools and Dr. Perrin, Medical Advisor, have been leaders in this area. Ms. Fitzgerald talked about what a concussion is, treatment, and the ImPACT test used to determine if a student is ready to resume normal activity.
- B. **Town Charter as it pertains to Board of Education** – Mr. Labbadia asked the Board to think about whether or not they wish to take a proactive position on how the Board of Education relates to the town charter discussions regarding length of term, etc. It was suggested that CABA be contacted on this topic.
- C. Student Matter – Discussed in Executive Session

#### IX. SUPERINTENDENT’S REPORT

- A. **WMS Principal Process** – Dr. Charles reported that training occurred for the people involved in interviewing candidates for the middle school principal. The first round of interviews took place on March 7 and 9.
- B. **Special Services Director Process** – Dr. Charles reported that flyers and posting the position on CT REAP have occurred and applications are coming in slowly. A newspaper ad will be combined with any other positions we may need to advertise.
- C. **Administrator Comments:** Mrs. Bishop reported on the increase of ELL students at Daisy Ingraham from 12 in 2003-04 to 20 this year.

#### X. OLD BUSINESS:

- A. **2011-2012 Budget** – Dr. Charles went through a PowerPoint presentation of the Superintendent’s budget proposal. They were given an overview of the budget, category breakdown page, and revised reduction sheet. Board members struggled in an effort to try to get as close as possible to the request from the Board of Finance for a 0% increase given health insurance increase of 14.5% and required mandates. Dr. Charles explained that she received information since the last meeting about new out-of-district placements which significantly impacted the budget. She met with administrators this afternoon to revise the budget proposal to accommodate the affect of this cost to the district. A list of possible items to cut was again prioritized. Each board member was polled as to their thoughts. Mrs. Keryc responded that although it is the board’s responsibility to be fiscally responsible, zero percent does not fulfill their responsibility to the students. Mr. Labbadia stated it is difficult to arrive at zero percent given the special education costs and union obligations. Most did not want to reduce teaching staff. When asked, Mr. Hale commented: “Any teacher reduction at the high school will be a reduction in a course offering and will reduce the program and hurt kids.” Mrs. Greaves commented that we should ask for what is needed. Mrs. Westbrook commented that when we cut too much we get backlash from parents. Mr. Campbell suggested getting to zero percent but to then add the special education cost. The Board agreed to the following cuts as opposed to cutting staff, some of which include: Athletics (reductions in tennis, wrestling, track equipment and supplies); Library (books for WMS & WHS); Computer Company IT support; carpeting; field trips; technology equipment; Reduction of one mid-day kindergarten bus; Concessions by Administrator & Superintendent. After a lengthy discussion, it was moved by Mr. Labbadia and seconded by Mrs. Bridgewater to approve the 2011-12 budget at an increase of 1.86% or \$263,718 for a total of \$14,418,685.00. **Vote: Ayes: Lee Bridgewater, Marti White, Maureen Westbrook, Myrn Keryc, Sally Greaves, Dee Adorno, Pat Labbadia – Nays: Matthew Alaimo, Joseph Campbell**

#### XI. BOARD COMMITTEE REPORT

- A. **Policy** - Mrs. White reported that the committee met March 3 and reviewed four policies. The next meeting is scheduled for May 5 at 6:00 p.m.
- B. **Communications Subcommittee** – Mrs. Keryc reported the committee discussed dissemination of budget information. Committee members will meet with WMS PTSO on March 14, WHS PTSO on March 28, Daisy PTO on 3/24; information will be sent out on Alert Now; BOE members will attend middle and high school plays and set up a table to provide budget information to the public.
- C. **Long Range Plan** – Mr. Alaimo commented that LRP will re-schedule a meeting with town officials. Mrs. Wysocki will contact Mr. Bishop for his availability on March 16 at 6:30 or 7:00 p.m.

- XII. **PUBLIC COMMENT** : Mrs. Winslow thanked the Board for their work on the budget and felt the Board of Finance should be the decision maker as to making further cuts beyond what the Board of Education has already done.

#### XIII. PERSONNEL

**Non-Renewal of Teacher-** Dr. Charles requested Board approval for non-renewal of non-tenured teacher contracts for the coming year. Moved by Mr. Labbadia and seconded by Mrs. Westbrook to direct Dr. Charles to notify non-tenured teachers (*Anna-Teresa Kuebler, Bill Gombos, Christopher Baxter, Tim Byars, Caitlin Eichler, Craig Hall, Yvonne Knutson, Julie-*

*Lynn Silva, Michele Tackett, Ryan Percival, Patricia Mastriano, Jane Navarro, Alissa Wendelschafer, Heather Bull, Amory Blackwell, Kristin Parkhurst, MaryJo Noonan, Lauren Palermino, Amy Callahan, Rebecca McDonald, Natalia Sidorova, Allison Sumecki, Marla Wasser, Shannon Cost, Jen Pernal, Eric Gerhardt, and Lisa Finnegan)* in writing that their contracts will not be renewed for the coming school year. **Vote unanimous.**

- A. Non-Certified Appointments** – Dr. Charles reported that Karen Graham was hired part-time to support the preschool program at Daisy Ingraham.
- B. Professional Resignation** – Dr. Charles asked the Board to accept the resignation of Bernadette Niedermeier effective April 25, 2011. Moved by Mr. Labbadia and seconded by Mrs. Keryc. **Vote unanimous.**

Moved by Mrs. Westbrook and seconded by Mr. Labbadia to move to Executive Session at 10:00 p.m.  
**Vote unanimous.**

Discussion of matters that would result in the disclosure of exempt matters.

Moved by Mrs. Bridgewater and seconded by Mrs. White to move back into Regular Session at 10:40 p.m.  
**Vote unanimous.**

**XIV. ADJOURN:** Moved by Mrs. Adorno and seconded by Mrs. Greaves to adjourn at 10:41 p.m. Vote unanimous.

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk