

CHALLENGE, EDUCATE & INSPIRE
WESTBROOK BOARD OF EDUCATION
Tuesday, August 09, 2022 @ 7:00 p.m.
Regular Board of Education Meeting
WHS Library

AGENDA

- I. CALL TO ORDER – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS
- IV. STUDENT REPRESENTATIVE REPORT - No report
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

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

- VI. ADMINISTRATOR(S) COMMENTS
- VII. NEW BUSINESS – **Enclosure 1**
 - A. Policy 1212 – School Volunteers – Rescind current policy (First Reading)
 - 1. Adopt Shipman & Goodwin’s School Volunteers policy (First Reading)
 - B. 1230 - Other School-Connected Organizations (Booster Clubs) – (First Reading)
 - C. 1311.2 - Political Activities in the Schools (Revised CABE policy) First Reading
 - D. 1331 – Smoke Free Environment – Rescind current policy (First Reading)
 - 1. Adopt Shipman and Goodwin policy, Smoke Free Environment (First Reading)
 - E. 1360 – Awards and Scholarships – Rescind policy – (First Reading)
 - F. 1411- Law Enforcement Agencies – Revised CABE policy (First Reading)
 - G. 1700 - Otherwise Lawful Possession of Firearms on School Property – Rescind current policy – (First Reading)
 - 1. Adopt Shipman & Goodwin policy on Lawful Possession of Firearms on School Property and assign #1700 – (First Reading)
 - H. 9313 – Formulation, Adoption, Amendment or Deletion of Administrative Regulations. Reviewed and added Ref. to policy 9311.(First Reading)
 - I. 6172.1 – Equitable Identification of Gifted and Talented Students – (First Reading)
- VIII. SUPERINTENDENT’S REPORT
 - A. Summer School Update
 - B. Legislative Update and Impact
 - C. Convocation and Professional Development for Opening Days
 - D. School Opening Update

- IX. OLD BUSINESS - Vote anticipated – **Enclosure 2**
 - A. 9327 – Bylaws – 2nd reading
 - B. 1111.01 – Parent Involvement – 2nd reading to rescind
 - C. Shipman Policy on Parent Involvement and Communicating – 1111.01 – 2nd reading
 - D. 1120 - Public Participation at Board of Education Meetings – 2nd reading.
- X. CONSENT AGENDA – Vote Anticipated – **Enclosure 3**
 - A. Approval of Minutes:
 - 1. Regular Meeting – June 07, 2022
- XI. FINANCIAL REPORTS - **Enclosure 4**
 - A. Review of Check Listings
 - 1. Update of end of year financials 2021-2022 – L. Wysocki
 - 2. Review of check listings for July 2022
 - B. Budget Narrative/Review of Expenditure Report
 - C. Line Item Transfers
 - D. Insurance Report
- XII. BOARD COMMITTEE REPORTS
 - A. Policy– K. Walker
 - 1. Policy Recap and Policy Goals for 2022-2023
 - B. Long Range Planning – D. Perreault
 - C. Fiscal & Budget – Z. Hayden
 - D. Teaching & Learning – D. Perreault
 - E. Communications & Marketing – M. Luft
 - F. Negotiations – D. Perreault
 - G. Town Energy Ad Hoc Committee – A. Miesse
 - H. LEARN – Z. Hayden
 - I. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)
 - J. BOE Ad Hoc Calendar/Goals Committee – Z. Hayden
- XIII. PERSONNEL
 - A. Professional Appointments
 - 1. Meredith Werner – Art Teacher
 - 2. Jennifer Didonato – Special Education Teacher
 - 3. Marisa Lefebvre – Special Education Teacher
 - B. Professional Resignations:
 - 1. Taylor Flanagan – Special Education Teacher
 - 2. Sarah Cunningham – Guidance Counselor
 - C. Non-Certified Resignations:
 - 1. Garrett Barros, Technology Support Assistant
 - 2. Jarime Spencer - Custodian
 - 3. Alesia Bauer – Secretary
 - 4. Alyssa Kjos - Paraprofessional
- XIV. EXECUTIVE SESSION
 - A. Superintendent Goals for 2022-2023
 - B. BOE Goals for 2022-2023
- XV. PUBLIC SESSION –
 - A. Anticipated vote: Item XIV. A & B
- XVI. ADJOURN

Current Westbrook Policy Rescind

1212

Community Relations

School Volunteers

The Board of Education encourages the use of volunteers within the school or for school related activities to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

To ensure the safety of our students, the Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Legal Reference: Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Policy adopted: October 10, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Community/Board Operation

**SCHOOL VOLUNTEERS, STUDENT INTERNS AND
OTHER NON-EMPLOYEES**

The Westbrook Board of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Westbrook Public Schools (“District”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g

Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220

Duties of boards of education.

Connecticut General Statutes § 10-235

Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

ADOPTED: _____

FIRST READING: August 9, 2022

REVISED: _____

Community Relations

Political Activities in the Schools

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

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

(cf. [1311.2](#) - Political Activities in the Schools/On School Board Property)

(cf. [1330/3515](#) - Community Use of School Facilities)

(cf. 3543.13 - Mail and Delivery)

(cf. [4118.21](#) - Academic Freedom)

(cf. [6144](#) - Controversial Issues)

(cf. 6153.2 - Student Participation in Election Process)

Legal Reference: Connecticut General Statutes

[7-421](#) Political activities of classified municipal employees.

[7-421b](#) Limitation on restriction of political rights of municipal employees.

[9-369b](#) Explanatory text relating to local questions.

[10-156e](#) Employees of boards of education permitted to serve as elected officials; exception.

[10-239](#) Use of school facilities for other purposes

[31-51q](#) Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.

Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

First Reading: August 9, 2022

Revised:

Community Relations

Smoke Free Environment

The Board of Education recognizes the deleterious health effects of smoking, both to the smoker and from second hand smoke. The Board also recognizes that adults should be providing positive role models for students. Therefore, in accordance with Connecticut Statute [19a-342](#), the Board of Education prohibits any student or adult from smoking on school property or at school-sponsored events at any time. Furthermore, use of tobacco products is prohibited on any school-related transportation or at any school-sponsored activity.

As used herein, "smoke" or "smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device or use of chewing tobacco.

(cf. [1120](#) - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 4118.231/4218.231 - Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. [5131.6](#) - Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

[19a-342](#) Smoking prohibited in certain places. Signs required. Penalties.

[21a-242](#) Schedules of controlled substances.

Policy adopted: October 10, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

SMOKE FREE ENVIRONMENT

The Westbrook Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

“Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

“School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

Legal References:

Conn. Gen. Stat. § 10-233a(h)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-415

Conn. Gen. Stat. § 53-344b

June Special Session, Public Act No. 21-1

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

FIRST READING: August 9, 2022

ADOPTED: _____

REVISED: _____

10/11/21

Community Relations

Awards and Scholarships

Any award or scholarship proposed for presentation in the Westbrook Public Schools which originates outside the school system must be submitted to the Board of Education for approval. The Board of Education reserves the right to accept or reject any such proposed award or scholarship.

The Westbrook schools may establish and maintain a system of awards and scholarships which originate within a school in the system for the purpose of recognizing student achievement or special merit. In each such case, any award or scholarship which originates within a school must be submitted to the Principal for prior approval.

As new awards or scholarships are established by a school within the system, the Superintendent of Schools shall be made so aware.

Policy adopted: October 10, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Community Relations

Law Enforcement Officials

Schools are responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, protecting students from any form of illegal coercion and keeping students safe from physical and emotional harm. Because of the many support services that local law enforcement agencies provide to the schools, staff, and students, the State Board of Education supports the best possible relationship with those agencies consistent with the system's responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met. Priority shall be given to law enforcement's involvement in threat assessments and in the planning and implementation of school district emergency plans, security procedures, intervention and crisis response.

Law enforcement officials are viewed as key community stakeholders in developing and implementing a comprehensive emergency readiness plan for the district's schools.

Interview of Students

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 16 is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present. The administrator shall maintain a written record of all such interviews conducted.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

Arrest of Students

The decision to call police and request an arrest is within the discretion of the building administrator. The Principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school Principal agrees to assist in the arrest of a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.

Alternate Position: *At no time will a student be released to an officer without one of the following: (a) a warrant; (b) a court order; (c) arrest; (d) protective custody resulting from child abuse investigation; (e) permission of the parent.*

Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the Principal.

Designation of Authority

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

(cf. 5145.12 Search/Seizure)

(cf. 5114 Suspension and Expulsion)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender

Policy adopted:

First Reading: August 9, 2022

Revised:

Otherwise Lawful Possession of Firearms on School Property

Possession of firearms defined in Section [53a-3](#) on school district property by persons other than law enforcement officers is prohibited by the Board of Education.

The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Board of Education prohibits such possession on school district property.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section [10-233a](#).

(cf. [5114](#) - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

[29-28](#) Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

[29-33](#) Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

[52a-3](#) Definitions.

[53a-217b](#) Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Policy adopted: October 10, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Community/Board Operation

POLICY REGARDING POSSESSION OF DEADLY WEAPONS OR FIREARMS

I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

- C. *The person possesses the deadly weapon or firearm while crossing school property in order to gain access to public or private lands open to hunting or for other lawful purposes and entry on such school property is permitted by the Board of Education. In the case of a firearm, the person's firearm shall not be loaded.*

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, on school transportation, or at a school-sponsored activity in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, on school transportation, or at a school-sponsored activity, from using any and all school facilities.

ADOPTED _____
REVISED _____

Legal References:

Connecticut General Statutes § 10-233a
§ 10-244a
§ 29-28(e)
§ 53a-3
§ 53a-217b

Note: Under state law, in order to prohibit all persons from carrying deadly weapons and/or firearms onto school property (including persons who hold a legal permit to carry such weapons elsewhere), a school district must affirmatively pass a policy prohibiting such items. The policy above accomplishes this goal. Districts may legally prohibit other weapons as well, but issues exist regarding 1) a district's practical ability to enforce such prohibitions and 2) the definitions used to describe other types of weapons. If a district chooses to enact a wider prohibition on weapons, it is well advised to consult legal counsel for assistance in drafting a policy containing a wider prohibition.

Bylaws of the Board

**FORMULATION, ADOPTION, AMENDMENT OR DELETION
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw adopted by the Board: February 13, 2007

Revised BOE: May 9, 2017

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Reviewed 6/15/2022
Add: cf 9311

Instruction

**POLICY FOR THE EQUITABLE IDENTIFICATION OF GIFTED AND
TALENTED STUDENTS**

The Westbrook Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Westbrook Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented, means a group of certified or licensed professionals who represent each of the teaching, administrative, and pupil personnel staffs, and who participate equally in the decision making process.

II. Referral

Any student enrolled in grades kindergarten through twelve, inclusive, in a District school may be referred to the PPT to determine eligibility as gifted and

talented. A referral may come from any source, including the student's teacher, an administrator, the student's parent/guardian, or the student.

III. Evaluation and Identification

The PPT shall be responsible for conducting evaluations and identifying whether students are eligible as gifted and talented, and shall meet, as needed during the school year to determine the eligibility of groups of children for whom evaluation and identification as gifted and talented are planned. When a child has been individually referred to the PPT for consideration as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with written notice of the referral.

The Board requires the use of multiple methods of identification of gifted and talented students. The PPT will use the following methods of evaluation in determining whether a student is eligible as gifted and talented:

Group Assessment. The PPT may use an appropriate standardized test administered to all students in a particular grade. In administering standardized tests, the PPT will use a locally normed cut score to identify students for consideration for gifted and talented classification. Parent/guardian consent is not required prior to the administration of a group assessment.

Individual Evaluation. Individual evaluations may be recommended by the PPT in appropriate circumstances, such as when there is a possibility of identifying the student as gifted and talented in areas that are not typically addressed by large-scale standardized tests, such as social studies, a technical discipline, music, creative arts, or performing arts. The PPT may also recommend an individual assessment for a student referred to the PPT for an evaluation when the student is in a grade level in which group assessments are not administered. Before a student is individually evaluated for identification as gifted or talented, the PPT must secure the written consent from a parent/guardian.

After the PPT has determined from an individual or group assessment that a student has potential for or has demonstrated extraordinary learning ability or outstanding talent in the creative arts, the student will be identified as gifted and talented only if the PPT determines that the child requires differentiated instruction or services beyond those provided in the general education program in order to realize the child's intellectual, creative or specific academic potential.

The results of the PPT meeting concerning a determination of the child's identification as gifted or talented shall be provided to the parent or guardian electronically or, if the District does not have the parent or guardian's e-mail address on file, in writing. Such notice shall include, but is not limited to, (1) an explanation of how such student was identified as gifted and talented; and (2) the contact information for (A) the District employee in charge of the provision of

services to gifted and talented students, or, if there is no such employee, the District employee in charge of the provision of special education and related services, (B) the employee at the Connecticut State Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents or guardians of students related to gifted and talented students and, (C) any associations in the state that provide support to gifted and talented students.

If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the parent/guardian has a right to a hearing.

The District may identify up to ten (10) percent of the total student population for the District as gifted and talented.

IV. Provision of Services

The provision of services for gifted and talented students by the Board is discretionary.

Legal Reference:

Conn. Gen. Stat. § 10-76a
Conn. Gen. Stat. § 10-76xx

Conn. Agencies Regs. § 10-76a-1
Conn. Agencies Regs. § 10-76a-2
Conn. Agencies Regs. § 10-76d-1
Conn. Agencies Regs. § 10-76d-9(c)

Connecticut State Department of Education, *Gifted and Talented Education: Guidance Regarding Identification and Service* (March 2019), available at <https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf>

ADOPTED: _____

REVISED: _____

Revised
2nd reading
Bylaws of the Board

9327

Meetings

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access e-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board Office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy will be accessible in the BOE office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board: February 13, 2007

REVIEWED: March 24, 2022

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Rescind. adopt Shipman Policy (attached)
and read.

1110.1

Community Relations

Communications with the Public

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- Promote and provide Parenting skills guidance.
- Promote two-way, meaningful communication between home and school.
- Provide guidance for Parents to assist student learning at home.
- Welcome Parents at their child's school and engage their support and assistance. (Refer to attached Westbrook Observation Guide Form A.)
- Seek Parent input regarding decisions that affect their children and families.
- Make community resources available to strengthen school programs, family practices and student learning.

The Superintendent will report annually to the Board of Education on parent involvement activities.

Legal Reference: Connecticut General Statutes

10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290

Policy revised: November 11, 2014

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

PARENT INVOLVEMENT AND PARENT/TEACHER COMMUNICATION

The Westbrook Board of Education (the "Board") believes that parents should be knowledgeable about the education that the Westbrook Public Schools (the "District") provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile he or she submits annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children's assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, "remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student's parent the name and contact information of an emergency contact person who may be contacted if the student's parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

On or after January 1, 2022, the procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a

student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

Public Act No. 21-46, "An Act Concerning Social Equity and the Health, Safety, and Education of Children"

June Special Session, Public Act No. 21-2, Section 390.

§ 10-220(c) Duties of Boards of Education

§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

ADOPTED:

REVISED:

6/25/2021

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of the meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular, and all special meetings of the Board of Education is made through the posting of the agenda at the Town Hall and on school premises and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings.

Persons wishing to address the Board should:

- Give their names and addresses.
- Address the Chair for recognition
- Observe rules of common etiquette. Anyone violating this rule will be denied the floor.
- Limit remarks to a maximum of three minutes. A speaker will not be recognized for a second time unless time remains after all have been heard. Speakers are requested to avoid repetition.
- Make available in advance to the Board written statements and materials should be made available in advance for distribution to Board members.

The Board may direct questions to members of the audience through the chair as necessary to clarify a topic under discussion.

Legal Reference: Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
- 1-226 Broadcasting or photographing meetings.
- 19a-342 Smoking in public meetings in rooms of public building prohibited.
- 1-227 Mailing of notice of meetings to persons filing written request. Fees.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 1-232 Conduct of meetings.
- 1-206 Denial of access to public records or meetings.
- 10-238 Petition for hearing by board of education.

Policy adopted: October 10, 2007

Revised: November 13, 2012

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

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

WESTBROOK BOARD OF EDUCATION

Tuesday, June 7, 2022 @ 7:00 p.m.

**Regular Board of Education Meeting
WHS Library**

Members Present: K. Walker, C. Kuehlewind, D. Perreault, Luft, M. Palumbo, A. Miesse, Z. Hayden, M. Esposito (Remote – Only present for agenda items I.- IV.)

Members Absent: S. Greaves

Also Present: Superintendent Kristina J. Martineau; Lesley Wysocki, Director of Finance and Operations; Administrators: Tara Winch, Ruth Rose, Matthew Talmadge; Ben Russell, Technology Director; Parents, Students, Teachers

MINUTES–June 07, 2022

- I. CALL TO ORDER** – K. Walker, Chair called the meeting to order at 6:59 p.m. in the WHS library.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS**
 - A. BOE Senior Student Representative – On behalf of the BOE, Dr. Walker expressed appreciation to Andrew Livingstone for Andrew's service to the BOE.
 - B. CABA Student Leadership Awards:
The following students were recognized for having received the CABA Student Leadership Awards. Matthew Talmadge and Tara Winch spoke to each of the recipients accomplishments and how they have met the following criteria: • Willingness to take on challenges • Capability to make difficult decisions • Concern for others • Ability to work with others • Willingness to commit to a project • Diplomacy • Ability to understand issues clearly • Ability to honor a commitment
 1. WMS Students -Lillian Bergeron and Amy Caguana
 2. WHS Students – Andrew Livingstone and Alexandra Zanzaleri
 - C. CAPSS – Superintendent Awards
 1. WHS Students: Sadie Susi and Jonah Freund were chosen for their active participation in school and community organizations, citizenship, character, and integrity to receive the CAPSS Superintendent Award. Ms. Winch spoke of their accolades for this recognition.
 - D. Recognition of Retirees: Eve Barakos, Joseph Biegaj, Catherine Taylor, Mary Jo Noonan and Robert Synott were honored as retiring teachers and a brief reception was held in their honor. The BOE offered words of appreciation for the many years of service from each of the retirees.

- IV. STUDENT REPRESENTATIVE REPORT:** Andrew Livingstone reported on high school activities with the assistance of new student representatives, Delaney Belcourt and Elliot Koplas. The students reported on the success of spring athletics, SADD fundraiser, students involvement in Band and Choir concerts (Mr. Gearhardt and Ms. Littlefield provided comments of appreciation to the band and chorus students); participation in the Memorial Day Ceremony, Jr. Senior Prom (with appreciation to Ms. Carr); Underclassman Awards Ceremony, Senior trip to Holiday Hill; 8th grade orientation, HALO awards. Andrew read a letter he wrote on his experiences in the WPS with special mention of Diane Lewis, Reading Specialist and Leslie Carson, College/Career Coordinator. Andrew is appreciative to the BOE and to Supt. Martineau and to T. Winch for the opportunity to serve as student representative.

*At this time, the Board adjourned for a brief reception to honor retirees.
At 7:51 p.m. the Board returned to regular session.*

V. NEW BUSINESS

- A. IDEA Grant Vote anticipated: – This grant provides funding for certified and non-certified staff, professional development training, and materials to address the needs of special education students. MOTION by D. Perreault and SECOND by M. Palumbo to approve the IDEA grant submission for 2022-2024 in the amount of \$144,745 for Section 611 and \$6682 for Section 619 for a total of \$151,427. Vote unanimous.
- B. BOE meeting dates – January 2023 – January 2024 – MOTION by Z. Hayden and SECOND by A. Miesse to approve the Board meeting dates from January 2023-2024 designating April 4 and June 6 as meeting dates. Vote unanimous.
- C. List of Policies reviewed by Policy Subcommittee – The Board was provided a list of policies reviewed by the Policy Subcommittee.
- D. 9327 - Bylaws of the Board – Meetings – First Reading – This policy will be placed on the next agenda for a vote from the full BOE.
- E. 1110.1 – Parent Involvement – Rescind – First Reading – This policy will also be placed on the agenda of the next BOE meeting for approval.
- F. 6000 Series – Shipman & Goodwin Policy – Parent-Involvement and Parent Teacher Communication – First Reading – To be placed on the BOE agenda for approval at the next BOE meeting.
- G. 1120 – Public Participation at Board Meetings – First Reading – This policy will also be placed on the next BOE agenda for approval.

VI. PUBLIC COMMENT: No comments

VII. ADMINISTRATOR(S) COMMENTS

- A. Graduation update – T. Winch, WHS Principal, reminded BOE that graduation is on Friday, June 10 at 5:00 p.m. Any Board member who is participating or needs seating should advise Cecilia.

VIII. SUPERINTENDENT'S REPORT

- A. Enrollment: Superintendent Martineau reported June 1st enrollment of 640 students.
- B. Portrait of a Graduate- MOTION by Z. Hayden and SECOND by M. Luft to approve the Portrait of a Graduate document as submitted and to move onto the next phase. Vote unanimous.
- C. Senior Exit Interviews: Superintendent Martineau has met with seniors for discussions on their experiences in Westbrook Public Schools. Students have indicated they are appreciative of the close-knit community and are cognizant of resources provided to them. Spanish and Portuguese

students have felt welcomed and would like immersion support with math and science to be considered. Students are appreciative of advanced courses available to them and would like senior year to be more open and flexible so they can participate in internship programs. Students asked that their appreciation be conveyed to the BOE for the opportunities provided to them..

IX. OLD BUSINESS

X. CONSENT AGENDA Approval of Minutes

1. Regular Meeting – May 10, 2022
2. Special BOE Meeting – May 18, 2022.
3. Special BOE Meeting – May 25, 2022

MOTION by C. Kuehlewind and SECOND by M. Palumbo to approve the minutes of May 10, May 18 and May 25, 2022. Vote unanimous.

XI. FINANCIAL REPORTS

- A. Review of Check Listings: Board members reviewed check listings for May 12, 2022 in the amount of \$140,466.19 and May 26, 2022 in the amount of \$145,060.70.
- B. Budget Narrative/Review of Expenditure Report – L. Wysocki provided a review of the budget as it stands.
- C. Line Item Transfer - None
- D. Insurance Report – Not available

XII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker reported the next meeting is scheduled for June 15.
- B. Long Range Planning – D. Perreault (no report)
- C. Fiscal & Budget – Z. Hayden reported having met with L. Wysocki for a tutorial on insurance. The next meeting is August 16.
- D. Teaching & Learning – D. Perreault expressed appreciation to Mr. Saba for his work with Teaching and Learning
- E. Communications & Marketing – M. Luft (no meeting)
- F. Negotiations – S. Greaves (K. Martineau reported the Negotiations Committee will meet on July 19)
- G. Town Energy Committee – A. Miesse (no report)
- H. LEARN- Z. Hayden reported the group is discussing the evaluation of the Ex. Director.
 - I. PTSO Representatives - M. Luft (Daisy) PTO is providing pizza on June 10th and 4th grade ceremony is at 10:00 a.m.; Z. Hayden (WMS) PTSO is looking for new board members; K. Walker (WHS) no report.
 - J. BOE Ad Hoc Calendar/Goals Committee – Z. Hayden reported he and D. Perreault will get together to create a draft for future meeting. He also commented on appreciation for the Board Retreat.

XIII. BOARD OF EDUCATION GOALS: Dr. Walker, Chair, asked to hear from each of the BOE members on their participation at school events: A. Miesse attended and enjoyed the Daisy Family Picnic, M. Palumbo attended a middle school night game in Durham, and tennis tournaments. D. Perreault attended baseball games and the athletic awards assembly and the underclassman awards assembly. C.Kuehlewind commented that the Theory of Relativity was fabulous. Z. Hayden participated in the cleanup of the 8th grade dance and observed the students had a great time. K. Walker attended the HALO Awards and was proud that WPS received 11 nominations and won 4. M. Palumbo was pleased with the respect and unity of the Middle School Unified Sports Banquet. Also, board members attended Prom at Waters Edge.

XIV. PERSONNEL: Superintendent Kristina Martineau advised the BOE of the following resignations:

- A. Michelle Tomek, Teacher at Daisy Ingraham submitted a letter of resignation effective June 13, 2022.
- B. Lori Wallace – FYI (Guidance Secretary) submitted a letter of resignation effective May 20, 2022.

MOTION by C. Kuehlewind and SECOND by Z. Hayden to move into Executive Session at 8:40 p.m. with an invitation to Superintendent Martineau. Vote unanimous.

MOTION by C. Kuehlewind and SECOND by Z. Hayden to add “Vote Anticipated” to Item XV. Executive Session. MOTION CARRIES.

XV. EXECUTIVE SESSION: Vote anticipated

A. Superintendent’s Evaluation

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

MOTION to move to Regular Session at 9:12 p.m.

MOTION by M. Palumbo and SECOND by Z. Hayden to accept and extend the 2024 –June 30, 2025 contract for the Superintendent of Schools, Dr. Kristina J. Martineau. Vote unanimous.

MOTION by D. Perreault and SECOND by Z. Hayden to give the Board Chair, Dr. Kim Walker, authority to finalize the draft of the Superintendent’s end of the year evaluation. Vote unanimous.

XVI. ADJOURN: MOTION by A. Miesse and SECOND by M. Luft to adjourn at 9:14 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

To be approved at next meeting.

Westbrook Public Schools

ENCLOSURE 4

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 07/07/2022

To Date: 07/07/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38265	07/07/2022	CABE, INC.	\$7,011.00	1001	Printed	Expense	<input type="checkbox"/> dues		
38266	07/07/2022	CAPSS	\$4,102.00	1001	Printed	Expense	<input type="checkbox"/> dues		
38267	07/07/2022	CAS	\$5,875.00	1001	Printed	Expense	<input type="checkbox"/> dues		
38268	07/07/2022	CMC NEPTUNE LLC	\$1,800.00	1001	Printed	Expense	<input type="checkbox"/> athletic software		
38269	07/07/2022	CSBGA	\$300.00	1001	Printed	Expense	<input type="checkbox"/>		
38270	07/07/2022	CT DEPT OF ENVIRONMENTAL PROTECTION	\$555.00	1001	Printed	Expense	<input type="checkbox"/>		
38271	07/07/2022	CT MUSIC EDUCATORS ASSN	\$275.00	1001	Printed	Expense	<input type="checkbox"/>		
38272	07/07/2022	DBO-TSG	\$2,684.56	1001	Printed	Expense	<input type="checkbox"/> phone		
38273	07/07/2022	EAST RIVER OIL CO., INC.	\$30,840.50	1001	Printed	Expense	<input type="checkbox"/> diesel fuel for buses		
38274	07/07/2022	[REDACTED]	\$9,150.00	1001	Printed	Expense	<input type="checkbox"/> spec. ed. tuition		
38275	07/07/2022	HUDL	\$8,000.00	1001	Printed	Expense	<input type="checkbox"/> athletic software		
38276	07/07/2022	JOHNSON CONTROLS	\$8,551.00	1001	Printed	Expense	<input type="checkbox"/> fire alarm contract		
38277	07/07/2022	KRISTINA MARTINEAU	\$500.00	1001	Printed	Expense	<input type="checkbox"/>		
38278	07/07/2022	N.E.A.S.C., INC.	\$3,630.00	1001	Printed	Expense	<input type="checkbox"/> dues		
38279	07/07/2022	NASSP	\$480.00	1001	Printed	Expense	<input type="checkbox"/>		
38280	07/07/2022	PRINCIPAL CUSTODY SOLUTIONS	\$131,715.00	1001	Printed	Expense	<input type="checkbox"/> BoE contribution to Town Pension		
38281	07/07/2022	ROSEN PUBLISHING GROUP	\$395.00	1001	Printed	Expense	<input type="checkbox"/>		
38282	07/07/2022	SETON EDUCATIONAL MEDIA	\$18.50	1001	Printed	Expense	<input type="checkbox"/>		
38283	07/07/2022	TEAM BUILDR	\$1,200.00	1001	Printed	Expense	<input type="checkbox"/> athletic software		
38284	07/07/2022	THE SHORELINE CONFERENCE	\$1,500.00	1001	Printed	Expense	<input type="checkbox"/> dues		

Total Amount: \$218,582.56

End of Report

Westbrook Public Schools

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 07/21/2022

To Date: 07/21/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38295	07/21/2022	ACCO BRANDS DIRECT	\$41.00	1003	Printed	Expense	<input type="checkbox"/>		
38296	07/21/2022	AIR GAS EAST	\$587.50	1003	Printed	Expense	<input type="checkbox"/>		
38297	07/21/2022	AUTOMATED BLDG SYSTEMS	\$15,953.00	1003	Printed	Expense	<input type="checkbox"/>		building controls contract
38298	07/21/2022	CDWG GOVERNMENT, INC.	\$9,405.00	1003	Printed	Expense	<input type="checkbox"/>		lightspeed filters - renewal
38299	07/21/2022	COMMERCIAL BANKING	\$62.90	1003	Printed	Expense	<input type="checkbox"/>		
38300	07/21/2022	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$5,735.50	1003	Printed	Expense	<input type="checkbox"/>		grounds contract
38301	07/21/2022	FRONTIER	\$1,604.31	1003	Printed	Expense	<input type="checkbox"/>		fax & areas of refuge
38302	07/21/2022	HEINEMANN	\$731.50	1003	Printed	Expense	<input type="checkbox"/>		
38303	07/21/2022	HOUGHTON MIFFLIN	\$1,131.56	1003	Printed	Expense	<input type="checkbox"/>		MS social studies books
38304	07/21/2022	HOUGHTON MIFFLIN HARCOURT, INC.	\$2,021.34	1003	Printed	Expense	<input type="checkbox"/>		HS spanish workbooks + online subscription
38305	07/21/2022	INFOBASE PUBLISHING	\$2,146.24	1003	Printed	Expense	<input type="checkbox"/>		HS library reference subscriptions
38306	07/21/2022	[REDACTED]	\$7,711.51	1003	Printed	Expense	<input type="checkbox"/>		special ed tuition
38307	07/21/2022	J.W. PEPPER & SON INC.	\$529.12	1003	Printed	Expense	<input type="checkbox"/>		
38308	07/21/2022	JOSTENS	\$14.05	1003	Printed	Expense	<input type="checkbox"/>		
38309	07/21/2022	LYNN CARD COMPANY	\$255.00	1003	Printed	Expense	<input type="checkbox"/>		
38310	07/21/2022	M.D. STETSON COMPANY INC.	\$450.14	1003	Printed	Expense	<input type="checkbox"/>		
38311	07/21/2022	MHS	\$1,425.00	1003	Printed	Expense	<input type="checkbox"/>		Connors 3 testing materials
38312	07/21/2022	SAYBROOK HARDWARE	\$246.63	1003	Printed	Expense	<input type="checkbox"/>		
38313	07/21/2022	STAPLES BUSINESS ADVANTAGE	\$220.99	1003	Printed	Expense	<input type="checkbox"/>		
38314	07/21/2022	TEACHER'S DISCOVERY	\$400.80	1003	Printed	Expense	<input type="checkbox"/>		
38315	07/21/2022	VERIZONWIRELESS	\$245.47	1003	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$50,918.56						

Budget Narrative
July 31, 2022

Salary Accounts- A place holding payroll encumbrance has been entered. Once all known personnel have started the school year and grant figures have been confirmed, it will be adjusted accurately.

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel will also be adjusted in September. This is a place holding encumbrance for July and August. Employee cost shares have not yet been deducted from this total.

Transportation- Summer School/ ESY (Extended School Year) – Purchase orders are in the process of being entered.

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

Tuition- Summer School/ ESY (Extended School Year) and annual student placements have not all been encumbered yet.

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

Properties (equipment) – Chromebooks, docking stations, and couple of classroom bookshelves, have been ordered.

8/1/2022
LEW

Westbrook Public Schools

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

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	\$686,333.47	\$686,333.47	\$10,833,565.36	\$10,782,582.87	\$50,982.49	0.4%
Sub-total : Salaries	\$11,519,898.83	\$686,333.47	\$686,333.47	\$10,833,565.36	\$10,782,582.87	\$50,982.49	0.4%
Benefits							
All Benefits (+)	\$3,036,137.81	\$517,505.03	\$517,505.03	\$2,518,632.78	\$2,513,557.79	\$5,074.99	0.2%
Sub-total : Benefits	\$3,036,137.81	\$517,505.03	\$517,505.03	\$2,518,632.78	\$2,513,557.79	\$5,074.99	0.2%
Professional Services							
Professional Services (+)	\$821,626.64	\$10,505.47	\$10,505.47	\$811,121.17	\$434,478.42	\$376,642.75	45.8%
Sub-total : Professional Services	\$821,626.64	\$10,505.47	\$10,505.47	\$811,121.17	\$434,478.42	\$376,642.75	45.8%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$30,239.50	\$30,239.50	\$371,398.50	\$136,754.45	\$234,644.05	58.4%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$30,239.50	\$30,239.50	\$371,398.50	\$136,754.45	\$234,644.05	58.4%
Transportation							
Transportation Services (+)	\$926,255.32	\$0.00	\$0.00	\$926,255.32	\$542,953.00	\$383,302.32	41.4%
Sub-total : Transportation	\$926,255.32	\$0.00	\$0.00	\$926,255.32	\$542,953.00	\$383,302.32	41.4%
Purchased Services							
Other Services (+)	\$135,907.34	\$28,517.34	\$28,517.34	\$107,390.00	\$36,834.46	\$70,555.54	51.9%
Sub-total : Purchased Services	\$135,907.34	\$28,517.34	\$28,517.34	\$107,390.00	\$36,834.46	\$70,555.54	51.9%
Tuition							
All Tuitions (+)	\$813,700.00	\$16,861.51	\$16,861.51	\$796,838.49	\$326,438.49	\$470,400.00	57.8%
Sub-total : Tuition	\$813,700.00	\$16,861.51	\$16,861.51	\$796,838.49	\$326,438.49	\$470,400.00	57.8%
Supplies							
All Supplies (+)	\$996,039.24	\$51,978.88	\$51,978.88	\$944,060.36	\$439,529.12	\$504,531.24	50.7%
Sub-total : Supplies	\$996,039.24	\$51,978.88	\$51,978.88	\$944,060.36	\$439,529.12	\$504,531.24	50.7%
Property							
Equipment (+)	\$203,576.72	\$220.99	\$220.99	\$203,355.73	\$110,642.84	\$92,712.89	45.5%

Operating Statement with Encumbrance

Westbrook Public Schools

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

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	\$220.99	\$220.99	\$203,355.73	\$110,642.84	\$92,712.89	45.5%
Total : EXPENSES	\$18,854,779.90	\$1,342,162.19	\$1,342,162.19	\$17,512,617.71	\$15,323,771.44	\$2,188,846.27	11.6%
NET ADDITION/(DEFICIT)	\$18,854,779.90	\$1,342,162.19	\$1,342,162.19	\$17,512,617.71	\$15,323,771.44	\$2,188,846.27	11.6%

End of Report

New Vendors- June/July

Learning Services International - Spec. Ed. supplies

Opentips- Athletics equip. repair

Sports Facilities Group, Inc.- Indoor track supplies

Imagine Learning LLC – Odesseyware's new name

New Haven Painter, LLC – painting of HS gym

ReDesign CT – Jason LaFluer – removal of wall for robotics room

Athletic Administrators Association – dues

Town of Enfield/Board of Education – Field Hockey scrimmage

Valiant Music Supply – HS music supplies

Tennis Club of Trumbull – Tennis tournament

Andrew Livingstone – award

Julia Farnoli - award

8/1/2022

L.E.W.

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/9/2022

From Check: 38101

From Voucher: 1162

To Date: 6/9/2022

To Check: 38146

To Voucher: 1162

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38101	06/09/2022	ADP, INC	\$3,837.18	1162	Printed	Expense	<input type="checkbox"/>	Payroll Services	
38102	06/09/2022	ADVANCED MECHANICAL SERVICES	\$1,123.11	1162	Printed	Expense	<input type="checkbox"/>	Hot Water issue WMS	
38103	06/09/2022	ALL WASTE, INC.	\$2,395.60	1162	Printed	Expense	<input type="checkbox"/>	Trash removal	
38104	06/09/2022	ALLSTON SUPPLY CO., INC.	\$444.90	1162	Printed	Expense	<input type="checkbox"/>		
38105	06/09/2022	AWARD EMBLEM MFG. CO., INC.	\$95.36	1162	Printed	Expense	<input type="checkbox"/>		
38106	06/09/2022	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$438.00	1162	Printed	Expense	<input type="checkbox"/>		
38107	06/09/2022	CDWG GOVERNMENT, INC.	\$2,187.01	1162	Printed	Expense	<input type="checkbox"/>	1 surface and 5 monitors	
38108	06/09/2022	CHROMEBOOKPARTS.COM	\$999.80	1162	Printed	Expense	<input type="checkbox"/>	Chromebook keyboard assemblies	
38109	06/09/2022	CIAC	\$400.00	1162	Printed	Expense	<input type="checkbox"/>		
38110	06/09/2022	CONNECTICUT MUSIC CO	\$40.00	1162	Printed	Expense	<input type="checkbox"/>		
38111	06/09/2022	COOPERATIVE ED SERVICES	\$633.00	1162	Printed	Expense	<input type="checkbox"/>		
38112	06/09/2022	CURTIN MOTOR LIVERY SERV.	\$10,615.00	1162	Printed	Expense	<input type="checkbox"/>	spec ed. transportation	
38113	06/09/2022	DBO-TSG	\$2,634.42	1162	Printed	Expense	<input type="checkbox"/>	phone bill	
38114	06/09/2022	DELTA-T GROUP HARTFORD, INC.	\$1,559.27	1162	Printed	Expense	<input type="checkbox"/>	para sub	
38115	06/09/2022	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$5,735.50	1162	Printed	Expense	<input type="checkbox"/>	Grounds Maintenance Contract	
38116	06/09/2022	DIGITAL BACKOFFICE	\$8,217.00	1162	Printed	Expense	<input type="checkbox"/>	fire wall/security software	
38117	06/09/2022	DINN BROS	\$450.25	1162	Printed	Expense	<input type="checkbox"/>		
38118	06/09/2022	ENVIRONMENTAL CONSULTING	\$670.00	1162	Printed	Expense	<input type="checkbox"/>		
38119	06/09/2022	FILTER SALES & SERV., INC	\$362.48	1162	Printed	Expense	<input type="checkbox"/>		
38120	06/09/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$2,282.48	1162	Printed	Expense	<input type="checkbox"/>	HS library books	
38121	06/09/2022	[REDACTED]	\$8,530.00	1162	Printed	Expense	<input type="checkbox"/>	spec ed. tuition	
38122	06/09/2022	HOME DEPOT	\$1,774.25	1162	Printed	Expense	<input type="checkbox"/>	scroll saws(MS)	

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/9/2022

From Check: 38101

From Voucher: 1162

To Date: 6/9/2022

To Check: 38146

To Voucher: 1162

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38123	06/09/2022	JULIE'S CUP OF JOE LLC	\$82.00	1162	Printed	Expense	<input type="checkbox"/>		
38124	06/09/2022	KELLY SERVICES INC.	\$3,200.94	1162	Printed	Expense	<input type="checkbox"/>	<i>substitutes</i>	
38125	06/09/2022	KRISTINA MARTINEAU	\$500.00	1162	Printed	Expense	<input type="checkbox"/>		
38126	06/09/2022	LANGUAGE LINE SERVICES, INC.	\$105.84	1162	Printed	Expense	<input type="checkbox"/>		
38127	06/09/2022	M & J BUS, INC.	\$22,645.46	1162	Printed	Expense	<input type="checkbox"/>	<i>Vinal/Vo Ag, late buses, spec ed.</i>	
38128	06/09/2022	M-F ATHLETIC CO., INC.	\$58.85	1162	Printed	Expense	<input type="checkbox"/>		
38129	06/09/2022	M.D. STETSON COMPANY INC.	\$1,217.79	1162	Printed	Expense	<input type="checkbox"/>	<i>custodial supplies</i>	
38130	06/09/2022	MAUREEN D. CALDWELL	\$108.81	1162	Printed	Expense	<input type="checkbox"/>		
38131	06/09/2022	MICHAEL A. THOMAS	\$50.31	1162	Printed	Expense	<input type="checkbox"/>		
38132	06/09/2022	MMSG	\$474.20	1162	Printed	Expense	<input type="checkbox"/>		
38133	06/09/2022	NATIONAL SCHOOL FORMS	\$187.83	1162	Printed	Expense	<input type="checkbox"/>		
38134	06/09/2022	NIAAA	\$450.00	1162	Printed	Expense	<input type="checkbox"/>		
38135	06/09/2022	PATTI GOAD	\$88.11	1162	Printed	Expense	<input type="checkbox"/>		
38136	06/09/2022	SAYBROOK HARDWARE	\$169.98	1162	Printed	Expense	<input type="checkbox"/>		
38137	06/09/2022	SHIPMAN & GOODWIN	\$1,325.50	1162	Printed	Expense	<input type="checkbox"/>	<i>legal issues</i>	
38138	06/09/2022	SOLANT HEALTH, LLC.	\$13,543.88	1162	Printed	Expense	<input type="checkbox"/>	<i>para sub and long term teacher sub</i>	
38139	06/09/2022	SOUTHERN CT DIAMOND CLUB	\$200.00	1162	Printed	Expense	<input type="checkbox"/>		
38140	06/09/2022	SUBURBAN STATIONERS	\$486.42	1162	Printed	Expense	<input type="checkbox"/>		
38141	06/09/2022	SUSAN MCMANUS	\$18.95	1162	Printed	Expense	<input type="checkbox"/>		
38142	06/09/2022	TELEIA SECURITY	\$440.00	1162	Printed	Expense	<input type="checkbox"/>		
38143	06/09/2022	TENNIS CLUB OF TRUMBULL	\$337.50	1162	Printed	Expense	<input type="checkbox"/>		
38144	06/09/2022	THE NIXON COMPANY	\$128.25	1162	Printed	Expense	<input type="checkbox"/>		
38145	06/09/2022	THE READING LEAGUE	\$200.00	1162	Printed	Expense	<input type="checkbox"/>		
38146	06/09/2022	UPS	\$23.85	1162	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/9/2022

To Date: 6/9/2022

From Check: 38101

To Check: 38146

From Voucher: 1162

To Voucher: 1162

Total Amount: \$101,469.08

End of Report

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/23/2022

From Check: 38147

From Voucher: 1168

To Date: 6/23/2022

To Check: 38206

To Voucher: 1168

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38147	06/23/2022	AAE SPORTS	\$335.00	1168	Printed	Expense	<input type="checkbox"/>		
38148	06/23/2022	ACTIVITY BASED SUPPLIES	\$75.90	1168	Printed	Expense	<input type="checkbox"/>		
38149	06/23/2022	AMAZON CREDIT PLAN	\$3,672.77	1168	Printed	Expense	<input checked="" type="checkbox"/>		
38150	06/23/2022	ATHLETIC ADMINISTRATORS ASSOCIATION	\$450.00	1168	Printed	Expense	<input type="checkbox"/>		
38151	06/23/2022	BAUDVILLE, INC.	\$184.95	1168	Printed	Expense	<input type="checkbox"/>		
38152	06/23/2022	BRADLEY & WALL	\$175.30	1168	Printed	Expense	<input type="checkbox"/>		
38153	06/23/2022	BSNSPORTS	\$3,205.31	1168	Printed	Expense	<input type="checkbox"/>		
38154	06/23/2022	CABE, INC.	\$75.00	1168	Printed	Expense	<input type="checkbox"/>		
38155	06/23/2022	CASBO	\$675.00	1168	Printed	Expense	<input type="checkbox"/>		
38156	06/23/2022	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$36,188.00	1168	Printed	Expense	<input type="checkbox"/>		
38157	06/23/2022	CBS THERAPY	\$13,872.00	1168	Printed	Expense	<input type="checkbox"/>		
38158	06/23/2022	CEN/UCONN	\$85.00	1168	Printed	Expense	<input type="checkbox"/>		
38159	06/23/2022	CHAPIN & BANGS	\$1,502.65	1168	Printed	Expense	<input type="checkbox"/>		
38160	06/23/2022	CIAC	\$75.00	1168	Printed	Expense	<input type="checkbox"/>		
38161	06/23/2022	CITIZENS BANK-MASTERCARD	\$469.57	1168	Printed	Expense	<input type="checkbox"/>		
38162	06/23/2022	COMMERCIAL BANKING	\$63.51	1168	Printed	Expense	<input type="checkbox"/>		
38163	06/23/2022	CURTIN MOTOR LIVERY SERV.	\$4,178.00	1168	Printed	Expense	<input type="checkbox"/>		
38164	06/23/2022	DEBOW MECHANICAL SERVICES	\$493.75	1168	Printed	Expense	<input type="checkbox"/>		
38165	06/23/2022	DELTA-T GROUP HARTFORD, INC.	\$1,117.97	1168	Printed	Expense	<input type="checkbox"/>		
38166	06/23/2022	DINN BROS	\$15.20	1168	Printed	Expense	<input type="checkbox"/>		
38167	06/23/2022	EDUCATION WEEK	\$79.00	1168	Printed	Expense	<input type="checkbox"/>		
38168	06/23/2022	ELECTRICAL WHOLESALERS	\$46.50	1168	Printed	Expense	<input type="checkbox"/>		

*Daisy: music + math supplies
MS: English, health and spec. ed.
HS: tech ed, athletics, science,
music, graduation.*

Spring athletic supplies

Smartboards

para vacancy overage

HS tech ed. supplies

ASBO dues, BOE retreat dinner

spec. ed. transportation

para coverage

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/23/2022

From Check: 38147

From Voucher: 1168

To Date: 6/23/2022

To Check: 38206

To Voucher: 1168

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38169	06/23/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$1,168.57	1168	Printed	Expense	<input type="checkbox"/>	MS library books	
38170	06/23/2022	GROVE GARDENS	\$135.00	1168	Printed	Expense	<input type="checkbox"/>		
38171	06/23/2022	GULL ASSOCIATES	\$170.00	1168	Printed	Expense	<input type="checkbox"/>		
38172	06/23/2022	HEGGERTY	\$537.86	1168	Printed	Expense	<input type="checkbox"/>		
38173	06/23/2022	JOSTENS	\$14.05	1168	Printed	Expense	<input type="checkbox"/>		
38174	06/23/2022	JUGS, INC.	\$234.85	1168	Printed	Expense	<input type="checkbox"/>		
38175	06/23/2022	KAREN ANTHONY	\$345.00	1168	Printed	Expense	<input type="checkbox"/>		
38176	06/23/2022	KELLY SERVICES INC.	\$3,111.42	1168	Printed	Expense	<input type="checkbox"/>	teacher subs	
38177	06/23/2022	LAURIE KUKTA	\$730.56	1168	Printed	Expense	<input type="checkbox"/>		
38178	06/23/2022	M & J BUS, INC.	\$52,671.57	1168	Printed	Expense	<input type="checkbox"/>	field trips, athletic, vinal/votag	
38179	06/23/2022	M.D. STETSON COMPANY INC.	\$320.53	1168	Printed	Expense	<input type="checkbox"/>		
38180	06/23/2022	MICHAEL A. THOMAS	\$144.61	1168	Printed	Expense	<input type="checkbox"/>		
38181	06/23/2022	MMSGs	\$333.03	1168	Printed	Expense	<input type="checkbox"/>		
38182	06/23/2022	[REDACTED]	\$16,422.00	1168	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
38183	06/23/2022	NATIONAL ASSOC OF SCHOOL PSYCHOLOGISTS	\$220.00	1168	Printed	Expense	<input type="checkbox"/>		
38184	06/23/2022	NATIONAL SCHOOL FORMS	\$143.99	1168	Printed	Expense	<input type="checkbox"/>		
38185	06/23/2022	NEW ENGLAND CENTER FOR HEARING REHAB	\$880.00	1168	Printed	Expense	<input type="checkbox"/>		
38186	06/23/2022	NICOLE ARCHAMBAULT	\$110.21	1168	Printed	Expense	<input type="checkbox"/>		
38187	06/23/2022	NYMAN JEWELERS	\$130.00	1168	Printed	Expense	<input type="checkbox"/>		
38188	06/23/2022	OSHS TRACK	\$300.00	1168	Printed	Expense	<input type="checkbox"/>		
38189	06/23/2022	RUSTY KILN CERAMIC STUDIO	\$4,725.00	1168	Printed	Expense	<input type="checkbox"/>	HS art / replacement	
38190	06/23/2022	S&S WORLDWIDE	\$1,228.18	1168	Printed	Expense	<input type="checkbox"/>	Daisy + HS P.E. supplies	

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/23/2022

From Check: 38147

From Voucher: 1168

To Date: 6/23/2022

To Check: 38206

To Voucher: 1168

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38191	06/23/2022	SAYBROOK HARDWARE	\$406.89	1168	Printed	Expense	<input type="checkbox"/>		
38192	06/23/2022	SCHOOL MATE	\$638.75	1168	Printed	Expense	<input type="checkbox"/>		
38193	06/23/2022	SHANNON BROOKE	\$4,180.00	1168	Printed	Expense	<input type="checkbox"/>	speech - large coverage	
38194	06/23/2022	SOLIANI HEALTH, LLC.	\$3,686.00	1168	Printed	Expense	<input type="checkbox"/>	para coverage	
38195	06/23/2022	SPORTEES LLC.	\$120.00	1168	Printed	Expense	<input type="checkbox"/>		
38196	06/23/2022	SUBURBAN STATIONERS	\$2,219.03	1168	Printed	Expense	<input type="checkbox"/>	new desk/book shelf (FL) + headphones (MS)	
38197	06/23/2022	TAFT EDUCATIONAL CENTER	\$950.00	1168	Printed	Expense	<input type="checkbox"/>	AP art + Design course	
38198	06/23/2022	TARA WINCH	\$217.52	1168	Printed	Expense	<input type="checkbox"/>		
38199	06/23/2022	TAYLOR RENTAL	\$743.00	1168	Printed	Expense	<input type="checkbox"/>	HS grad.	
38200	06/23/2022	TECHNIQUE PRINTERS	\$285.00	1168	Printed	Expense	<input type="checkbox"/>		
38201	06/23/2022	THE COLLEGE BOARD	\$802.80	1168	Printed	Expense	<input type="checkbox"/>	PSAT's	
38202	06/23/2022	TOWN OF ENFIELD	\$100.00	1168	Printed	Expense	<input type="checkbox"/>		
38203	06/23/2022	TPC ASSOCIATES INC	\$4,937.00	1168	Printed	Expense	<input type="checkbox"/>	Fire Alarm testing/batteries	
38204	06/23/2022	VEX ROBOTICS, INC.	\$1,425.04	1168	Printed	Expense	<input type="checkbox"/>	MS Robotics club kits	
38205	06/23/2022	WALE APPARATUS CO., INC.	\$110.52	1168	Printed	Expense	<input type="checkbox"/>		
38206	06/23/2022	WILSON LANGUAGE TRAINING	\$1,517.28	1168	Printed	Expense	<input type="checkbox"/>	Daisy spec.ed. materials	

Total Amount: \$173,450.64

End of Report

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/30/2022

From Check: 38207

From Voucher: 1175

To Date: 6/30/2022

To Check: 38249

To Voucher: 1175

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38207	06/30/2022	ACORN-BERNIER ELECTRIC	\$2,251.25	1175	Printed	Expense	<input type="checkbox"/>	Robotics rm + Kiln	
38208	06/30/2022	ADVANCED POWER SERVICES, LLC.	\$637.00	1175	Printed	Expense	<input type="checkbox"/>		
38209	06/30/2022	ALL WASTE, INC.	\$2,646.71	1175	Printed	Expense	<input type="checkbox"/>	trash removal plus 1 extra pickup	
38210	06/30/2022	AMERICAN TIME & SIGNAL	\$332.11	1175	Printed	Expense	<input type="checkbox"/>		
38211	06/30/2022	BSNSPORTS	\$3,809.63	1175	Printed	Expense	<input type="checkbox"/>	MS sports	
38212	06/30/2022	CASP	\$75.00	1175	Printed	Expense	<input type="checkbox"/>		
38213	06/30/2022	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$603.27	1175	Printed	Expense	<input type="checkbox"/>		
38214	06/30/2022	CIT TECHNOLOGY FIN SERV., INC.	\$7,947.46	1175	Printed	Expense	<input type="checkbox"/>	copier agreement	
38215	06/30/2022	CLINTON SPORT SHOP	\$200.00	1175	Printed	Expense	<input type="checkbox"/>		
38216	06/30/2022	CONN.WATER CO.	\$1,048.51	1175	Printed	Expense	<input type="checkbox"/>	water usage & testing	
38217	06/30/2022	DEBOW MECHANICAL SERVICES	\$13,282.50	1175	Printed	Expense	<input type="checkbox"/>	Repair Daisy cafe air handler & installation of exhaust fans	
38218	06/30/2022	DELTA-T GROUP HARTFORD, INC.	\$117.56	1175	Printed	Expense	<input type="checkbox"/>		
38219	06/30/2022	EB EXTERMINATING CO.	\$113.00	1175	Printed	Expense	<input type="checkbox"/>		
38220	06/30/2022	EBSCO ACCOUNTS RECEIVABLE	\$177.90	1175	Printed	Expense	<input type="checkbox"/>		
38221	06/30/2022	ENCORE FIRE PROTECTION	\$4,219.20	1175	Printed	Expense	<input type="checkbox"/>	kitchen suppressions inspections	
38222	06/30/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$527.38	1175	Printed	Expense	<input type="checkbox"/>	and fire extinguisher inspections	
38223	06/30/2022	FRONTIER	\$772.47	1175	Printed	Expense	<input type="checkbox"/>		
38224	06/30/2022	GROVE GARDENS	\$699.00	1175	Printed	Expense	<input type="checkbox"/>		
38225	06/30/2022	KELLY SERVICES INC.	\$3,342.48	1175	Printed	Expense	<input type="checkbox"/>	substitutes	
38226	06/30/2022	LAKESHORE LEARNING MATERIALS	\$4,299.85	1175	Printed	Expense	<input type="checkbox"/>	grade 1 group tables	
38227	06/30/2022	M & J BUS, INC.	\$14,014.30	1175	Printed	Expense	<input type="checkbox"/>	spec. ed., exam buses, late buses	
38228	06/30/2022	M.D. STETSON COMPANY INC.	\$597.54	1175	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 6/30/2022

From Check: 38207

From Voucher: 1175

To Date: 6/30/2022

To Check: 38249

To Voucher: 1175

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38229	06/30/2022	MAKEMYNEWSPAPER.COM INC.	\$245.57	1175	Printed	Expense	<input type="checkbox"/>		
38230	06/30/2022	MUTUAL OF OMAHA	\$1,919.40	1175	Printed	Expense	<input type="checkbox"/>	life insurance	
38231	06/30/2022	NAT'L ENERGY CONTROL CORP	\$146.77	1175	Printed	Expense	<input type="checkbox"/>		
38232	06/30/2022	PITNEY -BOWES, RESERVE ACCOUNT	\$2,000.00	1175	Printed	Expense	<input type="checkbox"/>	postage for meters	
38233	06/30/2022	RE-DESIGN-CT	\$4,620.00	1175	Printed	Expense	<input type="checkbox"/>	Removal of wall - Robotics Rm	
38234	06/30/2022	S&S WORLDWIDE	\$2,446.88	1175	Printed	Expense	<input type="checkbox"/>	HS athletics and Daisy field day	
38235	06/30/2022	SAYBROOK HARDWARE	\$414.95	1175	Printed	Expense	<input type="checkbox"/>		
38236	06/30/2022	SCHOLASTIC, INC.-2	\$280.21	1175	Printed	Expense	<input type="checkbox"/>		
38237	06/30/2022	SHERWIN WILLIAMS	\$259.52	1175	Printed	Expense	<input type="checkbox"/>		
38238	06/30/2022	SHIPMAN & GOODWIN	\$884.00	1175	Printed	Expense	<input type="checkbox"/>		
38239	06/30/2022	SHOPRITE OF WEST HAVEN	\$198.54	1175	Printed	Expense	<input type="checkbox"/>		
38240	06/30/2022	SOUTHERN CT GAS CO	\$3,361.03	1175	Printed	Expense	<input type="checkbox"/>	NG "generation"	
38241	06/30/2022	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$3,899.46	1175	Printed	Expense	<input type="checkbox"/>	NG "supply"	
38242	06/30/2022	STADIUM SYSTEMS	\$541.00	1175	Printed	Expense	<input type="checkbox"/>		
38243	06/30/2022	STEWART'S MUSIC	\$3,000.00	1175	Printed	Expense	<input type="checkbox"/>	MS instrument service/repairs	
38244	06/30/2022	SUBURBAN STATIONERS	\$90.34	1175	Printed	Expense	<input type="checkbox"/>		
38245	06/30/2022	THE HUNTINGTON NATIONAL BANK	\$14,754.75	1175	Printed	Expense	<input type="checkbox"/>	Madison solar credits	
38246	06/30/2022	VERIZONWIRELESS	\$245.02	1175	Printed	Expense	<input type="checkbox"/>		
38247	06/30/2022	WALMART - CAPITAL ONE	\$472.01	1175	Printed	Expense	<input type="checkbox"/>		
38248	06/30/2022	Wattifi Inc.	\$5,745.60	1175	Printed	Expense	<input type="checkbox"/>	electricity "supply"	
38249	06/30/2022	WEST MUSIC	\$2,570.03	1175	Printed	Expense	<input type="checkbox"/>	Daisy music supplies	

Total Amount: \$109,809.20

Westbrook Public Schools

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 21170114

From Date:
From Check: 038250
From Voucher:

To Date:
To Check: 38264
To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38250	06/30/2022	AMERICAN TIME & SIGNAL	\$332.11	1176	Printed	Expense	<input type="checkbox"/>		
38251	06/30/2022	AWARD EMBLEM MFG. CO., INC.	\$22.91	1176	Printed	Expense	<input type="checkbox"/>		
38252	06/30/2022	CONN. WATER CO.	\$794.00	1176	Printed	Expense	<input type="checkbox"/>		
38253	06/30/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$579.72	1176	Printed	Expense	<input type="checkbox"/>		
38254	06/30/2022	HP INC.	\$7,076.10	1176	Printed	Expense	<input type="checkbox"/>		
38255	06/30/2022	LANGUAGE LINE SERVICES, INC.	\$58.87	1176	Printed	Expense	<input type="checkbox"/>		
38256	06/30/2022	M.D. STETSON COMPANY INC.	\$19,953.21	1176	Printed	Expense	<input type="checkbox"/>		
38257	06/30/2022	MIDDLETOWN PLATE GLASS	\$8.72	1176	Printed	Expense	<input type="checkbox"/>		
38258	06/30/2022	MJ DALY	\$386.00	1176	Printed	Expense	<input type="checkbox"/>		
38259	06/30/2022	MONOFLO SEPTIC TANK CO.	\$8,335.00	1176	Printed	Expense	<input type="checkbox"/>		
38260	06/30/2022	MUSICIAN'S FRIEND, INC	\$881.88	1176	Printed	Expense	<input type="checkbox"/>		
38261	06/30/2022	[REDACTED]	\$10,166.00	1176	Printed	Expense	<input type="checkbox"/>		
38262	06/30/2022	SIGN PRO INC.	\$6,129.00	1176	Printed	Expense	<input type="checkbox"/>		
38263	06/30/2022	SUBURBAN STATIONERS	\$20.84	1176	Printed	Expense	<input type="checkbox"/>		
38264	06/30/2022	Wattifi Inc.	\$23,170.60	1176	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$77,914.96

End of Report

☐ Docking stations
☐ Carpet extractor/cleaner
☐ Septic pumping
☐ spec. ed. function
☐ banner installation
☐ electricity "supply"

Westbrook Public Schools

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date:
From Check: 38285
From Voucher:

To Date:
To Check: 38294
To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38285	06/30/2022	ADP, INC	\$1,787.75	1177	Printed	Expense	<input type="checkbox"/>		
38286	06/30/2022	AMAZON CREDIT PLAN	\$1,514.82	1177	Printed	Expense	<input type="checkbox"/>		
38287	06/30/2022	CBS THERAPY	\$3,312.00	1177	Printed	Expense	<input type="checkbox"/>		
38288	06/30/2022	CITIZENS BANK-MASTERCARD	\$300.00	1177	Printed	Expense	<input type="checkbox"/>		
38289	06/30/2022	JOHNSON CONTROLS	\$921.56	1177	Printed	Expense	<input type="checkbox"/>		
38290	06/30/2022	NEW HAVEN PAINTERS, LLC	\$32,252.50	1177	Printed	Expense	<input type="checkbox"/>		
38291	06/30/2022	SAV-MOR COOLING AND HEATING, INC	\$16,997.55	1177	Printed	Expense	<input type="checkbox"/>		
38292	06/30/2022	SCHOOL SPECIALTY, LLC	\$1,147.53	1177	Printed	Expense	<input type="checkbox"/>		
38293	06/30/2022	SOUTHERN CT GAS CO	\$6,528.57	1177	Printed	Expense	<input type="checkbox"/>		
38294	06/30/2022	Wattifi Inc.	\$23,585.61	1177	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$88,347.89						

End of Report

☐ Payroll processing
☐ Daisy Math, MS music, co. office
☐ para coverage (June)
☐ gift cards
☐ battery replacement
☐ gym painting
☐ m.s. A/C unit(s) repair
☐ Daisy Science + office supplies
☐ NG "generation"
☐ electricity "supply"

Westbrook Public Schools

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date:
From Check: 38346
From Voucher:

To Date:
To Check: 38365
To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
38346	06/30/2022	ACORN-BERNIER ELECTRIC	\$150.00	1181	Printed	Expense	<input type="checkbox"/>		
38347	06/30/2022	ALL WASTE, INC.	\$371.05	1181	Printed	Expense	<input type="checkbox"/>		
38348	06/30/2022	AMAZON CREDIT PLAN	\$9,380.59	1181	Printed	Expense	<input type="checkbox"/>		
38349	06/30/2022	C&A DISTRIBUTORS	\$1,710.00	1181	Printed	Expense	<input type="checkbox"/>		
38350	06/30/2022	CONN.WATER CO.	\$1,604.07	1181	Printed	Expense	<input type="checkbox"/>		
38351	06/30/2022	CSCA	\$60.00	1181	Printed	Expense	<input type="checkbox"/>		
38352	06/30/2022	DALENE FLOORING	\$19,180.00	1181	Printed	Expense	<input type="checkbox"/>		
38353	06/30/2022	Energy Air	\$4,300.00	1181	Printed	Expense	<input type="checkbox"/>		
38354	06/30/2022	FOOD EQUIPMENT SPECIALISTS	\$1,500.00	1181	Printed	Expense	<input type="checkbox"/>		
38355	06/30/2022	NORTH HAVEN CERAMIC TILE	\$3,769.80	1181	Printed	Expense	<input type="checkbox"/>		
38356	06/30/2022	PITNEY BOWES	\$145.95	1181	Printed	Expense	<input type="checkbox"/>		
38357	06/30/2022	SCHOOL SPECIALTY, LLC	\$56.06	1181	Printed	Expense	<input type="checkbox"/>		
38358	06/30/2022	SCHOOLPRIDE	\$14,158.00	1181	Printed	Expense	<input type="checkbox"/>		
38359	06/30/2022	SHERWIN WILLIAMS	\$254.56	1181	Printed	Expense	<input type="checkbox"/>		
38360	06/30/2022	SHIPMAN & GOODWIN	\$985.00	1181	Printed	Expense	<input type="checkbox"/>		
38361	06/30/2022	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$5,470.60	1181	Printed	Expense	<input type="checkbox"/>		
38362	06/30/2022	THE DAY PUBLISHING COMPANY	\$336.00	1181	Printed	Expense	<input type="checkbox"/>		
38363	06/30/2022	THE HUNTINGTON NATIONAL BANK	\$15,288.05	1181	Printed	Expense	<input type="checkbox"/>		
38364	06/30/2022	Wattifi Inc.	\$5,203.13	1181	Printed	Expense	<input type="checkbox"/>		
38365	06/30/2022	WESTBROOK SCHS ACTIVITY	\$51,800.00	1181	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$135,722.86						

End of Report

☐ extra dumpster
☐ Robotics supplies/equipment
☐ bathroom partition repair
☐ testing and water usage
☐ Robotics floor
☐ split unit in server rm
☐ MS cafe repair
☐ MS conference rm carpet
☐ Banners
☐ NG supply
☐ Solar credits
☐ electricity "supply"
☐ Computers - ordered but not arrived yet.

**Budget Narrative
Year End 2021-22**

I have not reconciled our expenditures with the Town yet.

Acting on the consensus of the Board in May 2022, 2% of the allowable surplus (\$370,248) will be sent to the capital fund. Additional funds (\$381,700) will also to be sent to the health insurance reserve account. The remining \$8,386.96 will be “returned” to the Town’s general fund.

Salary Accounts- The year ended with an overall balance of \$ 378,570.07 resulting from the following: New teachers hired at lower salary than previous person (2 positions), special education teaching positions reallocated (reduction of 2 positions), 7 open para positions covered by year-long substitutes (professional services), new paras hired at lower wages than previously held persons, 1 unfilled building and grounds monitor, use of ESSER/ARP funds for Summer Academy (2021), and unpaid leaves of absences.

Benefits – While there was a balance in Social Security/Medicare costs, due to lower or lack of wages, an overall deficit of \$306,991.27 is due to the decision to send additional funds to the health reserve account.

Purchased Services- Professional Services – The overall deficit of \$ 92,235.71 is due to substitute coverage for vacant paraprofessional positions. Balances in professional development, legal services, and special education consulting services helped lessen the overall deficit.

Building Services- The overall deficit of \$2,388.84 is primarily due to the grounds maintenance contract bid results and building repairs/upgrades. Balances in departmental repairs kept this deficit at a minimum.

Purchased Services – The overall balance of \$39,001.03 resulted from lower than budgeted phone costs and less travel/conferences expenses, due to increased access to remote webinars and workshops.

Transportation- An overall balance of \$83,082.50 is due to special education variances, and limited field trips.

Tuition- A \$325,310.61 balance is primarily due to special education; variances in placements and students budgeted vs. actual expenses.

Supplies- The \$34,544.12 deficit is due to general supplies for the new robotics room, the painting and banner replacement project in the HS gym, and replacement of locker shelves and new partitions in the shower areas at the middle school (maintenance supplies). There were balances and deficits throughout all departmental instructional supplies, keeping this deficit curtailed

Properties (equipment)- A deficit of \$11,170.31 is due to the purchase of workbenches/furniture for the robotics room, the middle school conference room carpet replacement, and the purchase of a new kiln at the HS.

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 06/30/2022

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
EXPENSES							
Salaries							
All Wages (+)	\$11,664,189.63	\$11,285,619.56	\$11,285,619.56	\$378,570.07	\$0.00	\$378,570.07	3.2%
Sub-total : Salaries	\$11,664,189.63	\$11,285,619.56	\$11,285,619.56	\$378,570.07	\$0.00	\$378,570.07	3.2%
Benefits							
All Benefits (+)	\$2,467,881.48	\$2,774,872.75	\$2,774,872.75	(\$306,991.27)	\$0.00	(\$306,991.27)	-12.4%
Sub-total : Benefits	\$2,467,881.48	\$2,774,872.75	\$2,774,872.75	(\$306,991.27)	\$0.00	(\$306,991.27)	12.4%
Professional Services							
Professional Services (+)	\$820,932.62	\$913,168.33	\$913,168.33	(\$92,235.71)	\$0.00	(\$92,235.71)	-11.2%
Sub-total : Professional Services	\$820,932.62	\$913,168.33	\$913,168.33	(\$92,235.71)	\$0.00	(\$92,235.71)	11.2%
Purch. Services- BLDG							
Bldg Services (+)	\$398,806.49	\$401,195.33	\$401,195.33	(\$2,388.84)	\$0.00	(\$2,388.84)	-0.6%
Sub-total : Purch. Services- BLDG	\$398,806.49	\$401,195.33	\$401,195.33	(\$2,388.84)	\$0.00	(\$2,388.84)	0.6%
Transportation							
Transportation Services (+)	\$868,602.00	\$785,519.50	\$785,519.50	\$83,082.50	\$0.00	\$83,082.50	9.6%
Sub-total : Transportation	\$868,602.00	\$785,519.50	\$785,519.50	\$83,082.50	\$0.00	\$83,082.50	9.6%
Purchased Services							
Other Services (+)	\$146,232.34	\$107,231.31	\$107,231.31	\$39,001.03	\$0.00	\$39,001.03	26.7%
Sub-total : Purchased Services	\$146,232.34	\$107,231.31	\$107,231.31	\$39,001.03	\$0.00	\$39,001.03	26.7%
Tuition							
All Tuitions (+)	\$924,277.64	\$598,967.03	\$598,967.03	\$325,310.61	\$0.00	\$325,310.61	35.2%
Sub-total : Tuition	\$924,277.64	\$598,967.03	\$598,967.03	\$325,310.61	\$0.00	\$325,310.61	35.2%
Supplies							
All Supplies (+)	\$999,845.75	\$1,034,389.87	\$1,034,389.87	(\$34,544.12)	\$0.00	(\$34,544.12)	-3.5%
Sub-total : Supplies	\$999,845.75	\$1,034,389.87	\$1,034,389.87	(\$34,544.12)	\$0.00	(\$34,544.12)	3.5%
Property							
Equipment (+)	\$221,560.00	\$232,730.31	\$232,730.31	(\$11,170.31)	\$0.00	(\$11,170.31)	-5.0%

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 06/30/2022

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : Property	\$221,560.00	\$232,730.31	\$232,730.31	(\$11,170.31)	\$0.00	(\$11,170.31)	5.0%
Total : EXPENSES	\$18,512,327.95	\$18,133,693.99	\$18,133,693.99	\$378,633.96	\$0.00	\$378,633.96	2.0%
NET ADDITION/(DEFICIT)	\$18,512,327.95	\$18,133,693.99	\$18,133,693.99	\$378,633.96	\$0.00	\$378,633.96	2.0%

End of Report