

Westbrook Board of Education
Tuesday, November 13, 2012
Regular Board of Education Meeting

MINUTES

- I. Call to Order** –The Regular Meeting of November 14, 2012 was called to order at 7:00 p.m. in the Westbrook High School library.

Members Present: Marti White, Myrn Keryc, Kim Walker, Pat Labbadia, Lee Bridgewater, Dee Adorno, Michelle Palumbo, Sally Greaves

Absent: Maureen Westbrook

Also Present: Carol Parmelee-Blancato, Interim Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio, Jeffrey Newton, Administrators; Lesley Wysocki, Business Manager; Faculty, Parents, Students, Community Members, Chair; Ben Russell, Technology Specialist

*Moved by Sally Greaves and seconded by Pat Labbadia to add to the agenda under New Business – Item VII. C. Authorized Signature Change Form. **Vote unanimous.***

*Moved by Sally Greaves and seconded by Pat Labbadia to move Item IX.C. – Preschool Program under the Superintendent’s Report and place it after Item VI. Consent Agenda. **Vote unanimous.***

II. PLEDGE OF ALLEGIANCE

- III. RECOGNITION: CAPSS Superintendent’s Award-** Two high school students, Caroline Barton and Karim Abdel Jalil, were presented certificates for their leadership, scholarship, and community service. Mrs. Parmelee-Blancato said this prestigious award is sponsored by the superintendents’ organization, CAPSS. Mr. Hale reported on the numerous accomplishments for each of these students. Caroline and Karim will also be honored at a luncheon on November 26 at Saybrook Point Inn.

- IV. STUDENT REPRESENTATIVE REPORT** – Meghan Doran, Student Representative, reported on high school activities including Girls’ and Boys’ Soccer, Field Hockey, Football, Shoreline Music Festival, Breast Awareness Cancer Walk, at which \$2200 was raised, Drama Club activities, which included having met with Julie Andrews, Veteran’s Day Assembly, Harlem Rockets, and the upcoming play, *The Great Gatsby*.

- V. PUBLIC COMMENT :** No comments

VI. CONSENT AGENDA

- A. Approval of the minutes of Regular Meeting, October 9, 2012, and Special**

Meeting on November 1, 2012.

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

- I. Mrs. Parmelee-Blancato recommended these policies be adopted as written.
 1. Policy 5141.21 (Administering Medications),
 2. Policy 5145.14 (On Campus Recruitment),
 3. Policy 1250 (Community Relations – Visits to the Schools),
 4. Policy 1120 (Public Participation at Board of Education Meetings),
 5. Policy 1140 (Community Relations – Students/Community-Non-School Activities and Public Performances by Students,
 6. Policy 1311.2 (Community Relations – Political Activities in the Schools),
 7. Policy 1316 (Community Relations – Relations Between Public and School Personnel – Conduct on School Property),
 8. Policy 1324 – Community Relations – Soliciting Funds from and by Students.
- II. Mrs. Parmelee-Blancato recommended the following policy be eliminated as a Board policy.
 1. Policy 2133 (Administration – Principal)

Moved by Myrn Keryc and seconded by Dee Adorno to approve the items on the Consent Agenda above. Ayes: Marti White, Myrn Keryc, Dee Adorno, Michelle Palumbo, Lee Bridgewater, Sally Greaves, Kim Walker

Abstention: Pat Labbadia

PreSchool Presentation: Jeffrey Newton introduced Pre-School teachers, Heather Gersz, Patricia Mastriano, and Jennifer Pernal, who provided a PowerPoint presentation on the preschool program and what is involved with data collection and behavioral management for each student. Students are monitored and data is collected. The team meets on Fridays and the data is compiled. Paraprofessionals play an important role as well. These teachers also participate in pre-school screenings, observations at pre-schools, and numerous PPT's. The team concluded that the importance of data collection and early intervention is imperative in early years to build the foundation for each student's educational future.

Pat Labbadia thanked the group for an excellent presentation.

VII. NEW BUSINESS:

A. Middle School Stipend Positions- Cori DiMaggio requested approval for two new Middle School Stipend positions for the 2012-2013 school year. Mrs. DiMaggio explained that the two stipend positions would be piloted for this school year. The first stipend position is for a Science Club Coordinator, who would run a Science Club for 12 weeks for students in Grades 5-8. Students would participate by designing and completing a science fair project or designing an original invention, which can be entered into Connecticut's Invention Convention. The Science Club Coordinator stipend position would be funded at the amount of \$500. The second stipend position is for an Audio-Video Production Coordinator, who would supervise an Audio-Video Production Team. The production team would provide state-of-the-art morning announcements, via

smart boards in each classroom, which would reinforce PBIS positive themes on a daily basis. Students would also learn valuable technical skills, and team building skills. The Audio-Video Production Coordinator stipend position would be funded at the amount of \$500. Both stipend positions would be new stipend positions funded by the Board of Education. Carol Parmelee-Blancato explained that there is \$5000 in the budget for the 2012-2013 Middle School Homework Club and only \$2,765 will be spent, therefore, the \$1,000 dollars needed to fund these two positions and supplies could come from the balance in this account. *Carol Parmelee-Blancato recommended the Board approve the Middle School Stipend positions for Science Club Coordinator and Audio-Video Production Coordinator at \$500 each for the 2012-2013 school year. **Vote unanimous.***

B. Out of Country Field Trip (Paris, France) - The High School requested approval for a field trip to Paris, France from April 13-20, 2013. Students will travel by air. Ten to twelve students are anticipated: a minimum of two teachers/chaperones would attend to maintain a 1:10 ratio or lower. Students will leave the school on Saturday, April 13, 2013 and return by Saturday, April 20, 2013. The cost to each student will be approximately \$3195.00. An itinerary was provided for the Board's review. *Carol Parmelee-Blancato recommended the approval of the High School trip to Paris, France. Moved by Myrn Keryc and seconded by Lee Bridgewater. **Vote unanimous.***

C. ED099 Authorized Signatures Change Form: Marti White 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. Lesley Wysocki is the secondary signer and approval is needed to add Carol Parmelee-Blancato as a signer. *Moved by Myrn Keryc and seconded by Lee Bridgewater to add Carol Parmelee-Blancato as a signer on the ED099 Agreement for the Child Nutrition Program. **Vote unanimous.***

VIII. FINANCIAL REPORTS:

- A.** Review of Check Listings – Board members reviewed check listings for the month of October in the amount of \$208,262.55, \$928.99, and \$121,674.86.
- B.** Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands, stating that she has no concerns.
- C.** Insurance Report – Mrs. Wysocki reported that she had not received a report prior to this meeting from Gamin.

IX. SUPERINTENDENT'S REPORT

- A. Enrollment Report-** Carol Parmelee-Blancato reported there were 876 students enrolled in our schools on November 1, 2012 compared to 871 enrolled on October 1, 2012.
- B. Hurricane Sandy Report-** Carol Parmelee-Blancato reported on the preparation and activities related to the hurricane and expressed appreciation to numerous people who helped including Kit Bishop, Bob Hale, Noel Bishop, Don Izzo, Cindi Good, Ray Hayes, Larry Dinger, Lynda Fisher, Lesley Wysocki, Jan Lynch, Marlene Pfaff, Will Parker, Errol Maurice, Cecilia Lester, Town crews and Town departments. She also mentioned the Board changed the November 6 Professional Day to a school day and said adjustments will be made at a later date for the end of the school year.
- C. Preschool Program-** See above (after Consent Agenda)

D. School Climate Survey Data- Jeff Newton, Special Services Director, provided a PowerPoint presentation regarding School Climate Surveys taken in October which were distributed to parents, students and teachers, in Grades 4, 6 and 10. Mr. Newton pointed out an interesting observation that parent interpretation of negative student involvement in social media is opposite of what students are feeling and doing. Mr. Newton reported that the survey reflected a positive school culture and climate based on responses from school staff.

E. Administrators' Comments:

- Kit Bishop- China Update – Mrs. Bishop talked about community presentations by Mr. Du and reported that he is teaching Mandarin Chinese at the high school. She reported that many people are signed up for the trip to China in April including parents, students, administrators, teachers, and a town official. Mrs. Bishop also reported that a delegation of 21 Chinese Educators will be visiting Daisy Ingraham on 11/14/12 at 1:00 p.m.
- Cori DiMaggio- Pasta Night – Cori DiMaggio reported on the success of the Pasta Dinner, having raised \$1,860 to support the Senior Center.
- Bob Hale- (1.) Michael's Cup – Mr. Hale reported that the high school is the recipient of the Michael's Cup, a prestigious honor in regard to sportsmanship, win-loss record, and a chemical free program. Mr. Hale recognized Paula Fitzgerald, Athletic Director for her part in this honor. (2.) Mr. Hale talked about Edmodo as an electronic learning platform similar to Facebook, but related to specific classes. He said that most teachers have signed up and can post homework assignments, etc.

X. OLD BUSINESS:

A. 2013-2014 Board Budget Guidelines- Carol Parmelee-Blancato recommended the Board adopt the 2012-2013 Budget Guidelines as indicated below, which will be used by the administration to develop the priorities for the 2013-2014 budget. *Moved by Myrn Keryc and seconded by Pat Labbadia. Vote unanimous.*

Board of Education Budget Guidelines 2013-2014

1. Improving and Enhancing Curriculum and Instruction

- Curriculum Revision/Implementation
- Common Core State Standard
- Integration of primary source documents
- Technology Integration
- Professional Development for teachers and staff to meet new Common Core State Standards and statutory requirements
- School Climate Legislation
- Positive Behavior Intervention and Supports (PBIS)

2. Support Technology Integration

- Textbook Adoption – identify digital textbooks to promote health and cost savings now and in the future
- Updating computers, servers, laptops, ipads, infrastructure

3. Maintaining and Preserving Buildings and Grounds

- Update Capital Improvement Plan
- Continue operational preventive maintenance

4. Support Board of Education Class Size Guidelines

5. Appropriate Support for New Teacher Evaluation and New Administrative Evaluation

- In-Service Training for administrators and teachers
- Additional support for implementation of the New Teacher Evaluation

6. Support All Current and Upcoming Contractual Obligations

- Teacher Contract
- Administrator Contract
- Non-certified Contract
- Transportation
- Health Insurance

7. Support Services for Students Including Students with Special Needs.

- ELL
- Guidance
- Health Services
- Psychological services
- Speech/Hearing/Language

XI. BOARD COMMITTEE REPORT

- A. Policy** - Marti White reported the next policy meeting is on November 29, 2012 at 6:00 p.m.
- B. Communications** – Myrn Keryc reported that the Communications Committee heard from speaker, Ann Baldwin, who provided the Committee with numerous ideas that they will discuss at their next meeting.
- C. Long Range Planning** –Pat Labbadia reported that on October 15, 2012, the committee met with CREC on a Facilities Assessment Study. Lesley Wysocki reported that progress is being made. Carol Parmelee-Blancato acknowledged Lesley Wysocki for having materials in order.
- D. Insurance** – Did not meet per Lee Bridgewater
- E. Negotiations** –Did not meet per Sally Greaves
- F. PTSO Representatives** – WMS meeting cancelled per Marti White; Kim Walker reported Daisy will meet next week; and Myrn Keryc reported WHS will meet next week as well.

XII. PUBLIC COMMENT - None

XIII. PERSONNEL

A. **Non-Certified Position:** Carol Parmelee-Blancato reported that Mr. Jarryd Reed has been hired as the new Technology Support Assistant position, effective as of November 5, 2012.

XIII. ADJOURN: *Moved by Pat Labbadia and seconded by Lee Bridgewater to adjourn at 8:40 p.m. **Vote unanimous.***

Respectfully Submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk