

Westbrook Board of Education
Tuesday, April 3, 2012
Special Board of Education Meeting

- I. **Call to Order** – Special Meeting of April 3, 2012: The special meeting of April 3, 2012, was called to order by Maureen Westbrook, Chair, in the WHS library at 7:00 p.m.

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

Absent: Myrn Keryc

Also Present: Patricia Charles, Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio, Jeffrey Newton, Administrators; Lesley Wysocki, Business Manager; Faculty, Parents, Students, Community Members, Paul Connelly, BOF Chair; Ben Russell, Technology Specialist

II. **PLEDGE**

- III. **STUDENT REPRESENTATIVE REPORT-** Megan Lohutko reported on high school activities including the musical, *Sweeney Todd*, Wrestling Championship, Project Graduation Activities, CAPT testing, Blood Drive, field trips to Washington DC and Plum Island, spring sports, NHS Sr. Projects, Tutoring Club in Middle School, and 8th grade shadowing event.

IV. **BOARD ACKNOWLEDGEMENTS:**

- A. **Sarah Luft** – CT State Oratorical Contest winner. Sarah recited another speech, as she did at the March meeting, on the US Constitution and asked for content and presentation feedback. Again, the board members were impressed with Sarah's presentation.
- B. **Nancy Malafrente** was recognized for her work with students each year to prepare for the oratorical contest. Dr. Charles explained that this is not an official club and there is no stipend for this activity, Regardless, every year Westbrook has a strong showing at this competition sponsored by the American Legion, and the Board acknowledged Nancy Malafrente for her dedication to this program and selfless effort to ensure our students perform to the best of their ability in this very demanding competition.
- C. **Middle School Scholar-Leader Awards:** Anna Schneider, Alex Hartzell
This award is sponsored by the Connecticut Association of Schools and is presented to two middle school students each year who exhibit scholarship and leadership in school and in the community. This year's recipients are Anna Schneider and Alex Hartzell. Alex was present to accept board recognition for his achievements. Anna Schneider will hopefully attend the May meeting for her recognition.
- D. **Women in Leadership Award** – M. Westbrook recognized Patricia Charles for having been named the award recipient of the Women in Leadership, *Leadership in Education*

award given by the CT Women and Families organization. This award was given to Dr. Charles in recognition of her being an exemplary role model for women.

- V. **PUBLIC COMMENT:** Sylvia Guinan commented that she believes a full-day kindergarten is in the best interest of children, and the board should continue to maintain small classroom size.

VI. CONSENT AGENDA

Moved by P. Labbadia and seconded by D. Adorno to remove the minutes of the regular meeting of March 14, 2012 from the consent agenda. Moved by P. Labbadia and seconded by D. Adorno to approve the minutes of March 13, 2012 with one correction: Item X. A. \$4,400 for lead teachers at *WHS and WMS* was added back into the budget.

- A. **Approval of the minutes:**
Regular Meeting of March 13, 2012 – See above.
- B. **Enrollment** – Enrollment for April is 916 students.
- C. **Board By-laws Revisions:** 2nd reading and vote:
Slight revisions were made to the following by-laws coinciding with the creation of the Board of Education Handbook: 9230 (New Board Member Orientation); 9271 (Code of Ethics), 9322 (Public and Executive Sessions), 9325 (Actions by the Board), 9311 (Formulation, Adoption, Amendment of Policies, 9240 (Board Member Development). This is the second reading and the Board voted to approve the revisions.
- D. **Field Trip(s)** (None at this time)

Moved by P. Labbadia and seconded by D. Adorno to approve items in the consent agenda: Vote: Unanimous with one abstention (L. Bridgewater)

VII. FINANCIAL REPORTS

- A. Review of the Payment of Bills : The board members reviewed payment of bills in the amount of \$92,556.57 and supplemental bills in the amount of \$49,914.11.
- B. Budget Narrative – Lesley Wysocki reviewed key aspects of this month's budget and expenditure report. See attached report.
- C. Review of the Expenditure Report- The board reviewed the expenditure report for the period ending April 30, 2012.
- D. Insurance Report – The board reviewed the Ganim report.
- E. Boiler Bids: L. Wysocki reported that seven bids were opened on March 23. The Boiler Project Sub-Committee of the Energy Committee reviewed and selected 2 finalists for closer review. CL&P is conducting a cost-savings analysis and identifying incentives offered for high efficiency equipment to help in making the best selection. Moved by P. Labbadia and seconded by M. White that the Board of Education approve the ultimate bid chosen by the Board of Selectmen and/or their designee, the Energy Committee, so that our approval, if necessary, is considered

provided in order that the matter may proceed to a vote at a Town Meeting. **Vote unanimous.**

- F. Health Reserve Formula – The board was provided an outline from Andrew Urban suggesting a new formula for the calculation of usable surplus. The insurance committee of Maureen, Pat, Lee and Kim will be meeting to discuss and vet this proposal.
- G. Town Bid Process Ordinance – This information was provided to the board for education for informational purposes.

VIII. NEW BUSINESS

- A. **Graduation Date** – Dr. Charles explained that after April 1, Boards of Education can establish a firm graduation date, even if school days are cancelled later, as long as the school calendar provides for at least 180 days of school at the time the date is set. Originally the date had been set for June 13. However, three canceled days due to Tropical Storm Irene brings the graduation date to June 18. Dr. Charles recommended that the Board of Education set **June 18, 2012** as the graduation date for the class of 2012. Moved by M. Palumbo and seconded by D. Adorno. **Vote unanimous.**
- B. **Appoint Medical Advisor:** Dr. Charles stated that Dr. Adam Perrin provides excellent support to our nurses, wellness committees, and athletics department. He is a leader in the area of medical care for patients who have suffered a concussion and has been instrumental in revising our health and medical policies. Dr. Charles recommended that Dr. Perrin continue as medical advisor and that his contract be renewed for \$3,500. Moved by K. Walker and seconded by M. Palumbo. **Vote unanimous.** M. Westbrook suggested that Dr. Perrin attend a future board meeting to talk about concussions.

IX. SUPERINTENDENT'S REPORT

- A. **Pink Slime:** Dr. Charles reported that the majority of Westbrook Cafeteria's beef comes from Thurston Foods who have disclaimer stating they do not use Lean Finely Textured Beef (LFTB).
- B. **Administrator Comment(s):** Cori DiMaggio commented on a grant that supports a mentoring program for high school students to mentor middle school students; the purpose being to engage students in school so they will feel connected and want to remain in school. Mrs. DiMaggio also thanked the board for allowing her to attend the ASCD conference. Mrs. Bishop talked about the Early Childhood Forum of 50 participants Mrs. Bishop will also be taking a trip to China, leading a delegation under a group Visa. Mr. Hale reported that 45 students attended a College Fair in Hartford.

X. OLD BUSINESS:

- A. **Efficacy Full-day Kindergarten** – Additional information was provided comparing Full Day K and our current model. Dr. Charles reported that the research indicated that gains are more favorable in a full day program. When considering the needs of all students, Dr. Charles recommended a full day program to give Westbrook students the best possible start in their education. Parents were canvassed with 70 percent in favor of the full day kindergarten. Moved by L. Bridgewater and seconded by S. Greaves to support the adoption of a full day kindergarten beginning with the 2012-13 school year. **Vote unanimous.**
- B. **2012-2013 Budget** – Discussion continued following the outcome of the Board of Finance decision to cut \$50,000 from the proposed budget. Dr. Charles reported that the Board of Finance approved a 5.91% increase for the Board of Education's 2012-2013 budget. Dates to remember are April 18 Town Budget Hearing at 7 p.m. at Theresa Mulvey Center; Annual Town Meeting on May 10 at 7 p.m., and the May 24 Referendum.
- C. **Board of Education Handbook**- Final revisions/adoption
Board members received a copy of the draft handbook at the last meeting. The board approved the adoption of the Board of Education Handbook as presented. Moved by P. Labbadia and seconded by D. Adorno. **Vote unanimous.**

XI. BOARD COMMITTEE REPORT

- A. **Policy** - Marti White reported that the following topics were discussed at the March 29 Policy meeting – Substitute Teacher policy, Health Education policy, Drug and Alcohol policy, Computer Use policy, and Use of Facilities (particularly Park and Recreation use.) P. Labbadia asked if there could be a reasonable arrangement with the town that would not compromise security to allow certain groups use of the building without fees for custodial services. The next meeting is scheduled for May 17 at 6:30 p.m.
- B. **Communications Subcommittee** – There was no meeting to report on.
- C. **Long Range Plan** – No meeting to report on. There was discussion on the resurfacing and maintenance of the tennis courts. L. Wysocki reported that she shared with Mr. Urban to consider the tennis courts as a priority on the capital plan. Maintenance should be done every three years and one of the courts cannot be used for competition. Bids last spring ranged from \$34,000 to \$48,000.
- D. **Insurance Subcommittee** – The committee will set a meeting date to discuss The Reserve Formula with the Town
- D. **PTSO Representatives:** K. Walker talked about Daisy Bingo fundraiser and the American Heart Association Teaching Garden grant. M. White reported that discussion occurred on Project Graduation activities, budget, and international exchange student program at the WHS PTSO meeting.

XII. PUBLIC COMMENT : None

XIII. PERSONNEL : No Personnel items

XIV. ADJOURN: **Moved** by P. Labbadia and seconded by S. Greaves to adjourn at 8:25 p.m.
Vote unanimous.

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk