

MINUTES OF MEETING

1. **Call to Order** - Superintendent Dr. Reza Namin called the meeting to order; it was 7:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call** - Greg Smith, Sue Bearor (via Skype), Maria Dorn, Mary Hall, Emily Serway, Alex Stone, Edward Symbol, Nick Harmon and Superintendent Dr. Reza Namin were present. Glenn Emery was absent.

4. **Election of Chair to the School Committee**

Motion Mr. Smith moved and Ms. Dorn seconded the motion to nominate Edward W. Symbol to the position of School Committee Chair.

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

5. **Election of Vice-Chair to the School Committee**

Motion Ms. Bearor moved and Ms. Serway seconded the motion to nominate Maria Dorn to the position of School Committee Vice-Chair.

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

Chair Edward Symbol thanked Greg Smith for the work he did as Chair.

6. **ADJUSTMENTS TO THE AGENDA** - There were none.

7. **APPROVAL OF MINUTES:**

Motion Vice-Chair Dorn moved and Mr. Stone seconded the motion to approve the minutes of December 16, 2009 as presented.

- **Vote:** 6 in favor - 0 opposed (Ms. Bearor did not vote due to audio problems)

8. **COMMUNICATIONS:**

Superintendent Dr. Namin reported the following support staff hirings:

- ❖ **Julie Dvilinsky** has been hired as 7th / 8th Grade Cheering Coach at Westbrook Middle School and will be paid a stipend of 2,325.
- ❖ **Scott Rush-Donohue** has been hired as the Boys Head Outdoor Track Coach at Westbrook High School and will be paid a stipend of \$4,187.50.
- ❖ **Jessica White** has been hired as the Girls Head Outdoor Track Coach at Westbrook High School and will be paid a stipend of \$2,140.
- ❖ **Robert Card** has been hired as the Boys Assistant Outdoor Track Coach at Westbrook High School and will be paid a stipend of \$2,265.
- ❖ **Timothy Gillis** has been hired as the Boys Tennis Coach at Westbrook High School and will be paid a stipend of \$2,737.50.
- ❖ **Michael Makin** has been hired as the Girls Tennis Coach at Westbrook High School and will be paid a stipend of \$2,737.50.

- ❖ **Deborah Henry** has been hired as the Girls Varsity Lacrosse Coach at Westbrook High School and will be paid a stipend of \$3,840.
 - ❖ **Michael Rutherford** has been hired as the Varsity Baseball Coach at Westbrook High School and will be paid a stipend of \$4,437.50.
 - ❖ **Gregory Souza** has been hired as the Junior Varsity Baseball Coach at Westbrook High School and will be paid a stipend of \$2,887.50.
 - ❖ **James Seavey** has been hired as the Varsity Softball Coach at Westbrook High School and will be paid a stipend of \$4,437.50.
 - ❖ **Ryan Hutchins** has been hired as the Junior Varsity Softball Coach at Westbrook High School and will be paid a stipend of \$2,887.50.
 - ❖ **Matthew Fortin** has been hired as the Girls Assistant Outdoor Track Coach at Westbrook High School and will be paid a stipend of \$2,075.
 - ❖ **Andrew Kinslow** has been hired as the 8th Grade Baseball Coach at Westbrook Middle School and will be paid a stipend of \$2,237.50.
 - ❖ **David Galipeau** has been hired as the 8th Grade Softball Coach at Westbrook Middle School and will be paid a stipend of \$2,237.50.
 - ❖ **Travis McCutcheon** has been hired as the Head Boys Outdoor Track Coach at Westbrook Middle School and will be paid a stipend of \$2,650.
 - ❖ **Sarah Bouchard** has been hired as the Head Girls Outdoor Track Coach at Westbrook Middle School and will be paid a stipend of \$2,400.
 - ❖ **Mark Karter** has been hired as the 7th Grade Baseball Coach at Westbrook Middle School and will be paid a stipend of \$2,325.
 - ❖ **Abby Harmon** has been hired as the 7th Grade Softball Coach at Westbrook Middle School and will be paid a stipend of \$2,075.
 - ❖ **Benjamin Guerette** has been hired as the 7th / 8th Grade Boys Lacrosse Coach at Westbrook Middle School and will be paid a stipend of \$2,437.50.
 - ❖ **Sarah Trent** has been hired as the 7th / 8th Grade Girls Lacrosse Coach at Westbrook Middle School and will be paid a stipend of \$2,437.50.
 - ❖ **Kathy Stiles** has been hired as a Noon Duty Aide / Ed Tech I at Canal School. Ms. Stiles will be paid \$13.24 an hour per the latest collective bargaining agreement.
9. **PUBLIC PARTICIPATION (for agenda items only; 3 minutes per speaker - one time only)**
There was no public participation at this time.
 10. **Student Council / Government Report(s)** - Jared Randall gave a report on activities at Westbrook High School.
 11. **Superintendent's Report**
11.1 **District Report**

A. Westbrook School Department Strategic Plan Update - Superintendent Dr. Reza Namin gave an update on the Strategic Planning Committee and asked Peter Lancia to give an update as well which included an invitation to the next meeting to be held on Tuesday, January 19, 2010 at 6:30 PM in the Westbrook High School library.

B. Middle School Building Project Update - Brian Mazjanis, Principal, Westbrook Middle School gave a report and explained that they had received a certificate of occupancy. The next step will be to obtain a certificate of substantial completion and establish a timeline for the move. Mr. Mazjanis gave a scenario of cleaning to take place and teachers to move and set up on Tuesday, January 19th and the students begin school on Wednesday, January 20, 2010.

Mr. Stone had concerns about the building being complete before teachers and students occupy the building.

Mr. Smith felt it was a decision that should be made by the steering committee when they meet tomorrow.

Motion Mr. Smith moved and Vice-Chair Maria Dorn seconded the motion to move a professional development day in March to January 19, 2010 for teachers at Westbrook Middle School only; to prepare for class to begin at the new middle school on January 20, 2010.

• **Vote:** 7 in favor - 0 opposed

Chair Edward Symbol voiced his concern about the amount of actual time that will be needed to prepare the school to be open for students. He agreed with Mr. Stone to have no student days next week and have the students move in on Monday, January 25th.

Vice-Chair Maria Dorn felt the steering committee should determine the timeline as they have been involved in this process far longer than anyone. She felt it was time to cut the cord and move forward with the new school.

Mr. Stone felt that three more days (waiting until Monday, January 25th for students start at the new middle school) would allow more time for the building to be properly prepared.

Mrs. Hall voiced her support for the position presented by Chair Edward Symbol and Mr. Stone. She felt waiting an extra three days would be prudent.

Motion Ms. Bearor moved and Vice-Chair Maria Dorn seconded the motion to approve the move in date for students at the new middle school to January 20th, contingent on the steering committee's approval.

• **Vote:** 4 in favor - Chair Edward Symbol, Mr. Stone and Mrs. Hall opposed

C. Chief Financial Planner Search Update - Superintendent Dr. Namin reported that they had received 27 applications for this position and that an interview committee was being assembled.

D. Spring Harbor Student Tutoring Monthly Report - Included in the packet

- E. **Westbrook High School Excellence and Determination Program Newsletter** - Included in the packet
- F. **H1N1 and Flu Vaccine Update** - Sandy Hale, School Health Coordinator, gave an update on the H1N1 school vaccine clinic. 58% of Westbrook's student population have been vaccinated which is above the state's average of 42%. School Committee was concerned that parent's were not notified ahead of time about the second booster shot being given

Chair Edward Symbol requested that Superintendent Dr. Namin get a Connect Ed message out to parents about the H1N1 booster shot and that the nurses ask the student if they have had the vaccine shot.

- G. **Westbrook Middle School Let's Go! 5-2-1-0 mini-grant** - Included in the packet.

- 11.2 **School Climate and Culture Report** - Included in the packet
- 11.3 **Personnel Report** - Included in the packet
- 11.4 **Financial Report** - Included in the packet
- 11.5 **Enrollment Report** - Included in the packet

12. **Chair / Committee Reports** - Superintendent Dr. Namin asked that Janet Crawford and Peter Lancia give their Teaching For Understanding report next time.

Mrs. Hall reported on the Finance Committee which included an update on the FY '11 budget, proposals on a boiler replacement at Westbrook High School and a raised garden at Canal School. She announced that they gave the go ahead to renew the contract for Ruth's Reusable Contract.

Vice-Chair Maria Dorn reported on the Educational Programs Committee which focused its meeting on the Gifted and Talented Program. She explained that Superintendent Dr. Namin and Cynthia Martin will develop a program and bring it back to the committee. Superintendent Dr. Namin reported on the Virtual High School program that has currently 10 high school students enrolled. He explained that he would like to increase the amount to 15 students in hopes of reaching Westbrook Middle School students.

Chair Edward Symbol requested that Superintendent Dr. Namin bring this request to the next Finance Committee.

13. **Old Business**

14. **New Business**

- 14.1 Administrative / Teaching Nominations

- 14.1.1 Title IA Reading & Math Teacher / Saccarappa School - **Larena Carten** 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 Master's +30 scale per the latest collective bargaining agreement. This position was advertised within and on servingschools.org and the school district's website. There were 10 applicants.

Ms. Carten has a bachelor's degree in English from Suffolk University and a master's degree in Reading for Southern Connecticut University. She was a special education teacher in New Haven, CT.

- 14.1.2 ½ Time Title IA Math Teacher / Prides Corner School - Debra Welch-Thompson is nominated for this position which is funded through June 30, 2011 by a Title IA Grant. She will be placed on Step 23 of the Master's scale per the latest collective bargaining agreement. This position was advertised within and on servingschools.org and the school district's website. There were 10 applicants.

Ms. Welch-Thompson has a bachelor's degree in Elementary Education from the University of Southern Maine and a master's degree in social work from the University of New England.

Motion Mrs. Hall moved and Vice-Chair Maria Dorn seconded the motion to approve nominations 14.1.1 and 14.1.2 as presented.

- **Vote:** 6 in favor - 0 opposed Ms. Bearor noted she would abstain on all motions from this point on as she is having technical difficulties

- 14.2 Request to approve the nominee for the position of the Director of Teaching and Learning - Action Item - Approval

- 14.3 Request to approve the nominee for the position of the Director of NCLB, Gifted & Talented, and Professional Development - Action Item - Approval

Motion Mr. Smith moved and Mr. Stone seconded the motion to approve Peter Lancia as the Director of Teaching and Learning effective July 1, 2010 and Cynthia Martin as the Director for NCLB, Gifted & Talented and Professional Development effective July 1, 2010 (salaries and benefits being determined through the next contract negotiations).

- **Vote:** 5 in favor - Mary Hall opposed Ms. Bearor abstained

- 14.4 Request to approve a raised bed garden on Canal School Grounds - Action - First Approval

Jeremy Ray, Principal, Canal School explained where the garden would be placed.

Motion Mr. Smith moved and Mrs. Serway seconded the motion to approve a raised bed garden on Canal School Grounds.

- **Vote:** 6 in favor - 0 opposed Ms. Bearor abstained

- 14.5 Request to approve the 2 hour delayed start memo to be sent home with students - Action Item - Approval

Motion Mr. Stone moved and Vice-Chair Maria Dorn seconded the motion to approve the 2 hour delay start memo to be sent home with students.

- **Vote:** 6 in favor - 0 opposed Ms. Bearor abstained

- 14.6 Request to approve the annual Comprehensive Emergency Management Plan per Sec.1, 20-A M.R.S.A. §1001, sub-§16m as enacted by PL1999, c. 351 §2 and Westbrook School Department policy EBCA - Action Item - Approval

Motion Mr. Stone moved and Mrs. Serway seconded the motion to approve the annual Comprehensive Emergency Management Plan per Sec.1, 20-A M.R.S.A. §1001, sub-§16m as enacted by PL1999, c. 351 §2 and Westbrook School Department policy EBCA as presented.

- **Vote:** 6 in favor - 0 opposed Ms. Bearor abstained

14.7 Request to approve the Ruth's Reusable Resources contract for the 2010 - 2011 school year contract - Action Item - Approval

Motion Mrs. Hall moved and Mr. Stone seconded the motion to approve Ruth's Reusable Resources contract for the 2010 - 2011 school year as presented.

• Vote: 6 in favor - 0 opposed Ms. Bearor abstained

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

There was no public participation.

16. Important Dates -

Jan.	12	5:30 PM	Policy Committee Meeting	Vocational Conf Room
Jan.	12	6:30 PM	Educational Programs Meeting	Vocational Conf Room
Jan.	13	6:00 PM	Finance Committee Meeting	WHS Principal's Conf. room
Jan.	13	7:00 PM	School Committee Meeting	WHS room #114
Jan.	18		Martin Luther King, Jr. birthday observed - NO SCHOOL	
Jan.	19	6:30 PM	Strategic Planning Committee meeting	

17. Announcements

Marc Gousse, Principal, Westbrook High School announced that the graduation will be moved to June 6th at 6:30 PM at Merrill Auditorium. Mr. Gousse announced that the cost of renting Merrill Auditorium (which was removed from the FY '10 school budget) has been reached through generous donations from Disability RMS and IDEXX. School Committee asked to verify if the date change needs approval from School Committee.

Mrs. Hall asked if the interview team has been chosen for the position of Chief Financial Officer. She expressed interest in serving on this interview committee.

Mrs. Hall reminded Finance Committee that they would need to be available next Wednesday to sign a warrant.

Chair Edward Symbol asked School Committee members to consider what committees they would like to serve on. Chair Edward Symbol asked to be removed from the Finance Committee and placed back on the vocational and PATHS committees.

Vice-Chair Maria Dorn reminded School Committee that there were two city / school committees, the Green Committee and the Best Westbrook Task Force Committee, for School Committee members to sit on.

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

Motion Mr. Stone moved and Vice-Chair Maria Dorn seconded the motion to enter into executive session to discuss collective bargaining pursuant to M.R.S.A. § 405 and adjourn directly from the executive session. The meeting will include School Committee members present, Superintendent Dr. Reza Namin and Tyler Dunphy; it was 7:25 PM.

• Vote: 6 in favor - 0 opposed Ms. Bearor abstained

19. Adjournment

Edward W. Symbol, Chair

Dr. Reza Namin, Secretary

