

WESTBROOK BOARD OF EDUCATION EDUCATE, CHALLENGE, & INSPIRE

**WESTBROOK BOARD OF EDUCATION
Tuesday, June 12, 2012 @ 7:00 p.m.
Regular Board of Education Meeting**

MINUTES

- I. CALL TO ORDER** – The meeting of June 12, 2012 was called to order at 7:00 p.m. by Maureen Westbrook, Chair in the WHS library.

Members Present: Maureen Westbrook, Marti White, Michelle Palumbo, Lee Bridgewater, Myrn Keryc, Sally Greaves, Dee Adorno, Pat Labbadia III @ 8:35p.m.

Absent: Kim Walker

Also present: Patricia Charles, Superintendent; Robert Hale, Katharine Bishop, Jeffrey Newton, Cori DiMaggio, Administrators; Lesley Wysocki, Business Manager; Michele Hammond, Pete Anderson, Sue McManus, Rodney Abbott, Curriculum Leaders; Faculty and community members

II. PLEDGE

- III. STUDENT REPRESENTATIVE REPORT-** Callie Hagemeister, Megan Lohutko, and Megan Doran reported on the success of the WHS Prom, Memorial Day program, Academic and Sports Awards, Scholar Athletes, Baseball Semi-finals, Girls' Tennis State Champions, Spring Concert and Senior Night, Holiday Hill, upcoming exams, Baccalaureate, Graduation, and Fundraiser for Malia.

IV. BOARD ACKNOWLEDGEMENTS –

Callie Hagemeister & Megan Lohutko were presented gifts for their service to the Board of Education as student representatives.

Ginger Reeve was recognized for her years of service as a tutor at Daisy Ingraham School. Dr. Charles reported that Ginger was previously a teacher in Westbrook from 1967-1999 and retired, but came back as a paraprofessional in 2001. In total she has given 42 years of dedicated and enthusiastic support to the students of the Westbrook Public Schools.

Dr. Charles reported that Chris Basler is retiring as Spanish Teacher at Westbrook High School. She started as a part-time teacher in 2000 and became full-time in 2002.

Mrs. Basler was honored at a gathering earlier in the day and presented a gift from the BOE.

- V. **PUBLIC COMMENT:** Mr. Hale complimented Megan and Callie, Student Representatives. Callie was New Haven Register Student of the Year and Megan was the Faculty Cup recipient.

Mr. Jeff Miller, representative from OSYFL commented on a request to use a middle school field for football practice.

Mr. Bishop, First Selectman stated that several meetings have taken place to discuss this issue and there are divisive opinions. He suggested a trial period to see how it works out.

VI. CONSENT AGENDA :

Moved by M. Keryc and seconded by M. White to remove the minutes of the May 8 and May 29 meeting from the consent agenda. **Vote unanimous.**

- A. **Approval of the minutes of the Regular Meeting** of May 8, 2012. Moved by M. Keryc and seconded by M. White to approve the minutes of May 8, 2012. Vote: (Ayes – 7 with one abstention - M. Westbrook)
- B. **Approval of the minutes of the Special Meeting** of May 29, 2012. Moved by M. Palumbo and seconded by M. White to approve the minutes of May 29, 2012. Vote: (Ayes – 6 with 2 abstentions -D. Adorno and M. Palumbo)
- C. **June Enrollment Informational Report:** Dr. Charles reported June 1 enrollment is 915 students, an increase of two students from last month and decrease of 13 from October 3 enrollment.
- D. **Board Policy Revisions** –First Reading: 5131.6 (Alcohol, Drugs & Tobacco); 6141.323 Internet Acceptable Use; 4118.4 Employee Computer & Internet Use Form; 5145.5 & 4118.11 Title IX; 5125 Student Records; Confidentiality
- E. **Field Trip Request(s)** – The High School Ski Club requested approval for a trip to Breckenridge Colorado, (Keystone, Vail & Arapahoe Basin) during February vacation week, Feb. 17-23, 2013. Heidi Joslyn will lead the trip with 2-4 teacher chaperones and 10-20 students. Parents will also be allowed to accompany the group. Students will travel by bus and plane to reach Colorado. The trip will cost approximately \$1500.

Moved by M. Palumbo and seconded by L. Bridgewater to approve consent agenda items VI. C. – E. **Vote unanimous.**

VII. NEW BUSINESS:

- A. Cafeteria Program Overview** – Cindi Good, Food Services Director, spoke with the Board about the new USDA meal requirements for School Nutrition Programs. Mrs. Good reviewed the changes in the meals, serving requirements, and lunch costs mandated by the federal government. Mrs. Good explained the need for an increase of 25 cents at each school to cover the cost of more fresh fruits, vegetables and other expectations. Dr. Charles recommended the Board approve an increase in the price of meals from \$2.00 to \$2.25 at Daisy Ingraham, from \$2.25 to \$2.50 at Westbrook Middle School, and from \$2.50 to \$2.75 at Westbrook High School. Moved by M. Keryc and seconded by L. Bridgewater to approve Dr. Charles' recommendation to increase lunch prices. **Vote unanimous.**
- B. Technology Education & Business Curricula** – Michele Hammond accompanied the Curriculum Leader Peter Anderson, Rodney Abbott and Sue McManus in their presentation of the new curricula for Business and Technology Education. Discussion included the Common Core State Standards and how they tie into each curriculum area. Each teacher gave an overview of the classes they teach and answered questions from board members. Mrs. Westbrook expressed appreciation for the work the curriculum leaders did to write the curriculum. Moved by D. Adorno and seconded by S. Greaves to adopt the Tech Ed/Business Education curricula. **Vote unanimous.**
- C. IDEA Grant** – Dr. Charles explained that the IDEA grant will provide funding for certified and non-certified staff, professional development training, and materials to address the needs of special education students. Jeff Newton explained that part of the grant funds will be used for Pre-K. Dr. Charles recommended the Board approve the IDEA grant submission for the 2012-2013 school year in the amount of \$150,782 for Section 611 and \$6945 for Section 619 for a total of \$157,727. Moved by M. Keryc and seconded by L. Bridgewater to approve Dr. Charles' recommendation to approve the IDEA grant. **Vote unanimous.**
- D. Board Self Evaluation** – The Board agreed to meet on June 26 at 5:00 p.m. to conduct the annual Board of Education self-evaluation. Board members were asked to return the evaluation documents to Cecilia ASAP so she can collate the results and prepare information for discussion at the June 26 meeting.
- E. Superintendent Evaluation** – At the Special Meeting of June 26, the Board will also discuss the Superintendent's evaluation and provide a consensus

summary for Dr. Charles. The Board Chair will draft the evaluation summary statement and share it with Dr. Charles following the meeting.

F. OSYFL Request for Field– Discussion continued on the request by Old Saybrook Youth Football League to use the field behind Westbrook Middle School (Field #1) and their request to install goal posts and lights for football practices on a regulation size field. Paula Fitzgerald, Athletic Director attended the meeting to talk about the use of the fields by the schools and the importance of giving that particular field proper rest. She indicated the field would not have time to recover if used in the fall by the football team for practices. Ms. Fitzgerald explained how the fields are assigned and the laws that prevent middle schoolers from using certain fields because of products used on them. Middle school students use the field daily for recess and PE classes use it as well.

It was determined that these are town fields and ultimately the Board of Selectmen will determine whether the request will be granted. Mr. Bishop attended the meeting and, as cited earlier in the minutes under public comment, suggested a 6 month trial of this field's use to determine the viability of the OSYFL proposal before permanent installation of goals and lights. The board took no action except to ask Mr. Miller to inquire about the possibility of using the Old Saybrook field they used previously. OSYFL moved to Westbrook when Old Saybrook's fields and high school were under construction.

G. Commencement – Maureen asked board members for input on the content of the Board Chair's graduation comments. Board members were asked to send any comments they have to Maureen by Friday. Former board members Reagan Krane, Dan Cyr, Dr. Schreck and Lisa Forsman will be presenting family members with their diplomas, a courtesy extended to former board members.

VIII. FINANCIALS

A. Review of Check Listing: Board members reviewed check listings in the amount of \$94,108.42 dated May 8, 2012 and \$105,887.07 dated May 7, 2012.

B. Budget Narrative Review – Mrs. Wysocki provided an overview of the budget as it stands and indicated that she is not anticipating any issues as the year comes to a close.

B. Review of Expenditure Report: The Board reviewed the expenditure report for the period ending June 30, 2012.

C. Insurance Report – The Board reviewed the Ganim Insurance Report.

IX. SUPERINTENDENT'S REPORT

A. Goals Review – Dr. Charles provided a thorough update on her 2011-2012 goals. Highlights were School Improvement Plans, Professional Development , Primary Penpals from China, Math, Social Studies, Technology Education, Business, and Health curricula, Health and Wellness Training including CPR, Student Awareness Day, Healthy Youth Search Institute Survey, various Board participation including Chamber of Commerce, HOPE Advisory , American Heart Association, SuperSessions, Budget presentation resulting in 5.9% increase, weekly meetings with Jeff Newton and Lesley Wysocki, goal meetings with principals, meetings with Cori DiMagio, Technology including AppliTrack and BudgetSense and enhanced website, Emergency and Drill information, Impact of Education reform, 504 training, teacher and administrator evaluations. School facilities maintenance including HVAC project and gas conversion at the middle school this summer, student safety, on-going policy review and Technology Plan completion.

