WESTBROOK BOARD OF EDUCATION
Thursday, February 11, 2016 @ 7:00 p.m.
Special Board of Education Meeting

MINUTES

Present: Lee Bridgewater, Marti White, Michelle Palumbo, Sally Greaves, Mary Ella Luft, Don Perreault

Absent: Dee Adorno, Kim Walker, Jackie Lyman

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 Special Board of Education meeting of February 11, 2016 was called to order by Lee Bridgewater, Chair, at 7:00 p.m. in the Westbrook High School library.

Moved by Michelle Palumbo and seconded by Marti White to move Item VI. to after Item VII. on the agenda. Vote unanimous.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: Eighth grade Scholastic Art Award winners, Sarah Davey, Ian Whitehouse, and Isabel Araya were recognized for having received awards for their artwork as part of the 26th Annual CT Scholastic Art Awards. Sarah Davey received an Honorable Mention in Division 1 Printmaking for her silkscreen print, *Autumn Leaves*; Ian Whitehouse and Isabel Araya both garnered Silver Key Awards for their silkscreen self-portraits, *Me*, and *Selfie*. Mrs. Egan, WMS art teacher, explained the silkscreen process for each of the student's artwork, and they were presented with certificates from the Board for their accomplishments.

IV. STUDENT REPRESENTATIVE REPORT – Caitlin McNary reported on high school activities, including a presentation from Dr. Henry Lee, well-known Forensic Specialist. She said that juniors will be taking the SAT's on March 2; parent teacher conferences were in progress, the Project Graduation Polar Plunge has been rescheduled for February 21, and Seniors are actively painting bricks in the hallway to the right of the library. Boys' basketball status is currently 10-5 and Girls' Basketball at 11-6.

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

VI. ADMINISTRATOR(S) COMMENTS

A. Grade Reform Project/Successful Learner Traits – Third Quarter Report cards: Mrs. DiMaggio, WMS Principal, updated the Board on the grade reform project for the middle school. Board members were given a handout listing the traits of a successful learner. She said the ratings for those traits will be "Consistently", "Sometimes", and "Rarely ". The grade reform committee is working with a consultant and is considering a website presentation for parents to view on the grading reform process. The BOE discussed parent reaction to the grade reform project and changes to the report card. They also commented on parent reactions to parent/teacher conferences format in the middle school. A short survey was suggested as a means to monitor parent reactions. The Superintendent commended Mrs. DiMaggio for her work on grade reform and the progress in a short amount of time. Board members thanked Mrs. DiMaggio for her excellent work to lead/pilot the grade reform initiative.

VII. NEW BUSINESS

A. Budget Development Workshop: Superintendent Patricia Ciccone provided a PowerPoint presentation of the 2016-17 Superintendent's Budget Proposal. This was the Board's second opportunity to hear the Superintendent's budget proposal. Several slides were shown including goals of the Westbrook Public Schools and the Westbrook BOE Budget Goals, enrollment projections, Board Budget Guidelines, and an explanation of how the budget is built starting with a zero-based approach. The Superintendent talked about budget assumptions and facts including the impact of declining enrollment. On the topic of declining enrollment, Superintendent Ciccone addressed regionalization as a very limited option and further noted that the towns that have regionalized have regrets. She did say, however, that collaboration is of great interest among Superintendents. She mentioned the importance of being clear and transparent when presenting the budget to the Board of Finance and to the town. A Budget by Object chart showed Salaries and benefits as the biggest part of the budget; which is in line with staff being "our greatest resource". The slides included Transportation, Tuition, Supplies/Utilities, Equipment and a Summary of Special Education costs. The proposed 2016-17 budget of $17,771,630 is an increase of 1.76% over the 2015-16 budget. The Board will take the Superintendent's proposal into consideration and will approve the budget at the March BOE meeting. The BOE is set to present the budget to the Board of Finance on March 16th. It will then be presented at a public hearing at a Town meeting in the near future.

VIII. SUPERINTENDENT'S REPORT

A. Enrollment – February enrollment totals were provided.

B. Marketing Schools – The Superintendent mentioned that the marketing initiative has been covered in the budget proposal presentation.

C. Summer Facilities Projects/Programming Impacts: This summer the district must site summer school, extended school year services, etc., and will also need to site as much of Parks and Recreation programs as possible. Superintendent Ciccone made the Board aware of upcoming facilities projects that will impact the use of the buildings. She will be meeting with Rich Annino, Park and Recreation Director, to discuss alternative plans and has had discussions with Madeline Illinger, Special Services Director and Cori DiMaggio, WMS Principal, on facility arrangements for student-based programs that will begin at the end of the school year.

IX. OLD BUSINESS: None

X. CONSENT AGENDA

Approval of Minutes:

1. Regular Meeting – January 12, 2016: Moved by Michelle Palumbo and seconded by Sally Greaves to approve the minutes of the regular meeting of January 12, 2016. Vote unanimous.

XI. FINANCIAL REPORTS

A. Review of Check Listing: Board members reviewed check listings for January 14, 2016 in the amount of $168,864.19 and for January 28, 2016 in the amount of $90,273.27.

B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget.

C. Line Item Transfer: No transfers to report

D. Insurance Report: Mrs. Wysocki provided a current insurance report showing the figures in good standing. She also talked about the Insurance Reserve account figures.

XII. BOARD COMMITTEE REPORTS

A. LEARN report – D. Adorno (no report)

B. Policy– M. White said the committee will meet on February 25 at 5:00 pm. The Wellness policy will be reviewed.

C. Communications - J. Lyman (no report)

D. Long Range Planning (no report)

E. Insurance - L. Bridgewater – see Item XI. D

F. Negotiations - S. Greaves (no report)

G. PTSO Representatives - Michelle Palumbo reported on middle school PTO including a presentation from Amy Callahan on Restorative Practices; Ruth Rose reported that PTO is sponsoring a Book Fair at Daisy and there will be a Read Across America Day. Improvements have been made to the pre-school playground and there are plans for a ribbon cutting ceremony.

XIII. PERSONNEL:

A. New Hires – Non-Certified (FYI)

1. High School Secretary – Alicia Adinolfi's first day in the WHS office was Monday, February 1. She comes to Westbrook from the Town of Wallingford, where she worked as a secretary in the Athletic Department, and she was also currently a substitute secretary for the East Haven Board of Education.

XIV. EVALUATION OF SUPERINTENDENT:

Superintendent Ciccone provided the Board with an update of her goals and objectives. See Item XIV.C.

A. Legal Updates: Superintendent Ciccone said that she has had a conversation regarding responsibilities of the BOE and legal obligations for repairs pertaining to the grounds, such as the parking lot, with Board attorneys. The conversation centered around budgeting for such items. The initial issue has been resolved, but the Board does have the responsibility to keep funds aside in the budget for such grounds' repairs. She related a few ways the BOE might approach that obligation in future years.

B. Transportation Contract: The Superintendent reported that the transportation contract is coming up for renewal, and that the Board might want to consider extending the contract for a year or two, as part of the possibility of joining in cooperative transportation bidding with other school districts in the future.

C. The Superintendent provided an updated list of issues and activities, and accomplishments associated with her goals since January 2015. The list was briefly discussed and BOE members will use that as a basis for the superintendent's evaluation/renewal.

XV. ADJOURN: Moved by Michelle Palumbo and seconded by Sally Greaves to adjourn at 9:30 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk