WESTBROOK BOARD OF EDUCATION
Tuesday, October 14, 2014 @ 7:00 p.m.
Regular Board of Education Meeting

MINUTES

Present: Maureen Westbrook, Marti White, Michelle Palumbo, Lee Bridgewater, Dee Adorno, Pat Labbadia, Kim Walker, Jackie Lyman

Absent: Sally Greaves (joined the meeting via telephone)

Also Present: Patricia A. Ciccone, Superintendent; Ruth Rose, Tara Winch, Cori DiMaggio, Administrators; Madeline Illinger, Director of Special Education and Student Services; Lesley Wysocki, Business Manager; Westbrook Foundation Guests

I. CALL TO ORDER – The regular meeting of October 14, 2014 was called to order at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: The Westbrook Foundation was recognized for the many scholarships this organization has provided for our students and for grants that have benefited Westbrook Public Schools. Jim Crawford and several members of the Westbrook Foundation Board attended and were presented with a citation expressing the Board of Education's appreciation. Maureen Westbrook, Chair, stated that the Westbrook Foundation, in some way, has impacted so many of our students. On behalf of the Westbrook Foundation, Mr. Crawford expressed gratitude to the Board of Education for this recognition.

During the recognition segment of the meeting, the following teachers were also recognized for having achieved tenure: Amy Callahan (WMS), Allison Carr (WHS), and Rebecca McDonald (WHS).

IV. STUDENT REPRESENTATIVE REPORT – Lydia Murphy reported on school activities including Spirit Week and Field Day, featuring hallway decorating, class competitions, senior class photograph at the beach and breakfast at the Elks Club. Lydia also mentioned the successes of the fall sports teams and club activities, as well as the Youth Leadership and School Climate Conference and the upcoming Girls' Symposium.

V. PUBLIC COMMENT: There were no comments.

VI. CONSENT AGENDA: *Moved by Lee Bridgewater and seconded by Pat Labbadia to remove the approval of the September 9, 2014 minutes from the consent agenda. Vote unanimous.*
Approval of Minutes:

1. Regular Meeting – September 09, 2014: *Moved by Lee Bridgewater and seconded by Marti White to approve minutes of the September 09, 2014 regular meeting. Ayes: M. White, M. Palumbo, L. Bridgewater, M. Westbrook, D. Adorno, J. Lyman. Abstentions: K. Walker, P. Labbadia)*

A. **WHS Ski Trip:** The Board voted previously to approve the WHS Ski Club's trip to Jackson Hole, Wyoming, but upon making the arrangements for travel, the cost had increased significantly. Thus, Heidi Joslyn, Ski Club advisor, made a decision to change the location of the trip to Breckenridge, Keystone, A-Basin & Vail, Colorado. The Ski Club has travelled to this location in the past. The dates remain the same (February 15-21, 2015). *Moved by Jackie Lyman and seconded by Marti White to re-approve the ski trip with a change of location to Colorado. Vote unanimous.*

VII. NEW BUSINESS:

A. Budget Guidelines 2015-2016: A draft of the 2015-16 Budget Guidelines was distributed and a PowerPoint presentation given showing eight categories of guidelines: Improving and Enhancing Curriculum & Instruction, Support for Technology Integration, Support for Board of Education Class Size Guidelines, Appropriate Support for Teacher Evaluation and Administrative Evaluation, Support for All Current and Upcoming Contractual Obligations, Support Services for Students including Students with Special Needs, Maintaining and Preserving Buildings and Grounds, and ongoing Safety and Security Measures. The Superintendent discussed the possible consideration of a bilingual position in the future if the numbers of students who are English Language Learners (ELL). Each of the guidelines was discussed in detail. Pat Labbadia suggested editing acronyms by spelling out the full names with acronyms in parenthesis for those who may not be familiar with what the acronyms stand for, and to provide descriptions for items such as Title IX. *Moved by Mart White and seconded by Dee Adorno to approve the budget guidelines for 2015-16 with the suggested changes. Vote unanimous.*

B. Consolidated Grants: Lesley Wysocki spoke about the Title I and Title III grants. The Title I entitlement for Westbrook is $65,631. She said that this Title I money is used to pay part of the salary of the Reading Specialist at Daisy Ingraham School, and that 5% of this money will be spent for professional development. $17,913 has been awarded to the district in Title II dollars. This money is used to maintain our primary class sizes to 18 or fewer students. *Moved by Pat Labbadia and seconded by Marti White to approve the consolidated grants submission in the amount of $65,631. Vote unanimous.*

2. Title III - The Title III Grant for $5,013 has been awarded to the district for English Language Learners (ELL). The money will be used primarily for mandated professional development and services to meet the needs of English Language Learners. *Moved by Pat Labbadia and seconded by Dee Adorno to approve Title III in the amount of $5,013. Vote unanimous.*

B. Policies: First Reading: The Policy Subcommittee met and discussed slight changes in the following policies which were presented to the board for a first reading.

- 5131.914 – School Climate
- 3541 – Transportation
- 1110.1 – Community Relations/Parent Involvement

Kim Walker suggested that policy 3541 be changed to include Kindergarten through *second* grade students (page 3541 c). The Superintendent explained the changes involving School Climate and Community/Parent Involvement. These policies will be brought to the November meeting for a second reading and vote.

VIII. SUPERINTENDENT'S REPORT

A. Enrollment: October 1, 2014 enrollment: The Superintendent said there were 808 students enrolled in our schools on October 1, 2014. Six of the 808 students are placed out of the district.

B. Use of Athletic Fields – OSW Football: Maureen Westbrook read a letter of appreciation from the Old Saybrook Board of Education for the use of Westbrook's fields for football and a letter of appreciation from First Selectman Noel Bishop. The Superintendent explained why the fields the high school students use are not available to the younger students, among them are health and safety issues. The final Homecoming game is planned for the weekend.

C. **Calendar Update and Information:** Superintendent Ciccone distributed examples of the shoreline and greater Middlesex county regional calendars for 2015-16 and 2016-17 for the Board to review and to begin thinking about Westbrook's calendars which will be on the November agenda. She pointed out that there are four things the State Dept. of Education is mandating when planning the school district calendar: the number of school days for students must be 180 per school year, there must be a uniform start date, there must be uniform professional development and in-service training for certified personnel, and not more than three vacation periods during a school year, not more than two of which shall be one week school vacation periods and one of which shall be during the summer.

D. **Field Trip Discussion:** The Board held a discussion of the China Exchange history, i.e. how it came about, and what the current status and goals are for the exchange. Pat Ciccone read the initial Friendship Agreement, and there was considerable discussion around how the trips to China began and what they have become. Sally Greaves joined the conversation via telephone. She thanked Ruth Rose for her hospitality in hosting the recent visitors from China. She discussed the entire visit and the benefits of hosting the visitors for the students involved. Current and continued interest on the part of Westbrook professionals was also considered. Marti White commented that she is aware of teachers who are still interested in the exchange. Michelle Palumbo suggested that whatever the commitment to the China exchange/trip becomes, the experiences these trips offer should be linked to education. Dee Adorno said that as a participant she found the educational experience to be invaluable toward developing a sense global awareness toward achieving world peace. Kim Walker suggested the idea of a China Exchange Club. It was concluded that the staff should be canvassed to find out what the interest level is and survey those who have participated in the past on their experiences. Sally Greaves suggested hearing from the host families as well. The Supt. considered developing a short survey be used to collect opinions from participants those interested in participating on the China trip, travel logistics and costs. Maureen Westbrook noted that past participants (staff, students and family members should be invited to a BOE meeting to talk about their experiences in China.

IX. ADMINISTRATOR(S) COMMENTS

Tara Winch, WHS Principal, talked about Spirit Week and the cooperation of the students, student participation at the Youth Leadership and School Climate conference and the upcoming Girls' Symposium. Cori DiMaggio, MS Principal, spoke about Team building activities at the middle school, the Pasta dinner success, and the upcoming Harvest Festival on Oct. 23 and the Empty Bowls Project. R. Rose, Daisy Ingraham Principal, talked about the Weaving Across Cultures program, the United Way Day of Caring, the Trick or Trot 5K run, the Writers' Workshop, and the Book Fair. She also noted the upcoming PTO meeting and her presentation on School Climate for those

who will be in attendance. Further, she noted the successful evacuation and lockdown drills that have been completed. The Principal also thanked the Emergency Management staff for the new radios received at the school.

X. FINANCIAL REPORTS:

- **A.** Review of Check Listing: Board members reviewed check listings for September 11, 2014 in the amount of $221,054.56 and September 25, 2014 in the amount of $148,920.39.
- **B.** Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands and at this time has no concerns.
- **C.** Line Item Transfer: None this month
- **D.** Insurance Report: Lesley Wysocki stated there is no insurance report this month thus far, but she will send it to board members when it becomes available.

XI. BOARD COMMITTEE REPORTS

- **A.** Policy– M. White said that policies continue to be updated with changes mandated by law.
- **B.** Communications : No meeting
- **C.** Long Range Planning – No meeting.
- **D.** Insurance- No meeting
- **E.** Negotiations – Dates are being held for upcoming Negotiations meetings.
- **F.** PTSO Representatives - J. Lyman talked about middle school conferences, book fair, Empty Bowls Project, traffic patterns at drop off areas
  K. Walker reported the next Daisy PTO meeting will be on Oct. 21 and Lee Bridgewater reported the next high school meeting will be on November 24.

XII. PERSONNEL: No personnel issues

XIII. ADJOURN: *Moved by Marti White and seconded by Michele Palumbo to adjourn at 9:03 p.m. Vote unanimous.*

Respectfully submitted,

Kim Walker, Secretary Cecilia S. Lester, Board Recording Clerk