Mrs. Westbrook expressed appreciation to Dr. Charles for all she has accomplished during another busy year.

B. Administrator Update

WHS: Mr. Hale provided a handout of the WHS NEASC Core Values and Beliefs. Moved by M. Keryc and seconded by M. Palumbo to approve the WHS Core Values and Beliefs as presented. **Vote unanimous.**

WMS: Mrs. Egan talked about CARE: Connections Activities Relationship & Experiences – a Valley Shore Collaborative which provided a grant written by Mrs. DiMaggio and Mr. Newton for an after school mentoring program held two days a week. Mrs. Egan showed a video of the student interaction and projects and expressed appreciation to high school students who served as mentors. Mrs. DiMaggio talked about the enormous success of the program and thanked all involved and is hopeful it can be continued. Dr. Charles suggested applying for a grant through the Westbrook Foundation.

Daisy: Mrs. Bishop talked about the need to move staff around at Daisy to accommodate changes in classes and staffing.

Mrs. Bishop discussed a pilot program, RISE, to be taught in the fall involving parent and researcher, Laurie Grace, who will conduct a

controlled study to identify student achievement when using technology, Common Core State Standards, and hands-on activities in the grade 4 science lessons. The research question is: Can all levels of learners (special educated through exceptional) taught science through the RISE program make greater gains in student achievement than their traditionally taught peers?

Mr. Newton spoke of a parent autism forum that was held and how it benefited those in attendance. Mr. Newton indicated that he is interested to learn of the results of the Special Education survey sent to parents by the CSDE. He also talked about the success of the young athletes who participated in the preschool Special Olympics.

X. OLD BUSINESS:

- A. **Subcommittee Chairs** – The Board discussed the need to determine the Chairman of the Insurance Subcommittee and the Negotiations Subcommittee. It was agreed to do this at upcoming meetings.
- B. **Year-End letter:** M. Westbrook and M. White worked collaboratively to prepare a year-end letter to staff from the Board of Education. Board of Education members will provide their signatures to Cecilia.

XI. BOARD COMMITTEE REPORT

- A. **Policy** - Marti White reported on the May 17 meeting. The next policy meeting will be on July 26 at 6:30 p.m.
- B. **Communications** – Myrn Keryc reported that she will meet with Dr. Charles on a plan for future Communications meetings and expressed her appreciation to those who filled in for her during her absence this year.
- C. **Long Range Plan** –P. Labbadia communicated that the committee did not Meet this month.
- D. **Insurance** – P. Labbadia talked about Mr. Urban’s desire to change the Reserve Formula. Dr Charles will follow-up with Mr. Urban on the model he said he would provide.
- E. **PTSO Representatives** – Dr. Charles reported the Middle School PTO discussed PBIS.

XII. PUBLIC COMMENT: Lisa Winch commented on the success of the 8th grade dance and expressed appreciation to Mrs. DiMaggio for her leadership and also to Mr. Hale on the 8th grade orientation program.

Mrs. Bishop commented that student's artwork from each of the schools will be displayed at the library this summer.

Mrs. Westbrook expressed appreciation to the administrators for their work throughout the year.

XIII. PERSONNEL

A. Certified Retirement – Dr. Charles recommended that the Board accept with regret the retirement of Christine Basler, WHS Spanish Teacher. Moved by M. Keryc and seconded by P. Labbadia. **Vote unanimous.**

B. Certified Resignation – Dr. Charles recommended that the Board accept with regret the resignations of Lauren Palermino, 4h grade teacher at Daisy Ingraham School and Anna Kuebler, Science Teacher at Westbrook Middle school. Moved by M. Keryc and seconded by L. Bridgewater. **Vote unanimous.**

C. Child Rearing Leave – Dr. Charles recommend that the Board approve the request for Child Rearing Leave for Jessica Brown, Grade 4 teacher at Daisy Ingraham School, from August 27, 2012- November 21, 2012. Moved by M. White and seconded by S. Greaves. **Vote unanimous.**

XIV. ADJOURN: Moved by M. White and seconded by L. Bridgewater to adjourn at 10:08 pm. **Vote unanimous.**