

MINUTES OF MEETING

1. **Call to Order** - Chair Greg Smith called the meeting to order; it was 7:00 pm.
2. **Pledge of Allegiance**
3. **Roll Call** - Chair Greg Smith, Vice-Chair Colleen Hilton, Sue Bearor, Maria Dorn, Mary Hall, Alex Stone, Glenn Emery and Superintendent Dr. Reza Namin were present. Edward Symbol and Nick Harmon were absent.
4. **ADJUSTMENTS TO THE AGENDA -**
UNTABLE Untable the request to hire a tutor and administrative help for Spring Harbor.
5. **APPROVAL OF MINUTES:**
Motion Ms. Bearor moved and Mrs. Hall seconded the motion to approve the minutes of October 7, 2009 as presented.
 - **Vote:** 6 in favor - 0 opposed
6. **COMMUNICATIONS:**

 Superintendent Dr. Namin reported the following support staff hirings:
 - ❖ **Stephanie Neales** has been hired as the 21st CCLC Youth Development Facilitator. She will be paid \$15.00 per hour. This position is fully funded through the 21st Century Community Learning Center Grant.
 - ❖ **Rachel Fusillo** has been hired as a Special Education Ed Tech III at Congin School replacing Jacqueline Smith who resigned. She will be paid \$14.41 an hour per the latest collective bargaining agreement.
 - ❖ **Gregory Thornton** has been hired as the 6th / 7th Grade Girls Soccer coach at Westbrook Middle School. He will be paid a stipend of \$2,075.00 per the latest collective bargaining agreement.
 - ❖ **Lindsey Welch** has been hired as the First Team Girls Basketball Coach at Westbrook High School. She will be paid a stipend of \$3,375.00 per the latest collective bargaining agreement.
 - ❖ **Benjamin Guerette** has been hired as the First Team Boys Basketball Coach at Westbrook High School. He will be paid a stipend of \$3,375.00 per the latest collective bargaining agreement.
 - ❖ **William Leque** has been hired as the Junior Varsity Girls Basketball Coach at Westbrook High School. He will be paid a stipend of \$3,862.50 per the latest collective bargaining agreement.
 Superintendent Dr. Namin reported the following resignations:
 - ❖ **Michael Kucsma** from the position of Business Manager; effective November 6, 2009.
 - ❖ **Jacquelyn Smith** from the position of Special Education Ed Tech III at Congin School; effective October 8, 2009.

Superintendent Dr. Namin announced the following schedule for H1N1 school vaccination clinics: October 26, 2009 - Prides Corner; October 26, 2009 - Congin School; October 28, 2009 - Saccarappa School; October 28, 2009 - Canal School; October 29, 2009 - Wescott Junior High School; and October 30, 2009 - Westbrook High School.

7. **PUBLIC PARTICIPATION (for agenda items only; 3 minutes per speaker - one time only)**
There was no public participation at this time.

8. **Superintendent's Report**

8.1 **District Report**

- 8.1.1 All Academic Team Recognition by Todd Sampson (Information) Mr. Sampson could not attend so Marc Gousse, Principal, Westbrook High School announced that the boy's tennis team with a 95.3 average was the Spring 2009 All Academic Team. Coach Tim Gillis was joined by team members Nate Mailly, Zach Tanguay and Ian Karby to accept the award.
- 8.1.2 Transportation Update and Action Plan (Information) Superintendent Dr. Namin provided an action plan for transportation of middle school students to the new middle school. Dr. Namin explained that they have been exploring an independent route. The Transportation Committee will meet to further explore this plan to transport the middle school students separately utilizing current staff, buses that will not result in an increase in costs. This would be for the afternoon only and the regular schedule is still in place for the morning route.
- 8.1.3 Strategic Planning Advisory Committee Meeting October 14th at 6:00 PM (Information) Peter Lancia, Principal, Congin School spoke about the first meeting of the Strategic Planning Advisory Committee. Mr. Lancia spoke about the community survey and the need for input from everyone to determine the direction of the Westbrook schools. On November 11th at 6:30 pm in room #114 at Westbrook High School will be the first outreach meeting that will be televised. There will be more information as the committee moves forward.
- 8.1.4 High School NEASC Reaccreditation Report (Information) Superintendent Dr. Namin announced that unofficially he has been notified that the Westbrook High School will be receiving reaccreditation. Marc Gousse, Principal, Westbrook High School gave an overview of the accreditation process with NEASC.
- 8.1.5 Superintendent Entry Plan Organizational Restructuring (Vote Required) Superintendent Dr. Namin presented his organizational restructuring plan to proactively address the projected revenue shortfall (approximately \$400,000) from the state in this current fiscal year. As of June 30, 2009 the following positions will be eliminated: Assistant Superintendent, Director of Student Services, Curriculum Facilitator and the Director of Gifted and Talented. Superintendent Dr. Namin explained that this will save the school department an estimated \$500,000. He noted that this reorganization would mean the least impact to student learning and the classrooms. Dr. Namin explained that duties done by the business manager will be delegated to other employees as he and School Committee explore the possibilities for change in this position. Vice-Chair Colleen Hilton noted that this was not an easy process but necessary to address the upcoming shortfall. Ms. Hilton felt it was a good idea to take a step back and look at the position of business manager before deciding what to do with that position. Vice-Chair Colleen Hilton stated that Mr. Symbol, who could not attend this evening's meeting, asked Mrs. Hilton to convey his full support to Superintendent Dr. Namin's reorganizational plan.

Ms. Bearor asked students, staff and community members to keep in mind that all of these changes are being done in the best interest of the students. She noted that these were not easy changes to make and there is a lot of conversation out in the district. Ms. Bearor encouraged anyone with questions or concerns about changes, they should go to the source for the correct information. Superintendent Dr. Namin announced that in light of the pending budget short fall and the cuts through this reorganization, he will be freezing his salary for the coming year.

Motion Mr. Stone moved and Mrs. Hall seconded the motion to approve the Superintendent's Structural Reorganizing plan as submitted by Dr. Namin

- **Vote:** 6 in favor - 0 opposed

8.2 School Climate and Culture Report - Are attached in the packet.

8.3 Personnel Report - Are attached in the packet.

8.4 Financial Report - Are attached in the packet.

8.5 Enrollment Report - Are attached in the packet.

9. Chair / Committee Reports -

Mrs. Hall reported on the Finance Committee meeting which included discussions on the new middle school project, the Spring Harbor tutoring, a Title IA grant and the minutes from the last meeting.

Ms. Dorn reported on the Educational Programs Committee meeting. Some of the topics included the athletic and activities that were showing an increase in participation and the Title IA Grant.

Ms. Bearor spoke about the Policy Committee and some of the policies that they reviewed which included a district wide facilities use form and the naming of new and existing buildings. Two of the policies from the meeting are on this evening's agenda. Mrs. Hall asked Superintendent Dr. Namin to review and update the current job descriptions with the changes that will occur with the restructuring.

10. Student Council / Government Report(s) - Brock Leighton, a sophomore at Westbrook High School, gave a report on activities at his school.

11. Old Business -

11.1 Request to approve an overnight experiential trip for Alternative Learning Students to Sebago Lake State Park, Naples, ME (December 10 - 11, 2009) - Action Item - Final Approval

11.2 Request to approve an overnight experiential trip for Alternative Learning Students to Cold River Campground, White Mt National Forest, Chatam, NH (January 28 - 29, 2010) - Action Item - Final Approval

11.3 Request to approve an overnight experiential trip for Alternative Learning Students to Baxter State Park (March 22 - 26, 2010) - Action Item - Final Approval

11.4 Request to approve an overnight experiential trip for Alternative Learning Students to Fort Gorges, Portland, ME (April 29 - 30, 2010) - Action Item - Final Approval

Motion Ms. Bearor moved and Ms. Dorn seconded the motion to approve the experiential trips 11.1 - 11.6 for final approval.

- **Vote:** 6 in favor - 0 opposed

12. New Business -**12.1 Administrative / Teacher nominations****UNTABLED**

Motion Mr. Stone moved and Mrs. Hall seconded the motion to untable the request for a tutor and an administrative position for Spring Harbor.

- **Vote:** 6 in favor - 0 opposed

Motion Mr. Stone moved and Mrs. Hall seconded the motion to approve the request for a tutor and an administrative position for Spring Harbor for the remainder of the 2009 - 2010 school year.

Mrs. Hall explained that the Finance Committee supported the hiring of a tutor to help the students but would not support the hiring of an administrative position. The Finance Committee felt that the administrative work could be done in-house.

Superintendent Dr. Namin explained that the tutor was being hired per diem with benefits. Mrs. Peck, Director of Special Services, explained that the state will reimburse the school department for the cost of the tutor's wages and benefits. Superintendent Dr. Namin asked School Committee to approve the tutor to secure services for the students and that he would visit Spring Harbor to seek clarification of some of the questions that School Committee had.

- **Vote:** 0 in favor - 5 opposed Vice-Chair Colleen Hilton abstained

Motion Mrs. Hall moved and Mr. Stone seconded the motion to approve the request for a tutor for Spring Harbor for 30 days and request that Superintendent Dr. Namin report back to the School Committee on the actual cost and reimbursement from the state.

- **Vote:** 6 in favor - 0 opposed

12.2 Request to approve Westbrook School Department policy JICJ (Student Use of Electronic Devices) - Action Item - Approval**12.3 Request to approve Westbrook School Department policy JICJ-R (Electronic Devices Administrative Procedure) - Action Item - Approval**

Motion Mrs. Hall moved and Mr. Stone seconded the motion to approve Westbrook School Department policies JICJ and JICJ-R as presented.

- **Vote:** 6 in favor - 0 opposed

13. Public Participation (any school related matter; 3 minutes per speaker; one time only) -

Mrs. Hall announced that Canal was having a parent / student lunch and that she has volunteered to be part of this activity.

Mrs. Hall thanked Michael Kucsma for all his help and wished him well in his new position.

14. Important Dates

Oct. 19 - 22	Book Fair	Saccarappa
Oct. 20	Picture Day	Saccarappa
Oct. 21	Parent / Teacher Conference	Elementary & Middle School
Oct. 23 11:00 AM	Invite Your Parent to Lunch	Canal
Oct. 26 3:30 PM	Parent / Teacher Conference	Congin
Oct. 29 3:30 PM	Parent / Teacher Conference	Saccarappa
Nov. 2	Parent / Teacher Conference	WHS & WRVC
Nov. 6 8:30 AM	WRVC College Fair	WRVC
Nov. 9 7:00 PM	Transportation Committee meeting	Central Office

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| | Nov. 10 | 5:30 PM | Policy Committee meeting | WRVC conference room |
| | Nov. 10 | 6:30 PM | Ed. Programs Committee meeting | WRVC conference room |
15. **Announcements**
16. **Adjournment**
- Motion Mr. Stone moved and Mrs. Hall seconded the motion to adjourn it was 9:06 PM.
- Vote: 6 in favor - 0 opposed

Greg Smith, Chair

Dr. Reza Namin, Secretary