WESTBROOK BOARD OF EDUCATION
Tuesday, December 8, 2015 @ 7:00 p.m.
Regular Board of Education Meeting

MINUTES

Present: Lee Bridgewater, Marti White, Dee Adorno, Michelle Palumbo, Kim Walker, Sally Greaves, Jackie Lyman, Mary Ella Luft, Don Perrealt

Also Present: Superintendent Patricia A. Ciccone, Administrators: Ruth Rose, Cori DiMaggio, Tara Winch, Madeline Illinger; Business Manager Lesley Wysocki; IT Specialist Ben Russell, Teachers, Parents, Students

I. CALL TO ORDER – The Regular meeting of December 8, 2015 was called to order by Superintendent Patricia A. Ciccone at 7:00 p.m. in the WHS library.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: CAPSS Superintendent Awards (Middle School)

A. Cori DiMaggio introduced two students, Juliana Fabrizi and Gavin LaBrec, to the Board who were selected as Westbrook Middle School's recipients of the 2015 CAPSS (Connecticut Association of Public School Superintendents) Student Recognition Award. They were chosen for their active participation in school and community organizations, citizenship, character and integrity and were presented with signed certificates from Superintendent Ciccone.

IV. STUDENT REPRESENTATIVE REPORT – No report.

V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items: No comments

VI. BOARD OF EDUCATION ELECTION OF OFFICERS:

A. Election of Officers

Superintendent Ciccone welcomed new members, Mary Ella Luft and Don Perreault, as Board of Education members.

Superintendent Ciccone conducted nominations for officers of the Board of Education. Voting for nominated candidates was done by paper ballot and the results are as follows:

Moved to open the nominations for **Chair** by Marti White and seconded by Sally Greaves. Nominated: **Chair: Lee Bridgewater.** Moved to close nominations by Marti White and seconded by Jackie Lyman. Vote unanimous.

Moved to open the nominations for Vice Chair by Lee Bridgewater and seconded by Sally Greaves. Nominated: **Vice Chair: Marti White**
Moved to close nominations by Michelle Palumbo and seconded by Sally Graves.
Vote: unanimous.

Moved to open the nominations for **Secretary** by Jackie Lyman and seconded by Michelle Palumbo. Nominated: **Secretary: Kim Walker**
Moved to close nominations by Jackie Lyman and seconded by Michelle Palumbo
Vote unanimous

Vote for officers: Unanimous as nominated.

B. Shipman & Goodwin Seminar: Superintendent Ciccone informed the Board of a seminar on "What Every Board Member Should Know", sponsored by Shipman and Goodwin on December 15. She asked that board members planning to attend inform her at the end of the meeting and Cecilia will register them on Wednesday morning.

VII. SUPERINTENDENT'S REPORT

A. Enrollment Study Report – Betty Osga, NESDEC consultant, presented a thorough presentation of the enrollment study and report. The completed report is comprised of a Plan of Study, Westbrook's Current Status, The Impact of Scale, Options Westbrook Could Consider, Options Westbrook Should Consider and different scenarios that were considered. The report contains a conclusion of work of the study group, consisting of a variety of stakeholders to serve as advisory to the Board of Education. Neither the study, the report, nor its participants are meant as a decision making group. Dr. Osga said it was a pleasure to work with this group of people and said that declining enrollment is widespread in New England and Westbrook is wise to take this proactive approach. She stated that the committee worked well and was in agreement with the analysis. She also stated that the Board may want to do a further study. The entire report will be available on the Westbrook website homepage.

B. Comments from the audience were as follows:
Gary Gavigan, BOF representative, said that although there are not unlimited resources, money has not been an issue, but the BOE should be active in presenting their needs to the BOF, as they will need to know the expectations of the next 5, 10 and 15 years.
Tony Cozza said that all the options presented are hard and things will happen over time once initiatives are started.
Noel Bishop commented that the group was led by a professional facilitator, and the town will benefit from this proactive approach.
Dee Adorno appreciated those who devoted their efforts to the study group.
Kim Godfrey appreciated the proactive approach.

Lee Bridgewater expressed appreciation for the outstanding leadership (from Dr. Osga).
Sheryl Bauman said that although there are dollars to consider, the town is one big family.
Ruth Rose was appreciative of the value of the parent and community input.
Paul Connelly mentioned the importance of monitoring the cost per student.

C. Enrollment: December 1, 2015 enrollment: Superintendent Ciccone reported enrollment for December is 777 in-district students and 8 out-placed, and one exchange student totaling 786 students.

D. Budget Process Update: Superintendent Ciccone reported that administrators are preparing their budgets, and she and the business manager will review the administrators' budget proposals in mid-December. The Board will get their first look at the budget on January 12. A budget workshop will take place in February and the Board will formally approve the budget on March 8.

VIII. ADMINISTRATOR(S) COMMENTS

1. Cori DiMaggio introduced Sarah Stockton, WMS music teacher, as having instituted a learning program for music students called "Smart Music." Sarah gave an overview of the Smart Music program, and performed using the flute and the computer program to show how a student uses a lesson to practice their music. Sarah said that students are excited to use the program. Some parents have purchased the $40 subscription, but ipads and computers are available in the classroom for student use as well.
2. Madeline Illinger/Ruth Rose – Restorative Practices: Madeline Illinger and Ruth Rose teamed up to present information to the Board that they gained from an intensive three-day workshop on Restorative Practices. From this district, Superintendent Ciccone and Amy Callahan also attend the workshop, which was sponsored by CSDE and Connecticut Commission on Children. Having attended the training, they are now certified to teach Restorative Practices and Circle dynamics to other staff. They talked about "circle" training and the fundamental hypotheses that people are happier and more productive and more likely to make positive changes in their behaviors when those in positions of authority are doing things with them, rather than to them or for them.

Moved by Jackie Lyman and seconded by Michelle Palumbo to move Item XII. A. Windows Project up on the agenda.

Pat Labbadia informed the Board of the Building Committee's progress on the window project. The committee's plan is that the windows can be ordered and ready to be installed once the students have left at the end of the school year. The Committee requested BOE approval for $150,000 from the Capital Reserve to be designated towards the window project along with other town funds. Moved by Michelle Palumbo and seconded by Mary Ella Luft. Vote unanimous.

IX. NEW BUSINESS:

A. Ratification of Non-Certified contract – AFT: Board members received a brief update on the completed non-certified contract ratified by AFT. Moved by Dee Adorno and seconded by Jackie Lyman to ratify the AFT contract. Vote unanimous.

B. Policy 6153 – Field Trip(s) – First Reading – Superintendent Ciccone reported that the Policy subcommittee made changes to Policy 6153 (Field Trips) in regard to definitions of chaperones and ratios of student(s)/chaperone(s). There were no concerns or questions on the policy revisions. The policy will be brought to the January meeting for approval.

C. Out of state and country travel: Superintendent Ciccone mentioned that superintendents in Connecticut and in our region are concerned about out of state and country travel in reference to recent national and worldwide incidents. She asked board members to give thought to out of state/country trip requests and will discuss the matter in more detail at the January meeting.

X. OLD BUSINESS:

A. Season's Credit Union: The Board was informed several months ago about the possibility of Seasons' Credit Union's request to dissolve the agreement from 2010. Superintendent Ciccone met with representatives from Season's recently. The intentions of having the credit union located in the high school have not been met; and the credit union is not generating revenue, thus the Board was asked to agree to support the dissolution of the agreement. Moved by Kim Walker and seconded by Jackie Lyman. Vote unanimous.

B. Calendar – 2016-17: Superintendent Ciccone presented the 2016-17 calendar which conforms with the LEARN guidelines. She asked for the Board's approval . The calendar will be reviewed by WEA and if any changes are made it will be brought back to the Board. Moved by Mart White and seconded by Kim Walker to approve the 2016-17 district calendar. Vote unanimous.

XI. CONSENT AGENDA –

A. Approval of Minutes:

1. Special Meeting – November 11, 2015: Moved by Michelle Palumbo and seconded by Marti White to approve the November 11, 2015, Special meeting minutes. Ayes: L. Bridgewater, M. White, M. Palumbo, K. Walker, D. Adorno Abstained: Sally Greaves, Jackie Lyman, Don Perreault, Mary Ella Luft

XII. FINANCIAL REPORTS:

A. Windows Project Update: See Above

B. Review of Check Listing: Board members reviewed check listings for November 5, 2015 in the amount of $189,094.34 and November 19, 2015 in the amount of $117,136.89.

C. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands.

D. Line Item Transfer - None
E. Insurance Report - None

XIII. BOARD COMMITTEE REPORTS

A. Sub Committee Membership: Sub-Committee membership will remain the same with the exception of the following: Long Range Plan will add Don Perreault and Lee Bridgewater. Policy will add Don Perreault and Mary Ella Luft; and Insurance will add Mary Ella Luft.

B. LEARN report – Dee Adorno attended a recent LEARN meeting which focused on the fiscal state of the agency and trends for the future. Also discussed was the decrease in student population and growth in professional development.

C. Policy– Marti White reported the Policy committee did not meet, but a meeting is scheduled for January 21 at 6:00 p.m.

D. CABE/CAPSS Convention – Marti White reported on the workshops she attended at the CABE/CAPSS Convention, including Rules and Responsibilities of Board Members and Personalized Learning.

E. Communications : Jackie Lyman reported that the Communications Subcommittee discussed the Enrollment Study and the budget process.

F. Long Range Planning – did not meet

G. Insurance- did not meet

H. Negotiations – A meeting is scheduled for December 16 at 4:30 p.m.

I. PTSO Representatives - J. Lyman reported that WHS PTSO talked about fundraising ideas, Project Graduation and the possibility of having a speaker coming in to talk about "How the Brain Works in Adolescents"; Kim Walker reported that Daisy Trick or Trot raised money as well the Innisbrook Wrapping paper fundraiser. The Holiday Fair is this week, Good News assemblies continue, as well as reading workshops. An evacuation drill was practiced. She said that Literacy night is January 7 and a Sing a Long is scheduled for December 23 at Daisy. Michelle Palumbo said that middle school PTSO talked about grade reform and mentioned they are looking for someone to take over the Harvest Fair.

XIV. PERSONNEL:

A. Child-Rearing Leave Request: The Superintendent requested the Board's approval for child-rearing leave for Cheryl Albaine, WHS World Language teacher, who is currently on maternity leave. Moved by Michelle Palumbo and seconded by Jackie Lyman. Vote unanimous.

B. Resignation(s) – Non-certified - Cafeteria Personnel: The Board was informed of Sheryl Cannata's resignation effective 11/10/15.

C. The Board was informed of two recent internal postings:

1. Part time school cafeteria worker on 11/10/15
2. 12 month school secretary on 11/30/15

XV. ADJOURN: Moved by Mary Ella Luft and seconded by Jackie Lyman to adjourn at 10:09 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk