

**WESTBROOK BOARD OF EDUCATION**  
**Tuesday, October 11, 2011**  
**Regular Board of Education Meeting**

**MINUTES**

- I. **CALL TO ORDER:** Matthew Alaimo, Chair, called the meeting to order at 7:00 p.m. in the Westbrook High School library.

**Members Present:** Matthew Alaimo           Maureen Westbrook    Delia Adorno  
Sally Greaves           Joseph Campbell       Pat Labbadia III  
Marti White

**Absent:** Lee Bridgewater, Myrn Keryc

**Also Present:** Superintendent Patricia Charles; Administrators: Robert Hale, Katharine Bishop, Cori Di-Maggio, Jeffrey Newton; PTSO Representative Lisa Winch; Ben Russell, Technology Specialist; Marianne Winslow, Sp. Ed. Teacher

II. **PLEDGE**

III. **STUDENT REPRESENTATIVE REPORT-** Unavailable

IV. **BOARD ACKNOWLEDGEMENTS:** None

V. **PUBLIC COMMENT**

VI. **CONSENT AGENDA**

Moved by Mrs. White and seconded by Mrs. Westbrook to move Item G (Field Trip Request) from the Consent Agenda. **Vote unanimous.**

- A. Approval of the minutes of the Regular Meeting of September 13, 2011
- B. Enrollment
- C. United Nations WHS Field Trip – Dr. Charles approved a field trip for WHS students to United Nations on November 3, 2011.
- D. The following policies are being brought to the board for a second reading and vote. Dr. Charles recommended these policies be adopted as written.
  1. Policy – 2nd reading – 5131.91 Bullying
  2. Policy – 2nd reading – 6146 Graduation Requirements
  3. Policy – 2nd reading - 5113 Student Attendance
  4. Policy – 2nd reading – 5113.2 Truancy
  5. Policy – 2nd reading – 5141.21 Administering Medication
- E. 2011-2012 Calendar of Board Calendar (Revised): Revisions were made to accommodate adjustments to the calendar due to the hurricane and other potential school closings. Dr. Charles recommended the board approve the revised 2011-12 school calendar.
- F. 2012-2013 WPS Calendar – As previously discussed at the September meeting, the 2012-2013 calendar closely follows the proposed regional calendar for 2012-2013. Dr. Charles recommended the board approve the 2012-2013 calendar as proposed.
- G. Moved by Mrs. White and seconded by Mrs. Westbrook to approve Items A-F of the Consent Agenda. **Vote unanimous.**

- H. Field Trip to France – Dr. Charles elaborated on the plans for a field trip request to France by Lisa Finnegan planned for April 4-14, 2012. The cost per student will be approximately \$2559. Board members were given a complete itinerary of the trip. Students will stay in hotels as opposed to residences. Moved by Mrs. Westbrook and seconded by Mrs. Adorno to approve the field trip request to France from April 4-14, 2012. **Vote unanimous.**

## VII. FINANCIALS

- A. Approval of the Payment of Bills: Moved by Mrs. Westbrook and seconded by Mr. Campbell to approve bills in the amount of \$197,060.46. **Vote unanimous.** Moved by Mrs. Westbrook and seconded by Mr. Campbell to approve supplemental bills in the amount of \$22,850.32. **Vote unanimous.**
- B. Approval of the expenditure report: Moved by Mrs. Westbrook and seconded by Mr. Campbell to approve expenses for October, 201. **Vote unanimous.**
- C. Insurance Report: Mrs. Wysocki reported significant claims this month for insurance, but is hopeful it is not a long-term trend.

Mrs. Wysocki reported that BudgetSense is up and running and is planning to utilize it for budget planning for this year.

## VIII. SUPERINTENDENT'S REPORT

- A. **Consolidated Grant** – Dr. Charles reported on the numbers for the consolidated grant to be submitted as follows:
- |           |          |  |
|-----------|----------|--|
| Title I   | \$62,665 | \$57,665 is put toward salary of Title I teacher<br>\$5,000 is for Professional Development in reading and math  |
| Title II  | \$18,920 | Full amount is used to offset a teacher's salary to keep class size below 18.  |
| Title III | \$ 3,526 | \$1,603 is used to pay a tutor to help with language acquisition for English Language Learners<br>\$1,500 is used to purchase materials to help English Language Learners<br>\$423 is paid to LEARN for administrating the Consortium that we must join. |
- B. **Common Core State Standards** – Dr. Charles provided a PowerPoint presentation about the Common Core State Standards (CCSS) and how they are effecting professional development, curriculum revision, and planning for the future. The Common core State Standards are research and evidence based, aligned with college and work expectations, rigorous, and internationally benchmarked. Dr. Charles spoke about a timeline that she described as “aggressive”. She said the focus is on Language Arts and Mathematics. Science, Social Studies and technical subjects are required to integrate literacy standards into their curriculum also. Dr. Charles said that pilot testing will take place in 2012-13, field testing in 2013-14 and full assessment in 2014-15.
- C. **Administrator(s) Reports** – Dr. Charles reported that administrators will present their School Improvement Plans next month.
- Mr. Newton, Special Services Director, spoke about a conversation he had with Mrs. Winslow that led to teachers' ability to view a student's IEP though PowerSchool if that student is specifically assigned to him/her. Mr. Newton expressed appreciation to Mr. Russell for his assistance in implementing this valuable tool.

Mr. Hale reported that all aspects of the 5 year NEASC report are on target and it will soon be time to start anew with a subcommittee. The committee is expected to meet about four times after school through January. Mrs. White and Mrs. Adorno agreed to serve on the NEASC Subcommittee.

Mrs. Di-Maggio reported that things are running well at the middle school. She was happy with the day's professional development activities relating to Common Core State Standards.

Mrs. Bishop reported on the value of Lesley Harrington as the math resource teacher and her efforts to support the elementary school staff and curriculum revisions necessary to meet the Common Core State Standards.

#### **IX. OLD BUSINESS:**

**Board Bylaw 9325 Quorum Discussion** - The quorum discussion continued on the recommendation of the Policy Committee to amend the quorum bylaw to 4 affirmative votes to pass a motion. Mr. Alaimo and Mrs. Campbell both expressed their opinion as to why the policy should remain as is. Moved by Mrs. Westbrook and seconded by Mrs. White to amend Policy 9325 to read that: *the majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business, except as provided by law. No motion shall carry or pass without the affirmative vote of at least four members of the Board. At least ½ of the members of a subcommittee shall be necessary to constitute a quorum for the transaction of business of said subcommittee.* **Vote: (Ayes): M. Westbrook, M. White, D. Adorno, P. Labbadia (Nays): M. Alaimo, J. Campbell, S. Greaves**

#### **X. NEW BUSINESS**

**A. Board Budget Guidelines:** Dr. Charles provided a draft of 2012-2013 budget guidelines and asked for the board's input as to the areas in which the administrators should focus their efforts in preparing the budget. The board was given last year's guidelines. To implement bullying legislation, one focus should be the School Climate Specialist. The board discussed ideas for savings which included medical plan, textbooks, evaluation of staffing in terms of low enrollment, and on-line learning opportunities. It was suggested that a primary focus be on professional development to align with CT Common Core Standards.

##### **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
- ▶ 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

- ▶ Updating computers, servers, laptops, ipads

**Protecting and Preserving Buildings and Grounds**

- ▶ Capital Plan revised

**Identify areas for savings in benefits**

- ▶ Enrollment Projections
- ▶ Evaluate Staffing for potential reduction

**XI. BOARD COMMITTEE REPORT**

- A. Policy** - Marti White reported the next meeting for the Policy Committee is scheduled for October 27 to continue reviewing policies.
- B. Communications Subcommittee** – Mrs. Westbrook reported the Communications Committee had a discussion with Ben Russell on ways to improve the website and to make it more user friendly.
- C. Long Range Plan** – Mr. Alaimo reported that the LRP has not met.

**XII. PUBLIC COMMENT:** Mrs. Bishop reported that the Chinese delegation from Jixia Primary School in Zibo, Shangdong, China is awaiting final approval for their trip to Westbrook from November 9 - 11.

**XII. PERSONNEL**

- A. Non-certified Resignation:** Dr. Charles reported that Shirley Mickens (Health Aide) in the WHS/WMS Nurse’s Office has submitted her resignation effective October 8.

Moved by Mrs. Westbrook and seconded by Mr. Campbell to move into Executive Session at 8:30 p.m. **Vote unanimous.**

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

Moved by Mr. Campbell and seconded by Mrs. White to recess at 8:45 p.m. **Vote unanimous.**

Moved by Mrs. White and seconded by Mr. Labbadia to move back into Executive Session at 9:30 p.m. **Vote unanimous.**

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

Moved by Mr. Labbadia and seconded by Mrs. White to move back into Regular Session at 9:40 p.m. **Vote unanimous.**

**XIV. ADJOURN:** Moved by Mr. Labbadia 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

