

EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION

Tuesday, October 11, 2022 @ 7:00 p.m.

Regular Board of Education Meeting

WHS Library

AGENDA

- I. CALL TO ORDER – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS
- IV. STUDENT REPRESENTATIVE REPORT – Delaney Belcourt, Elliot Koplas
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

The 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.

- VI. ADMINISTRATOR(S) COMMENTS
 - 1. Class of 2022 profile – T. Winch
- VII. NEW BUSINESS: Vote anticipated
 - A. Budget Guidelines & Development Timeline 2023-24 (*Enclosure 1*)
 - B. Policies: (*Enclosure 2*)
 - 1. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees – First Reading
 - 2. 5114.4 – Physical Exercise and Discipline of Students (Rescind Westbrook policy and adopt Shipman policy – First Reading
 - 3. 5000 Series – Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFS) – First Reading
 - 4. 6146.2 – Policy Addressing Enrollment in an Advanced Course or Program And Challenging Curriculum – First Reading
 - 5. 9271 Code of Ethics – Westbrook policy reviewed by Policy Subcommittee FYI
- VIII. SUPERINTENDENT'S REPORT
 - A. Enrollment Update - Census October (*Enclosure 3*)
 - B. Westbrook Portrait of a Graduate Update
 - C. Curriculum and Professional Development Update – Angelo Saba, PK-12 Curriculum & Instruction Coordinator

IX. OLD BUSINESS

- A. Substitute Teacher update

X. CONSENT AGENDA – Vote Anticipated

- A. Approval of Minutes: (*Enclosure 4*)
 - 1. Regular Meeting – September 13, 2022
 - 2. Special Meeting/Workshop – September 20, 2022
 - 3. Special Meeting – September 26, 2022

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. Policy– K. Walker
- B. Long Range Planning – D. Perreault
- C. Fiscal & Budget – Z. Hayden
- D. Teaching & Learning – D. Perreault
- E. Communications & Marketing – M. Luft
- F. Negotiations – D. Perreault
- G. Town Energy Ad Hoc Committee – A. Miesse
- H. LEARN – Z. Hayden
- I. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)
- J. BOE Ad Hoc Calendar/Goals Subcommittee
 - 1. Dissolution of BOE Ad Hoc Calendar/Goals Subcommittee

XIII. BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

- A. Parliamentary Procedures Workshop Update

XIV. PERSONNEL

- A. Professional Appointment(s)
- B. Professional Resignation(s)
 - 1. Amy Fortin – WHS Spanish Teacher
- C. Non-Certified New Hires - FYI
 - 1. William Allman, WHS Kitchen Manager
 - 2. Andrew Iron, WMS Kitchen Manager
 - 3. Tonya Tollefsen – WHS Secretary
 - 3. Susan Fazzuoli – Daisy Secretary
 - 4. Nick Parreguex - Building Substitute
 - 5. Kenneth Terazzi – Paraprofessional (middle school)
 - 6. Christine Koplas – Lunch Recess Aide (Daisy)

XV. ADJOURN

Westbrook Board of Education Budget Guidelines for 2022-2023

The Board of Education is committed to developing a budget that:

- Supports the district vision focused on student academic achievement, social and emotional learning, and access to high quality instructional experiences for all students;
- Encourages exploration of innovative teaching strategies and learning opportunities for students;
- Supports high quality professional development opportunities for staff to encourage continual growth and learning aligned to the district vision;
- Supports programs and initiatives aligned to Westbrook Portrait of a Graduate*.
- Supports a vibrant, engaging and active school community that offers a wide range of opportunities and experiences in art, music, STEM, humanities, extracurricular clubs, activities, and athletics; and
- Upgrades, preserves and maintains schools and grounds to ensure safety and promote an engaging, innovative, and positive environment.

***Westbrook Portrait of a Graduate**

Critical Problem-Solver

A Westbrook graduate who is a critical problem-solver systematically and strategically resolves a variety of complex issues.

Creative Thinker

A Westbrook graduate who is a creative thinker explores existing ideas, products, or designs to innovate and create in imaginative or novel ways.

Effective Communicator

A Westbrook graduate who is an effective communicator conveys a clear message while being respectful, receptive, and responsive to the input of others.

Perseverant

A Westbrook graduate who is perseverant holds oneself responsible to reflect, revise, and grow through critical feedback and setbacks regardless of the challenges encountered.

Socially Aware

A Westbrook graduate who is socially aware recognizes and understands the feelings of diverse individuals and groups with the ability to show compassion when considering norms for behaviors in a variety of settings.

Responsible Decision Maker

A Westbrook graduate who is a responsible decision maker demonstrates awareness of self and others as one considers responsible choices and consequences while making decisions to benefit self and community.



WESTBROOK PUBLIC SCHOOLS

Budget Timeline and Process 2023-2024

September 2022	<p>9/27: District and School Leadership Council Review Budget Timeline and Process</p> <p>9/29: BOE Fiscal and Budget Planning Committee Review Budget Timeline and Process</p>
October 2022	<p>10/11: Regular BOE Meeting- Review and Approve BOE Budget Guidelines</p> <p>10/14: Deadline for Principals and Directors to Submit Major Budget Drivers/New Requests (including changes to staffing and facilities needs) (email to Superintendent and Director Finance & Operations no later than 5:00 p.m.)</p> <p>10/17-10/21: Principal and Directors meet with Superintendent and Director of Finance and Operations to Review Major Budget Drivers and New Requests</p> <p>Throughout the month of October, principals and directors meet with staff to develop budget proposals and rationales for 2023-2024.</p>
November 2022	<p>11/4: Budget for 2023-2024 Entered into BudgetSense (by 5:00 p.m.)</p> <p>11/7-11/11: Superintendent and Director of Finance and Operations review budget proposals and prepare follow-up questions for principals and directors</p> <p>11/8: Regular BOE Meeting-Budget Process Update and Enrollment Projections</p> <p>11/14-11/18: Individual meetings with principals and directors to review budget proposals</p> <p>11/21-11/30 2023-2024 Proposed Budget by School and Major Department Principal, Superintendent, and Director of Finance and Operations</p> <ul style="list-style-type: none"> • PK-4 Budget Proposal • Grades 5-8 Budget Proposal • Grades 9-12 Budget Proposal • Other Departments (District-wide, Special Education and Technology)
December 2022	<p>12/1-12/7 Internal Budget Reduction Process and Staffing Analysis</p> <p>12/13: Special BOE Meeting- Budget Workshop #1 6:00-7:00 p.m. (before Regular BOE Meeting)</p> <p>12/15: Budget and Fiscal Planning Committee Meeting Committee or Committee Representatives to Review Individual School Budget Requests (Open House for committee- FAQ will be developed)</p>
January 2023	<p>1/10: Special BOE Meeting- Budget Workshop #2 6:00-7:00 p.m.</p> <p>1/10: Regular BOE Meeting- Superintendent's Budget Preview for 2023-2024 Opportunity for Public Input during Public Comment</p>

February 2023	2/7: Special BOE Meeting- Budget Workshop #3 (if needed) 2/14: Regular Board of Education Meeting Superintendent's Proposed Budget for 2022-2023 formally presented to Westbrook BOE (anticipated vote 2/14 or 3/14) TBD: BOE Budget Presented to Board of Finance (Subject to Change)
March 2023	3/14: Regular Board of Education Meeting TBD: BOE Budget Presented to Board of Finance (Subject to Change)
April 2023	TBD: Budget Hearing on Town Budget (including BOE Budget)
May 2023	TBD: Annual Town Meeting and Referendum

Personnel**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR
REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Westbrook Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any

other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Westbrook Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in the first degree;
 - ii) aggravated sexual assault in the first degree;
 - iii) sexual assault in the second degree;

- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.

- (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

- (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature

of the further communication with the Commissioner or Commissioner's designee.

- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal's designee, and/or the Superintendent or Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent's designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.
 - (2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and the child's parents or other person responsible for the child's care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual

assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of

Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
 - f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and

direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy, Guidelines and Posting of Careline Information

This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. Guidelines regarding identifying and reporting child sexual abuse developed by the Governor's task force on justice for abused children shall annually be distributed electronically to all school employees, Board members, and the parents or guardians of students enrolled in the schools under the jurisdiction of the Board. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.
- d) Beginning July 1, 2023, all school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such

records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.

- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Public Act No. 22-87, "An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children."

FIRST READING: October 11, 2022

ADOPTED: _____

REVISED: _____

Westbrook Public Schools
Westbrook, CT

Students

[NOTE: Public Act No. 22-81 amends the requirement in Conn. Gen. Stat. § 10-221a requiring boards of education to adopt a policy concerning the circumstances when a school employee may prevent elementary students from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, mandating that the policy contain specific requirements. Below is suggested language that prohibits a school employee from depriving elementary students from participating in the full 20 minutes per day of physical exercise required under current law or additional time devoted to undirected play provided under current law except in specific circumstances. Boards have discretion in adopting rules to regulate the restriction, as a form of discipline, of time devoted to physical exercise but the Board's policy must meet the requirements in section 9 of Public Act No. 22-81 and the Board is not permitted to include in this policy any provisions that the Board determines are unreasonably restrictive or punitive. Therefore, this policy is offered as a sample for consideration and boards of education may consider other reasonable rules regarding the deprivation of physical exercise or undirected play as a form of discipline consistent with board philosophy, the needs of individual districts and consistent with Public Act No. 22-81.]

PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE

It is the policy of the Westbrook Board of Education (the "Board") to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a "school employee" is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team ("PPT") may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student's Section 504 team or PPT.

A. Physical Exercise Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. Prohibition on Compulsion of Physical Activity as a Form of Discipline

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

III. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 "An Act Expanding Preschool and Mental and Behavioral Services for Children"

FIRST READING: October 11, 2022

ADOPTED: _____

REVISED: _____

WESTBROOK PUBLIC SCHOOLS
Westbrook, CT

Students**POLICY TO IMPROVE COMPLETION RATES OF THE FREE APPLICATION FOR
FEDERAL STUDENT AID (FAFSA)**

The Westbrook Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the Westbrook Public Schools (the “District”).

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District; the District shall develop a systematic program through which such students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine effectiveness in improving completion rates of the FAFSA.

Any information contained in a FAFSA, held by the Board, shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District.

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal Reference:

Conn. Gen. Stat. § 10a-11i
Conn. Gen. Stat. § 10-223m

FIRST READING: October 11, 2022

ADOPTED: _____

REVISED: _____

Instruction**POLICY ADDRESSING ENROLLMENT IN AN ADVANCED COURSE OR PROGRAM AND CHALLENGING CURRICULUM**

The Westbrook Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the Westbrook Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which the District determines eligibility for enrollment in advanced courses or programs and creates academic plans for students in the District.

I. Definitions

For purposes of this policy:

“Advanced course or program” means an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board in grades nine to twelve, inclusive.

“Advanced placement” program is a program authorized by the College Board that offers college-level courses and exams that students take in high school.

“Cambridge International program” is an internationally recognized academic program for students aged five (5) to nineteen (19). High school level courses, available only through approved Cambridge International Schools, provide students the opportunity to earn postsecondary credit that is accepted by colleges in the United States and abroad.

“Dual credit/Dual enrollment” courses are college courses offered by high schools in partnership with a college or university. Students taking these courses in high school are simultaneously enrolled with the partner higher education institution. Students who successfully complete a dual credit/dual enrollment course earn credit toward high school graduation as well as college course credit that appears on a student transcript issued by a college or university.

“International Baccalaureate (“IB”) program” is a program that offers international education through four programs for students aged three (3) to nineteen (19). The four programs are: Primary Years, Middle Years, Diploma Program, and Career-related Program. Schools must be authorized to teach IB programs. Every authorized school is known as an IB World School.

"Prior academic performance" means the course or courses that a student has taken, the grades received for such course or courses and a student's grade point average.

II. Eligibility Criteria

Consistent with state law, the District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career, even if they are not identified as eligible in grades eight or nine.

Eligibility for enrollment in an advanced course or program shall not be based exclusively on a student's prior academic performance. There are multiple methods by which a student may satisfy the eligibility criteria for enrollment in an advanced course or program, including:

- Recommendations from teachers, administrators, school counselors or other school personnel.
- A student's prior academic performance, as determined by evidence-based indicators of how a student will perform in an advanced course or program.]
- The District administration may, in its discretion, identify and publicize additional criteria, including but not limited to student or parent request. Any such criteria shall be established prior to the commencement of an academic term.

III. Creation of an Academic Plan/Challenging Curriculum

The District will create an academic plan for each student who is identified in plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness. Such academic plan will also be aligned with:

- The courses or programs offered by the Board,
- The student's student success plan, created pursuant to Conn. Gen. Stat. § 10-221a(j),
- High school graduation requirements, and
- Any other policies or standards adopted by the Board relating to the eligibility for student enrollment in advanced courses or programs.

The academic plan may be part of the student's success plan, which plan is required for each student by Conn. Gen. Stat. §10-221a.

A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.

IV. Guiding Principles and Implementation

The Board recognizes that course access and academic planning should be guided by considerations beyond traditional course eligibility criteria. Specifically, the Board recognizes that academic achievement and engagement in middle school are strong precursors to high school success. In addition, the Board recognizes the importance of engaging with a student's parents and/or guardians throughout the student's educational experience, reducing barriers to opportunities for advanced courses and programs, and providing a wide range of advanced courses that appeal to students with various interests.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy and in accordance with guidance provided by the Connecticut Department of Education.

Legal Reference:

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

FIRST READING: October 11, 2022

ADOPTED: _____

REVISED: _____

Bylaws of the Board

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Board members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the fundamental goal of all decision-making and actions.
- Board members and Superintendents are advocates of high quality free public education for all Connecticut children.
- Board members and Superintendents honor all national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that clear and appropriate communications are key to the successful operation of the school district.
- Board members shall not disclose confidential information.
- Board members and Superintendents will always carry out their respective roles with the highest levels of professionalism, honesty and integrity.
- Board members recognize that they represent the entire community and that they must ensure that the community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's agent and will, in that role, faithfully apply the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to policy-making, planning and appraisal while the Superintendent shall implement the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with mutual respect, trust, civility and regard for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the educational leader of the school district.
- Board members and Superintendents practice and promote ethical behavior as a model for all district employees.
- Board members and Superintendents consider all viewpoints and aspects of an issue presented and make decisions fairly and without bias.
- Board members shall abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

(cf. 2000.1 - Board-Superintendent Relationship)

(cf. 2300 - Statement of Ethics for Administrators)

Revised: 03-14-2012

Reviewed by BOE Policy Committee: 09-22-2022

ENCLOSURE 3

[illegible]

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

**WESTBROOK BOARD OF EDUCATION
Tuesday, September 13, 2022
Regular Board of Education Meeting
WHS Library**

MINUTES

BOE Members Present: Kim Walker, Don Perreault, Christine Kuehlewind, Zachary Hayden,, Mary Ella Luft, Michelle Palumbo, Andrew Miesse

Absent: Sally Greaves, Mike Esposito

Also Present: Superintendent Kristina J. Martineau; Dir. of Finance & Operations, Lesley Wysocki, Administrators Tara Winch, Ruth Rose, Matthew Talmadge, Fran Lagace; Technology Director, Ben Russell; Delaney Belcourt, Elliot Koplas, Student Representatives

- I. CALL TO ORDER** – The Regular BOE meeting of September 13, 2022 was called to order at 7:00 p.m. by K. Walker, Chair.

MOTION by C. Kuehlewind and **SECOND** by M. Luft to adjust Item XVI on the agenda to read Item XV: A & B. Vote unanimous.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS

- 1. Introduction and welcome of new faculty and staff:** Each of the administrators introduced the new staff in their respective buildings: R. Rose introduced Marissa Twigg and Jennifer Didonato, Special Education teachers; Shannon Brooke, Speech/Language Pathologist; and Meredith Werner, Art Teacher. M.. Talmadge introduced Scott Strang as campus monitor for high school and middle school, as well as coach; and Amye Soboleski, WMS Secretary. T. Winch introduced Amber Bowker, Special Education teacher and Rachel Kurek, Guidance Counselor.

The Board recessed for a reception to welcome new staff and resumed regular session at 7:20 p.m.

IV. STUDENT REPRESENTATIVE REPORT

- A. By-law 9160 – Student Representatives on the Board of Education –** K. Walker read by-law 9160 outlining the duties of student representatives of the BOE.
- B. Delaney Belcourt, Elliot Koplas:** Delaney and Elliot reported to the Board regarding WHS Open House, Theatre activities (50th show for Ms. Malafronte - *High*

School Musical); fall sports activities; Chorus and band activities including Shoreline Music Festival tryouts; Chorus/Band Washington DC trip; and Daily Knight's news, and the new Robotics Lab.

V. ADMINISTRATOR(S) COMMENTS

- A. Daisy Opening – R. Rose reported on Daisy's school opening beginning with an Open House on August 31; professional development, WIND (What I Need) block; STREAM (Science –Technology-Robotics-Art-Math)
- B. Middle School Opening – M. Talmadge reported on a smooth middle school opening focusing on students, faculty and leadership; student portfolios and faculty book study *Focus* by Mike Shmoker.
- C. High School Opening – T. Winch also reported on a smooth opening after adjusting staffing and scheduling issues. Ms. Winch spoke about the freshman orientation, upcoming Open House on 9/15; building improvements including the Robotics Lab and WHS gym.

VI. NEW BUSINESS

VII. SUPERINTENDENT'S REPORT

- A. Enrollment: Enrollment figures currently are 616 students pre-K– 12. PreK-4 (252 students); WMS (159 students) and WHS students (200 students)
- B. Westbrook Portrait of a Graduate – Update and Next Steps –Superintendent Martineau reported on the work of the Steering Committee over the summer studying the rubrics and making sure they are applied. The PoG Committee will work on marketing and communication this fall.
- C. Flexibilities for Implementing the CT Guidelines for Educator Evaluations for the 2022-2023 school year: Superintendent Martineau reported on the current CT Guidelines and asked for the Board's approval: MOTION by M. Palumbo and SECOND by Z. Hayden to approve the 2022-2023 CT Guidelines for Educator Evaluations. Vote: Ayes: Z. Hayden, M. Luft, D. Perreault, C. Kuchlewind, A. Miesse, K. Walker. MOTION Carries.
- D. Revised Safe Return to In-Person Instruction and Continuity of Service Plan – Superintendent Martineau reported this document was rewritten with input from Z. Faiello and has been vetted through CT Dept. of Health and follows current protocols. The Board discussed discontinuing daily and weekly communication from the Superintendent and agreed that reports will come as needed. Superintendent Martineau reported that testing kits are available at each of the schools as well as a supply of masks. Updates will be made on the website.
- E. Substitute Teacher Pay Proposal – After discussion and the need to attract substitute teachers, the Board voted to increase substitute teacher pay to \$110 per day (Bachelor's or possibly Associates degree; \$125 for active certified teachers; and \$140 per day for building substitutes M-F for one-year only positions. MOTION by D. Perreault and SECOND by A. Miesse. MOTION to Amend by D. Perreault and SECOND by A. Miesse to authorize the Superintendent to make any adjustments if needed in the proposal and to report to the Board at the next meeting.

Vote unanimous.

VIII. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

Leslie Fuchs, parent, asked the Board to “rethink” streaming the Board meetings to the public. Ms. Fuchs also brought up her concern regarding school lunches and the need for more variety. She also mentioned that public comment was later on this agenda and K. Walker addressed the reasoning for that at this particular meeting. Follow up will be made to address Ms. Fuch’s concerns.

IX. OLD BUSINESS – The following policies were presented to the Full

Board at the August 9 meeting for a First Reading and it is recommended the Board approve the following policy revisions as presented, as this is a second reading.

- A. Policy 1212 – School Volunteers – Rescind current policy (2n Reading)
 - 1. Adopt Shipman & Goodwin’s School Volunteers policy (2nd Reading)
 - B. 1311.2 - Political Activities in the Schools (Revised CAFE policy) 2nd Reading
 - C. 1331 – Smoke Free Environment – Rescind current policy (2nd Reading)
 - 1. Adopt Shipman and Goodwin policy, Smoke Free Environment (2nd Reading)
 - D. 1360 – Awards and Scholarships – Rescind policy – (2nd Reading)
 - E. 1411- Law Enforcement Agencies – Revised CAFE policy (2nd Reading)
 - F. 1700 - Otherwise Lawful Possession of Firearms on School Property – Rescind current policy – (2nd Reading)
 - 1. Adopt Shipman & Goodwin policy on Lawful Possession of Firearms on School Property and assign #1700 – (2nd Reading)
 - G. 9313 – Formulation, Adoption, Amendment or Deletion of Administrative Regulations. Reviewed and added Ref. to policy 9311 (2nd Reading)
 - H. 6172.1 – Equitable Identification of Gifted and Talented Students – (2nd Reading)
- MOTION by D. Perreault and SECOND by C. Kuehlewind to approve the above mentioned policy revisions as recommended by the Policy Subcommittee. Vote unanimous.

X. CONSENT AGENDA

A. Approval of Minutes:

- 1. Regular BOE Meeting – August 09, 2022 - MOTION by D. Perreault and SECOND by C. Kuehlewind to approve the minutes of the regular BOE meeting of August 9, 2022. Vote unanimous.

XI. FINANCIAL REPORTS

- A. Review of Check Listings August 2022: The Board reviewed check listings for August 4, 2022 in the amount of \$91,593.30 and for August 8, 2022 in the amount of \$128,688.29.
- B. Budget Narrative/Review of Expenditure Report: L. Wysocki updated the Board on the Budget as it stands.
- C. Line Item Transfers - None
- D. Insurance Report – The Board was provided with the final 2021-22 Insurance Report showing a surplus of \$156,368 and the current 2022-2023 Insurance report.

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker reported the next Policy meeting is on September 22 at 4:45 pm
- B. Long Range Planning – D. Perreault reported on several completed projects including tennis courts cleaned, middle school AC repairs, Robotics lab and high school gym projects, Fire Marshall Inspections, etc.
- C. Fiscal & Budget – Z. Hayden reported the Fiscal and Budget committee went over student and health renewal rates at the August 16 meeting and is working on a draft of Budget Guidelines. Members were asked to review the draft before the September 29 meeting.
- D. Teaching & Learning – D. Perreault reported Angelo Saba will present to the Teaching and Learning Committee at their next meeting.
- E. Communications & Marketing – M. Luft reported the next meeting is scheduled for September 29.
- F. Negotiations – D. Perreault reported the Negotiations Committee is active and working with WEA. He cautioned that the state averages are coming in at 12-13% . He acknowledged that the Board of Finance Chair has been attending the meetings.
- G. Town Energy Ad Hoc Committee – A. Miesse reported the Town Energy Committee is scheduled to meet on 9/21.
- H. LEARN – Z. Hayden reported the next meeting is October 7. Superintendent Martineau will be presenting.
- I. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS) – no reports. Daisy will be meeting on September 27.
- J. BOE Ad Hoc Calendar/Goals Committee – Z. Hayden reminded the Board that October 7 is the deadline for the CAFE Leadership awards application submission.

XIII. BOARD OF EDUCATION GOALS

- A. CAFE Virtual Workshop – Board Responsibilities – September 20 at 5:30 p.m.: This will be confirmed for a thirty minute presentation from CAFE. Chair, K. Walker, encouraged board members to participate in/register for CAFE’S Parliamentary workshop on September 28 – 12:00 1:15 p.m. It is a virtual workshop. Board members should contact Cecilia Lester if they need assistance registering.

XIV. PERSONNEL: The Board was informed by Superintendent Kristina Martineau of the following new employees:

- A. Professional Appointment(s)
 - 1. Rachel Kurek – Guidance Counselor
 - 2. Shannon Brooke – Speech Language Pathologist
 - 3. Amber Bowker – Special Education Teacher
- B. Professional Resignations
 - 1 Emma Voytek – Speech Language Pathologist submitted her resignation effective 8/5/2022
 - 2. Lisa Finnegan – French Teacher/TESOL (WHS) submitted a resignation effective 8/18/2022
 - 3, Heather Cassidy – Spanish Teacher submitted her resignation effective 8/29/2022

C. Non-certified Appointments

1. Amye Soboleski – WMS Secretary
2. Torrey Levin-Russell – Special Education Paraprofessional
3. Catherine Nankee – Paraprofessional
4. Scott Strang – Campus Monitor
5. Steven Sutcliffe - Custodian

D. Non-Certified Resignation(s)

MOTION to move into Executive Session by K. Walker and SECOND by Z. Hayden after a brief recess at 8:55 pm Vote unanimous.

XV. EXECUTIVE SESSION

- A. Superintendent Goals for 2022-2023
- B. BOE Goals for 2022 – 2023

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

XVI. PUBLIC SESSION

- A. Anticipated vote: Item XV. A & B

Motion by D. Perreault and SECOND by M. Luft to approve the Superintendent's goals for 2022-2023. Vote unanimous.

MOTION by D. Perreault and SECOND by A. Miesse to approve the BOE goals for 2022-2023. Vote unanimous

XVII. ADJOURN: MOTION by M. Palumbo and SECOND by C. Kuchlewind to adjourn at 9:53 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuchlewind, Board Secretary

Cecilia S. Lester, Board Recording Secretary

TBA at next BOE meeting

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, September 20, 2022 @ 5:30 p.m.
Special Board of Education Meeting
Google Meeting

MINUTES

Members Present: K. Walker, D. Perreault, Z. Hayden C. Kuchlewind, M. Palumbo, M. Luft, A. Miesse

Absent: S. Greaves, M. Esposito

Also Present: Superintendent Kristina Martineau

- I. **CALL TO ORDER** – The special meeting of September 20, 2022 was called to order by K. Walker, Chair at 5:30 p.m.
- II. **PRESENTATION ON BOARD ROLES AND RESPONSIBILITIES:** The BOE participated in a workshop on BOE roles and responsibilities. The presentation and discussion was facilitated by Nicholas Caruso, CABE Senior Staff Associate for Field Services & Coordinator of Technology.
- III. **ADJOURN: MOTION** to adjourn at 6:09 p.m. by C. Kuchlewind and **SECOND** by D. Perreault. Vote unanimous.

Respectfully submitted,

Christine Kuchlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting.

EDUCATE, CHALLENGE, & INSPIRE

<p>WESTBROOK BOARD OF EDUCATION Monday, September 26, 2022 at 4:00 p.m. Special Board of Education Meeting WHS Library</p>
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MINUTES

Members Present: K. Walker, D. Perreault
Via phone: M. Luft, C. Kuehlewind, Z. Hayden, M. Palumbo, A. Miesse

Absent: M. Esposito, S. Greaves

Also Present: Superintendent Kristina Martineau

- I. Call to Order –K. Walker, Chair, called the special meeting of September 26, 2022 to order at 4:03 p.m.
- II. CABA Award Submission: MOTION by D. Perreault and SECOND by M. Palumbo to approve the submission to CABA of the Westbrook Board of Education CABA Board Recognition Award Application. (Ayes): M. Luft, C. Kuehlewind, D. Perreault, M. Palumbo, Z. Hayden, A. Miesse, K. Walker
- III. Reclassification of Current Support Position – Special Education Support Coordinator – Vote anticipated: MOTION by D. Perreault and SECOND by M. Palumbo to approve reclassification of special education secretary position to Special Education Support Coordinator and to align compensating to similar Central Office coordinator positions effective today, September 26, 2022. (Ayes): M. Luft, C. Kuehlewind, Z. Hayden, M. Palumbo, A. Miesse, D. Perreault, K. Walker
- IV. Adjourn: MOTION by D. Perreault and SECOND by Z. Hayden to adjourn at 4:07 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting.

**Budget Narrative
September 30, 2022**

Salary Accounts- The initial place holding payroll encumbrance has not been updated. I will be adjusting this prior to the budget process. Grant funded work continues to flow through the general fund. 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 either.

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.

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.

***10/7/2022
LEW***

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 09/30/2022

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
EXPENSES							
Salaries							
All Wages (+)	\$11,519,898.83	\$2,596,426.86	\$2,596,426.86	\$8,923,471.97	\$8,879,074.78	\$44,397.19	0.4%
Sub-total : Salaries	\$11,519,898.83	\$2,596,426.86	\$2,596,426.86	\$8,923,471.97	\$8,879,074.78	\$44,397.19	0.4%
Benefits							
All Benefits (+)	\$3,036,137.81	\$980,797.56	\$980,797.56	\$2,055,340.25	\$2,051,265.26	\$4,074.99	0.1%
Sub-total : Benefits	\$3,036,137.81	\$980,797.56	\$980,797.56	\$2,055,340.25	\$2,051,265.26	\$4,074.99	0.1%
Professional Services							
Professional Services (+)	\$821,626.64	\$197,666.51	\$197,666.51	\$623,960.13	\$555,445.54	\$68,514.59	8.3%
Sub-total : Professional Services	\$821,626.64	\$197,666.51	\$197,666.51	\$623,960.13	\$555,445.54	\$68,514.59	8.3%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$85,622.07	\$85,622.07	\$316,015.93	\$127,109.54	\$188,906.39	47.0%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$85,622.07	\$85,622.07	\$316,015.93	\$127,109.54	\$188,906.39	47.0%
Transportation							
Transportation Services (+)	\$926,255.32	\$106,276.93	\$106,276.93	\$819,978.39	\$756,695.16	\$63,283.23	6.8%
Sub-total : Transportation	\$926,255.32	\$106,276.93	\$106,276.93	\$819,978.39	\$756,695.16	\$63,283.23	6.8%
Purchased Services							
Other Services (+)	\$135,907.34	\$41,654.42	\$41,654.42	\$94,252.92	\$30,088.49	\$64,164.43	47.2%
Sub-total : Purchased Services	\$135,907.34	\$41,654.42	\$41,654.42	\$94,252.92	\$30,088.49	\$64,164.43	47.2%
Tuition							
All Tuitions (+)	\$813,700.00	\$75,310.82	\$75,310.82	\$738,389.18	\$284,312.18	\$454,077.00	55.8%
Sub-total : Tuition	\$813,700.00	\$75,310.82	\$75,310.82	\$738,389.18	\$284,312.18	\$454,077.00	55.8%
Supplies							
All Supplies (+)	\$996,039.24	\$223,337.42	\$223,337.42	\$772,701.82	\$381,236.78	\$391,465.04	39.3%
Sub-total : Supplies	\$996,039.24	\$223,337.42	\$223,337.42	\$772,701.82	\$381,236.78	\$391,465.04	39.3%
Property							
Equipment (+)	\$203,576.72	\$81,264.04	\$81,264.04	\$122,312.68	\$5,013.78	\$117,298.90	57.6%

Operating Statement with Encumbrance

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Report: rptGLOperatingStatementwithEnc

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Page:

1

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 09/30/2022

Fiscal Year: 2022-2023

☐ 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	\$203,576.72	\$81,264.04	\$81,264.04	\$122,312.68	\$5,013.78	\$117,298.90	57.6%
Total : EXPENSES	\$18,854,779.90	\$4,388,356.63	\$4,388,356.63	\$14,466,423.27	\$13,070,241.51	\$1,396,181.76	7.4%
NET ADDITION/(DEFICIT)	\$18,854,779.90	\$4,388,356.63	\$4,388,356.63	\$14,466,423.27	\$13,070,241.51	\$1,396,181.76	7.4%

End of Report

New Vendors- September

Yellow Farmhouse Education Center – PD HS

Dreambox Learning- Sped. Ed. software

Elite Sportsware- Athletic supplies

Turtle Drain, LLC – Athletic services

Arbiter Sports, LLC – Athletic software

Elenco Electronics, LLC – Daisy Makerspace supplies

Digi-Key Electronics – HS Tech. Ed. supplies

Rifton Equipment – Sped. Ed. equipment

Commercial Appliance Repair, Inc. – Kitchen equipment repair

Team Athletic Goods, Inc. - Athletic supplies

10/7/2022

L.E.W.

Funding Westbrook Board of Education

\$125,000 Individual Stop-Loss

Expected Claims and Fees Based on 133 Medical Contracts and 141 Dental Contracts; Actual Claims and Fees Based on Actual Contracts

July 1, 2022 through June 30, 2023

July 1, 2022 through June 30, 2023 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 Service 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-22	\$256,519	\$43,792	\$300,312	\$173,999	\$115,625	\$58,000	\$47,526	\$8,866	\$11,248	\$7,387	\$74,868	\$52,582	\$0	\$226,982	70.3%	\$73,330
Aug-22	\$256,519	\$43,792	\$300,312	\$173,999	\$92,112	\$58,000	\$63,632	\$8,866	\$9,472	\$9,355	\$76,836	\$51,745	\$0	\$216,961	67.1%	\$83,351
Sep-22																
Oct-22																
Nov-22																
Dec-22																
Jan-23																
Feb-23																
Mar-23																
Apr-23																
May-23																
Jun-23																
TOTALS	\$513,039	\$87,585	\$600,623	\$347,998	\$207,737	\$115,999	\$111,158	\$17,732	\$20,720	\$16,742	\$151,704	\$104,327	\$0	\$443,943	68.7%	\$156,680

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)
\$0.58 PCORI PEPM (Employee) - July-June
(figures included in columns 9 and 10 above)

\$2,272.97 Total Monthly For Broker Service Fee
\$77.14 Jul-Jun PCORI Taxes per Month

470.91

