

WESTBROOK SCHOOL DEPARTMENT

WESTBROOK SCHOOL NEWS



SUPERINTENDENT'S CORNER

With only a few more days of school remaining, there are still many exciting changes and events yet to come.

On June 8, 2010, the Policy Committee will be meeting to discuss and build stronger policy as it relates to bullying.

Read more Below

Following the Policy Committee, the Educational Programs Committee will meet at 6:30 pm to discuss a variety of agenda items. Both of these subcommittee meetings are open to the public.

Read more Below.

The budget for the 2010—2011 school year has been approved by the Westbrook School Committee and the Westbrook City Council. Now it is up to the taxpayers to vote on our school budget. I wanted to take the time to give the voters as



Superintendent Dr. Reza Namin

much information as possible on the budget process and to outline how we achieved a zero increase to the taxpayers of Westbrook.

Read more on Page 2.

Please remember to vote on June 8, 2010. *Information on when and where to vote Page 3.*

We have just entered the hiring season and will have many new names to add to our "Who's New to Westbrook" **Read more on Page 4.**

This year we have 8 employees retiring from the Westbrook School Department. Combined, they have a total of 183 years of service in the school department. *Read more on page 4.*

Having been your superintendent for almost a year, I believe it important to ask for your feedback as part of my self-assessment. The survey can be found on **page 6** of this newsletter or you may access the survey on our website www.westbrookschoools.org

June 16, 2010 is the last day of school. It is a half day. Release times are as follows:

Middle School	10:20 AM
High School	10: 20 AM
Canal & Congin	11:00 AM
PC & Saccarappa	11:15 AM

HAVE A SAFE & ENJOYABLE SUMMER!

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Dates of Interest

- June 3 Senior Class Night
- June 5 Westbrook Together Days Parade
- June 8 Policy Committee meeting
- June 8 Educational Programs Committee
- June 9 2010 Graduation at Merrill Auditorium
- June 10 Adult Education Graduation
- June 15 Last Day of School for Pre-K
- June 16 Last day of School (Half day of School)
- June 16 Finance Committee meeting
- June 16 School Committee meeting

Westbrook School Committee News

The Policy Committee, a subcommittee of the Westbrook School Committee, will meet on Tuesday, June 8, 2010 at 5:30 PM in the vocational conference room. They will be discussing and developing language to deal with bullying. Currently, the Westbrook School Department has a policy on bullying (policy JICK) which can be viewed on the school department's web site. This is an open meeting to the public. Students, staff and the community are encouraged to participate or email their input / suggestions to Superintendent Dr. Namin at dr_namin@westbrookschoools.org

The Educational Programs Committee, a subcommittee of the Westbrook School Committee will meet on Tuesday, June 8, 2010 at 6:30 PM in the vocational conference room. The items on the agenda include a student exchange program at Westbrook Middle School, a travel request from the Westbrook Middle School Travel Club and discussion of the Westbrook CORE. This is an open meeting to the public.

Name
Our
Newsletter

**The Westbrook
School Newsletter
needs a name and
building 'reporters'
to submit stories
and information
from their building
to share with the
entire Westbrook
School Committee.**

**Please submit your
suggestions for a
name of the
newspaper or
stories /
information /
opportunities for all
staff members to
Superintendent Dr.
Reza Namin at
wsd@westbrookscho
ols.org**

Submit
Stories and
Suggestions

Letter to the Citizens of Westbrook From Superintendent Dr. Reza Namin

On June 8, citizens of Westbrook will be invited to vote in the annual School Budget Referendum. Voters will be asked to either accept or reject the budget that has been approved by the Westbrook School Committee and Westbrook City Council. As your Superintendent of Schools, I would like to take a few moments to explain how the budget was developed and how we have carefully allocated our resources.

Soon after I arrived in Westbrook, the Westbrook School Committee authorized me to begin a process to develop a long-term strategic plan for the school department that would guide our decision making over time. This would identify the values and priorities of our community and would influence our budgeting process. An important theme in the plan was to provide for the needs of all students through strong leadership and outstanding teaching with high standards for accountability, attention to the culture and climate of our district, and responsible management of facilities and resources. Students and their well being are at the very core of our school department and the school budget clearly reflects this.

The FY 2011 school budget amounts to \$33,021,811 and our revenue of \$33,021,811 would show a net balance for tax payers as \$0 increase. We are presenting a budget with zero impact to the Taxpayers of the Westbrook.

The FY11 budget has \$15,712,563 for local allocation for public education including the cost of adult education. Because many costs have risen, we have taken a number of steps to reduce our overall local contribution which includes Adult Education by \$16,976.

These include:

\$568,123 savings through an administrative restructuring plan

\$298,497 savings through leadership team adjustments and the voluntary freezing of my salary;

\$428,000 savings through sharing personnel with the City of Westbrook and other school districts for the positions of Chief Financial Officer, and the Directors of Technology, Human Resources, Food Services, and Operation as well as the elimination of the following administrative positions: Assistant Superintendent, Business Manager, Directors of Guidance, Gifted and Talented, Transportation, and Maintenance.

These savings, along with our anticipated revenues, create a balanced budget.

Implementation of a district wide initiative called "Teaching and Leading for Understanding", the enhanced web site, communications through ConnectEd and our website, encouraging virtual high school courses, initiating connections with community colleges, restructuring the school committee's subcommittees, and managing the business department and many consolidations to further reduce the budget and meet the revenue shortfall;

The budget represents both fiscal responsibility and the highest quality education for all students

Through this process, we are pleased to have maintained our student-centered priorities which our community identified through the strategic planning process. These include:

- No teaching positions have been eliminated in the FY 2011 budget;
- Class sizes have not been increased;
- Course offerings have not been decreased;
- Field trips have been maintained;
- Specialized programs, including gifted and talented, art, music, vocational, and alternative education as well as student support services, remain part of our school programs;

Activities and athletics remain accessible to all students;

Implementation of a district wide initiative called "Teaching and Leading for Understanding", the enhanced web site, communications through ConnectEd and our website, encouraging virtual high school courses, initiating connections with community colleges, restructuring the school committee's subcommittees, and managing the business department and many consolidations to further reduce the budget and meet the revenue shortfall;

The budget represents both fiscal responsibility and the highest quality education for all students

For more detailed information about the budget, please visit our website, www.westbrookschoools.org, or contact my office at 854-0800.

I urge you to turn out on Tuesday, June 8 to vote.

Reza Namin, Ph.D.
Superintendent of Schools

Where to vote on June 8, 2010

Polls will open at 7:00 am and close at 8:00 pm on Tuesday, June 8, 2010

Ward 1 Wescott Junior High School, 426 Bridge Street

Wards 2, 3 & 4 Armory, 120 Stroudwater Street

Ward 5 Prides Corner Congregational Church, 235 Pride Street

Visit us
On the
Web

www.westbrookschoools.org

Visit Us
On the
Web

**Westbrook School Department
Superintendent's Performance Feedback Form**

May 24, 2010

It is hard to believe that I have been the Superintendent in Westbrook for about a year. I have implemented many of my new initiatives and already the positive effects on our students are beginning to reflect those changes. I have scheduled school meetings in order to meet with students, staff, parents and community members to talk about these initiatives and answer any questions as we move our school district forward.

With the economy continually impacting our budgets, I am pleased to announce that I presented the school's FY11 Budget to the Westbrook School Committee with a decrease of \$2,049 from the current budget year without impacting our students in the classroom. The Westbrook School Committee approved administrative restructuring to shift funds from the administration into supporting our students and the essential services without impacting any teaching jobs. Working in tandem with the Dropout Committee, administrative staff and teachers has brought Westbrook High School's dropout rate to 1.67% as of April 28, its lowest point ever.

After reviewing the 3 year data, it was evident that a plan was needed to acknowledge where we are and what we need to do as a school district to raise student achievement in the coming years. 7 months ago, a Strategic Planning Committee was established to identify the mission and a shared vision for Westbrook School Department. Focus groups, community surveys and numerous meetings of a 30 member committee brought together a list of the school's successes and weaknesses. With this information, the Committee worked with Good Group Decisions to set goals, create a vision and the steps to reach them.

As part of my self assessment as a Superintendent, I invite comments on my performance as the superintendent of schools.

Instruction:

Online: Please go to the Westbrook School Department Website at <http://www.westbrookschoools.org> and click at the Westbrook School Superintendent Self Assessment

Email: You can access the form from the Westbrook School Department Website above. Please complete it and mail to above address or email the completed form to WSD@westbrookschoools.org

I appreciate your time and as always an honor to work as the superintendent of school in a great community that cares like Westbrook.

Sincerely,

Dr. Reza Namin
Superintendent of Schools

Superintendent's Performance Feedback Form

As Chief Executive of the Westbrook School Department, the Superintendent actively manages and is responsible for providing leadership for the entire school department in six (6) major domains; overall based on what you know of Dr. Namin's performance as measured against these six (6) domains, please rate his performance on the following scale:

- 1. Greatly Exceeds Expectations
- 2. Exceeds Expectations
- 3. Meets Expectations
- 4. Fails to Meet Expectations
- 5. No Basis for Judgment

1. Policy and Governance – The Superintendent works with the School Committee to develop a vision for the schools, and acts as the primary instructional leader and administrator for the school district. _____
2. Planning and Assessment – The Superintendent works collaboratively with others to develop and implement the instructional program, budget, and long-term plan for the school district. _____
3. Instructional Leadership – The Superintendent ensures quality curriculum, instruction, assessment, and professional development across all schools in the district. _____
4. Organizational and Facilities Management – The Superintendent effectively manages people, materials, and the budget to ensure student learning and to comply with legal mandates. _____
5. Communications and Community Relations – The Superintendent promotes effective communication and interpersonal relations with staff and the community. _____
6. Professionalism – The Superintendent models professional, moral, and ethical standards, and works in a collegial and collaborative manner with school personnel and the community. _____

Please use the back of this page to provide any comments on Dr. Namin's performance.

Do you know Dr. Namin primarily in your role as:

- Parent
- Student
- Teacher
- Staff
- EdTech
- Community Member

Please indicate whether you have met with or seen Dr. Namin:

	Frequently	Occasionally	Once/Twice	Never
Individually or small group	1	2	3	4
Large private meeting (e.g., staff meeting)	1	2	3	4
Public meeting (e.g., School Committee, Parents meeting, etc.)	1	2	3	4

Name (Optional): _____

School Affiliation (if applicable): _____

SCHOOL CALENDAR
2010 - 2011

August / September				
M	T	W	TH	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
T - 22		P - 20		
30,31 Teacher Inservice Days				
1 First Day of School				
3 No School				
6 Labor Day				

October				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
T - 20		P - 19		
8 Teacher Inservice Day				
11 Columbus Day				

November				
M	T	W	TH	F
1	2	3	4	5
8	9	(10*)	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
T - 19		P - 16		
10 Half Day for K-8 students; Full Day for 9-12 students				
11 Veterans' Day (observed)				
22,23 Teacher Inservice Days				
24 Parent/Tchr Conf.Comp.day				
25 Thanksgiving				
26 No School				

December				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
T - 16		P - 16		
23-31 Holiday Vacation				

January				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
T - 20		P - 19		
17 Martin Luther King Day				
28 Teacher Inservice Day				

February				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
T - 15		P - 15		
21 Presidents' Day				
21-25 February Vacation				

March				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
T - 23		P - 22		
25 Teacher Inservice Day				

April				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
T - 16		P - 16		
18 Patriots' Day				
18-22 Spring Vacation				

May				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
T - 21		P - 21		
30 Memorial Day				

June				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	(15)	16	17
20	21	22	23	24
27	28	29	30	
T - 11		P - 11		
15 Last Day of School (1/2 Day) If necessary, contingency days will be added to make up for school closures.				

- 9 - 12 Early Release Every Wednesday 1:00 PM
- Teacher Workshop Day; No School for students
- () 1/2 Last Day of School
- (*) 1/2 Day for K-8 Students-PM Workshop/Conferences for K-8 Teachers; Full Day for 9-12 Students
- No School

School Vacations	
Holiday	Dec 23 - 31
Winter	Feb 21 - 25
Spring	Apr 18 - 22

Ranking Periods		Student	Teacher
<i>(PC, Sacc, Canal, Congin, WJHS)</i>		Days	Days
August	30 - December 3	= 59	65
December	6 - March 11	= 55	56
March	14 - June 15	= 61	62
Totals =		175	183
<i>(WHS)</i>		Days	Days
August	30 - November 5	= 44	47
November	8 - January 28	= 45	49
January	31 - April 8	= 44	45
April	11 - June 15	= 42	42
Totals =		175	183

Holidays	
Labor Day	Sep 6
Columbus Day	Oct 11
Veterans' Day (observed)	Nov 11
Thanksgiving	Nov 25
Day after Thanksgiving	Nov 26
Christmas Day	Dec 25
New Year's Day	Jan 1
Martin L. King Day	Jan 17
Presidents' Day	Feb 21
Patriots' Day	April 18
Memorial Day	May 30