

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

<p>WESTBROOK BOARD OF EDUCATION Wednesday, December 11, 2013 @ 7:00 p.m. Special Board of Education Meeting</p>
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MINUTES

Present: Maureen Westbrook, Marti White, Michelle Palumbo, Lee Bridgewater, Dee Adorno, Pat Labbadia, Kim Walker, Jackie Lyman

Absent: Sally Greaves (participated via telephone)

Also Present: Patricia A. Ciccone, Superintendent; Robert Hale, Katharine Bishop, Cori DiMaggio, Administrators; Lesley Wysocki, Business Manager; community members

I. CALL TO ORDER – The Special Meeting of December 11, 2013 was called to order by Superintendent Patricia A. Ciccone at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: MSSA Superintendent Awards for Westbrook Middle School students. These students will be recognized at the January Board of Education meeting.

IV. STUDENT REPRESENTATIVE REPORT – Lydia Murphy, Student Representative, provided the Board with a report on high school activities. Lydia reported on the success of the high school theatre production of *As You Like It*, Field Hockey players having raised \$1000 for Smilow Cancer Center; Interact Club's recycle bottle drive raising over \$100 for typhoon victims; students having attended the National School Climate Center in New York on December 6th; students attending Model UN in New York; the performances of the band and Kina Mama at the Westbrook Annual Tree Lighting; Football Banquet, National Honor Society Induction of 35 new members and Mr. Savage as an Honorary Chapter Member.

V. PUBLIC COMMENT: No comment

VI. BOARD ORGANIZATION AND ELECTION OF OFFICERS

A. Welcome: The Superintendent welcomed Jackie Lyman to her first Board of Education meeting.

B. Election of Officers: The Superintendent conducted nominations for officers of the Board of Education. Voting for nominated candidates was done by paper ballot and the results are as follows: **Chairman:** Moved by Marti White and seconded by Pat Labbadia to open the nominations for Chairman of the Board of Education. Moved by Pat Labbadia and seconded by Sally Greaves (via telephone) to nominate Maureen Westbrook as Chair. Moved by Marti White and seconded by Lee Bridgewater to close

the nominations for Chiarman. **Maureen Westbrook was elected unanimously as Chairman of the Westbrook Board of Education.**

Vice-Chairman: Moved by Pat Labbadia and seconded by Lee Bridgewater to open nominations for Vice Chairman. Moved by Maureen Westbrook and seconded by Michele Palumbo to nominate Lee Bridgewater as Vice Chairman. Moved by Pat Labbadia and seconded by Michele Palumbo to close the nominations for Vice Chair. **Lee Bridgewater was elected unanimously as Vice Chairman of the Board of Education.**

Secretary. Moved by Jackie Lyman and seconded by Lee Bridgewater to open nominations for Secretary. Moved by Jackie Lyman and seconded by Lee Bridgewater to nominate Kim Walker as Secretary for the Board of Education. Moved by Marti White and seconded by Dee Adorno to close the nominations for Secretary. **Kim Walker was elected unanimously as Secretary of the Board of Education.**

- C. **Committee Membership** - The Board of Education members were asked to consider on which committees they are interested in serving. Maureen Westbrook asked that each member indicate his/her interest by numbering first, second, and third choices. The committee membership will be determined and results will be given for the following committees: Communications, Long Range Planning, Policy, Negotiations, Insurance, PTSO Representatives, and LEARN Board of Directors.

VII. CONSENT AGENDA

- A. **Approval of the minutes of the Regular Meeting of November 12, 2013.** Moved by Lee Bridgewater and seconded by Michele Palumbo to approve the minutes of the regular meeting of November 12, 2013. **(Ayes)** M. Westbrook, M. White, M. Palumbo, D. Adorno, K. Walker, S. Greaves (via telephone), L. Bridgewater **(Abstained)** P. Labbadia and J. Lyman

VIII. NEW BUSINESS

IX. FINANCIAL REPORTS:

- A. Review of Check Listing: Lesley Wysocki provided check listings dated 11/7/13 in the amount of \$201,709.02 and on 11/21/13 in the amount of \$139,420.37 for the Board's review. She stated the freeze on spending continues while the state of the budget is evaluated. The Superintendent said the town has been approached about the Board of Education's interest in getting on the Board of Finance agenda. Pat Labbadia stated the Board is personally liable for any amounts over budget, which he stated is a serious concern and suggested pursuing assurances from the town to request indemnification if there is a final shortfall. **It was concluded that the Board direct the Superintendent to appear before the Board of Finance with a letter requesting indemnification if there is a shortfall in the budget. Moved by Pat Labbadia and seconded by Michele Palumbo. Vote unanimous.**
- B. Budget Narrative/ Review of Expenditure Report – Mrs. Wysocki provided an overview of the budget as it stands and a financial statement for the period ending 10/30/13. She continues to keep a watchful eye on Special Education tuitions.
- C. Line Item Transfer(s): There were none.
- D. Insurance Report: Lesley Wysocki reported health insurance with a surplus and has no information yet on a rate increase.
- E. Greenscape Contract – Lelsey reported on a meeting she had with the Town and with Greenscape, the company responsible for our grounds maintenance and snow removal.

She reported the Town and Board of Education are pleased with the performance of Greenscape. The contract is up June 30, 2014. It was suggested that a two year extension be considered on the existing contract with 2% increases for each year. Lesley mentioned the last time the Board went out to bid, there was only one other bid. After thorough discussion, it was concluded that the Town be encouraged to go out to bid with the Board of Education to insure the best pricing.

X. SUPERINTENDENT'S REPORT

- A. **Enrollment Report**—December 2, 2013: The Superintendent reported 835 students enrolled in our schools on December 2, 2013, compared to 875 enrolled December 1, 2012. October 1, 2013 enrollment is 833 students.
- B. **Budget Process:** The Superintendent reported the administrators are inputting data on their budget requests into BudgetSense. She stated that she appreciates the work on the part of the administrators and faculty. On the topic of the budget, Pat Ciccone mentioned talk of bringing back a School Resource Officer for ten months with the school and for two months for the town. The Board indicated the need for assurances of where that money would come from. Maureen said that we continue to look at safety and security and we do currently have a buildings and grounds patrol person. Maureen said the SRO should be considered only as part of safety and security plans if warranted, but not as a separate priority. Pat Ciccone said there is still more information to come in on safety and security mandates from the state. Thus far, no money has been expended. The district did apply for a grant but it is stipulated that the municipality cannot use the LOCIP funds it was planning to use to support the towns share of expenditures. Maureen Westbrook asked the Business Manager to check with the town on the schedule for the budget process and share that with the Board. She also asked the Superintendent if the budget was still frozen and if that was still holding and staff were complying. The Superintendent noted that the Central Office is being vigilant with purchasing requests.
- C. **Safety and Security Update:** The Superintendent reported on having a good experience with CREC (without cost) on their recommendations for security. She also talked about the planned training for staff and families on safety and security.
- D. **Four part series for parents/guardians & staff:** A representative from the National School Climate Center will be here on January 8 and 9 and will meet with the Policy Committee to begin writing a climate policy on January 9. The Superintendent reported that several dates have been determined to address School Climate based matters: January 21 at 7 p.m. to coincide with the Daisy PTSO meeting on the topic of School Climate vs Bullying/Harassment; Madeline Illinger will be presenting on February 27 on Special Education as it relates to School Climate and on March 20, St. Joseph's Department Head will speak on Creating Good Digital Citizens. Also, the FBI will join us and is creating a video to teach our kids what they will experience when posting messages. April 10 at 7:00 p.m. is scheduled to be a culmination of the information on School Climate.

Special Note:

The Superintendent informed the Board of the excellent news from the State Department of Education on the performance of our schools. She said that she is proud of our students and dedicated staff and administrators. Daisy and Westbrook Middle School are classified as Excelling Schools. Daisy was a School of Distinction last year, and this year the Middle School is a school of Distinction as well. In terms of CAPT performance, the high school is in the top third of high schools in Connecticut that are

progressing. A letter will go up on the website and the principals will be sending letters home to parents/guardians of students in their schools.. Maureen thanked each of the administrators for these impressive accomplishments.

XI. ADMINISTRATORS' COMMENTS

- A. **Middlesex Community College Offerings** – Mr. Hale talked about courses being offered to our students next semester from Middlesex Community College. There will be six classes per week and if there are open seats, our students could attend at no charge. There will be a Press Conference next Thursday announcing this opportunity. Mr. Hale thanked Pat Ciccone and Lesley Wysocki for their part in making this possible

XII. OLD BUSINESS:

- A. **CABE Convention** – Marti White shared highlights of the information she gained at the CABE Convention. She said she came away with good information and recommended a book, “The Smartest Kids in the world and How They Got that Way”, and also talked about “The Mindset for Student Growth”. Marti offered her Kindle if any board member is interested. She attended workshops on legislative issues and the evaluation process.
- B. **Policy 2151 – Hiring of School Administrators – Second Reading/Vote:** The Policy Committee reviewed Policy 2151 and suggested changing the wording to bring two finalists, *if appropriate, deleting “when possible”* including the recommended candidate, to the Board. *I recommend the BOE adopt Policy 2151 – Hiring of School Administrators, with the revisions made by the Policy Committee. Moved by Marti White and seconded by Dee Adorno to re-adopt Policy 2151 with revisions as indicated. Vote unanimous.*

XIII. BOARD COMMITTEE REPORT

- A. **Policy** - Marti White reported the Policy Committee will meet on January 9.
- B. **Communications – No report**
- C. **Long Range Planning** –Pat Labbadia reiterated that CREC is a tremendous asset to the Town and Board of Education. The December 18 meeting is rescheduled for sometime in January. That date will be forthcoming.
- D. **Insurance** – Lee Bridgewater said the Insurance Committee will meet in January. The Committee will be discussing Wellness Program Incentives. Lesley will gather information from USI for the meeting.
- E. **Negotiations –No report**
- F. **PTSO Representatives** – No reports

IV. PUBLIC COMMENT: No Comment

XV. PERSONNEL

- A. **Non-certified resignation(s)**
 - 1. **WHS/WMS School Nurse: Kaitlin Kruszewski** – The Board was informed that Kaitlin Kruszewski submitted her resignation effective December 6, 2013.
 - 2. **WHS/WMS Nurse Assistant- Cheryl Ashburner** – The Board was informed that Cheryl Ashburner submitted her resignation effective December 20, 2013.

XVI. PERSONNEL: Discussion of matters that would result in the disclosure of exempt matters related to retirements.

Moved by Michele Palumbo and seconded by Marti White to move into **Executive Session** at 9:13 p.m. **Vote unanimous.** Bob Hale and Kit Bishop were invited to attend for the first ten minutes. The Superintendent also was invited to attend the session. Bob Hale and Kit Bishop presented their requests for retirement separately. Discussion followed.

Moved by Michele Palumbo and seconded by Lee Bridgewater to move back into **Regular Session** at 10:50 p.m. **Vote unanimous.**

Moved by Pat Labbadia and seconded by Dee Adorno to accept the Retirement of Bob Hale. **Vote unanimous.**

Moved by Michele Palumbo and seconded by Dee Adorno to accept the Retirement of Kit Bishop. **Vote unanimous.**

A motion was made for the Chairman and the Superintendent to develop an Interim contract for Bob Hale through the remainder of the school year. **(Ayes)** Maureen Westbrook, Michele Palumbo, Lee Bridgewater, Marti White, Kim Walker, Pat Labbadia, Jackie Lyman **(Abstained)** Dee Adorno

A motion was made for the Chairman and the Superintendent to develop an Interim contract for Kit Bishop through the remainder of the school year. **(Ayes)** Maureen Westbrook, Michele Palumbo, Lee Bridgewater, Marti White, Kim Walker, Pat Labbadia, Jackie Lyman **(Abstained)** Dee Adorno

Moved by Kim Walker and seconded by Lee Bridgewater to move back into **Executive Session** at 10:58 p.m. for discussion of matters that would result in the disclosure of exempt matters, related to the Superintendent's contract. **Vote unanimous.**

Moved by Dee Adorno and seconded Jackie Lyman to move back into **Regular Session** at 11:07 p.m. **Vote unanimous.** Moved by Jackie Lyman and seconded by Pat Labbadia to approve a salary adjustment for Superintendent, Patricia A. Ciccone. **Vote unanimous.**

XVII. ADJOURN: Moved by Kim Walker and seconded by Michele Palumbo to adjourn at 11:10 p.m. **Vote unanimous.**

Respectfully submitted,

Dr. Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

