

WESTBROOK BOARD OF EDUCATION
Tuesday, November 09, 2021
Regular Board of Education Meeting 7:00 p.m.
WHS Library

In accordance with Executive Order 13A and Executive Order 14, all individuals present in person at the Westbrook Board of Education meeting are required to wear face masks.

Members of the public who would like to view this meeting remotely, please access the link here:

Method 1

1. Visit <https://www.westbrookctschools.org/groups/5650>
2. Click the link provided at the time of the meeting.

Method 2

1. Navigate to <https://www.westbrookctschools.org>
2. Click "Departments"
3. Click "Westbrook Board of Education"
4. Click the link provided at the time of the meeting.

AGENDA

- I. **CALL TO ORDER** – 7:00 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOE ACKNOWLEDGEMENTS:** Michele Brigham, BOE member
- IV. **STUDENT REPRESENTATIVE REPORT:** Andrew Livingstone
- V. **PUBLIC COMMENT Re: Matters of General Concern & Agenda Items**

Board welcomes public participation and asks that speakers **sign in** to be recognized and limit their comments to a reasonable amount of time (3 minutes). Speakers may offer objective comments about specific agenda items or school operations and programs that concern them. To protect the impartiality of the Board, we will not permit any negative or positive comments about the Board of Education, specific personnel and students. Such comments should be brought to school administration. The Board will not respond to comments made during public comment. When appropriate, district administration will follow-up at a later point in time.

For the November 9, 2021 BOE meeting, remote Public Comment will be available as we transition back to in person meetings. A Google Meet link will be posted on the website for remote audience members who would like an opportunity to speak during the Public Comment portion of the meeting. In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, please adhere to the previously mentioned guidelines.

- VI. **ADMINISTRATOR(S) COMMENTS**
 - A. Spring SBA and SAT Results & Action Plans

VII. NEW BUSINESS – Vote anticipated (Enclosure 1)

- A. Policy 0100 – Mission-Goals-Objectives - First Reading.

VIII. SUPERINTENDENT’S REPORT

- A. Enrollment update (Enclosure 2)
- B. Westbrook Portrait of a Graduate Update

IX. OLD BUSINESS

X. CONSENT AGENDA – Vote anticipated

A. Approval of Minutes

- 1. Minutes of Regular Meeting of October 12, 2021 (Enclosure 3)
- 2. Minutes of Special Meeting of October 12, 2021 (Enclosure 4)

XI. FINANCIAL REPORTS (Enclosure 5)

- A. Review of Check Listings.
- B. Budget/Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report

XII. BOARD COMMITTEE REPORTS

- A. LEARN – M. Brigham
- B. Policy– K. Walker
- C. Long Range Planning – D. Perreault
- D. Fiscal & Budget – M. Esposito
- E. Teaching & Learning – D. Perreault
- F. Communications & Marketing – M. Luft
- G. Town Energy Ad Hoc Committee – L. Wysocki
- H. PTSO Representatives - M. Luft, Z. Hayden, M. Esposito

XIII. BOARD OF EDUCATION GOALS – Z.Hayden

- A. Delegate Assembly Summary
- B. CABA Workshops Reports

XIV. PERSONNEL

A. Certified Appointment(s)

- 1. Carol Cuomo-Lewia – WHS English Teacher

XV. ADJOURN

(Recommended Revision)

Mission - Goals - Objectives**Westbrook Mission Statement:**

The Westbrook Public Schools recognize that every child is important and an integral part of our community. Our commitment is to provide a safe and supportive learning environment to **educate, challenge and inspire** all students to achieve their potential and follow their artistic and intellectual curiosity.

The mission of the schools is best fulfilled when students, staff members, parents, and community residents participate in the decision-making process. Educational excellence is the product of open communication within the school district and the community it serves.

Policy adopted: March 13, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Policy revision adopted: September 11, 2012

First Reading
Recommended by Policy Subcommittee : Nov. 2021

Mission - Goals - Objectives

Westbrook Mission Statement:

The Westbrook Public Schools recognize that every child is important and an integral part of our community. Our commitment is to provide a safe and supportive learning environment to educate, challenge and inspire all students to achieve their potential and follow their artistic and intellectual curiosity. ~~Toward this end the Board of Education stipulates the following:~~

- ~~1. Schools exist to meet the educational needs of students. The Board of Education believes that all children can learn and that the primary purpose of school is teaching and learning.~~
- ~~2. Students differ from one another. They have differing needs, learning styles, and interests. They differ in levels of maturity, degrees of responsibility each can accept, and levels of personal motivation to learn. The district's instructional program shall recognize these differences and shall strive to achieve both quality and equity in the results which are achieved.~~
- ~~3. Schools should foster in each student a strong desire to develop an inquiring, self directed, and creative mind. A major purpose of school is to teach children how to learn to prepare them for a lifetime of learning.~~
- ~~4. Regardless of societal factors that may interfere with learning, good schools do make a difference in a child's life. Schools exercise control over many factors which can significantly influence student achievement. Maximizing student achievement is a major responsibility of schools. While the process of education is important, student achievement can only be assessed and measured in the outcomes demonstrated by students.~~
- ~~5. Students must share responsibility for their own learning but schools help them do so by:~~
 - ~~A. Cooperating with parents to support and assist students.~~
 - ~~B. Making available worthwhile learning experiences for all students regardless of social or economic background, sex, levels of maturity, motivation, or intelligence.~~
 - ~~C. Stressing the organization, interpretation and application of information to real situations rather than the acquisition of information for its own sake.~~
 - ~~D. Recognizing that learning occurs at home and in the community and that instruction should unify this knowledge through concept and problem centered learning experiences rather than through an isolated study of content areas.~~

The mission of the schools is best fulfilled when students, staff members, parents, and community residents participate in the decision-making process. ~~in matters that affect them. Constructive dissent enhances good decisions.~~ Educational excellence, the ultimate mission of the school district, is the product of open communication within the school district and ~~between the school district and the community it serves.~~

Policy adopted: March 13, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Policy revision adopted: September 11, 2012

ENCLOSURE 2

ENROLLMENT	Sept.2021	Oct. 2021	Nov.2021	Dec.2021	Jan.2022	Feb.2022	Mar.2022	Apr.2022	1-May	1-Jun
PRE -K	45	44	45							
KINDER.	41	42	43							
1	42	42	42							
2	37	38	39							
3	48	49	49							
4	29	30	30							
TOTAL	242	245	248							
5	50	50	50							
6	37	37	38							
7	40	41	41							
8	44	44	43							
TOTAL	171	172	172							
9	42	42	42							
10	49	49	50							
11	61	61	61							
12	60	60	60							
TOTAL	212	212	213							
In-District										
Outplaced	7	7	8							
DISTRICT	632	629	633							
TOTAL	637	636	641							



Enrollment Projections

	Daisy Ingraham Elementary School Grades PreK-4	Westbrook Middle School Grades 5-8	Westbrook High School Grades 9-12	Westbrook Public Schools PreK-12
2021-2022 (October 1, 2021)	245	175	215	635
2022-2023 (NESDEC)	252	154	197	603
2023-2024 (NESDEC)	236	161	172	569
2024-2025 (NESDEC)	247	161	155	563
2025-2026 (NESDEC)	239	153	156	548



Enrollment Trends and Projections PreK-4 Daisy Ingraham Elementary School

Grades	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (NESDEC)	2023-2024 (NESDEC)
PreK	47	48	44	44	45
K	41	49	42	38	33
1	47	43	42	41	37
2	27	47	38	40	39
3	58	29	49	39	42
4	35	55	30	50	40
Total	255	271	245	252	236



Enrollment Trends and Projections Grades 5-8 Westbrook Middle School

Grades	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (NESDEC)	2023-2024 (NESDEC)
5	41	35	50	29	48
6	46	41	37	50	29
7	50	43	41	36	49
8	48	48	44	39	35
Total	185	167	172	154	161



Enrollment Trends and Projections Grades 9-12 Westbrook High School

Grades	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (NESDEC)	2023-2024 (NESDEC)
9	57	44	42	40	36
10	58	54	49	42	40
11	50	54	61	50	43
12	56	53	63	65	53
Total	221	205	215	197	172

EDUCATE, CHALLENGE, & INSPIRE

**WESTBROOK BOARD OF EDUCATION
Tuesday, October 12, 2021 @ 7:00 p.m.
Regular Board of Education Meeting**

MINUTES

Members Present: Zachary Hayden, Mary Ella Luft, Michelle Palumbo, Don Perreault, Christine Kuehlewind, Michele Brigham;
Via telephone: Mike Esposito, Kim Walker

Absent: Sally Greaves

Also Present: Superintendent Kristina J. Martineau; Ruth Rose, Tara Winch, Fran Lagace; L. Wysocki, Business Manager, B. Russell, IT Specialist.

- I. CALL TO ORDER –** Z. Hayden, Chair, called the Westbrook Board of Education meeting to order at 7:10 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS**
 1. Superintendent Martineau introduced and welcomed new staff members, Anastasia Littlefield, WHS Chorus Teacher and Rose-Merry Unan, Special Education Teacher to the Board of Education.
- IV. STUDENT REPRESENTATIVE REPORT –** Not available.
- V. PUBLIC COMMENT:** No comments
- VI. ADMINISTRATOR(S) COMMENTS**
 - A. Daisy Ingraham Elementary School – R. Rose reported on the first six weeks of school including student assessments, individual student growth, educators' goals; fire safety activities, Autism and Down's Syndrome Awareness; fine tuning of pick-up and drop-off of students, and she expressed appreciation to the BOE for providing instructional materials and staff.
 - B. Westbrook Middle School – R. Rose also reported on the middle school activities for Mr. Talmadge; A successful Virtual Open House; upcoming professional development; Castle SEL framework; after school support for ELL student; 7th & 8th grade Movie Night; parent conferences on Oct. 26 and 28; and field trips for 7th graders for Project Oceanology and 6th graders to Mystic Seaport.
 - C. Westbrook High School – T. Winch reported on a successful six weeks at the high school including Teacher Evaluation Plan, Social Emotional Goals for students, Spirit Week, Field Day involving all students; and a new student activity, E-Sports, which is a competitive video gaming activity for students. She expressed appreciation to B. Russell and B. Daily for their assistance with the E-Sports program. Ms. Winch also talked about the Robotics program, PSAT's and the seniors' annual breakfast at the Elks Club. Juniors are scheduled to take PSAT's on Wednesday.

VII. NEW BUSINESS

- A. Budget Guidelines & Development Timeline – 2022-23: Superintendent Martineau requested feedback on the timeline and draft of the BOE Budget Guidelines. She suggested a separate meeting to update the guidelines to tie in with Board of Education goals. **MOTION by Z Hayden and SECOND by M. Brigham to move forward with the budget timelines presented and to rework budget guidelines for the future. Vote unanimous.**
- B. Disposal of Books - According to Policy 3260 – Sale & Disposal of Books, Equipment & Supplies, the BOE was provided with a list of outdated books no longer useful to the Curriculum. **MOTION by D. Perreault and SECOND by M. Luft to approval the disposal of the books as listed. Vote unanimous.**

VIII. SUPERINTENDENT'S REPORT

- A. Enrollment Update – Superintendent Martineau reported on the October 1 enrollment: A total of 636 students which includes 7 out placed students. (Pre-K – 4 = 246; 5-8 = 175; 9-12 = 215)
- B. Westbrook Portrait of a Graduate Update: Superintendent Martineau gave an update on Westbrook Portrait of a Graduate. Survey results will be shared at the December meeting. After the Steering Committee work, Portrait of a Graduate will be brought to the Board in May. Z. Hayden commented on the high level of involvement of stakeholders. M. Brigham suggested reaching out to Youth and Family Services as a contact. C. Kuehlewind commented that she is excited to take part and M. Esposito is pleased with the transparency involved with Portrait of a Graduate.

IX. OLD BUSINESS: No old business

X. CONSENT AGENDA

- A. Approval of Minutes:
 - 1. Regular Meeting – September 14, 2021: **MOTION by M. Brigham and SECOND by M. Luft to approve the minutes of the BOE meeting of September 14, 2021. Vote unanimous.**

XI. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for 9/2/2021 in the amount of \$115,614.08; 9/15/ 2021 for \$60,562.34; and 9/30/2021 for \$177, 481.47.
- B. Budget Narrative/Review of Expenditure Report: L. Wysocki provided an overview of the budget as it stands. She mentioned an issue with payroll date vs. grant expenditures, which will eventually work its way out and is not a concern.
- C. Line Item Transfer: None
- D. Insurance Report: Not available. L. Wysocki will follow through on requesting an updated report.

XII. BOARD COMMITTEE REPORTS

- A. LEARN – M. Brigham (no report)
- B. Policy - K. Walker reported the Committee has reviewed the zero series and is working on “sun setting” some policies which are duplicated. The goal is to move onto the 1000 series.
- C. Long Range Planning – D. Perreault reported on a recent meeting with Consultant Roger LeFleur who updated the committee on air handlers and the current ventilator system. A feasibility study was done for Daisy Ingraham School. He reported that costs are not as significant as once thought and are manageable; and there are concerns about supply chains. It is hopeful that the committee will have actual cost figures for the Board. D. Perreault, M.

Esposito, and M. Brigham had questions and comments in a discussion trying to clarify the interconnected roles of air flow versus temperature control.

- D. Fiscal & Budget – M. Esposito apologized to the committee for not having a quorum at the scheduled meeting. He did meet with Superintendent Martineau and Business Manager Lesley Wysocki. He is interested in understanding the salary category, as it is more than 50% of the budget.
- E. Teaching & Learning – D. Perreault (no meeting)
- F. Communications & Marketing – M. Luft reported on the September 29 meeting – Discussion was about the role of the committee related to Portrait of a Graduate and the decision to not involve the committee at this time as there is already representation. The committee is inviting the Athletic Booster Chair to their next meeting.
- G. Town Energy Ad Hoc Committee – L. Wysocki reported on the Sept. 15 meeting. The committee is looking into another solar program. Consideration is to put solar on the roof of the municipal building. Also discussed was vehicle charging stations. Updated lighting at the library is complete.
- H. PTSO Representatives – Z. Hayden – WMS (no report), M. Luft - Daisy (no report, but Superintendent Martineau will attend the next meeting); M. Esposito - WHS (currently looking for new leadership)

XIII. BOARD OF EDUCATION GOALS – Z. Hayden reported that he will attend a webinar on November 4 on how Boards should run organizational meetings. He also mentioned that he will attend the CABE/CAPSS Conference on November 12 with other BOE participants and Superintendent Martineau.

XIV. PERSONNEL

- A. Professional Appointment(s)
 - 1. Marcella Ranfone – Special Education Teacher
MOTION by Z. Hayden and SECOND by M. Palumbo to approve the appointment of Marcella Ranfone for the position of Special Education teacher for Westbrook Public Schools. Vote unanimous.
- B. Professional Resignation(s)
 - 1. Molly McKenna – WHS English teacher submitted her resignation effective October 29, 2021. **MOTION by K. Walker and SECOND by M. Palumbo to accept with regret the resignation of Molly McKenna effective October 29, 2021.**
- C. Non-Certified Resignation(s)
 - A. Meredith Werner – Paraprofessional – The BOE was informed of the resignation of Meredith Werner effective October 15, 2021.

XV. ADJOURN: MOTION by M. Luft and SECOND by M. Palumbo to adjourn at 8:16 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuchlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next BOE meeting

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

**WESTBROOK BOARD OF EDUCATION
Tuesday, October 12, 2021 @ 6:30 p.m.
Special Board of Education Meeting
WHS Library**

Members Present: Zachary Hayden, Mary Ella Luft, Michelle Palumbo, Don Perreault, Christina Kuehlewind; Michele Brigham, Mike Esposito and K. Walker via phone

Absent: Sally Greaves

Also Present: Superintendent Kristina Martineau

MINUTES

I. CALL TO ORDER – The meeting of October 12, 2021 was called to order at 6:30 p.m. by Z. Hayden, Chair.

MOTION to move into Executive Session by Z. Hayden and SECOND by M. Luft with an invitation to Superintendent Kristina Martineau. Vote unanimous.

II. EXECUTIVE SESSION

Discussion of matters that would result in the disclosure of exempt matters

- A. Superintendent's Evaluation
- B. Strategy for Collective Bargaining

III. ADJOURN: MOTION by K. Walker and SECOND by D. Perreault to adjourn at 7:05 p.m.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

Westbrook Public Schools

ENCLOSURE 5

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/14/2021

To Date: 10/14/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37245	10/14/2021	ADP, INC	\$1,664.73	1037	Printed	Expense	<input type="checkbox"/>	Payroll	
37246	10/14/2021	ALLSTON SUPPLY CO., INC.	\$2,176.82	1037	Printed	Expense	<input type="checkbox"/>	custodian supplies	
37247	10/14/2021	ASCD	\$328.00	1037	Printed	Expense	<input type="checkbox"/>		
37248	10/14/2021	AUTOMATED BLDG SYSTEMS	\$113.53	1037	Printed	Expense	<input type="checkbox"/>		
37249	10/14/2021	BSNSPORTS	\$269.08	1037	Printed	Expense	<input type="checkbox"/>		
37250	10/14/2021	CHILDREN'S HEALTH MARKET	\$1,917.30	1037	Printed	Expense	<input type="checkbox"/>	Daisy - Great body shop books	
37251	10/14/2021	CURTIN MOTOR LIVERY SERV.	\$11,140.00	1037	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
37252	10/14/2021	DEBOW MECHANICAL SERVICES	\$560.00	1037	Printed	Expense	<input type="checkbox"/>		
37253	10/14/2021	DELTA-T GROUP HARTFORD, INC.	\$3,593.01	1037	Printed	Expense	<input type="checkbox"/>	para substitutes	
37254	10/14/2021	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$4,750.00	1037	Printed	Expense	<input type="checkbox"/>	grounds maintenance contract	
37255	10/14/2021	DIGITAL BACKOFFICE	\$11,580.00	1037	Printed	Expense	<input type="checkbox"/>	fiber optic connection to Daisy	
37256	10/14/2021	ELECTRICAL WHOLESALERS	\$102.90	1037	Printed	Expense	<input type="checkbox"/>		
37257	10/14/2021	[REDACTED]	\$17,225.00	1037	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
37258	10/14/2021	HUEBNER PIANO SERVICES	\$320.00	1037	Printed	Expense	<input type="checkbox"/>		
37259	10/14/2021	IMPACT APPLICATIONS, INC.	\$444.00	1037	Printed	Expense	<input type="checkbox"/>		
37260	10/14/2021	INTRADO INTERACTIVE SERVICES CORP.	\$2,151.68	1037	Printed	Expense	<input type="checkbox"/>	School Messenger renewal	
37261	10/14/2021	JUNIOR LIBRARY GUILD	\$348.50	1037	Printed	Expense	<input type="checkbox"/>		
37262	10/14/2021	KRISTINA MARTINEAU	\$500.00	1037	Printed	Expense	<input type="checkbox"/>		
37263	10/14/2021	LESLEY WY SOCKI	\$153.19	1037	Printed	Expense	<input type="checkbox"/>		
37264	10/14/2021	LIGHTHOUSE SIGN CO.	\$15.00	1037	Printed	Expense	<input type="checkbox"/>		
37265	10/14/2021	M & J BUS, INC.	\$8,567.58	1037	Printed	Expense	<input type="checkbox"/>	athletic trips (HS + Ms)	
37266	10/14/2021	M.D. STETSON COMPANY INC.	\$4,379.19	1037	Printed	Expense	<input type="checkbox"/>	custodian supplies	
37267	10/14/2021	MARKS PLUMBING PARTS	\$374.94	1037	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/14/2021

To Date: 10/14/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37268	10/14/2021	NAT'L ENERGY CONTROL CORP	\$403.61	1037	Printed	Expense	<input type="checkbox"/>		
37269	10/14/2021	PAUL NERI LUTHERIE	\$191.00	1037	Printed	Expense	<input type="checkbox"/>		
37270	10/14/2021	PETTY CASH	\$131.21	1037	Printed	Expense	<input type="checkbox"/>		
37271	10/14/2021	S&S WORLDWIDE	\$498.39	1037	Printed	Expense	<input type="checkbox"/>		
37272	10/14/2021	SAYBROOK HARDWARE	\$61.27	1037	Printed	Expense	<input type="checkbox"/>		
37273	10/14/2021	SCHOOL MATE	\$800.00	1037	Printed	Expense	<input type="checkbox"/>		
37274	10/14/2021	SCHOOL SPECIALTY	\$18.76	1037	Printed	Expense	<input type="checkbox"/>		
37275	10/14/2021	SOUTHERN CT GAS CO	\$2,278.74	1037	Printed	Expense	<input type="checkbox"/>		
37276	10/14/2021	STADIUM SYSTEMS	\$271.78	1037	Printed	Expense	<input type="checkbox"/>		
37277	10/14/2021	STAPLES BUSINESS ADVANTAGE	\$32.27	1037	Printed	Expense	<input type="checkbox"/>		
37278	10/14/2021	STEWART'S MUSIC	\$4,434.00	1037	Printed	Expense	<input type="checkbox"/>		
37279	10/14/2021	SUBURBAN STATIONERS	\$5,210.26	1037	Printed	Expense	<input type="checkbox"/>		
37280	10/14/2021	TELEIA SECURITY	\$2,080.00	1037	Printed	Expense	<input type="checkbox"/>		
37281	10/14/2021	[REDACTED]	\$7,700.00	1037	Printed	Expense	<input type="checkbox"/>		
37282	10/14/2021	Wattifi Inc.	\$3,635.26	1037	Printed	Expense	<input type="checkbox"/>		
37283	10/14/2021	WESTBROOK SCHOOLS LUNCH	\$277.35	1037	Printed	Expense	<input type="checkbox"/>		
37284	10/14/2021	WESTBROOK SCHS ACTIVITY	\$1,000.00	1037	Printed	Expense	<input type="checkbox"/>		
37285	10/14/2021	WORLD BASEBALL COACHES' CONVENTION	\$120.00	1037	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$101,818.35

End of Report

MS "generations"
☐ *MS trumpets and saxophones*
☐ *MS supplies*
☐ *copier paper all schools, HS+MS*
☐ *surveillance camera replacement storage/recording unit*
☐ *spec. ed. tuition*
☐ *electricity "supply"*
☐ *grade 6 field trip #*

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/28/2021
 From Check: 37286
 From Voucher: 1046

To Date: 10/28/2021
 To Check: 37369
 To Voucher: 1046

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37286	10/28/2021	ADOBE SYSTEM INC.	\$2,460.00	1046	Printed	Expense	<input type="checkbox"/>	software renewal	
37287	10/28/2021	ALL WASTE, INC.	\$2,395.60	1046	Printed	Expense	<input type="checkbox"/>	trash removal	
37288	10/28/2021	ALLSTON SUPPLY CO., INC.	\$263.56	1046	Printed	Expense	<input type="checkbox"/>	athletics (MS), HS science, co, HS math	
37289	10/28/2021	AMAZON CREDIT PLAN	\$5,508.22	1046	Printed	Expense	<input checked="" type="checkbox"/>	SAT/Princeton AP review, MS Art, HSAV,	
37290	10/28/2021	AQUAPHOENIX SCIENTIFIC, INC.	\$1,012.02	1046	Printed	Expense	<input checked="" type="checkbox"/>	Daisy books, spec. ed. supplies, HS tech ed,	
37291	10/28/2021	BRODART CO.	\$50.76	1046	Printed	Expense	<input type="checkbox"/>	MS: library,	
37292	10/28/2021	CASL, INC.	\$30.00	1046	Printed	Expense	<input type="checkbox"/>	AP Chem (HS) supplies health tech ed.	
37293	10/28/2021	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$219.00	1046	Printed	Expense	<input type="checkbox"/>		
37294	10/28/2021	CBS THERAPY	\$25,284.00	1046	Printed	Expense	<input type="checkbox"/>	para coverage	
37295	10/28/2021	CIT TECHNOLOGY FIN SERV., INC.	\$7,574.02	1046	Printed	Expense	<input type="checkbox"/>	Copier lease agreement	
37296	10/28/2021	CITIZENS BANK-MASTERCARD	\$435.75	1046	Printed	Expense	<input type="checkbox"/>		
37297	10/28/2021	COMMERCIAL BANKING	\$72.87	1046	Printed	Expense	<input type="checkbox"/>		
37298	10/28/2021	CONN.WATER CO.	\$1,355.27	1046	Printed	Expense	<input type="checkbox"/>	water usage	
37299	10/28/2021	CT MUSIC EDUCATORS ASSN	\$275.00	1046	Printed	Expense	<input type="checkbox"/>		
37300	10/28/2021	DATA RECOGNITION CORPORATION	\$312.29	1046	Printed	Expense	<input type="checkbox"/>		
37301	10/28/2021	DBO-TSG	\$2,689.09	1046	Printed	Expense	<input type="checkbox"/>	phone bill	
37302	10/28/2021	DELTA-T GROUP HARTFORD, INC.	\$3,458.86	1046	Printed	Expense	<input type="checkbox"/>	para subs	
37303	10/28/2021	DICK BLICK INC.	\$239.40	1046	Printed	Expense	<input type="checkbox"/>		
37304	10/28/2021	DINN BROS	\$12.50	1046	Printed	Expense	<input type="checkbox"/>		
37305	10/28/2021	EB EXTERMINATING CO.	\$106.00	1046	Printed	Expense	<input type="checkbox"/>		
37306	10/28/2021	ELECTRICAL WHOLESALERS	\$250.72	1046	Printed	Expense	<input type="checkbox"/>		
37307	10/28/2021	ENCORE FIRE PROTECTION	\$824.00	1046	Printed	Expense	<input type="checkbox"/>		
37308	10/28/2021	Energy Air	\$5,000.00	1046	Printed	Expense	<input type="checkbox"/>	MS replacement of mini split mitsubishi unit	

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/28/2021
From Check: 37286
From Voucher: 1046

To Date: 10/28/2021
To Check: 37369
To Voucher: 1046

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37309	10/28/2021	EZS SOFTWARE, INC.	\$504.00	1046	Printed	Expense	<input type="checkbox"/>		
37310	10/28/2021	FOLLETT SCHOOL SOLUTIONS, INC.	\$7,780.34	1046	Printed	Expense	<input type="checkbox"/>	library books (Daisy, MS, HS)	
37311	10/28/2021	FRONTIER	\$812.68	1046	Printed	Expense	<input type="checkbox"/>		
37312	10/28/2021	GOPHER SPORT	\$502.72	1046	Printed	Expense	<input type="checkbox"/>		
37313	10/28/2021	GRAINGER, INC	\$721.77	1046	Printed	Expense	<input type="checkbox"/>		
37314	10/28/2021	GROVE SCHOOL, INC	\$325.00	1046	Printed	Expense	<input type="checkbox"/>	spec. ed. services	
37315	10/28/2021	HEINEMANN	\$41.50	1046	Printed	Expense	<input type="checkbox"/>		
37316	10/28/2021	HP INC.	\$40,950.00	1046	Printed	Expense	<input type="checkbox"/>	chromebooks - Daisy	
37317	10/28/2021	J.W. PEPPER & SON INC.	\$676.57	1046	Printed	Expense	<input type="checkbox"/>		
37318	10/28/2021	JOSTENS	\$1,045.97	1046	Printed	Expense	<input type="checkbox"/>	HS + MS graduation supplies	
37319	10/28/2021	KELLY SERVICES INC.	\$2,754.55	1046	Printed	Expense	<input type="checkbox"/>	bldg substitutes	
37320	10/28/2021	LAKESHORE LEARNING MATERIALS	\$71.27	1046	Printed	Expense	<input type="checkbox"/>		
37321	10/28/2021	LANGUAGE LINE SERVICES, INC.	\$271.98	1046	Printed	Expense	<input type="checkbox"/>		
37322	10/28/2021	LIPIN/DIETZ ASSOCIATES	\$225.00	1046	Printed	Expense	<input type="checkbox"/>		
37323	10/28/2021	M & J BUS, INC.	\$51,440.07	1046	Printed	Expense	<input type="checkbox"/>	home → school, Vinal/Vog, Park, late buses, spec. ed.	
37324	10/28/2021	M.D. STETSON COMPANY INC.	\$3,741.91	1046	Printed	Expense	<input type="checkbox"/>	custodial supplies	
37325	10/28/2021	MEREDITH KELLER	\$210.00	1046	Printed	Expense	<input type="checkbox"/>		
37326	10/28/2021	MERRYMAKERS, INC	\$66.00	1046	Printed	Expense	<input type="checkbox"/>		
37327	10/28/2021	METEOROLOGIST JOHN BAGIONI	\$1,000.00	1046	Printed	Expense	<input type="checkbox"/>	weather alert system	
37328	10/28/2021	MICHAEL A. THOMAS	\$101.92	1046	Printed	Expense	<input type="checkbox"/>		
37329	10/28/2021	MUTUAL OF OMAHA	\$1,953.17	1046	Printed	Expense	<input type="checkbox"/>	life insurance premium	
37330	10/28/2021	N2Y	\$910.92	1046	Printed	Expense	<input type="checkbox"/>		
37331	10/28/2021	NASCO	\$494.49	1046	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37332	10/28/2021	NASSP	\$198.05	1046	Printed	Expense	<input type="checkbox"/>		
37333	10/28/2021	[REDACTED]	\$9,775.00	1046	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
37334	10/28/2021	NEACRAO	\$35.00	1046	Printed	Expense	<input type="checkbox"/>		
37335	10/28/2021	NEW HAVEN REGISTER	\$386.80	1046	Printed	Expense	<input type="checkbox"/>		
37336	10/28/2021	PITNEY BOWES	\$145.95	1046	Printed	Expense	<input type="checkbox"/>		
37337	10/28/2021	REALLY GOOD STUFF	\$104.12	1046	Printed	Expense	<input type="checkbox"/>		
37338	10/28/2021	S&S WORLDWIDE	\$214.98	1046	Printed	Expense	<input type="checkbox"/>		
37339	10/28/2021	SAFE SOUNDS	\$382.50	1046	Printed	Expense	<input type="checkbox"/>		
37340	10/28/2021	SAVVAS LEARNING COMPANY, LLC.	\$3,118.97	1046	Printed	Expense	<input type="checkbox"/>	us science texts (grade 7+8)	
37341	10/28/2021	SAYBROOK HARDWARE	\$597.37	1046	Printed	Expense	<input type="checkbox"/>		
37342	10/28/2021	SAYBROOK PIZZA & RESTAURANT	\$168.50	1046	Printed	Expense	<input type="checkbox"/>		
37343	10/28/2021	SCHOOL SPECIALTY	\$699.21	1046	Printed	Expense	<input type="checkbox"/>		
37344	10/28/2021	SCHOOL SPECIALTY, LLC	\$933.12	1046	Printed	Expense	<input type="checkbox"/>	Foss kits (teacher guides, etc)	
37345	10/28/2021	SCHOOL SPECIALTY, LLC,	\$296.84	1046	Printed	Expense	<input type="checkbox"/>		
37346	10/28/2021	SCHOOL SPECIALTY, LLC.	\$811.82	1046	Printed	Expense	<input type="checkbox"/>		
37347	10/28/2021	SHANNON BROOKE	\$2,000.00	1046	Printed	Expense	<input type="checkbox"/>	speech services	
37348	10/28/2021	SHOPRITE OF WEST HAVEN	\$835.33	1046	Printed	Expense	<input type="checkbox"/>		
37349	10/28/2021	SOLIANT HEALTH, LLC.	\$5,375.50	1046	Printed	Expense	<input type="checkbox"/>	speech services + para coverage	
37350	10/28/2021	SOUTHERN CT GAS CO	\$3,231.47	1046	Printed	Expense	<input type="checkbox"/>	NG "generation"	
37351	10/28/2021	STADIUM SYSTEMS	\$301.70	1046	Printed	Expense	<input type="checkbox"/>		
37352	10/28/2021	STAPLES BUSINESS ADVANTAGE	\$79.80	1046	Printed	Expense	<input type="checkbox"/>		
37353	10/28/2021	STEWART'S MUSIC	\$75.96	1046	Printed	Expense	<input type="checkbox"/>		
37354	10/28/2021	SUBURBAN STATIONERS	\$828.76	1046	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

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To Check: 37369
To Voucher: 1046

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37355	10/28/2021	SUSAN MCMANUS	\$24.97	1046	Printed	Expense	<input type="checkbox"/>		
37356	10/28/2021	TARA WINCH	\$37.92	1046	Printed	Expense	<input type="checkbox"/>		
37357	10/28/2021	Taylor Associates Communications, Inc	\$4,250.00	1046	Printed	Expense	<input type="checkbox"/>	Reading Plus software renewal	
37358	10/28/2021	TEACHING STRATEGIES, LLC	\$530.88	1046	Printed	Expense	<input type="checkbox"/>		
37359	10/28/2021	TECHNIQUE PRINTERS	\$123.06	1046	Printed	Expense	<input type="checkbox"/>		
37360	10/28/2021	THE HUNTINGTON NATIONAL BANK	\$6,776.37	1046	Printed	Expense	<input type="checkbox"/>	Virtual net metering (solar)	
37361	10/28/2021	TREASURER STATE OF CT - DAS	\$2,574.00	1046	Printed	Expense	<input type="checkbox"/>	internet access (CEN)	
37362	10/28/2021	[REDACTED]	\$10,850.00	1046	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
37363	10/28/2021	UPS	\$279.10	1046	Printed	Expense	<input type="checkbox"/>		
37364	10/28/2021	VERIZONWIRELESS	\$200.25	1046	Printed	Expense	<input type="checkbox"/>		
37365	10/28/2021	WALMART - CAPITAL ONE	\$748.27	1046	Printed	Expense	<input type="checkbox"/>		
37366	10/28/2021	WARD'S SCIENCE	\$738.45	1046	Printed	Expense	<input type="checkbox"/>		
37367	10/28/2021	Wattifi Inc.	\$7,842.42	1046	Printed	Expense	<input type="checkbox"/>	electricity "supply"	
37368	10/28/2021	WESTBROOK SCHOOLS LUNCH	\$20,000.00	1046	Printed	Expense	<input type="checkbox"/>	subsidy payment #1	
37369	10/28/2021	WILSON LANGUAGE TRAINING	\$171.18	1046	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$262,174.38

End of Report

**Budget Narrative
October 31, 2021**

Salary Accounts- The initial place holding payroll encumbrance has been updated. Any vacant/unfilled positions have been released from the purchase order for the time being. If positions are filled, it will be updated accordingly. Grant funded work continues to flow through the general fund payroll and offsets may not be completed within the same month. Position grant funding will still need to be updated as soon as a few grant awards have been approved. These accounts will continue to be monitored closely.

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel will also be adjusted prior to the budget process. This is still a place holding encumbrance. Any applicable employee cost shares have not yet been deducted from this total yet.

Transportation- Summer School/ ESY (Extended School Year) have all be paid and annual purchase orders have been entered. Further adjustments will be based on student need.

Purchased Services-Annual building maintenance contracts and other annual blanket purchase orders have been entered.

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Tuition- Summer School/ ESY (Extended School Year) contracts have been paid and annual student placements have been entered. Further adjustments will be based on student need.

Supplies- Materials necessary for the opening of schools have been ordered.

Properties (equipment) – All requests to date have been ordered.

11/3/2021

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Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 10/31/2021

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
EXPENSES							
Salaries							
All Wages (+)	\$11,664,189.63	\$3,467,907.62	\$3,467,907.62	\$8,196,282.01	\$7,919,582.69	\$276,699.32	2.4%
Sub-total : Salaries	\$11,664,189.63	\$3,467,907.62	\$3,467,907.62	\$8,196,282.01	\$7,919,582.69	\$276,699.32	2.4%
Benefits							
All Benefits (+)	\$2,467,881.48	\$1,039,184.07	\$1,039,184.07	\$1,428,697.41	\$1,433,057.39	(\$4,359.98)	-0.2%
Sub-total : Benefits	\$2,467,881.48	\$1,039,184.07	\$1,039,184.07	\$1,428,697.41	\$1,433,057.39	(\$4,359.98)	0.2%
Professional Services							
Professional Services (+)	\$820,932.62	\$282,243.25	\$282,243.25	\$538,689.37	\$486,082.04	\$52,607.33	6.4%
Sub-total : Professional Services	\$820,932.62	\$282,243.25	\$282,243.25	\$538,689.37	\$486,082.04	\$52,607.33	6.4%
Purch. Services- BLDG							
Bldg Services (+)	\$398,806.49	\$110,744.93	\$110,744.93	\$288,061.56	\$111,365.93	\$176,695.63	44.3%
Sub-total : Purch. Services- BLDG	\$398,806.49	\$110,744.93	\$110,744.93	\$288,061.56	\$111,365.93	\$176,695.63	44.3%
Transportation							
Transportation Services (+)	\$868,602.00	\$186,943.76	\$186,943.76	\$681,658.24	\$588,028.08	\$93,630.16	10.8%
Sub-total : Transportation	\$868,602.00	\$186,943.76	\$186,943.76	\$681,658.24	\$588,028.08	\$93,630.16	10.8%
Purchased Services							
Other Services (+)	\$146,232.34	\$38,500.44	\$38,500.44	\$107,731.90	\$34,319.13	\$73,412.77	50.2%
Sub-total : Purchased Services	\$146,232.34	\$38,500.44	\$38,500.44	\$107,731.90	\$34,319.13	\$73,412.77	50.2%
Tuition							
All Tuitions (+)	\$924,277.64	\$154,912.42	\$154,912.42	\$769,365.22	\$595,736.60	\$173,628.62	18.8%
Sub-total : Tuition	\$924,277.64	\$154,912.42	\$154,912.42	\$769,365.22	\$595,736.60	\$173,628.62	18.8%
Supplies							
All Supplies (+)	\$999,845.75	\$283,635.45	\$283,635.45	\$716,210.30	\$604,638.89	\$111,571.41	11.2%
Sub-total : Supplies	\$999,845.75	\$283,635.45	\$283,635.45	\$716,210.30	\$604,638.89	\$111,571.41	11.2%
Property							
Equipment (+)	\$221,560.00	\$44,473.70	\$44,473.70	\$177,086.30	\$55,954.67	\$121,131.63	54.7%

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 10/31/2021

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : Property	\$221,560.00	\$44,473.70	\$44,473.70	\$177,086.30	\$55,954.67	\$121,131.63	54.7%
Total : EXPENSES	\$18,512,327.95	\$5,608,545.64	\$5,608,545.64	\$12,903,782.31	\$11,828,765.42	\$1,075,016.89	5.8%
NET ADDITION/(DEFICIT)	\$18,512,327.95	\$5,608,545.64	\$5,608,545.64	\$12,903,782.31	\$11,828,765.42	\$1,075,016.89	5.8%

End of Report

Operating Statement with Encumbrance

New Vendors- October

Ronald Glick - MS DJ

Middlesex Health – Office of Philanthropy - Athletic fundraiser

Smilow Cancer Hospital - Athletic fundraiser

Daniel Kurpaska - HS accompanist

Play Versus Inc. - HS esports team

Robert Mitchell – settlement agreement

NEACRAO - PD HS guidance

Deep River Hardware Co. Inc.- HS Athletic supplies

Makerspaces.com – MS computer Ed. supplies

11/3/2021

L.E.W.

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Funding Westbrook Board of Education \$125,000 Individual Stop-Loss

Expected Claims and Fees Based on 138 Medical Contracts and 144 Dental Contracts; Actual Claims and Fees Based on Actual Contracts

July 1, 2021 through June 30, 2022

July 1, 2021 through June 30, 2022 Overall Fund Analysis - Board of Education Only																
	1	1a	1b	2	3	4	5	6	7	8	9	10	11	12	13	14
	Board Monthly Funding	Board Amount Borrowed from Reserve	Total Board Funding (Board Funding Plus Amount from Reserve)	Board Projected Expected Medical Claims	Board Actual Incurred & Paid Medical Claims	Board Projected Expected Rx Claims	Board Actual Incurred & Paid Rx Claims	Board Projected Expected Dental Claims	Board Actual Incurred & Paid Dental Claims	Board Actual Paid Discount Share*	Board Expected Retention Costs (includes actual Discount Share, Broker Service Fee and ACA Taxes)	Board Actual Paid Retention Costs (includes actual Discount Share, Broker Fee and ACA Taxes)	Claims over \$125,000 stop-loss paid by S/L Insurance	Board Actual Monthly Out-of-Pocket Costs	Board Medical & Rx Claims Loss Ratio Only	Board Surplus or (Deficit) Total Claims and Fees
Jul-21	\$202,746	\$53,774	\$256,520	\$146,547	\$212,539	\$48,849	\$34,661	\$8,866	\$10,889	\$8,622	\$61,682	\$53,543	\$0	\$311,632	133.3%	(\$55,112)
Aug-21	\$202,746	\$53,774	\$256,520	\$146,547	\$239,703	\$48,849	\$62,086	\$8,866	\$10,958	\$11,436	\$64,497	\$55,710	(\$140,098)	\$228,360	165.2%	\$28,160
Sep-21	\$202,747	\$53,774	\$256,521	\$146,547	\$84,722	\$48,849	\$46,029	\$8,866	\$4,238	\$9,166	\$62,227	\$54,094	(\$1,987)	\$187,095	70.5%	\$69,426
Oct-21																
Nov-21																
Dec-21																
Jan-22																
Feb-22																
Mar-22																
Apr-22																
May-22																
Jun-22																
TOTALS	\$608,239	\$161,322	\$769,561	\$439,640	\$536,964	\$146,547	\$142,776	\$26,598	\$26,084	\$29,224	\$188,406	\$163,348	(\$142,085)	\$727,087	97.1%	\$42,474

Column 1 - Monthly Funding (included amount transferred from reserve)

Column 2 - Projected Expected Medical Claims by Month (based on contracts at renewal)

Column 3 - Actual **Incurred and Paid** Medical Claims by Month including claims over the stop-loss (stop-loss claims are removed in #11)

Column 4 - Projected Expected Rx Claims by Month (based on contracts at renewal)

Column 5 - Actual **Incurred and Paid** Rx Claims by Month

Column 6 - Projected Expected Dental Claims by Month (based on contracts at renewal)

Column 7 - Actual **Incurred and Paid** Dental Claims by Month

Column 8 - Actual Anthem Discount Share Paid by Month

Column 9 - Projected Expected Retention Costs by Month (based on contracts at renewal)

Column 10 - Actual Total Paid Retention Costs (Administrative Costs) by Month

Column 11 - Claims Incurred over \$125,000 and paid by Stop-Loss Insurance

Column 12 - Actual Total OUT-OF-POCKET COSTS (Column 3 minus Column 8; plus Columns 5, 6, and 7)

Column 13 - Medical Loss Ratio by Month by Total Costs. Actual Medical & Rx Claims minus Any Large Claims Over the Stop-Loss divided by the Expected Medical & Rx Claims)

Column 14 - The Surplus or (Deficit) by Month

\$17.09 Broker Service Fee PEPM (Employee)
\$0.56 PCORI PEPM (Employee) - July-June
(figures included in columns 9 and 10 above)

\$2,392.60 Total Monthly For Broker Service Fee
\$78.40 Jul-Jun PCORI Taxes per Month

