

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, Edward Symbol, Nick Harmon and Superintendent Dr. Reza Namin were present. Glenn Emery had an excused absence.

4. **ADJUSTMENTS TO THE AGENDA -**
 - REMOVE 12.3 Request to approve the nominee to the position of Director of Teaching and Learning beginning July 1, 2010 - Action Item - Approval
 - 12.5 Request to approve the nominee to the position of Director of NCLB, Gifted & Talented, and Professional Development - beginning July 1, 2010 - Action Item - Approval
 - 12.7 Request to approve the nominee to the position of Director of Operations in Facilities & Transportation - beginning July 1, 2010 - Action Item - Approval
 - MOVE 12.10 Request to enter into executive session to discuss collective bargaining pursuant to M.R.S.A. § 405 - Action Item - Approval **To the end of the agenda so School Committee can go into executive session and adjourn directly from there.**

ADD Update on the status of the new middle school to the Superintendent's report.

5. **APPROVAL OF MINUTES:**
 - Motion Ms. Bearor moved and Vice-Chair Colleen Hilton seconded the motion to approve the minutes of November 18, 2009 as presented.
 - Vote: 7 in favor - 0 opposed

6. **COMMUNICATIONS:**

Superintendent Dr. Namin reported the following support staff hiring:

- ❖ **Casey Cox** has been hired as a volunteer for Varsity Ice Hockey at Westbrook High School.
- ❖ **Amy Kalicky** has been hired as a volunteer for Competition Cheering at Westbrook High School.
- ❖ **Benjamin Guerette** has been hired as the Winter Weight Room Supervisor at Westbrook High School and will be paid a stipend of \$875.
- ❖ **Jeffrey Guerette** has been hired as the Winter Weight Room Supervisor at Westbrook High School and will be paid a stipend of \$875.
- ❖ **Jon Delano** has been hired as the B Team Boys Basketball Coach at Westbrook Middle School and will be paid a stipend of \$1,300.
- ❖ **Karl Francis** has been hired as the Early College Coordinator at Westbrook High School and will be paid a stipend of \$2,000.

7. **PUBLIC PARTICIPATION (for agenda items only; 3 minutes per speaker - one time only)**
There was no public participation at this time.
8. **Student Council / Government Report(s)** - Ron Ho, Senior at Westbrook High School gave a report.
9. **Superintendent's Report**
 - 9.1 **District Report**
 - A. Strategic Plan Update - Superintendent Dr. Namin gave an update on the Strategic Planning Committee and thanked those that submitted surveys. More information on group meetings will be coming forward.
 - B. Maine Department of Education and the Federal No Child Left Behind has approved with many praises the Westbrook School Department English Language Learner programs - Superintendent Dr. Namin reported on a letter from Commissioner of Education Susan Gendron that indicated Westbrook has met all three levels of the NCLB accountability for English Language Learners.
 - C. NCLB December 3rd Visit - Superintendent Dr. Namin thanked Cynthia Martin and her staff for the success of the state NCLB site visit. Ms. Martin gave a brief overview of the NCLB site visit from the Department of Education which occurs every 5 years. She shared the numerous accommodations that Westbrook received for their programs and the few recommendations which were primarily around recordkeeping. Ms. Martin said that the formal written report will be received after the first of the year and she will forward it to School Committee.
 - D. Canal Playground Project Update - The new playground is up at Canal; more details were in the packet.
 - E. Spring Harbor Student Tutoring Monthly Report - Details attached in packet.
 - F. Westbrook High School Excellence and Determination Program Newsletter - The latest newsletter was attached in the packet.
 - G. H1N1 and Flu Vaccine Update - Information specific to Westbrook school's flu clinics and vaccinations were included in the packet.
 - 9.2 **School Climate and Culture Report** - Are attached in the packet.
 - 9.3 **Personnel Report** - Are attached in the packet.
 - 9.4 **Financial Report** - Are attached in the packet.
 - 9.5 **Enrollment Report** - Are attached in the packet.
10. **Chair / Committee Reports** -
Chair Greg Smith explained that only 116 surveys have been returned on the Strategic Planning Committee and he encouraged everyone to please fill out a survey and have input on where the school system should be headed.

Superintendent Dr. Namin explained that the Steering Committee has the authority to make decisions such as postponing the dedication ceremonies of the new middle school. He thanked the Steering Committee and Mrs. Latini for all their work on the project and

the dedication ceremonies.

Rene' Daniel, Co-Chair of the Steering Committee, gave a brief history of the committee that was established back in 1999 to the present date. He talked about the involvement of over 400 people in this project. He felt that this beautiful state of the art middle school will be one to be modeled by many future projects and the cancellation of the dedication ceremonies should not take away from it.

Mr. Stone felt the work that remains at the new middle school is extensive; he questioned why everyone kept telling School Committee that the project was ahead of schedule and under budget. Mr. Stone was concerned about the rumor that Westbrook School Department employees are working in this building and that this may violate any warranties.

Chair Greg Smith questioned where the information about the budget and schedule of the new middle school came from. Chair Smith said he has no knowledge of these and believes the building is near completion and on target budget wise.

Superintendent Dr. Namin responded to the question of the project being over budget. He explained that when he assumed the duties of the Business Manager, the project was inputted into the Westbrook School Department's financial program and compared with the city, the state and Harriman Associate's budget numbers. Superintendent Dr. Namin concluded that the project is not over budget. In addition to resolving the question of the budget, Superintendent Dr. Namin noted that since assuming the Business Manager duties, he has requested that the Director of Buildings & Grounds be a part of the construction meetings to lend his expertise.

Ms. Dorn was concerned that the last 2 times she visited the site; she was greeted by and shown around the building by a school department employee.

Norm Justice, the Owner's Rep for the project, spoke about the separate contracts such as technology where by Tyler Dunphy would be involved and the outside storage building for equipment which has involved Allan Bickford and vocational students. He explained that having a Certificate of Occupancy does not ensure occupancy. Harriman Associates must issue a Sub Completion Certificate for this to occur.

Tony Roy of Harriman Associates spoke about the new timeline established with Harvey Construction and the measures they are allowed to ensure that Harvey Construction will complete the project and complete a punch list.

Mr. Symbol expressed his displeasure that a representative from Harvey Construction did not show up to this meeting to answer questions. He noted that Harvey was not working around the clock as they stated they would to complete the project; the building was locked up over the weekend with no workers in the building.

Vice-Chair Colleen Hilton wondered what happened in the last month for this project to not reach completion on time. She expressed her desire to wait to occupy the building instead of rushing to meet the deadline.

Mr. Justice explained that Harvey Construction has been forth coming that they underestimated the complexity of the electrical work to be done and did have electricians working over the weekend.

Mr. Stone agreed with Ms. Hilton's concern about rushing the project. He wanted to

know what Harvey Construction's new deadline is.

Tony Roy said that tomorrow's construction meeting will be a review of Harvey's revised construction timeline and the code enforcement officer and other city inspectors will present their evaluation.

Mr. Justice explained that they are able to withhold 1 ½ times the amount of the item on the punch list so he is not concerned with Harvey not completing any aspect of the project. He estimated that the current withhold is \$1.7 million.

Ms. Bearor said that this was a learning process and next time will request more thorough reports but it has been a great project and this past month's disappointment should not take away from that.

Ms. Dorn was concerned that parents, students and staff do not have enough information as to what is happening in regards to where school will be come January 4, 2010.

Brian Mazjanis, Principal, Westbrook Middle School explained that the teachers are packed and their classrooms have been moved to the new school. He said it was disappointing that the dedication ceremonies were postponed but it is more important that the building be ready for students and staff on January 4, 2009. He is interested in what Harvey Construction will have for a new timeline tomorrow.

Chair Greg Smith explained the process that took place in reaching a decision to cancel the dedication ceremonies and how it was communicated to people.

John O'Hara echoed Vice-Chair Colleen Hilton's sentiments that it is better to miss a deadline and have the project completed thoroughly.

Ms. Bearor reported on the Policy Committee meeting which discussed emergency preparedness, amended program of studies and a district-wide building facilities use form.

Chair Greg Smith presented out going Vice-Chair and new Westbrook Mayor elect Colleen Hilton with an honorary brass bell for her years of service and her mentoring to him in his position as Chair.

Vice-Chair Colleen Hilton expressed her appreciation to her colleagues on the School Committee and for the citizens of Westbrook electing her to the School Committee.

11. **Old Business** - There was no Old Business.

12. **New Business** -

12.1.1 **½ Time Title IA Reading Teacher / Prides Corner School - Becki Wellman** is nominated for this half time position which is funded through June 30, 2011 by a Title IA Grant. This position was advertised within and on servingschools.com and the school district's website. There were 38 applicants
Ms. Wellman is currently employed as a half-time Title IA teacher at Prides Corner School.

12.1.2 **Title IA Reading and Math Teacher / Congin School - Janet Harrison** is nominated for this position which is funded through June 30, 2011 by a Title IA Grant. She will be placed on Step 2 of the Bachelor's + 30 scale per the latest

collective bargaining agreement. This position was advertised within and on servingschools.com and the school district's website. There were 38 applicants

Ms. Harrison has a Bachelor's degree in Creative Arts in Therapy from Springfield College. She was a long term substitute teacher at MSAD #57.

- 12.1.3 3/5th Title IA Reading Teacher / Canal School - Carin Wilson** is nominated for this position which is funded through June 30, 2011 by a Title IA Grant. She will be placed on Step 10 of the Bachelor's scale per the latest collective bargaining agreement. This position was advertised within and on servingschools.com and the school district's website. There were 38 applicants

Ms. Wilson has a Bachelor's degree in Elementary Education from Plymouth State College. She was a Literacy & Math Support Teacher at MSAD #51.

Motion Ms. Hall moved and Mr. Symbol seconded the motion to approve the nominations (12.1.1 - 12.1.3) as presented.

- **Vote: 7 in favor - 0 opposed**

12.2 Request to approve the job description for the Director of Teaching and Learning - Action Item - Approval

12.4 Request to approve the job description for the Director of NCLB, Gifted & Talented, and Professional Development - Action Item - Approval

12.6 Request to approve the job description for the Director of Operations in Facilities & Transportation - Action Item - Approval

Mrs. Hall explained that she reviewed each of these job descriptions and asked that a locator code be added to these job descriptions

Motion Vice-Chair Colleen Hilton moved and Ms. Dorn seconded the motion to approve the job descriptions (12.2, 12.4 & 12.6) with a request to add locator codes to each job description.

- **Vote: 7 in favor - 0 opposed**

12.8 Request to approve the Superintendent's request to freeze his salary for the 2010 - 2011 school year and pay him the same salary as paid in the current school year - Action Item - Approval

Mr. Symbol said he would support the Superintendent's request but cautioned this practice as a previous superintendent never took a pay raise and when a new superintendent was hired, the press reported that the new superintendent received a 50% pay raise.

Vice-Chair Colleen Hilton noted that Superintendent Dr. Namin did not receive a pay raise his first year so this is actually the second year he is not taking a pay raise.

Motion Mr. Symbol moved and Vice-Chair Colleen Hilton seconded the motion to freeze the Superintendent's salary and pay him the same salary as paid in the current school year.

- **Vote: 7 in favor - 0 opposed**

12.9 Request to approve the Amendment to the Program of Studies Proposal - Action Item - Approval

Superintendent Dr. Namin explained that this amendment has gone before the Policy Committee and the Educational Programs Policy Committee before coming to School Committee for final approval

Motion Vice-Chair Colleen Hilton moved and Ms. Dorn seconded the motion to approve the amendment to the program of studies as presented.

- **Vote: 7 in favor - 0 opposed**

- 13. Public Participation (any school related matter; 3 minutes per speaker; one time only) -** Jeremy Ray, Principal, Canal School requested approval from School Committee to publicize a US Cellular contest that will award the top 10 schools \$100,000. Currently, Canal School is 61st in the nation.

14. Important Dates

Dec. 8	5:30 PM	Policy Committee Meeting	Vocational Conf Room
Dec. 8	6:30 PM	Educational Programs Meeting	Vocational Conf Room
Dec. 9	6:00 PM	Finance Committee Meeting	WHS Principal's Conf. room
Dec. 9	7:00 PM	School Committee Meeting	WHS room #114
Dec. 19	12:00 PM	Public Dedication of the new Westbrook Middle School	
Dec. 21	10:00 AM	Student Dedication of the new Westbrook Middle School	
Dec. 23		School Vacation - no school through December 31, 2009	
Jan. 4		Classes resume	
Jan. 4	7:30 PM	Inauguration	Performing Arts Center

15. Announcements

- MOVED 12.10 Request to enter into executive session to discuss collective bargaining pursuant to M.R.S.A. § 405 - Action Item - Approval**

Motion Ms. Hall moved and Vice-Chair Colleen Hilton seconded the motion to adjourn to executive session pursuant to M.R.S.A. § 405, the executive session to include School Committee members present and Superintendent Dr. Namin; it was 8:57 PM. School Committee will adjourn directly from executive session.

- **Vote: 7 in favor - 0 opposed**

16. Adjournment