WESTBROOK BOARD OF EDUCATION
Tuesday, August 11, 2015 @ 7:00 p.m.
Regular Board of Education Meeting

MINUTES

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

Absent: Sally Greaves, Marti White

Also Present: Patricia A. Ciccone, Superintendent; Ruth Rose, Tara Winch, Administrators: Madeline Illinger, Director of Special Education and Student Services; Lesley Wysocki, Business Manager; Ben Russell, Technology Specialist; Thomas Cosgriff,

I. CALL TO ORDER – Maureen Westbrook, Chair, called the meeting of August 11, 2015 to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS: None

IV. STUDENT REPRESENTATIVE REPORT: None

V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items: Lisa Winch commented that the WHS PTSO was scheduled to meet on Monday, August 17 to discuss election of officers, and the first regular meeting is scheduled for September 21 at 7:00 p.m.

Maureen Westbrook, Chair, requested the Board vote to move Item IX. Administrator Comments and Item XIII. Personnel up on the agenda. *Moved by Kim Walker and seconded by Lee Bridgewater. Vote unanimous.*

VI. CONSENT AGENDA

Approval of Minutes:

1. Regular Meeting – June 09, 2015: *Moved by Michelle Palumbo and seconded by Dee Adorno to approve the minutes of the June 09, 2015 meeting minutes and the special meeting minutes of July 21, 2015. Vote unanimous.*

VII. NEW BUSINESS: Vote Anticipated

1. **Annual Board of Education Meeting Dates:** The Board approved the Board of Education annual meeting dates which are required to be posted at the town hall from January to January. *Moved by Kim Walker and seconded by Lee Bridgewater to approve the meeting dates from January 12, 2016 through January 2017. Vote unanimous.*
2. **Healthy Food Certification 2015-16: Healthy Food Certification** – The Board of Education voted to certify that Westbrook Public Schools will again participate in healthy

foods certification as stated in CT Statute 10-215f and exempt certain foods under the criteria established as follows: 1) the sale is in connection with an *event* occurring *after the end of the regular school day or on the weekend;* 2) the sale is at the *location* of the event; and 3) the food is *not sold from a vending machine or school store. Moved by Lee Bridgewater and seconded by Jackie Lyman for the Board to certify that all food items offered for sale to students in the schools under our jurisdiction, unless exempted, will meet the CT Nutrition Standards published by the CSDE.* ***Vote unanimous****.*

3. **Disposition of Outdated Books: Policy 3260**: In accordance with Policy 3260, the Board of Education approved the recommendation of the Superintendent of Schools to dispose of outdated textbooks which are no longer useful to the educational program. *Moved by Jackie Lyman and seconded by Michelle Palumbo to approve the recommendation to dispose of outdated books. Vote unanimous.*
4. **Rotary Exchange Student:** A student from Taiwan, Teng Lu Yu (aka Frank) applied through the Rotary Exchange program to attend Westbrook High School for one year. A host family has been identified, thus the Board was asked to approve the exchange for Frank to attend WHS for the 2015-16 school year. A Westbrook student, Logan Muckle will be attending a school in South America for one year. *Moved by Lee Bridgewater and seconded by Kim Walker to approve the Rotary exchange student, Teng Lu Yu, to attend WHS for one year. Vote unanimous.*

VIII. SUPERINTENDENT'S REPORT

A. Enrollment – Superintendent Ciccone reported year end enrollment of 816 students and updated the Board on incoming pre-K and kindergarten students.

B. Calendar Changes 2015-16: Superintendent Ciccone told the board that clarifying language was added to the 2015-16 calendar relative to the last day of school, depending on unscheduled school closings.

C. Convocation – Opening Schedules & Back to School Staff Letter: Superintendent Ciccone informed the Board that she will be sending out welcome back letters to the staff via email and School Messenger. Maureen Westbrook usually attends Convocation as the Board Chair to give welcoming remarks. She is unable to attend this year; thus, board members were asked if anyone could fill in for her and to inform her or the Superintendent.

D. SBAC Update: The Superintendent reported the scores on SBAC are currently embargoed and reported the state is moving away from SBAC testing for juniors and using SAT's.

IX. ADMINISTRATOR(S) COMMENTS

A. Special Education Annual Performance Report – Madeline Illinger reported that Westbrook is meeting all requirements on the Annual Performance Report for Special Education and gave a detailed report.

B. NEASC – Tara Winch talked about the 2017 NEASC visit. The Steering Committee is being restructured due to some recent resignations. Board members will be asked to serve on committees as the time approaches.

C. Curriculum – Readers'/Writers' Initiative – Ruth Rose spoke about the writing workshops and reading programs and professional development at Daisy. She reported that teachers have worked together and teachers have been in classrooms over the summer.

X. OLD BUSINESS

A. Westbrook Educator/Administrator Evaluation & Support Plan – Re-Approval: The Board was asked to re-approve the Educator/Administrator Evaluation & Support Plan with the edits suggested by CSDE. *Moved by Kim Walker and seconded by Jackie Lyman to re-approve the Westbrook Educator/Administrator Evaluation Plans with edits. Vote unanimous.*

XI. FINANCIAL REPORTS:

A. Review of Check Listing: Board members reviewed check listings for the months of June (year-end report) and July and the expenditure report. Check listings for **6/4/15** in the amount of $179,506.64; **6/18/15** for $132,119.69; **6/29/15** for $184,482.31; **6/30/15** for $259,401.76; **Other July check listings:** $40,943.09, $39,315.48 and $44,460.79.

B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget. She reported she has reconciled with the town for 2014-15.

C. Line Item Transfer: None

D. Insurance Report: The Board was provided a copy of the insurance report for July 1, 2014 - June 30, 2015.

XII. BOARD COMMITTEE REPORTS

A. Policy – Nothing to report at this time. The Wellness Policy will be reviewed.

B. Communications – Nothing to report at this time.

C. Long Range Planning – Nothing to report on LRP but Pat Labbadia talked about School Building Committee projects and upcoming meeting on August 26.

D. Insurance- Lee. Bridgewater said the Student Accident Insurance was renewed with no increase.

E. Negotiations –Superintendent Ciccone reported that negotiations are continuing and committee members will be receiving edited documents.

F. PTSO Representatives – No report. Jackie Lyman and Lee Bridgewater agreed to exchange the schools that they currently represent.

XIII. PERSONNEL:

A. Child-Rearing Leave Request: A child-rearing leave request was approved for Erica Evans from December 3, 2015 through the end of the school year. *Moved by Lee Bridgewater and seconded by Pat Labbadia. Vote unanimous.*

B. Professional Appointments: The Board was asked to approve the following teacher appointments for the Westbrook Public Schools::

1. ***Jenna Brady*** – Special Education Teacher (Daisy) –
2. ***Linnea Fitzgerald*** – Special Education Teacher (WMS)
3. ***Kara Lesandrine*** – Special Education Teacher (WHS) One-year position.
4. ***Brittany Palermo*** – Special Education Teacher (Daisy) Reading and Writing
   Moved by Kim Walker and seconded by Lee Bridgewater to approve the appointments of Jenna Brady, Linnea Fitzgerald, Kara Lesandrine and Brittany Palermo as teachers for Westbrook Public Schools. Vote unanimous.
5. ***Thomas (Teg) Cosgriff*** - Athletic Director: The Board was asked to approve the recommendation to appoint Thomas Cosgriff as Westbrook Schools Athletic Director. *Moved by Kim Walker and seconded by Lee Bridgewater to approve the appointment of Thomas Cosgriff as Westbrook Schools Athletic Director. (7ayes) M. Westbrook, L. Bridgewater, D. Adorno, K. Walker, M. Palumbo, J. Lyman (1 opposed): P. Labbadia*

C. Professional Resignation(s):

1. ***Steve Albrecht*** – WHS English teacher, submitted his resignation effective July 27, 2015.
2. ***Sarah Lefrancois*** – WHS Art Teacher, submitted her resignation effective immediately.
   Moved by Michelle Palumbo and seconded by Lee Bridgewater to accept with regret the resignations of Steve Albrecht effective July 27, 2015 and Sarah Lefrancois effective immediately. Vote unanimous.

D. Non-Certified Appointment(s): For the Board's information the following are new hires and a non-certified resignation:

1. ***Sara Gomes*** – PT Paraprofessional (Daisy)
2. ***Kelly Hunt*** – FT Job Coach
3. ***Shealyn Redfield*** – Daisy Ingraham Secretary

E. Non-Certified Resignation(s):

1. ***Susan Cummings***, Paraprofessional, WHS, submitted her resignation effective 7/31/15.

XIV. ADJOURN: *Moved by Kim Walker and seconded by Michelle Palumbo to adjourn at 8:39 p.m. Vote unanimous.*

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk