

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

**WESTBROOK BOARD OF EDUCATION
Tuesday, February 14, 2023 @ 7:00 p.m.
WHS Library
Regular Board of Education Meeting**

MINUTES

Members Present: K. Walker, Z. Hayden, M. Luft, D. Perreault, A. Miesse. S. Greaves
Participation by telephone: Christine Kuehlewind

Absent: M. Palumbo, M. Esposito

Also Present: Superintendent Kristina Martineau; Administrators Ruth Rose, Matthew Talmadge, Tara Winch, Fran Lagasse; Information Technology Coordinator, Ben Russell; Nancy Malafrente

- I. **CALL TO ORDER** – The Regular BOE meeting of February 14, 2023 was called to order by K. Walker, Chair at 7:00 p.m. in the WHS library.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS - None**
- IV. **STUDENT REPRESENTATIVE REPORT** – Delaney Belcourt and Elliott Koplas reported on school activities including the music department’s combined performance with Old Saybrook; Interact Club’s Mittens Project and Heart Health project; upcoming Polar Bear Plunge; performance on March 9, 10 of “How to Survive a Shakespearian Play”, and winter sports activities and standings.
- V. **SUPERINTENDENT’S PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 PRESENTATION** – Superintendent Martineau gave a thorough presentation of her budget to the Board. She said her focus was to align the budget to the guidelines approved by the Board of Education. Ultimately, the budget represents an increase of \$634,340 or 3.36% over the Approved Budget for Fiscal Year 2022-23. The total budget presented is \$19,489,120.
- VI. **PUBLIC COMMENT:** No comments
- VII. **ADMINISTRATOR(S) COMMENTS:** No comments
- VIII. **NEW BUSINESS** – K. Walker reported the following policies were “reviewed” by the Policy Committee and will be marked as such:
 - A.
 1. 2000 – Concept and Roles in Administration
 2. 2112 – Professional Development
 3. 2131.1 – Appointment of Designee for Superintendent of Schools
 4. 2140 – Superintendent of Schools
 5. 2151 - Hiring School Administrators
 6. 2210 – Administrative Leeway in Absence of Board of Ed Policy
 7. 2231 – Policy and Regulations Systems
 - B. The Policy subcommittee recommended the following policies be rescinded due to

redundancy.

1. 2100 – Administrative Staff Organization
2. 2111 – Equal Employment Opportunities
3. 2130 – Job Descriptions

MOTION by D. Perreault and SECOND by Z. Hayden to rescind Policies 2100, 2111 and 2130. Vote unanimous.

- C. First Reading: The following policies were presented to the full board as a first reading and will be brought to the March BOE mtg. for a 2nd read with a recommendation to adopt as written.
1. 2300 – Policy Regarding Retention of Electronic Records and Information (new policy)
 2. 2301 – Policy Regarding Holds and the Destruction of Electronic Information and Paper Records (new policy 2301)
 3. Revised Policy 2240 – Educational Research in District Schools

IX. SUPERINTENDENT’S REPORT

- A. Enrollment – February enrollment totals equal 609 students Pre K through 12, which includes 8 out-placed students.

- B. Westbrook’s Commitment to ALL Children in Our Schools

Superintendent Martineau was pleased to acknowledge those who worked on the document – “Westbrook’s Commitment to ALL Children in Our Schools”.

T. Winch and N. Malafronte represented the Committee involved in the creation of the living document “Commitment to ALL Children In Our Schools”. The Board acknowledged committee members: Brittany Cusano, Shannon Cost, Tammy Overchuk, Linnea Fitzgerald, Caitlin Rickaby, Nancy Malafronte and Tara Winch.

MOTION by D. Perrault and SECOND by A. Miesse to approve Westbrook’s Commitment to ALL Children in Our Schools as presented. Vote unanimous.

The Board requested an update next year on how this document has been utilized.

- C. **Health Insurance Eastern Connecticut Health and Medical Cooperative.**

Superintendent Martineau provided an explanation of the benefits of joining the Eastern Connecticut Health and Medical Cooperative. The Town voted at a meeting prior to this BOE meeting to join. Superintendent Martineau said our plan design stays the same and if after two years a decision would be made not to continue to participate, there is no penalty. After thorough discussion K. Walker, Chair made a *MOTION that Westbrook Board of Education accepts the Eastern Connecticut Health and Medical Cooperative’s offer to become a member district effective July 1, 2023, subject to all of the requirements, obligations and privileges of said membership; and the Board of Education hereby authorizes the Superintendent of Schools to take any and all necessary action to join the Cooperative, to make any and all necessary contributions to the Cooperative, and to execute any and all agreements necessary to join and serve as the District’s representative for the Cooperative.*

D. Perreault – SO MOVED and SECOND by M. Luft. Vote unanimous.

- D. Superintendent’s Proposed Budget for Fiscal Year 2023-2024 - The Board was given the opportunity for questions and comments as to Superintendent Martineau’s budget presentation with a 3.36% increase. *MOTION by Z. Hayden and SECOND by A. Miesse to adopt the Superintendent’s proposed budget as the Board of Education’s budget for the 2023-2024 fiscal year*

Vote: (Ayes) M. Luft, S. Greaves, Z. Hayden, D. Perreault, A. Miesse, C. Kuehlewind, K. Walker. Superintendent Martineau said the budget will be presented to the Board of Finance on March 15. Those who worked on the budget were acknowledged for having prepared a fiscally responsible budget.

- E. Substitute Teacher Update: Superintendent Martineau reported that building

substitutes have been hired: two for Daisy, one for middle school and one pending for high school. There is still difficulty obtaining subs; Superintendent Martineau has interviewed several and they have received paperwork from human resources, but there seems to be a holdup with the fingerprinting process. There was discussion on possible solutions. Superintendent Martineau will explore options.

X. OLD BUSINESS: None

XI. CONSENT AGENDA

MOTION by M. Luft and SECOND by D. Perreault to approve the minutes of the following Regular and Special BOE meetings: Vote unanimous.

1. Regular Meeting of January 10, 2023
2. Special Meeting of January 12, 2023
3. Special Meeting of January 24, 2023

XII. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for January 15, 2023 in the amount of \$96,942.43, and for January 19, 2023 in the amount of \$171,910.81.
- B. Budget Narrative/Review of Expenditure Report to include Legal Expenditures. Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer: None
- D. Insurance Report: Not available
- E. Update on Free Meals for 2023 – (School Meals 4 All CT): Superintendent Martineau reported that the state will continue to cover the cost of meals through the end of the school year. She also reminded BOE members of the March 25 Light on Westbrook, which has been instrumental in funding lunches for summer school.

XIII. BOARD COMMITTEE REPORTS

- A. Policy– See. Item VIII. for actions taken by the Policy Committee per K. Walker.
- B. Long Range Planning – A. Miesse (no meeting)
- C. Fiscal & Budget – Z. Hayden (no meeting)
- D. Teaching & Learning – C. Kuehlewind reported on the 2/22/23 meeting – The committee looked at drafts on curriculum, scheduling of science curriculum, partnership with Electric Boat, etc.
- E. Communications & Marketing – M. Luft reported on the progress of Hall of Fame applications, plans to submit an application to CAFE for Communications Award and she reported on ideas she obtained from her participation in a webinar on Communications.
- F. Negotiations – D. Perreault reported AFT negotiations are progressing.
- G. Town Energy Ad Hoc Committee – A. Miesse reported on the carport project and charging stations at the town hall.
- H. LEARN – Z. Hayden reported on the 2/11/2023 LEARN meeting –The speaker was the Superintendent from Region 17; and other topics included the Ocean Avenue Schools and district budgets.
- I. PTSO Representatives - M. Luft (Daisy) reported no meeting, but Daisy Dash is on 3/25; upcoming Sweetheart Dance and STREAM Day at Daisy; Z. Hayden (WMS) talked about fundraising, Gaga pit funding; Superintendent Martineau presented on the grade 5 proposal; upcoming events are Spelling Bee, E Sports, and pep rally. K. Walker (WHS) no meeting

XIV. BOARD GOALS

- A. Board Retreat – Board members set a date of Wednesday, April 26 at 5:00 pm. The Board

discussed possible agenda. More information will follow. K. Walker asked board members to communicate their thoughts to her.

- B. Discussion about subcommittees: There was discussion with regard to combining some subcommittees. No decisions were made and more discussion will follow.
- C. Workshops/school activities attended
 - 1. Legislative Breakfast Summary: Several board members attended the Legislative Breakfast at Region 4. D. Perreault suggested the possibility of hosting at WPS. K. Walker reminded board members of the Day on the Hill on March 8 and on 2/23 a CABE webinar on African American/Black and Puerto Rican/Latino Course of Studies on Thursday, February 23, 2023 at 12:00.

XV. PERSONNEL – Superintendent Martineau informed the Board of the following personnel changes.

A. Professional Appointment(s)

- 1. Steven Ernst - Long Term Sub at Daisy (Music)
- 2. Katherine Claps - Long term Sub - Special Ed Teacher at Daisy

B. Non-Certified New Hires

- 1. Emily Calderon – Paraprofessional

C. Non-certified resignation(s)

- 1. Ashley Silvestrini, Paraprofessional
- 2. Dawne Farrell – Paraprofessional

XVI. ADJOURN: *MOTION* by D. Perreault and *SECOND* by M. Luft to adjourn at 9:08 p.m. *Vote unanimous.*

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk