

WESTBROOK BOARD OF EDUCATION

Tuesday, November 15, 2022

Special Board of Education Meeting 6:30 p.m.

Daisy Ingraham School Cafeteria

AGENDA

I. CALL TO ORDER – 6:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. BOE ACKNOWLEDGEMENTS

A. CABA Westbrook Board of Education Recognition Award

RECESS – Daisy School Community Meet and Greet and Tour of Art room and Innovation Station at the Pit.

IV. STUDENT REPRESENTATIVES REPORT

A. Delaney Belcourt, Elliott Koplas – WHS Update

B. Grade 4 Students, Meleiah Beabien, Connor Riordon – Daisy Update

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

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

VI. ADMINISTRATOR(S) COMMENTS

VII. NEW BUSINESS

A. WPS Calendar DRAFT – 2023-2024 - Preview and initial discussion – Enclosure 1

B. First Reading – Policies – Enclosure 2

1. Rescind Policy 1230, 3280, 3281 and 1324

2. Policy 3280 (Shipman policy)

3. Policy 3515 – Use of Facility –Recommendation to adopt Shipman policy 3515

4. Policy 3542.43 Meal Charging Policy

5. Policies 5145.5 and 5145.44 – Rescind and replace with 5145 – Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment - Students

VIII. SUPERINTENDENT'S REPORT

A. Enrollment update Enclosure 3

- 1. NESDEC Enrollment Trends and Updated Report
- B. Budget Preview and Process Overview
- C. Substitute Teacher Update

IX. OLD BUSINESS – Vote anticipated

A. Second Reading – Vote to approve: - Enclosure 4

- 1. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees – Second Reading
- 2. 5144.4 – Physical Exercise and Discipline of Students (Rescind Westbrook policy and adopt Shipman policy – Second Reading
- 3. 5000 Series – Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFS) – Second Reading
- 4. 6146.2 – Policy Addressing Enrollment in an Advanced Course or Program And Challenging Curriculum – Second Reading

X. CONSENT AGENDA – Vote anticipated

A. Approval of Minutes – Enclosure 5

- 1. Minutes of Special Meeting of October 18, 2022 (6:30 pm)
- 2. Minutes of Special Meeting of October 18, 2022 (7:00 pm)

XI. FINANCIAL REPORTS Enclosure 6

- A. Review of Check Listings.
- B. Budget/Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report
- E. HVAC Grant – **Vote anticipated**

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)

XIII. BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

XIV. PERSONNEL

- A. Certified Appointment(s)

XV. ADJOURN

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First & Last Day of School



Teacher PD (no school for students)



Teacher Convocation



School Closed/Holidays



Early Dismissal for All



Early Dismissal for Students



June 14 – WHS Graduation



Early Dismissal for Daisy



Early Dismissal for WMS & Daisy

Professional Development:

Oct. 6 – Full Day PD (Daisy/WHS/WMS)
 Oct. 11 ½ PD (WHS/Daisy/WMS)
 Nov. 7 – Full Day PD (Daisy/WHS/WMS)
 March 7 – ½ PD (Daisy/WHS/WMS)
 March 8 – Full Day PD (Daisy/WHS/WMS)

Conferences:

Oct. 24 – (Daisy/WMS)
 Oct. 26 – (Daisy/WMS/WHS)
 Mar. 12 – (Daisy/WMS)
 Mar. 14 – (Daisy/WMS/WHS)

Holidays: Sept. 4 – Labor Day

Oct. 9 – Columbus Day
 Nov. 22-24 – Thanksgiving Break
 Dec. 25-Jan. 1 – Holiday Recess
 Jan. 15 – Martin Luther King Jr. Day
 Feb. 19, 20 – February Break
 March 29 – Good Friday
 Apr. 15-19 – April Break
 May 27 – Memorial Day

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Community Relations**Other School-Connected Organizations****Booster Clubs/Organizations**

The Board of Education recognizes that booster clubs perform a valuable service to the schools, and the Board expects school personnel to support such organizations accordingly. It shall be the duty of the Superintendent and respective principals to represent the best interests of the Board, school system and schools in the functioning of such organizations.

Each booster club which is involved with school activities or school students shall develop and maintain a constitution and bylaws setting forth the purposes of the organization and the general rules and procedures by which it shall operate. Each booster club shall provide a copy of its constitution and bylaws, and any revision thereof, to the Superintendent or his/her designee.

Booster clubs shall secure the advice and approval of the Building Principal or designee before planning any function in which students are to participate while under supervision of the District.

A booster organization shall secure the prior advice and approval of the Building Principal before planning any fund-raising activity intended to benefit a school program. The Principal shall suggest needs of the school, including those not requiring fund-raising, that are conducive to the active involvement and significant numbers of interested parents in meaningful service to the school and its students.

Each booster organization shall establish its own system for handling and disbursing its funds; however, all applicable Board policies must be followed when expenditures are for school activities or when funds are to be raised through the use of students and District facilities.

Any item purchased by booster clubs for school or school activity use shall become the property of the District.

The Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, appropriate actions will be taken to ensure that benefits and services are equivalent for both sexes, regardless of funding sources.

The Superintendent is directed to develop regulations containing guidelines by which booster clubs shall operate in the District. Such guidelines shall include, but not be limited to, such topics as permissible awards, fund raising, insurance requirements, annual reporting, use of facilities, recognition functions, concessions at school events and expenditures for student equipment and supplies.

(cf. [1110.1](#) - Parental Involvement)

(cf. [1140](#) - Distribution of Materials by Students)

(cf. 1210 - School Community associations)

(cf. 1323 - Gifts to Students)

(cf. 1330 - Use of School Facilities)

(cf. [3280](#) - Gifts, Grants and Bequests)

(cf. [3281](#) - School Fund Raising)

(cf. [3515](#) - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Policy adopted: October 10, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Business/Non-Instructional Operations

Gifts, Grants and Bequests

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be accepted for the school district as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Business/Non-Instructional Operations**School Fund Raisers**

It is the responsibility of the Board to control fund-raising activities which involve the students in the Westbrook school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.

The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, not the Board's responsibility for educational funding.

The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.

Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.

The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.

Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.

Students shall not be asked to solicit outside of their home.

(cf. 1324 - Fund Raising In and For the Schools)

Policy adopted: March 11, 2008

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Community Relations**Soliciting Funds from and by Students**

Fundraising shall not be conducted by non school agencies or for non school activities among students except as provided by law and approved by the Board of Education.

Fund raising activities may be approved by the Superintendent of Schools consistent with the following guidelines:

1. Fundraising is in connection with school sponsored projects. Requests for approval of fund-raisers shall be made and approved, in writing, on the form provided; and
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity; and
3. The mechanics or procedures of fundraising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.

Upon approval by the Superintendent, information from recognized charitable and other organizations which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization may be distributed through the schools. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

There shall be no direct solicitation of student funding or use of school facilities for fundraising purposes by outside organizations except on specific approval of the Board of Education.

Policy adopted: October 10, 2007

Policy revised: November 13, 2012

Policy reviewed: March 24, 2022

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

ADOPTED: _____
REVISED: _____

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Westbrook Board of Education (the "Board") may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator,

refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: _____
REVISED: _____

Business/Non Instructional Operations**STUDENTS MEAL CHARGING POLICY**

The Westbrook Board of Education (the "Board") recognizes the importance of providing nutritious food to students in the Westbrook Public Schools (the "District").

Charging Meals

The District uses an automated prepayment system for student meal accounts. Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other meal offered by the District, even if the student's account has insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

Collection of Unpaid Meal Charges

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, "delinquent debt" means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee, as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student's unpaid meal charges shall include an application for free or reduced price meals information on local food pantries and the Connecticut Department of Social Services' supplemental nutrition assistance program, and a link to the District's or Town's website that lists any community services available to Town residents.

In the event a student's unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District's homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges. The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

Legal References:

State law:

Connecticut General Statutes

§ 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

Federal law:

7 C.F.R. Part 210 National School Lunch Program.

7 C.F.R. Part 220 School Breakfast Program.

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policy," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid Meal Charges: Guidance and Q&A," Sept. 16, 2016.

FIRST READING: NOVEMBER 15, 2022
ADOPTED:

WESTBROOK PUBLIC SCHOOLS
Westbrook, CT

Students

**POLICY REGARDING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 -
PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT
(STUDENTS)**

It is the policy of the Westbrook Board of Education (the "Board") for the Westbrook Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Connecticut law or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX and Connecticut law (the "Administrative Regulations").

Sex discrimination occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e.*, *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Westbrook Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include but need not be limited to, the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX and Connecticut law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is Kristina J. Martineau, Superintendent of Westbrook Public Schools. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Westbrook Board of Education
158 McVeagh Road
Westbrook, CT 06498
kmartineau@westbrookctschools.org
860-399-6432

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Students may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Students may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Conn. Gen. Stat. § 10-15c - Discrimination in public schools prohibited.

FIRST READING: November 15, 2022

ADOPTED: _____

REVISED: _____

Students**POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, the victim's age, the difference in age between the victim and the perpetrator, an intellectual or other disability, or any other factor that would prevent the victim from giving consent.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

Legal References: United States Constitution, Amendment XIV

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R. § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).

Office for Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).

Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: March 10, 2009

Policy revised: January 12, 2010 Westbrook, Connecticut

Reviewed: July 21, 2016

Policy revised: September 13, 2016

Policy revised: June 13, 2017

Students**Policy Regarding Title IX of The Education Amendments of 1972 - Prohibition of Sex Discrimination and Sexual Harassment**

It is the policy of the Westbrook Board of Education (the "Board") for the Westbrook Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the "Administrative Regulations").

Sex discrimination occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Westbrook Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of

sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is the Superintendent of Schools. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Dr. Kristina J. Martineau, Superintendent - Westbrook Board of Education - 158 McVeagh Road, Westbrook, CT 06498 - ELECTRONIC MAIL ADDRESS: kmartineau@westbrookctschools.org Phone: 860-399-6432

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Legal References: Connecticut General Statutes

Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.

Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Policy adopted: March 9, 2021

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

ENCLOSURE 3

	Sept.2022	Oct. 2022	Nov.2022	Dec.2022	Jan.2023	Feb.2023	Mar.2023	Apr.2023	1-May	1-Jun
PRE -K	38	39	39							
KINDER.	49	48	50							
1	40	41	41							
2	43	42	42							
3	35	35	36							
4	46	46	46							
TOTAL	252	251	254							
5	30	30	30							
6	50	50	50							
7	37	37	37							
8	42	42	42							
TOTAL	159	159	159							
9	37	37	38							
10	45	45	43							
11	49	49	49							
12	71	66	68							
TOTAL	200	197	198							
In-District	612	607	611							
Outplaced	4	7	4							
DISTRICT	616	614	615							
TOTAL										

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: _____

**WESTBROOK BOARD OF EDUCATION
Tuesday, October 18, 2022 @ 6:30 p.m.
Special Board of Education Meeting
WHS Library**

MINUTES

Present: Kim Walker, Don Perreault, Christine Kuehlewind, Mary Ella Luft, Zachary Hayden
Online: Andrew Miesse

Absent: Sally Greaves, Mike Esposito, Michelle Palumbo

Also Present: Superintendent Kristina J. Martineau

- I. **CALL TO ORDER** – K. Walker, Chair, called the Special BOE meeting of October 18, 2022 to order at 6:32 p.m. in the WHS library.

Moved into Executive Session at 6:32 p.m.

II. **EXECUTIVE SESSION:**

- A. Tentative Agreement between Westbrook Board of Education and WEA – Discussion of matters that would result in the disclosure of exempt matters.

Moved out of Executive Session at 6:52 p.m.

- III. Agreement between Westbrook Board of Education and WEA.
MOTION by D. Perreault and **SECOND** by Z. Hayden to approve the Agreement between the Westbrook Board of Education and the Westbrook Education Association. Vote unanimous.

- IV. **ADJOURN:** **MOTION** by Z. Hayden and **SECOND** by M. Luft to adjourn at 6:58 p.m.
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

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

**WESTBROOK BOARD OF EDUCATION
Tuesday, October 18, 2022 @ 7:00 p.m.
Special Board of Education Meeting
WHS Library**

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

Absent: Mike Esposito, Michelle Palumbo, Sally Greaves

Also Present: Superintendent Kristina J. Martineau; Dir. of Finance & Operations, Lesley Wysocki, Administrators: Ruth Rose, Tara Winch; Angelo Saba, PK-12 & Instruction Coordinator

MINUTES–October 18, 2022

- I. **CALL TO ORDER** – The Special BOE meeting of October 18, 2022 was called to order at 7:00 p.m. by K. Walker, Chair.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS** - None
- IV. **STUDENT REPRESENTATIVE REPORT** – Delaney Belcourt and Elliot Koplas reported on high school activities; highlighting Homecoming, Band/Chorus concert on October 26, Spirit Week, Class photos, fall sports teams standings and participation in Breast Cancer Awareness activities; sports officials recognition; October 26 United Sports Teams activity, fundraisers. college visits, seniors post secondary planning night on Sept. 28, Veterans' Day Assembly on November 11, Parent teacher conferences on October 27 and the end of first quarter.
- V. **PUBLIC COMMENT:** None
- VI. **ADMINISTRATOR(S) COMMENTS**
 1. Class of 2022 profile – T Winch reported on Class of 2022 data and provided a handout showing a 97.9% graduation rate with 80% of students attending 2 or 4 year colleges, 3% military service and 15% entering the workforce. Ms. Winch reported on the course offerings of the high school including AP courses, UCONN courses and Career and Technical courses. The handout will be made available to the community at such places as the library, town hall, local businesses, etc.
- VII. **NEW BUSINESS:**
 - A. Budget Guidelines & Development Timeline 2023-24: A handout was provided outlining the Board of Education Budget Guidelines and Timeline. Board members were asked to check their calendars for their availability. **MOTION** by Z. Hayden and **SECOND** by D. Perreault to approve the Budget Guidelines for 2022-2023. Vote

unanimous. Superintendent Martineau will have the Budget Guidelines posted on the website.

- B. Policies: The Policy Subcommittee reviewed the following policies presenting to the full board for a first reading. K. Walker provided an explanation of the changes. C. Kuehlewind, Board Secretary, read the Code of Ethics which was reviewed by the Policy Subcommittee on September 22. The following policies will be brought back to the full board for a vote to approve at the November meeting.
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

VIII. SUPERINTENDENT'S REPORT

- A. Enrollment Update - Census October: K. Martineau reported on enrollment for October of 618 students: Daisy – 254, WMS – 159, and WHS 205. Currently, there are 4 outpaced students. Superintendent Martineau is expecting a NESDEC enrollment projection report in November and offered to hear from staff and the community on their perspectives on enrollment. K. Walker suggested producing a short survey regarding enrollment and possible restructuring at the middle school.
- B. Westbrook Portrait of a Graduate Update: K. Martineau updated the Board on PoG.
- C. Curriculum and Professional Development Update: A. Saba, PK-12 Curriculum & Instruction Coordinator presented on the topic of curriculum and professional development. He reported that 22 teachers were involved over the summer in curriculum work and the first three days of school were dedicated to professional development; including 12 Ed Camps led by 12 of our faculty; a CEA representative talked about professionalism. Teachers attended PD on October 5 and 6 on Aperture System (student social and emotional needs); ELL and MLL presentation from TESOL teacher; goal setting conferences; regional PD for PE/Health and LibraryMedia and onsite training for Special Education, ELA/LA. There was discussion on K-3 Reading curriculum and current status with CSDE and Westbrook's decision to submit a waiver for an extension. K. Walker expressed appreciation to Mr. Saba for his efforts in his role as PK-12 Curriculum and Instruction Coordinator.

IX. OLD BUSINESS

- A. Substitute Teacher update: Superintendent Martineau updated the Board on the current substitute situation. It has been helpful to have the additional building sub at Daisy. Use of "Frontline" is being investigated as opposed to Kelly Services. Superintendent Martineau will follow through with another update.

X. CONSENT AGENDA

- A. Approval of Minutes: MOTION by M. Luft and SECOND by D. Perreault to approve the minutes of September 13 regular meeting, September 20 and September 26, 2022 Special meetings as presented. Vote unanimous.

XI. FINANCIAL REPORTS

A. Review of Check Listings

The Board reviewed check listings for September 1 in the amount of \$217,228.66; September 15, 2022 in the amount of \$87,479.87; and for September 29, 2022 in the amount of \$148,689.39.

B. Budget Narrative/Review of Expenditure Report: L. Wysocki reported on the budget as it stands.

C. Line Item Transfer: No transfers

D. Insurance Report: A current insurance report was provided to the Board.

XII. BOARD COMMITTEE REPORTS

A. Policy– K. Walker commented that the Policy Committee will meet on October 20 to review legislative related policies and again on November 3 to begin the 2000 series review.

B. Long Range Planning – D. Perreault/L. Wysocki mentioned the scoreboards have been ordered by Ms. Eichler and work is being done on an HVAC grant.

C. Fiscal & Budget – Z. Hayden (no meeting)

D. Teaching & Learning – D. Perreault (will meet on November 3)

E. Communications & Marketing – M. Luft (need to set a date for next meeting)

F. Negotiations – D. Perreault – (Work to begin on AFT contract)

G. Town Energy Ad Hoc Committee – A. Miesse reported the Town is working on a grant for a car port with solar charging stations and talked about solar panel options on town hall and library rooftops.

H. LEARN – Z. Hayden (no report, but next meeting is November 10)

I. PTSO Representatives - M. Luft (Daisy met on 9/27 and discussed fundraisers, Cultural Arts event, Holiday Fair and toured the art room and pit area); Z. Hayden (WMS – did not meet), K. Walker (WHS did not meet)

J. BOE Ad Hoc Calendar/Goals Subcommittee

1. Dissolution of BOE Ad Hoc Calendar/Goals Subcommittee: K. Walker extended appreciation to the BOE Ad Hoc Calendar/Goals Subcommittee for their work and requested the committee be dissolved at this time.

XIII. BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

A. Parliamentary Procedures Workshop: Three board members attended the CABE Parliamentary Workshop. A. Miesse commented having gained knowledge on the several types of motions. K. Walker was interested in the rules of Executive Session and Point of Order and D. Perreault commented that CT State Statutes overrule Roberts Rules. K. Walker requested a copy of laminated Robert's Rules. Z. Hayden mentioned an upcoming CABE workshop on December 6 on Advocacy for Boards. K. Walker also mentioned the National Association of Boards of Education Conference in Orlando from April 1-3 and the CABE/CAPSS Conference on November 18, 19.

XIV. PERSONNEL: Superintendent Martineau informed the Board of the following new hires:

A. Professional Appointment(s)

1. Nicole Troncale - .4 SLE

B. Professional Resignation(s)

1. Amy Fortin, WHS Spanish Teacher, submitted a resignation effective November 4, 2022.

C. Non-Certified New Hires:

1. William Allman, WHS Kitchen Manager
2. Andrew Iron, WMS Kitchen Manager
3. Tonya Tollefsen – WHS Secretary
4. Susan Fazzuoli – Daisy Secretary
5. Nick Parreguex - Building Substitute
6. Kenneth Terazzi – Paraprofessional (WMS)
7. Christine Koplas – Lunch/Recess Aide (Daisy)
8. Nicole Millazi – Lunch Recess Aide (Daisy)

- XV. ADJOURN: MOTION by Z. Hayden and SECOND by M. Luft to adjourn at 8:45 p.m.
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/13/2022
 From Check: 38567
 From Voucher: 1036

To Date: 10/13/2022
 To Check: 38632
 To Voucher: 1036

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38567	10/13/2022	ACORN-BERNIER ELECTRIC	\$2,656.00	1036	Printed	Expense	<input type="checkbox"/>	light repair - Daisy	
38568	10/13/2022	ADP, INC	\$1,692.79	1036	Printed	Expense	<input type="checkbox"/>	payroll services	
38569	10/13/2022	ALLSTON SUPPLY CO., INC.	\$128.71	1036	Printed	Expense	<input type="checkbox"/>		
38570	10/13/2022	AMERICAN CHORAL DIRECTORS ASSN.	\$125.00	1036	Printed	Expense	<input type="checkbox"/>		
38571	10/13/2022	AMSCO SCHOOL PUBLICATIONS	\$768.25	1036	Printed	Expense	<input type="checkbox"/>		
38572	10/13/2022	ASCD	\$1,037.32	1036	Printed	Expense	<input type="checkbox"/>	ms prof. books	
38573	10/13/2022	BRODART CO.	\$91.83	1036	Printed	Expense	<input type="checkbox"/>		
38574	10/13/2022	CAROLINA BIOLOGICAL SUPPLY CO.	\$101.22	1036	Printed	Expense	<input type="checkbox"/>		
38575	10/13/2022	CATY MULLIGAN (Halpin)	\$2,400.00	1036	Printed	Expense	<input type="checkbox"/>	summer programs	
38576	10/13/2022	CITIZENS BANK-MASTERCARD	\$2,280.78	1036	Printed	Expense	<input type="checkbox"/>	advertising, deposit HS drama,	
38577	10/13/2022	CONN.WATER CO.	\$1,102.71	1036	Printed	Expense	<input type="checkbox"/>	water usage + testing	
38578	10/13/2022	CONNECTICUT MUSIC CO	\$993.00	1036	Printed	Expense	<input type="checkbox"/>	needs for clarinets + sax HS	
38579	10/13/2022	CURTIN MOTOR LIVERY SERV.	\$9,600.00	1036	Printed	Expense	<input type="checkbox"/>	spec. ed. transportation	
38580	10/13/2022	DBO-TSG	\$2,657.81	1036	Printed	Expense	<input type="checkbox"/>	phone bill	
38581	10/13/2022	DEBOW MECHANICAL SERVICES	\$942.50	1036	Printed	Expense	<input type="checkbox"/>	ms repair	
38582	10/13/2022	DELTA-T GROUP HARTFORD, INC.	\$1,812.25	1036	Printed	Expense	<input type="checkbox"/>	para coverage	
38583	10/13/2022	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$5,735.50	1036	Printed	Expense	<input type="checkbox"/>	grounds maintenance agreement	
38584	10/13/2022	DICK BLICK INC.	\$239.70	1036	Printed	Expense	<input type="checkbox"/>		
38585	10/13/2022	ELECTRICAL WHOLESALERS	\$79.12	1036	Printed	Expense	<input type="checkbox"/>		
38586	10/13/2022	ENVIRONMENTAL CONSULTING	\$370.00	1036	Printed	Expense	<input type="checkbox"/>		
38587	10/13/2022	FOLLETT CONTENT SOLUTIONS, LLC.	\$158.86	1036	Printed	Expense	<input type="checkbox"/>		
38588	10/13/2022	[REDACTED]	\$7,830.00	1036	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/13/2022
 From Check: 38567
 From Voucher: 1036

To Date: 10/13/2022
 To Check: 38632
 To Voucher: 1036

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38589	10/13/2022	HOME DEPOT	\$156.21	1036	Printed	Expense	<input type="checkbox"/>		
38590	10/13/2022	IMPACT APPLICATIONS, INC.	\$462.00	1036	Printed	Expense	<input type="checkbox"/>		
38591	10/13/2022	[REDACTED]	\$6,958.37	1036	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
38592	10/13/2022	J.W. PEPPER & SON INC.	\$50.00	1036	Printed	Expense	<input type="checkbox"/>		
38593	10/13/2022	JILL BRITTON	\$41.25	1036	Printed	Expense	<input type="checkbox"/>		
38594	10/13/2022	k12 MANAGEMENT	\$4,000.00	1036	Printed	Expense	<input type="checkbox"/>	Big Universe software renewal	
38595	10/13/2022	KAREN ANTHONY	\$300.00	1036	Printed	Expense	<input type="checkbox"/>		
38596	10/13/2022	KELLY SERVICES INC.	\$4,292.59	1036	Printed	Expense	<input type="checkbox"/>	substitutes	
38597	10/13/2022	KRISTINA MARTINEAU	\$500.00	1036	Printed	Expense	<input type="checkbox"/>		
38598	10/13/2022	LAKESHORE LEARNING MATERIALS	\$526.73	1036	Printed	Expense	<input type="checkbox"/>		
38599	10/13/2022	LANGUAGE LINE SERVICES, INC.	\$65.74	1036	Printed	Expense	<input type="checkbox"/>		
38600	10/13/2022	LIPIN/DIETZ ASSOCIATES	\$75.00	1036	Printed	Expense	<input type="checkbox"/>		
38601	10/13/2022	M & J BUS, INC.	\$45,785.95	1036	Printed	Expense	<input type="checkbox"/>	spec. ed., Late buses vinyl/Vol, athletics	
38602	10/13/2022	M.D. STETSON COMPANY INC.	\$1,173.12	1036	Printed	Expense	<input type="checkbox"/>	custodial supplies	
38603	10/13/2022	MARC DUBE	\$28.75	1036	Printed	Expense	<input type="checkbox"/>		
38604	10/13/2022	MARKS PLUMBING PARTS	\$92.45	1036	Printed	Expense	<input type="checkbox"/>		
38605	10/13/2022	MJ DALY	\$386.00	1036	Printed	Expense	<input type="checkbox"/>		
38606	10/13/2022	NAT'L ENERGY CONTROL CORP	\$1,464.92	1036	Printed	Expense	<input type="checkbox"/>	2 new actuators + valve kit (MS)	
38607	10/13/2022	[REDACTED]	\$8,715.00	1036	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
38608	10/13/2022	NATIONAL ASS'N. SCHOOL NURSES, INC.	\$141.00	1036	Printed	Expense	<input type="checkbox"/>		
38609	10/13/2022	NATIONAL AUTO PARTS	\$53.94	1036	Printed	Expense	<input type="checkbox"/>		
38610	10/13/2022	NATIONAL COUNCIL TEACHERS OF MATHEMATICS	\$94.00	1036	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/13/2022
From Check: 38567
From Voucher: 1036

To Date: 10/13/2022
To Check: 38632
To Voucher: 1036

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38611	10/13/2022	[REDACTED]	\$2,163.28	1036	Printed	Expense	<input type="checkbox"/>	spec. ed. reimbursement	
38612	10/13/2022	NEW HAVEN REGISTER	\$332.80	1036	Printed	Expense	<input type="checkbox"/>		
38613	10/13/2022	PEARSON CLINICAL ASSESSMENT	\$225.00	1036	Printed	Expense	<input type="checkbox"/>		
38614	10/13/2022	PIONEER DRAMA SERVICE, INC	\$23.50	1036	Printed	Expense	<input type="checkbox"/>		
38615	10/13/2022	PRO-ED	\$350.00	1036	Printed	Expense	<input type="checkbox"/>		
38616	10/13/2022	RACHEL KUREK	\$27.50	1036	Printed	Expense	<input type="checkbox"/>		
38617	10/13/2022	RAIN NETWORKS	\$4,536.00	1036	Printed	Expense	<input type="checkbox"/>	security software renewal	
38618	10/13/2022	READ NATURALLY	\$690.00	1036	Printed	Expense	<input type="checkbox"/>		
38619	10/13/2022	RIFTON EQUIPMENT	\$3,625.50	1036	Printed	Expense	<input type="checkbox"/>	tricycles for adaptive pe MS/Daisy	
38620	10/13/2022	SAYBROOK HARDWARE	\$151.27	1036	Printed	Expense	<input type="checkbox"/>		
38621	10/13/2022	SCHOOL SPECIALTY	\$60.97	1036	Printed	Expense	<input type="checkbox"/>		
38622	10/13/2022	SHIPMAN & GOODWIN	\$7,135.00	1036	Printed	Expense	<input type="checkbox"/>	teacher negotiations & other legal matters	
38623	10/13/2022	SOLIANT HEALTH, LLC.	\$9,724.26	1036	Printed	Expense	<input type="checkbox"/>	para coverage	
38624	10/13/2022	STADIUM SYSTEMS	\$464.00	1036	Printed	Expense	<input type="checkbox"/>		
38625	10/13/2022	STEWART'S MUSIC	\$486.50	1036	Printed	Expense	<input type="checkbox"/>		
38626	10/13/2022	SUBURBAN STATIONERS	\$316.62	1036	Printed	Expense	<input type="checkbox"/>		
38627	10/13/2022	TEACHER SYNERGY LLC.	\$113.53	1036	Printed	Expense	<input type="checkbox"/>		
38628	10/13/2022	[REDACTED]	\$7,850.00	1036	Printed	Expense	<input type="checkbox"/>	spec ed. tuition	
38629	10/13/2022	VEX ROBOTICS, INC.	\$300.06	1036	Printed	Expense	<input type="checkbox"/>		
38630	10/13/2022	Wattifi Inc.	\$13,418.11	1036	Printed	Expense	<input type="checkbox"/>	electricity (supply)	
38631	10/13/2022	WESTBROOK SCHOOLS LUNCH	\$74.65	1036	Printed	Expense	<input type="checkbox"/>		
38632	10/13/2022	ZUSE, INC. SCREEN PRINTING & EMBROIDERY	\$194.30	1036	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$170,429.22

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/27/2022
From Check: 38634
From Voucher: 1044

To Date: 10/27/2022
To Check: 38703
To Voucher: 1044

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38634	10/27/2022	A.C.E.S.	\$7,572.00	1044	Printed	Expense	<input type="checkbox"/>	magnet tuition	
38635	10/27/2022	ADOBE SYSTEM INC.	\$2,460.00	1044	Printed	Expense	<input type="checkbox"/>	cloud licences	
38636	10/27/2022	ALL WASTE, INC.	\$2,566.71	1044	Printed	Expense	<input type="checkbox"/>	trash removal	
38637	10/27/2022	ALLSTON SUPPLY CO., INC.	\$151.38	1044	Printed	Expense	<input type="checkbox"/>		
38638	10/27/2022	AMAZON CREDIT PLAN	\$11,317.78	1044	Printed	Expense	<input type="checkbox"/>		
38639	10/27/2022	AUTOMATED BLDG SYSTEMS	\$341.92	1044	Printed	Expense	<input type="checkbox"/>		
38640	10/27/2022	BRITTANY CUSANO	\$250.00	1044	Printed	Expense	<input type="checkbox"/>		
38641	10/27/2022	C&A DISTRIBUTORS	\$1,125.60	1044	Printed	Expense	<input type="checkbox"/>		
38642	10/27/2022	CAAD	\$315.00	1044	Printed	Expense	<input type="checkbox"/>		
38643	10/27/2022	CAROLINA BIOLOGICAL SUPPLY CO.	\$102.00	1044	Printed	Expense	<input type="checkbox"/>		
38644	10/27/2022	CATY MULLIGAN	\$75.00	1044	Printed	Expense	<input type="checkbox"/>		
38645	10/27/2022	CBS THERAPY	\$6,180.00	1044	Printed	Expense	<input type="checkbox"/>		
38646	10/27/2022	CDWG GOVERNMENT, INC.	\$966.53	1044	Printed	Expense	<input type="checkbox"/>		
38647	10/27/2022	CHROMEBOOKPARTS.COM	\$2,249.70	1044	Printed	Expense	<input type="checkbox"/>		
38648	10/27/2022	CIT TECHNOLOGY FIN SERV., INC.	\$7,947.46	1044	Printed	Expense	<input type="checkbox"/>		
38649	10/27/2022	COMMERCIAL BANKING	\$65.23	1044	Printed	Expense	<input type="checkbox"/>		
38650	10/27/2022	CONN.WATER CO.	\$1,007.92	1044	Printed	Expense	<input type="checkbox"/>		
38651	10/27/2022	CONNECTICUT MUSIC CO	\$821.20	1044	Printed	Expense	<input type="checkbox"/>		
38652	10/27/2022	DELTA-T GROUP HARTFORD, INC.	\$4,444.83	1044	Printed	Expense	<input type="checkbox"/>		
38653	10/27/2022	DIGI-KEY ELECTRONICS	\$1,438.00	1044	Printed	Expense	<input type="checkbox"/>		
38654	10/27/2022	DUGMORE & DUNCAN INC.	\$270.00	1044	Printed	Expense	<input type="checkbox"/>		
38655	10/27/2022	EB EXTERMINATING CO.	\$213.00	1044	Printed	Expense	<input type="checkbox"/>		
38656	10/27/2022	ENCORE FIRE PROTECTION	\$334.00	1044	Printed	Expense	<input type="checkbox"/>		

ms: science, ss, athletics, spec. ed
hs: Athletics, Tech ed, science, music

ms locker replacements

para substitute

printer

chromebook repairs

copier agreement

water usage & testing

para substitutes

hs tech ed. supplies

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/27/2022
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From Voucher: 1044

To Date: 10/27/2022
To Check: 38703
To Voucher: 1044

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38657	10/27/2022	ESSEX WINNELSON CO.	\$9.81	1044	Printed	Expense	<input type="checkbox"/>		
38658	10/27/2022	FOLLETT CONTENT SOLUTIONS, LLC.	\$593.70	1044	Printed	Expense	<input type="checkbox"/>		
38659	10/27/2022	FRONTIER	\$786.28	1044	Printed	Expense	<input type="checkbox"/>		
38660	10/27/2022	GRAINGER, INC	\$127.04	1044	Printed	Expense	<input type="checkbox"/>		
38661	10/27/2022	HOUGHTON MIFFLIN HARCOURT, INC.	\$603.75	1044	Printed	Expense	<input type="checkbox"/>		
38662	10/27/2022	HP INC.	\$32,958.13	1044	Printed	Expense	<input type="checkbox"/>		<i>laptops</i>
38663	10/27/2022	HUDL	\$556.16	1044	Printed	Expense	<input type="checkbox"/>		
38664	10/27/2022	HUEBNER PIANO SERVICES	\$720.00	1044	Printed	Expense	<input type="checkbox"/>		
38665	10/27/2022	J.W. PEPPER & SON INC.	\$524.34	1044	Printed	Expense	<input type="checkbox"/>		
38666	10/27/2022	JOHNSON CONTROLS	\$1,150.50	1044	Printed	Expense	<input type="checkbox"/>		<i>fire strobe repair, pull station repair (us)</i>
38667	10/27/2022	JUNIOR LIBRARY GUILD	\$915.65	1044	Printed	Expense	<input type="checkbox"/>		
38668	10/27/2022	KELLY SERVICES INC.	\$3,750.79	1044	Printed	Expense	<input type="checkbox"/>		<i>substitutes</i>
38669	10/27/2022	LEARN	\$6,253.00	1044	Printed	Expense	<input type="checkbox"/>		<i>magnet tuition</i>
38670	10/27/2022	M.D. STETSON COMPANY INC.	\$2,637.45	1044	Printed	Expense	<input type="checkbox"/>		<i>custodial & maintenance supplies</i>
38671	10/27/2022	MARKS PLUMBING PARTS	\$405.22	1044	Printed	Expense	<input type="checkbox"/>		
38672	10/27/2022	MEREDITH KELLER	\$285.00	1044	Printed	Expense	<input type="checkbox"/>		
38673	10/27/2022	MERRYMAKERS, INC	\$101.70	1044	Printed	Expense	<input type="checkbox"/>		
38674	10/27/2022	MICHAEL A. THOMAS	\$121.25	1044	Printed	Expense	<input type="checkbox"/>		
38675	10/27/2022	MMSGGS	\$56.24	1044	Printed	Expense	<input type="checkbox"/>		
38676	10/27/2022	MOEMS (Math Olympiads)	\$170.00	1044	Printed	Expense	<input type="checkbox"/>		
38677	10/27/2022	MUTUAL OF OMAHA	\$1,828.69	1044	Printed	Expense	<input type="checkbox"/>		<i>life insurance policy</i>
38678	10/27/2022	N2Y	\$1,002.01	1044	Printed	Expense	<input type="checkbox"/>		<i>tech subscription renewals</i>
38679	10/27/2022	NAT'L ENERGY CONTROL CORP	\$145.42	1044	Printed	Expense	<input type="checkbox"/>		

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Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

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To Date: 10/27/2022
To Check: 38703
To Voucher: 1044

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38680	10/27/2022	NATIONAL AUTO PARTS	\$16.39	1044	Printed	Expense	<input type="checkbox"/>		
38681	10/27/2022	OLD SAYBROOK FOOD SERVICES	\$131.40	1044	Printed	Expense	<input type="checkbox"/>		
38682	10/27/2022	PEARSON CLINICAL ASSESSMENT	\$1,065.80	1044	Printed	Expense	<input type="checkbox"/>		Psychological testing supplies
38683	10/27/2022	PITNEY BOWES	\$159.99	1044	Printed	Expense	<input type="checkbox"/>		
38684	10/27/2022	SAYBROOK HARDWARE	\$390.94	1044	Printed	Expense	<input type="checkbox"/>		
38685	10/27/2022	SAYBROOK PIZZA & RESTAURANT	\$188.14	1044	Printed	Expense	<input type="checkbox"/>		
38686	10/27/2022	SCHOLASTIC INC	\$2,122.85	1044	Printed	Expense	<input type="checkbox"/>		classroom magazines (Daisy)
38687	10/27/2022	SCHOOL SPECIALTY	\$545.61	1044	Printed	Expense	<input type="checkbox"/>		
38688	10/27/2022	SHOPRITE OF WEST HAVEN	\$355.21	1044	Printed	Expense	<input type="checkbox"/>		
38689	10/27/2022	SOLANT HEALTH, LLC.	\$1,600.50	1044	Printed	Expense	<input type="checkbox"/>		para coverage
38690	10/27/2022	SOUTHERN CT GAS CO	\$3,735.34	1044	Printed	Expense	<input type="checkbox"/>		NG "delivery"
38691	10/27/2022	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$866.48	1044	Printed	Expense	<input type="checkbox"/>		NG "supply"
38692	10/27/2022	STADIUM SYSTEMS	\$6,836.00	1044	Printed	Expense	<input type="checkbox"/>		HS field hockey uniforms
38693	10/27/2022	STEWART'S MUSIC	\$25.90	1044	Printed	Expense	<input type="checkbox"/>		
38694	10/27/2022	SUBURBAN STATIONERS	\$90.99	1044	Printed	Expense	<input type="checkbox"/>		
38695	10/27/2022	THE NIXON COMPANY	\$400.50	1044	Printed	Expense	<input type="checkbox"/>		
38696	10/27/2022	THERAPRO, INC.	\$350.00	1044	Printed	Expense	<input type="checkbox"/>		
38697	10/27/2022	TK ELEVATOR CORPORATION	\$1,538.00	1044	Printed	Expense	<input type="checkbox"/>		us wheelchair lift repair
38698	10/27/2022	VERIZONWIRELESS	\$245.09	1044	Printed	Expense	<input type="checkbox"/>		
38699	10/27/2022	VEX ROBOTICS, INC.	\$953.27	1044	Printed	Expense	<input type="checkbox"/>		
38700	10/27/2022	WALMART - CAPITAL ONE	\$565.90	1044	Printed	Expense	<input type="checkbox"/>		
38701	10/27/2022	Wattifi Inc.	\$12,208.90	1044	Printed	Expense	<input type="checkbox"/>		electricity "supply"
38702	10/27/2022	WEST MUSIC	\$114.75	1044	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 10/27/2022

To Date: 10/27/2022

From Check: 38634

To Check: 38703

From Voucher: 1044

To Voucher: 1044

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38703	10/27/2022	WESTBROOK SCHS ACTIVITY	\$4,000.00	1044	Printed	Expense	<input type="checkbox"/>	Funds to	
Total Amount:			\$146,425.34	Athletic activity fund for official's payments					
End of Report									

*Funds to
Athletic activity fund
for official's payments*

**Budget Narrative
October 31, 2022**

Salary Accounts- The initial place holding payroll encumbrance requires one more review. Grant funded work continues to flow through the general fund payroll and offsets may not be completed within the same month. Position grant funding will still need to be updated as soon as a few grant awards have been approved. These accounts will continue to be monitored closely.

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

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.

***11/3/2022
LEW***

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 10/31/2022

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>	
EXPENSES							
Salaries							
All Wages (+)	\$11,519,898.83	\$3,451,134.28	\$3,451,134.28	\$8,068,764.55	\$8,044,753.25	\$24,011.30	0.2%
Sub-total : Salaries	\$11,519,898.83	\$3,451,134.28	\$3,451,134.28	\$8,068,764.55	\$8,044,753.25	\$24,011.30	0.2%
Benefits							
All Benefits (+)	\$3,036,137.81	\$1,206,362.36	\$1,206,362.36	\$1,829,775.45	\$1,825,700.46	\$4,074.99	0.1%
Sub-total : Benefits	\$3,036,137.81	\$1,206,362.36	\$1,206,362.36	\$1,829,775.45	\$1,825,700.46	\$4,074.99	0.1%
Professional Services							
Professional Services (+)	\$821,626.64	\$254,856.59	\$254,856.59	\$566,770.05	\$534,942.90	\$31,827.15	3.9%
Sub-total : Professional Services	\$821,626.64	\$254,856.59	\$254,856.59	\$566,770.05	\$534,942.90	\$31,827.15	3.9%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$112,357.42	\$112,357.42	\$289,280.58	\$109,263.11	\$180,017.47	44.8%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$112,357.42	\$112,357.42	\$289,280.58	\$109,263.11	\$180,017.47	44.8%
Transportation							
Transportation Services (+)	\$926,255.32	\$163,826.16	\$163,826.16	\$762,429.16	\$772,680.58	(\$10,251.42)	-1.1%
Sub-total : Transportation	\$926,255.32	\$163,826.16	\$163,826.16	\$762,429.16	\$772,680.58	(\$10,251.42)	1.1%
Purchased Services							
Other Services (+)	\$135,907.34	\$48,742.90	\$48,742.90	\$87,164.44	\$27,279.41	\$59,885.03	44.1%
Sub-total : Purchased Services	\$135,907.34	\$48,742.90	\$48,742.90	\$87,164.44	\$27,279.41	\$59,885.03	44.1%
Tuition							
All Tuitions (+)	\$813,700.00	\$120,489.19	\$120,489.19	\$693,210.81	\$339,293.81	\$353,917.00	43.5%
Sub-total : Tuition	\$813,700.00	\$120,489.19	\$120,489.19	\$693,210.81	\$339,293.81	\$353,917.00	43.5%
Supplies							
All Supplies (+)	\$996,039.24	\$310,215.94	\$310,215.94	\$685,823.30	\$512,501.18	\$173,322.12	17.4%
Sub-total : Supplies	\$996,039.24	\$310,215.94	\$310,215.94	\$685,823.30	\$512,501.18	\$173,322.12	17.4%
Property							
Equipment (+)	\$203,576.72	\$117,962.42	\$117,962.42	\$85,614.30	\$1,868.53	\$83,745.77	41.1%

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 10/31/2022

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	\$117,962.42	\$117,962.42	\$85,614.30	\$1,868.53	\$83,745.77	41.1%
Total : EXPENSES	\$18,854,779.90	\$5,785,947.26	\$5,785,947.26	\$13,068,832.64	\$12,168,283.23	\$900,549.41	4.8%
NET ADDITION/(DEFICIT)	\$18,854,779.90	\$5,785,947.26	\$5,785,947.26	\$13,068,832.64	\$12,168,283.23	\$900,549.41	4.8%

End of Report

Operating Statement with Encumbrance

Printed: 11/03/2022 10:13:17 AM

Report: rptGLOperatingStatementwithEnc

2021.4.17

Page:

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New Vendors- October

Swag Envy- MS student awareness day

Michael Alderman – HS accompanist

Robotics Education and Competition Foundation Inc. – HS Robotics team registration

Rose Orchards – Grade 2 field trip

Cheshire Fitness Zone, LLC – Spec. Ed. Services

11/3/2022

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 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	\$69,507	\$0	\$243,907	70.3%	\$56,405
Aug-22	\$256,519	\$43,792	\$300,312	\$173,999	\$92,112	\$58,000	\$63,617	\$8,866	\$9,472	\$9,355	\$76,836	\$67,560	\$0	\$232,781	67.1%	\$67,531
Sep-22	\$256,519	\$43,792	\$300,312	\$173,999	\$93,040	\$58,000	\$73,408	\$8,866	\$7,892	\$2,799	\$70,280	\$62,483	\$0	\$236,822	71.7%	\$63,489
Oct-22																
Nov-22																
Dec-22																
Jan-23																
Feb-23																
Mar-23																
Apr-23																
May-23																
Jun-23																
TOTALS	\$769,558	\$131,377	\$900,935	\$521,997	\$300,777	\$173,999	\$184,571	\$26,598	\$28,612	\$19,541	\$221,984	\$199,551	\$0	\$713,510	69.7%	\$187,425

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

