

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

---

**WESTBROOK BOARD OF EDUCATION**  
**Tuesday, September 14, 2021 @ 7:00 p.m.**  
**Regular Board of Education Meeting**  
**WHS Library**

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, September 14, 2021 at 7:00 p.m. in the Westbrook High School Library. All in attendance must wear masks and follow social distancing protocols (6 ft. distancing).

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. BOARD OF EDUCATION ACKNOWLEDGEMENTS – Welcome to New Staff
- IV. STUDENT REPRESENTATIVE REPORT – Andrew Livingstone
- 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, except to clarify issues. When appropriate, district administration will follow-up at a later point in time.

**For the September 14, 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. Daisy Opening – R. Rose
- B. Middle School Opening – M. Talmadge
- C. High School Opening – T. Winch

VII. NEW BUSINESS

VIII. SUPERINTENDENT’S REPORT

- A. Enrollment –**ENCLOSURE 1**
- B. Westbrook Portrait of a Graduate – Update and Next Steps
- C. Professional Development Update
- D. Flexibilities for Implementing the CT Guidelines for Educator Evaluations for the 2021-2022 School Year

IX. OLD BUSINESS

X. CONSENT AGENDA – Vote Anticipated

- A. Approval of Minutes: Vote anticipated
  - 1. August 10, 2021 – Regular Meeting –**ENCLOSURE 2**

XI. FINANCIAL REPORTS

- A. Year End Report 2020-2021 – **ENCLOSURE 3**
- B. Review of Check listings – August 2021 – **ENCLOSURE 4**
- C. Budget Narrative/Review of Expenditure Report 2021-2022
- 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. Negotiations - S. Greaves
- H. Town Energy Ad Hoc Committee – L. Wysocki
- I. PTSO Representatives - M. Luft, Z. Hayden, M. Esposito

XIII. BOARD OF EDUCATION GOALS

XIV. PERSONNEL: Vote Anticipated

- A. Professional Appointment(s)
  - 1. Anastasia Littlefield – WHS Chorus
  - 2. Rose-Merry Unan – Special Education Teacher

- B. Professional Resignation(s)
  - 1. Kerri Legg – Special Education Teacher
  - 2. Bernadette Macca – Special Education Teacher
  - 3. Erica Hocking – Special Education Teacher
  - 4. Jake Troy – WHS Chorus Teacher
- C. Non-Certified Appointments: FYI
  - 1. Spencer Vincelette – WHS Cafeteria Manager
  - 2. Alyssa Kjos - Paraprofessional
  - 3. Lori Tomko - Paraprofessional
- D. Non-Certified /Retirement(s)/Resignation(s) - FYI
  - 1. Angela Borrelli – Paraprofessional
  - 2. Anne Barton - Paraprofessional
  - 3. Belendy Jean - Paraprofessional

XV. ADJOURN

ENCLOSURE 1

7

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

**WESTBROOK BOARD OF EDUCATION  
Tuesday, August 10, 2021  
Regular Board of Education Meeting  
Google Meet**

**MINUTES**

BOE Members Present: Zachary Hayden, Kim Walker, Christine Kuehlewind, Sally Greaves, Mary Ella Luft, Michelle Palumbo, Don Perreault, Michele Bringham

Absent: 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

**MINUTES –August 10, 2021**

- I. **CALL TO ORDER** – Z. Hayden, Chair, called the Board of Education meeting of August 10, 2021 to order at 7:00 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS** – No acknowledgements
- IV. **STUDENT REPRESENTATIVE REPORT** – No report
- V. **PUBLIC COMMENT**

Leslie Fuchs, parent, commented on the importance of wearing masks as the school reopens and asked that parents be informed of thresholds and remote or hybrid plans.

Jen Bache, parent, questioned what the evidence is on masking children in school. She expressed her concern regarding physical, emotional and mental harm and questioned the reasons for following CDC and CSDE guidelines.

Tovah Vincent commented that as a parent and in her involvement with the district, she is disappointed that “the buck is being passed” and decisions should be made based on our small community regarding masking of our children.

Z. Hayden, Chair, acknowledged and appreciated the speakers sharing their opinions.
- VI. **ADMINISTRATOR(S) COMMENTS** - No Comments
- VII. **NEW BUSINESS**
  - A. **Annual BOE meeting dates:** *MOTION to approve the BOE meeting dates as required From January 2022 to January 2023 by D. Perreault and SECOND by M. Palumbo. MOTION CARRIED. Vote unanimous*
  - B. **Disposal of Books:** According to Policy 3260 – Sale & Disposal of Books, Equipment & Supplies, the BOE is requested to approve the disposal books. *MOTION by M. Luft to approve the disposal of the books as listed and reviewed by department heads and*

*PLC leaders as no longer useful to the curriculums and SECOND by M. Brigham.  
MOTION CARRIED. Vote unanimous.*

**VIII. SUPERINTENDENT'S REPORT**

- A. ARP ESSER III update – Dr. Martineau provided BOE members with two handouts describing the process and next steps for the American Rescue Plan ESSER III Funds grant. She reported that there are five allowable uses: 1) Learning Acceleration, Academic Renewal, and Student Enrichment; 2) Family and Community Connections; 3) Social, Emotional, and Mental Health of Students and Staff; 4) Strategic Use of Technology, Staff development, and Digital Divide; and 5) Building Safe and Healthy Schools. The district will receive \$699,409 and these funds are to be expended by September, 2024. Feedback has been received from community, staff and families. D. Perreault commented on the positive feedback he has heard regarding the Park and Recreation program. Dr. Martineau expressed appreciation to Rich Annino regarding the program this year. K. Walker talked about the importance of the social and emotional learning and accessing needs and progress in this area.
- B. Convocation and Professional Development Opening Days – Dr. Martineau reported on plans for Convocation. Plans are to be outside with introductions of new staff members and recognition of years of service. There will be teacher driven professional development and mandated training activities.
- C. School Opening update – Dr. Martineau will be sending out communication to staff and to the community regarding opening of school. The school administrators will also be sending out communications. She commented that remote is not an option for this year as it will not count toward the 180 required school days. If a student is quarantined, instruction will be done on a case by case basis. Masking is still a mandate. .

**IX. OLD BUSINESS - None**

**X. CONSENT AGENDA**

- A. Approval of Minutes:
  - 1. June 8, 2021 – Regular Meeting
  - 2. June 8, 2021 - Special Meeting
  - 3. June 17, 2021 – Special Meeting

*MOTION by Z. Hayden and SECOND by M. Brigham to approve the minutes of the Regular BOE meeting of 6/8/2021, Special BOE meeting of 6/8/2021, and Special meeting of 6/17/2021. MOTION CARRIED - Vote unanimous.*

**XI. FINANCIAL REPORTS**

- A. Review of Check Listings
  - 1. Update of end of year financials 2020-2021 – The Board reviewed check listings for 6/10/2021 in the amount of \$174,025.29; 6/24/2021 in the amount of \$175,739.60; 6/30/2021 in the amount of \$89,386.84, \$110,755.72 and \$114,236.02
  - 2. Review of check listings for July 2021 – The BOE reviewed 2021-2022 check listings for 7/8/2021 in the amount of \$62,363.15 and; 7/22/2021 for \$69,670.72. L. Wysocki will provide a year-end report at the September meeting.
- B. Insurance Report – An Insurance Report was provided.

**XII. BOARD COMMITTEE REPORTS**

- A. LEARN – M. Brigham reported on the LEARN meeting she attended in-person in June. Discussions were on LEARN goals, update on magnet schools, a bond bill ready for signature for Learning Academy and Executive Session to discuss the evaluation of LEARN Director, Kate Erickson.
- B. Policy– K. Walker (no meeting to report)
- C. Long Range Planning – D. Perreault reported LRP met with Consultant Roger LeFleur for an update on facilities and projects. Regarding HVAC they are awaiting

ARP ESSER funds to finish that; and processing a feasibility study on possible AC for Daisy, Middle and High Schools.

- D. Fiscal & Budget- M. Esposito (no report)
- E. Teaching & Learning – D. Perreault commented on the excitement to take part in Portrait of a Graduate
- F. Communications & Marketing – M. Luft (no report) – but there have been some articles in the Harbor News. Mr. Russell continues to work on the BOE website.
- G. Negotiations – S. Greaves (no report)
- H. Town Energy Ad Hoc Committee – L. Wysocki reported both the town and schools are saving money re virtual net metering. The library lighting is complete. Talks are going on about upgrading the town hall roof for solar and there was discussion on electric car charging stations.
- I. PTO Representatives - M. Luft, Z. Hayden, M. Esposito (no report)

### **XIII. BOARD OF EDUCATION GOALS**

A. 2021-2022 BOE Goals – Z. Hayden, Chair, presented on the 2021-2022 BOE Goals – Mr. Hayden attended a Legislative Update on June 15. He also attended the annual ASCD Conference - *Empowered and Connected* and will have slides for the September meeting. He and Dr. Martineau attended the Summer CABE Leadership Conference which focused on building relationships with each other as BOE members and macro and micro management and the Board's work on the « macro » level to support the Superintendent. The CABE/CAPSS convention is on November 12 and if any board members are interested they should contact him or Central Office for registration. He also mentioned that there are several offerings from CABE on becoming a board member. The BOE goals will be shared publicly.

### **XIV. PERSONNEL**

A. **Professional Appointments** – Dr. Martineau requested approval of the following professional appointments:

1. Kayla Pardue – Middle School Band Teacher: Kayla is a graduate of the University CT with a Masters in Curriculum & Instruction; Bachelor of Arts in Music and Bachelor of Science in Science, Music Education. She most recently was a teacher at elementary schools in S. Windsor, CT.
2. Heather Scholfield – TESOL Teacher – Heather holds a MA in Special Education from University of Hartford; MA educational Leadership with a focus on Literacy from Quinnipiac University and BS in elementary Education from Bridgewater State University, Massachusetts. Most recently, Heather was a third grade teacher in the Hartford Public Schools system.
3. Heather Cartier – OT/PT – Heather holds a degree from New York University; Master of Arts Occupational therapy and BA Early Childhood Special Education from Tulane University. She has recently worked with VISTA and SARAH.

***MOTION by Z. Hayden and SECOND by S. Greaves to approve the Superintendent's recommendation to appoint the above professional positions for the 2021-2022 school year. MOTION CARRIED – Vote unanimous.***

B. **Professional Resignation(s)**

1. Maggie Gilhuly – Special Education Teacher (WHS) retired from her position effective June 30, 2021. Mrs. Gilhuly was a teacher with Westbrook Public Schools for 21 years. ***MOTION by K. Walker and SECOND by Z. Hayden to accept with regret the retirement of Maggie Gilhuly. MOTION CARRIED - Vote unanimous.***

C. **Non-certified Appointments(s):** The Board was informed of the appointment of the following non-certified personnel.

- 1 Danielle Soucy – Paraprofessional (Daisy)

D. **Non-certified Resignation(s)** The following Paraprofessionals submitted their resignations/retirements effective June 30, 2021.

1. Maria Cusano, Paraprofessional
2. Laura Esposito, Paraprofessional

3. Ana Armas, Paraprofessional

4. Charles Bailow, Café' Manager/Substitute Custodian effective July 22, 2021.

**XV. ADJOURN: *MOTION* by M. Brigham and *SECOND* by M. Palumbo to adjourn at 8:25 p.m. Vote unanimous.**

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

To be approved at 9/14/2021 BOE meeting



**I have reconciled our expenditures with the Town.**

**Acting on the consensus of the Board in May 2021, 2% surplus (\$365,152) is to be sent to the capital fund. Additional funds (\$450,000) are also to be sent to the health insurance reserve account. The remaining \$444,169.96 will be “returned” to the Town’s general fund.**

**Salary Accounts-** The year ended with an overall balance of \$423,551.55, resulting from the following: MS Interim Principal paid less than budgeted, MS FCS teaching position not filled, 1 teacher retirement vs new hire rate, 3 replaced certified staff positions with lower salaries than budgeted, 4 unpaid leaves of absence (certified staff), less certified staff requesting the lump sum payment for 20-21, prorated or not offered stipend positions (due to covid/cohorting), 4.5 vacant para positions (filled by substitutes), 3 new paras with lower rates than those budgeted, unfilled student supervision position (non-certified), limited overtime for custodians vs budget amounts, and variances to grant offsets (including CRF allowable offsets).

**Benefits** – While there was a balance in Social Security/Medicare costs, due to lower or lack of wages, an overall deficit of \$324,169.84 is due to the decision to send additional funds to the health reserve account.

**Purchased Services- Professional Services** – The ending balance of \$55,215.07 is primarily due to balances in legal fees, and in professional development consulting services. There was also a slight ending balance in the substitute services lines due to the CRF grant offset allowance.

**Building Services-** The overall balance of \$29,470.67 is due to limited departmental repairs (including computer repairs) needed as well as unneeded emergency repairs, and lower than typical copier overages.

**Purchased Services** – An overall balance of \$25,085.54 resulted from limited departmental travel and conference fees.

**Transportation-** An overall balance of \$218,907.05 is due to less or no costs associated with field trips, clubs, and athletic trips. No late buses in the fall/winter, and changes to special education placements.

**Tuition-** A \$102,344.80 balance is primarily due to special education; variances in placements and students budgeted vs. actual expenses.

**Supplies-** An overall balance of \$289,226.60 occurred in this area. While there were slight balances and deficits throughout all departmental instruction line items, (including CRF allowable offsets), natural gas and electricity were down due to limited use of the building after hours and because of the solar credits. Lack of need for athletic supplies and club expenses as some did not happen, were also contributors to this overall balance.

**Properties (equipment)-** A deficit of \$10,309.48 in property is due to the approval of the carpet replacement at the middle school which totaled \$42,293. There were sporadic departmental balances offsetting this overall expense.

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2020 through 06/30/2021

Fiscal Year: 2020-2021

☐ 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>	
<b>EXPENSES</b>							
Salaries							
All Wages (+)	\$11,597,812.48	\$11,174,260.93	\$11,174,260.93	\$423,551.55	\$0.00	\$423,551.55	3.7%
Sub-total : Salaries	\$11,597,812.48	\$11,174,260.93	\$11,174,260.93	\$423,551.55	\$0.00	\$423,551.55	3.7%
Benefits							
All Benefits (+)	\$2,168,366.91	\$2,492,536.75	\$2,492,536.75	(\$324,169.84)	\$0.00	(\$324,169.84)	-14.9%
Sub-total : Benefits	\$2,168,366.91	\$2,492,536.75	\$2,492,536.75	(\$324,169.84)	\$0.00	(\$324,169.84)	14.9%
Professional Services							
Professional Services (+)	\$840,862.18	\$785,647.11	\$785,647.11	\$55,215.07	\$0.00	\$55,215.07	6.6%
Sub-total : Professional Services	\$840,862.18	\$785,647.11	\$785,647.11	\$55,215.07	\$0.00	\$55,215.07	6.6%
Purch. Services- BLDG							
Bldg Services (+)	\$388,206.00	\$358,735.33	\$358,735.33	\$29,470.67	\$0.00	\$29,470.67	7.6%
Sub-total : Purch. Services- BLDG	\$388,206.00	\$358,735.33	\$358,735.33	\$29,470.67	\$0.00	\$29,470.67	7.6%
Transportation							
Transportation Services (+)	\$863,602.65	\$644,695.60	\$644,695.60	\$218,907.05	\$0.00	\$218,907.05	25.3%
Sub-total : Transportation	\$863,602.65	\$644,695.60	\$644,695.60	\$218,907.05	\$0.00	\$218,907.05	25.3%
Purchased Services							
Other Services (+)	\$145,224.99	\$120,139.45	\$120,139.45	\$25,085.54	\$0.00	\$25,085.54	17.3%
Sub-total : Purchased Services	\$145,224.99	\$120,139.45	\$120,139.45	\$25,085.54	\$0.00	\$25,085.54	17.3%
Tuition							
All Tuitions (+)	\$945,608.00	\$843,263.20	\$843,263.20	\$102,344.80	\$0.00	\$102,344.80	10.8%
Sub-total : Tuition	\$945,608.00	\$843,263.20	\$843,263.20	\$102,344.80	\$0.00	\$102,344.80	10.8%
Supplies							
All Supplies (+)	\$1,063,584.79	\$774,358.19	\$774,358.19	\$289,226.60	\$0.00	\$289,226.60	27.2%
Sub-total : Supplies	\$1,063,584.79	\$774,358.19	\$774,358.19	\$289,226.60	\$0.00	\$289,226.60	27.2%
Property							
Equipment (+)	\$244,355.00	\$254,664.48	\$254,664.48	(\$10,309.48)	\$0.00	(\$10,309.48)	-4.2%

Operating Statement with Encumbrance

## Westbrook Public Schools

### Financial Statement For the Period 07/01/2020 through 06/30/2021

Fiscal Year: 2020-2021

☐ 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	\$244,355.00	\$254,664.48	\$254,664.48	(\$10,309.48)	\$0.00	(\$10,309.48)	4.2%
<b>Total : EXPENSES</b>	<b>\$18,257,623.00</b>	<b>\$17,448,301.04</b>	<b>\$17,448,301.04</b>	<b>\$809,321.96</b>	<b>\$0.00</b>	<b>\$809,321.96</b>	<b>4.4%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>\$18,257,623.00</b>	<b>\$17,448,301.04</b>	<b>\$17,448,301.04</b>	<b>\$809,321.96</b>	<b>\$0.00</b>	<b>\$809,321.96</b>	<b>4.4%</b>

End of Report

Operating Statement with Encumbrance

## Westbrook Public Schools

ENCLOSURE 4

## Reprint Check Listing

Fiscal Year: 2021-2022

## Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 08/05/2021

To Date: 08/05/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37006	08/05/2021	AIR GAS EAST	\$507.50	1008	Printed	Expense	<input type="checkbox"/>		
37007	08/05/2021	ALL WASTE, INC.	\$2,395.60	1008	Printed	Expense	<input type="checkbox"/>	trash removal	
37008	08/05/2021	CIT TECHNOLOGY FIN SERV., INC.	\$7,574.02	1008	Printed	Expense	<input type="checkbox"/>	copier lease agreement	
37009	08/05/2021	COLLINS SPORTS MEDICINE	\$348.91	1008	Printed	Expense	<input type="checkbox"/>		
37010	08/05/2021	CURRICULUM ASSOCIATES	\$131.04	1008	Printed	Expense	<input type="checkbox"/>		
37011	08/05/2021	CURTIN MOTOR LIVERY SERV.	\$13,812.00	1008	Printed	Expense	<input type="checkbox"/>	spec. ed. ESY transportation	
37012	08/05/2021	DELTA-T GROUP HARTFORD, INC.	\$798.22	1008	Printed	Expense	<input type="checkbox"/>		
37013	08/05/2021	DICK BLICK INC.	\$6,256.48	1008	Printed	Expense	<input type="checkbox"/>	HS art supplies	
37014	08/05/2021	EAI EDUCATION	\$215.46	1008	Printed	Expense	<input type="checkbox"/>		
37015	08/05/2021	EASTCONN	\$55,440.00	1008	Printed	Expense	<input type="checkbox"/>	21-22 PT contract	
37016	08/05/2021	EBSCO ACCOUNTS RECEIVABLE	\$273.06	1008	Printed	Expense	<input type="checkbox"/>		
37017	08/05/2021	FOLLETT SCHOOL SOLUTIONS, INC.	\$152.10	1008	Printed	Expense	<input type="checkbox"/>		
37018	08/05/2021	FUN AND FUNCTION	\$2,004.99	1008	Printed	Expense	<input type="checkbox"/>	spec. ed. equipt - Daisy	
37019	08/05/2021	[REDACTED]	\$8,530.00	1008	Printed	Expense	<input type="checkbox"/>	spec. ed. ESY tuition	
37020	08/05/2021	HOUGHTON MIFFLIN HARCOURT, INC.	\$2,077.87	1008	Printed	Expense	<input type="checkbox"/>	HS spanish workbooks	
37021	08/05/2021	INFOBASE PUBLISHING	\$2,063.70	1008	Printed	Expense	<input type="checkbox"/>	HS library software renewal	
37022	08/05/2021	KIMBERLY A. REITH	\$1,000.00	1008	Printed	Expense	<input type="checkbox"/>	spec. ed. services	
37023	08/05/2021	LAKESHORE LEARNING MATERIALS	\$744.35	1008	Printed	Expense	<input type="checkbox"/>		
37024	08/05/2021	LONGSTRETH FIELD HOCKEY	\$417.80	1008	Printed	Expense	<input type="checkbox"/>		
37025	08/05/2021	LORI SUSI	\$4,370.00	1008	Printed	Expense	<input type="checkbox"/>	spec. ed. services reimbursement	
37026	08/05/2021	MARESOLE, LLC	\$190.00	1008	Printed	Expense	<input type="checkbox"/>		
37027	08/05/2021	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC	\$964.71	1008	Printed	Expense	<input type="checkbox"/>		

# Westbrook Public Schools

## Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 08/05/2021

To Date: 08/05/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37028	08/05/2021	MICHAEL A. THOMAS	\$100.80	1008	Printed	Expense	<input type="checkbox"/>		
37029	08/05/2021	MMSGGS	\$1,682.60	1008	Printed	Expense	<input type="checkbox"/>		Daisy nurse's office supplies
37030	08/05/2021	MUTUAL OF OMAHA	\$1,803.60	1008	Printed	Expense	<input type="checkbox"/>		life insurance premium
37031	08/05/2021	NAVIANCE, INC	\$5,647.49	1008	Printed	Expense	<input type="checkbox"/>		software renewal
37032	08/05/2021	PEARSON CLINICAL ASSESSMENT	\$1,008.31	1008	Printed	Expense	<input type="checkbox"/>		special ed. testing
37033	08/05/2021	PRC - SALTILLO	\$810.00	1008	Printed	Expense	<input type="checkbox"/>		
37034	08/05/2021	REALLY GOOD STUFF	\$218.19	1008	Printed	Expense	<input type="checkbox"/>		
37035	08/05/2021	RIVERSIDE INSIGHTS	\$1,506.20	1008	Printed	Expense	<input type="checkbox"/>		MS/HS screening inventories
37036	08/05/2021	SAYBROOK HARDWARE	\$244.60	1008	Printed	Expense	<input type="checkbox"/>		
37037	08/05/2021	SCHOLASTIC CLASSROOM MAGAZINES	\$18.98	1008	Printed	Expense	<input type="checkbox"/>		
37038	08/05/2021	SCHOOL SPECIALTY	\$915.23	1008	Printed	Expense	<input type="checkbox"/>		
37039	08/05/2021	SCHOOL SPECIALTY, LLC,	\$70.97	1008	Printed	Expense	<input type="checkbox"/>		
37040	08/05/2021	SHAUN RUSSELL	\$400.00	1008	Printed	Expense	<input type="checkbox"/>		
37041	08/05/2021	SUBURBAN STATIONERS	\$3,487.28	1008	Printed	Expense	<input type="checkbox"/>		classroom supplies: Daisy/MS/special ed.
37042	08/05/2021	TEACHER'S DISCOVERY	\$658.52	1008	Printed	Expense	<input type="checkbox"/>		
37043	08/05/2021	[REDACTED]	\$7,315.00	1008	Printed	Expense	<input type="checkbox"/>		spec. ed. ESY program
37044	08/05/2021	THERAPRO, INC.	\$105.00	1008	Printed	Expense	<input type="checkbox"/>		
37045	08/05/2021	UNEMPLOYMENT TAX MANAGEMENT CORP.	\$415.00	1008	Printed	Expense	<input type="checkbox"/>		
37046	08/05/2021	[REDACTED]	\$10,018.50	1008	Printed	Expense	<input type="checkbox"/>		spec. ed. ESY program
37047	08/05/2021	WARD'S SCIENCE	\$3,407.95	1008	Printed	Expense	<input type="checkbox"/>		HS science supplies
37048	08/05/2021	WILSON LANGUAGE TRAINING	\$272.70	1008	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$150,374.73						

# Westbrook Public Schools

## Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 08/19/2021

From Check:

From Voucher:

To Date: 08/19/2021

To Check:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37049	08/19/2021	ACORN-BERNIER ELECTRIC	\$145.00	1013	Printed	Expense	<input type="checkbox"/>		
37050	08/19/2021	ADM. UNEMPL. COMP. ACT	\$2,675.00	1013	Printed	Expense	<input type="checkbox"/>	unemployment claims	
37051	08/19/2021	ADP, INC	\$1,644.90	1013	Printed	Expense	<input type="checkbox"/>	payroll services	
37052	08/19/2021	AMAZON CREDIT PLAN	\$4,314.29	1013	Printed	Expense	<input type="checkbox"/>	Athletic supplies, MS supplies, Daisy books, spec. ed. supplies, library supplies, P.E.	
37053	08/19/2021	AUTOMATED BLDG SYSTEMS	\$15,564.00	1013	Printed	Expense	<input type="checkbox"/>	Service Controls Contract	
37054	08/19/2021	BSNSPORTS	\$545.02	1013	Printed	Expense	<input type="checkbox"/>		
37055	08/19/2021	CAPSTONE COMPANIES LLC	\$2,399.00	1013	Printed	Expense	<input type="checkbox"/>	software renewal	
37056	08/19/2021	CBS THERAPY	\$4,800.00	1013	Printed	Expense	<input type="checkbox"/>	spec. ed. teacher coverage ESY	
37057	08/19/2021	CITIZENS BANK-MASTERCARD	\$23.12	1013	Printed	Expense	<input type="checkbox"/>		
37058	08/19/2021	COMMERCIAL BANKING	\$65.23	1013	Printed	Expense	<input type="checkbox"/>		
37059	08/19/2021	CURRICULUM ASSOCIATES	\$548.13	1013	Printed	Expense	<input type="checkbox"/>		
37060	08/19/2021	DELTA-T GROUP HARTFORD, INC.	\$433.13	1013	Printed	Expense	<input type="checkbox"/>	summer school para	
37061	08/19/2021	DEMCO	\$263.97	1013	Printed	Expense	<input type="checkbox"/>		
37062	08/19/2021	DICK BLICK INC.	\$16.86	1013	Printed	Expense	<input type="checkbox"/>		
37063	08/19/2021	EB EXTERMINATING CO.	\$106.00	1013	Printed	Expense	<input type="checkbox"/>		
37064	08/19/2021	FOLLETT SCHOOL SOLUTIONS, INC.	\$1,256.50	1013	Printed	Expense	<input type="checkbox"/>	HS English novels	
37065	08/19/2021	GRAINGER, INC	\$165.50	1013	Printed	Expense	<input type="checkbox"/>		
37066	08/19/2021	[REDACTED]	\$17,697.50	1013	Printed	Expense	<input type="checkbox"/>	spec. ed. summer ESY	
37067	08/19/2021	JOSTENS	\$13.18	1013	Printed	Expense	<input type="checkbox"/>		
37068	08/19/2021	KIMBERLY A. REITH	\$400.00	1013	Printed	Expense	<input type="checkbox"/>		
37069	08/19/2021	LAKESHORE LEARNING MATERIALS	\$1,008.93	1013	Printed	Expense	<input type="checkbox"/>	classroom supplies - Daisy	
37070	08/19/2021	LEARNING A-Z.COM	\$1,505.00	1013	Printed	Expense	<input type="checkbox"/>	software renewal	
37071	08/19/2021	LORI SUSI	\$3,090.00	1013	Printed	Expense	<input type="checkbox"/>	Camp reimbursement per IEP	

# Westbrook Public Schools

## Reprint Check Listing

Fiscal Year: 2021-2022

**Criteria:**

Bank Account: GEN FUND AP 211170114

From Date: 08/19/2021

To Date: 08/19/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37072	08/19/2021	M.D. STETSON COMPANY INC.	\$905.22	1013	Printed	Expense	<input type="checkbox"/>		<i>maintenance + custodial supplies</i>
37073	08/19/2021	MIDDLETOWN ADULT EDUCATION	\$16,223.00	1013	Printed	Expense	<input type="checkbox"/>		<i>Adult Ed</i>
37074	08/19/2021	NASCO	\$3,922.00	1013	Printed	Expense	<input type="checkbox"/>		<i>ms art supplies</i>
37075	08/19/2021	PITNEY BOWES	\$145.95	1013	Printed	Expense	<input type="checkbox"/>		
37076	08/19/2021	PROJECT GENESIS	\$683.42	1013	Printed	Expense	<input type="checkbox"/>		<i>spec. ed. services</i>
37077	08/19/2021	REALLY GOOD STUFF	\$2,363.50	1013	Printed	Expense	<input type="checkbox"/>		<i>classroom supplies - Daisy</i>
37078	08/19/2021	RENAISSANCE LEARNING INC.	\$9,900.00	1013	Printed	Expense	<input type="checkbox"/>		<i>software renewal</i>
37079	08/19/2021	SAVVAS LEARNING COMPANY, LLC.	\$5,876.71	1013	Printed	Expense	<input type="checkbox"/>		<i>HS/MS software renewal</i>
37080	08/19/2021	SAYBROOK HARDWARE	\$289.51	1013	Printed	Expense	<input type="checkbox"/>		
37081	08/19/2021	SCHOOL SPECIALTY	\$2,162.05	1013	Printed	Expense	<input type="checkbox"/>		<i>Daisy classroom supplies</i>
37082	08/19/2021	SHRED-IT, C/O STERICYCLE, INC	\$697.34	1013	Printed	Expense	<input type="checkbox"/>		
37083	08/19/2021	SOUTHERN CT GAS CO	\$964.70	1013	Printed	Expense	<input type="checkbox"/>		<i>NG "generation"</i>
37084	08/19/2021	STADIUM SYSTEMS	\$1,387.00	1013	Printed	Expense	<input type="checkbox"/>		<i>Athletic supplies</i>
37085	08/19/2021	SUBURBAN STATIONERS	\$1,841.11	1013	Printed	Expense	<input type="checkbox"/>		<i>classroom supplies - all schools</i>
37086	08/19/2021	TEACHING STRATEGIES, LLC	\$185.50	1013	Printed	Expense	<input type="checkbox"/>		
37087	08/19/2021	[REDACTED]	\$1,040.00	1013	Printed	Expense	<input type="checkbox"/>		<i>ESY program</i>
37088	08/19/2021	THE NIXON CO., INC.	\$31.25	1013	Printed	Expense	<input type="checkbox"/>		
37089	08/19/2021	TOP YOUTH SPEAKERS	\$200.00	1013	Printed	Expense	<input type="checkbox"/>		
37090	08/19/2021	VERIZONWIRELESS	\$168.30	1013	Printed	Expense	<input type="checkbox"/>		
37091	08/19/2021	Wattifi Inc.	\$1,581.46	1013	Printed	Expense	<input type="checkbox"/>		<i>electricity "supply"</i>
37092	08/19/2021	WELLS FARGO RETIREMENT AND TRUST	\$122,520.00	1013	Printed	Expense	<input type="checkbox"/>		<i>21-22 BoE contribution to Pension</i>
37093	08/19/2021	WILSON LANGUAGE TRAINING	\$237.28	1013	Printed	Expense	<input type="checkbox"/>		

## Westbrook Public Schools

---

### Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 08/19/2021

To Date: 08/19/2021

From Check:

To Check:

From Voucher:

To Voucher:

Total Amount:

\$232,005.56

End of Report



**Budget Narrative**  
**August 31, 2021**

***Salary Accounts-*** An initial place holding payroll encumbrance has been entered. Once all known personnel have started the school year and grant figures have been confirmed, it will be adjusted accurately. Summer Academy, Workforce Alliance, summer committee work, and professional development time was all paid on 8/27/2021, making it appear as though we have a deficit in the salaries object. We do not, and I do not foresee that happening. Typically, payments and offsets occur within the same month, however due to the timing of the last payroll in August, these expenses posted, but will not be reduced until September. All payroll expenses run through the general fund and are then offset.

***Benefits -*** Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel will also be adjusted in September. This is a place holding encumbrance for July and August. 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.

***Purchased Services-***Annual building maintenance contracts and other annual blanket purchase orders are in the process of being entered.

***Tuition-*** Summer School/ ESY (Extended School Year) contracts have been paid and annual student placements are in the process of being entered.

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

***Properties (equipment) –*** A couple of special education items, some equipment for FCS and some Microsoft Surface Pro's have been ordered.

***9/8/2021***

***LEW***

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2021 through 08/31/2021

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>	
<b>EXPENSES</b>							
Salaries							
All Wages (+)	\$11,664,189.63	\$1,769,654.26	\$1,769,654.26	\$9,894,535.37	\$10,026,280.28	(\$131,744.91)	-1.1%
Sub-total : Salaries	\$11,664,189.63	\$1,769,654.26	\$1,769,654.26	\$9,894,535.37	\$10,026,280.28	(\$131,744.91)	1.1%
Benefits							
All Benefits (+)	\$2,467,881.48	\$577,621.11	\$577,621.11	\$1,890,260.37	\$1,893,420.35	(\$3,159.98)	-0.1%
Sub-total : Benefits	\$2,467,881.48	\$577,621.11	\$577,621.11	\$1,890,260.37	\$1,893,420.35	(\$3,159.98)	0.1%
Professional Services							
Professional Services (+)	\$820,932.62	\$136,746.83	\$136,746.83	\$684,185.79	\$284,889.87	\$399,295.92	48.6%
Sub-total : Professional Services	\$820,932.62	\$136,746.83	\$136,746.83	\$684,185.79	\$284,889.87	\$399,295.92	48.6%
Purch. Services- BLDG							
Bldg Services (+)	\$398,806.49	\$42,208.24	\$42,208.24	\$356,598.25	\$163,892.65	\$192,705.60	48.3%
Sub-total : Purch. Services- BLDG	\$398,806.49	\$42,208.24	\$42,208.24	\$356,598.25	\$163,892.65	\$192,705.60	48.3%
Transportation							
Transportation Services (+)	\$868,602.00	\$16,425.38	\$16,425.38	\$852,176.62	\$756,171.00	\$96,005.62	11.1%
Sub-total : Transportation	\$868,602.00	\$16,425.38	\$16,425.38	\$852,176.62	\$756,171.00	\$96,005.62	11.1%
Purchased Services							
Other Services (+)	\$146,232.34	\$23,283.05	\$23,283.05	\$122,949.29	\$32,272.93	\$90,676.36	62.0%
Sub-total : Purchased Services	\$146,232.34	\$23,283.05	\$23,283.05	\$122,949.29	\$32,272.93	\$90,676.36	62.0%
Tuition							
All Tuitions (+)	\$924,277.64	\$73,127.42	\$73,127.42	\$851,150.22	\$500,688.58	\$350,461.64	37.9%
Sub-total : Tuition	\$924,277.64	\$73,127.42	\$73,127.42	\$851,150.22	\$500,688.58	\$350,461.64	37.9%
Supplies							
All Supplies (+)	\$999,845.75	\$95,280.29	\$95,280.29	\$904,565.46	\$676,394.57	\$228,170.89	22.8%
Sub-total : Supplies	\$999,845.75	\$95,280.29	\$95,280.29	\$904,565.46	\$676,394.57	\$228,170.89	22.8%
Property							
Equipment (+)	\$221,560.00	\$2,814.99	\$2,814.99	\$218,745.01	\$2,583.03	\$216,161.98	97.6%

Operating Statement with Encumbrance

## Westbrook Public Schools

### Financial Statement For the Period 07/01/2021 through 08/31/2021

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	\$2,814.99	\$2,814.99	\$218,745.01	\$2,583.03	\$216,161.98	97.6%
Total : EXPENSES	\$18,512,327.95	\$2,737,161.57	\$2,737,161.57	\$15,775,166.38	\$14,336,593.26	\$1,438,573.12	7.8%
NET ADDITION/(DEFICIT)	\$18,512,327.95	\$2,737,161.57	\$2,737,161.57	\$15,775,166.38	\$14,336,593.26	\$1,438,573.12	7.8%

End of Report

22

Operating Statement with Encumbrance

Printed: 09/08/2021 8:40:14 AM

Report: rptGLOperatingStatementwithEnc

2020.1.11

Page:

2

**New Vendors- August**

**Rush Translate LLC – EL software**

**Pear Deck Inc. – MS software**

**Top Youth Speakers – SEL PD**

**The Village for Families and Children, Inc. - Spec. Ed. Placement**

**9/7/2021**

**L.E.W.**

23