

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

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<b>WESTBROOK BOARD OF EDUCATION Tuesday, December 12, 2023 @ 7:00 p.m. BOE Regular Meeting WHS Library</b>
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Members Present: K. Walker, E. Fernandes, M. Luft, S. Greaves, C. Kuehlewind, D. Perreault, A. Miesse, H. Jalil

Absent: M. Esposito

Also Present: Superintendent Kristina Martineau; Administrators T. Winch, M. Talmadge, F. Lagace; Director of Finance A. Burke; Technology Director, B. Russell

**MINUTES**

**I. CALL TO ORDER** – The regular BOE meeting of December 12, 2023 was called to order at 7:00 p.m. by Superintendent Kristina Martineau.

**II. PLEDGE OF ALLEGIANCE**

**III. WELCOME AND INTRODUCTION OF NEW BOARD OF EDUCATION MEMBERS:** Elizabeth Fernandes and Haifa Jalil were welcomed as new Board members

**IV. BOARD OF EDUCATION ELECTION OF OFFICERS**

**A. Election of BOE Officers**

Superintendent Martineau conducted the nomination process for officers of the Board of Education. Voting for nominated candidates was done by paper ballot to the Board Recording Clerk and the results are as follows:

MOTION by C. Kuehlewind to nominate Kim Walker as Chair

No other nominations were made.

Vote: Aye(s) E. Fernandes, M. Luft, S. Greaves, C. Kuehlewind, K. Walker, D. Perreault, Miesse, H. Jalil

MOTION by A. Miesse to nominate D. Perreault as Vice Chair.

MOTION by S. Greaves to nominate M. Luft as Vice Chair.

Votes for D. Perrault 5 ayes

Votes for M. Luft: 3 ayes

Result: D. Perreault, Vice Chair

MOTION by K. Walker to nominate Christine Kuehlewind as Board Secretary  
No other nominations were made.

Vote: Aye(s): E. Fernandes, M. Luft, S. Greaves, C. Kuehlewind, K. Walker, D. Perreault, A. Miesse, H. Jalil

Final results of the Election of Officers for 2024-25: Chair, Kim Walker; Vice chair – Don Perreault; Christine Kuehlewind, Board Secretary

B. Subcommittee Assignments: Policy: C. Kuehlewind, M. Luft, K. Walker  
Teaching & Learning: C. Kuehlewind, K. Walker, H. Jalil  
Fiscal and Facilities (formerly LRP): A. Miesse, D. Perreault, S. Greaves, H. Jalil, K. Walker (ex-officio)  
Communications: M. Luft, S. Greaves, E. Fernandes, K. Walker  
Negotiations: D. Perreault, A. Miesse, S. Greaves, K. Walker  
LEARN: TBD  
Town Energy: A. Miesse  
WHS PTO: D. Perreault  
WMS PTO: A. Miesse  
Daisy PTO: M. Luft

**V. BOARD OF EDUCATION ACKNOWLEDGMENTS:** Kim Godfrey, Computer Science Teacher at Daisy Ingraham, was presented with a plaque from the BOE acknowledging her retirement effective December 31, 2023 and years of service to Westbrook Public Schools since 2003.

**VI. STUDENT REPRESENTATIVE REPORT** – Ana Dias Heringer and Elliot Koplas reported on school activities which included SADD and FBLA participation in the Westbrook Tree Lighting; The Bake Shop (Mrs. Bancroft's classes), the performance of *One Stoplight Town* on December 15 and 16, Concert and Jazz band performance on Dec. 20, and winter sports. The athletic captains attended a CAS/CIAC Leadership conference at Lyme/Old Lyme High School about sportsmanship and teamwork and the Interact Club made paper wreaths for the holiday, and the Giving Tree located in the main lobby. Also, on Pajama Day approximately \$900 was raised for Children with Cancer. Also, National Honor Society held the Induction ceremony.

**VII. PUBLIC COMMENT:** No public comments

**VIII. OLD BUSINESS:** No old business

**IX. ADMINISTRATOR(S) COMMENTS**

1. WHS Music Dept. Trip to Boston - T. Winch provided details of the Music Department's trip to Boston on March 15 to visit Faneuil Hall and to attend the 200<sup>th</sup> anniversary of Beethoven's 9<sup>th</sup> Symphony.
2. WMS School of Distinction – Principal Talmadge was pleased to inform the BOE of Westbrook Middle School having received the award of School of Distinction and the criteria for the award. To summarize, he acknowledged the students, teachers, support

staff, and parents for their part in the accomplishment. Board members were complimentary to this achievement. Superintendent Martineau also reported the US News ranking of WMS 20<sup>th</sup> in the State of Connecticut based on spring data; primarily student growth in math and ELA.

#### **X. NEW BUSINESS**

- A. WPS District 2024-25 Calendar – The Board reviewed the proposed 2024-25 district calendar, which will be brought to the January meeting for a vote. The AFT and WEA have also reviewed the proposed calendar.
- B. BOE Meeting Times- After discussion there was a MOTION by S. Greaves and SECOND by M. Luft to change the meeting times of the regular BOE meetings from 7 pm to 6 pm as a Pilot beginning with the January meeting. MOTION CARRIES - Vote unanimous.
- C. January Regular BOE meeting –The Board discussed a change of date of the regular meeting in January to accommodate a budget workshop on Jan. 9. The regular meeting will be changed to January 16. Both meetings will be scheduled for 6:00 p.m. MOTION by Perreault and SECOND by M. Luft to change the regular meeting to a special meeting on January 16 and the Budget Workshop #1 to January 9<sup>th</sup>. MOTION CARRIES- Vote unanimous.
- D. Virtual BOE Meetings – Superintendent Martineau presented data on the use of the virtual option for the public to view the regular BOE meetings. Based on limited public interest, a MOTION by S. Greaves and SECOND by A. Miesse was made to eliminate virtual meetings unless there is a topic of great interest on the agenda. MOTION CARRIES - Vote unanimous.
- E. Review and approve curriculum –1. ELA – Grades 3-8 2. Social Studies Grades 3-4.  
Mr. Saba, PreK-12 Curriculum Coordinator for Teaching and Learning presented the completed ELA Grades 3-8 and Social Studies Grades 3-4 curriculum. Mr. Saba reported on the diligent work that went into the curriculum work and stated that Westbrook is a model for the state and other districts have reached out to him. The curriculum is available to the public on the website. Mr. Saba was appreciative to the BOE for support and resources and the Board acknowledged Mr. Saba and the staff involved in the curriculum writing. A MOTION was made by D. Perreault and SECOND by A. Miesse to approve the ELA grades 3-8 and Social Studies Grades 3-4. A roll call vote was taken – MOTION CARRIES. Vote unanimous.

#### **XI. SUPERINTENDENT’S REPORT**

- A. Enrollment – Superintendent Martineau reported December enrollment is currently 598 students which includes 3 out-placed students. (Daisy 261; WMS 161; WHS 173)
- B. HVAC Grant Update- Educational Specifications for Electrical Upgrade for New HVAC System at High School - Superintendent Martineau reported on the progress of the HVAC grant – She submitted the grant for the Daisy and High Schools last week and recently for the middle school, well before the December 31 deadline. The Board of Finance and Board of Selectman have partnered with the Board of Education. An HVAC Building Committee has been formed with Chris Ehlert as

the Chair and members, Lester Scott, Andrew Miesse, Don Perreault, Kim Walker (ex-officio) and Superintendent Martineau (ex officio). She is investigating the possibility of more grants.

A handout was given for the Board's review and Superintendent Martineau asked for a vote at the next meeting. A MOTION by D. Perreault and SECOND by S.

Greaves was made to approve the Educational Specifications for Westbrook High School Upgrade to Electrical System for new HVAC. MOTION CARRIES – Vote unanimous. The Board consented to authorize Superintendent Martineau to utilize capital funds of up to \$200,000 for upgrading the Westbrook High School Electrical System for new HVAC. MOTION by D. Perreault and SECOND by A. Miesse.

MOTION CARRIES – Vote unanimous. **ENCLOSURE 1**

- C. Budget Process Update – Preliminary work on the budget is at 5.32 percent. Some deductions have been made. Dr. Martineau talked about the major budget drivers and more information and discussion will continue at the Budget workshop #1.

**ENCLOSURE 2**

- D. Health Insurance Update – Superintendent Martineau and First Selectman Hall attend monthly insurance consortium meetings. At this time, the ECHMC is determining premium rate increases for 2024-25. Superintendent Martineau will report back at the next BOE meeting.

## **XII. CONSENT AGENDA**

Approval of Minutes:

- 1. Regular Meeting – November 14, 2023 – MOTION by M. Luft and SECOND by S. Greaves to approve the minutes of the November 14, 2023 regular BOE meeting. Vote unanimous.

## **XIII. FINANCIAL REPORTS**

- A. Review of Check Listing: Board members reviewed check listings for November 10, 2023 in the amount of \$380,263 and for November 15, 2023 in the amount of \$25,017.16.
- B. Budget Narrative/Review of Expenditure Report: Ann Burke provided an overview of the current budget as it stands and had no concerns. She reported there will be a Food Service audit which requires a large amount of preparatory work. She will keep the Board updated.
- C. Line Item Transfer - none

## **XIV. BOARD COMMITTEE REPORTS**

- A. Policy– K. Walker (policy has not met)
- B. Long Range Planning – A. Miesse (did not meet)
- C. Fiscal & Budget (did not meet)
- D. Teaching & Learning – C. Kuehlewind reported that the T & L meeting met and current curriculum projects are Math K-8 and Forensics and Chemistry.
- E. Communications & Marketing – M. Luft (no meeting)
- F. Negotiations – D. Perreault (will meet to discuss non-union contracts)
- G. Town Energy Ad Hoc Committee – A. Miesse (did not meet)
- H. LEARN – Cecilia will contact LEARN for meeting dates

- I. PTO Representatives - M. Luft (Daisy), K. Walker (WHS), WMS – M. Luft reported on Daisy activities including Holiday Fair, gift wrapping and Dec. 22 Sing Along at 10:00 a.m. WMS will have a Holiday Concert. WHS PTO meeting is scheduled for December 13.

**XV. BOARD GOALS**

- A. CABA Convention; Several board members attended the CABA/CAPPS convention in November and talked about their take-aways. Artificial Intelligence was a topic of interest.
- B. Professional Development Update: K. Walker attended the Delegate Assembly ; M. Luft and D. Perrault attended a workshop on Roles and Responsibilities; new Board members, H. Jalil and E. Fernandes attended CABA's New Board member conference. with K. Walker and K. Walker also attended the Leadership Conference. K. Walker announced the Legislative Breakfast will be held in Westbrook. She also advised Board members of a webinar on January 24 - The Boards Role in Advocacy – contact Cecilia to register.

**XVI. PERSONNEL**

**A. Professional Resignation(s)**

1. Kim Godfrey – Computer Science Teacher (Daisy) submitted a notice of her retirement effective December 31, 2023.

**B. Non-Certified Resignation(s)**

1. Joseph Talarczyk – Paraprofessional  
2. Brianna Banach – WMS Secretary

**C. Non-Certified New Hires**

1. Carlye Haverkamp – WMS Secretary

- XVII. ADJOURN:** MOTION by D. Perreault and SECOND by M. Luft to adjourn at 9:11 p.m. Vote unanimous.

Respectfully submitted:

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Approval: TBD at next meeting

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# *Town of Westbrook*

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## Educational Specifications

For  
*Westbrook High School*  
*Upgrade to Electrical System for new HVAC*



**Approval Date:**

## Project History & Rational

The High School building was built in 1956 and is 67 years old. The facility underwent two (2) significant addition upgrades in 1965 and 1976 respectively, with a renovation occurring in 1996. The original gas-fired, hot-water boilers were replaced in 2014 and are able to service the expanded areas. The remaining, original HVAC infrastructure system is typical of the era in which it was designed, large insulated ducts located above, in the ceiling plenum areas. However, similar to most schools built in that era, air conditioning was not a consideration.

In 2007, the Westbrook Board of Education authorized a Capital Improvement Plan (CIP) for all their schools for the purpose of identifying facility improvements and proactively implementing capital maintenance replacements before serious breakdowns occurred. This CIP has been updated every five years and in 2021 the CIP called for the scheduled replacement of roof top heating units due to the fact their life expectancy had been reached or exceeded. Consequently, it was at this time the BoE authorized a facility study to look at the possibility of replacing the old heating units with new units that could provide **both heating and air conditioning**. The Study, conducted by DiBattisto and Associates determined that utilization of portions of the existing ductwork was feasible and cost efficient.

In 2023, the Board of Education partnered with several large industries such as Electric Boat, to enhance their industrial technology program. The intent was to create a robust state-of-the-art welding program to provide an opportunity for students interested in industrial careers, a direct occupational pathway into local companies. Inadvertently, the increase in power to meet the needs of the expanded welding program consumed electrical reserves within the main distribution panel that were intended to power the new HVAC system.

In summary, the Westbrook Board of Education, in its efforts to maintain a high level of student achievement, commissioned an engineering study of the High School electrical system. The purpose of the study was to develop a feasibility plan to meet the increased electrical requirements for the proposed new HVAC system. The ensuing report was comprehensive and is attached as Exhibit A

The Study resulted in these two recommendations:

- An upgrade to the Main Distribution Panel (MDP) is required to provide the necessary power to accommodate a new/renovated HVAC system.
- An upgraded system will also restore reserve capacity for future expanded programs.

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Maintenance records are available that will document the ongoing annual maintenance of the heating system. The Westbrook Board of Education is prepared to enter into a maintenance plan for the proposed new HVAC system with a qualified mechanical contractor firm once the project has been completed. The first year will be the responsibility of the installing contractor as part of their warranty requirement.

## Long-Range Plans

The building is in very good condition and it is the intention of the Board of Education to continue to improve and maintain this building for an additional 20-30 years. The Westbrook Board of Education will enter into a maintenance agreement with a licensed qualified contractor for the continued upkeep and repair to the new system.

## The Project

In evaluating the problems noted above, it became apparent that a significant HVAC renovation is required to remedy the air conditioning issue. Therefore, the Board of Education is recommending that the Superintendent of Schools apply to the State of Connecticut, the Office of School Construction, Grants and Review (OSCG&R) for the specialized grant to address HVAC issues within the existing school. If grant approval is obtained the intention is to hire an architectural/engineering firm to provide complete plans and specifications so that the project may be reviewed by the OSCGR prior to bidding. This grant will enable the district to address the following items:

- Re-design and retrofit a supplemental electrical panel to accommodate the introduction of air conditioning.
- Restore sufficient capacity for potential future HVAC requirements

The Westbrook Board of Education has requested the Town of Westbrook to commit to meet their share of a school construction grant that is currently being offered by the State of Connecticut, specifically to address the HVAC deficiencies in Connecticut schools.

## Building Systems

Security: N/A  
Public Address: N/A  
Technology: N/A  
Phone System: N/A  
Clocks: N/A

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## Site Development

Site Acquisitions: N/A  
Parking: N/A  
Drives: N/A  
Walkways: N/A  
Outdoor Athletic Facilities: N/A  
Landscaping: N/A



Site Improvements: N/A

## Construction Requests

School Readiness: N/A

Lighthouse Schools: N/A

CHOICE: N/A

**Full Day Kindergarten: YES**

Reduced Class size: N/A

Regional Vo-ag Center: N/A

Inter-district Magnet School: N/A

Inter-district Cooperative School: N/A

Regional Special Education Center: N/A

## Community Uses

PTO

The Recreation Department

Voting

Summer School

Townwide public meetings

Various and sometimes multiple areas are used for these activities.

## **WESTBROOK HIGH SCHOOL- ELECTRIC SERVICE CAPACITY**

Date: December 11, 2023  
From: Rafiq Bulsara, P.E.  
To: Roger LaFluer- PM Resources  
Copy to:  
Project: Westbrook High School, Westbrook, CT- Service capacity review

### **SCOPE:**

At request of PM Resource, we reviewed the existing electrical service capacity and service equipment. The school is currently adding new equipment in their metal shop and plans to add school-wide air conditioning in the near future.

### **CONCLUSIONS:**

1. The existing 2,000 A, 208/120V service would support metal shop equipment additions and still have some room left for growth, but not sufficient for full air conditioning of the entire school.
2. While the existing service and switchboard has the capacity to add new loads for metal shops, etc., it has no existing spare breaker positions to add more circuits. Some consolidation of existing circuits and breakers will be required to accomplish that.

### **RECOMMENDATIONS:**

1. For adding near term loads such as metal shop equipment, add an 800 A sub-panelboard supplied from the existing 2,000 A main switchboard (MSB). This will require removing some smaller circuits from the existing MSB to make room for a new 800 A and perhaps another 800 A adjustable breaker. Resupply smaller circuits from the new 800 A subpanel. The new 400-600 A breaker would be available for future use. The 800 A panelboard will also allow for adding smaller future circuits.
  - (a) The new 800 A subpanel can be in the mechanical room next to the main electrical room on the wall common to the two rooms.
  - (b) Existing metal shop wiring needs to be revisited. Keep the recently added 400 A feed and replace the 150 A PPM panel with a 400 A one or use a single 800 A feed.
    - i. NEC Article 630 addresses wire and breaker sizing for welders.
2. For full air conditioning, plan on installing a separate 1200 A, 480/277 V service. Eversource typically allows a second service, if it is of a different voltage. See detailed narrative on this in the following paragraphs.

DESCRIPTION:

1. The existing service equipment is rated 2,000 A, 208/120V. It is good for 1600 A or 500 kW continuous load (80% of 2000 A). The existing maximum demand is 180 kW or 560 A.
2. There is a 20 KW rated solar system on the roof. It has no significant impact on this analysis.
3. Net addition of metal shop loads is no more than 200 kW or 550 A. This considers the fact that the welding machines have a typical duty cycle of 40% to 70%. Also there will be some additional diversity and not all 8 machines are at their peak load at the same time. Even if they are, it is only for a short period of time.
4. Above would leave about 100 kW for future addition of loads on the existing service.
5. The existing building area is 96,000 s.f. and it is a single story building. Total air conditioning load would be around 600 to 675 kW. This allows up to 7 W/sf air conditioning load.
6. A 1200 A, 480/277 V service supplied via 750 kVA utility transformer would be sufficient for the new air conditioning load.
7. Upgrading the existing 208/120V service is not recommended as it would not be easy and will cost more. Also, the largest single service is limited to 3000 A, which at 208/120V would barely be sufficient for the school's needs with little headroom.
8. Basic scope of new 1200 A, 480/277V service: Refer to attached drawing E101.
  - (a) Subject to the utility company's approval, install a new pad mounted transformer on back of the cafeteria between the two windows, 5 ft from the wall. The center window will need to be blocked off. Supply the new transformer from the same primary feeder supplying the existing and it will both the transformers.
    - i. A day long power shut down will be required. If necessary, plan on a temporary generator, 200 kW, 208/120V.
  - (b) Install the new 1200 A, 480/277 V switchboard containing the main switch and metering cabinet outdoors on the wall between the doors of the generator room and the upper boiler room. Access to existing louver will not be obstructed.
  - (c) Distribution equipment for the air conditioning equipment will be part of the air conditioning project itself and it will need to be located throughout the school or on the roof. Detailed design is not part of this Assignment.
  - (d) **Important:** Due to the supply chain and lead time issues, it may take up to a year to install the new service after awarding a contract. Plan accordingly.

END OF NARRATIVE

1. DO NOT SCALE PANELS.
2. COORDINATE AND VERIFY EXACT LOCATIONS, DIMENSIONS AND SPACINGS IN FIELD.
3. MARKED POWER SHUT DOWN. SCHEDULE ANY POWER SHUT DOWN TO BE IN CONJUNCTION WITH THE OTHER AND MINIMIZE DISRUPTIONS.
4. REMOVE CUT REBAR AND REMOVE MATERIAL CUT OFF, IN ACCORDANCE WITH FIELD.
5. PROVIDE SINKERS ON END DISAPPEARED BY THE PRODUCT WITH.
6. PROVIDE EXHAUST EQUIPMENT DRIVING CONDUCTOR FOR EACH NEW TIEOUT.
7. EXCEPT AS NOTED OTHERWISE, PROVIDE CORRODED CONDUCTORS, COLUMN CLOSURES IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) SYSTEM MADE UP OF A DIFFERENT COLOR.
8. UNDERSTANDING WIRE SIZE, BE IN THE NEC, SUCH AS CONDUCTORS, CABLES, AND CABLES, AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) SYSTEM MADE UP OF A DIFFERENT COLOR.
9. HAVE NEW CONDUITS TO ADD INTERFERENCE WITH OTHER INSULATION.
10. CONDUITS TO BE MARKED IN THE FIELD AS REQUIRED BY THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) SYSTEM MADE UP OF A DIFFERENT COLOR.

1. VISIT SITE TO BECOME FAMILIAR WITH EXISTING CONDITIONS. PRIOR TO BID.
2. CONDUCTIVE OF THE PROJECT IS TO PROVIDE A NEW 480/277V, 1200 A SERVICE FOR NEW AIR-CONDITIONING COMPRESSOR FOR THE HIGH SCHOOL.
3. THE EXISTING 3000 A, 200/277V SERVICE SHALL REMAIN AS IS.
4. PROVIDE SPECIFICATIONS FOR APPROPRIATE RATED FOR MODULAR, NON-ELECTRICAL, COMPRESSOR.
5. COORDINATE WITH ENGINEERING AS REQUIRED. USE EXISTING WORK REQUEST #19154246.
6. REFER TO ALL BID SPECIFICATIONS AND CONTRACT DOCUMENTS FOR COMPLETE

Project Manager:  
**PM Resources, LLC**  
58 Bulfinch Hill Road  
Canaan, CT  
PH: 860-455-4878

Electrical Engineer:  
**S&R ENGINEERS, LLC**  
9 ATWOOD LN  
EAST HARTFORD, CT 06108  
PH: 860-218-9848  
www.srengineersllc.com

**WESTBROOK HIGH SCHOOL**  
NEW 480 V SERVICE  
156 MCEAUGH RD.  
WESTBROOK, CT

Revision	By	Date
1	CA	

**ELECTRICAL PLAN**

**E101**

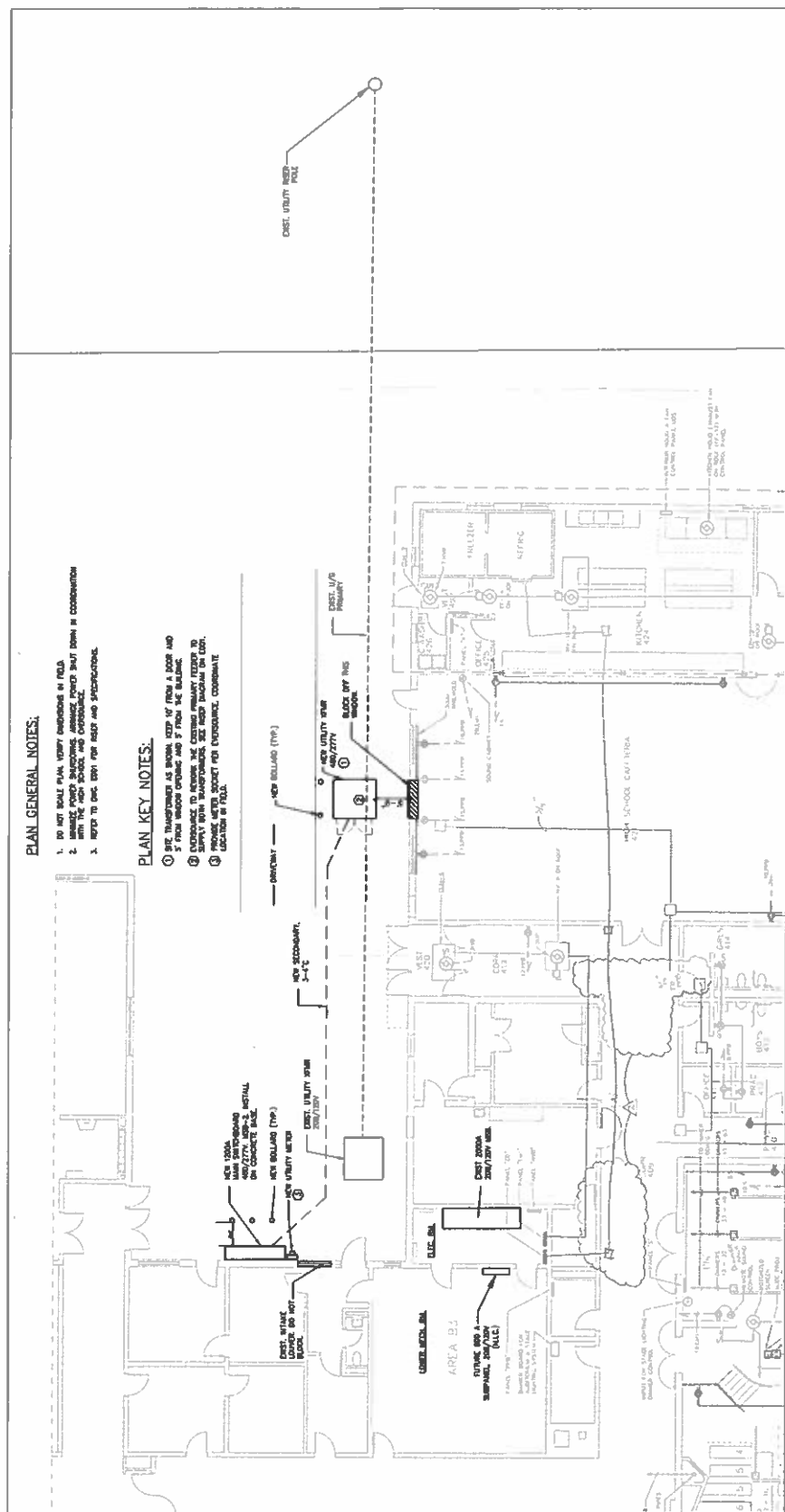
SCALE: AS NOTED

**PLAN GENERAL NOTES:**

1. DO NOT SCALE PLAN. VERIFY DIMENSIONS IN FIELD.
2. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE 2017 NEC AND ALL APPLICABLE CODES.
3. REFER TO SHEET E101 FOR REELECT AND SPECIFICATIONS.

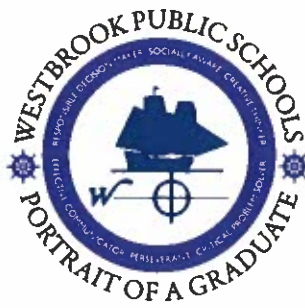
**PLAN KEY NOTES:**

1. SEE TRANSFORMER AS SHOWN. KEEP 10' FROM A DOOR AND 5' FROM WINDOW OPENING AND 5' FROM THE BUILDING.
2. CONFORMANCE TO REQUIRE THE EXISTING PRIMARY FEEDER TO BE REPLACED WITH A NEW 480V FEEDER. SEE REELECT SHEET E101 FOR LOCATION IN FIELD.
3. PROVIDE WETA REPORT FOR ELECTRICAL COMPONENTS.



**1 PARTIAL FLOOR AND SITE PLAN**  
SCALE: 1/8" = 1'-0"

FOR REVIEW ONLY  
NOT FOR CONSTRUCTION  
12-12-23



## ENCLOSURE 2

To: Westbrook Board of Education  
 From: Kristina J. Martineau, Ed.D.  
 Superintendent of Schools

Subject: Budget Preview for 2024-2025- Major Budget Drivers and Considerations

Date: December 12, 2023

### Budget Preview for Fiscal Year 2024-2025

The budget development for FY 2024-2025 began in late September 2023. To date, school and district budgets have been reviewed and adjusted through multiple internal budget meetings, including a reduction of initial requests that will be communicated to the BOE at Budget Workshop #1 so that all members are aware of requests that have been removed from the proposed 2024-2025 budget. In most cases, these requests may be eligible for grant funding or postponed to 2025-2026 (or have been determined to be unnecessary).

As of today (12/12/23), the initial budget increase over 2023-2024 is estimated to be \$1,033,740 or 5.32%. The BOE Budget Workshop #1 will take place on January 9, 2024 at 6:00 p.m. (pending BOE approval of date and time). The updated proposed budget for 2024-2025 will be presented for public input on January 16, 2024 during the Westbrook Board of Education meeting. Budget Workshop #2 will be scheduled to take place after this meeting and before the BOE Meeting on February 13, 2024.

2023-2024	2024-2025	Change \$	Change %
\$19,414,120	20,447,860	1,033,740	5.32%

Expenditure Category	2023-2024 Approved Budget	2024-2025 Proposed Budget	Change \$	Change %
Salaries	\$11,381,724	\$12,112,609	\$730,885	6.42%
Benefits	\$3,719,965	\$3,699,604	(\$20,361)	(0.55%)
Purchased Services	\$1,445,126	\$1,416,244	(\$28,882)	(2.00%)
Transportation	\$995,393	\$1,084,459	\$89,066	8.95%
Tuition	\$557,196	\$522,109	(\$35,087)	(6.30%)
Supplies and Utilities	\$1,100,788	\$1,142,948	\$42,160	3.83%
Equipment	\$213,928	\$219,887	\$5,959	2.79%
Capital Fund Contribution	\$0	\$250,000	\$250,000	100%

## Major Budget Categories

### Salaries

This line includes negotiated salary increases for each bargain unit for 2024-2025:

WEA contractual increase for 2024-2025: 4.3%

AFT contractual increase for 2024-2025: 3%

#### *Daisy Ingraham Elementary School (Grades PreK-5 for 2024-2025)*

Grant funds are no longer available for two positions at Daisy Ingraham Elementary School and those positions have been built back into the operating budget for 2024-2025 (Math and Computer Science Specialist for Grades 3-5 and Reading Specialist for Grades 3-5). An additional Preschool/K position has been added to the budget. We will continue to review the need for this additional position based on the most updated enrollment information for preschool and kindergarten throughout the budget development process. The following position has been removed from the budget and reallocated to support the additional Math and Computer Science Specialist position for Grades 3-5: PreK-4 Computer Science Teacher. Additionally, funds have been added to support tutoring for multi language learners at the elementary school due to student need and enrollment. A building substitute position has also been added to the budget (total of 2 positions). Increased support/hours for special education services for afterschool activities and summer school staffing also included.

#### *Westbrook Middle School (Grades 6-8 for 2024-2025)*

Grant funds are no longer available to support a math tutor. These funds are now built into the operating budget for 2024-2025. Funds have also been added to support tutoring for multi language learners at the middle school due to student need and enrollment. A building substitute position (shared with WHS) has also been added to the budget (total of 1.5 positions). A shared WMS/WHS nurse office assistant was removed from the budget (unfilled after resignation). Increased support/hours for special education services for afterschool activities and summer school staffing also included.

#### *Westbrook High School*

The following positions have been removed from the budget: WHS Math Teacher and WHS Music Teacher (unfilled position after resignation at start of the school year and review of 2023-2024 enrollment/courses). A building substitute position (shared with WMS) has also been added to the budget (total of 1.5 positions). Funds have also been added to support tutoring for multi language learners at the high school due to student need and enrollment. A shared WMS/WHS nurse office assistant was removed from the budget (unfilled after resignation). Increased support/hours for special education services for afterschool activities and summer school staffing also included.

#### *District-Wide*

The following district-wide positions have been added to the budget:

- Director of Facilities (Shared w/ Town)
- Technology Support Specialist (Shared w/Town)
- Director of Teaching and Learning (budget neutral)

We are still reviewing special education needs for each of our schools and will update the budget accordingly with the most updated information before Budget Workshop #1.

### Benefits

At this time, health insurance is budgeted based on actual known information related to active plans (single, two person, and family) with an anticipated increase of 5% of premiums. There is an Eastern Connecticut Health and Medical Cooperative executive board meeting later this week to begin discussions about anticipated premium increases for 2024-2025. We will adjust this budget request with the most updated information as the budget process progresses, including status of the health insurance reserve. We will also update this line with the most current pension figures once we have received these numbers from the Town (waiting on actuarial process to be completed- anticipated completion is late January/early February)

### Purchased Services

This line includes anticipated increases for repairs that have been budgeted through the capital project fund, but that have now been added to the operating budget (roof repairs and tennis court repairs). This line also includes increases to technology services based on student need, anticipated subscription increases, and business office upgrades (ADP module)

Increases to curriculum writing, professional development, and consultant services (MTSS and special education) have been included in this budget proposal to support our commitment to improved instructional practices; updated curricula to reflect best practices and standards; intervention models; and the Westbrook Portrait of a Graduate.

Substitute and staffing services (as applicable) have been moved to the salary line now that we hire employees directly, including a full time athletic trainer and building substitutes.

### Transportation

We will continue to look closely at this line and adjust the budget accordingly with the most updated information. There is a 3.25% increase to transportation costs per contract. Additionally, we have made adjustments to increase this line due to transportation needs for special education and other state mandated requirements (i.e. required services due to state placement or homeless status)

### Tuition

This budget is based on current known information related to special education outplacements as well as magnet school and VoAg enrollment. We will continue to update this line as new information for 2024-2025 becomes available.

### Supplies and Utilities

We have looked closely at instructional supplies to ensure we are appropriately budgeted to meet student needs and to continue supporting and building programs for students. Fund requests in applicable cases have been offset by grant funds, but those funds will need to be added back into the budget for 2025-2026 or 2026-2027 (example: Right to Read Grant and ARP ESSER Small Town Right to Read Grants covers reading materials for K-3 for 2024-2025 and possibly 2025-2026)

We are still looking closely at the electricity line, including a multi year review of billing, usage, and credits. We will adjust the budget request when this process is completed later in the budget development process.

Anticipated increases to water, waste, diesel, and natural gas are included in this proposed budget.



**Capital Fund Contribution (NEW)**

Historically, capital projects have been funded through surplus funds transferred to the BOE Capital Project Fund. Surplus funds year to year most recently have been higher and adequate for this funding approach primarily due to unfilled positions and decreases in special education costs (tuition and transportation). Moving forward, I strongly recommend budgeting for capital projects to ensure we have adequate funds for school facility improvement projects, regular and needed maintenance of each building, and major projects such as HVAC upgrades and roof replacements for all three schools. This proposed budget as of 12/12/2023 includes a \$250,000 capital fund contribution line.