

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

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| WESTBROOK BOARD OF EDUCATION Tuesday, December 14, 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, December 14, 2021 @ 7:00 p.m. in the WHES Library To join the meeting you have the following options:

In accordance with Executive Order 13A and Executive Order 14, all individuals present in person at the Westbrook Board of Education meeting are required to wear face masks.

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

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: Vote anticipated
 - A. Election of Officers
 - B. Subcommittees - Reorganization
- IV. BOARD OF EDUCATION ACKNOWLEDGEMENTS:
 - A. Introduction of New Board Member
 - B. Ten Year+ Board Members Recognition.
- V. STUDENT REPRESENTATIVE REPORT – Andrew Livingstone
- VI. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

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| Board welcomes public participation and asks that speakers sign in to be recognized and limit their comments to a reasonable amount of time (3 minutes). Speakers may offer objective comments about specific agenda items or school operations and programs that concern them. To protect the impartiality of the Board, we will not permit any negative or positive comments about the Board of Education, specific personnel and students. Such comments should be brought to school administration. The Board will not respond to comments made during public comment. When appropriate, district administration will follow-up at a later point in time. |
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For the December 14, 2021 BOE meeting, remote Public Comment will be available as we transition back to in person meetings. A Google Meet link will be posted on the website for remote audience members who would like an opportunity to speak during the Public Comment portion of the meeting. 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.

- VII. OLD BUSINESS – Vote anticipated
 - 1. Policy 0100 – Westbrook Mission Statement - ENCLOSURE 1
- VIII. ADMINISTRATOR(S) COMMENTS
- IX. NEW BUSINESS – Vote anticipated
 - A. Deletion of policies:
 - 1. Policy 0300 – Policies for Westbrook Public Schools - Recommendation is to delete this redundant policy. ENCLOSURE 2
 - 2. Policy 0500 – Comprehensive Improvement Plan – Recommendation is to delete this policy. ENCLOSURE 3
 - B. Award of Grounds Maintenance Contract
- X. SUPERINTENDENT’S REPORT
 - A. Enrollment – December – ENCLOSURE 4
 - B. Westbrook Portrait of a Graduate update
 - C. Budget Process Update
 - D. 2022 – 2023 District School Calendar – ENCLOSURE 5
 - E. 2023-2024 - District School Calendar – ENCLOSURE 6
 - F. COVID 19 Update and Screen and Stay Protocols
- XI. CONSENT AGENDA – Vote Anticipated
 - A. Approval of Minutes:
 - 1. Regular Meeting – November 09, 2021 - ENCLOSURE 7
 - 2. Special Meeting – December 7, 2021 - ENCLOSURE 8
- XII. FINANCIAL REPORTS: ENCLOSURE 9
 - A. Review of Check Listing
 - B. Budget Narrative/Review of Expenditure Report
 - C. Line Item Transfer
 - D. Insurance Report
- XIII. BOARD COMMITTEE REPORTS
 - A. LEARN
 - B. Policy– K. Walker
 - C. Long Range Planning – D. Perreault
 - D. Fiscal & Budget – M. Esposito
 - E. Teaching & Learning – D. Perreault
 - F. Communications & Marketing – M. Luft
 - G. Town Energy Ad Hoc Committee – L. Wysocki
 - H. PTSO Representatives - M. Luft, Z. Hayden, M. Esposito
- XIV. BOARD GOALS
 - A. Calendar Committee Proposal
 - B. BOE Mid-Year Goals Check in – ENCLOSURE 10
 - C. CAFE Leadership Award Review - ENCLOSURE 11
 - D. CAFE Workshops and Convention

XV. PERSONNEL - FYI

A. Resignation(s)

1. Mary Conway, Director of Food Services

B. Non-Certified New Hires (FYI)

1. Kendra Ferraro – WHS Kitchen Manager

XVI. ADJOURN

Mission - Goals - Objectives

Westbrook 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.

The mission of the schools is best fulfilled when students, staff members, parents, and community residents participate in the decision-making process. Educational excellence is the product of open communication within the school district and the community it serves.

Policy adopted: March 13, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Policy revision adopted: September 11, 2012

First Reading: November 9, 2021

Revision adopted:

Mission - Goals - Objectives**Policies for Westbrook Public Schools**

The Board of Education will maintain a set of policies as the basis for school district governance. The policies shall be periodically reviewed and be maintained and be consistent with applicable law.

The Board of Education views its policies as aids to decision making and will, to the best of its abilities, make all its actions consistent with those policies.

Policy adopted: March 13, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Mission - Goals - Objectives**Comprehensive Improvement Plans/Schedules**

The Board of Education will develop a long-range plan based on its goals and objectives.

The Board of Education's long-range plan will specify targets in the areas of regular and special learning programs, technology, transportation, staffing, building utilization, capital improvements, and maintenance of buildings and grounds. The comprehensive long-range plan will focus on the achievement of Board adopted goals and objectives.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: March 13, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

ENCLOSURE 4

| ENROLLME | Sept.2021 | Oct. 2021 | Nov.2021 | Dec.2021 | Jan.2022 | Feb.2022 | Mar.2022 | Apr.2022 | 1-May | 1-Jun |
|-------------|-----------|-----------|----------|----------|----------|----------|----------|----------|-------|-------|
| PRE -K | 45 | 44 | 45 | 44 | | | | | | |
| KINDER. | 41 | 42 | 43 | 45 | | | | | | |
| 1 | 42 | 42 | 42 | 43 | | | | | | |
| 2 | 37 | 38 | 39 | 37 | | | | | | |
| 3 | 48 | 49 | 49 | 49 | | | | | | |
| 4 | 29 | 30 | 30 | 30 | | | | | | |
| TOTAL | 242 | 245 | 248 | 249 | | | | | | |
| 5 | 50 | 50 | 50 | 50 | | | | | | |
| 6 | 37 | 37 | 38 | 38 | | | | | | |
| 7 | 40 | 41 | 41 | 40 | | | | | | |
| 8 | 44 | 44 | 43 | 43 | | | | | | |
| TOTAL | 171 | 172 | 172 | 171 | | | | | | |
| 9 | 42 | 42 | 42 | 42 | | | | | | |
| 10 | 49 | 49 | 50 | 51 | | | | | | |
| 11 | 61 | 61 | 61 | 61 | | | | | | |
| 12 | 60 | 60 | 60 | 59 | | | | | | |
| TOTAL | 212 | 212 | 213 | 213 | | | | | | |
| In-District | | | | | | | | | | |
| Outplaced | 7 | 7 | 8 | 9 | | | | | | |
| DISTRICT | 632 | 629 | 633 | 632 | | | | | | |
| TOTAL | 637 | 636 | 641 | 641 | | | | | | |

Westbrook Public Schools

2022-2023 School Calendar **DRAFT**

ENCLOSURE 5

| July '22 | | | | | | |
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| August '22 | | | | | | |
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| September '22 | | | | | | |
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| October '22 | | | | | | |
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| November '22 | | | | | | |
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| December '22 | | | | | | |
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| January '23 | | | | | | |
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| February '23 | | | | | | |
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| March '23 | | | | | | |
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| April '23 | | | | | | |
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| May '23 | | | | | | |
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 First & Last Day of School
June 16 – HS Graduation

 Teacher PD (no school for students)

 Teacher Convocation

 School Closed/Holidays

 Early Dismissal for All

 Early Dismissal for Students

 Early Dismissal for Daisy

 Early Dismissal for WMS & Daisy

Professional Development:

Oct. 6 - ½ PD (Daisy/WHS/WMS)
Oct. 7 - Full Day PD (Daisy/WHS/WMS)
Nov. 8 - Full Day PD (Daisy/WHS/WMS)
March 9 - ½ PD (Daisy/WHS/WMS)
March 10 - Full Day PD (Daisy/WHS/WMS)

Conferences:

Oct. 25 - (Daisy/WMS)
Oct. 27 - (Daisy/WMS/WHS)
Mar. 16 - (Daisy/WMS/WHS)

Holidays:

Sep. 5 - Labor Day
Oct. 10 - Columbus Day
Nov. 24, 25 - Thanksgiving Break
Dec. 23-Jan. 2 - Holiday Recess
Jan. 16 - MLK, Jr. Day
Feb. 20, 21 - Feb. Break
Apr. 7-14 - April Break
May 29 - Memorial Day

| July '23 | | | | | | |
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| August '23 | | | | | | |
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| September '23 | | | | | | |
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| October '23 | | | | | | |
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| November '23 | | | | | | |
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| December '23 | | | | | | |
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| January '24 | | | | | | |
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| February '24 | | | | | | |
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| March '24 | | | | | | |
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| April '24 | | | | | | |
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| May '24 | | | | | | |
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| June '24 | | | | | | |
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First & Last Day of School
June – HS Graduation



Teacher PD (no school for students)



Teacher Convocation



School Closed/Holidays



Early Dismissal for All



Early Dismissal for Students



Early Dismissal for Daisy



Early Dismissal for WMS & Daisy

Professional Development:

Oct. 5 – ½ PD *(Daisy/WHS/WMS)
Oct. 6 - Full Day PD (Daisy/WHS/WMS)
Nov. 7 – Full Day PD (Daisy/WHS/WMS)
March 7 – ½ PD (Daisy/WHS/WMS)
March 8 – Full Day PD (Daisy/WHS/WMS)

Conferences:

Oct. 24 – (Daisy/WMS)
Oct. 26 – (Daisy/WMS/WHS)
Mar. 14 - (Daisy/WMS/WHS)

Holidays:

Sept. 4 – Labor Day
Oct. 9 – Columbus Day
Nov. 23, 24 – Thanksgiving Break
Dec. 25-Jan. 1 - Holiday Recess
Jan. 15 – Martin Luther King Jr. Day
Feb. 19, 20 – February Break
Apr. 15 – 19 - April Break
May 27 – Memorial Day

**WESTBROOK BOARD OF EDUCATION
Tuesday, November 09, 2021 @ 7:00 pm
Regular Board of Education Meeting
WHS Library**

MINUTES

Members Present: Z. Hayden, K. Walker, C. Kuehlewind, S. Greaves, M. Luft, M. Palumbo, D. Perreault, M. Brigham, M. Esposito via telephone

Also Present: Superintendent Kristina J. Martineau; Administrators R. Rose, T. Winch, M. Talmadge, F. Lagace; Business Manager, Lesley Wysocki; IT Specialist B. Russell; Andrew Livingstone, Student Representative

- I. CALL TO ORDER** – Z. Hayden, Chair, called the Regular BOE meeting of November 09, 2021 to order at 7:00 p.m. in the WHS library.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:** Michele Brigham - Z. Hayden recognized Michele Brigham for her service on the BOE since September, 2020. Ms. Brigham has also served on the Policy Subcommittee and the Communications and Marketing Committee and as the liaison to LEARN.
- IV. STUDENT REPRESENTATIVE REPORT** – Andrew Livingstone reported on high school activities, including the WHS Theater upcoming performance of *“Twelve Angry Jurors”*. Board members were invited to attend and can email nmalafrente@westbrookctschools.org for tickets, as no tickets will be sold at the door. Andrew also talked about the Portrait of a Graduate meetings of which middle and high school students have been participants. He gave an update on the status of fall sports and clubs. Girls Soccer and field hockey raised \$500 for Breast Cancer Awareness.
- V. PUBLIC COMMENT**
 - I. Leslie Fuchs voiced her concern about school lunches at Daisy; stating that there are only two options and she would like more seasonal foods included and choices for vegetarians. She acknowledged the staffing issue but would like offerings to be more inclusive of different cultures and religions.
- VI. ADMINISTRATOR(S) COMMENTS:** Superintendent Kristina Martineau provided a brief overview of test results and referred to the administrators for more detail.
 - A.** Daisy Ingraham Elementary School – Spring SBA Results & Action Plan: R. Rose was pleased with the Summer Learning Academy as a way to fill gaps in learning due to remote learning. STAR is used to assess reading and math. Student growth is measured using data. Certified teachers are tutoring students in need
 - B.** Westbrook Middle School – Spring SBA Results & Action Plan: M. Talmadge commented that being in-school is the #1 “needle mover” for high quality instruction. Qualitative and quantitative measures are being used and Summer Learning Academy has been a plus, as well as tutoring. There is help for non-English speaking students. Middle School is using a single novel, *“A Long Walk to Water”* involving students and families to enhance literacy.
 - C.** Westbrook High School – Spring School Day SAT Results & Action Plan: T. Winch reported there is a slight decline in English and Math on SAT’s but students are still performing above state percentages. Due to COVID and remote learning, extra support in and out of the classroom is being provided as well as individual assessments.

M. Palumbo mentioned keeping eyes open as to how much of an impact not being in person has had an effect on student learning and as we move forward teachers need to know what to do to help these students. K. Walker was pleased that 9th graders are being included in PSAT testing. Z. Hayden commented that all districts have been affected by COVID; not just Westbrook.

The BOE discussed the district leadership's continuing to consider factors that influence academics and test scores in addition to the impact of COVID".

VII. NEW BUSINESS

A. Policy 0100 – Mission-Goals-Objectives – This is a first reading of the Policy Subcommittee's recommendation to revise the Westbrook Mission Statement. This revision will be brought back to the full BOE in December for a vote.

VIII. SUPERINTENDENT'S REPORT

A. Enrollment Update: Superintendent Kristina Martineau reported current enrollment of 248 Daisy students, 172 middle school and 213 high school students for a total of 633 plus 8 outplaced students. Superintendent Martineau shared projection figures from the NESDEC report overall showing fluctuations, but not a steep decline over the years. There was discussion regarding the report and Superintendent Martineau said there will be substantial discussion on enrollment at the December BOE meeting.

B. Westbrook Portrait of a Graduate Update: Superintendent Kristina Martineau reported on the progress of the Portrait of a Graduate. Committees have met and sketched out an image of their ideas of Portrait of a Graduate. A survey will go out soon to the community, students, and staff and from that the top attributes and qualities will be pulled. D. Perrault commented that it is important to have input from businesses. Z. Hayden said it is great to hear from students as to their thoughts. Superintendent Martineau is pleased with the work of the participants and appreciative of the work with administrators and professional development with staff.

IX. OLD BUSINESS - None

X. CONSENT AGENDA

A. Approval of Minutes:

1. Regular meeting – October 12, 2021
2. Special meeting – October 12, 2021

MOTION by K. Walker and SECOND by M. Luft to approve the minutes of the regular meeting of October 12 and the special meeting of October 12, 2021. Vote unanimous.

XI. FINANCIAL REPORTS:

- A. Review of Check Listing: The Board reviewed check listings for October, 14, 2021 in the amount of \$101,818.35 and for October 28, 2021 in the amount of \$262,174.38.
- 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 was provided for the Board's review.

XII. BOARD COMMITTEE REPORTS

- A. LEARN – M. Brigham reported on the LEARN meeting. The final design for Ocean Avenue School was presented and there was a presentation on gender/sexuality. The upcoming presentation will be on Sexual Harassment.
- B. Policy - K. Walker – The next Policy meeting is scheduled for 11/18. Time TBD (There is discussion about switching times with Communications & Marketing)
- C. Long Range Planning – D. Perreault – Nothing to report, but a meeting will be scheduled soon.
- D. Fiscal & Budget – M. Esposito – Meeting scheduled on 11/18
- E. Teaching & Learning – D. Perreault – nothing to report
- F. Communications & Marketing – M. Luft – meeting scheduled on 11/18. Time: TBD

- G. Town Energy Ad Hoc Committee – L. Wysocki – no report
- H. PTSO Representatives – Z. Hayden reported WMS PTSO provided food for Teacher Appreciation. Superintendent Martineau reported on Daisy's PTO meeting regarding fundraisers and she presented on Portrait of a Graduate. The meeting was virtual and in-person. M. Esposito for WHS (no report)

XIII. BOARD GOALS

- A. Delegate Assembly Summary – Z. Hayden asked to plan to have the topic, Delegate Assembly Summary on the October 2022 calendar in order to be more prepared to participate as a Board. On November 4th he attended a CAFE workshop on Organizational BOE meetings to be of help in planning the December meeting with election of officers. Last year because of COVID restrictions votes for officers were done electronically. On Friday, November 12, Mr. Hayden will be attending CAFE/CAPSS Conference with Superintendent Martineau and Kim Walker. On December 8th, there is a training workshop for new board members along with a refresher on board member roles and responsibilities.

XIV. PERSONNEL – Superintendent Kristina Martineau informed the Board of the hiring of Carol Cuomo Lewia as an English teacher for the high school.

- XV. **ADJOURN – MOTION** by M. Brigham and **SECOND** by K. Walker to adjourn at 8:30 p.m.
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

To Be Approved at next meeting.

**WESTBROOK BOARD OF EDUCATION
Tuesday, December 7, 2021 @ 6:00 p.m.
WHS Library
Special Board of Education Meeting**

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

Absent: S. Greaves

Also Present: Superintendent Kristina J. Martineau; Business Manager, Lesley
Wysocki; Incoming Board Member, Andrew Miesse

MINUTES

- I. CALL TO ORDER** – The Special Meeting of December 7, 2021 was called to order by Z. Hayden, Chair, at 6:02 p.m.
- II. BUDGET DEVELOPMENT WORKSHOP #1:** The Board was provided a handout - The following lists points of conversation in regard to formulation of the 2022-2023 budget: The purpose of the meeting was discussion on enrollment, staffing, and benefits. A preview of the overall 2022-23 proposal was briefly reviewed.
- On the equipment line item, a request for more information was made on what was cut and why such a decrease.
 - Discussion regarding the ability to put additional funds in the Health Reserve at the end of the year. Should funds from the reserve be used to offset health insurance line?
 - Review more closely Social Security/Medicare costs
Why is this up \$45,170? Initial response is that more outside coaches where social security and Medicare costs apply. Review more closely.
 - Discussion on how the overall presentation seemed inconsistent between schools on staffing – initial response middle school staffing revised. The Board would like a list of staff and pay.
 - Discussion on revisiting staffing requests with the possibility about adding back into the budget as more financial details become available.
 - Discussion on building subs. Reduced from salary line, however funds remain in purchased services sub lines currently.
 - Class size – Members overall support smaller class sizes. Have birth to 3 PreK numbers been reviewed? An initial response is a larger group is moving up to PreK.
 - Revisit class size guidelines and make a policy.

MOTION by K. Walker and **SECOND** by C. Kuchlewind to add Public Comment to the agenda. Vote unanimous. Andrew Miesse – Mr. Miesse commented that class size is one of the appeals in Westbrook and 20 per class is still not bad. “As a new BOE member”, he would also like a list of acronyms.

The 2nd Special Meeting Budget Workshop will be rescheduled to January 5, 2022 at 6:00 p.m. and will include an Executive Session.

- III. ADJOURN:** **MOTION** to adjourn at 7:15 p.m. by K. Walker and **SECOND** by C. Kuchlewind. Vote unanimous.

TBA: at next meeting

Respectfully submitted, Christine Kuchlewind, Board Secretary
Cecilia S. Lester, Board Recording Clerk

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 11/10/2021

To Date: 11/10/2021

From Check: 37370

To Check: 37442

From Voucher: 1052

To Voucher: 1052

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---------------------------------------|-------------|---------|---------|---------|--------------------------|------------------------------------|-----------|
| 37370 | 11/10/2021 | A.C.E.S. | \$5,680.00 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>tuition</i> | |
| 37371 | 11/10/2021 | ACORN-BERNIER ELECTRIC | \$171.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37372 | 11/10/2021 | BEARD LUMBER | \$487.52 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37373 | 11/10/2021 | CAAD | \$75.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37374 | 11/10/2021 | CBS BLOOM'S BUSINESS SYSTEMS, INC. | \$104.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37375 | 11/10/2021 | CBS THERAPY | \$26,700.00 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>para coverage</i> | |
| 37376 | 11/10/2021 | CLINTON SPORT SHOP | \$30.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37377 | 11/10/2021 | CONN.WATER CO. | \$676.24 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37378 | 11/10/2021 | CT COUNCIL OF LEADERS OF MATHEMATICS | \$25.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37379 | 11/10/2021 | CURTIN MOTOR LIVERY SERV. | \$10,980.00 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>spec. ed. transp.</i> | |
| 37380 | 11/10/2021 | DANIEL KURPASKA | \$205.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37381 | 11/10/2021 | DBO-TSG | \$2,684.69 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>phone bill</i> | |
| 37382 | 11/10/2021 | DEEP RIVER HARDWARE CO., INC. | \$18.62 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37383 | 11/10/2021 | DELTA-T GROUP HARTFORD, INC. | \$3,594.99 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>para coverage</i> | |
| 37384 | 11/10/2021 | DIAMOND LANDSCAPES & ATHLETIC FIELDS, | \$9,500.00 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>2 months - grounds contract</i> | |
| 37385 | 11/10/2021 | DICK BLICK INC. | \$207.66 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37386 | 11/10/2021 | DINN BROS | \$43.85 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37387 | 11/10/2021 | DON JOHNSTON INCORPORATED | \$1,510.92 | 1052 | Printed | Expense | <input type="checkbox"/> | <i>Software renewal</i> | |
| 37388 | 11/10/2021 | EAI EDUCATION | \$29.95 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37389 | 11/10/2021 | EB EXTERMINATING CO. | \$231.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37390 | 11/10/2021 | ELECTRICAL WHOLESALERS | \$15.70 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37391 | 11/10/2021 | GOPHER SPORT | \$31.13 | 1052 | Printed | Expense | <input type="checkbox"/> | | |

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 11/10/2021

To Date: 11/10/2021

From Check: 37370

To Check: 37442

From Voucher: 1052

To Voucher: 1052

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|-------------------------------------|-------------|---------|---------|---------|--------------------------|--------------------------------------|-----------|
| 37392 | 11/10/2021 | GRAINGER, INC | \$628.45 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37393 | 11/10/2021 | [REDACTED] | \$17,060.00 | 1052 | Printed | Expense | <input type="checkbox"/> | spec ed. tuition | |
| 37394 | 11/10/2021 | HEGGERTY | \$367.16 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37395 | 11/10/2021 | HOME DEPOT | \$478.25 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37396 | 11/10/2021 | HP INC. | \$6,060.00 | 1052 | Printed | Expense | <input type="checkbox"/> | chromebooks MS | |
| 37397 | 11/10/2021 | IXL LEARNING | \$1,999.99 | 1052 | Printed | Expense | <input type="checkbox"/> | software renewal | |
| 37398 | 11/10/2021 | J.W. PEPPER & SON INC. | \$21.99 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37399 | 11/10/2021 | JENNY SZEWCZYK | \$170.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37400 | 11/10/2021 | JOHNSON CONTROLS | \$685.48 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37401 | 11/10/2021 | KELLY SERVICES INC. | \$2,994.61 | 1052 | Printed | Expense | <input type="checkbox"/> | building subs | |
| 37402 | 11/10/2021 | KRISTINA MARTINEAU | \$500.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37403 | 11/10/2021 | LAKESHORE LEARNING MATERIALS | \$573.85 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37404 | 11/10/2021 | LANGUAGE LINE SERVICES, INC. | \$606.83 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37405 | 11/10/2021 | LEAH BOOTH | \$1,880.00 | 1052 | Printed | Expense | <input type="checkbox"/> | speech-lang. sub | |
| 37406 | 11/10/2021 | LESLEY WYSOCKI | \$192.94 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37407 | 11/10/2021 | LORI SUSI | \$500.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37408 | 11/10/2021 | M & J BUS, INC. | \$12,017.82 | 1052 | Printed | Expense | <input type="checkbox"/> | athletic transp MS/HS; spec ed trips | |
| 37409 | 11/10/2021 | MAKERSPACES.COM | \$903.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37410 | 11/10/2021 | MATTHEW R TALMADGE | \$75.96 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37411 | 11/10/2021 | MIDDLETOWN BOARD OF EDUCATION | \$31,133.08 | 1052 | Printed | Expense | <input type="checkbox"/> | spec ed. services | |
| 37412 | 11/10/2021 | MOEMS | \$119.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37413 | 11/10/2021 | NATIONAL ASS'N. SCHOOL NURSES, INC. | \$141.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 11/10/2021

To Date: 11/10/2021

From Check: 37370

To Check: 37442

From Voucher: 1052

To Voucher: 1052

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---|-------------|---------|---------|---------|--------------------------|---------------------------|-----------|
| 37414 | 11/10/2021 | NATIONAL AUTO PARTS | \$118.82 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37415 | 11/10/2021 | NEW LONDON PUBLIC SCHOOLS | \$3,279.00 | 1052 | Printed | Expense | <input type="checkbox"/> | magnet tuition | |
| 37416 | 11/10/2021 | NEW PRECISION TECHNOLOGY LLC | \$188.88 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37417 | 11/10/2021 | PEAR DECK, INC, | \$4,995.00 | 1052 | Printed | Expense | <input type="checkbox"/> | software renewal | |
| 37418 | 11/10/2021 | PHYSICAL THERAPY & SPORTS MEDICINE CTRS | \$12,202.06 | 1052 | Printed | Expense | <input type="checkbox"/> | fall athletic training | |
| 37419 | 11/10/2021 | [REDACTED] | \$3,785.04 | 1052 | Printed | Expense | <input type="checkbox"/> | spec. ed. tuition | |
| 37420 | 11/10/2021 | R.J. JULIA BOOKSELLERS | \$199.58 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37421 | 11/10/2021 | SARAH CUNNINGHAM | \$108.47 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37422 | 11/10/2021 | SAYBROOK HARDWARE | \$139.47 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37423 | 11/10/2021 | SAYBROOK PIZZA & RESTAURANT | \$37.85 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37424 | 11/10/2021 | SCHOOL SPECIALTY | \$286.38 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37425 | 11/10/2021 | SCHOOL SPECIALTY, LLC, | \$38.06 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37426 | 11/10/2021 | SCHOOL SPECIALTY, LLC. | \$359.98 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37427 | 11/10/2021 | SHANNON BROOKE | \$1,320.00 | 1052 | Printed | Expense | <input type="checkbox"/> | speech-lang. sub | |
| 37428 | 11/10/2021 | SHIFFLER EQUIPMENT INC. | \$167.68 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37429 | 11/10/2021 | SHIPMAN & GOODWIN | \$1,274.00 | 1052 | Printed | Expense | <input type="checkbox"/> | legal expenses | |
| 37430 | 11/10/2021 | SOLIANT HEALTH, LLC. | \$13,839.51 | 1052 | Printed | Expense | <input type="checkbox"/> | para and speech-lang subs | |
| 37431 | 11/10/2021 | STADIUM SYSTEMS | \$8,854.00 | 1052 | Printed | Expense | <input type="checkbox"/> | athletic uniforms | |
| 37432 | 11/10/2021 | STOP & SHOP SUPERMARKET | \$400.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37433 | 11/10/2021 | SUBURBAN STATIONERS | \$112.40 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37434 | 11/10/2021 | TAMMY OVERCHUCK | \$64.98 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37435 | 11/10/2021 | TEACHING STRATEGIES, LLC | \$290.50 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37436 | 11/10/2021 | [REDACTED] | \$7,700.00 | 1052 | Printed | Expense | <input type="checkbox"/> | spec. ed. tuition | |

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 11/10/2021

To Date: 11/10/2021

From Check: 37370

To Check: 37442

From Voucher: 1052

To Voucher: 1052

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--------------------------------------|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 37437 | 11/10/2021 | TOUCHMATH LLC | \$469.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37438 | 11/10/2021 | TTL SEMINARS | \$219.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37439 | 11/10/2021 | UNEMPLOYMENT TAX MANAGEMENT CORP. | \$415.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37440 | 11/10/2021 | [REDACTED] | \$10,850.00 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37441 | 11/10/2021 | Wattifi Inc. | \$5,098.49 | 1052 | Printed | Expense | <input type="checkbox"/> | | |
| 37442 | 11/10/2021 | ZELEK ELECTRIC | \$111.88 | 1052 | Printed | Expense | <input type="checkbox"/> | | |

Total Amount: \$219,036.71

End of Report

☐ spec ed. tuition
☐ electricity "supply"

**Budget Narrative
November 30, 2021**

Salary Accounts- The initial place holding payroll encumbrance has been updated. Any vacant/unfilled positions have been released from the purchase order for the time being. If positions are filled, it will be updated accordingly. Grant funded work continues to flow through the general fund payroll and offsets may not be completed within the same month. Position grant funding will still need to be updated as soon as a few grant awards have been approved. These accounts will continue to be monitored closely.

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel will also be adjusted prior to the budget process. This is still a place holding encumbrance. Any applicable employee cost shares have not yet been deducted from this total.

Transportation- Summer School/ ESY (Extended School Year) have all be paid and annual purchase orders have been entered. Further adjustments will be based on student need.

Purchased Services-Annual building maintenance contracts and other annual blanket purchase orders have been entered.

66 **Tuition-** Summer School/ ESY (Extended School Year) contracts have been paid and annual student placements have been entered. Further adjustments will be based on student need.

Supplies- Materials necessary for the opening of schools have been ordered. All other orders processing as needed.

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

12/8/2021

LEW

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 11/30/2021

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

| | <u>Budget</u> | <u>Range To Date</u> | <u>Year To Date</u> | <u>Balance</u> | <u>Encumbrance</u> | <u>Budget Balance</u> | |
|-----------------------------------|-----------------|----------------------|---------------------|----------------|--------------------|-----------------------|-------|
| EXPENSES | | | | | | | |
| Salaries | | | | | | | |
| All Wages (+) | \$11,664,189.63 | \$4,339,858.47 | \$4,339,858.47 | \$7,324,331.16 | \$7,051,013.02 | \$273,318.14 | 2.3% |
| Sub-total : Salaries | \$11,664,189.63 | \$4,339,858.47 | \$4,339,858.47 | \$7,324,331.16 | \$7,051,013.02 | \$273,318.14 | 2.3% |
| Benefits | | | | | | | |
| All Benefits (+) | \$2,467,881.48 | \$1,257,501.78 | \$1,257,501.78 | \$1,210,379.70 | \$1,209,812.54 | \$567.16 | 0.0% |
| Sub-total : Benefits | \$2,467,881.48 | \$1,257,501.78 | \$1,257,501.78 | \$1,210,379.70 | \$1,209,812.54 | \$567.16 | 0.0% |
| Professional Services | | | | | | | |
| Professional Services (+) | \$820,932.62 | \$355,855.16 | \$355,855.16 | \$465,077.46 | \$453,413.01 | \$11,664.45 | 1.4% |
| Sub-total : Professional Services | \$820,932.62 | \$355,855.16 | \$355,855.16 | \$465,077.46 | \$453,413.01 | \$11,664.45 | 1.4% |
| Purch. Services- BLDG | | | | | | | |
| Bldg Services (+) | \$398,806.49 | \$122,120.53 | \$122,120.53 | \$276,685.96 | \$148,556.39 | \$128,129.57 | 32.1% |
| Sub-total : Purch. Services- BLDG | \$398,806.49 | \$122,120.53 | \$122,120.53 | \$276,685.96 | \$148,556.39 | \$128,129.57 | 32.1% |
| Transportation | | | | | | | |
| Transportation Services (+) | \$868,602.00 | \$209,941.58 | \$209,941.58 | \$658,660.42 | \$565,030.26 | \$93,630.16 | 10.8% |
| Sub-total : Transportation | \$868,602.00 | \$209,941.58 | \$209,941.58 | \$658,660.42 | \$565,030.26 | \$93,630.16 | 10.8% |
| Purchased Services | | | | | | | |
| Other Services (+) | \$146,232.34 | \$41,846.60 | \$41,846.60 | \$104,385.74 | \$33,787.76 | \$70,597.98 | 48.3% |
| Sub-total : Purchased Services | \$146,232.34 | \$41,846.60 | \$41,846.60 | \$104,385.74 | \$33,787.76 | \$70,597.98 | 48.3% |
| Tuition | | | | | | | |
| All Tuitions (+) | \$924,277.64 | \$234,899.54 | \$234,899.54 | \$689,378.10 | \$610,787.57 | \$78,590.53 | 8.5% |
| Sub-total : Tuition | \$924,277.64 | \$234,899.54 | \$234,899.54 | \$689,378.10 | \$610,787.57 | \$78,590.53 | 8.5% |
| Supplies | | | | | | | |
| All Supplies (+) | \$999,845.75 | \$304,685.61 | \$304,685.61 | \$695,160.14 | \$609,795.36 | \$85,364.78 | 8.5% |
| Sub-total : Supplies | \$999,845.75 | \$304,685.61 | \$304,685.61 | \$695,160.14 | \$609,795.36 | \$85,364.78 | 8.5% |
| Property | | | | | | | |
| Equipment (+) | \$221,560.00 | \$50,533.70 | \$50,533.70 | \$171,026.30 | \$92,991.28 | \$78,035.02 | 35.2% |

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 11/30/2021

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

| | <u>Budget</u> | <u>Range To Date</u> | <u>Year To Date</u> | <u>Balance</u> | <u>Encumbrance</u> | <u>Budget Balance</u> | |
|-------------------------------|-----------------|----------------------|---------------------|-----------------|--------------------|-----------------------|-------|
| Sub-total : Property | \$221,560.00 | \$50,533.70 | \$50,533.70 | \$171,026.30 | \$92,991.28 | \$78,035.02 | 35.2% |
| Total : EXPENSES | \$18,512,327.95 | \$6,917,242.97 | \$6,917,242.97 | \$11,595,084.98 | \$10,775,187.19 | \$819,897.79 | 4.4% |
| NET ADDITION/(DEFICIT) | \$18,512,327.95 | \$6,917,242.97 | \$6,917,242.97 | \$11,595,084.98 | \$10,775,187.19 | \$819,897.79 | 4.4% |

End of Report

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Operating Statement with Encumbrance

Printed: 12/08/2021 9:46:35 AM

Report: rptGLOperatingStatementwithEnc

2020.1.11

Page:

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New Vendors- November

Music K-8: Plank Road Publishing, Inc.- music supplies, Daisy

VS Athletics -Pole vaulting equipment, HS

Chromebookparts.com – tech. repairs

MCM Fundraising- SADD fundraising, HS

CollegeBoard National Office – PD for AP art/design, HS

12/8/2021

L.E.W.

Funding Westbrook Board of Education
\$125,000 Individual Stop-Loss
Expected Claims and Fees Based on 138 Medical Contracts and 144 Dental Contracts; Actual Claims and Fees Based on Actual Contracts
July 1, 2021 through June 30, 2022

| July 1, 2021 through June 30, 2022 Overall Fund Analysis - Board of Education Only | | | | | | | | | | | | | | | | |
|--|-----------------------|------------------------------------|--|---|---|------------------------------------|--|--|--|-----------------------------------|--|---|---|--|---|--|
| | 1 | 1a | 1b | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | Board Monthly Funding | Board Amount Borrowed from Reserve | Total Board Funding (Board Funding Plus Amount from Reserve) | Board Projected Expected Medical Claims | Board Actual Incurred & Paid Medical Claims | Board Projected Expected Rx Claims | Board Actual Incurred & Paid Rx Claims | Board Projected Expected Dental Claims | Board Actual Incurred & Paid Dental Claims | Board Actual Paid Discount Share* | Board Expected Retention Costs (includes actual Discount Share, Broker Service Fee and ACA | Board Actual Paid Retention Costs (includes actual Discount Share, Broker Service Fee and ACA | Claims over \$125,000 stop-loss paid by S/L Insurance | Board Actual Monthly Out-of-Pocket Costs | Board Medical & Rx Claims Loss Ratio Only | Board Surplus or (Deficit) Total Claims and Fees |
| Jul-21 | \$203,746 | \$53,774 | \$256,520 | \$146,547 | \$212,459 | \$48,849 | \$54,661 | \$8,866 | \$10,889 | \$8,672 | Total | Total | | | | |
| Aug-21 | \$203,746 | \$53,774 | \$256,520 | \$146,547 | \$209,703 | \$48,849 | \$49,086 | \$8,866 | \$10,918 | \$11,416 | \$61,682 | \$53,543 | \$0 | \$311,437 | 173.3% | (\$55,112) |
| Sep-21 | \$203,747 | \$53,774 | \$256,521 | \$146,547 | \$84,722 | \$48,849 | \$46,629 | \$8,866 | \$4,218 | \$9,164 | \$64,497 | \$55,710 | (\$140,098) | \$228,360 | 165.2% | \$28,168 |
| Oct-21 | \$203,748 | \$53,774 | \$236,522 | \$146,547 | \$43,320 | \$48,849 | \$55,348 | \$8,866 | \$4,582 | \$4,180 | \$62,227 | \$54,094 | (\$1,967) | \$187,095 | 78.5% | \$69,436 |
| Nov-21 | | | | | | | | | | | \$57,240 | \$50,878 | (\$1,881) | \$173,465 | 62.6% | \$83,057 |
| Dec-21 | | | | | | | | | | | | | | | | |
| Jan-22 | | | | | | | | | | | | | | | | |
| Feb-22 | | | | | | | | | | | | | | | | |
| Mar-22 | | | | | | | | | | | | | | | | |
| Apr-22 | | | | | | | | | | | | | | | | |
| May-22 | | | | | | | | | | | | | | | | |
| Jun-22 | | | | | | | | | | | | | | | | |
| TOTALS | \$210,987 | \$215,896 | \$1,826,883 | \$586,187 | \$600,384 | \$195,396 | \$198,144 | \$35,461 | \$37,666 | \$33,484 | \$245,646 | \$213,436 | (\$143,947.58) | \$606,592 | 88.9% | \$125,630 |

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 Incurred 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 Incurred and Paid Rx Claims by Month

Column 6 - Projected Expected Dental Claims by Month (based on contracts at renewal)

Column 7 - Actual Incurred and Paid Dental Claims by Month

Column 8 - Actual Anthem Discount Share Paid by Month

Column 9 - Projected Expected Retention Costs by Month (based on contracts at renewal)

Column 10 - Actual Total Paid Retention 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 3 minus Column 8, plus Columns 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

\$17.09 Broker Service Fee PEPM (Employee)
\$0.56 PCORI PEPM (Employee) - July-June
(figures included in columns 9 and 10 above)

\$2,392.60 Total Monthly For Broker Service Fee
\$78.40 Jul-Jun PCORI Taxes per Month



**WESTBROOK BOARD OF EDUCATION
GOALS 2021-2022**

Reviewed and finalized 8/10/2021

Goal #1: To Promote High Expectations For Teaching and Learning

Action Steps

- Collaborate with and support the superintendent to develop district vision focused on student achievement, equity (access to high quality instructional experiences for all students), and access. (Teaching and Learning-Curriculum)
- Develop new budget goals and guidelines to support teaching and learning. (Fiscal and Budget)
- Develop Teaching and Learning BOE Committee (Teaching and Learning-Curriculum)
- Collaborate and support the superintendent to develop an inclusive process for stakeholders to communicate values and beliefs about the Westbrook Portrait of a Graduate; (Teaching and Learning-Curriculum)

Evidence and Timelines

- Teaching and Learning BOE Committee agendas, minutes, purpose, and meeting schedule;
- BOE agendas, minutes, and enclosures related to Westbrook Portrait of a Graduate
- Westbrook Portrait of a Graduate
- BOE member(s) attend professional development workshops, webinars, etc. related to teaching and learning (workshop dates, agendas, handouts, etc., BOE presentations)

Goal #2: To Increase BOE Communication and Community Relations

Action Steps

- Develop and publicize BOE calendar of all committee and BOE meetings, including enclosures and presentations;
- Develop Communication and Community Relations BOE Committee (Communication and Marketing)
 - Evaluate priorities and needs related to communication and community relations
 - Develop plan of action to address these priorities
- Improve the accessibility of the Board of Education section of Westbrook Public Schools website to include BOE calendar, meeting minutes, enclosures, goals, member contact information/pictures, BOE group picture; belief statements related to district goals and superintendent goals; (Communication and Marketing)
- Communicate pride in programs and initiatives in Westbrook Public Schools to market and support schools in the community through Westbrook Events, BOE section of website, press releases, etc.
- Research and share with BOE and superintendent exemplars of other high performing district websites and BOE communication tools/work; (Communication and Marketing)

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| <p>Marketing)</p> <ul style="list-style-type: none"> • Participate in professional development opportunities related to communication and community relations; (Communication and Marketing) |
| <p>Evidence</p> <ul style="list-style-type: none"> • Communication and Community Relations BOE Committee agendas, minutes, purpose, and meeting schedule; • Website changes • Press releases, Westbrook Events, Harbor News, and similar • BOE member(s) attend professional development workshops, webinars, etc. related to communication and community relations (workshop dates, agendas, handouts, etc., BOE presentations) |
| <p>Goal #3: To Promote Board Leadership and Professional Growth</p> |
| <p>Action Steps</p> <ul style="list-style-type: none"> • Review and Effectively Employ Code of Ethics • Review and Effectively Employ Code of Conduct • Review and Effectively Employ Roles and Responsibilities • Network with BOEs of Distinction • Attend professional development opportunities |
| <p>Evidence</p> <ul style="list-style-type: none"> • BOE member(s) attend professional development workshops, webinars, etc. related to BOE leadership, BOE of distinction, etc. (workshop dates, agendas, handouts, etc., BOE presentations); • BOE member(s) communication/collaborate with other BOEs who have achieved Distinction status; |
| <p>Goal #4: Use Board Policy to Guide BOE Decision Making</p> |
| <p>Action Steps</p> <ul style="list-style-type: none"> • Invest in CAFE online policy service to improve access to and communication of policies (ASAP); (Policy) • Publish all policies to district website (work with Communications and Community Relations BOE Committee on website look and placement related to policy and BOE section); (Policy) • Participate in professional development related to policy and CT school law (Policy) |
| <p>Evidence</p> <ul style="list-style-type: none"> • BOE member(s) attend professional development workshops, webinars, etc. related to policy, etc. (workshop dates, agendas, handouts, etc., BOE presentations); • Policy BOE Committee agendas, minutes, purpose, and meeting schedule; • Updated Policy on BOE Website |

To be eligible for the Board of Distinction Award, all Board members must sign the application

[illegible]

Connecticut Association of Boards of Education
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CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

CABE believes that Boards of Education and Superintendents which exhibit the most effective leadership are characterized by their ability to work together as "teams." The **CABE Board Recognition Awards** are designed to recognize Boards which work effectively in this manner. Boards which fulfill 22 of the following 34 Level One criteria, including a minimum of three in each area, will earn the Level One **CABE Board Leadership Award**.

In order to appropriately recognize those Boards which are truly exemplary, CABE has now established a second level of awards, the **Board of Distinction Award**. Only Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the **Board of Distinction Award**. Boards must achieve at least two Level Two Items in each Level Two category to receive this award.

All awards are presented at the CBE/CAPSS Convention.

Please respond to the criteria requested on this form and send your information, with supporting data, to CABE when you believe your Board has earned a Leadership Award or a Board of Distinction Award. If you have any questions, need further information, or require help in satisfying any of the criteria, please contact us for assistance.

Deadline for submission is: **October 5, 2018.**

REQUIRED CRITERIA

1. Board Leadership/Student Achievement Level One (minimum of three)

- ☐ A. The Board has developed district goals for this year, *(provide copy of goals)*
- ☐ B. The Board has conducted a self-evaluation and developed a plan for improvement in the past 12 months. *(provide copy of plan or descriptive narrative)*
- ☐ C. The Board has conducted a superintendent evaluation in past 12 months.
- ☐ D. The Board monitors its performance against a Board of Education code of conduct. *(provide copy of code)*
- ☐ E. The Board has conducted meetings pursuant to Board policy.
- ☐ F. The Board has established a calendar to ensure all responsibilities are conducted in timely manner. *(provide copy of meeting calendar)*
- ☐ G. The Board ensures that student voice is part of its decision-making process. *(provide bylaws that allow for student voice)*
- ☐ H. The Board models civil discourse while conducting Board business. *(provide examples)*
- ☐ I. The Board conducts orientation for new Board members. *(provide agenda or bylaws)*

Level Two (minimum of two)

- ☐ A. The Board of Education works to improve student achievement. *(provide description)*
- ☐ B. The Board relates the mission statement and goals to agenda items. *(provide examples)*

- ☐ C. The Board supports the appropriate use of technology in educational programming. *(provide examples)*
 - ☐ D. The Board uses data to make informed decisions regarding student achievement. *(provide examples)*
- 2. Board Member Professional Development Level One (minimum of three)**
- ☐ A. A majority of Board members have taken part in workshops or other in-service training during the last year. *(provide list of workshops and/or in-service training)*
 - ☐ B. The Board provides adequate funds to permit Board members to take part in training. *(provide budget or listing for Board professional development)*
 - ☐ C. A majority of the Board attended the CABE/CAPSS Convention in the last 12 months. *(provide list of Convention participants)*
 - ☐ D. A majority of the Board participated in the CABE Board Member Academy in the last 12 months. *(provide list of programs and board members who attended)*
 - ☐ E. The Board has used a CABE facilitator or other outside group for Board workshop/retreat in last 12 months. *(provide agenda)*
 - ☐ F. New Board members are provided orientation, including attending CABE New Board Member Orientation. *(provide list of 2017-2018 participants)*
 - ☐ G. At least one Board member has participated in the CABE Leadership Institute during this year. *(provide names of participants)*



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

Level Two (minimum of two)

- ☐ A. The Board has developed district goals and reviews them on a regular basis. *(provide examples)*
- ☐ B. At least 2 members of the Board have participated in the CABE Leadership Institute. *(provide names of participants)*
- ☐ C. The Board has incorporated Board professional development into policy. *(provide examples)*
- ☐ D. The Board holds a retreat outside of a regular meeting with a component offering professional development. *(provide copy of agendas)*

3. Policy

Level One (minimum of three)

- ☐ A. The Board has developed and adhered to procedure for policy review. *(provide procedure)*
- ☐ B. The Board has a regular process for reviewing policies every three years.
- ☐ C. The Board uses CABE or a similar policy update service to ensure that policies remain current.
- ☐ D. The Board has adopted all required policies.
- ☐ E. The Board has reviewed appropriate policies as law and regulations have changed.
- ☐ F. The Board relies on policies as "living documents," by referring to them at Board meetings or in Board agendas.
- ☐ G. The Board provides the district policy manual in a searchable online version. *(provide URL)*

Level Two (minimum of two)

- ☐ A. The Board relates applicable agenda items to appropriate policies. *(provide sample agendas that show this practice)*
- ☐ B. Policy discussions are a regular part of Board meetings. *(provide agendas where this takes place)*

4. Community Relations

Level One (minimum of three)

- ☐ A. The Board has clear, written policies on Community-Board Relations. *(provide copy)*
- ☐ B. The Board provides opportunities for appropriate participation at meetings by members of the community. *(provide copies of two recent agendas)*
- ☐ C. The Board seeks active community involvement with the schools. *(provide examples)*
- ☐ D. The Board demonstrates cooperation with news media. *(describe)*
- ☐ E. The Board promotes the school system to the public. *(provide copies of information disseminated)*
- ☐ F. The Board disseminates information to the public on its decisions in a unified, timely manner. *(provide copy of information provided)*

Level Two (minimum of two)

- ☐ A. The Board sponsored a community-wide discussion of issues (courageous conversations, community conversations, CABE Equity Toolkit, etc.) during the past year. *(provide agenda and report the end results of the program)*
- ☐ B. The Board has successfully worked with other community leaders. *(provide description and/or supporting documentation)*
- ☐ C. The Board works with the community's local cable access channel. *(provide description)*
- ☐ D. The Board works with other Boards of Education. *(provide description)*

5. Related Organizational Leadership

Level One (minimum of three)

- ☐ A. A Board member serves on the CABE Board of Directors. *(provide name)*
- ☐ B. One or more Board members are active participants in the Convention Committee, CABE Government Relations Committee, Resolutions Committee or Federal Relations Network. *(provide name(s))*
- ☐ C. One or more Board members actively serve on a RESC Board. *(provide name(s) and RESC)*
- ☐ D. One or more Board members participated in the NSBA Convention, CUBE or other NSBA-sponsored activity in the last 12 months. *(provide name(s))*
- ☐ E. One or more Board members have participated in the CABE Delegate Assembly or Day-on-the-Hill in last 12 months. *(provide name(s))*
- ☐ F. The Board has submitted a resolution to CABE for consideration by the CABE Delegate Assembly in last two years. *(provide resolution(s))*
- ☐ G. The Board ensures that all collective bargaining agreements and the superintendent's contract are sent in a timely manner to CABE's Negotiations Service. *(provide date information sent)*

Level Two (minimum of two)

- ☐ A. Representatives of the Board presented a workshop related to a district initiative at the annual CABE/CAPSS Convention or NSBA Convention. *(provide a copy of any handouts and presentation materials)*
- ☐ B. The Board has sponsored a Legislative Breakfast or some other legislative event. *(provide invitation or agenda)*
- ☐ C. The Board works closely with its local legislative delegation to improve the schools. *(provide description)*
- ☐ D. The Board sponsors an annual area meeting. *(provide agenda)*



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

Optional Question:

Level One

Please tell us what, in your opinion, makes your Board's leadership especially effective.

Feel free to provide any information that other Boards would find beneficial in learning about your Board's leadership.

Level Two

Please tell us what, in your opinion, makes your Board's leadership especially effective in improving student achievement.

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|-------------------------|---------------|
| _____ Board Chair | _____ Date |
| _____ Superintendent | _____ Date |