

WESTBROOK BOARD OF EDUCATION

WHS Library  
Special Meeting Minutes  
April 14, 2011

**Members Present:** Matthew Alaimo, Maureen Westbrook, Myrn Keryc, Lee Bridgewater, Marti White, Dee Adorno, Pat Labbadia

**Absent:** Sally Greaves, Joseph Campbell

**Also Present:** Patricia Charles, Superintendent; Katharine Bishop, Principal; Science Department Teachers, Michele Hammond, Curriculum Coach; Lisa Winch, PTO Liaison; Ben Russell, Technology Specialist

**I. CALL TO ORDER** – Matthew Alaimo called the special meeting of April 14, 2011 at 7:25 p.m.

**II. PLEDGE**

**III. STUDENT REPRESENTATIVE REPORT**- Not available

**IV. Board Acknowledgements** – Dr. Charles reported that Robert Hale is the recipient of the UConn ECE Administrator Award for his work in championing the ECE program. Dr. Charles recognized Liz Egan as the recipient of the Connecticut Art Educators Association award for her work in mentoring new artists and teachers.

**Scholar-Leader Awards** – Dr. Charles recognized Erik Simon-Vuoritie and Olivia Lawton as the outstanding 2011 scholar-leaders in the middle school. Both students were presented certificates and congratulations on behalf of the Board of Education. Dr. Charles shared with the audience the accomplishments of both of the deserving students.

**V. PUBLIC COMMENT** – Lisa Winch commented on a film she viewed at the Foote School – *Race to Nowhere* and suggested the film be made available to our school.

**VI. FINANCIALS**

**A.** Approval of the payment of bills: Moved by Mrs. Bridgewater and seconded by Mrs. Westbrook to approve payment of bills in the amount of \$163,855.22. **Vote unanimous.**  
Supplemental bills: Moved by Mrs. Adorno and seconded by Mrs. Bridgewater to pay supplemental bills in the amount of \$18,336.31. **Vote unanimous.**

**B.** Approval of the expenditures ending March 31: Moved by Mr. Labbadia and seconded by Mrs. Keryc to approve the budget for the period ending March 31, 2011. **Vote unanimous.**

**C. Insurance Report** –The February data was made available for the Board’s review.

**D. Update on Budget Software** – Dr. Charles reported that the business office staff had additional training on March 16 and 17 on the new software. The secretaries met with Lesley on March 29 to address various aspects of the program and Lesley met with Andrew Urban, Town Finance Manager, to demonstrate the program’s features.

## VII. CONSENT AGENDA

- A. **Approval of the minutes of the Regular Meeting** of March 8, 2011
- B. **Approval of minutes of Special Meeting** of April 4, 2011
- C. **April Enrollment Informational Report:** Dr. Charles reported April 1 enrollment is 956 students; an increase of twelve students from the October 1 enrollment. One student enrolled at Daisy and one at the Middle School.
- D. **Budget Narrative** – A review of the budget was provided.
- E. **Field Trip Request(s)** - None at this time
- F. **Policy 6146 – Graduation Requirements** – This policy was brought to the Board for a second reading with mandated revisions.
- G. **Maternity Leave** – The board was informed that Jess Brown will take maternity leave from April 4 through the end of the school year.
- H. **Non-Certified Resignation** – The board was informed that Rita Trojanoski submitted a letter of resignation effective April 1, 2011. She intends to work for the schools as a substitute custodian in the future.
- I. **Healthy Food Certification** – Dr. Charles reported that Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. For the 2011-12 school year, the HFC period is July 1, 2011 through June 30, 2012. All public school districts participating in the NSLP must return the *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* to the Connecticut State Department of Education (CSDE).

*Dr. Charles recommended that the Board of Education certify that all foods sold to Westbrook students will meet the Connecticut Nutrition Standards and that the Board will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.*

- J. **Graduation Date** – Dr. Charles informed the board that State statute allows the Board of Education to set the graduation date on or after April 1<sup>st</sup> as long as the date is set for the 180<sup>th</sup> day of the school year or later. If approved, this date becomes firm and need not be changed in the unlikely occurrence of additional school cancellations. Dr. Charles recommended that June 22 be set as the graduation date for the class of 2011.
- K. **United Way Grants** – Dr. Charles reported that two grants will be submitted to United Way this year as follows:
  - 1. Westbrook Public Schools is seeking a grant in the amount of \$9,000 from United Way to continue the Healthy Youth Assets program led by Lyn Connery to meet the needs of Westbrook youth. The funding will be used to assess our students' assets with the Profiles of Student Life: Attitudes and Behaviors survey. The Youth Assets Advisory Board consisting of a range of Westbrook Agencies and residents, will work with the Board of Education to review the survey and develop programs to continue to address key needs. The funding sought will also help pay for program costs. **Dr. Charles recommended the Board approve the United Way grant submission in the**

**amount of \$9,000 to continue the Healthy Communities, Healthy Youth assets program in Westbrook.**

2. United Way is continuing to offer a Westbrook Community Impact Grant of \$8,550 to support the Westbrook Early Childhood Council. Dr. Charles reported that this organization provides programs which promote strong early childhood and school readiness. Professional development is provided for early childhood teachers in the local area, as well as information and materials to support families with preschool students. On March 29, 2011, the WECC hosted the fourth Shoreline Early Childhood Community Forum coordinated by our new director, Marcie Mauro.

**Dr. Charles recommended that the Board approve the United Way grant submission of \$8,550 to continue the work of the Westbrook Early Childhood Council.**

*Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to approve Items A-K on the Consent Agenda. Vote Unanimous.*

## **VIII. NEW BUSINESS**

- A. Science Curriculum Adoption** - The Science teachers presented the K-12 Science curriculum to the Board of Education. The teachers who participated in writing the curriculum were introduced including Amory Blackwell, Ceil Cloutier, Joyce Grassl, Lesley Harrington, Audra McGee, Karen Mulvihill, Joanne Murray, Mary Jo Noonan, Lauren Palermino, Joe Parkhurst, Carolanne Powers, Lori Salisbury, Jeff Sullivan, Rob Swan and Ginny White. The middle school curriculum was written by Anna Kuebler, Cathi Lepore, Mike Pennella, Heather Shafer. The high school curriculum was done by Heather Bull, Paula Fitzgerald, Rebecca McDonald, Joe St. Martin and Ken Savage.

A science video was shown to the Board which included all phases of the science program in the elementary, middle and high schools.

Dr. Charles recommended that the Board adopt the science curriculum as presented. Moved by Mrs. Westbrook and seconded by Mrs. White to approve the science curriculum as presented. **Vote unanimous.**

- B. Strategic School Profile** – Dr. Charles highlighted information on the SSP for 2009-2010 with a PowerPoint presentation, comparing Westbrook with other towns in the DRG with similar characteristics. Highlights included class sizes, drop out rate, plant operation costs, enrollment, free and reduced lunch program, ESL students, SAT scores and district expenditures.

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

- A. Special Services Director Process** – Dr. Charles reported that special education director applications are currently being reviewed. There are currently 19 applications. The first round of interviews will be the week of May 9. The Board will appoint the successful candidate in June 2011.
- B. Administrator Comments** – Mrs. Bishop shared data from the Kindergarten Survey.

## **X. OLD BUSINESS:**

- A. 2011-2012 Budget** – Mr. Alaimo commented that the budget meeting with the town went smoothly.

**XI. BOARD COMMITTEE REPORT**

- A. Policy** - Marti White **reported** that the next policy meeting will be on May 5, 2011.
- B. Communications Subcommittee** – Myrn Keryc reported that the communications committee talked about refraining from communicating the budget to the public once the referendum date is set.
- C. Long Range Plan** – Matt Alaimo reported that LRP met at the Town Hall on March 16, 2011 and talked about shared services, the capital plan, and insurance.

**XII. PUBLIC COMMENT:** MaryJo Noonan complimented the Board for their time and energy spent on this year’s budget.

**XIII. PERSONNEL :**

**Moved** by Mr. Labbadia and seconded by Mrs. Westbrook to move into Executive Session at 8 :35 p.m.  
**Vote unanimous.**

Discussion of maters that would result in the disclosure of exempt matters.

**Moved** by Mr. Labbadia and seconded by Mrs. Adorno to move back into Regular Session at 10 :16 p.m.  
**Vote Unanimous.**

**Moved** by Mr. Labbadia and seconded by Mrs. Adorno to approve the hire of Cori-Ann DiMaggio as Middle School Principal and authorizing Dr. Charles to negotiate the terms of employment. **Vote unanimous.**

**XIV. ADJOURN:** Moved by Mrs. Bridgewater and seconded by Mrs. White to adjourn at 10:22 p.m.  
**Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk