

WESTBROOK BOARD OF EDUCATION
Wednesday, June 12, 2013
Special Board of Education Meeting

MINUTES

- I. **Call to Order** – The Special Meeting of June 12, 2013 was called to order by Maureen Westbrook, Chair, at 7:02 p.m. in the WHS library.

Members Present: Maureen Westbrook, Myrn Keryc, Dee Adorno, Lee Bridgewater, Sally Greaves, Pat Labbadia, Michelle Palumbo

Absent: Kim Walker, Marti White

Also Present: Superintendent Patricia A. Ciccone; Administrators: Katherine Bishop, Cori DiMaggio, Jeffrey Newton; Business Manager, Lesley Wysocki; Faculty, Community Members, Students

II. PLEDGE OF ALLIGIANCE

III. STUDENT REPRESENTATIVE REPORT- No report

IV. ACKNOWLEDGEMENTS:

- A. Megan Doran, Student Representative for the Board of Education, was not able to attend the meeting, but the Board of Education recognized her for providing monthly reports of high school activities.
- B. The Board acknowledged Middle School Scholar Leaders, Keysi Jara and Zachary Jacobs for being named as CAS Middle School Scholar Leaders, an award given to one boy and one girl from each middle level school in Connecticut who has distinguished herself/himself in scholarship and leadership in school and community.
- C. The Board honored three retirees from Daisy Ingraham School for their service to Westbrook Public Schools. Joyce Grassl has taught for 33 years, Karen Mulvihill for 25 years and Skip Pearce for 35 years. Maureen Westbrook commented on the positive impression these three teachers have made on so many students.
- D. The Board recognized Jeff Newton, Special Services Director, for his service to Westbrook. The Superintendent commented on the valuable contributions Mr. Newton has made to the district.
- E. Board of Education Recognition – The Board of Education received recognition from Don Izzo, Emergency Management Director, on behalf of the Westbrook Emergency Management, for outstanding generosity and dedication to community service with the emergency management team.

V. PUBLIC COMMENT: None

VI. CONSENT AGENDA

A. Approval of the minutes of the Regular Meeting of May 14, 2013

B. Board Policy Revisions – Second Reading

1. 4134 (Tutoring): The Superintendent recommended the Board approve revised policy 4134 – Tutoring
2. 5113 (Student Attendance/Excuses/Dismissal): The Superintendent recommended the Board approve Policy 5113 with revisions as mandated.

C. Field Trip Request – High School French students requested approval for a trip to Marseille and Paris, France during February break (February 15-23, 2014). Approximate cost for each grade 10, 11, or 12 student is \$2240. This will be the second part of the Marseille Family Program exchange and students will visit the Lycee L'Olivier School. Students will stay with French families and study the language and culture. There will be one chaperone for every ten students. It is expected that approximately fifteen students will take part and two teachers have committed at this point.

D. Field Trip Request – The Chorus Department requested BOE support for a trip to San Francisco, CA from March 20-23, 2014 for an adjudication. Students will experience side trips yet to be determined. The Board was given a “sample” itinerary from Maloney High School, which is similar to activities that will be planned for our students. Rachael Allen will provide an actual itinerary in September for the Board’s review. The Board was asked to give approval so students have the opportunity to plan ahead financially.

Moved by Pat Labbadia and seconded by Sally Greaves to approve items A through D on the consent agenda. Vote unanimous.

VII. OLD BUSINESS:

- A. **Insurance Broker:** Lee Bridgewater reported on the Insurance Subcommittee’s activities involving a review of proposals for the selection of a new insurance broker for the district. Based on costs and services provided, the committee recommended USI as the company that is able to provide the best services for the district. The board agreed in a unanimous vote. Moved by Sally Greaves and seconded by Myrn Keryc to proceed with the appointment of USI as the insurance broker for the district. **Vote unanimous.**
- B. **School Building Committee (update):** Pat Labbadia reported that the committee met initially on May 30 with CREC representatives and is moving forward. Plans are to meet on June 17th with a kick-off meeting and then to meet on a fixed day each month and to move things along as quickly as possible.

VIII. NEW BUSINESS:

- A. **Prezi Presentation:** Two students from the middle school, Molly McGuigan and Brandi Andrade, each provided a Prezi presentation for the Board. Molly’s presentation was on the pop culture of the 1960’s and Brandi’s presentation was on the 1960’s Space Race. The Board was impressed with the use of technology by these two students.
- B. **Math Curriculum Update –** Tim Byars and Gerah Ventresca updated the Board about changes in the math curriculum. Handouts were provided and the board was informed of the direction in which the State Department of Education is going. Information on curriculum will be released on June 30 from the State and they will move forward with the curriculum writing then. The Math Department has worked with a CREC consultant. They reported that the new Standards require instruction to have a clear **focus, coherence** and **rigor** in presenting major topics to assist students in developing conceptual understanding, procedural skills and fluency and the ability to analyze and solve real-

world problems. Students will be required to have 4 math credits instead of 3. It will be essential for all students to have Algebra II by the time they are juniors. High school courses will include Probability and Statistics and U-Conn courses will continue to be offered. The Board was appreciative of Tim and Gerah for the information provided. The curriculum will be brought to the Board for approval next school year.

- C. **IDEA Grant** - The federal IDEA grants provide federal entitlement funds to eligible applicants to assist with the excess costs of providing special education and related services to children with disabilities, as defined by 34 CFR Sections 300.16 and 300.202. Assistance for Education of all Children with Disabilities and Preschool Grants for Children with Disabilities are included. The grant will provide staff, professional development, and instructional resources for special education students. The amount of the grant is 611: \$156,494 + 619: \$6939 = Total grant funds \$163,433. The Superintendent recommended the Board approve the submission of the IDEA grants totaling \$163,433. Moved by Lee Bridgewater and seconded by Michele Palumbo. **Vote unanimous.**
- D. **CABE Membership** – The Board received information on services provided by CABE. The Superintendent recommended renewal of the contract with CABE for services provided including policy, legal matters and updates on legislation. Moved by Myrn Keryc and seconded by Michelle Palumbo to renew CABE services for 2013-2014 in the amount of \$5,260. **Vote unanimous.**
- E. **Board of Education Evaluation** – The Board was given a copy of the CABE evaluation document used in prior years for the Board’s self-evaluation and were asked to review and suggest changes to the form or suggest a different format. This will be continued at the next meeting.
- F. **Commencement:** The Superintendent said that Board members will receive an invitation to graduation scheduled for June 21st at 6:00 p.m. Line-up for the Board Chair will be in the Chorus room at 5:30 p.m. Seating will be reserved for board members and spouses.

IX. FINANCIALS

- A. **Review of Check Listing:** The Board reviewed check listings for May 9 in the amount of \$183,092.87 and for May 27 in the amount of \$120,592.80. Lesley Wysocki, Business Manager, provided input and explanations on various accounts.
- B. **Budget Narrative/Review of Expenditure Report:** Lesley Wysocki provided the Board with an overview of the budget as it stands.
- C. **Line Item Transfers:** Mrs. Wysocki gave a report of line item transfers for the middle school.
- D. **Insurance Report – Ganim:** Maureen Westbrook suggested that next year in April or May, that the Board have a discussion on reserve funding with regard to creating the budget. Maureen Westbrook said that she will draft a letter to Ganim acknowledging their service to Westbrook for 22 years.

X. SUPERINTENDENT’S REPORT

- A. **June Enrollment Informational Report:** The Superintendent reported June 1 enrollment is 879 students; an increase of 8 students from the October 1 enrollment.
- B. **School Climate** – The Superintendent reported that students are actively involved in soliciting community members to take the Community Scale Survey on school climate. They are working closely with the National School Climate Center and at some point would like to survey the Board.
- C. **Update on legislation:** Patricia Ciccone, Superintendent, reported on the status of the

evaluation system. She talked about the option of implementing the new evaluation program with one-third of our schools, but said she did not choose the option of selecting one school. Westbrook will begin with all three schools to be fair and consistent. She updated the Board about a state Task Force that has been charged with establishing a uniform regional school calendar to include 180 days, uniform start dates, uniform professional development dates and uniform school vacations. The Superintendent talked about Common Core State Standards, still not fully developed, and delivering curriculum in a manner that “creates a depth of knowledge, not just a breath of knowledge.” She said there is a need to translate the S.E.E.D. evaluation model into a Westbrook model that makes sense. Maureen Westbrook expressed appreciation to Pat Ciccone for working on this with sensitivity of a small school district.

The Superintendent commented that Special Education Director applications are being reviewed and a committee is being formed. She asked for Board member participation. Myrn Keryc, Dee Adorno, and Michelle Palumbo agreed to be a part of that committee.

D. Administrator Comment(s):

Cori DiMaggio announced the Spring Fair date was changed to June 20 from 5-8 p.m. and that 8th grade promotion is on June 21st at 8:30 a.m. in the auditorium. She said that PTO members had a 3 hour retreat and created by-laws and procedures. Katharine Bishop announced the 4th grade celebration is on June 20 at 9:00 and 4th grade Band Concert is on June 18 at 9:00 a.m. Field Day is on Monday, June 17. Jeff Newton said is tying up loose ends before June 30th and PPT’s are being concluded.

XI. BOARD COMMITTEE REPORT

- A. Policy** - The policy committee reviewed the Tutoring policy (4134) again and concluded that as written it serves our students and protects the school and teachers best interest.
- B. Communications Subcommittee** - (Did not meet)
- C. Long Range Plan** – Pat Labbadia reported that the School Building Committee met and LRP will meet again in the fall.
- D. Insurance** – See above activities of the Insurance Subcommittee under item IX.D.
- E. Negotiations** – No activity
- F. PTSO Representative(s):** Myrn Keryc reported on the high school PTSO’s activity including a discussion on school climate, U-Conn courses, school calendar, summer reading and preparation for NEASC accreditation in 2016. Middle School PTSO heard a presentation from Laura Norbut on DBQ’s.

XII. PUBLIC COMMENT: None

XIII. PERSONNEL

A. Professional Appointments

1. Emma Voytek, Speech & Language Pathologist. Ms. Voytek has a Master of Science in Speech/Language Pathology from Southern CT State University and a Bachelor of Arts in Psychology from the University of CT. Emma comes to Westbrook from Hebron Public Schools. The Superintendent recommended the Board appointment of Emma Voytek as Speech & Language Pathologist for

Westbrook Public Schools beginning with the 2013-14 school year. Moved by Pat Labbadia and seconded by Michelle Palumbo. **Vote unanimous.**

B. Resignation(s)

1. Alissa Brody, Middle School Music teacher, submitted her resignation effective June 30, 2013. The Superintendent recommended the Board accept with regret the resignation of Alissa Brody, Middle School Music teacher effective June 30, 2013.
2. Laura Norbut, Middle School Social Studies Teacher, submitted her resignation effective June 30, 2013. The Superintendent recommended the Board accept with regret the resignation of Laura Norbut, Middle School Social Studies teacher, effective June 30, 2013.

Moved by Pat Labbadia and seconded by Sally Greaves to accept with regret the resignations of Alissa Brody and Laura Norbut. **Vote unanimous.**

Moved by Pat Labbadia and seconded by Sally Greaves to move into Executive Session to discuss a Personnel Matter at 9:15 p.m. **Vote unanimous.**

3. Executive Session:

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

Moved by Sally Greaves and seconded by Michelle Palumbo to move back into regular session at 10:31 p.m. **Vote unanimous.**

XIV. ADJOURN: Moved by Pat Labbadia and seconded by Lee Bridgewater to adjourn at 10:32 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk