

*EDUCATE, CHALLENGE, & INSPIRE*

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**WESTBROOK BOARD OF EDUCATION**

**Tuesday, February 9, 2021 @ 7:00 p.m.**

**Special Board of Education Meeting**

**Google Meet**

**MINUTES**

Members Present: Zachary Hayden, Sally Greaves, Kim Walker, Mary Ella Luft, Michelle, Palumbo, Don Perreault, Michele Brigham, Christine Kuehlewind, Mike Esposito

Also present: Superintendent Kristina Martineau; Administrators: Tara Winch, Ruth Rose, Susan Miller, Fran Lagace; L. Wysocki, Business Manager; IT Specialist, Ben Russell; faculty/staff/community members

**I. CALL TO ORDER** – Z. Hayden, Chair, called the Regular Board of Education meeting of February 9, 2021, to order at 7:01 p.m. via Google Meet.

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD OF EDUCATION ACKNOWLEDGEMENTS** - none

**IV. STUDENT REPRESENTATIVE REPORT** – No report

**V. PUBLIC COMMENT**

Leslie Fuchs commented that she appreciates the recent weather calls but wanted clarification on remote versus snow days . She also voiced a concern about the social emotional well being of teachers and should the school calendar be adjusted to help teachers with preparation to better help students.

Janet Dickey referred to pg. 19 of the proposed budget to cut the Athletic Director position and the proposed Dean of Students replacing that position part time. She voiced her opinion that the Athletic Director position should be a full time position.

Sheridan Bauman commented that parents should be made aware of the elimination of the athletic director position.

**VI. ADMINISTRATOR(S) COMMENTS** - None

**VII. NEW BUSINESS**

**A. BOE Structure for New and Existing Committees**

Z. Hayden, Chair, reported that the Board held a Special Meeting on January 26, 2021 to discuss restructuring Board Subcommittees as follows:

1. Communications/Marketing
2. Fiscal & Budget (Insurance)

3. Long Range Planning
4. Negotiations
5. Policy
6. PTSO
7. Teaching & Learning
8. Technology
9. LEARN

More discussion will follow in Executive Session when the Board discusses Board Goals and the alignment with the subcommittee restructuring.

C. Kuehlewind reported back to the Board that the BOE LEARN representative cannot be a shared position due to the person being designated as a voting member; thus there can be no rotation among members. The person who fills this position would need to be available for a Thursday morning meeting one a month. More discussion will follow on this Board committee position

*MOTION by M. Luft and SECOND by K. Walker to approve the above-mentioned subcommittees of the Board of Education: Aye(s): M. Palumbo, C. Kuehlewind, M. Brigham, S. Greaves, K. Walker, M. Luft, D. Perreault, M. Esposito, Z. Hayden MOTION CARRIES*

K. Walker, Policy subcommittee Chair, reported the following policies have been reviewed and revised by the Policy Subcommittee and are being brought to the full board for a first reading, and will be brought back to the Board in March for approval.

- B. Policy 4118.237 – Facemasks/Face Coverings
- C. Policy 5145.44 – Title IX–
- D. Policy 9221 – Board Member Vacancies

## **VIII. SUPERINTENDENT’S REPORT**

- A.** Enrollment – Superintendent Martineau reported February enrollment totals of 649 students Pre K through 12, which includes 8 out-placed students.
- B.** Remote Learning Update – Superintendent Martineau updated the Board on the current status of remote learning students. Daisy is at 88.6% students in-person and 11.4% remote; Middle School is at 76.5% in-person and 23.5% remote; and High School is at 64.4% in-person and 35.6% remote. Superintendent Martineau reported that currently there is only one COVID case at Daisy and one staff quarantined; and zero cases at both middle and high schools.
- C.** Entry Plan Update: Superintendent Martineau reported that she continues to “meet and greet” and in keeping with her goals, places Teaching and Learning “front and center”. She will report next month on her first 90 days.
- D.** Middle School Principal Search Update: Superintendent Martineau commented that she has received 14 applications at this point and expects more by the closing date of March 1. Applications will be reviewed by a committee and the interview process should begin on March 11. The position has been posted internally and externally. She has already met with focus groups. She invited Board members to participate and to contact her or Cecilia if interested by the end of the week.
- E.** Superintendent’s Proposed Budget for Fiscal Year 2021-2022: Superintendent Martineau presented slide by slide her Proposed Budget for Fiscal Year 2021-2022. She is recommending an increase of \$254,705 or 1.40% over the approved budget for FY 2020-21. In the presentation, some of the highlights included Enrollment Projections PreK – 12, Salaries and Wages which includes a proposed 1.0 FTE TESOL teacher for Daisy; elimination of a 1.0 FTE Athletic Director; Creation of a Dean of Students and Activities and

change in middle school principal position as a 206 days position. Other slides showed Purchased Services, Transportation, Tuition, Supplies and Utilities and Equipment. Z. Hayden, Chair, gave Board members opportunity to speak. S. Greaves commented in light of public comment, she thought the public needs more clarity on the elimination of the full-time Athletic Director position. Superintendent Martineau reassured that the decision was thought out and the plan is to gain the appropriate teacher/leader and will not compromise the athletic program in any way. Other board members comments: M. Brigham said it is a good plan for the next few years and setting up for Career Pathways; C. Kuehlewind appreciated the transparency and requested a breakdown of tiers of certified personnel; and M. Esposito agreed. Z. Hayden offered to facilitate for board members to schedule time with L. Wysocki or Superintendent Martineau if they needed more detail. D. Perreault also appreciated details. M. Luft commented tough decisions had to be made; K. Walker was pleased with detail and expressed appreciation to Superintendent Martineau, L. Wysocki and Administrators. Superintendent Martineau recommended the Board approve the Proposed Budget for Fiscal Year 2021-2022 as presented with a 1.40% increase. MOTION by M. Palumbo and SECOND by M. Luft to adopt the proposed budget as the Board of Education's budget for the 2021-2022 fiscal year with an increase of 1.40%. Vote: Aye(s): M. Brigham, C. Kuehlewind, D. Perreault, M. Luft, K. Walker, Z. Hayden; Nay(s): M. Esposito S. Greaves M. Palumbo  
MOTION CARRIES

MOTION by K. Walker and SECOND by M. Palumbo to add to the next agenda the topic of Athletic Director for the purpose of clarity. Aye(s): K. Walker, M. Luft, D. Perreault, M. Esposito, M. Palumbo, C. Kuehlewind, M. Brigham, S. Greaves, Z. Hayden MOTION CARRIES

**IX. OLD BUSINESS:** No old business

**X. CONSENT AGENDA**

**A. Approval of Minutes:**

1. Regular Meeting of January 12, 2021
2. Special Meeting of January 20, 2021
3. Special Meeting of January 26, 2021
4. Special Meeting of February 2, 2021

MOTION by K. Walker and SECOND by M. Brigham to approve the minutes of January 12, 2021, January 20, 2021, January 26, 2021 and February 2, 2021. Vote: Aye(s): K. Walker, M. Luft, D. Perreault, M. Esposito, M. Palumbo, C. Kuehlewind, M. Brigham, S. Greaves, Z. Hayden  
Vote unanimous.

**XI. FINANCIAL REPORTS**

- A. Review of Check Listing:** Board members reviewed check listings for January 7, 2021 in the amount of \$187,319.48 and for January 21, 2021 in the amount of \$103,354.49.
- B. Budget Narrative/Review of Expenditure Report to include Legal Expenditures.** Mrs. Wysocki provided an overview of the budget as it stands. She reported the offset for COVID expenses is \$93,356 and will report remaining CRF funds by the end of March.
- C. Line Item Transfer**
- D. Insurance Report:** An Insurance report was provided.

**XII. BOARD COMMITTEE REPORTS**

- A. Policy – K. Walker reported the Policy Subcommittee will be working on the Graduation Requirements policy.
- B. Long Range Planning - M. Palumbo reported moving forward with CIP and that the committee will be reviewing RFP's created by our consultant , Roger LeFleur.
- C. Insurance – M. Luft reported the Insurance Subcommittee met and the Insurance representative provided a review of the process and there was discussion on the percentage chosen to offset the budget.
- D. Negotiations - S. Greaves (no meetings)
- E. Town Ad Hoc Committee – L. Wysocki reported a meeting will take place in two weeks.
- F. PTSO Representatives - M. Luft reported on Daisy PTSO activities including virtual fundraisers and the Daisy Dash will be virtual in April. She reported that students are enjoying the Climbing Wall provided by PTSO. Z. Hayden referred to Principal; Miller who reported a drive to gain parent participation is currently the focus of the middle school PTSO and over the holiday they provided support for struggling families. High School PTSO did not meet per M. Esposito.

**XIII. PERSONNEL** – No personnel items

*MOTION by Z. Hayden and SECOND by M. Brigham to move to Executive Session at 8:42 p.m. and to invite Dr. Martineau: to discuss BOE Goals and Superintendent Goals. Vote: (Ayes): K. Walker, M. Luft, D. Perreault, M. Palumbo, C. Kuehlewind, M. Brigham, S. Greaves, Z. Hayden Nay(s): M. Esposito MOTION CARRIES*

**XIV. EXECUTIVE SESSION**

- A. Board of Education Goals – review and discussion
- B. Superintendent's Goals – review and discussion

The Board moved back to Regular Session at 9:22 p.m.

*MOTION by K. Walker and SECOND by M. Palumbo to approve the BOE Goals as presented. Aye(s): M. Luft, M. Palumbo, S. Greaves, C. Kuehlewind, K. Walker, D. Perreault, M. Esposito, M. Brigham, Z. Hayden MOTION CARRIES*

*MOTION by D. Perreault and SECOND by S. Greaves to approve Superintendent Martineau's Goals as presented. Aye(s): M. Brigham, M. Esposito, C. Kuehlewind, K. Walker, S. Greaves, M. Palumbo, M. Luft,, D. Perreault, Z. Hayden MOTION CARRIES*

- XV. ADJOURN:** MOTION by M. Esposito and SECOND by M. Palumbo to adjourn at 9:27 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cececilia S. Lester, Board Recording Clerk

BOE Approved: March 09, 2021