

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION Tuesday, April 06, 2021 @ 7:00 p.m. Regular Board of Education Meeting
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The Regular meeting of the Westbrook Board of Education will be held on Tuesday, April 06, 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.westbrookctschoools.org/groups/5650>
2. Click the link provided at the time of the meeting.

Method 2

1. Navigate to <https://www.westbrookctschoools.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. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment. In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, please adhere to the previously mentioned guidelines.

- IV. ADMINISTRATOR(S) COMMENTS:
 - A. Summer School and Extended School Year Programming
 - B. Evaluating Student Needs and Instructional Supports
 - C. After School Activities

- V. NEW BUSINESS: Vote Anticipated
 - A. Healthy Food Certification 2021-2022
 - B. Disposal of Science and Mathematics Books ENCLOSURE 1
- VI. SUPERINTENDENT'S REPORT
 - A. Enrollment – April 2021 ENCLOSURE 2
 - B. Remote Learning Update
 - C. ESSER II Grant Funding and Instructional Support
 - D. End of Year Activities
 - E. Introduction of New Middle School Principal (anticipated)
- VII. OLD BUSINESS
- VIII. CONSENT AGENDA – Vote Anticipated
 - A. Approval of Minutes:
 - 1. Regular meeting of March 09, 2021 ENCLOSURE 3
- IX. FINANCIAL REPORTS ENCLOSURE 4
 - A. Review of Check Listing
 - B. Budget Narrative/Review of Expenditure Report
 - C. Line Item Transfer
 - D. Insurance Report ENCLOSURE 5
 - E. HVAC Project Update – Vote anticipated
- X. BOARD COMMITTEE REPORTS
 - A. LEARN report - M. Brigham
 - B. Policy– K. Walker
 - C. Long Range Planning – L. Wysocki
 - D. Fiscal and Budget – M. Esposito/K. Walker/Z. Hayden
 - E. Teaching/Learning – D. Perreault/C. Kuehlewind
 - F. Negotiations - S. Greaves
 - G. Town Energy Ad-Hoc Committee – L. Wysocki
 - H. PTO Representatives - M. Luft, Z. Hayden, M. Esposito
- XI. BOARD OF EDUCATION GOALS
 - A. Professional Development Share
- XII. PERSONNEL
- XIII. ADJOURN

Science Textbooks

According to the WPS District Weeding Policy, the following Science Textbooks are no longer supporting the high school Science Curriculum. In addition, they have no monetary value.

Therefore these books can be recycled through our High School Recycling program.

NEsposito Jan 28, 2021

Biology

Author:Arms, Karen; Camp, Pamela S.

Published:01/01/1995

ISBN-10:0030154340

ISBN-13:9780030154348

Not currently buying/no value/over 10 years old

Copies 28

Modern Biology

Author:Albert Towle; Alexandria Towle

Published:01/30/1989

ISBN: 0-03-013919-8

Not currently buying/no value/over 10 years old

12 copies

Holt Modern Biology: Student Edition Grades 9-12 1999

Author:Holt Reinhart and Winston

Published:04/04/2000

ISBN-10:0030177448

ISBN-13:9780030177446

Not currently buying/no value/over 10 years old
1 copy

Biology (Student Edition)

Author:Miller, Kenneth R.; Levine, Joseph S.

Published:01/01/1993

ISBN-10:0130996726

ISBN-13:9780130996725

Not currently buying/no value/over 10 years old
17 copies

2/23/21

According to form 3260, Sales & Disposal of Books, Equipment & Supplies Form,
The following math books no longer support the high school Mathematics curriculum.
Therefore they will be recycled with the help of the high school recycling program.

Passports to Algebra and Geometry 17

Geometry 28

Algebra I 31

Geometry 22

Algebra 2 33

Advanced Math 45

Mind on Statistics 67

Math Department

According to the WPS District Weeding Policy, the following Family and Consumer textbooks no longer support the high school FCS curriculum. They have no monetary value. Therefore these books can be recycled through our High School Recycling program.

Book Title	Number of Books	Publishing Year
Planning for Your Own Apartment	9	1976
Guide to Good Food	18	1984
Married and Single Life	8	1988
Human Sexuality	12	1989
Fashion!	7	1993
Shot in the Heart	12	1994
Human Sexuality	18	1998
Odd Girl Out	9	2002
Development Through Life	10	2003
Goals for Living	21	2006

EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION

Tuesday, March 9, 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 Bringham, Christine Kuehlewind, Mike Esposito

Also present: Superintendent Kristina Martineau; Administrators: Tara Winch, Ruth Rose, Susan Miller, Fran Lagace; L. Wysocki, Business Manager; IT Specialist, Ben Russell; faculty/staff/community members

- I. CALL TO ORDER** – Zachary Hayden, Chair, called the Google Meeting of Tuesday, March 9, 2021 to order at 7:00 p.m.

MOTION by K. Walker and **SECOND** by M. Palumbo to amend Item XV. to include Vote anticipated.
Vote: Aye(s): M. Palumbo, K. Walker, C. Kuehlewind, D. Perreault, M. Bringham, M. Esposito, S. Greaves, M. Luft, Z. Hayden **MOTION CARRIES**

II. PLEDGE OF ALLEGIANCE

- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS** – As March is Board Member Appreciation Month, Superintendent Martineau took the opportunity to acknowledge the Board of Education members Zachary Hayden, Kim Walker, Sally Greaves, MaryElla Luft, Michele Bringham, Michelle Palumbo, Don Perreault, Christine Kuehlewind, and Mike Esposito for their services on the Board of Education.

- IV. STUDENT REPRESENTATIVE REPORT** – Jesse McGannon reported on school activities including the winter sports season (indoor track, girls' and boys' basketball). Jesse reported that an SAT expert will be presenting in-person on SAT preparation. The school musical, *A Chorus Line*, will be performed in person, although the audience will view virtually. Tickets will be available for \$10 through the school website. There are plans for an outdoor prom and plans for graduation on June 11th are being made.

- V. DEAN OF STUDENTS, ACTIVITIES AND ATHLETICS** – Superintendent Martineau reported that she listened to feedback regarding the Dean of Students, Activities and Athletics and as a result the proposal is for two positions; one for grades 5-8 and one for 9-12.

- VI. PUBLIC COMMENT** – Corey Ehrlich, District Social Worker and parent, expressed disappointment that the budget vote was not tabled so the public could comment on the proposal of significant changes. She expressed her concern that a 206 day position will deter qualified candidates for the middle school principal position and that middle school and high school

students are socially and emotionally different and administrative structuring should allow for that.

VII. ADMINISTRATOR(S) COMMENTS – No comments

VIII. NEW BUSINESS- Vote Anticipated

A. Policy 6146 – Graduation Requirements: Superintendent Martineau reported on the changes of Policy 6146, Graduation Requirements, to align with CSDE standards. As this policy has an impact on the tenth grade class, the Board was asked to approve without bringing the policy back to the board for a second reading. **MOTION** to approve Policy 6146 –Graduation Requirements, as presented by Z. Hayden and **SECOND** by M. Luft. **Aye(s):** M. Luft, K. Walker, S. Greaves, M. Brigham, D. Perreault, C. Kuehlewind, M. Palumbo, Z. Hayden **Abstained:** M. Esposito

B. CAFE on-line policy service – Superintendent Martineau provided an overview of the CAFE Online Policy Service, which will offer translation services for our Westbrook families, cross referencing hyperlinks and links to state laws, and timely updates. Efforts are being made to get all policies online. The Board will be given the opportunity to view before going live hopefully by the end of April.

IX. SUPERINTENDENT'S REPORT

A. Enrollment – Superintendent Martineau reported March enrollment totals equal 648 students Pre K through 12, which includes 8 out-placed students.

B. Entry Plan Update – First 90 Days: Superintendent Martineau presented on her first ninety days as Superintendent in Westbrook Public Schools, focusing on Teaching and Learning, Culture, Climate and Social Emotional Wellness, and Superintendent Goals. Moving forward, five committees have been created related to Teaching and Learning. She mentioned the work of the Teen Leadership Class and their part in Social Emotional Learning. Superintendent Martineau also talked about the action she has taken to implement her goals in collaboration with school leaders and staff.. Board members were given the opportunity to comment on her presentation.

C. Middle School Principal Search Update: Superintendent Martineau informed the Board that 40 applicants have responded and many have high quality teaching and leadership skills. Round one interviews are scheduled for March 11. Four to six candidates will be chosen for Round two and by early April, two finalists will be presented to the BOE. By the end of the process, 30 stakeholders will have participated.

D. Update on Vaccinations – Superintendent Martineau was pleased to report that all employees and bus drivers have been offered access to be vaccinated and a second clinic is scheduled by the end of the first week of April. She expressed appreciation to all the parties involved in organizing the clinics.

E. Budget Process Update – Next Steps – Superintendent Martineau reported that the budget will be presented to the Board of Finance on March 10 at 5:30 p.m. A link for the meeting will be sent to the members of the BOE.

X. OLD BUSINESS – The following policies were presented to the Board in February for a first reading and a vote to approve is requested. **MOTION** to approve the following revised policies as presented by M. Palumbo and **SECOND** by M. Luft:

A. Policy 4118.237 – Facemasks/Face Coverings

B. Policy 5145.44 – Title IX

C. Policy 9221 – Board Member Vacancies

Vote: **Aye(s):** M. Luft, K. Walker, S. Greaves, M. Esposito, D. Perreault, M. Brigham, C. Kuehlewind, M. Palumbo, Z. Hayden **Vote unanimous.**

- D. Long Range Plan – Capital Improvements 2021-2026 – MOTION by Z. Hayden and SECOND by M. Luft to approve the Long Range Plan for Capital Improvements for 2021-2026 as presented. VOTE: (Ayes): M. Palumbo, C. Kuehlewind, D. Perreault, M. Brigham, S. Greaves, K. Walker, M. Luft, Z. Hayden Nay: M. Esposito

XI. CONSENT AGENDA

Approval of Minutes:

1. Regular Meeting – February 09, 2021: MOTION by K. Walker and SECOND by M. Palumbo to approve the minutes of February 09, 2021. Vote: Aye(s) M. Luft, K. Walker, S. Greaves, M. Esposito, M. Brigham, D. Perreault, C. Kuehlewind, M. Palumbo, Z. Hayden. MOTION CARRIES

XII. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for February 4, 2021 in the amount of \$118,079.14 and on February 17, 2021 in the amount of \$113,680.70.
- B. Budget Narrative/Review of Expenditure Report: Mrs. Wysocki provided an overview of the budget as it stands. She reported that Covid related expenses and relief funds have been approved.
- C. Line Item Transfer - None
- D. Insurance Report – An updated Insurance Report was provided.

XIII. BOARD OF EDUCATION GOALS

- A. CAFE Workshops – As part of the BOE goals, Z. Hayden offered a variety of upcoming workshops available to the Board through CAFE and other resources. K. Walker and M. Brigham participated in a Policy Webinar and an overview was presented to the Board.

XIV. BOARD COMMITTEE REPORTS

- A. LEARN: M. Brigham is the BOE LEARN representative and will attend her first meeting on Thursday, March 11, 2021.
- B. Policy – K. Walker reported the next Policy meeting is scheduled for March 18 at 4:15 pm.
- C. Long Range Planning - Z. Hayden expressed appreciation to M. Palumbo for her work as Chair on LRP and welcomed D. Perreault as the new Chair. D. Perreault reported that the LRP committee met with Mr. LeFleur on projects that need to be done over the summer. The BOS and BOF will hopefully approve the projects so they can move forward in a timely manner.
- D. Insurance – M. Luft – no meeting to report on.
- E. Negotiations - S. Greaves said the Negotiations Committee met and more will be discussed in Executive Session.
- F. Town Ad Hoc Committee – L. Wysocki – The next meeting is on March 17, 2021.
- G. PTSO Representatives - M. Luft reported on Daisy PTO activities including 100 Day Celebration, Read Across America, Virtual Book Fair, Virtual Daisy Dash, Virtual Sweetheart Dance and Mother/Son event. M. Esposito and T. Winch reported on high school PTSO activities including fundraising, Valentine's Day Goody Bags, Custodian appreciation, plans for Class breakfasts, and Teacher appreciation. Z. Hayden reported the next middle school PTSO meeting is scheduled for March 23, 2021.

MOTION by Z. Hayden and SECOND by M. Palumbo to move into Executive Session at 8:41 p.m. with Superintendent Martineau for the purpose of personnel discussion related to MOU for Dean of Students, Activities, and Athletics. Vote: Aye(s): M. Palumbo, C. Kuehlewind, D. Perreault, M. Brigham, M. Esposito, S. Greaves, K. Walker, M. Luft, Z. Hayden,

XV. PERSONNEL: EXECUTIVE SESSION

A. M.O.U. – Deans of Students, Activities and Athletics Discussion

Moved back into Regular Session at 9:03p.m.

MOTION by Z. Hayden and SECOND by D. Perreault to approve giving Superintendent Martineau the authority to sign the MOU for the Deans of Students, Activities and Athletics.
Vote unanimous.

XVI. ADJOURN: MOTION by Z. Hayden and SECOND by K. Walker to adjourn at 9:06 p.m.
Vote Unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

BOE Approved:

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 3/4/2021 To Date: 3/4/2021
From Check: 36398 To Check: 36456
From Voucher: 1093 To Voucher: 1093

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36398	03/04/2021	ADM. UNEMPL. COMP. ACT	\$757.00	1093	Printed	Expense	☐		
36399	03/04/2021	ALISHA T. CLARK	\$132.04	1093	Printed	Expense	☐		
36400	03/04/2021	ALL WASTE, INC.	\$2,099.12	1093	Printed	Expense	☐		Trash removal
36401	03/04/2021	ALLSTON SUPPLY CO., INC.	\$126.84	1093	Printed	Expense	☐		Athletic supplies (H.S.), 4th grade
36402	03/04/2021	AMAZON CREDIT PLAN	\$2,604.39	1093	Printed	Expense	☒		H.S. tech ed., computer supplies, H.S. gym
36403	03/04/2021	AMERICAN CHORAL DIRECTORS ASSN.	\$125.00	1093	Printed	Expense	☐		H.S. math supplies, spec. ed. supplies
36404	03/04/2021	AMERICAN TIME & SIGNAL	\$155.12	1093	Printed	Expense	☐		
36405	03/04/2021	CABE, INC.	\$25.00	1093	Printed	Expense	☐		
36406	03/04/2021	CAROLINA BIOLOGICAL SUPPLY CO.	\$261.23	1093	Printed	Expense	☐		
36407	03/04/2021	CIAC	\$190.00	1093	Printed	Expense	☐		
36408	03/04/2021	CIT TECHNOLOGY FIN SERV., INC.	\$7,249.29	1093	Printed	Expense	☐		copier lease agreement
36409	03/04/2021	CITIZENS BANK-MASTERCARD	\$947.94	1093	Printed	Expense	☐		ACA reporting & software
36410	03/04/2021	COLLINS SPORTS MEDICINE	\$349.25	1093	Printed	Expense	☐		
36411	03/04/2021	CONJUGUEMOS	\$60.00	1093	Printed	Expense	☐		
36412	03/04/2021	CONN. WATER CO.	\$688.17	1093	Printed	Expense	☐		H.S. music - speakers/subwoofer
36413	03/04/2021	CRUTCHFIELD	\$3,295.99	1093	Printed	Expense	☐		spec. ed. transportation
36414	03/04/2021	CURTIN MOTOR LIVERY SERV.	\$7,686.00	1093	Printed	Expense	☐		phone service + 10 new phones
36415	03/04/2021	DBO-TSG	\$6,180.70	1093	Printed	Expense	☐		phone service pump repair
36416	03/04/2021	DEBOW MECHANICAL SERVICES	\$1,633.00	1093	Printed	Expense	☐		Daisy - heating pump repair
36417	03/04/2021	DELTA-T GROUP HARTFORD, INC.	\$7,130.50	1093	Printed	Expense	☐		para subs & healthail @ Daisy
36418	03/04/2021	EB EXTERMINATING CO.	\$106.00	1093	Printed	Expense	☐		
36419	03/04/2021	ENVIRONMENTAL CONSULTING	\$795.54	1093	Printed	Expense	☐		electricity "delivery"
36420	03/04/2021	EVERSOURCE	\$6,380.13	1093	Printed	Expense	☐		

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 3/4/2021 To Date: 3/4/2021
From Check: 36398 To Check: 36456
From Voucher: 1093 To Voucher: 1093

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36421	03/04/2021	FOLLETT SCHOOL SOLUTIONS, INC.	\$3,125.90	1093	Printed	Expense	☐	Library books - all three schools	
36422	03/04/2021	FRANCIS A. LAGACE	\$100.00	1093	Printed	Expense	☐		
36423	03/04/2021	FRONTIER	\$798.24	1093	Printed	Expense	☐		
36424	03/04/2021	GRACE NOTES, LLC.	\$629.00	1093	Printed	Expense	☐		
36425	03/04/2021	GUMDROP BOOKS	\$2,885.14	1093	Printed	Expense	☐	Daisy library books	
36426	03/04/2021	HOBY REGISTRATION	\$225.00	1093	Printed	Expense	☐		
36427	03/04/2021	JACOB TROY	\$10.62	1093	Printed	Expense	☐		
36428	03/04/2021	[REDACTED]	\$22,624.28	1093	Printed	Expense	☐	Spec. ed. tuition	
36429	03/04/2021	KAMM HEADQUARTERS	\$3,080.00	1093	Printed	Expense	☐	Software renewal	
36430	03/04/2021	KAPCO	\$225.55	1093	Printed	Expense	☐		
36431	03/04/2021	KAREN ANTHONY	\$90.00	1093	Printed	Expense	☐		
36432	03/04/2021	KELLY SERVICES INC.	\$21,759.93	1093	Printed	Expense	☐	subs (Jan. + Feb)	
36433	03/04/2021	KIMBERLY A. REITH	\$1,100.00	1093	Printed	Expense	☐	Spec. ed. Services	
36434	03/04/2021	LEARN	\$1,375.00	1093	Printed	Expense	☐	SIOP training (GL)	
36435	03/04/2021	LESLEY WYSOCKI	\$18.38	1093	Printed	Expense	☐	Spec. ed. + Unial/VoAg runs	
36436	03/04/2021	M & J BUS, INC.	\$46,880.39	1093	Printed	Expense	☐		
36437	03/04/2021	M.D. STETSON COMPANY INC.	\$400.68	1093	Printed	Expense	☐	OT	
36438	03/04/2021	MELISSA HART	\$2,535.00	1093	Printed	Expense	☐	Life insurance	
36439	03/04/2021	MUTUAL OF OMAHA	\$1,803.60	1093	Printed	Expense	☐		
36440	03/04/2021	PAR INC.	\$222.20	1093	Printed	Expense	☐	Athletic trainer	
36441	03/04/2021	PHYSICAL THERAPY & SPORTS MEDICINE CTRS	\$3,554.01	1093	Printed	Expense	☐		
36442	03/04/2021	PITNEY BOWES	\$342.24	1093	Printed	Expense	☐		

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 3/4/2021 To Date: 3/4/2021
From Check: 36398 To Check: 36456
From Voucher: 1093 To Voucher: 1093

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36443	03/04/2021	[REDACTED]	\$17,770.00	1093	Printed	Expense	☐	Spec. ed. tuition	
36444	03/04/2021	Ruth Rose	\$100.00	1093	Printed	Expense	☐		
36445	03/04/2021	S&S WORLDWIDE	\$299.94	1093	Printed	Expense	☐		
36446	03/04/2021	SAYBROOK HARDWARE	\$188.16	1093	Printed	Expense	☐		
36447	03/04/2021	SCHOOL SPECIALTY	\$437.81	1093	Printed	Expense	☐		
36448	03/04/2021	SEWARD & MONDE	\$7,700.00	1093	Printed	Expense	☐	19-20 audit	
36449	03/04/2021	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$22,753.15	1093	Printed	Expense	☐	NG "Supply"	
36450	03/04/2021	SUBURBAN STATIONERS	\$205.50	1093	Printed	Expense	☐		
36451	03/04/2021	TARA WINCH	\$100.00	1093	Printed	Expense	☐		
36452	03/04/2021	[REDACTED]	\$7,600.00	1093	Printed	Expense	☐	Spec. ed. tuition	
36453	03/04/2021	THE HUNTINGTON NATIONAL BANK	\$4,835.80	1093	Printed	Expense	☐	Madison Solar Net metering	
36454	03/04/2021	[REDACTED]	\$10,930.00	1093	Printed	Expense	☐	Spec. ed. tuition	
36455	03/04/2021	VERIZON WIRELESS	\$251.44	1093	Printed	Expense	☐		
36456	03/04/2021	WAL-MART COMMUNITY	\$85.77	1093	Printed	Expense	☐		

Total Amount:

\$235,980.96

End of Report

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 3/18/2021
From Check: 36459
From Voucher: 1102

To Date: 3/18/2021
To Check: 36501
To Voucher: 1102

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36458	03/18/2021	ADM. UNEMPL. COMP. ACT	\$725.79	1102	Printed	Expense	☐		
36460	03/18/2021	ADP, INC	\$3,227.94	1102	Printed	Expense	☐		
36461	03/18/2021	AMAZON CREDIT PLAN	\$2,014.21	1102	Printed	Expense	☐		
36462	03/18/2021	ASCD	\$285.60	1102	Printed	Expense	☐		
36463	03/18/2021	BOOKSOURCE	\$359.40	1102	Printed	Expense	☐		
36464	03/18/2021	CABE, INC.	\$80.00	1102	Printed	Expense	☐		
36465	03/18/2021	CAROLINA BIOLOGICAL SUPPLY CO.	\$142.97	1102	Printed	Expense	☐		
36466	03/18/2021	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$27,584.00	1102	Printed	Expense	☐		
36467	03/18/2021	CBS THERAPY	\$4,312.50	1102	Printed	Expense	☐		
36468	03/18/2021	COMMERCIAL BANKING	\$93.76	1102	Printed	Expense	☐		
36469	03/18/2021	DEBOW MECHANICAL SERVICES	\$784.66	1102	Printed	Expense	☐		
36470	03/18/2021	DELTA-T GROUP HARTFORD, INC.	\$6,296.80	1102	Printed	Expense	☐		
36471	03/18/2021	DRUCKER EDUCATIONAL CONSULTING LLC.	\$1,950.00	1102	Printed	Expense	☐		
36472	03/18/2021	EVERSOURCE	\$5,143.82	1102	Printed	Expense	☐		
36473	03/18/2021	FILTER SALES & SERV., INC	\$198.52	1102	Printed	Expense	☐		
36474	03/18/2021	FLOW TECH	\$400.00	1102	Printed	Expense	☐		
36475	03/18/2021	FOLLETT SCHOOL SOLUTIONS, INC.	\$458.76	1102	Printed	Expense	☐		
36476	03/18/2021	FOOD EQUIPMENT SPECIALISTS	\$1,408.97	1102	Printed	Expense	☐		
36477	03/18/2021	FRONTIER	\$801.39	1102	Printed	Expense	☐		
36478	03/18/2021	FRONTLINE TECHNOLOGIES GROUP	\$2,263.56	1102	Printed	Expense	☐		
36479	03/18/2021		\$16,400.00	1102	Printed	Expense	☐		

☐ Payroll Services (incl. W2's)
☐ projector bulbs, athletic supplies,
☐ its tech ed, pc, library & office supplies
☐ speed supplies, co books, daily speech
☐
☐
☐
☐ smartboards - Daisy cycle
☐ contracted speech services
☐
☐
☐ para & nurseaid subs
☐ science pd/consultation
☐ electricity "delivery"
☐
☐
☐
☐ its oven repair & fridge repair
☐
☐ Appl. track software renewal
☐ spec. ed. tuition

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 3/18/2021 To Date: 3/18/2021
From Check: 36459 To Check: 36501
From Voucher: 1102 To Voucher: 1102

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36480	03/18/2021	KELLY SERVICES INC.	\$8,907.39	1102	Printed	Expense	☐	Substitutes	
36481	03/18/2021	KIMBERLY A. REITH	\$1,100.00	1102	Printed	Expense	☐	Spec. ed. consultant	
36482	03/18/2021	LANGUAGE LINE SERVICES, INC.	\$381.21	1102	Printed	Expense	☐		
36483	03/18/2021	M & J BUS, INC.	\$18,449.51	1102	Printed	Expense	☐	Spec. ed., Vines/Volky	
36484	03/18/2021	M.D. STETSON COMPANY INC.	\$708.28	1102	Printed	Expense	☐		
36485	03/18/2021	MARKS PLUMBING PARTS	\$119.88	1102	Printed	Expense	☐		
36486	03/18/2021	MELISSA HART	\$3,380.00	1102	Printed	Expense	☐	OT	
36487	03/18/2021	MICHAEL A. THOMAS	\$116.72	1102	Printed	Expense	☐		
36488	03/18/2021	NASCO	\$46.40	1102	Printed	Expense	☐		
36489	03/18/2021	PAPER DIRECT	\$90.96	1102	Printed	Expense	☐		
36490	03/18/2021	PATTI GOAD	\$146.51	1102	Printed	Expense	☐		
36491	03/18/2021	PEARSON CLINICAL ASSESSMENT	\$735.00	1102	Printed	Expense	☐		
36492	03/18/2021	PEARSON EDUCATION INC	\$398.00	1102	Printed	Expense	☐		
36493	03/18/2021	SAYBROOK HARDWARE	\$419.47	1102	Printed	Expense	☐		
36494	03/18/2021	SCHOLASTIC, INC.-2	\$100.66	1102	Printed	Expense	☐		
36495	03/18/2021	SCHOOL SPECIALTY	\$224.16	1102	Printed	Expense	☐		
36496	03/18/2021	STEWART'S MUSIC	\$369.85	1102	Printed	Expense	☐		
36497	03/18/2021	SUBURBAN STATIONERS	\$306.38	1102	Printed	Expense	☐		
36498	03/18/2021	VERIZON WIRELESS	\$251.44	1102	Printed	Expense	☐	electricity "supply"	
36499	03/18/2021	Wattifi Inc.	\$8,290.42	1102	Printed	Expense	☐		
36500	03/18/2021	WESTERN PSYCH SERVICES	\$94.60	1102	Printed	Expense	☐		
36501	03/18/2021	WOODWIND & BRASSWIND	\$1,445.00	1102	Printed	Expense	☐	MS musical instruments (key board + portable key boards)	
Total Amount:			\$121,014.49						

Budget Narrative
March 31, 2021

Salary Accounts- All known wages, including known leaves of absences, have been adjusted in the payroll purchase order. We still have a couple of vacant paraprofessional positions and non-certified vacancies. All grants have been verified and adjusted. The lump sum pay decisions, verification of spring stipends, and a review of prorated annual stipends and unfilled or not offered stipends will be the only items further impacting these lines. A \$56,091.51 offset from the Corona Relief Funds (CRF) grant has been made to "salaries".

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. A \$2,647.44 offset from the CRF grant has been made to "benefits."

Transportation- Summer School/ ESY (Extended School Year) has been paid. The annual purchase order continues to be reviewed. Funds will be released from this purchase order in April as decisions regarding the late bus and other trips are finalized for the year. A \$1,909.68 offset from the CRF grant has been made to "transportation".

Purchased Services-Annual building maintenance contracts and other annual blanket purchase orders have been entered and will be adjusted as contracts expire/renew. A \$93,786.52 offset from CRF grant (for substitutes) has been made to "purchased services."

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 - CRF) ordered specifically under the COVID account number through our BOE funds prior to the grant approval. An additional \$43,461.31 offset from the CRF grant (academic supplies) has been made to "supplies."

Properties (equipment) – All requested items to date have been ordered. Including Chromebooks/ Technology, "Smartboards", musical instruments and tech ed supplies.

3/31/21
L.E.W.

Westbrook Public Schools

Financial Statement For the Period 07/01/2020 through 03/31/2021

Fiscal Year: 2020-2021

☐ Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance
EXPENSES						
Salaries						
All Wages (+)	\$11,597,812.48	\$8,222,582.90	\$8,222,582.90	\$3,375,229.58	\$3,050,025.72	\$325,203.86
Sub-total : Salaries	\$11,597,812.48	\$8,222,582.90	\$8,222,582.90	\$3,375,229.58	\$3,050,025.72	\$325,203.86
Benefits						
All Benefits (+)	\$2,168,366.91	\$1,501,298.01	\$1,501,298.01	\$667,068.90	\$531,072.67	\$135,996.23
Sub-total : Benefits	\$2,168,366.91	\$1,501,298.01	\$1,501,298.01	\$667,068.90	\$531,072.67	\$135,996.23
Professional Services						
Professional Services (+)	\$840,862.18	\$507,746.44	\$507,746.44	\$333,115.74	\$155,494.49	\$177,621.25
Sub-total : Professional Services	\$840,862.18	\$507,746.44	\$507,746.44	\$333,115.74	\$155,494.49	\$177,621.25
Purch. Services- BLDG						
Bldg Services (+)	\$388,206.00	\$197,290.43	\$197,290.43	\$190,915.57	\$103,202.35	\$87,713.22
Sub-total : Purch. Services- BLDG	\$388,206.00	\$197,290.43	\$197,290.43	\$190,915.57	\$103,202.35	\$87,713.22
Transportation						
Transportation Services (+)	\$863,602.65	\$410,196.44	\$410,196.44	\$453,406.21	\$285,325.34	\$168,080.87
Sub-total : Transportation	\$863,602.65	\$410,196.44	\$410,196.44	\$453,406.21	\$285,325.34	\$168,080.87
Purchased Services						
Other Services (+)	\$145,224.99	\$67,946.76	\$67,946.76	\$77,278.23	\$35,354.25	\$41,923.98
Sub-total : Purchased Services	\$145,224.99	\$67,946.76	\$67,946.76	\$77,278.23	\$35,354.25	\$41,923.98
Tuition						
All Tuitions (+)	\$945,608.00	\$606,433.66	\$606,433.66	\$339,174.34	\$319,986.34	\$19,188.00
Sub-total : Tuition	\$945,608.00	\$606,433.66	\$606,433.66	\$339,174.34	\$319,986.34	\$19,188.00
Supplies						
All Supplies (+)	\$1,063,584.79	\$389,500.75	\$389,500.75	\$674,084.04	\$497,805.25	\$176,278.79
Sub-total : Supplies	\$1,063,584.79	\$389,500.75	\$389,500.75	\$674,084.04	\$497,805.25	\$176,278.79
Property						
Equipment (+)	\$244,355.00	\$106,402.44	\$106,402.44	\$137,952.56	\$67,974.41	\$69,978.15
Sub-total : Equipment	\$244,355.00	\$106,402.44	\$106,402.44	\$137,952.56	\$67,974.41	\$69,978.15

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2020 through 03/31/2021

Fiscal Year: 2020-2021

☐ Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance
Sub-total : Property	\$244,355.00	\$106,402.44	\$106,402.44	\$137,952.56	\$67,974.41	\$89,978.15
Total : EXPENSES	\$18,257,623.00	\$12,009,397.83	\$12,009,397.83	\$6,248,225.17	\$5,046,240.82	\$1,201,984.35
NET ADDITION/(DEFICIT)	\$18,257,623.00	\$12,009,397.83	\$12,009,397.83	\$6,248,225.17	\$5,046,240.82	\$1,201,984.35
						6.6%
						6.6%

End of Report

Operating Statement with Encumbrance

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New Vendors-March

Makemynewspaper.com – MS clubs – purchased services
BroadwayKids & Co. LLC – HS drama supplies
Stella Tunes, LLC – HS prom DJ
St Clement's Castle – HS prom venue
Kryterion, Inc – Google certifications
Drucker Educational Consulting, LLC – HS science PD
Eastern Bag and Paper Co. Inc. – Custodial supplies
DanceWear Solutions – HS drama supplies
Leadership X, LLC – Athletic supplies
Lindamood-Bell Learning Processes – Spec. Ed. PD
Industrial Control & Automation, Inc. – HS Tech. Ed supplies

3/31/2021
L.E.W.

Funding Westbrook Board of Education
\$125,000 Individual Stop-Loss
Expected Claims and Fees Based on 140 Medical Contracts and 150 Dental Contracts; Actual Claims and Fees Based on Actual Contracts
July 1, 2020 through June 30, 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Board Monthly Funding	Board Amount Increased from Reserve	Total Board Funding (Board Amount Increased from Reserve)	Board Projected Expected Medical Claims	Board Projected Expected Dental Claims	Board Projected Expected Rx Claims	Board Actual Expected Medical Claims	Board Actual Expected Dental Claims	Board Actual Expected Rx Claims	Board Actual Expected Medical Claims	Board Actual Expected Dental Claims	Board Actual Expected Rx Claims	Board Actual Expected Medical Claims	Board Actual Expected Dental Claims
Jul-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Aug-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Sep-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Oct-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Nov-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Dec-20	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Jan-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Feb-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Mar-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Apr-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
May-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
Jun-21	\$104,215	\$12,000	\$116,215	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453	\$115,453
TOTAL	\$1,651,003	\$144,000	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003	\$1,795,003

Column 1 - Monthly Funding (included amount transferred from reserve)
 Column 2 - Projected Expected Medical Claims by Month (based on contracts at renewal)
 Column 3 - Actual Expected and Paid Medical Claims by Month (including claims over the stop loss (stop-loss claims are removed in #11))
 Column 4 - Projected Expected Rx Claims by Month (based on contracts at renewal)
 Column 5 - Actual Expected and Paid Rx Claims by Month
 Column 6 - Projected Expected Dental Claims by Month (based on contracts at renewal)
 Column 7 - Actual Expected and Paid Dental Claims by Month
 Column 8 - Actual Antidote Disbursement Share Paid by Month
 Column 9 - Projected Total Premium Costs (Administrative Costs) by Month
 Column 10 - Actual Total Premium Costs (Administrative Costs) by Month
 Column 11 - Claims Incurred over \$125,000 and paid by Stop-Loss Insurance
 Column 12 - Actual Total OUT-OF-POCKET COSTS (Column 1 minus Column 8, plus Column 5, 6, and 7)
 Column 13 - Medical Loss Ratio by Month by Total Costs - Actual Medical & Rx Claims minus Any Large Claims Over the Stop Loss divided by the Expected Medical & Rx Claims
 Column 14 - The Surplus or Deficit by Month

Column 11 - Monthly Funding (included amount transferred from reserve)
 Column 12 - Projected Expected Medical Claims by Month (based on contracts at renewal)
 Column 13 - Actual Expected and Paid Medical Claims by Month (including claims over the stop loss (stop-loss claims are removed in #11))
 Column 14 - Projected Expected Rx Claims by Month (based on contracts at renewal)
 Column 15 - Actual Expected and Paid Rx Claims by Month
 Column 16 - Projected Expected Dental Claims by Month (based on contracts at renewal)
 Column 17 - Actual Expected and Paid Dental Claims by Month
 Column 18 - Actual Antidote Disbursement Share Paid by Month
 Column 19 - Projected Total Premium Costs (Administrative Costs) by Month
 Column 20 - Actual Total Premium Costs (Administrative Costs) by Month
 Column 21 - Claims Incurred over \$125,000 and paid by Stop-Loss Insurance
 Column 22 - Actual Total OUT-OF-POCKET COSTS (Column 1 minus Column 18, plus Column 19, 20, and 21)
 Column 23 - Medical Loss Ratio by Month by Total Costs - Actual Medical & Rx Claims minus Any Large Claims Over the Stop Loss divided by the Expected Medical & Rx Claims
 Column 24 - The Surplus or Deficit by Month

