

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

---

<b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, February 14, 2023 @ 7:00 p.m.</b> <b>Regular Board of Education Meeting</b> <b>WHS Library</b>
---

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, February 14, 2023 @ 7:00 p.m. in the WHS Library. To join the meeting you have the following options:

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

Method 1

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

Method 2

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

**AGENDA**

- I. CALL TO ORDER – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGMENTS
- IV. STUDENT REPRESENTATIVE REPORT – Delaney Belcourt, Elliott Koplas
- V. SUPERINTENDENT’S PROPOSED BUDGET FOR FISCAL YEAR 2023-2024  
PRESENTATION – **Enclosure 1**
- VI. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

Board welcomes public participation and asks that speakers <b>sign in</b> 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.
--

VII. ADMINISTRATORS' COMMENTS

VIII. NEW BUSINESS – **Enclosure 2**

- A. The following policies were reviewed by the Policy Subcommittee on 2/9/2023
  - 1. 2000 – Concept and Roles in Administration
  - 2. 2112 – Professional Development
  - 3. 2131.1 – Appointment of Designee for Superintendent of Schools
  - 4. 2140 – Superintendent of Schools
  - 5. 2151 - Hiring School Administrators
  - 6. 2210 – Administrative Leeway in Absence of Board of Ed Policy
  - 7. 2231 – Policy and Regulations Systems
- B. Recommendation to Rescind – **Vote Anticipated**
  - 1. 2100 – Administrative Staff Organization
  - 2. 2111 – Equal Employment Opportunities
  - 3. 2130 – Job Descriptions
- C. First Reading
  - 1. 2300 – Policy Regarding Retention of Electronic Records and Information (new policy)
  - 2. 2301 – Policy Regarding Holds and the Destruction of Electronic Information and Paper Records (new policy2301)
  - 3. Revised Policy 2240 –Educational Research in District Schools

IX. SUPERINTENDENT'S REPORT - Vote anticipated

- A. Enrollment – February 2023 - **Enclosure 3**
- B. Westbrook's Commitment to ALL Children in Our Schools - **Enclosure 4 – Vote anticipated**
- C. Health Insurance – Eastern Connecticut Health and Medical Cooperative - **Vote anticipated**
- D. Superintendent's Proposed Budget for Fiscal Year 2022-2023 - **Vote anticipated**
- E. Substitute teacher update

X. OLD BUSINESS

XI. CONSENT AGENDA – Vote Anticipated

- A. Approval of Minutes: **Enclosure 5**
  - 1. Regular Meeting of January 10, 2023
  - 2. Special Meeting of January 12, 2023
  - 3. Special Meeting of January 24, 2023

XII. FINANCIAL REPORTS - **Enclosure 6**

- A. Review of Check Listing
- B. Budget Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report
- E. Update on Free Meals for 2023 (School Meals 4 All CT)

XIII. 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)

XIV. BOARD GOALS

- A. Board Retreat (April 26 @ 5:00 pm)
- B. Discussion about subcommittees
- C. Workshops/school activities attended
  - 1. Legislative Breakfast summary

XV. PERSONNEL: FYI

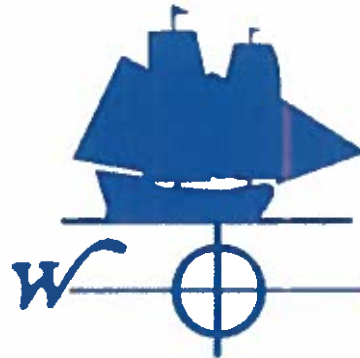
- A. Professional Appointment(s)
  - 1. Steven Ernst - Long Term Sub at Daisy (Music)
  - 2. Katherine Claps –Long Term Sub - Special Ed Teacher at Daisy
- B. Non-Certified New Hires
  - 1. Emily Calderone - Paraprofessional
- C. Non-Certified Resignations (FYI)
  - 1. Ashley Silvestrini – Paraprofessional
  - 2. Dawne Farrell – Paraprofessional

XVI. ADJOURN

# **Westbrook Public Schools**

**Educate, Challenge, and Inspire.**

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



## **Superintendent's Proposed Budget for Fiscal Year 2023-2024**

**Kristina J. Martineau, Ed.D.**

**Superintendent of Schools**

**February 14, 2023**



## **Budget Guidelines**

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

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



## **Westbrook Portrait of a Graduate**

### **Critical Problem-Solver**

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

### **Creative Thinker**

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

### **Effective Communicator**

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

### **Perseverant**

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

### **Socially Aware**

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

### **Responsible Decision Maker**

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



## **Program Improvements and Enhancements-Highlights**

### **Daisy Ingraham Elementary School**

- Continued support, classroom improvements and expansion of art program to building students' skills in art, creative thinking, and design
- VEX Robotics program Pre-4 in alignment with middle and high school program
- Reintroduction of band and instrumental music for grades 4
- Early phase development of new coding curriculum and instructional opportunities to support PreK-12 continuum up to AP Computer Science in high school
- Additional staffing in math and reading to support both intervention and enrichment
- After school activities and enrichment



## **Program Improvements and Enhancements-Highlights**

### **Westbrook Middle School**

- VEX Robotics grades 5-8 aligned to high school program (including addition of marine robotics- Sea Perch- and Electric Boat partnership)
- Alignment of computer science/coding to both robotics and high school program up to AP Computer Science
- MTSS training and intervention support model (reintroduction of dedicated math interventionist)
- Integrated Science II (currently grade 9) moved back to grade 8 to strengthen science programs
- Phase I development of a dedicated STEM Lab space at the middle school (Next Generation STEM Lab at WMS) to increase STEM, including makerspace, coding, robotics, CT Invention Convention for all students grades 5-8





## **Program Improvements and Enhancements-Highlights**

### **Westbrook High School**

- Continued expansion of college credit offerings at the high school to promote and support access to all students
- Continued alignment and promotion of career pathways and college readiness initiatives
- More STEM and math offerings to provide additional opportunities for students to meet new graduation requirement (4 credits of math, 3 credits of science, and 2 additional STEM credits)
- Electric Boat partnership to expand welding program
- Electric Boat partnership to add marine robotics



## **Enrollment Projections (NESDEC)**

	<b>Preschool</b>	<b>Daisy Ingraham Elementary School Grades K-4</b>	<b>Westbrook Middle School Grades 5-8</b>	<b>Westbrook High School Grades 9-12</b>	<b>Westbrook Public Schools PreK-12</b>
<b>2021-2022</b> (October 1, 2021)	44	202	172	212	629
<b>2022-2023</b> (October 1, 2022)	39	215	159	199	612
<b>2023-2024</b> (NESDEC)	39	205	162	174	580
<b>2024-2025</b> (NESDEC)	40	222	160	159	581
<b>2025-2026</b> (NESDEC)	40	216	152	159	567



## Enrollment Trends and Projections PreK-4 and PreK-5 (2024-2025)

### Daisy Ingraham Elementary School

Grades	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (Oct. 1, 2022)	2023-2024 (NESDEC)	2024-2025 (NESDEC)	2025-2026 (NESDEC)
<b>PreK</b>	47	48	44	39	39	40	40
<b>K</b>	41	49	42	50	37	54 (40)	38
<b>1</b>	47	43	42	41	49	36	53 (40)
<b>2</b>	27	47	38	42	40	48	35
<b>3</b>	58	29	49	36	43	41	49
<b>4</b>	35	55	30	46	36	43	41
<b>5</b>						35	42
<b>Total</b>	255	271	245	254	244	297 (283)	298 (285)



## Enrollment Trends and Projections Grades 5-8 and 6-8 (2024-2025) Westbrook Middle School

Grades	2019-2020 (Oct. 1, 2019)	2020-2021 (Oct. 1, 2020)	2021-2022 (Oct. 1, 2021)	2022-2023 (Oct. 1, 2022)	2023-2024 (NESDEC)	2024-2025 (NESDEC)	2025-2026 (NESDEC)
5	41	36	50	30	46		
6	46	41	37	50	30	45	35
7	50	43	41	37	50	30	45
8	48	48	44	42	37	50	30
Total	185	168	172	159	162	125	110



## Enrollment Trends and Projections Grades 9-12 Westbrook High School

<b>Grades</b>	<b>2019-2020 (Oct. 1, 2019)</b>	<b>2020-2021 (Oct. 1, 2020)</b>	<b>2021-2022 (Oct. 1, 2021)</b>	<b>2022-2023 (Oct. 1, 2022)</b>	<b>2023-2024 (NESDEC)</b>	<b>2024-2025 (NESDEC)</b>	<b>2025-2026 (NESDEC)</b>
<b>9</b>	57	44	42	37	38	33	45
<b>10</b>	58	54	49	44	38	39	34
<b>11</b>	50	54	61	49	45	38	39
<b>12</b>	56	53	60	69	53	49	41
<b>Total</b>	221	205	212	199	174	159	159



## New Requests in 2023-2024 Proposed Budget

Daisy Ingraham Elementary School

### New Requests in Proposed Budget

- Tables in Kindergarten \$4,000
- New shelving and furniture in art room (phase II ) \$2000
- Wireless controller \$10,000
- \$10,000 new instruments of Grade 4 instrumental music program

### Grant Funded Requests

- Reading Intervention and Enrichment Specialist Grades 3 and 4 (ARP ESSER-grant funded one year)
- Math Intervention and Enrichment Specialist Grades 3 and 4 (ARP ESSER-grant funded one year)
- Science lab table, equipment, and furniture \$4,500 (Title IV Grant)
- Robotics instructional supplies, furniture, and equipment (VEX 123 and VEX Go kits) \$5,000 (Title IV Grant)
- New after school clubs and activities \$5,000 (ARP ESSER one year if needed)

### Additional Staffing Requests

- Science Teacher for Grades 3 and 4 (reassigned Grade 4 FTE for grades 3 and 4)(budget neutral)



## **New Requests in 2023-2024 Proposed Budget**

### **Westbrook Middle School**

#### **New Requests in Proposed Budget**

- Baseball and softball uniforms \$9,350
- Grade 6 Mountain Workshop \$2,500
- Unified Sports stipends \$2063 (covered previously by ARP ESSER grant)
- WMS Tech/STEM lab desktop replacements- location TBD \$18,000

#### **Requests Not in Budget**

- Robotics Instructional Supplies and Equipment (3D printers, extra VEX kits) \$5,000 (grant funding anticipated)
- Sea Perch- Marine Robotics (EB donation of 15 kits for grades 7 and 8 and teacher training)
- Wireless sound system \$33,000 (cafeteria/auditorium) (future consideration)
- Pitching machine \$2,500 (future consideration)
- WMS Next Generation STEM Lab (grant funding for additional purchases)



## **New Requests in 2023-2024 Proposed Budget**

### **Westbrook High School**

#### **New Requests in Proposed Budget**

- Replacement desks and cabinets (social studies and math classrooms) \$4,700
- Technology Education equipment- sander/drill press/spindle sander \$6,000

#### **Requests Not in Budget**

- WHS Robotics Team-Staff, entry fees, supplies, and travel (grant funded and/or sponsorship anticipated)

#### **Other Requests**

- Athletic Trainer - increase due to market conditions (\$85,000-includes benefits)(purchased services for now)
- TBD- Welding Program at WHS (Electric Boat partnership) Tech Ed Lab/Metals Shop needs to be updated and renovated (BOE LRP and grant funding to start)



## **Proposed Budget for Fiscal Year 2023-2024: Summary**

<b>2022-2023</b>	<b>2023-2024</b>	<b>Change \$</b>	<b>Change %</b>
<b>\$18,854,780</b>	<b>\$19,489,120</b>	<b>\$634,340</b>	<b>3.36%</b>

<b>Expenditure Category</b>	<b>2022-2023 Approved Budget</b>	<b>2023-2024 Proposed Budget</b>	<b>Change \$</b>	<b>Change %</b>
Salaries	\$11,519,899	\$11,381,724	<b>-\$138,175</b>	<b>-1.20%</b>
Benefits	\$3,036,138	\$3,719,965	\$683,827	22.52%
Purchased Services	\$1,359,172	\$1,445,126	\$85,954	6.32%
Transportation	\$926,255	\$995,393	\$69,138	7.46%
Tuition	\$813,700	\$557,196	<b>-\$256,504</b>	<b>-31.52%</b>
Supplies and Utilities	\$996,039	\$1,175,788	\$179,749	18.05%
Equipment	\$203,577	\$213,928	\$10,351	5.08%



## **Proposed Staffing Changes for 2023-2024**

### **Daisy Ingraham Elementary School PreK-4**

- Add 1.0 FTE Math Intervention and Enrichment Specialist  
(plus coding/computer science for grades 3 and 4)(ARP ESSER grant funded for 2023-2024 only)
- Add 1.0 FTE Reading Intervention and Enrichment Specialist  
(ARP ESSER grant funded for 2023-2024)
- Reassign 1.0 FTE Grade 4 to Grade 3 and 4 Science (and robotics if schedule allows)
- Reduce one paraprofessional position (intervention)
- Reduce 1.0 FTE Bilingual Teacher (retirement- reassignment and training of TESOL staff)

### **Westbrook Middle School (Grades 5-8)**

- Increase WMS Principal to 12 month for 2023-2024 (currently 207 days- 10 ½-11 months)
- Reduce 1.0 FTE Spanish teacher (unfilled after resignation)
- Reduce 1.0 FTE Science teacher Gr 7-12
- Reduce 1.0 FTE PE/Health
- Reduce 3.0 FTE K-6 positions
- Reduce 1.0 FTE Technology Education (retirement- reassignment of 2 remaining positions)

### **Westbrook High School**

- Reduce 1.0 FTE French teacher (unfilled after resignation- Gr 7-12 shared position for 2023-2024)

# SALARIES

2022-2023	2023-2024	Change \$	Change %
\$11,519,898.83	\$11,381,724	-\$138,175	-1.20%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Administrators	\$965,050	\$1,024,550	\$59,500	6.17%
Certified Staff- WEA	\$7,586,173	\$7,129,830	-\$456,343	-6.02%
Other Professional Staff	\$291,856	\$304,435	\$12,579	4.31%
Non-Certified Staff	\$1,923,353	\$2,025,006	\$101,653	5.29%
Non-Union Staff	\$374,891	\$467,557	\$92,666	24.71%
Athletic Coaches	\$230,078	\$272,921	\$42,843	18.62%
Extracurricular Advisors	\$102,940	\$108,084	\$5,145	4.99%
Summer School and Tutoring	\$45,558	\$49,342	\$3,782	8.3%

## BENEFITS

2022-2023	2023-2024	Change \$	Change %
\$3,036,138	\$3,719,965	\$683,827	22.52%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Health and Dental	\$2,403,432	\$3,072,298	\$668,866	27.83%
Pensions	\$181,569	\$213,395	\$31,826	17.52%
Life	\$34,800	\$25,977	-\$8,823	-25.3%
Social Security/Medicare	\$409,338	\$400,895	-\$8,442	-2.06%
Unemployment	\$7,000	\$7,400	\$400	5.7%

## PURCHASED SERVICES

2022-2023	2023-2024	Change \$	Change %
\$1,359,172	\$1,445,126	\$85,954	6.32%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Travel and Conference Fees	\$31,392	\$30,010	-\$1,382	-4.4%
BOE Travel and Conference	\$2,500	\$15,000	\$12,500	100+%
Fiscal Services and Fees	\$34,435	\$35,932	\$1,497	4.35%
Software Licenses	\$153,995	\$155,780	\$1,785	1.16%
Special Education Consulting and Training	\$160,255	\$178,485	\$18,230	11.38%
Curriculum Development	\$22,925	\$31,955	\$9,029	39.38%
Legal	\$58,000	\$38,000	-\$20,000	-34.48%
BOE Professional Services	\$19,275	\$23,345	\$4,070	21.12%

# **PURCHASED SERVICES**

(cont'd)

2022-2023	2023-2024	Change \$	Change %
\$1,359,172	\$1,445,126	\$85,954	6.32%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Professional Development	\$21,601	\$23,435	\$1,834	8.5%
Athletic Trainer/Medical	\$68,471	\$114,797	\$46,326	67.66%
Substitutes	\$233,725	\$244,518	\$10,793	4.62%
Lunch Subsidy	\$50,000	\$50,000	0	0
Accompanist Services	\$5,600	\$5,700	\$100	1.79%
Building Service Contracts	\$284,478	\$281,599	-\$2,879	-1.01%
Departmental Repairs	\$40,486	\$38,711	-\$1,775	-4.38%
Copier	\$75,324	\$75,662	\$338	0.45%

# **PURCHASED SERVICES**

(cont'd)

2022-2023	2023-2024	Change \$	Change %
\$1,359,172	\$1,445,126	\$85,954	6.32%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Dues and Fees	\$41,740	\$46,477	\$4,737	11.35%
Phones/Postage	\$50,220	\$50,220	0	0
Printing and Advertising	\$4,750	\$5,500	\$750	15.79%

## TRANSPORTATION

2022-2023	2022-2023	Change \$	Change %
\$926,255	\$995,393	\$69,138	7.46%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Athletics	\$95,234	\$100,907	\$5,672	5.96%
Contract	\$362,600	\$319,694	-\$42,906	-11.83%
Clubs	\$11,124	\$13,370	\$2,246	20.19%
Field Trips	\$31,514	\$28,090	-\$3,424	-10.87%
Special Education	\$371,500	\$476,335	\$104,835	28.22%
VoAg	\$54,283	\$56,997	\$2,714	5%

### Notes:

- Recategorization of special education and preschool transportation from contract to special education line



# TUITION

2022-2023	2023-2024	Change \$	Change %
\$813,700	\$557,196	-\$256,504	-31.52%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Vocational Agricultural	\$21,083	\$21,083	0	0
Magnet Tuition	\$15,657	\$6,202	-\$9,454	-60.4%
Special Education Out of District Tuition	\$760,250	\$513,200	-\$247,050	-32.49%
Adult Education	\$16,710	\$16,710	0	0

## Supplies and Utilities

2022-2023	2023-2024	Change \$	Change %
\$996,039	\$1,175,788	\$179,749	18.05%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Diesel Fuel	\$30,840	\$42,205	\$11,365	36.9%
Electricity	\$208,077	\$370,107	\$162,030	77.8%
Natural Gas	\$180,345	\$185,754	\$5,409	3%
ELL Supplies	\$4,750	\$7,800	\$3,050	64%
Instructional Supplies	\$188,729	\$195,650	\$6,921	3.7%
Office, Custodial and Maintenance Supplies	\$102,880	\$105,000	\$2,120	2.1%
Books/Periodicals	\$97,289	\$78,810	-\$18,479	-19%
General Supplies	\$158,304	\$166,703	\$8,399	5.3%
Special Education Supplies	\$24,825	\$23,760	-\$1,065	-4.29%

# EQUIPMENT

2022-2023	2023-2024	Change \$	Change %
\$203,577	\$213,928	\$351	.17%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Technology	\$159,320	\$156,600	-\$2,720	-1.71%
General Instruction	\$4,025	\$9,700	\$5,675	140.1%
Music	\$16,860	\$23,648	\$6,788	40.26%
Special Education	\$12,300	\$7,300	-\$5,000	-40.7%
Athletic/Physical Education	\$4,300	\$6,052	\$1,752	40.74%
Art	\$2,513	\$2,500	-\$12	.47%
Maintenance	\$1,000	\$1,000	0	0
Tech Ed	\$2,131	\$6,000	\$3,869	181.56%
Computer Ed. (MS)	\$1,128	\$1,128	0	0

# SPECIAL EDUCATION

2022-2023	2023-2024	Change \$	Change %
\$1,329,130	\$1,199,080	-\$130,050	-9.78%

	2022-2023 Approved Budget	2023-2024 Proposed Budget	Change \$	Change %
Purchased Services	\$160,255	\$178,485	\$18,230	11.38%
Tuition	\$760,250	\$513,200	-\$247,050	-32.49%
Supplies	\$24,825	\$23,760	-\$1,065	-4.29%
Equipment	\$12,300	\$7,300	-\$5,000	-40.7%
Transportation	\$371,500	\$478,335	\$106,835	28.22%



## **Superintendent's Proposed Budget for Fiscal Year 2023-2024**

**\$19,489,120**

This represents an *increase* of \$634,340 or 3.36%  
over the Approved Budget for Fiscal Year 2022-2023

## **ENCLOSURE 2**

### **A. The following policies were reviewed by the Policy subcommittee on February 9, 2023:**

- 2000 – Concept and Roles in Administration – Reviewed 2/9/2023
- 2111 – Equal Employment Opportunities – Reviewed 2/9/2023
- 2131.1 – Appointment of Designee for Superintendent of Schools – Reviewed 2-9/2023
- 2140 – Superintendent of Schools – Reviewed 2/09/2023
- 2151 – Hiring School Administrators – Reviewed 2/9/2023
- 2210 – Administrative Leeway in Absence of Board of Ed Policy – Reviewed 2/9/2023
- 2231 – Policy and Regulations Systems – Reviewed 2/9/2023

### **B. Recommendation to Rescind – Vote Anticipated**

1. 2100 – Administrative Staff Organization
2. 2111 – Equal Employment Opportunities
3. 2130 – Job Descriptions

### **C. First Reading (These policies will be brought to the March meeting for 2<sup>nd</sup> reading and vote)**

1. 2300 – Policy Regarding Retention of Electronic Records and Information (new policy)
2. 2301 – Policy Regarding Holds and the Destruction of Electronic Information and Paper Records (new policy 2301)
3. Revised Policy 2240 – Educational Research in District Schools

## ENCLOSURE 3

[illegible]

## **Westbrook Public Schools**

### **Westbrook's Commitment to ALL Children in Our Schools**

Westbrook Public Schools is committed to the success of *every* child by supporting the individual and unique needs of all children in a positive, inclusive, empathetic, and caring school community.

Westbrook Public Schools believes and values that all children are unique individuals with different needs, interests, talents, and passions and that our schools and school community are deeply committed to embracing and supporting those differences.

Westbrook Public Schools believes that to ensure the success of all students and the educational priorities identified in our Westbrook Portrait of a Graduate, we need to ensure equitable access and delivery of educational services. Equitable access in Westbrook Public Schools means providing resources, experiences, opportunities, and supports to meet the varied and individual needs of each student.

Westbrook Public Schools commits to providing resources and opportunities to:

- Respect, embrace and celebrate all stakeholders to create a united community;
- Promote community inclusion, connection, and engagement to support student success;
- Establish partnerships to serve the evolving needs of students and families;
- Develop practices and procedures to identify and close gaps in achievement and opportunity;
- Prioritize mental health and well-being to foster social and emotional growth;
- Ensure a high quality, inclusive curriculum and learning environment for all students.

Updated February 2, 2023



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

**WESTBROOK BOARD OF EDUCATION  
Tuesday, January 10, 2023 @ 7:00 p.m.  
WHS Library  
Regular Board of Education Meeting**

Members present: Kim Walker, Zachary Hayden, Christine Kuehlewind, Michelle Palumbo, MaryElla Luft, Sally Greaves, Don Perreault, Andrew Miesse

Absent: Mike Esposito

Also present: Superintendent Kristina J. Martineau; Business Manager, Administrators: Ruth Rose, Matthew Talmadge, Fran Lagace; Lesley Wysocki, Dir. Of Finance and Operations; Ben Russell, IT; Delaney Belcourt and Elliott Koplas, BOE Student Representatives; Faculty and community members

**MINUTES**

- I. CALL TO ORDER** – The regular BOE meeting of January 10, 2023 was called to order at 7:00 p.m. by Kim Walker, Chair.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGMENTS - None**
- IV. STUDENT REPRESENTATIVE REPORT** – Delaney Belcourt and Elliott Koplas reported on school activities including the winter sports activities (Boys' and Girls' basketball, Indoor Track, and Girls' and Boys' Ice Hockey). Interact Club sponsored a PJ Day for Cancer and a drive for gloves and mittens; SADD promoted kindness and leadership; Law Class heard from CT State Representatives and held a mock trial and Project Graduation is currently sponsoring a raffle through February 10.
- V. PUBLIC COMMENT** Re: Matters of General Concern & Agenda Items
  1. Patrick Hanssen, Faculty member and WEA President, asked the Board to gain input from teachers on making major decisions, as teachers are in a position of knowing the student body needs and although the Board has the right to make decisions, that involving teachers prior to making these decisions creates a positive relationship. A list of possible impacts was provided to the Board Chair.
  2. Shantel Berg, parent of a 5th grader, shared a chart of her concerns regarding the impact of moving the 5<sup>th</sup> grade to Daisy and asked that everything be communicated to parents. She suggested bringing back discussion on regionalization.
  3. Eric Gerhardt, high school music teacher commented that Westbrook is not as culturally rich as surrounding communities and a price tag should not be put on a child's artistic education relative to the budget. He asked the Board to consider opinions of the professionals and to not "rush" decisions.

4. Jessie Lemmark, parent of a 6th grader, commented that her child “thrives” in the middle school and is not in support of moving 5<sup>th</sup> grade back to Daisy. She is concerned with teacher moral in making cuts and tranfers and is also concerned with a disparity of teacher pay compared to other districts. She commented that we should look at areas of weakness at the high school instead.
5. Colleen Bloom, parent, stated that she is against the Grade 5 move and suggested more time is needed; she would like a concrete outline of schedules; bussing is a concern and urged the Board to not rush this decision.
6. Tovah Vincent, parent and former teacher, agreed with comments from Mrs. Bloom and Mrs. Lemmark and also stated that good things happen at Daisy regardless of the decision on moving 5<sup>th</sup> grade. She asked the Board to look at how this decision affects our district and suggested the staff needs to feel supported. She also commented that parents need to be more involved and the Board should not rush this decision.
7. Cassandra Morrison, parent, said that middle school has been a positive experience for her child and encouraged the Board to not rush this decision. She is concerned with cuts to foreign language and disparity of teacher pay and also commented on the topic of regionalization.

## **VI. ADMINISTRATOR(S) COMMENTS**

- A. Special Education Update – Fran Lagace, Director of Special Services, reported on the Special Education Department, including the following:
  1. CT SEDS – ongoing process that is getting better by the week; Mr. Lagace recognized Jillian Carr for her incredible support for district in this process
  2. Staffing – all positions are currently filled with staff (includes 4 remaining contracted employees); stating we were able to fill three contracted positions with full time hires; FMLA, retirements and resignations have all been filled
  3. Deveraux Student Strengths Assessment (DESSA) 22-23 pilot – implemented round 1 district wide October 6 (mini) & 7 (full)/January 4 (mini) & January 11 (full); not a mental health screener, looks at social skills (kindness, empathy, cooperation, etc.); aligned with CASEL SEL indicators; schools identifying high need areas and researching activities that can be implemented team/grade/school wide; district SEL team to develop family communication and sharing of data after working through calibration of assessment ratings/raters
  4. Multi-Tiered System of Supports (MTSS) –is in full swing at Daisy, process starting at WMS, attendance data shared with WHS; future Board presentation by the MTSS teams
  5. Unified Sports/Clubs updates – Unified Clubs starting this month at WMS; district wide Unified events happening, inclusion of Daisy students developed by Dan Jennings
  6. Community Walks at Daisy – students learning and practicing adaptive skills on community based walks; learning street signs, cross walks, general public safety. Visit local businesses, i.e., Post Office, to generalize and practice skills. Co-treatment/teaching through collaboration of special education teachers, Speech & Language, BCBA, and behavior technicians.

Board members were given the opportunity to ask questions and comment; the consensus being that this was an excellent and informative report.

**VII. NEW BUSINESS – No new business**

**VIII. SUPERINTENDENT'S REPORT**

- A. Enrollment – Superintendent Martineau reported December enrollment is currently 609 students which includes 4 out-placed students,
- B. Budget Process Update: Dr. Martineau reported that work continues on the budget for 2023-24 and the next Budget Workshop is scheduled for January 24 at 6:00 p.m.

**IX. OLD BUSINESS: None**

**X. CONSENT AGENDA.**

- A. Approval of Minutes:
  - 1. December 06, 2022 – Special Meeting
  - 2. December 13, 2022 – Regular Meeting

MOTION by Z. Hayden and SECOND by M. Palumbo to approve the minutes of December 6 and December 13, 2022. Vote unanimous.

**XI. FINANCIAL REPORTS**

- A. Review of Check Listing: Board members reviewed check listings for December 8, 2022 in the amount of \$298,029.73 and for December 22, 2022 in the amount of \$159,587.40.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the current budget as it stands.
- C. Line Item Transfer - None
- D. Insurance Report – L. Wysocki will email the current report to BOE members.

**XII. BOARD COMMITTEE REPORTS**

- A. Policy - K. Walker reported the next Policy meeting is on January 19 at 5:00 p.m.
- B. Long Range Planning – D. Perreault referred to the new Chair of LRP, Andrew. Miesse. A. Miesse reported the consensus was to move forward and have Roger LeFleur prepare the HVAC ED Specs. The Committee will meet in February to review the 2023-2027 Capital Plan and the ED Specs in preparation for the March BOE meeting.
- C. Fiscal & Budget – Z. Hayden reported the Committee met and discussed possible participation in an insurance consortium.
- D. Teaching & Learning – D. Perreault reported the Teaching & Learning meeting is scheduled for February 2.
- E. Communications & Marketing – M. Luft reported this committee will meet prior to the regular BOE meetings; probably every other month.
- F. Negotiations – D. Perreault reported AFT Negotiations will be starting and dates have been approved. Those dates will be communicated.
- G. Town Energy Ad Hoc Committee – A. Miesse – No report
- H. LEARN – Z. Hayden reported LEARN is scheduled to meet on Jan. 12<sup>th</sup>.
- I. PTSO Representatives – Z. Hayden, M. Luft, K. Walker: (Middle School PTSO will meet on 1/19 and Daisy on 1/18. No meetings are scheduled for WHS at this time.

**XIII. BOARD GOALS**

- A. BOE Self Evaluation – This item is tabled until the date for the Town Meeting is set.

**XIV. PERSONNEL**

A. Non-certified personnel new hires are as follows:

1. Caitlin Bialek – School Nurse (Daisy) will be replacing Kayla Johnson, school Nurse at Daisy.
2. Melanie Davis – Paraprofessional rehired - (Daisy) effective January 3, 2023

**XV. ADJOURN:** MOTION by D. Perreault and SECOND by M. Palumbo to adjourn at 8:32 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**

---

<b>WESTBROOK BOARD OF EDUCATION Thursday, January 12, 2023 @ 6:00 p.m. WHS Library Special Board of Education Meeting</b>
---

**MINUTES**

**Members Present:** Kim Walker, Zack Hayden, Christine Kuehlewind, Michelle Palumbo, Mary Ella Luft, Sally Greaves, Don Perreault, Andrew Miesse

**Absent:** Mike Esposito

**Also Present:** Superintendent Kristina J. Martineau; Administrators: Ruth Rose, Tara Winch, Matthew Talmadge, Fran Lagace; IT Director, Ben Russell

- I. CALL TO ORDER** – The Special meeting of January 12, 2023 was called to order at 6:05 p.m. in the WHS library by Kim Walker, Chair.

**II. PUBLIC COMMENT**

Angela Colby, parent, stated her concerns on the Board's decision to move 5<sup>th</sup> grade to Daisy, touching on topics including curriculum and her beliefs that educational concessions are in question, social emotional piece not being met, loss of teachers, vacancy of the current middle school and questioned whether there was teacher participation in the decision.

Colleen Bloom, parent, expressed her concern that Social Studies is not taught everyday and wants more science offerings. She also asked that a virtual option for board meetings continue to be provided or meetings be recorded and a microphone provided.

Bonnie Palermo, resident, commented that change is hard but encouraged the Board not to rush change and to not forget about taxpayers. She also suggested revisiting regionalization.

Shantel Burke, parent, commented that moving the 5<sup>th</sup> grade to Daisy is only a band aid and not a long term solution.

Jessie Lemmark encouraged the Board to vote "No" to move 5<sup>th</sup> grade to Daisy. She commented that a focus should be on hiring a Spanish teacher and to make improvements at the high school. If it is a "yes" vote, she asked the Board not to rush it and to take time to reconfigure curriculum and to make sure transition is done correctly.

**III. GRADE 5 PROPOSAL**

Discussion included benefits and disadvantages of adding grade 5 to Daisy Ingraham Elementary School. Topics discussed: timing of change, class sizes, music programming, science instruction, staffing and adequate time for teacher to learn curriculum, extra-curricular activities,

best model for 5th graders; use of current middle school; and adequate support for teachers and students.

MOTION by D. Perreault to move the 5<sup>th</sup> grade to Daisy and SECOND by C. Kuehlewind.

Vote: Ayes: Z. Hayden, M. Luft, C. Kuehlewind, A. Miesse, D. Perreault, M. Palumbo, K. Walker

Nay: S. Greaves

MOTION by C. Kuehlewind and SECOND by A. Miesse to move Grade 5 to Daisy for the 2023-24 school year.

Amend Motion by S. Greaves to modify the previous motion to move Grade 5 to Daisy for the 2024-2025 school year and SECOND by M. Luft.

Vote: MOTION by S. Greaves and SECOND by M. Luft to move Grade 5 to Daisy for the 2024-25 school year (Ayes): S. Greaves, M. Palumbo, M. Luft, D. Perreault, Z. Hayden, K. Walker (Nays): Z. Miesse, C. Kuehlewind MOTION carries.

IV. ADJOURN: MOTION by D. Perreault and SECOND by M. Luft to adjourn at 8:33 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

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

**WESTBROOK BOARD OF EDUCATION  
Tuesday, January 24, 2023 @ 5:00 p.m.  
WHS Library  
Special Board of Education Meeting**

**MINUTES**

**Members Present:** K. Walker, Z. Hayden, C. Kuehlewind, M. Palumbo, M. Luft, D. Perreault, A. Miesse.  
Via telephone: S. Greaves

**Absent:** M. Esposito

**Also Present:** Superintendent Kristina Martineau; Lesley Wysocki, Director of Finance and Operations;  
Administrator Ruth Rose

I. **CALL TO ORDER** – The Special Meeting of January 24, 2023 was called to order at 5:01 p.m. by K. Walker, Chair.

II. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC COMMENT:** Re: Matters of General Concern & Agenda Items  
1. Shantel Berg requested zoom option for meetings.

**MOTION** by D. Perreault and **SECOND** by M. Palumbo to move into Executive Session at 5:03 p.m. with an invitation to Superintendent Martineau and Lesley Wysocki, Business Manager.

IV. **EXECUTIVE SESSION** – Collective Bargaining Strategy  
A. Discussion on Retirement Incentive for Eligible Retirees

**MOTION** to move to Regular Session at 5:11 p.m.

V. **REGULAR SESSION** – Vote Anticipated

A. Retirement Incentives

**MOTION** by D. Perreault and **SECOND** by M. Luft to approve two retirements with Voluntary Retirement Incentives. Vote unanimous. D. Perreault requested that this be the last time retirement incentives are offered.

VI. **BUDGET DEVELOPMENT WORKSHOP #2**

Superintendent Martineau presented the budget. The Board will move forward with the 2023-2024 Budget as presented to the regular February meeting for discussion and vote.

VII. **ADJOURN:** **MOTION** by Z. Hayden and **SECOND** by M. Palumbo to adjourn at 6:25 p.m.  
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary  
TBA at next meeting

Cecilia S. Lester, Board Recording Clerk

## Westbrook Public Schools

ENCLOSURE 6

## Check Listing

Fiscal Year: 2022-2023

## Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/5/2023  
 From Check: 38934  
 From Voucher: 1078

To Date: 1/5/2023  
 To Check: 38965  
 To Voucher: 1078

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38934	01/05/2023	ADP, INC	\$1,699.73	1078	Printed	Expense	<input type="checkbox"/>	payroll	
38935	01/05/2023	ALL WASTE, INC.	\$2,566.71	1078	Printed	Expense	<input type="checkbox"/>	trash removal	
38936	01/05/2023	BSNSPORTS	\$673.84	1078	Printed	Expense	<input type="checkbox"/>		
38937	01/05/2023	CIT TECHNOLOGY FIN SERV., INC.	\$7,947.46	1078	Printed	Expense	<input type="checkbox"/>	copier agreement	
38938	01/05/2023	CONN.WATER CO.	\$800.86	1078	Printed	Expense	<input type="checkbox"/>		
38939	01/05/2023	CURTIN MOTOR LIVERY SERV.	\$7,552.00	1078	Printed	Expense	<input type="checkbox"/>	spec. ed. transp.	
38940	01/05/2023	DBO-TSG	\$2,676.73	1078	Printed	Expense	<input type="checkbox"/>	phone bill	
38941	01/05/2023	DELTA-T GROUP HARTFORD, INC.	\$1,812.25	1078	Printed	Expense	<input type="checkbox"/>	para coverage	
38942	01/05/2023	EB EXTERMINATING CO.	\$113.00	1078	Printed	Expense	<input type="checkbox"/>		
38943	01/05/2023	ENVIRONMENTAL CONSULTING	\$820.00	1078	Printed	Expense	<input type="checkbox"/>		
38944	01/05/2023	FOLLETT CONTENT SOLUTIONS, LLC.	\$583.23	1078	Printed	Expense	<input type="checkbox"/>		
38945	01/05/2023	FRONTIER	\$1,751.45	1078	Printed	Expense	<input type="checkbox"/>	(2 months)	
38946	01/05/2023	HOME DEPOT	\$786.65	1078	Printed	Expense	<input type="checkbox"/>		
38947	01/05/2023	KELLY SERVICES INC.	\$5,699.56	1078	Printed	Expense	<input type="checkbox"/>	sub. coverage	
38948	01/05/2023	KRISTINA MARTINEAU	\$500.00	1078	Printed	Expense	<input type="checkbox"/>		
38949	01/05/2023	LANGUAGE LINE SERVICES, INC.	\$162.33	1078	Printed	Expense	<input type="checkbox"/>		
38950	01/05/2023	M & J BUS, INC.	\$32,676.55	1078	Printed	Expense	<input type="checkbox"/>	Home → school & vinal runs	
38951	01/05/2023	MIDDLESEX COUNTY CHAMBER OF COMMERCE	\$250.00	1078	Printed	Expense	<input type="checkbox"/>		
38952	01/05/2023	MONOFLO SEPTIC TANK CO.	\$1,145.00	1078	Printed	Expense	<input type="checkbox"/>	septic pumping	
38953	01/05/2023	MUTUAL OF OMAHA	\$1,810.36	1078	Printed	Expense	<input type="checkbox"/>	life insurance premium	
38954	01/05/2023	QBS LLC.	\$28.00	1078	Printed	Expense	<input type="checkbox"/>		
38955	01/05/2023	SAVELIVES.COM	\$1,795.00	1078	Printed	Expense	<input type="checkbox"/>	dual lang. defib.	
38956	01/05/2023	SCHOOL SPECIALTY	\$18.20	1078	Printed	Expense	<input type="checkbox"/>		



# Westbrook Public Schools

## Check Listing

Fiscal Year: 2022-2023

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/5/2023  
From Check: 38934  
From Voucher: 1078

To Date: 1/5/2023  
To Check: 38965  
To Voucher: 1078

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38957	01/05/2023	SHIPMAN & GOODWIN	\$2,401.50	1078	Printed	Expense	<input type="checkbox"/>	teacher negotiations	
38958	01/05/2023	SOLIAANT HEALTH, LLC.	\$2,437.13	1078	Printed	Expense	<input type="checkbox"/>	para coverage	
38959	01/05/2023	SPORTS FACILITIES GROUP, INC	\$70.75	1078	Printed	Expense	<input type="checkbox"/>		
38960	01/05/2023	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$10,430.44	1078	Printed	Expense	<input type="checkbox"/>	NG "supply"	
38961	01/05/2023	TARA WINCH	\$335.32	1078	Printed	Expense	<input type="checkbox"/>		
38962	01/05/2023	THERAPRO, INC.	\$35.00	1078	Printed	Expense	<input type="checkbox"/>		
38963	01/05/2023	VISTA HIGHER LEARNING	\$270.62	1078	Printed	Expense	<input type="checkbox"/>		
38964	01/05/2023	WALMART - CAPITAL ONE	\$566.86	1078	Printed	Expense	<input type="checkbox"/>		
38965	01/05/2023	Wattifi Inc.	\$6,525.90	1078	Printed	Expense	<input type="checkbox"/>	Electricity "supply"	
Total Amount:			\$96,942.43						

End of Report

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2022-2023

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/19/2023  
From Check: 38966  
From Voucher: 1086

To Date: 1/19/2023  
To Check: 39012  
To Voucher: 1086

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38966	01/19/2023	ACORN-BERNIER ELECTRIC	\$4,367.00	1086	Printed	Expense	<input type="checkbox"/>		electrical repairs MS/HS
38967	01/19/2023	ALLSTON SUPPLY CO., INC.	\$216.83	1086	Printed	Expense	<input type="checkbox"/>		Daisy: library books, Tech supplies,
38968	01/19/2023	AMAZON CREDIT PLAN	\$3,610.11	1086	Printed	Expense	<input checked="" type="checkbox"/>		MS: Art, HS: athletics, science, music
38969	01/19/2023	CAROLINA BIOLOGICAL SUPPLY CO.	\$44.08	1086	Printed	Expense	<input type="checkbox"/>		library, tech. ed., guidance office
38970	01/19/2023	CBS THERAPY	\$3,504.00	1086	Printed	Expense	<input type="checkbox"/>		para coverage
38971	01/19/2023	CITIZENS BANK-MASTERCARD	\$4,933.84	1086	Printed	Expense	<input type="checkbox"/>		advertising, MS library books,
38972	01/19/2023	CMEA	\$210.00	1086	Printed	Expense	<input type="checkbox"/>		software renewal
38973	01/19/2023	COMMERCIAL BANKING	\$62.88	1086	Printed	Expense	<input type="checkbox"/>		
38974	01/19/2023	CONN.WATER CO.	\$849.45	1086	Printed	Expense	<input type="checkbox"/>		
38975	01/19/2023	CT COUNCIL OF LANGUAGE TEACHERS	\$30.00	1086	Printed	Expense	<input type="checkbox"/>		
38976	01/19/2023	DEBOW MECHANICAL SERVICES	\$726.00	1086	Printed	Expense	<input type="checkbox"/>		valve replacement (Daisy)
38977	01/19/2023	DELTA-T GROUP HARTFORD, INC.	\$2,167.55	1086	Printed	Expense	<input type="checkbox"/>		para coverage
38978	01/19/2023	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$5,735.50	1086	Printed	Expense	<input type="checkbox"/>		grounds maintenance contract
38979	01/19/2023	ENCORE FIRE PROTECTION	\$911.20	1086	Printed	Expense	<input type="checkbox"/>		
38980	01/19/2023	FRONTIER	\$52.61	1086	Printed	Expense	<input type="checkbox"/>		
38981	01/19/2023	GETTYSBURG FLAG WORKS, INC	\$118.20	1086	Printed	Expense	<input type="checkbox"/>		
38982	01/19/2023	GUMDROP BOOKS	\$1,537.09	1086	Printed	Expense	<input type="checkbox"/>		Daisy library books
38983	01/19/2023	HUGH O'BRIAN YOUTH LEADERSHIP	\$700.00	1086	Printed	Expense	<input type="checkbox"/>		
38984	01/19/2023	INTEGRATED SYSTEMS SERVICES	\$2,385.12	1086	Printed	Expense	<input type="checkbox"/>		repairs to intercom MS + Daisy
38985	01/19/2023	[REDACTED]	\$6,958.37	1086	Printed	Expense	<input type="checkbox"/>		and 2 clocks
38986	01/19/2023	IXL LEARNING	\$4,700.00	1086	Printed	Expense	<input type="checkbox"/>		software renewal

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2022-2023

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/19/2023

From Check: 38966

From Voucher: 1086

To Date: 1/19/2023

To Check: 39012

To Voucher: 1086

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38987	01/19/2023	JAMES HILLHOUSE HIGH SCHOOL	\$198.00	1086	Printed	Expense	<input type="checkbox"/>		
38988	01/19/2023	JOHNSON CONTROLS	\$2,303.83	1086	Printed	Expense	<input type="checkbox"/>		<i>Ansul inspections + fire alarm panel repair</i>
38989	01/19/2023	KELLY SERVICES INC.	\$2,367.57	1086	Printed	Expense	<input type="checkbox"/>		<i>substitutes</i>
38990	01/19/2023	LYNN CARD COMPANY	\$277.00	1086	Printed	Expense	<input type="checkbox"/>		
38991	01/19/2023	M & J BUS, INC.	\$68,695.10	1086	Printed	Expense	<input type="checkbox"/>		<i>athletics, clubs, late buses, reg. home to school, spe. ed.</i>
38992	01/19/2023	M.D. STETSON COMPANY INC.	\$1,424.04	1086	Printed	Expense	<input type="checkbox"/>		<i>custodial supplies</i>
38993	01/19/2023	MHS	\$63.75	1086	Printed	Expense	<input type="checkbox"/>		
38994	01/19/2023	[REDACTED]	\$6,782.08	1086	Printed	Expense	<input type="checkbox"/>		<i>spec. ed. tuition</i>
38995	01/19/2023	MMSGGS	\$341.67	1086	Printed	Expense	<input type="checkbox"/>		
38996	01/19/2023	[REDACTED]	\$7,055.00	1086	Printed	Expense	<input type="checkbox"/>		<i>spec. ed. tuition</i>
38997	01/19/2023	[REDACTED]	\$5,500.00	1086	Printed	Expense	<input type="checkbox"/>		<i>spec. ed. tuition</i>
38998	01/19/2023	REALLY GOOD STUFF	\$285.20	1086	Printed	Expense	<input type="checkbox"/>		
38999	01/19/2023	SAYBROOK HARDWARE	\$751.97	1086	Printed	Expense	<input type="checkbox"/>		
39000	01/19/2023	SCHOOL SPECIALTY	\$59.10	1086	Printed	Expense	<input type="checkbox"/>		
39001	01/19/2023	SCHOOLPRIDE	\$755.00	1086	Printed	Expense	<input type="checkbox"/>		
39002	01/19/2023	SCOTCH PLAINS TAVERN	\$280.80	1086	Printed	Expense	<input type="checkbox"/>		<i>AD meeting</i>
39003	01/19/2023	SEWARD & MONDE	\$8,700.00	1086	Printed	Expense	<input type="checkbox"/>		<i>auditing services</i>
39004	01/19/2023	SHOPRITE OF WEST HAVEN	\$605.75	1086	Printed	Expense	<input type="checkbox"/>		
39005	01/19/2023	SOLANT HEALTH, LLC.	\$2,619.00	1086	Printed	Expense	<input type="checkbox"/>		<i>para coverage</i>
39006	01/19/2023	SOUTHERN CT GAS CO	\$5,362.58	1086	Printed	Expense	<input type="checkbox"/>		<i>NG "generation"</i>
39007	01/19/2023	STADIUM SYSTEMS	\$806.00	1086	Printed	Expense	<input type="checkbox"/>		
39008	01/19/2023	STEWART'S MUSIC	\$12.44	1086	Printed	Expense	<input type="checkbox"/>		
39009	01/19/2023	SUBURBAN STATIONERS	\$728.45	1086	Printed	Expense	<input type="checkbox"/>		

## Westbrook Public Schools

### Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/19/2023  
From Check: 38966  
From Voucher: 1086

To Date: 1/19/2023  
To Check: 39012  
To Voucher: 1086

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39010	01/19/2023	[REDACTED]	\$7,850.00	1086	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
39011	01/19/2023	THE HUNTINGTON NATIONAL BANK	\$4,243.51	1086	Printed	Expense	<input type="checkbox"/>	Madison solar	
39012	01/19/2023	UPS	\$23.14	1086	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$171,910.81						
End of Report									

**Budget Narrative**  
**January 31, 2023**

***Salary Accounts-*** We continue to hire staff for remaining openings or new vacancies. Any balances within the salary accounts will be used to offset the substitute lines where coverage is being charged. Grant funded work continues to flow through the general fund payroll and these offsets may not be completed within the same month. 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 be further adjusted. 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. All other orders are being processed as needed.

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

***2/6/2023***  
***LEW***

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2022 through 01/31/2023

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>	
<b>EXPENSES</b>							
Salaries							
All Wages (+)	\$11,519,898.83	\$6,489,496.32	\$6,489,496.32	\$5,030,402.51	\$5,009,023.15	\$21,379.36	0.2%
Sub-total : Salaries	\$11,519,898.83	\$6,489,496.32	\$6,489,496.32	\$5,030,402.51	\$5,009,023.15	\$21,379.36	0.2%
Benefits							
All Benefits (+)	\$3,036,137.81	\$1,971,484.82	\$1,971,484.82	\$1,064,652.99	\$1,052,764.73	\$11,888.26	0.4%
Sub-total : Benefits	\$3,036,137.81	\$1,971,484.82	\$1,971,484.82	\$1,064,652.99	\$1,052,764.73	\$11,888.26	0.4%
Professional Services							
Professional Services (+)	\$821,626.64	\$421,125.87	\$421,125.87	\$400,500.77	\$395,827.32	\$4,673.45	0.6%
Sub-total : Professional Services	\$821,626.64	\$421,125.87	\$421,125.87	\$400,500.77	\$395,827.32	\$4,673.45	0.6%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$225,397.92	\$225,397.92	\$176,240.08	\$73,695.88	\$102,544.20	25.5%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$225,397.92	\$225,397.92	\$176,240.08	\$73,695.88	\$102,544.20	25.5%
Transportation							
Transportation Services (+)	\$926,255.32	\$442,084.63	\$442,084.63	\$484,170.69	\$492,498.83	(\$8,328.14)	-0.9%
Sub-total : Transportation	\$926,255.32	\$442,084.63	\$442,084.63	\$484,170.69	\$492,498.83	(\$8,328.14)	0.9%
Purchased Services							
Other Services (+)	\$135,907.34	\$79,847.32	\$79,847.32	\$56,060.02	\$16,143.15	\$39,916.87	29.4%
Sub-total : Purchased Services	\$135,907.34	\$79,847.32	\$79,847.32	\$56,060.02	\$16,143.15	\$39,916.87	29.4%
Tuition							
All Tuitions (+)	\$813,700.00	\$265,495.13	\$265,495.13	\$548,204.87	\$223,732.70	\$324,472.17	39.9%
Sub-total : Tuition	\$813,700.00	\$265,495.13	\$265,495.13	\$548,204.87	\$223,732.70	\$324,472.17	39.9%
Supplies							
All Supplies (+)	\$996,039.24	\$489,991.48	\$489,991.48	\$506,047.76	\$469,567.83	\$36,479.93	3.7%
Sub-total : Supplies	\$996,039.24	\$489,991.48	\$489,991.48	\$506,047.76	\$469,567.83	\$36,479.93	3.7%
Property							
Equipment (+)	\$203,576.72	\$122,310.85	\$122,310.85	\$81,265.87	\$25,310.00	\$55,955.87	27.5%

Operating Statement with Encumbrance

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2022 through 01/31/2023

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	\$122,310.85	\$122,310.85	\$81,265.87	\$25,310.00	\$55,955.87	27.5%
<b>Total : EXPENSES</b>	<b>\$18,854,779.90</b>	<b>\$10,507,234.34</b>	<b>\$10,507,234.34</b>	<b>\$8,347,545.56</b>	<b>\$7,758,563.59</b>	<b>\$588,981.97</b>	<b>3.1%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>\$18,854,779.90</b>	<b>\$10,507,234.34</b>	<b>\$10,507,234.34</b>	<b>\$8,347,545.56</b>	<b>\$7,758,563.59</b>	<b>\$588,981.97</b>	<b>3.1%</b>

End of Report

Operating Statement with Encumbrance

**New Vendors- January**

**Seidlitz Education- EL supplies**

**Stage Partners, LLC- HS drama (spring production)**

**James Hillhouse High School (City of New Haven) - HS Track meet**

**2/6/2023**

**L.E.W.**