

**WESTBROOK BOARD OF EDUCATION**  
**EDUCATE, CHALLENGE, & INSPIRE**

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<p><b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, May 14, 2019</b> <b>Regular Board of Education Meeting</b> <b>WHS Library</b></p>
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**MINUTES**

BOE Members Present: Lee Bridgewater, Kim Walker, Don Perreault, Michelle Palumbo, Zachary Hayden, Jackie Lyman, Dee Adorno, Sally Greaves, Mary Ella Luft

Also Present : Superintendent Patricia A. Ciccone; Administrators Ruth Rose, Tara Winch, Taylor Wrye, Madeline Illinger; IT Specialist Ben Russell; Guests Amy Norton, Linnea Fitzgerald, students & parents

- I. **CALL TO ORDER** – Lee Bridgewater, Chair, called the Regular Board of Education Meeting of May 14th, 2019 to order at 7:00 p.m.

*Moved by M. Luft and seconded by Z. Hayden to move Item IV. Student Representative Report to a later time on the agenda. Vote unanimous.*

II. **PLEDGE OF ALLEGIANCE**

III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS:**

A. **WMS CAS Scholar/Leader Awards:** Daniel Genovese and Adriana Stranieri were recognized for having received the Middle School CAS Scholar Leaders Awards. These awards are based on scholarship and leadership in the community. Mr. Wrye, WMS Principal, talked about the accomplishments of each of the students and the Board presented them with Certificates of Excellence. These students will also be honored at the Aqua Turf on June 3<sup>rd</sup>.

B. **Teacher/Staff Appreciation:** Superintendent Ciccone and L. Bridgewater, Chair, acknowledged the teachers, nurses, and staff for Teacher/Staff Appreciation Week. Each employee was given a token of appreciation.

C. **Volunteer Recognition** – Tabled until June BOE meeting

- IV. **STUDENT REPRESENTATIVE REPORT** - Katelyn Wallace reported on spring sports standings, including Baseball (6-11); Softball (26-5), Girls' Tennis (11-6), Boys' Tennis – 2<sup>nd</sup> in shoreline; and the track team working with underclassman. She also reported that AP

exams are finishing up; the 24- Hour Play Festival is coming up; as well as Underclassman Awards and Senior Awards.

V. **PUBLIC COMMENT** - None

VI. **ADMINISTRATOR(S) COMMENTS**

**A. Assistive Technology Conference** – M. Illinger introduced Amy Norton from East Conn, acknowledging her for her work with Assistive Technology; Linnea Fitzgerald, Special Education Teacher, as well as several students who attended the Assistive Technology Conference at the Hartford Hilton. The Board viewed a video of the students talking about their favorite ways to use the technology provided to them for reading and writing. Madeline Illinger reported on the students’ participation at the conference and as an audience member, Superintendent Ciccone praised the students stating that it was a pleasure to see our talented adults guide our students to be the primary speakers.

VII. **NEW BUSINESS:**

**A. Field Trip Request**

- 1. The Walter Kerr Theatre, NYC, NY:** Grade level 9 English teachers requested approval of a trip to New York City to The Walter Kerr Theatre to see the musical, *Hedestown*, on May 22, 2019. Six chaperones will accompany 60 students and travel will be by Coach bus. Departure from school will be at 8:30 a.m. and approximate time of return is 6:30 p.m. *Superintendent Ciccone recommended the BOE approve the English department field trip request to NYC to the Walter Kerr Theatre on May 22, 2019. Moved by K. Walker and seconded by M. Palumbo to approve the field trip to New York City on May 22, 2019. Vote unanimous.*

**B. Healthy Food Certification and Food Services Update** – M. Conway presented to the Board on the topic of Food Services and Nutrition. She reported the overall meal satisfaction while staying within the guidelines. She said there has been a 5% increase in participation at the elementary and middle school levels and 10% at the high school level. She mentioned the decrease in operating costs due to the East Conn Co-op Bid participation. She added that students continue to be served whole grain foods, fresh fruits and vegetables. This led into the annual approval by the Board to certify that all food items sold to students will meet the Connecticut Nutrition Standards as outlined in Section 10-215f of the CT General Statutes.

Superintendent Ciccone recommended that pursuant to C.G.S. Section 10-215f, the board of education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school

stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

*Moved by D. Perreault and seconded by M. Luft to agree to comply with C.G.S. Section 10-215f for the 2019-2020 school year as described. Vote unanimous.*

Superintendent Ciccone recommended that the board of education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 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 items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

*Moved by D. Perreault and seconded by M. Palumbo to agree to allow exemptions of food items to C.G.S. Section 10-215f, given the conditions outlined are followed. Vote unanimous.*

### **Information on Beverages**

Superintendent Ciccone recommended the board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 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 beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

*Moved by J. Lyman and seconded by M. Palumbo to agree to comply with C.G.S. Section 10-221q for the 2019-2020 school year as described. Vote unanimous.*

### **C. 403B Plan Resolution and Adoption:**

Superintendent Ciccone provided the Board with information on the IRS template regarding 403B plans and the mandate for plans to comply with legal requirements. Superintendent Ciccone stated that L. Wysocki, Business Manager, has worked with USI and legal counsel to make sure our 403B plan fits and we are compliant with IRS. Plan sponsors have until March 31, 2020 to convert their plans to the new IRS preapproved plan, which Westbrook has done. Some Board members preferred to table this to have a read of the Plan in its entirety. *Moved by*

*Z. Hayden and seconded by M. Palumbo to table this item and place it on the June, 2019 agenda. Vote unanimous.*

**D. AFT Bargaining Unit Agreement** – Tabled until AFT meets.

## **VIII. POLICY**

**A.** Policy 4118.4 – Electronic Communications – First Reading- Tabled until further review by legal counsel. The Policy Committee will convene for further discussion of regulation replacement items suggested by legal counsel to be considered.

## **IX. SUPERINTENDENT’S REPORT**

**A.** Enrollment: Superintendent Ciccone reported current enrollment of 699 students, (Pre-K through 12, which includes 8 out placed students.)

**B.** Hiring Stats Update (SY 2019-20) – Superintendent Ciccone stated that hiring for replacement positions is in progress and we are fortunate to be drawing impressive talent in our applicant pools.

**C.** Graduation Survey Article – Superintendent Ciccone said that she is writing an article for “Westbrook Events” reporting on the acceptance of our students at many impressive colleges and universities. She said there are many reasons that impact students final choices; financial, family reasons, student needs, distance, etc. but their successes are written in the acceptances they are receiving. The article will be in the next issue of *Westbrook Events* due for publication on June 17<sup>th</sup>. She will also distribute the article to newspapers and post on the website.

## **X. OLD BUSINESS**

## **XI. CONSENT AGENDA**

Approval of Minutes:

1. Regular Meeting – April 09, 2019: *Moved by S. Greaves and seconded by D. Adorno to approve the minutes of April 9<sup>th</sup>, 2019. Vote unanimous.*

## **XII. FINANCIAL REPORTS**

**A.** Review of Check Listing: Board members reviewed check listings for April 4<sup>th</sup>, 2019 in the amount of \$91,558.07 and for April 17<sup>th</sup>, 2019 for \$161,050.09.

**B.** Budget Narrative/Review of Expenditure Report: L. Wysocki provided a written statement of the budget as it stands. Administrators have been advised to provide their needs before close-out of the budget this year.

**C.** Line Item Transfer - None

**D.** Insurance Report – A current Insurance report was provided.

## **XIII. BOARD COMMITTEE REPORTS**

**A.** LEARN Report – D. Adorno reported on the LEARN Board of Directors meeting which included the budget presentation and discussion on policies. The next

meeting is scheduled for June 2<sup>nd</sup> at 8:30 a.m. and Dee encouraged any interested board member to attend with her, to possibly replace her in the fall.

- B. Policy– K. Walker reported on the recent policy meeting and the committee’s effort to tighten up the electronics policies.
- C. Long Range Planning – No meetings
- D. Insurance – No meetings
- E. Negotiations - S. Greaves reported the AFT contract to hopefully to be resolved soon.
- F. Town Energy Ad Hoc Committee – No meeting
- G. PTSO Representatives – No meetings

#### XIV. PERSONNEL

##### A. Certified Resignation(s):

1. Diane Lewis, Reading/Language Arts Specialist at Daisy Ingraham, submitted a letter of retirement effective June 30, 2019, after 28 years. *Superintendent Ciccone recommended the Board accept with deep regret the retirement of Diane Lewis, effective June 30, 2019. Moved by K. Walker and seconded by Z. Hayden. Vote unanimous.*
2. Carrie Ryall, WHS Science Teacher, submitted a letter of resignation effective June 30, 2019. *Superintendent Patricia A. Ciccone recommended the BOE accept a letter of resignation from Carrie Ryall, effective June 30, 2019. Moved by M. Palumbo and seconded by M. Luft. Vote unanimous.*

##### B. Non-certified New Hire(s):

The Board was advised of the following non-certified new hires:

1. Rebecca Williams – Paraprofessional – Daisy Ingraham
2. Julia Luster – Special Services Secretary
3. Diane Fencil – PT Daisy Secretary

*Moved by M. Palumbo and seconded by K. Walker to move into Executive Session at 8:18 p.m. Vote unanimous.*

#### XV. EXECUTIVE SESSION

##### A. BOE Training – Discussion

*Moved by D. Perreault and seconded by Z. Hayden to move back into regular session at 8:44 p.m. Vote unanimous.*

XVI. ADJOURN: *Moved by D. Perreault and seconded by M. Palumbo to adjourn at 8:44 p.m. Vote unanimous.*

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

