

WESTBROOK BOARD OF EDUCATION

Tuesday, January 8, 2013

Regular Board of Education Meeting

MINUTES

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

Absent: Dee Adorno

Also Present: Patricia A. Ciccone, Superintendent; Katharine Bishop, Cori DiMaggio, Robert Hale, Jeffrey Newtown, Administrators; Lesley Wysocki, Business Manager, Ben Russell, Technology Specialist, Mr. Du, Guest; Teachers, Parents, Community, Members

**I. CALL TO ORDER – Regular Meeting of January 8, 2013:** Moved by Marti White and seconded by Myrn Keryc to call the regular meeting of January 8, 2013 to order at 7:00 p.m.

**Vote unanimous.**

Moved by Myrn Keryc and seconded by Lee Bridgewater to call for a brief recess until 7:30 p.m. for a reception for the superintendent. **Vote unanimous.**

The regular meeting of 1/8/2013 resumed at 7:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. RECOGNITION:**

A. **Mr. Du (Chinese Educator from Shandong Province):** The Board presented Mr. Du with a “You Make A Difference” award. Katharine Bishop, Principal of Daisy Ingraham School, celebrated Mr. Du’s involvement with Westbrook Public Schools. She said that during his time in Westbrook, beginning in September, he has spent each day in classrooms at Daisy, taught a Mandarin class, taught at the middle school, and was a speaker at the Senior Center and Rotary. Mrs. Bishop described Mr. Du as a “beautiful person.” Among those honored were Mr. and Mrs. White and others who welcomed Mr. Du into their homes. Mr. Du commented that he will remember his wonderful time in Westbrook forever.

**IV. STUDENT REPRESENTATIVE REPORT** – No report

**V. PUBLIC COMMENT :** No comments

**VI. CONSENT AGENDA :**

Sally Greaves requested the minutes of 12/11/2012 be removed from the consent agenda.

Kim Walker requested Policy 4134 be removed from the consent agenda.

**A. Approval of the minutes** of Regular Meeting of December 11, 2012: Moved by Pat Labbadia and seconded by Lee Bridgewater to approve the minutes of December 11, 2012 (Ayes) M. Westbrook, M. White, M. Palumbo, L. Bridgewater, M. Keryc, P. Labbadia, K. Walker; (one abstention) Sally Greaves

**B. Board Policies:** The following policies were brought to the Board for a second reading and vote.

I. Superintendent Ciccone recommended the following policies be adopted as written:

1. **Policy 3542.31** – Free or Reduced Price Lunches

2. **Policy 3542.34 (a-c)** – Nutrition Program.

Moved by Lee Bridgewater and seconded by Marti White to approve policies 3542.31 (Free or Reduced Price Lunches) and 3542.34 (Nutrition Program.) **Vote unanimous.**

**Policy 4134** – Personnel Certified – Tutoring: Kim Walker expressed concerns regarding policy 4134 relative to policy 3515 (Use of School Facilities). Pat Labbadia talked about reasons why the Policy Committee created policy 4134. Some suggestions were offered such as allowing the superintendent to approve tutoring on a case by case basis or creating a separate policy. It was moved by Pat Labbadia and seconded by Marti White to table approval of policy 4134 and to bring it back to the Policy Committee for further review. **Vote unanimous.**

## **VII. NEW BUSINESS –**

**A. 2013-2014 School Calendar:** The 2013-2014 school calendar was brought to the board for a “first look” and will be shared with representatives of WEA and AFT. The calendar will come back to the board for a vote.

**B. ED099 Authorized Signatures Change Form:** Lesley Wysocki explained that a new ED099 Authorized Signature Change Form must be signed each time there are signatory changes for the Agreement for the Child Nutrition Program. Moved by Lee Bridgewater and seconded by Myrn Keryc to approve Lesley Wysocki as the secondary signer and to add Patricia A. Ciccone as a signer. **Vote unanimous.**

**C. Annual Superintendent & Business Manager Signature Authorization –** Maureen Westbrook explained that per Policy 3293.1, the Board must comply with regulations of the State Department of Education, that the Board of Education will annually renew the authority, designating by name the individuals holding the positions of Superintendent and Business Manager who are so authorized to sign for grants, sign checks or other documents as may be necessary in the normal course of the school system’s business. Moved by Pat Labbadia and seconded by Kim Walker to authorize Lesley Wysocki, Business Manager and Patricia A. Ciccone, Superintendent, to sign documents as designated in policy 3293.1. **Vote unanimous.**

**D. Out of Country Field Trip – Costa Rica –** The high school Spanish teacher and Environmental Science teacher submitted a field trip request to Costa Rica to be taken during February Vacation, 2014. The educational objective is to provide a

cross curricular travel experience and to learn about the importance of rainforest and coral reef ecosystems. In Spanish classes, students will learn about the language and culture of the country. The cost is approximately \$2278 per student with an estimated number of students from 16-40, 2-5 teachers, and for every 8 students, there will be one free chaperone. The purpose of bringing the request to the Board at this time is to get a confirmation of the Board's support so the requesters can move ahead to determine interest on the part of students. The consensus of the Board was to allow Rebecca McDonald and Cheryl Albaine to go ahead with determining interest.

- E.** Superintendent's 2013-2014 Budget: The Superintendent presented a first draft of the budget for the Board's consideration. She provided a thorough PowerPoint presentation of the 2013-2014 proposed budget. She commented that the budget correlates with the Board's Goals and Budget Guidelines and the Westbrook Public Schools' Mission. She further explained that the proposed budget supports all current and upcoming contractual obligations and support services for students, including students with special needs. A handout was provided showing preliminary budget reductions, budget drivers, technology plan information, salaries, benefits, transportation, tuition, supplies, equipment line items as well as an overall summary of the last three years. Superintendent Ciccone thanked Carol Parmelee-Blancato for working with administrators in coming up with initial reductions. She commented that it is a healthy budget process with administrators and teachers involved. She also noted that debt service and health reserve offsets may yet be included. An early budget workshop and the Board's consideration of long-term areas needing review such as stipends was recommended.

Pat Labbadia expressed appreciation to those involved in the budget planning and strongly recommended not cutting technology.

Myrn Keryc commented it is the Board's obligation to educate children.

Michelle Palumbo agreed that the Board should review stipends.

Maureen Westbrook commented on gathering more facts and data on moving forward.

## **VIII. FINANCIAL REPORTS:**

- A.** Review of Check Listings – Board members reviewed check listings for December 6 in the amount of \$169,744.95 and December 20 in the amount of \$148,647.14.
- B.** Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands, stating one concern regarding the unavoidable breaker problem at Daisy Ingraham, which resulted in closing that school for one day. She commented that she is looking carefully at every encumbrance.
- C.** Line Item Transfers were provided to the Board.
- D.** Insurance Report – Ganim: The Ganim Report showed an 80% Loss Ratio and Mrs. Wysocki commented we are running well in our claims.

## **IX. SUPERINTENDENT'S REPORT**

- A.** Enrollment – Patricia Ciccone reported enrollment for January 1, 2013 is at 876 students and that enrollment has increased even more since that date by ten students.
- B.** School Security Update – The Superintendent updated the Board on school security matters and taking a balanced approach to school safety and security by addressing security measures and school climate preventative steps. She reiterated the Mission of Westbrook Public Schools is to Educate, Challenge and Inspire and that *Engaging* and *Connecting* our staff and students should be added. Dr. JoAnn Freiberg, Consultant with the State Department of Education, was in attendance and may be a resource the school can use on Climate Improvement. The Superintendent has been asked to co-chair a task force on safety. She will also give a presentation to the Chamber of Commerce on January 22 in the WMS library.

## **X. OLD BUSINESS**

- A.** Capital Improvement Plan: Pat Labbadia reported that the Long Range Planning Committee met on January 7 to review the CREC Facilities Report. Mr. Labbadia created a spreadsheet and commented that each Project at a Glance synopsis was helpful. He talked about the middle school second floor ventilation not being addressed as well as the energy assessment and generator issues. Maureen Westbrook stated that Andrew Urban is in need of figures based on the Board's consideration of projects.
- B.** Insurance Broker Update: The consensus of the Board is to look at what other schools are doing with insurance brokers and to have a joint meeting with the Board of Selectman on this topic. Pat Labbadia suggested there should be a bid process so we can look at various resources. The Superintendent will have a conversation with Carol Parmelee-Blancato to follow-up with her on this topic, and the Business Manager will contact other school districts.

## **XI. BOARD COMMITTEE REPORT**

- A. Policy** - Marti White reported that there will be a January 24 policy meeting.
- B. Communications** – Myrn Keryc stated that the Communications Committee has been cancelled twice in a row, for good reasons, but will resume to talk about community visitations regarding the budget. Mrs. Keryc also mentioned that Madison is very interested in meeting with Westbrook's Communications Committee to learn what makes Westbrook's Communications Committee successful.
- C. Long Range Planning** –Pat Labbadia (see above comments under X.A.)
- D. Insurance** – Lee Bridgewater – nothing to report
- E. Negotiations** –Sally Greaves – nothing to report
- F. PTSO Representatives** – Marti White WMS, Kim Walker Daisy, Myrn Keryc  
WHS: Marti white stated there is a scheduled WMS PTSO mtg. on 1/10; Kim Walker will meet with Daisy PTO on 1/23, and Myrn Keryc will meet on 1/28.

**XII. PUBLIC COMMENT :**

Lisa Winch expressed appreciation to Superintendent Ciccone and commented that she has complete confidence in the Board of Education to do due diligence regarding the budget. She strongly recommended technology not just as a vehicle, but as a key learning element. Ms. Winch also recommended the transport piece not be forgotten regarding E-rate contracting.

Kim Godfrey stated that Daisy Ingraham desperately needs more band width as working with students often comes to a halt when using the computers.

Lori Grace reiterated others comments to not cut technology in the budget process and was against security guards and metal detectors at the schools.

Kelly Catlin agreed with others comments on not cutting technology.

**XIII. PERSONNEL:** No activities

**XIV. ADJOURN:** Moved by Marti White and seconded by Myrn Keryc to adjourn at 9:25 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk