

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

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**WESTBROOK BOARD OF EDUCATION**  
**Tuesday, February 9, 2021 @ 7:00 p.m.**  
**Regular Board of Education Meeting**  
**Google Meet**

The Regular Board of Education Meeting will be held on Tuesday, February 9, 2021 at 7:00 p.m. via Google Meeting. To join the meeting you have the following two options:

**Method 1**

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

**Method 2**

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

**AGENDA**

- I. CALL TO ORDER – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGMENTS
- IV. STUDENT REPRESENTATIVE REPORT – Jessie McGannon
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items
- VI. ADMINISTRATOR(S) COMMENTS
- VII. NEW BUSINESS – Vote anticipated
  - A. BOE Structure for New and Existing Committees – Vote anticipated
    1. Communications/Marketing
    2. Fiscal & Budget (Insurance)
    3. Long Range Planning
    4. Negotiations
    5. Policy
    6. PTSO
    7. Teaching & Learning
    8. Technology
    9. LEARN

- B. Policy 4118.237 – Facemasks – First Read (Enclosure #1)
- C. Policy 5145.44 – Title IX – First Read (Enclosure #2)
- D. Policy 9221 – Board Member Vacancies (Enclosure #3)

VIII. SUPERINTENDENT’S REPORT – Vote Anticipated

- A. Enrollment – February (Enclosure #4)
- B. Remote Learning Update
- C. Entry Plan Update
- D. Middle School Principal Search Update
- E. Superintendent’s Proposed Budget for Fiscal Year 2021-2022 – Vote Anticipated (Enclosure #5)

IX. OLD BUSINESS

X. CONSENT AGENDA – Vote Anticipated

- A. Approval of Minutes:
  - 1. Regular Meeting of January 12, 2021 (Enclosure #6)
  - 2. Special Meeting of January 20, 2021 (Enclosure #7)
  - 3. Special Meeting of January 26, 2021 (Enclosure #8)
  - 4. Special Meeting of February 2, 2021 (Enclosure #9)

XI FINANCIAL REPORTS - (Enclosure #10)

- A. Review of Check Listing
- B. Budget Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report

XII. BOARD COMMITTEE REPORTS

- A. Policy – K. Walker
- B. Long Range Planning – M. Palumbo
- C. Insurance- M. Luft
- D. Negotiations - S. Greaves
- E. Town Ad Hoc Committee – L. Wysocki
- F. PTSO Representatives - M. Luft, M. Esposito, Z. Hayden

XIII. PERSONNEL

XIV. EXECUTIVE SESSION – Vote Anticipated

- A. Board of Education Goals
- B. Superintendent’s Goals

XV. ADJOURN

## **Personnel -- Certified/Non-Certified**

### **Students**

#### **Face Masks/Coverings**

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the *Framework for Connecticut Schools*, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the District prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in *Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together* requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

### **Definitions**

**Face covering/mask** – a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes or talks.)

**Face shield** – a clear, plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face, protecting the eyes, nose and mouth from contamination from respiratory droplets, along with masks or respirators.

**Clear plastic barrier** – a clear plastic or solid surface that can be cleaned and sanitized often.

## **Personnel -- Certified/Non-Certified**

### **Students**

#### **Face Masks/Coverings (continued)**

##### **Transportation**

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

##### **School Buildings and Grounds**

All students, staff, and visitors are required to use face coverings, that completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

A written notification from a physician is required in order for the Board to permit a medical exemption. The note should state the medical reason for the requested exemption, such as, but not limited to, difficulty breathing. The note will be reviewed by the school medical advisor. Medical contraindications to the wearing of cloth or other similar loose fitting masks are generally limited to individuals suffering from severe chronic obstructive pulmonary disease (COPD) such as might be seen with cystic fibrosis, severe emphysema, heart failure, or significant facial burns that would cause extreme pain or interfere with the healing of a skin graft. These severe medical conditions will be rare in students or staff capable of present to the school for work or instruction. Anyone suffering from these underlying conditions are strongly recommended to remain at home and engage in virtual learning due to their risk of developing serious complications if infected with CBID-19. Mild or intermittent respiratory or other

## **Personnel Certified/Non-Certified**

**P4118.237(c)**

**4218.237**

**5141.8**

## **Students**

### **Face Masks/Coverings**

common conditions such as asthma, cardiovascular diseases, kidney disease or other similar conditions are generally not considered contraindications to wearing loose-fitting face coverings.

Parents/guardians may not excuse their child from this face mask requirement, by signing a waiver, because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

The school will assess the appropriate accommodations for student with disabilities who are unable to wear a mask on an individual basis. Additionally, students and staff involved in certain special education activities like speech therapy or where lip reading is required may need to be exempted from wearing a face covering mask intermittently. Effective use of other mitigation strategies such as maximizing distance, moving activities outdoors or to a well-ventilated space, or use of other physical barriers are important to the protection of the students and staff involved.

The Board shall provide to any student, staff member or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students and students' families regarding the proper use, removal and washing of cloth face coverings.

### **Limited Exceptions to Use of Face Coverings**

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.) and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

### **Mask Breaks**

Breaks from wearing masks, for a period of time per break limited to no more than 15 minutes, shall be scheduled throughout the school day, by the teacher, provided that strict social

## **Personnel –Certified/Non Certified**

**P4118.237(d)  
4218.237  
5141.8**

### **Students Face Masks/Coverings**

distancing requirements are maintained and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time and social distancing requirements are maintained to the greatest degree feasible.

### **Violations of this Policy**

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable policy. If a student refuses to wear a face mask or covering and does not fulfill any of the exemptions allowed by this policy, such student shall be sent to the school's isolation room or designated room without occupants. The parent/guardian shall be contacted to rectify the situation, school personnel to explain the options available regarding schooling for the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering, for non-medical reasons, entry to the school/district facility may be denied.

Teachers or schools may provide incentives for compliance with the face mask requirement.

### **Community Outreach**

The District shall engage in community education programs including signage, mass and targeted communication and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands and other preventative practices recommended by all appropriate authorities.

### **Other Considerations**

- The District shall maintain in each school a supply of disposable face coverings in the event that a staff member, student or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

## **Personnel –Certified/Non-Certified**

**P4118.237(e)**  
**4218.237**  
**5141.8**

### **Students**

#### **Face Masks/Coverings**

- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

In addition to the wearing of face masks, the District will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should also consider wearing clear masks

Until further notice the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5141.6 – Crisis Management Plan)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.8 – Pandemic/Epidemic Emergencies)

(cf. 6114.81 – Emergency Suspension of Policy During Pandemic)

#### **Legal Reference:**

Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

**Personnel – Certified/Non-Certified**

**P4118.237(f)**  
**4218.237**  
**5141.8**

**Students**

**Face Masks/Coverings**

CT. Executive Order 7NNN, August 14, 2020

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together

Connecticut LEA School Reopening Template

Addendum 11-Interim Guidance for the Use of Face coverings in Schools during COVID-19, August 31, 2020, SDE.

"Frequently Asked Questions Regarding Reopening K-12 Public Schools" series, Vol. 3, September 2, 2020, SDE.

CDC Considerations for Schools

CDC Symptoms of Corona virus

CDC Quarantine & Isolation

CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

CDC Schools Decision Tree for Schools Reopening

**Policy adopted:**

cps 7/20

rev 8/20

rev 9/20



## Students

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

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

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

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

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

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

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

## Reporting Sex Discrimination or Sexual Harassment

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

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

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

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

***Westbrook Board of Education – 158 McVeagh Road, Westbrook, CT 06498***  
***ELECTRONIC MAIL ADDRESS = first initial – last name@westbrookctschools.org***  
***860-399-6432***

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

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

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

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

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

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

7/30/2020

## **Bylaws of the Board**

### **Filling Vacancies**

#### **Board Member Vacancies**

1. Any vacancy occurring on the Westbrook Board of Education ("Board"), unless otherwise provided by charter or special act, shall be filled by a majority vote of the remaining members of the Board at a regular Board meeting or a special meeting convened for that purpose.

The Board will establish a process to recruit candidates and an interview process will ensue.

2. Having become aware of a vacancy, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
3. Said election, made by the majority of the board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled

#### **Board Officer Vacancies**

Whenever there is a vacancy in the Office of the Chairperson, Vice-Chairperson or Secretary, the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

(ct.9110 – Number of Members, terms)

(cf. 9120 – Officers)

Legal Reference: Connecticut General Statutes 10-219 Vacancy.

Revised:

| ENROLLMENT  | Sept.2020 | Oct. 2020 | Nov.2020 | Dec.2020 | Jan.2021 | Feb.2021 | Mar.2021 | Apr.2021 | 21-May | 1-Jun |
|-------------|-----------|-----------|----------|----------|----------|----------|----------|----------|--------|-------|
| PRE - K     | 48        | 48        | 46       | 44       | 45       | 45       |          |          |        |       |
| KINDER.     | 49        | 49        | 48       | 48       | 47       | 47       |          |          |        |       |
| 1           | 42        | 43        | 43       | 43       | 42       | 42       |          |          |        |       |
| 2           | 48        | 47        | 47       | 47       | 47       | 47       |          |          |        |       |
| 3           | 29        | 29        | 29       | 29       | 30       | 30       |          |          |        |       |
| 4           | 54        | 55        | 54       | 54       | 53       | 53       |          |          |        |       |
| TOTAL       | 270       | 271       | 267      | 265      | 264      | 264      |          |          |        |       |
| 5           | 36        | 36        | 36       | 35       | 35       | 35       |          |          |        |       |
| 6           | 41        | 41        | 41       | 41       | 41       | 40       |          |          |        |       |
| 7           | 44        | 43        | 43       | 43       | 43       | 43       |          |          |        |       |
| 8           | 48        | 48        | 48       | 48       | 50       | 50       |          |          |        |       |
| TOTAL       | 169       | 168       | 168      | 167      | 169      | 168      |          |          |        |       |
| 9           | 43        | 44        | 44       | 44       | 44       | 45       |          |          |        |       |
| 10          | 54        | 54        | 54       | 54       | 54       | 54       |          |          |        |       |
| 11          | 54        | 54        | 54       | 54       | 54       | 55       |          |          |        |       |
| 12          | 50        | 53        | 54       | 56       | 56       | 55       |          |          |        |       |
| TOTAL       | 201       | 205       | 206      | 208      | 208      | 209      |          |          |        |       |
| In-District | 640       | 644       | 641      | 640      | 641      | 641      |          |          |        |       |
| Outplaced   | 7         | 6         | 8        | 8        | 8        | 8        |          |          |        |       |
| DISTRICT    | 647       | 650       | 649      | 648      | 649      | 649      |          |          |        |       |
| TOTAL       |           |           |          |          |          |          |          |          |        |       |

Enclosure  
#4

## Enclosure # 5



### Westbrook Public Schools

158 McVeagh Road, Westbrook, Connecticut 06498

To: Westbrook Board of Education Members

From: Kristina J. Martineau, Ed.D.  
Superintendent of Westbrook Public Schools

Subject: Superintendent's Proposed Budget for Fiscal Year 2021-2022

Date: February 3, 2021

#### **Introduction**

Westbrook Public Schools has a longstanding history of providing high quality educational programs and experiences to support all students. This proposed budget has been vetted through the lens of educational excellence, equity in resources, and high quality programming to ensure that all students grow academically, socially, and emotionally.

It has been a challenging year in education with numerous disruptions to learning due to transitions with learning modes. This proposed budget has been constructed with this ongoing need in mind. Additionally, grant funds will be available to plan services and programs for students in need of intervention and support during the 2021-2022 school year, including summer instructional opportunities.

We are on the cusp of very exciting, forward thinking programming in Westbrook through the lens of college and career readiness; career pathways; equity and access for all students. It is through this work over the last few years that we will begin to re-envision the Westbrook graduate. Future budget planning will incorporate a new district vision that honors the educational values and beliefs of the Westbrook community and serves as a catalyst to best support our students now and in preparation for life after graduation.

As of the date of this memorandum to the Westbrook Board of Education, I recommend the following budget estimate to you: \$18,512,328. This is an increase of \$254,705 or 1.40% over the approved budget for Fiscal Year 2020-2021.

Please note:

This budget proposal factors in a health reserve offset of \$645,289 (or 35%) that was discussed and voted on at February 2nd Special BOE Meeting: Budget Development Workshop #2.

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

## Overview and Highlights of Proposed Budget for Fiscal Year 2021-2022

| Budget Summary            |                              |                                  |                              |   |                                     |   |
|---------------------------|------------------------------|----------------------------------|------------------------------|---|-------------------------------------|---|
|                           | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget | 2020-2021<br>Actual Expenditures<br>As of 1/20/2021 | 2021-2022<br>Proposed Budget        | Change<br>Approved Budget<br>vs Proposed Budget |
| Salaries                  | \$11,387,085                 | \$10,744,643.44                  | \$11,565,812                 | \$6,112,334.12                                      | \$11,664,189.63                     | \$98,377<br>(.85%)                              |
| Benefits                  | \$2,880,978                  | \$2,949,695.14                   | \$2,168,367                  | \$1,041,599.22                                      | \$2,467,881<br>(35% reserve offset) | \$299,514.17<br>13.81%                          |
| Purchased Services        | \$1,322,510                  | \$1,205,908.14                   | \$1,406,293                  | \$678,485.62  | \$1,365,971                         | -( \$40,322)<br>(-2.87%)                        |
| Transportation            | \$925,716                    | \$636,658.70                     | \$863,603                    | \$243,919.66  | \$868,602                           | \$4,999<br>(.58%)                               |
| Tuition                   | \$369,693                    | \$550,130.10                     | \$945,608                    | \$471,131.07  | \$924,278                           | -( \$21,330)<br>(-2.26%)                        |
| Supplies and<br>Utilities | \$1,073,699                  | \$1,005,186.92                   | \$1,063,585                  | \$390,404.20  | \$999,845                           | -( \$63,740)<br>(-5.99%)                        |
| Equipment                 | \$216,355                    | \$195,516.09                     | \$244,355                    | \$47,988.96   | \$221,560                           | -( \$22,795)<br>(-9.33%)                        |
| Total                     | \$18,176,037                 | \$17,287,738.53                  | \$18,257,623                 | \$8,985,862.85                                      | \$18,512,327.95                     | \$254,704.90<br>1.40%                           |

### Budget Development Process and BOE Budget Guidelines

The budget process begins early in the school year when principals meet with teachers, PLC leaders and staff to evaluate the needs and priorities for the next school year. This process takes place throughout October-December and in the context of school and district goals, enrollment, student needs, staff professional growth needs, and state and federal mandates. From this work, the principals develop a budget that is reviewed by the superintendent, director of pupil services, business manager, and district technology coordinator. This year, the BOE Budget Liaison Committee participated in the 2nd round of initial requests of each school in our district. Following this process, the superintendent and business manager developed an initial budget preview that was presented on January 12, 2021 to allow the Westbrook Board of Education an opportunity to offer input and feedback for budget development. This meeting was followed by an additional budget workshop on January 20, 2021 to discuss enrollment, staffing requests, and administration restructuring. The input and feedback shared on January 20th informed the development of this revised budget proposal.

#### Budget Guidelines (BOE Approved 10/13/2020)

- Improving and Enhancing Curriculum and Instruction
- Support Technology Integration
- Support Board of Education Enrollment Study/Initiative
- Support All Current and Upcoming Contractual Obligations
- Support Services for all students under ESSA Guidelines
- Maintaining and Preserving Buildings and Grounds
- Safety and Security Measures

## Goals

### Westbrook Public Schools Goals

Goal #1: Promote high academic achievement in preparation for successful transitions.

Goal #2: Provide students with content knowledge and develop skills necessary for healthy, productive, and fulfilling lives.

Goal #3: Provide an appropriate learning environment in keeping with educational trends, educational reforms, integrated curriculum, and technology mandates.

Goal #4: Advocate effectively for education using a variety of communication tools.

Goal #5: Recruit and sustain outstanding personnel through effective support and evaluation.

### Westbrook Board of Education Budget Goals

Goal #1: Maintain and market our school district,

Goal #2: Recruit and retain qualified staff.

Goal #3: Recruit and retain our students.

Goal #4: Strategic and short term staffing.

Goal #5: Update and maintain technology infrastructure.

Goal #6: Relationships and transparency.

### Enrollment Projections PreK-12

|                  | <b>Daisy Ingraham<br/>Elementary<br/>School<br/>Grades PreK-4</b> | <b>Westbrook<br/>Middle School<br/>Grades 5-8</b> | <b>Westbrook<br/>High School<br/>Grades 9-12</b> | <b>Westbrook<br/>Public Schools<br/>PreK-12</b> |
|------------------|---|---|--|---|
| <b>2020-2021</b> | 271   | 168   | 205  | 644   |
| <b>2021-2022</b> | 266   | 170   | 199  | 635   |
| <b>2022-2023</b> | 279   | 154   | 183  | 616   |
| <b>2023-2024</b> | 268   | 160   | 166  | 594   |
| <b>2024-2025</b> | 277   | 166   | 153  | 596   |



**Enrollment Projections: Daisy Ingraham Elementary School (PreK-4)**

| <b>Grades</b> | <b>2018-2019<br/>(Oct. 1, 2018)</b> | <b>2019-2020<br/>(Oct. 1, 2019)</b> | <b>2020-2021<br/>(Oct. 1, 2020)</b> | <b>2021-2022<br/>(NESDEC)</b> | <b>2022-2023<br/>(NESDEC)</b> |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------|
| <b>PreK</b>   | 37                                  | 47                                  | 48                                  | 49                            | 50                            |
| <b>K</b>      | 46                                  | 41                                  | 49                                  | 46                            | 38                            |
| <b>1</b>      | 28                                  | 47                                  | 43                                  | 51                            | 48                            |
| <b>2</b>      | 58                                  | 27                                  | 47                                  | 43                            | 51                            |
| <b>3</b>      | 35                                  | 58                                  | 29                                  | 48                            | 44                            |
| <b>4</b>      | 44                                  | 35                                  | 55                                  | 29                            | 48                            |
| <b>Total</b>  | 248                                 | 255                                 | 271                                 | 266                           | 279                           |

**Enrollment Projections: Westbrook Middle School (Grades 5-8)**

| <b>Grades</b> | <b>2018-2019<br/>(Oct. 1, 2018)</b> | <b>2019-2020<br/>(Oct. 1, 2019)</b> | <b>2020-2021<br/>(Oct. 1, 2020)</b> | <b>2021-2022<br/>(NESDEC)</b> | <b>2022-2023<br/>(NESDEC)</b> |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------|
| <b>5</b>      | 49                                  | 41                                  | 35                                  | 54                            | 29                            |
| <b>6</b>      | 50                                  | 46                                  | 41                                  | 35                            | 52                            |
| <b>7</b>      | 53                                  | 50                                  | 43                                  | 41                            | 35                            |
| <b>8</b>      | 59                                  | 48                                  | 48                                  | 40                            | 38                            |
| <b>Total</b>  | 211                                 | 185                                 | 167                                 | 170                           | 154                           |

**Enrollment Projections: Westbrook High School (Grades 9-12)**

| <b>Grades</b> | <b>2018-2019<br/>(Oct. 1, 2018)</b> | <b>2019-2020<br/>(Oct. 1, 2019)</b> | <b>2020-2021<br/>(Oct. 1, 2020)</b> | <b>2021-2022<br/>(NESDEC)</b> | <b>2022-2023<br/>(NESDEC)</b> |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------|
| <b>9</b>      | 61                                  | 57                                  | 44                                  | 46                            | 38                            |
| <b>10</b>     | 51                                  | 58                                  | 54                                  | 44                            | 46                            |
| <b>11</b>     | 55                                  | 50                                  | 54                                  | 53                            | 44                            |
| <b>12</b>     | 65                                  | 56                                  | 53                                  | 56                            | 55                            |
| <b>Total</b>  | 232                                 | 221                                 | 205                                 | 199                           | 183                           |

**Enrollment Data for Special Education, 504, Free & Reduced, and English Language Learners PreK-12**

|   | <b>2020-2021</b><br>10/1/2020 | <b>2021-2022</b><br>Projected |
|---|-------------------------------|-------------------------------|
| <b>Special Education</b>  | 104<br>(16.1%)                | 100<br>(15.75%)               |
| <b>504</b>  | 74<br>(11.49%)                | 72<br>(11.34%)                |
| <b>English Language Learners</b><br>(Does not include students who have been exited, but are required to be supported for two additional years) | 73<br>(11.34%)                | 79<br>(12.44%)                |
| <b>Free and Reduced</b>   | 239<br>(37.11%)               | 230<br>(36.22%)               |
| <b>Total Enrollment PreK-12</b>   | 644                           | 635                           |

**Historical Certified Staff Data (Full Time Equivalent- FTE) (Approved Budget Comparisons)**

|  | <b>2017-2018</b> | <b>2018-2019</b> | <b>2019-2020</b> | <b>2020-2021</b> | <b>2021-2022</b><br>Projected |
|--|------------------|------------------|------------------|------------------|-------------------------------|
| <b>Total Administration (FTE)</b>          | 6.0 FTE          | 6.0 FTE          | 7.0 FTE*         | 7.0 FTE          | 6.0 FTE**                     |
| <b>Total Certified Staff (FTE) PreK-12</b> | 106.2 FTE        | 104.9 FTE        | 105.5 FTE        | 108 FTE          | 109 FTE<br>***                |
| <b>Total Non-Certified Staff (FTE)</b>     | 61 FTE           | 57.2 FTE         | 58.5 FTE         | 59.6 FTE         | 61.8 FTE                      |
| <b>Total Non-Union Staff (FTE)</b>         | 5 FTE            | 5 FTE            | 5 FTE            | 5 FTE            | 5 FTE                         |
| <b>Total Student Enrollment PreK-12</b>    | 723              | 691              | 661              | 644              | 635                           |

\* Increase from 6.0 to 7.0 FTE in 2019-2020 is due to transferring AD position from extracurricular stipend category to administration salary line.

\*\* Decrease from 7.0 FTE to 6.0 FTE in 2021-2022 (proposed) is due to elimination of the AD position.

\*\*\*Increase from 108 FTE in 2020-2021 to 109 FTE in 2021-2022 includes: 1.0 FTE TESOL teacher,

| Salaries and Wages                     |                              |                                  |   |                                     |                              |   |
|--|------------------------------|----------------------------------|---|-------------------------------------|------------------------------|---|
|  | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget  | 2020-2021<br>Actual<br>Expenditures | 2021-2022<br>Proposed Budget | Change<br>Approved Budget vs<br>Proposed Budget |
| Administration                         | \$982,689.09                 | \$1,017,832.97                   | \$1,012,169.77  | \$ 572,514.85                       | \$ 902,743.07                | \$-109,426.70<br>(-10.81%)                      |
| Certified Staff                        | \$8,076,032.32               | \$7,553,667.78                   | \$8,017,157.65*<br>*- \$12,000 moved to certified<br>staff from purchased services                    | \$4,398,156.99                      | \$ 8,201,591.53              | \$184,433.88<br>(2.3%)                          |
| Non-Certified Staff                    | \$1,695,702.46               | \$1,609,704.44                   | \$1,876,511.01  | \$ 865,261.09                       | \$1,854,113.04               | -\$22,397.97 (-1.19%)                           |
| Non-union Staff                        | \$298,001.39                 | \$308,767.15                     | \$307,805.69  | \$ 175,238.44                       | \$316,799.36                 | \$8,993.67 (2.92%)                              |
| Athletic Coaches                       | \$114,610.40                 | \$97,496.00                      | \$102,544.50  | \$38,352.40                         | \$103,142.86                 | \$598.36 (.58%)                                 |
| Extracurricular<br>Positions           | \$178,549                    | \$109,746.22                     | \$197,258.00  | \$6,677.97                          | \$222,264.36                 | \$25,006.36 (12.68%)                            |
| Summer School<br>Homebound Instruction | \$41,500                     | \$47,428.88                      | \$52,365.86   | \$56,132.38                         | \$63,535.41                  | \$11,169.55<br>(21.33%)                         |
| Total                                  | \$11,387,084.66              | \$10,744,643.44                  | \$11,565,812.48<br>*- \$12,000 moved to certified<br>staff from purchased services<br>\$11,597,812.48 | \$6,112,334.12                      | \$11,664,189.63              | \$98,377.15 (.85%)                              |

#### Changes and New Requests Related to Salaries and Wages

- Proposed 1.0 FTE Certified TESOL teacher for Daisy Ingraham Elementary School due to enrollment trends PreK-4 related to English Language Learner population and service needs.  
(\$58,000 plus benefits)
- Reassignment of elementary certified teacher from Westbrook Middle School to Daisy Ingraham Elementary School to reduce and balance class sizes based on enrollment projections.
- Elimination of 1.0 FTE Athletic Director position due to declining enrollment trends and projections (savings: \$100,492 plus benefits).
- Creation of Dean of Students and Activities (grades 5-12) position to support needs of Westbrook Middle School and Westbrook High School in student supervision, activities, culture, and climate.  
(\$15,000 stipend plus reduced class load).
- Change in Middle School Principal position to reflect change in enrollment- position will be posted as a 206 days position (anticipated savings:\$25,000).
- Addition of 1.0 FTE Technology Assistant based on increased need for technology support PreK-12  
(\$41,426/\$19.84 per hour plus benefits).
- Westbrook Education Association Contractual Salary Increases for Certified Staff 2021-2022: 2.86% increase.
- American Federation of Teachers Contractual Wage Increases for Non-Certified Staff 2021-2022: 2.5% increase.

| Benefits                    |                              |                                  |                              |  |                              |   |
|-----------------------------|------------------------------|----------------------------------|------------------------------|--|------------------------------|---|
|                             | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget | 2020-2021<br>Actual Expenditure<br>as of 1/20/21 | 2021-2022<br>Proposed Budget | Change<br>Approved Budget vs<br>Proposed Budget |
| Health and Dental           | \$2,307,224                  | \$2,431,016.88                   | \$1,607,233                  | \$730,500.96                                     | \$1,911,725                  | \$304,492<br>18.95%                             |
| Pensions                    | \$183,476.78                 | \$183,097.68                     | \$139,941                    | \$128,990.62                                     | \$144,706                    | \$4,765.37(3.4%)                                |
| Life                        | \$41,800                     | \$22,334.22                      | \$41,800                     | \$10,717.38                                      | \$40,282                     | -\$1,517.80(-3.6%)                              |
| Social Security<br>Medicare | \$341,477.70                 | \$292,787.45                     | \$372,393                    | \$166,348.99                                     | \$364,168                    | -\$8,225.40 (2.2%)                              |
| Unemployment                | \$7,000                      | \$20,458.91                      | \$7,000                      | \$5,041.27                                       | \$7,000                      | \$0   |
| Total                       | \$2,880,978.48               | \$2,949,695.14                   | \$2,168,367                  | \$1,041,599.22                                   | \$2,467,881.48               | \$299,514.57<br>13.81%                          |

As indicated above, the benefits section of the proposed budget includes health and dental insurance; pensions and annuities; life insurance; social security; medicare; and unemployment.

Health insurance projected costs for 2021-2022 have been calculated at a flat funding rate (0%) based on claims experience, national claims data and projections, and the district transition to HSA for all employee bargaining units. Additionally, the health insurance reserve fund offset for this proposed budget has been factored in at 35% of the health reserve or an offset of \$645,289 (discussed and voted on at the 2/2/2021 Special BOE Meeting).

#### Historical Usage of Health Insurance Reserve and Budget Offset

|  | 2017-2018                 | 2018-2019                 | 2019-2020                 | 2020-2021                 | 2021-2022                 |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Initial<br>Benefits Line<br>(Total 200s)   | \$3,316,129               | \$3,321,870               | \$3,582,841               | \$3,068,367               | \$3,113,170               |
| Use of Health<br>Insurance<br>Reserve Fund | \$207,787<br>40%          | \$600,000<br>27.4%        | \$701,863<br>40%          | \$900,000<br>37.8%        | \$645,289<br>35%          |
| Revised<br>Budget<br>Line (200s)           | \$3,108,342<br>(approved) | \$2,721,870<br>(approved) | \$2,880,978<br>(approved) | \$2,168,367<br>(approved) | \$2,467,881<br>(proposed) |

| ALL Purchased Services                       |                              |                                  |   |                                  |                              |                    |
|--|------------------------------|----------------------------------|---|----------------------------------|------------------------------|--------------------|
|  | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget            | 2020-2021<br>Actual Expenditures | 2021-2022<br>Proposed Budget | Change             |
| Travel and Conference Fees                   | \$40,689.00                  | \$9,476.25                       | \$40,109.99                             | \$1,432.16                       | \$43,019.99                  | \$2,910 (-7.3%)    |
| BOE Travel and Conference                    |                              |                                  |   |                                  | \$2,500                      | \$2,500 (100%)     |
| Fiscal Services and Fees                     | \$31,257.34                  | \$30,091.58                      | \$32,330                                | \$9,984.69                       | \$33,275.90                  | \$946 (2.9%)       |
| Software Licenses                            | \$124,355.00                 | \$153,701.45                     | \$130,735                               | \$92,240.77                      | \$147,810                    | \$17,075 (13%)     |
| Special Education<br>Consulting and Training | \$233,501.00                 | \$259,273.01                     | \$214,492*<br>-32,000 moved to salaries | \$126,506.95                     | \$211,200                    | -\$3,292 (-1.53%)  |
| Curriculum Development                       | \$24,965.64                  | \$24,542.45                      | \$40,455.18                             | \$14,501.64                      | \$31,431.76                  | -\$9,023 (-22.3%)  |
| Legal  | \$38,000.00                  | \$108,950.50                     | \$58,000.00                             | \$28,770.50                      | \$38,000                     | -\$20,000 (-34.5%) |
| BOE Professional Services                    | \$11,525.00                  | \$12,603.80                      | \$13,145.00                             | \$11,362.46                      | \$11,225                     | -\$1,920 (-14.6%)  |
| Professional Development                     | \$1991.55                    | \$37,361.10                      | \$42,685.00                             | \$1,967.00                       | \$35,885                     | -\$3,700 (-5.7%)   |
| Athletic Trainer/Medical                     | \$67,900.00                  | \$52,764.32                      | \$67,400.00                             | \$36,198.04                      | \$67,385                     | -\$15 (-0.2%)      |
| Substitutes                                  | \$186,000.00                 | \$115,639.56                     | \$186,000.00                            | \$93,786.52                      | \$186,000                    | \$0                |
| Lunch Subsidy                                | \$50,000.00                  | \$40,000.00                      | \$50,000.00                             | \$40,000.00                      | \$50,000                     | \$0                |
| Accompanist Services                         | \$2,620                      | \$1,050                          | \$5,620                                 | 0                                | \$5,620                      | \$0                |
| Building Service Contracts                   | \$245,599.10                 | \$181,731.04                     | \$268,020.00                            | \$141,293.10                     | \$271,756                    | \$3,736 (1.4%)     |
| Departmental Repairs                         | \$27,650.00                  | \$9,123.44                       | \$40,136.00                             | \$2,256.00                       | \$42,536                     | \$2,650 (6.6%)     |
| Copier                                       | \$80,000.00                  | \$79,451.75                      | \$80,000.00                             | \$31,510.45                      | \$84,214                     | \$4,214 (5.3%)     |
| Dues and Fees                                | \$45,754.00                  | \$29,760.51                      | \$46,315.00                             | \$24,789.00                      | \$45,292                     | -\$1,023 (-2.2%)   |
| Phones/Postage                               | \$55,100.00                  | \$55,598.76                      | \$55,300.00                             | \$18,752.22                      | \$52,720                     | -\$2,580 (-4.7%)   |
| Printing and Advertising                     | \$2,000.00                   | \$6,558.32                       | \$3,500.00                              | \$2,694.12                       | \$2,700                      | -\$800 (-22.9%)    |
| Total  | \$1,322,510.00               | \$1,205,998.14                   | \$1,406,293*                            | \$678,485.62                     | \$1,365,971                  | -\$40,322 (-2.87)  |

As indicated above, Purchased Services is a budget category that includes dues, service fees, and leases in a wide range of areas. The 2021-2022 proposed budget in this area includes anticipated year over year increases (approximately 3%) and increases based on usage (for example, increase associated with copiers).

There are no major changes or new requests in this category, but there are a few lines of note:

- BOE Travel and Conference Line: New line added (\$2500) to support BOE goals.
- Legal: This line has been decreased by \$20,000 now that negotiations have been settled for AFT and WEA.
- Software Licenses: The anticipated \$17,075 increase is due to instructional software requests to support blended learning approaches (i.e. Google Enterprise, Discovery Education, Solid Works, etc.) We will analyze usage and curriculum alignment each year to determine renewals.
- Curriculum Development: The anticipated decrease of \$9,023 is due to anticipated need and curriculum cycle priorities. Social Studies and Science were priorities and are nearly complete at this time. The curriculum cycle will be re-evaluated in the context of vision planning (Portrait of a Graduate), College and Career Readiness, and Career Pathways. This is a line that may increase in future budget years based on the new curriculum cycle.

| Transportation    |                              |                                  |                              |                                  |                              |   |
|-------------------|------------------------------|----------------------------------|------------------------------|----------------------------------|------------------------------|---|
|                   | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget | 2020-2021<br>Actual Expenditures | 2021-2022<br>Proposed Budget | Change<br>Approved Budget vs<br>Proposed Budget |
| Athletics         | \$85,756.00                  | \$52,871.15                      | \$88,682.00                  | \$5,747.22                       | \$92,443                     | \$3,761(4.2%)                                   |
| Contract          | \$380,317.13                 | \$319,399.25                     | \$341,782.56                 | \$125,394.94                     | \$352,035.84                 | \$10,253.28(3%)                                 |
| Clubs             | \$10,707.75                  | \$4,203.61                       | \$9,740.80                   | \$0.00                           | \$10,800                     | \$1,059(10.9%)                                  |
| Field Trips       | \$26,565.00                  | \$12,295.12                      | \$44,530.00                  | \$0.00                           | \$39,485                     | -\$5,045(-11.3%)                                |
| Special Education | \$391,800                    | \$220,260.01                     | \$347,500.00                 | \$100,982.24                     | \$345,650                    | -\$1,850(-.53%)                                 |
| VoAg              | \$30,570.18                  | \$27,629.56                      | \$31,367.29                  | \$11,795.26                      | \$28,188.16                  | -\$3,179.13(-10.1%)                             |
| Total             | \$925,716.06                 | \$636,658.7                      | \$863,602.65                 | \$243,919.66                     | \$866,602                    | \$4,999(.58%)                                   |

- M & J contract increases by 3% for 2021-2022. This contract is active until June 2023.
- Reduction in VoAg line is associated with a trade school transportation arrangement that expires 6/2021.
- Changes to clubs and field trip lines are due to reclassification between lines and re-assessment of proposed activities.
- Athletic line increase attributed to bus contract, increase in experiences for unified sports, and student leadership conferences hosted by CIAC.

| Tuition                                      |                                 |                                     |                                 |                                  |                              |   |
|--|---------------------------------|-------------------------------------|---------------------------------|----------------------------------|------------------------------|---|
|  | 2019-2020<br>Approved<br>Budget | 2019-2020<br>Actual<br>Expenditures | 2020-2021<br>Approved<br>Budget | 2020-2021<br>Actual Expenditures | 2021-2022<br>Proposed Budget | Change<br>Approved Budget<br>vs Proposed Budget |
| Vocational Agricultural                      | \$21,600.00                     | \$6,823.00                          | \$13,646.00                     | \$13,646.00                      | \$21,081                     | \$7,435(54.59%)                                 |
| Magnet Tuition                               | \$13,383.00                     | \$20,350.00                         | \$19,052.00                     | \$17,607.00                      | \$19,327                     | -\$6,548(-34.4%)                                |
| Special Education<br>Out of District Tuition | \$318,000.00                    | \$506,734.10                        | \$896,200                       | \$423,655.07                     | \$67,159                     | -\$22,217.56(-2.5%)                             |
| Adult Education                              | \$16,710.00                     | \$16,223.00                         | \$16,710.00                     | \$16,223.00                      | \$16,710                     | \$0   |
| Total  | \$369,693                       | \$550,130.10                        | \$945,608                       | \$471,131.07                     | \$924,278                    | -\$21,330(-2.26%)                               |

- Vocational Agricultural Program: There are currently 2 students who attend or will attend the Middletown High School VoAg program (Agricultural and Science Program). This line includes tuition costs only. Transportation costs are included in the transportation section of this proposed budget.
- Magnet Tuition: Typically, Westbrook students attend Marine Science Magnet High School in Groton or Educational Center for the Arts (ECA) in New Haven. We anticipate 3 students will attend these programs during the 2021-2022 school year. The district does not pay for transportation for magnet school students.
- Special Education Out of District Tuition: For the 2021-2022 school year, we anticipate 8 out of district placements. This line also includes costs associated with our ESY program and students who qualify as Westbrook "Nexus 603" placements (students who attend other districts, but Westbrook is responsible due to DCF placement)
- Adult Education: Westbrook BOE is responsible for the costs of any Westbrook resident who attends adult education. This line is budgeted based on historical costs/billing.

| Supplies and Utilities   |                              |                                  |                              |                                  |                              |   |
|--|------------------------------|----------------------------------|------------------------------|----------------------------------|------------------------------|---|
|  | 2019-2020<br>Approved Budget | 2019-2020<br>Actual Expenditures | 2020-2021<br>Approved Budget | 2020-2021<br>Actual Expenditures | 2021-2022<br>Proposed Budget | Change<br>Approved Budget vs<br>Proposed Budget |
| <b>Diesel Fuel</b>   | \$28,120.85                  | \$27,016.74                      | \$26,807.85                  | \$23,369.01                      | \$22,117.70                  | -\$4,690(-17.5%)                                |
| <b>Electricity</b>   | \$270,000.00                 | \$265,173.89                     | \$240,000.00                 | \$49,020.74                      | \$209,900                    | -\$30,100(-12.5%)                               |
| <b>Natural Gas</b>   | \$197,000.00                 | \$117,597.63                     | \$197,000.00                 | \$11,204.06                      | \$187,306                    | -\$9,694(-4.9%)                                 |
| <b>ELL Supplies</b>  | \$700.00                     | \$0.00                           | \$5,140                      | \$346.50                         | \$2,950                      | -\$2,190(-42.6%)                                |
| <b>Instructional Supplies</b>  | \$201,644.75                 | \$129,563.81                     | \$202,327.00                 | \$73,933.53                      | \$197,628                    | -\$4,699(-2.3%)                                 |
| <b>Office, Custodial and<br/>Maintenance Supplies</b>                  | \$99,029.88                  | \$292,635.44                     | \$100,883.00                 | \$129,415.63                     | \$100,400                    | -\$483(-.48%)                                   |
| <b>Books</b>   | \$109,797.31                 | \$65,128.50                      | \$113,541.94                 | \$56,807.70                      | \$100,068.80                 | -\$13,473(-11.9%)                               |
| <b>Supplies<br/>(nurse's office, graduation,<br/>assemblies, etc.)</b> | \$150,110.8                  | \$95,142.32                      | \$158,525.00                 | \$35,942.85                      | \$158,315.25                 | -\$210(-.13%)                                   |
| <b>Special Education Supplies</b>                                      | \$17,295.00                  | \$12,928.59                      | \$19,360.00                  | \$10,364.18                      | \$21,159                     | \$1,799(9.3%)                                   |
| <b>Total</b>   | \$1,073,698.69               | \$1,005,186.92                   | \$1,063,585                  | \$390,404.20                     | \$999,844.75                 | \$-63,740(5.99%)                                |

- Diesel Fuel: 12,000 gallons x \$1.84 per gallon (plus tax). This is the locked in consortium bid price for 2021-2022.
- Electricity: The new solar contract has resulted in further electricity reductions based on the Westbrook Town-wide Ad Hoc Energy Committee recommendations and historical usage.
- Natural Gas: Usage has been analyzed and we have determined that a reduction in this category is possible.
- ELL Supplies: Title III and Bilingual grants allow us to provide instructional resources as needed to support ELL services. We will continue to evaluate this line to determine resource allocation and student needs. This line was increased in the previous budget cycle to support start-up resources needed for the bilingual program and ELL services at Daisy Ingraham Elementary School.
- Books: Social Studies textbooks for WMS and Science textbooks for WHS were purchased during the 2020-2021 school year and do not need to be budgeted for 2021-2022.
- Special Education Supplies: Additional instructional supplies at Daisy for early literacy (Wilson, Foundations, and leveled-literacy libraries)



| Equipment                          |                                 |                                     |                                 |                                     |                                 |   |
|------------------------------------|---------------------------------|-------------------------------------|---------------------------------|-------------------------------------|---------------------------------|---|
|                                    | 2019-2020<br>Approved<br>Budget | 2019-2020<br>Actual<br>Expenditures | 2020-2021<br>Approved<br>Budget | 2020-2021<br>Actual<br>Expenditures | 2021-2022<br>Proposed<br>Budget | Change<br>Approved Budget<br>vs Proposed Budget |
| <b>Technology</b>                  | \$175,010                       | \$129,053.54                        | \$190,960.00                    | \$40,656.09                         | \$168,000                       | -\$22,960(-12.0%)                               |
| <b>General Instruction</b>         | \$1,000                         | \$31,787.97                         | \$5,900.00                      | \$1,399.95                          | \$5,000                         | -\$900(-15.3%)                                  |
| <b>Music</b>                       | \$17,845                        | \$12,169.15                         | \$18,095.00                     | \$5,483.92                          | \$17,660                        | -\$435(-2.4%)                                   |
| <b>Special Education</b>           | \$4,500                         | \$12,076.17                         | \$10,500.00                     | \$0.00                              | \$8,800                         | -\$1,700(-16.2%)                                |
| <b>Athletic/Physical Education</b> | \$8,000                         | \$7,624.60                          | \$12,300.00                     | \$0.00                              | \$12,300.00                     | \$0   |
| <b>Art</b>                         | \$0.00                          | \$0.00                              | \$500.00                        | \$0.00                              | \$500.00                        | \$0   |
| <b>Maintenance</b>                 | \$7,000                         | \$1,070.66                          | \$2,000.00                      | \$0.00                              | \$2,000.00                      | \$0   |
| <b>Tech Ed</b>                     | \$3,000                         | \$1,734.00                          | \$4,100.00                      | \$449.00                            | \$7,300                         | \$3,200(78%)                                    |
| <b>Total</b>                       | \$216,355                       | \$195,516.09                        | \$244,355                       | \$47,988.96                         | \$221,560                       | -\$22,795<br>-9.33%                             |

- **Technology (\$168,000):** This line supports our technology needs each year according to a 5 year replacement cycle for desktop computers and laptops. This line includes the following major drivers: 1:1 Chromebook replacements for Grades 5 and 9, media center desktop replacements for 2021-2022, CADD desktops, WHS science laptops, interactive whiteboards, and document cameras. Access points were removed from the initial budget request due to grant funding that allowed the purchase and work to occur this year to improve wireless connectivity.
- **Technology Education:** WHS has requested a break box and foot shear to support the Manufacturing Technology:Metals course.

### **Approved Budget History- 10 Years**

|                           |              |
|---------------------------|--------------|
| <b>2012-2013</b>          | <b>5.91%</b> |
| <b>2013-2014</b>          | <b>3.89%</b> |
| <b>2014-2015</b>          | <b>3.18%</b> |
| <b>2015-2016</b>          | <b>3.98%</b> |
| <b>2016-2017</b>          | <b>1.57%</b> |
| <b>2017-2018</b>          | <b>0.92%</b> |
| <b>2018-2019</b>          | <b>0.45%</b> |
| <b>2019-2020</b>          | <b>1.08%</b> |
| <b>2020-2021</b>          | <b>0.45%</b> |
| <b>2021-2022 PROPOSED</b> | <b>1.40%</b> |

### **Future Budget Considerations**

As enrollment projections for grades 5-12 continue to indicate a declining trend until 2025-2026, we will need to be strategic, flexible, and creative with staffing and staffing changes to continue to support programs of excellence for all students in Westbrook Public Schools while being fiscally responsive to community expectations in an environment of declining enrollment in our schools.

As we align schedules in grades 7-12, we will be able to utilize shared staffing to continue to support and grow teaching and learning initiatives, including our commitment to college readiness and career pathways. We will evaluate course offerings, secondary staffing levels, and program improvements through the lens of college readiness, career pathways, equity, and access.

### **Proposed Superintendent and District Goals to Guide Future Budget Planning**

Goal #1: To Develop and Implement a Shared Vision to Inspire Action, Commitment, and Systemic Coherence PreK-12.

Goal #2: To Align Resources and Systems to Improve Teaching and Learning for All Students PreK-12.

Goal #3: To Align Resources and Systems to Support College and Career Readiness Experiences for All Students PreK-12.

Goal #4: Promote and Support Equity and Access to Support All Students PreK-12.

Goal #5: To Build Capacity and Support Integrating Best Practices in Social and Emotional Learning (SEL) and Wellness PreK-12.

**Conclusion**

The Superintendent's Proposed Budget for Fiscal Year 2021-2022 is \$18,512,328.

This represents an *increase* of \$254,705 or 1.40%.

I respectfully submit this proposed budget to the Westbrook Board of Education. The proposed budget for Fiscal Year 2021-2022 supports Westbrook Board of Education goals and the Westbrook Public Schools mission statement: *The Westbrook Public Schools recognize that every child is important and an integral part of our community. Our commitment is to provide a safe and supportive learning environment to educate, challenge, and inspire all students to achieve their potential and follow their artistic and intellectual curiosity.*

**EDUCATE, CHALLENGE, & INSPIRE**

**WESTBROOK BOARD OF EDUCATION**

**Tuesday, January 12, 2021 @ 7:00 p.m.**

**Special Board of Education Meeting**

**Google Meet**

**MINUTES**

**Members Present:** Zachary Hayden, Sally Greaves, Kim Walker, Mary Ella Luft, Michelle, Palumbo, Don Perreault, Michele Brigham, Christine Kuehlewind, Mike Esposito

**Also Present:** Superintendent Kristina Martineau; Administrators: Tara Winch, Ruth Rose, Susan Miller, Fran Lagace; Business Manager, Lesley Wysocki; IT Ben Russell; Athletic Dir. Teg Cosgriff; Jesse McGannon, Student Rep; Faculty/Staff

- I. CALL TO ORDER** – The Regular Meeting of January 12, 2021 was called to order at 7:01 p.m. by Z. Hayden, Chair.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS** : No acknowledgements
- IV. STUDENT REPRESENTATIVE REPORT** – Jesse McGannon reported on school activities which included holiday activities; upcoming Spirit Week in February, and sports news including WHS as the recipient of the Michael's Cup. Jesse announced that an in-person play is in the works for the end of March if all goes well. Jesse spoke about remote and in-person learning and seniors and college application essays. T. Winch shared the news that Jesse has been accepted to Georgetown, his number one choice.
- V. PUBLIC COMMENT:** Leslie Fuchs commented that it is her hope that the BOE and Superintendent acknowledged the difficulty caused by in- person learning before the holiday break in terms of quarantining that became necessary as a result. Also, she would like the Board to consider a Covid Dashboard with more specific facts relating to Covid, such as number of staff quarantining to increase transparency. Ms. Fuchs also commented on concern on class sizes in the elementary school with the UK variant of Covid being highly contagious.
- VI. ADMINISTRATOR(S) COMMENTS**
  - A. Daisy Ingraham Elementary School – Social and Emotional Learning Update** – R. Rose spoke about SEL work in the elementary school. She said much is being done including teacher goals related to SEL, role playing with classmates and lessons from high school students among several other activities.

- B. Westbrook Middle School – Social and Emotional Learning Update – S. Miller reported the middle school connects with the elementary and the high school. She reported that each staff member is invested in four students to observe how each student is doing. There are lessons on social emotional learning and teachers also have created SEL goals.
- C. Westbrook High School – Social and Emotional Learning Update – T. Winch reported Teen Leadership at the high school is involved in SEL. Students work together to engage in initiatives related to SEL. Students were involved in a survey on Social Emotional Learning. In response to K. Walker’s question on how it works with distance learning students, Supt. Martineau said that the surveys are providing feedback from students and their needs. T. Winch said that Spirit Week was completely remote and successful with students participating.

## **VII. NEW BUSINESS**

- A. Board of Education Goals – Temporary Sub-Committee – Z. Hayden asked for volunteers from the Board to serve on a temporary subcommittee to work on goal formulation for the BOE. It was established that the following Board members will meet and bring their work back to the Board’s February meeting: D. Perreault, M. Brigham, S. Greaves, M. Luft. Z. Hayden will also participate as ex-officio. C. Lester will poll the committee to establish a meeting date.

## **VIII. SUPERINTENDENT’S REPORT**

- A. Remote Teaching and Learning Update - Superintendent Martineau reported the middle school is remote until next Tuesday. She provided feedback on the survey. Parents have been positive in their feedback. In response to M. Esposito’s question as to why more elementary students are in-person than the hs/ms, she said because parents are working outside of the home and younger children struggle with too much screen time. She commented that the high school is considering the elimination of mid-terms, as devoting time to instructional days is more beneficial.
- B. Updated Covid-19 Quarantine Guidance and Vaccine Distribution: Superintendent Martineau reported the 14 days guideline for quarantining is changed to 10 days with self monitoring for the additional four days. She reported that rosters for the vaccines have been provided to DPH and expects to hear within a week or two regarding rollout of vaccinations.
- C. Entry Plan – Next steps: Superintendent Martineau talked about her Entry Level focus on categories including Social Emotional Learning; what has been accomplished in building the budget, and having met with the Westbrook Economic Action Council. She will provide a formal presentation in March and plans to focus on “Portrait of a Graduate”.
- D. Middle School Principal Search Process Planning and Discussion: The Superintendent’s plan is to post the position on February 1 and to hold interviews in March with a significant number of staff and community members participating.
- E. Enrollment – Superintendent Martineau reported January enrollment totals of 646 students PreK through 12, which includes 8 out placed students.
- F. Superintendent’s Budget Preview - Superintendent Martineau gave a presentation on budget work thus far highlighting current staffing needs, one being extending a contract for a PreK – 4 TESOL position. She talked about how the budget has been

created thus far with several meetings with administrators and board members. She provided a history of the Insurance Reserve used to offset the budget which, if utilized, currently brings the budget to 3.07%. Work will continue with a budget workshop on January 20<sup>th</sup>. D. Perreault cautioned the use of Insurance Reserve; M. Brigham suggested a marketing plan in the future to promote Westbrook Schools. The "Budget Team" was acknowledged for their work thus far in the budget process.

#### **IX. OLD BUSINESS**

- A. District Calendar 2021-2022 – Following discussion, a MOTION was made by M. Palumbo and SECOND by S. Greaves to approve the 2021-2022 District Calendar as presented. Aye(s): K. Walker (with the option to revisit if new developments occur); M. Luft, M. Brigham, D. Perreault, M. Palumbo C. Kuehlewind, S. Greaves. Z. Hayden  
Nay: M. Esposito

#### **X. CONSENT AGENDA**

- Approval of Minutes: MOTION by K. Walker and SECOND by M. Brigham to approve the minutes of 12/8/2020, 12/10/2020 and 12/15/2020. Vote unanimous.

#### **XI. FINANCIAL REPORTS**

- A. Review of Check Listing: Board members reviewed check listings for December 3, 2020 in the amount of \$265,382.98, and for December 10, 2020 in the amount of \$150,528.39.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer - None
- D. Insurance Report: An Insurance Report was provided.

#### **XII. BOARD COMMITTEE REPORTS**

- A. Policy – K. Walker reported that a meeting is scheduled for January 21, 2021.
- B. Long Range Planning – M. Palumbo reported there were no meetings.
- C. Insurance – M. Luft reported a meeting is scheduled for 1/20/2021 at 5 pm.
- D. Negotiations - S. Greaves reported there were no meetings
- E. Ad Hoc Energy – L. Wysocki reported the street light project is completed and work is being done on lights at the library
- F. PTSO Representatives – M. Luft reported Daisy PTSO as being creative with use of virtual activities; M. Esposito referred to T. Winch who reported the WHS Treasurer's report was reviewed and, Z. Hayden reported no meeting was scheduled for middle school.

#### **XIII. PERSONNEL**

- A. Non-Certified Personnel
  - 1. The BOE was informed that Garrett Barros was hired as a Tech Assistant and began working on January 4, 2021.

**XIV. ADJOURN:** MOTION by K. Walker and SECOND by M. Palumbo to adjourn at 9:02 p.m. Vote unanimous.

**WESTBROOK BOARD OF EDUCATION**  
**Wednesday, January 20, 2021 @ 6:00 p.m.**  
**Special Board of Education Meeting**  
**Google Meet**

**MINUTES**

Members Present: Zachary Hayden, Kim Walker, Mary Ella Luft, Michelle, Palumbo, Don Perreault, Michele Brigham, Christine Kuehlewind, Mike Esposito

Absent: Sally Greaves

Also present: Kristina Martineau, Ed.D., Superintendent; Lesley Wysocki, Business Manager

**I. CALL TO ORDER** – The Special Board of Education meeting of January 20, 2021 was called to order at 6:03 p.m. by Zachary Hayden, Chair.

**II. PLEDGE OF ALLEGIANCE**

**III. BUDGET DEVELOPMENT WORKSHOP #1:** Superintendent Martineau began her presentation commenting that her proposed budget is currently at 3.17%. The following is a list of items discussed:

- Enrollment Projections (NESDEC)  
Impact on the budget
- Administrative Restructuring  
Middle School Principal  
Athletic Director
- Daisy Elementary School Staffing  
Class size guidelines  
Grade 1 Teacher  
PreK-4 TESOL Teacher
- Career Pathways Program – WHS

Board members were given an opportunity to offer their thoughts on the above topics as related to the budget.

Dr. Martineau expressed appreciation to her “budget” team. There will be an additional special meeting scheduled for continued discussion on the creation of the budget.

**IV. ADJOURN:** MOTION by K. Walker and SECOND by M. Brigham to adjourn at 8:10 p.m. Vote unanimous.



**WESTBROOK BOARD OF EDUCATION**

**Tuesday, January 26, 2021 @ 6:00 p.m.**

**Special Board of Education Meeting**

**MINUTES**

**Members Present:** Z. Hayden, M. Luft, M. Palumbo, K. Walker, D. Perreault, C. Kuehlewind, M. Esposito, M. Brigham

**Absent:** S. Greaves

**Also Present:** Superintendent Kristina Martineau

- I. **CALL TO ORDER** – the Special Meeting of January 26, 2021, was called to order at 6:03 p.m. by Z. Hayden, Chair.
- II. **PLEDGE OF ALLEGIANCE**
- III. **NEW BUSINESS**
  - A. Subcommittee Restructuring Discussion: Board members discussed restructuring and consolidation of subcommittees of the BOE. The conclusion was to restructure the Board's subcommittees as follows with committee members:
    - Fiscal and Budget (which would encompass Insurance): M. Esposito, K. Walker, Z. Hayden
    - Negotiations: S. Greaves, D. Perreault, M. Palumbo, Z. Hayden
    - Policy: K. Walker, M. Luft, M. Brigham, M. Esposito
    - Teaching/Learning: D. Perreault, C. Kuehlewind
    - Communications/Marketing: M. Brigham, M. Luft, Z. Hayden, M. Esposito
    - Long Range Planning: M. Palumbo, D. Perreault, C. Kuehlewind,
    - PTSO: M. Luft, M. Esposito, Z. Hayden
    - Technology – Z. Hayden

A Schedule of subcommittee meetings will be created. At times, some subcommittees may overlap with others for example, LRP with Fiscal and Budget; Negotiations with Fiscal and Budget; Teaching and Learning with Policy. Each committee will determine its Chairperson. Suggestions for meeting timelines were as follows: Fiscal & Budget to meet October through May (during Budget season to meet more often); Negotiations to meet 6 months before contracts expire; Policy to meet once a month (3<sup>rd</sup> Thursday) and as needed; LRP to meet approximately 3 times per year and sometimes combines with Town meetings; PTSO meets usually once a month; Teaching & Learning to meet quarterly with special meetings in-between;

Communications to determine how often to meet It was suggested that Boosters/PTSO be invited to join Communications subcommittee meetings. C. Kuehlewind will look into the possibility of multiple LEARN representatives, as the LEARN meetings are at an inconvenient time for most working people.

Final committee membership and structure may be adjusted based on discussion with absent S. Greaves and will be voted on February 9<sup>th</sup> regular BOE meeting.

IV. ADJOURN: MOTION by D. Perreault and SECOND by M. Brigham to adjourn at 7:10 p.m. Vote unanimous.

Respectfully submitted,

Christina Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Pending approval

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

Enclosure  
#9

**WESTBROOK BOARD OF EDUCATION  
Tuesday, February 2, 2021 @ 5:00 p.m.  
Special Board of Education Meeting  
Google Meet**

The Special Board of Education Meeting was held on Tuesday, February 2, 2021 at 5:00 p.m. via Google Meeting.

Members Present: Z. Hayden, K. Walker, C. Kuehlewind, M. Luft, M. Palumbo, D. Perreault, M. Brigham

Absent: S. Greaves, M. Esposito

Also present: Superintendent Kristina Martineau; Business Manager Lesley Wysocki

**MINUTES**

- I. CALL TO ORDER – Z. Hayden, Chair, called the special BOE meeting of February 2, 2021 to order at 5:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BUDGET DEVELOPMENT WORKSHOP #2
  - A. Middle School Principal Position – Superintendent Martineau proposed the middle school principal position be posted as a three-year contract, a 10.5 month position (206 days) at a salary range of \$110,000 - \$115,000. Taking into consideration plans of administrative restructuring in the next few years, Superintendent Martineau recommended the Board approve the posting as presented. Z. Hayden, Chair, offered Board members the opportunity to voice their opinions and all were in agreement of supporting Superintendent Martineau's proposal. MOTION by K. Walker and SECOND by M. Luft to approve posting the middle school principal position as a three year contract at a salary range of \$110,000 - \$115,000 for 206 days per year. Vote: Aye(s): K. Walker, M. Palumbo, D. Perreault, C. Kuehlewind, M. Brigham, M. Luft, Z. Hayden. MOTION CARRIES.
  - B. Health Insurance Reserve Budget Offset for 2021-2022 – Superintendent Martineau presented options to offset the budget with Health Reserve. Each Board member was given the opportunity to weigh in as to their thoughts. Overall, Board members were in agreement that 35% is the figure they are most comfortable with. MOTION by D. Perreault and SECOND by M. Palumbo to approve 35% of the Health Reserve to be used to offset the 2021-2022 budget. Vote: Aye(s): M. Luft, M. Brigham, C. Kuehlewind, D. Perreault, M. Palumbo, K. Walker Z. Hayden. MOTION CARRIES.

Superintendent Martineau will send the Board a memo with a breakdown down of actual expenditures; salaries, dues, fees, etc. She will also meet with town officials next week and will report back to the Board the Town's expectations in regard to the budget.
- IV. ADJOURN: MOTION to adjourn at 5:22 p.m. by Z. Hayden and SECOND by K. Walker. MOTION CARRIES.

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/7/2021 To Date: 1/7/2021  
From Check: 36208 To Check: 36278  
From Voucher: 1070 To Voucher: 1070

| Check Number | Date       | Payee                              | Amount     | Voucher | Status  | Type    | Cleared?                 | Clear Date | Void Date                  |
|--------------|------------|------------------------------------|------------|---------|---------|---------|--------------------------|------------|----------------------------|
| 36208        | 01/07/2021 | ACORN-BERNIER ELECTRIC             | \$788.00   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36209        | 01/07/2021 | ADM. UNEMPL. COMP. ACT             | \$311.02   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36210        | 01/07/2021 | ADP, INC                           | \$1,557.98 | 1070    | Printed | Expense | <input type="checkbox"/> |            | payroll services           |
| 36211        | 01/07/2021 | ADVANCED MECHANICAL SERVICES       | \$639.38   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36212        | 01/07/2021 | ALISHA T. CLARK                    | \$99.03    | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36213        | 01/07/2021 | ALL WASTE, INC.                    | \$2,099.12 | 1070    | Printed | Expense | <input type="checkbox"/> |            | trash removal              |
| 36214        | 01/07/2021 | ALLSTON SUPPLY CO., INC.           | \$134.28   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36215        | 01/07/2021 | AMAZON CREDIT PLAN                 | \$555.10   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36216        | 01/07/2021 | CBS BLOOM'S BUSINESS SYSTEMS, INC. | \$219.00   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36217        | 01/07/2021 | CHAPIN & BANGS                     | \$930.30   | 1070    | Printed | Expense | <input type="checkbox"/> |            | HS tech ed supplies        |
| 36218        | 01/07/2021 | CIT TECHNOLOGY FIN SERV., INC.     | \$7,249.29 | 1070    | Printed | Expense | <input type="checkbox"/> |            | copier lease agreement     |
| 36219        | 01/07/2021 | COMMERCIAL BANKING                 | \$87.32    | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36220        | 01/07/2021 | CONN. WATER CO.                    | \$1,273.85 | 1070    | Printed | Expense | <input type="checkbox"/> |            | water usage + testing      |
| 36221        | 01/07/2021 | CURTIN MOTOR LIVERY SERV.          | \$7,068.00 | 1070    | Printed | Expense | <input type="checkbox"/> |            | speed transportation       |
| 36222        | 01/07/2021 | DBO-TSG                            | \$2,688.34 | 1070    | Printed | Expense | <input type="checkbox"/> |            | NEW phone service provider |
| 36223        | 01/07/2021 | DEBOW MECHANICAL SERVICES          | \$362.50   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36224        | 01/07/2021 | DELTA-T GROUP HARTFORD, INC.       | \$8,613.40 | 1070    | Printed | Expense | <input type="checkbox"/> |            | building para sub          |
| 36225        | 01/07/2021 | DEMCO                              | \$84.90    | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36226        | 01/07/2021 | ENCORE FIRE PROTECTION             | \$691.20   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36227        | 01/07/2021 | ENVIRONMENTAL CONSULTING           | \$757.65   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36228        | 01/07/2021 | ESSEX WINNELSON CO.                | \$22.02    | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36229        | 01/07/2021 | [REDACTED]                         | \$360.00   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |
| 36230        | 01/07/2021 | FRANCIS A. LAGACE                  | \$100.00   | 1070    | Printed | Expense | <input type="checkbox"/> |            |                            |

## Westbrook Public Schools

## Check Listing

Fiscal Year: 2020-2021

## Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/7/2021 To Date: 1/7/2021  
 From Check: 36208 To Check: 36278  
 From Voucher: 1070 To Voucher: 1070

| Check Number | Date       | Payee                                | Amount      | Voucher | Status  | Type    | Cleared?                 | Clear Date                      | Void Date |
|--------------|------------|--------------------------------------|-------------|---------|---------|---------|--------------------------|---------------------------------|-----------|
| 36231        | 01/07/2021 | FRONTIER                             | \$795.24    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36232        | 01/07/2021 | GOPHER SPORT                         | \$245.52    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36233        | 01/07/2021 | GRAINGER, INC                        | \$322.42    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36234        | 01/07/2021 | [REDACTED]                           | \$16,400.00 | 1070    | Printed | Expense | <input type="checkbox"/> | sped tuition                    |           |
| 36235        | 01/07/2021 | HOME DEPOT                           | \$225.71    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36236        | 01/07/2021 | JOHNSON CONTROLS                     | \$1,155.00  | 1070    | Printed | Expense | <input type="checkbox"/> | inspection                      |           |
| 36237        | 01/07/2021 | [REDACTED]                           | \$25,048.31 | 1070    | Printed | Expense | <input type="checkbox"/> | sped tuition                    |           |
| 36238        | 01/07/2021 | KELLY SERVICES INC.                  | \$20,054.98 | 1070    | Printed | Expense | <input type="checkbox"/> | Building subs                   |           |
| 36239        | 01/07/2021 | LANGUAGE LINE SERVICES, INC.         | \$131.81    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36240        | 01/07/2021 | LESLEY WYSOCKI                       | \$108.31    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36241        | 01/07/2021 | M & J BUS, INC.                      | \$7,926.29  | 1070    | Printed | Expense | <input type="checkbox"/> | Unal/Voag + sped transp.        |           |
| 36242        | 01/07/2021 | M.D. STETSON COMPANY INC.            | \$1,544.59  | 1070    | Printed | Expense | <input type="checkbox"/> | ice melt / maintenance supplies |           |
| 36243        | 01/07/2021 | MELISSA HART                         | \$3,835.00  | 1070    | Printed | Expense | <input type="checkbox"/> | OT                              |           |
| 36244        | 01/07/2021 | MICHAEL A. THOMAS                    | \$121.32    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36245        | 01/07/2021 | MIDDLESEX COUNTY CHAMBER OF COMMERCE | \$250.00    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36246        | 01/07/2021 | [REDACTED]                           | \$9,550.95  | 1070    | Printed | Expense | <input type="checkbox"/> | Voag sped services              |           |
| 36247        | 01/07/2021 | MMSGS                                | \$350.05    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36248        | 01/07/2021 | MOBILE STORAGE SOLUTIONS             | \$525.00    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36249        | 01/07/2021 | MUTUAL OF OMAHA                      | \$1,808.43  | 1070    | Printed | Expense | <input type="checkbox"/> | life insurance                  |           |
| 36250        | 01/07/2021 | N.E. LEAGUE OF MIDDLE SCHO           | \$325.00    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36251        | 01/07/2021 | NASCO                                | \$95.96     | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |
| 36252        | 01/07/2021 | NASSP                                | \$207.20    | 1070    | Printed | Expense | <input type="checkbox"/> |                                 |           |

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2020-2021

### Criteria:

Bank Account: GEN FUND AP 211170114

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To Date: 1/7/2021

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To Check: 36278

From Voucher: 1070

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| Check Number | Date       | Payee                                       | Amount      | Voucher | Status  | Type    | Cleared?                 | Clear Date | Void Date |
|--------------|------------|---|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 36253        | 01/07/2021 | NATL ENERGY CONTROL CORP                    | \$233.93    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36254        | 01/07/2021 | NATIONAL AUTO PARTS                         | \$33.41     | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36255        | 01/07/2021 | PHYSICAL THERAPY & SPORTS MEDICINE CTRS     | \$3,554.01  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36256        | 01/07/2021 | PITNEY BOWES                                | \$89.97     | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36257        | 01/07/2021 | PMT ASSOCIATES, INC.                        | \$135.00    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36258        | 01/07/2021 | R.J. JULIA BOOKSELLERS                      | \$1,387.02  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36259        | 01/07/2021 | Ruth Rose                                   | \$100.00    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36260        | 01/07/2021 | SAYBROOK HARDWARE                           | \$624.59    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36261        | 01/07/2021 | SCHOOL SPECIALTY                            | \$446.39    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36262        | 01/07/2021 | SHERWIN WILLIAMS                            | \$188.69    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36263        | 01/07/2021 | SHIPMAN & GOODWIN                           | \$6,105.00  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36264        | 01/07/2021 | SOUTHERN CT GAS CO <i>generation supply</i> | \$4,585.32  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36265        | 01/07/2021 | SPRAGUE OPERATING RESOURCES LLC LOCKBOX     | \$1,488.49  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36266        | 01/07/2021 | STAPLES BUSINESS ADVANTAGE                  | \$24.63     | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36267        | 01/07/2021 | STEWART'S MUSIC                             | \$55.50     | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36268        | 01/07/2021 | SUBURBAN STATIONERS                         | \$536.06    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36269        | 01/07/2021 | TARA WINCH                                  | \$100.00    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36270        | 01/07/2021 | [REDACTED]                                  | \$7,600.00  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36271        | 01/07/2021 | THE HUNTINGTON NATIONAL BANK                | \$9,150.40  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36272        | 01/07/2021 | TREASURER STATE OF CT - DAS                 | \$1,725.00  | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36273        | 01/07/2021 | [REDACTED]                                  | \$10,930.00 | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36274        | 01/07/2021 | VERIZON WIRELESS                            | \$620.15    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |
| 36275        | 01/07/2021 | WAL-MART COMMUNITY                          | \$338.80    | 1070    | Printed | Expense | <input type="checkbox"/> |            |           |

*Athletic trainer invoice*

*HS library books, HS novels English Dep*

*legal matters*

*"supply" N/G*

*"generation" N/G*

*speed tuition*

*Solar Credits*

*CEN line*

*speed tuition cell phone service + eq*

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/7/2021 To Date: 1/7/2021  
 From Check: 36208 To Check: 36278  
 From Voucher: 1070 To Voucher: 1070

| Check Number | Date       | Payee          | Amount     | Voucher | Status  | Type    | Cleared?                 | Clear Date   | Void Date |
|--------------|------------|----------------|------------|---------|---------|---------|--------------------------|--------------|-----------|
| 36276        | 01/07/2021 | WARD'S SCIENCE | \$108.00   | 1070    | Printed | Expense | <input type="checkbox"/> |              |           |
| 36277        | 01/07/2021 | [REDACTED]     | \$9,310.00 | 1070    | Printed | Expense | <input type="checkbox"/> | sped tuition |           |
| 36278        | 01/07/2021 | WEST MUSIC     | \$150.35   | 1070    | Printed | Expense | <input type="checkbox"/> |              |           |

Total Amount:

\$187,319.48

End of Report

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2020-2021

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/21/2021 To Date: 1/21/2021  
 From Check: 36279 To Check: 36316  
 From Voucher: 1075 To Voucher: 1075

| Check Number | Date       | Payee                                 | Amount      | Voucher | Status  | Type    | Cleared?                            | Clear Date | Void Date |
|--------------|------------|---------------------------------------|-------------|---------|---------|---------|-------------------------------------|------------|-----------|
| 36279        | 01/21/2021 | ADVANCED POWER SERVICES, LLC.         | \$416.00    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36280        | 01/21/2021 | ALLSTON SUPPLY CO., INC.              | \$239.85    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36281        | 01/21/2021 | AMAZON CREDIT PLAN                    | \$1,828.91  | 1075    | Printed | Expense | <input checked="" type="checkbox"/> |            |           |
| 36282        | 01/21/2021 | ASCD                                  | \$239.00    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36283        | 01/21/2021 | BROADVIEW NETWORKS                    | \$3,073.44  | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36284        | 01/21/2021 | CARLEX                                | \$294.97    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36285        | 01/21/2021 | CITIZENS BANK-MASTERCARD              | \$1,249.98  | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36286        | 01/21/2021 | COMMERCIAL BANKING                    | \$91.14     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36287        | 01/21/2021 | CONN. WATER CO.                       | \$677.42    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36288        | 01/21/2021 | CT COUNCIL LANG TEACHERS              | \$30.00     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36289        | 01/21/2021 | DELTA-T GROUP HARTFORD, INC.          | \$3,093.90  | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36290        | 01/21/2021 | DIAMOND LANDSCAPES & ATHLETIC FIELDS, | \$4,640.00  | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36291        | 01/21/2021 | ELECTRICAL WHOLESALERS                | \$25.16     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36292        | 01/21/2021 | FOLLETT SCHOOL SOLUTIONS, INC.        | \$769.03    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36293        | 01/21/2021 | FRANCIS A. LAGACE                     | \$79.00     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36294        | 01/21/2021 | FRONTIER                              | \$863.76    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36295        | 01/21/2021 | GROVE GARDENS                         | \$63.00     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36296        | 01/21/2021 | HEWLETT PACKARD ENTERPRISE            | \$23,587.00 | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36297        | 01/21/2021 | INTRADO INTERACTIVE SERVICES CORP.    | \$400.00    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36298        | 01/21/2021 | J.W. PEPPER & SON INC.                | \$28.55     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36299        | 01/21/2021 | JOSTENS                               | \$24.40     | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |
| 36300        | 01/21/2021 | LANGUAGE LINE SERVICES, INC.          | \$201.98    | 1075    | Printed | Expense | <input type="checkbox"/>            |            |           |

*HS tech ed supplies, CO office suppl  
 elementary class books, special book  
 HSSCIEN  
 phone bill  
 advertising, conference fee  
 (cust, cafe, paras)  
 building stores  
 grounds maintenance contract*

*teacher laptops / agreements*



# Westbrook Public Schools

## Check Listing

Fiscal Year: 2020-2021

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 1/21/2021 To Date: 1/21/2021  
 From Check: 36279 To Check: 36316  
 From Voucher: 1075 To Voucher: 1075

| Check Number | Date       | Payee                                   | Amount      | Voucher | Status  | Type    | Cleared?                 | Clear Date | Void Date                               |
|--------------|------------|---|-------------|---------|---------|---------|--------------------------|------------|---|
| 36301        | 01/21/2021 | M & J BUS, INC.                         | \$43,366.81 | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36302        | 01/21/2021 | M.D. STETSON COMPANY INC.               | \$1,371.49  | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>regular + spec. ed. transp</i>       |
| 36303        | 01/21/2021 | ME LABS, INC.                           | \$1,532.63  | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>custodial supplies</i>               |
| 36304        | 01/21/2021 | MELISSA HART                            | \$3,380.00  | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>HS science supply</i>                |
| 36305        | 01/21/2021 | NASCO                                   | \$341.12    | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>OT</i>                               |
| 36306        | 01/21/2021 | NASET                                   | \$59.00     | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36307        | 01/21/2021 | NAT'L ENERGY CONTROL CORP               | \$394.73    | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36308        | 01/21/2021 | NICOLE ARCHAMBAULT                      | \$41.97     | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36309        | 01/21/2021 | PHYSICAL THERAPY & SPORTS MEDICINE CTRS | \$3,554.01  | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>partial payment Athletic Trainer</i> |
| 36310        | 01/21/2021 | SAYBROOK HARDWARE                       | \$40.82     | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36311        | 01/21/2021 | SCHOOL SPECIALTY                        | \$19.25     | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36312        | 01/21/2021 | SETON IDENTIFICATION PRODUCTS           | \$514.80    | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36313        | 01/21/2021 | SHORELINE ELECTRONICS                   | \$105.00    | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36314        | 01/21/2021 | SOUTHERN CT GAS CO                      | \$5,779.16  | 1075    | Printed | Expense | <input type="checkbox"/> |            | <i>MS generation</i>                    |
| 36315        | 01/21/2021 | STEWART'S MUSIC                         | \$525.00    | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |
| 36316        | 01/21/2021 | SUBURBAN STATIONERS                     | \$412.21    | 1075    | Printed | Expense | <input type="checkbox"/> |            |   |

Total Amount:

\$103,354.49

End of Report

**Budget Narrative**  
**January 31, 2021**

**Salary Accounts-** All known wages have been adjusted in the payroll purchase order. We still have a couple of vacant paraprofessional positions and a couple other new non -certified vacancies. Total grant figures still have not been confirmed by CSDE and a few stipend agreements are still under consideration. This object will be updated as known.

**Benefits** - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel have been updated. This account will be closely monitored monthly as coverage changes from time to time, throughout the year.

**Transportation-** Summer School/ ESY (Extended School Year) has been paid. The annual purchase order has been reviewed and adjusted. For example, currently we are not running the late bus, or running field trips; funds will be released as time passes. Should anything change, this will be reviewed again.

**Purchased Services-**Annual building maintenance contracts and other annual blanket purchase orders have been entered and will be adjusted as contracts expire/renew.

**Tuition-** Summer School/ ESY (Extended School Year) have been paid. Known annual student placements/services have been encumbered. This figure may vary as student need requires.

**Supplies-** All needed materials have been ordered. I have made one grant offset for COVID PPE and a few other extra classroom supplies (\$93,356.04) ordered specifically under the COVID account number through our BOE funds prior to the grant approval. I am still in the process of reviewing other expenditures authorized under the revised grant authorization and will note future offsets under the appropriate heading when completed.

**Properties (equipment)** – Laptop docking stations for all three schools and 5 “Smartboard “replacements have been ordered. Chromebooks have also finally been delivered. Some instruments and items for the Tech Ed department have also been ordered.

**2/3/2021**  
**L.E.W.**

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2020 through 01/31/2021

Fiscal Year: 2020-2021

☐ Include Pre Encumbrance

|                                   | <u>Budget</u>   | <u>Range To Date</u> | <u>Year To Date</u> | <u>Balance</u> | <u>Encumbrance</u> | <u>Budget Balance</u> |
|-----------------------------------|-----------------|----------------------|---------------------|----------------|--------------------|-----------------------|
| <b>EXPENSES</b>                   |                 |                      |                     |                |                    |                       |
| Salaries                          |                 |                      |                     |                |                    |                       |
| All Wages (+)                     | \$11,597,812.48 | \$6,550,325.76       | \$6,550,325.76      | \$5,047,486.72 | \$4,792,846.83     | \$254,639.89          |
| Sub-total : Salaries              | \$11,597,812.48 | \$6,550,325.76       | \$6,550,325.76      | \$5,047,486.72 | \$4,792,846.83     | \$254,639.89          |
| Benefits                          |                 |                      |                     |                |                    |                       |
| All Benefits (+)                  | \$2,168,366.91  | \$1,206,733.86       | \$1,206,733.86      | \$961,633.05   | \$927,246.64       | \$34,386.41           |
| Sub-total : Benefits              | \$2,168,366.91  | \$1,206,733.86       | \$1,206,733.86      | \$961,633.05   | \$927,246.64       | \$34,386.41           |
| Professional Services             |                 |                      |                     |                |                    |                       |
| Professional Services (+)         | \$840,862.18    | \$466,599.39         | \$466,599.39        | \$374,262.79   | \$220,707.30       | \$153,555.49          |
| Sub-total : Professional Services | \$840,862.18    | \$466,599.39         | \$466,599.39        | \$374,262.79   | \$220,707.30       | \$153,555.49          |
| Purch. Services- BLDG             |                 |                      |                     |                |                    |                       |
| Bldg Services (+)                 | \$388,206.00    | \$179,801.86         | \$179,801.86        | \$208,404.14   | \$79,141.04        | \$129,263.10          |
| Sub-total : Purch. Services- BLDG | \$388,206.00    | \$179,801.86         | \$179,801.86        | \$208,404.14   | \$79,141.04        | \$129,263.10          |
| Transportation                    |                 |                      |                     |                |                    |                       |
| Transportation Services (+)       | \$863,602.65    | \$287,286.47         | \$287,286.47        | \$576,316.18   | \$417,454.99       | \$158,861.19          |
| Sub-total : Transportation        | \$863,602.65    | \$287,286.47         | \$287,286.47        | \$576,316.18   | \$417,454.99       | \$158,861.19          |
| Purchased Services                |                 |                      |                     |                |                    |                       |
| Other Services (+)                | \$145,224.99    | \$52,904.86          | \$52,904.86         | \$92,320.13    | \$31,996.69        | \$60,323.44           |
| Sub-total : Purchased Services    | \$145,224.99    | \$52,904.86          | \$52,904.86         | \$92,320.13    | \$31,996.69        | \$60,323.44           |
| Tuition                           |                 |                      |                     |                |                    |                       |
| All Tuitions (+)                  | \$945,608.00    | \$471,131.07         | \$471,131.07        | \$474,476.93   | \$455,288.93       | \$19,188.00           |
| Sub-total : Tuition               | \$945,608.00    | \$471,131.07         | \$471,131.07        | \$474,476.93   | \$455,288.93       | \$19,188.00           |
| Supplies                          |                 |                      |                     |                |                    |                       |
| All Supplies (+)                  | \$1,063,584.79  | \$310,536.95         | \$310,536.95        | \$753,047.84   | \$565,615.72       | \$187,432.12          |
| Sub-total : Supplies              | \$1,063,584.79  | \$310,536.95         | \$310,536.95        | \$753,047.84   | \$565,615.72       | \$187,432.12          |
| Property                          |                 |                      |                     |                |                    |                       |
| Equipment (+)                     | \$244,355.00    | \$72,006.25          | \$72,006.25         | \$172,348.75   | \$115,683.63       | \$56,665.12           |
| Sub-total : Equipment (+)         | \$244,355.00    | \$72,006.25          | \$72,006.25         | \$172,348.75   | \$115,683.63       | \$56,665.12           |

Operating Statement with Encumbrance

# Westbrook Public Schools

## Financial Statement For the Period 07/01/2020 through 01/31/2021

Fiscal Year: 2020-2021

☐ Include Pre Encumbrance

|                        | <u>Budget</u>   | <u>Range To Date</u> | <u>Year To Date</u> | <u>Balance</u> | <u>Encumbrance</u> | <u>Budget Balance</u> |
|------------------------|-----------------|----------------------|---------------------|----------------|--------------------|-----------------------|
| Sub-total : Property   | \$244,355.00    | \$72,006.25          | \$72,006.25         | \$172,348.75   | \$115,683.63       | \$56,665.12           |
| Total : EXPENSES       | \$18,257,623.00 | \$9,597,326.47       | \$9,597,326.47      | \$8,660,296.53 | \$7,605,981.77     | \$1,054,314.76        |
| NET ADDITION/(DEFICIT) | \$18,257,623.00 | \$9,597,326.47       | \$9,597,326.47      | \$8,660,296.53 | \$7,605,981.77     | \$1,054,314.76        |
|                        |                 |                      |                     |                |                    | 5.8%                  |
|                        |                 |                      |                     |                |                    | 5.8%                  |

End of Report

Operating Statement with Encumbrance

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Report: rptGLOperatingStatementwithEnc

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Page:

2

**New Vendors- January**

**ME Labs, Inc. – HS science training and supplies**  
**TalkingPoints – Services to assist with engagement with EL families**  
**Sound Speech Therapy – Speech evaluations**  
**Kimberly Reith -Special education service provider**

**2/3/2021**  
**L.E.W.**