

WESTBROOK BOARD OF EDUCATION
Regular Meeting
Tuesday, August 10, 2010 @ 7:00 p.m.
Westbrook High School Library

MINUTES

I. CALL TO ORDER: The regular meeting of Tuesday, August 10, 2010 was called to order by Board Chairman, Matthew Alaimo at 7:00 p.m. in the Westbrook High School library.

Members Present: Matthew Alaimo, Myrn Keryc, Lee Bridgewater, Sally Greaves, Pat Labbadia, Joseph Campbell

Absent: Marti White, Delia Adorno

Also Present: Dr. Patricia Charles, Superintendent; Mr. Robert Hale, Philip House, Administrators; Mrs. Lesley Wysocki, Business Manager; Lisa Winch, PTO Representative

II. PLEDGE

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES

- A. Minutes of the Regular Meeting of June 8, 2010. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to approve the minutes of the regular meeting of June 8, 2010. **Vote unanimous.**
- B. Special Meeting of June 8, 2010. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to approve the minutes of the special meeting of June 8, 2010. **Vote unanimous.**

V. FINANCIAL REPORTS

- A. The Board reviewed the 2009-2010 unaudited expenditure report. Mrs. Wysocki reported that \$1804.43 was returned to the town.
- B. Payment of July/August bills: Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to approve payment of bills in the amount of \$226,265.99. Vote: (Ayes) L. Bridgewater, M. Westbrook, M. Alaimo, M. Keryc, S. Greaves, J. Campbell; (one abstention) P. Labbadia Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to pay bills in the amount of \$86,672.33. Vote: (Ayes) L. Bridgewater, M. Westbrook, M. Alaimo, M. Keryc, S. Greaves, J. Campbell; (one abstention) P. Labbadia Moved by Mrs. Keryc and seconded by Mrs. Westbrook to pay bills in the amount of \$99,083.30. **Vote unanimous.**
- C. Approval of Budget: Mrs. Wysocki, Business Manager, asked the board to approve a redistribution of the approved budget line items, in order to align budget amounts to actual expenditure. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater to approve the redistribution as presented. **Vote unanimous.** Moved by Mr. Labbadia and seconded by Mrs. Keryc to approve the budget for the period ending August 31, 2010. **Vote unanimous.**
- D. Grant Report – Mrs. Wysocki shared a summary of the district's local, state and federal grants with the Board.
- E. Ganim Report: The Board reviewed the latest insurance report from Ganim.

- F. **Financial Software:** Mrs. Wysocki spoke to the Board about three financial software packages and costs. After a thorough discussion, the Board agreed to waive the formal bid process based on the following:
1. Obtaining data from CASBO on surveying Connecticut school districts and the financial software they use;
 2. Information from Wilton and Farmington districts regarding their use of Budget Sense, Unifund;
 3. Check with the town on compatibility should they be interested in purchasing the same software.
- Moved by Mrs. Westbrook and seconded by Mrs. Keryc.
Vote unanimous.

VI. SUPERINTENDENT'S REPORT

- A. **Enrollment** – Dr. Charles reported that enrollment to date at Daisy is 302, plus 9 new children to be assigned.
- B. **Convocation 2010** – Dr. Charles invited board members to attend Convocation on August 30, 2010 in the high school auditorium. She reported that there will be a clear focus on 21st Century Learning Skills. Information on Convocation is provided in the board packet.
- C. **Administrator Report** – Administrators reported on CMT and CAPT reports. Mr. House reported on CMT scores at the middle school stating that if he had to target one area, it would be in "Writing". He assured the board that the staff will be using the data accordingly to identify students at risk. Mr. Hale expressed his disappointment in the CAPT scores stating it reflects a set back from growth that has been made. Scores are still above state average. He feels that some students did not take the test seriously and he will report back to the Board in September or October after he receives additional CAPT information and reviews it with staff. Mrs. Bishop provided the board with a written analysis of the CMT scores at Ingraham. She stated that Math continues to be a strength and progress continues in writing. She also wrote that although a slight dip from last year, 86% of 4th graders were proficient in reading which is 14 points over the state averages. Dr. Charles also provided the board with an analysis comparing cohorts of students over time and Westbrook scores compared to other districts in our DRG.

VII. OLD BUSINESS

- A. **Iowa Lighthouse Study** –Dr. Charles reported that she met with CABE representatives, Nick Caruso & Lol Fearon to discuss the Board's Lighthouse Study. The discussion included the need for more engaging activities and meaningful use of Westbrook data. They understand the need to change the approach or risk losing the group. They requested several dates for the future so that time is not needed during a meeting for scheduling. The board agreed to provide one date in September. Dr. Charles will email the board with several dates to choose from.

VIII. NEW BUSINESS

- A. **Out of State Field Trips** – None at this time.
- B. **Greenscape Contract** –Dr. Charles reported that Greenscape is proposing to keep the cost of the grounds and snow removal contracts the same this year (2010-2011)and reduce the increases for each of the next 3 years (2011-12,2012-13 and 2013-14) to 2%.Currently increases are scheduled for 3%. Based on these numbers the savings for the school system would amount to \$6781 for the maintenance and \$4251 for the snow, a total

savings of \$11000 over 4 years. The current contracts would be extended until June 2014.

Under a similar plan, the town has already agreed to extend their contract for athletic field maintenance until 2014 and the town savings realized will be about \$24000.

Mr. Alaimo stated that the board should follow our policy and go out to bid.

Mr. Hale stated that Greenscape is doing an excellent job and is always professional. A bid will be prepared for BOE grounds and snow removal.

- C. **2010-2011 Board Meeting Calendar** – Dr. Charles reported that June 14, 2011 is slated to be the last day of school. It is also the second Tuesday of the month. All dates for this school year fall on Tuesdays, except for June 2011, which may fall on graduation night. Snow days may affect the graduation date. The Board agreed to keep the second Tuesday in June as the meeting date for the Board and should graduation fall on that date the meeting will be cancelled and a special meeting called. **Moved by Mrs. Westbrook and seconded by Mr. Campbell approve Dr. Charles recommendation to approve the 2011 calendar for Board of Education meetings. Vote unanimous.**
- D. **Board Self-evaluation** – The Board tabled the self-evaluation until the September meeting.
- E. **Superintendent Goals** – Dr. Charles shared her goals and expected outcomes for the 2010-2011 school year. She will add a focus on CMT and CAPT testing and AYP monitoring to her goals.
- F. **Waste Removal Bid** – Dr. Charles reported that three waste removal bids were submitted. They were opened on Monday, July 19, 2010 at 2:00. John's Waste Removal was significantly lower than the other 3 bids. The board received a grid of the bids submitted. John's bid includes a green approach to waste recycling, with a composting component which provides reduced fees for the Board. **Moved by Mrs. Keryc and seconded by Mrs. Westbrook to approve Dr. Charles recommendation to approve John's Waste Removal bid for \$13,200 for the 2010-2011 school year. Vote unanimous.** It was suggested that in the future the contract be extended for a longer period of time.
- G. **Regional Common Calendar:** *Dr. Charles reported that LEARN has been working with area districts to develop a common calendar. The Board reviewed the proposed calendar and agreed that certain aspects could be taken into consideration in developing our calendar, such as professional development days. The board felt that we should maintain the traditional February vacation and start of school after Labor Day. Dr. Charles will present a 2011-12 calendar in September.*

IX. BOARD COMMITTEE REPORT

- A. **Town/BOE Insurance Subcommittee** – No Report
- B. **Policy Subcommittee** – The Policy committee is scheduled to meet on September 2 at 6:00 p.m. in the Board of Education conference room.
- C. **Communications Subcommittee** – Mrs. Keryc reported that the focus this year should be on the budget and parent involvement.
- D. **Long Range Plan** – Matt Alaimo – No Report

- X. **PUBLIC COMMENT** : Lisa Winch, PTO Representative, commented on the discussion on financial software and stated that attention should be given to maintenance agreements, automatic updates and to check blogs to see where companies stand

and to get a sense of direction of company support on software. She cautioned the risk of going with a company that may be going out of business or in this age of acquisition and suggested looking at the ratio of support to clients.

XI. PERSONNEL

- A. Resignation/Retirement** – Dr. Charles reported that Danielle Sunter, Special Education Teacher at Daisy Ingraham, submitted her letter of resignation on July 7. ***Dr. Charles recommended the Board accept, with regret, the resignation of Danielle Sunter. Moved by Mr. Campbell and seconded by Mrs. Westbrook to accept with regret the resignation of Danielle Sunter. Vote unanimous.***

Tara Sanford, language arts teacher at Westbrook Middle School resigned June 15, 2010. ***Dr. Charles recommended the Board accept, with regret, the resignation of Tara Sanford. Moved by Mrs. Keryc and seconded by Mrs. Westbrook to accept the resignation of Tara Sanford with regret. Vote unanimous.***

Dr. Charles reported that Jackie Rominski, paraprofessional at the middle school, resigned on June 18, 2010.

- B. Professional Appointments** – Dr. Charles reported that Rebecca McDonald will be returning as a .6 science teacher at the high school. ***Dr. Charles recommended the Board approve the appointment of Rebecca McDonald as a .6 science teacher. Moved by Mrs. Keryc and seconded by Mrs. Campbell to approve the appointment of Rebecca McDonald as a .6 science teacher at the high school. Vote unanimous.***

Dr. Charles reported that Amy Callahan, will fill the position as language arts teacher at Westbrook Middle School. ***Dr. Charles recommended the board appoint Amy Callahan as a language arts teacher at the middle school. Moved by Mrs. Keryc and seconded by Mrs. Bridgewater. Vote unanimous.***

Dr. Charles reported Allison Sumecki will fill the position of Health Teacher at WHS. ***Dr. Charles recommended the Board approve the appointment of Allison Sumecki as a 1.0 health teacher. Moved by Mr. Campbell and seconded by Mrs. Westbrook to appoint Allison Sumecki as a 1.0 health teacher at WHS. Vote unanimous.***

Dr. Charles reported that Natalia Sidorova will teach French at the high school and a sixth grade class at the middle school. She is also certified in Spanish and Russian. ***Dr. Charles recommended the Board approve the appointment of Natalia Sidorova as a .6 French teacher. Moved by Mrs. Keryc and seconded by Mr. Campbell to approve the appointment of Natalia Sidorova as a .6 French teacher at Westbrook High School. Vote unanimous.***

In another personnel matter, Dr. Charles reported that William Gombos will return to Westbrook Middle in mid-September. Tovah Vincent is considering continuing to fill this position until his return.

- C. Information Technology Specialist** – Dr. Charles reported that Benjamin Russell, has filled the position of IT Specialist. He comes to us from Essex Elementary School where he was responsible for managing their hardware, software,

security, and student information system. He provided professional development for staff and performed daily trouble shooting for students and staff.

Dr. Charles recommended the Board approve the appointment of Benjamin Russell as the district's Information Technology Specialist. Moved by Mr. Labbadia and seconded by Mrs. Westbrook. Vote unanimous.

XII. ADJOURN: Moved by Mr. Campbell and seconded by Mr. Labbadia to adjourn at 10:25 p.m. **Vote unanimous.**

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk