

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, March 14, 2023 @ 7:00 p.m.
Regular Board of Education Meeting
WHS Library

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, March 14, 2023 @ 7:00 p.m. in the WHS Library. Member of the public have the following options to join the meeting remotely:

Method 1

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

Method 2

1. Navigate to <https://www.westbrookctschools.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 FOR REGULAR SESSION – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGMENTS – Board Member Appreciation
- IV. STUDENT REPRESENTATIVE REPORT – WHS - Delaney Belcourt, Elliott Koplas;
WMS Student Report by select middle school students
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

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.

- VI. ADMINISTRATOR(S) COMMENTS
 - A. Ruth Rose – General Update (Daisy)
 - B. Tara Winch – General Update (WHS)
 - C. Matt Talmadge – General Update (WMS) – WMS Spotlight Program – Unified Sports
- VII. NEW BUSINESS
 - A. April BOE meeting – April 18, 2023
- VIII. SUPERINTENDENT’S REPORT
 - A. Enrollment – March – **Enclosure 1**

- B. Substitute Hiring Update
- C. Welding Program and Metals Shop Update
- D. WHS Promo Video Update
- E. Budget Update

IX. OLD BUSINESS- Vote anticipated - **Enclosure 2**

- A. Second Reading
 - 1. 2300 – Policy Regarding Retention of Electronic Records and Information (new policy)
 - 2. 2301 – Policy Regarding Holds and the Destruction of Electronic Information and Paper Records (new policy 2301)
 - 3. Revised Policy 2240 –Educational Research in District Schools

X. CONSENT AGENDA – Vote Anticipated – **Enclosure 3**

- A. Approval of Minutes:
 - 1. Regular Meeting of February 14, 2023

XI. FINANCIAL REPORTS –**Vote anticipated** - **Enclosure 4**

- A. Review of Check Listings
- B. Budget Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report
- E. Capital Plan –**Vote anticipated** - **Enclosure 5**
- F. HVAC upgrade ED Specifications – **Vote anticipated** – **Enclosure 6**

XII. BOARD OF EDUCATION GOALS

- A. BOE Retreat – April 26 @ 5 pm

XIII. BOARD COMMITTEE REPORTS

- A. Policy– K. Walker
- B. Long Range Planning – A. Miesse
- C. Fiscal & Budget – Z. Hayden
- D. Teaching & Learning – C. Kuehlewind
- E. Communications & Marketing – M. Luft
- F. Negotiations – D. Perreault
- G. Town Energy Ad Hoc Committee – A. Miesse
- H. LEARN – Z. Hayden
- I. PTO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)

XIV. PERSONNEL

- A. Non-Certified New Hires: FYI
 - 1. Dawne Farrell – Paraprofessional
- B. Non-Certified Resignation(s): FYI
 - 1. Janet Dunn – Paraprofessional

XV. EXECUTIVE SESSION ANTICIPATED

- A. Superintendent’s Evaluation – Goals update
- B. Negotiations Strategy – WEA MOA – **Vote anticipated**

XVI. ADJOURN

ENCLOSURE 1

[illegible]

Administration

**POLICY REGARDING RETENTION OF
ELECTRONIC RECORDS AND INFORMATION****I. POLICY**

The Westbrook Board of Education (the "Board") complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Westbrook Public Schools (the "District") and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users".

II. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District's computer systems. Users must understand that the Board has reserved the right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronically stored information on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator
(Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>* .

FIRST READING: February 14, 2023

ADOPTED: March 14, 2023

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Administration**POLICY REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a "hold" on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

FIRST READING: February 14, 2023

ADOPTED: March 14, 2023

Administration**Educational Research in District Schools**

All requests to conduct research within the school district must be directed for approval to the Superintendent of Schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children or teachers of the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There will be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.
5. The study must abide by all Federal and State statutes and Board policies governing student privacy and the collection of student data including requirements in policy 3520.13, Student Data Protection and Privacy

Policy adopted: December 11, 2007

First Reading: February 14, 2023

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

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

ENCLOSURE 3

**WESTBROOK BOARD OF EDUCATION
Tuesday, February 14, 2023 @ 7:00 p.m.
WHS Library
Regular Board of Education Meeting**

MINUTES

Members Present: K. Walker, Z. Hayden, M. Luft, D. Perreault, A. Miesse. S. Greaves
Participation by telephone: Christine Kuehlewind

Absent: M. Palumbo, M. Esposito

Also Present: Superintendent Kristina Martineau; Administrators Ruth Rose, Matthew Talmadge, Tara Winch, Fran Lagasse; Information Technology Coordinator, Ben Russell; Nancy Malafronte

- I. CALL TO ORDER** – The Regular BOE meeting of February 14, 2023 was called to order by K. Walker, Chair at 7:00 p.m. in the WHS library.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS - None**
- IV. STUDENT REPRESENTATIVE REPORT** – Delaney Belcourt and Elliott Koplas reported on school activities including the music department's combined performance with Old Saybrook; Interact Club's Mittens Project and Heart Health project; upcoming Polar Bear Plunge; performance on March 9, 10 of "How to Survive a Shakespearian Play", and winter sports activities and standings.
- V. SUPERINTENDENT'S PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 PRESENTATION** – Superintendent Martineau gave a thorough presentation of her budget to the Board. She said her focus was to align the budget to the guidelines approved by the Board of Education. Ultimately, the budget represents an increase of \$634,340 or 3.36% over the Approved Budget for Fiscal Year 2022-23. The total budget presented is \$19,489,120.
- VI. PUBLIC COMMENT:** No comments
- VII. ADMINISTRATOR(S) COMMENTS:** No comments
- VIII. NEW BUSINESS** – K. Walker reported the following policies were "reviewed" by the Policy Committee and will be marked as such:
 - A.**
 - 1. 2000 – Concept and Roles in Administration
 - 2. 2112 – Professional Development
 - 3. 2131.1 – Appointment of Designee for Superintendent of Schools
 - 4. 2140 – Superintendent of Schools
 - 5. 2151 - Hiring School Administrators
 - 6. 2210 – Administrative Leeway in Absence of Board of Ed Policy
 - 7. 2231 – Policy and Regulations Systems
 - B.** The Policy subcommittee recommended the following policies be rescinded due to

redundancy.

1. 2100 – Administrative Staff Organization
2. 2111 – Equal Employment Opportunities
3. 2130 – Job Descriptions

MOTION by D. Perreault and SECOND by Z. Hayden to rescind Policies 2100, 2111 and 2130. Vote unanimous.

- C. First Reading: The following policies were presented to the full board as a first reading and will be brought to the March BOE mtg. for a 2nd read with a recommendation to adopt as written.

1. 2300 – Policy Regarding Retention of Electronic Records and Information (new policy)
2. 2301 – Policy Regarding Holds and the Destruction of Electronic Information and Paper Records (new policy 2301)
3. Revised Policy 2240 – Educational Research in District Schools

IX. SUPERINTENDENT'S REPORT

- A. Enrollment – February enrollment totals equal 609 students Pre K through 12, which includes 8 out-placed students.

- B. Westbrook's Commitment to ALL Children in Our Schools

Superintendent Martineau was pleased to acknowledge those who worked on the document – “Westbrook's Commitment to ALL Children in Our Schools”.

T. Winch and N. Malafronte represented the Committee involved in the creation of the living document “Commitment to ALL Children In Our Schools”. The Board acknowledged committee members: Brittany Cusano, Shannon Cost, Tammy Overchuk, Linnea Fitzgerald, Caitlin Rickaby, Nancy Malafronte and Tara Winch.

MOTION by D. Perrault and SECOND by A. Miesse to approve Westbrook's Commitment to ALL Children in Our Schools as presented. Vote unanimous.

The Board requested an update next year on how this document has been utilized.

- C. **Health Insurance Eastern Connecticut Health and Medical Cooperative.**

Superintendent Martineau provided an explanation of the benefits of joining the Eastern Connecticut Health and Medical Cooperative. The Town voted at a meeting prior to this BOE meeting to join. Superintendent Martineau said our plan design stays the same and if after two years a decision would be made not to continue to participate, there is no penalty. After thorough discussion K. Walker, Chair made a *MOTION that Westbrook Board of Education accepts the Eastern Connecticut Health and Medical Cooperative's offer to become a member district effective July 1, 2023, subject to all of the requirements, obligations and privileges of said membership; and the Board of Education hereby authorizes the Superintendent of Schools to take any and all necessary action to join the Cooperative, to make any and all necessary contributions to the Cooperative, and to execute any and all agreements necessary to join and serve as the District's representative for the Cooperative.*

D. Perreault – SO MOVED and SECOND by M. Luft. Vote unanimous.

- D. Superintendent's Proposed Budget for Fiscal Year 2023-2024 - The Board was given the opportunity for questions and comments as to Superintendent Martineau's budget presentation with a 3.36% increase. *MOTION by Z. Hayden and SECOND by A. Miesse to adopt the Superintendent's proposed budget as the Board of Education's budget for the 2023-2024 fiscal year*

Vote: (Ayes) M. Luft, S. Greaves, Z. Hayden, D. Perreault, A. Miesse, C. Kuehlewind, K. Walker. Superintendent Martineau said the budget will be presented to the Board of Finance on March 15. Those who worked on the budget were acknowledged for having prepared a fiscally responsible budget.

- E. Substitute Teacher Update: Superintendent Martineau reported that building

substitutes have been hired: two for Daisy, one for middle school and one pending for high school. There is still difficulty obtaining subs; Superintendent Martineau has interviewed several and they have received paperwork from human resources, but there seems to be a holdup with the fingerprinting process. There was discussion on possible solutions. Superintendent Martineau will explore options.

X. OLD BUSINESS: None

XI. CONSENT AGENDA

MOTION by M. Luft and SECOND by D. Perreault to approve the minutes of the following Regular and Special BOE meetings: Vote unanimous.

1. Regular Meeting of January 10, 2023
2. Special Meeting of January 12, 2023
3. Special Meeting of January 24, 2023

XII. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for January 15, 2023 in the amount of \$96,942.43, and for January 19, 2023 in the amount of \$171,910.81.
- B. Budget Narrative/Review of Expenditure Report to include Legal Expenditures. Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer: None
- D. Insurance Report: Not available
- E. Update on Free Meals for 2023 – (School Meals 4 All CT): Superintendent Martineau reported that the state will continue to cover the cost of meals through the end of the school year. She also reminded BOE members of the March 25 Light on Westbrook, which has been instrumental in funding lunches for summer school.

XIII. BOARD COMMITTEE REPORTS

- A. Policy– See. Item VIII. for actions taken by the Policy Committee per K. Walker.
- B. Long Range Planning – A. Miesse (no meeting)
- C. Fiscal & Budget – Z. Hayden (no meeting)
- D. Teaching & Learning – C. Kuehlewind reported on the 2/22/23 meeting – The committee looked at drafts on curriculum, scheduling of science curriculum, partnership with Electric Boat, etc.
- E. Communications & Marketing – M. Luft reported on the progress of Hall of Fame applications, plans to submit an application to CAFE for Communications Award and she reported on ideas she obtained from her participation in a webinar on Communications.
- F. Negotiations – D. Perreault reported AFT negotiations are progressing.
- G. Town Energy Ad Hoc Committee – A. Miesse reported on the carport project and charging stations at the town hall.
- H. LEARN – Z. Hayden reported on the 2/11/2023 LEARN meeting –The speaker was the Superintendent from Region 17; and other topics included the Ocean Avenue Schools and district budgets.
- I. PTSO Representatives - M. Luft (Daisy) reported no meeting, but Daisy Dash is on 3/25; upcoming Sweetheart Dance and STREAM Day at Daisy; Z. Hayden (WMS) talked about fundraising, Gaga pit funding; Superintendent Martineau presented on the grade 5 proposal; upcoming events are Spelling Bee, E Sports, and pep rally. K. Walker (WHS) no meeting

XIV. BOARD GOALS

- A. Board Retreat – Board members set a date of Wednesday, April 26 at 5:00 pm. The Board

discussed possible agenda. More information will follow. K. Walker asked board members to communicate their thoughts to her.

B. Discussion about subcommittees: There was discussion with regard to combining some subcommittees. No decisions were made and more discussion will follow.

C. Workshops/school activities attended

1. Legislative Breakfast Summary: Several board members attended the Legislative Breakfast at Region 4. D. Perreault suggested the possibility of hosting at WPS. K. Walker reminded board members of the Day on the Hill on March 8 and on 2/23 a CABA webinar on African American/Black and Puerto Rican/Latino Course of Studies on Thursday, February 23, 2023 at 12:00.

XV. PERSONNEL – Superintendent Martineau informed the Board of the following personnel changes.

A. Professional Appointment(s)

1. Steven Ernst - Long Term Sub at Daisy (Music)
2. Katherine Claps - Long term Sub - Special Ed Teacher at Daisy

B. Non-Certified New Hires

1. Emily Calderon – Paraprofessional

C. Non-certified resignation(s)

1. Ashley Silvestrini, Paraprofessional
2. Dawne Farrell – Paraprofessional

XVI. ADJOURN: *MOTION by D. Perreault and SECOND by M. Luft to adjourn at 9:08 p.m. Vote unanimous.*

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 2/2/2023
 From Check: 39014
 From Voucher: 1096

To Date: 2/2/2023
 To Check: 39071
 To Voucher: 1096

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39014	02/02/2023	ADP, INC	\$1,826.84	1096	Printed	Expense	<input type="checkbox"/>	pay roll services	
39015	02/02/2023	ADVANCED POWER SERVICES, LLC.	\$412.40	1096	Printed	Expense	<input type="checkbox"/>		
39016	02/02/2023	ALL WASTE, INC.	\$2,566.71	1096	Printed	Expense	<input type="checkbox"/>	Trash removal	
39017	02/02/2023	ALLSTON SUPPLY CO., INC.	\$464.44	1096	Printed	Expense	<input type="checkbox"/>		
39018	02/02/2023	AMERICAN TOTAL PROTECTION	\$857.70	1096	Printed	Expense	<input type="checkbox"/>		
39019	02/02/2023	AUTOMATED BLDG SYSTEMS	\$680.00	1096	Printed	Expense	<input type="checkbox"/>		
39020	02/02/2023	BSNSPORTS	\$88.39	1096	Printed	Expense	<input type="checkbox"/>		
39021	02/02/2023	BUREAU OF EDUCATION & RESEARCH	\$279.00	1096	Printed	Expense	<input type="checkbox"/>		
39022	02/02/2023	CAAD	\$250.00	1096	Printed	Expense	<input type="checkbox"/>		
39023	02/02/2023	CDWG GOVERNMENT, INC.	\$418.20	1096	Printed	Expense	<input type="checkbox"/>		
39024	02/02/2023	CHILDREN'S HEALTH MARKET	\$1,881.00	1096	Printed	Expense	<input type="checkbox"/>	Great body shop workbooks	
39025	02/02/2023	CIT TECHNOLOGY FIN SERV., INC.	\$7,947.46	1096	Printed	Expense	<input type="checkbox"/>	copier agreement	
39026	02/02/2023	CONN.WATER CO.	\$987.16	1096	Printed	Expense	<input type="checkbox"/>		
39027	02/02/2023	CONNECTICUT MUSIC CO	\$110.10	1096	Printed	Expense	<input type="checkbox"/>		
39028	02/02/2023	DELTA-T GROUP HARTFORD, INC.	\$3,237.30	1096	Printed	Expense	<input type="checkbox"/>	para coverage	
39029	02/02/2023	DICK BLICK INC.	\$23.51	1096	Printed	Expense	<input type="checkbox"/>		
39030	02/02/2023	EB EXTERMINATING CO.	\$113.00	1096	Printed	Expense	<input type="checkbox"/>		
39031	02/02/2023	EMILY SQUATRITO	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39032	02/02/2023	FOLLETT CONTENT SOLUTIONS, LLC.	\$455.20	1096	Printed	Expense	<input type="checkbox"/>		
39033	02/02/2023	FREDERICK GERHARDT	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39034	02/02/2023	GRAINGER, INC	\$40.25	1096	Printed	Expense	<input type="checkbox"/>		
39035	02/02/2023	JOHNSON CONTROLS	\$493.14	1096	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

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Bank Account: GEN FUND AP 211170114

From Date: 2/2/2023
From Check: 39014
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To Date: 2/2/2023
To Check: 39071
To Voucher: 1096

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39036	02/02/2023	KATHERINE MORSE	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39037	02/02/2023	KELLY SERVICES INC.	\$4,506.07	1096	Printed	Expense	<input type="checkbox"/>	substitutes	
39038	02/02/2023	KNOWBE4, INC.	\$13,826.40	1096	Printed	Expense	<input type="checkbox"/>	knowbe4 trainings (staff)	
39039	02/02/2023	KRISTINA MARTINEAU	\$500.00	1096	Printed	Expense	<input type="checkbox"/>		
39040	02/02/2023	M.D. STETSON COMPANY INC.	\$1,069.77	1096	Printed	Expense	<input type="checkbox"/>	custodial supplies	
39041	02/02/2023	MARC DUBE	\$39.30	1096	Printed	Expense	<input type="checkbox"/>		
39042	02/02/2023	MARK GEHERT	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39043	02/02/2023	MARKS PLUMBING PARTS	\$334.12	1096	Printed	Expense	<input type="checkbox"/>		
39044	02/02/2023	MICHAEL A. THOMAS	\$91.04	1096	Printed	Expense	<input type="checkbox"/>		
39045	02/02/2023	MUTUAL OF OMAHA	\$1,810.36	1096	Printed	Expense	<input type="checkbox"/>	life insurance premium	
39046	02/02/2023	OLD SAYBRK SCHLS ACTIVITY	\$5,620.21	1096	Printed	Expense	<input type="checkbox"/>	westbrook share of football	
39047	02/02/2023	OLD SAYBROOK FOOD SERVICES	\$500.00	1096	Printed	Expense	<input type="checkbox"/>		
39048	02/02/2023	PITNEY BOWES	\$159.99	1096	Printed	Expense	<input type="checkbox"/>		
39049	02/02/2023	SAYBROOK HARDWARE	\$172.37	1096	Printed	Expense	<input type="checkbox"/>		
39050	02/02/2023	SAYBROOK PIZZA & RESTAURANT	\$352.72	1096	Printed	Expense	<input type="checkbox"/>		
39051	02/02/2023	SCHOOL SPECIALTY	\$253.91	1096	Printed	Expense	<input type="checkbox"/>		
39052	02/02/2023	SHORELINE PRINC. ASSOC.	\$500.00	1096	Printed	Expense	<input type="checkbox"/>		
39053	02/02/2023	SOCIAL STUDIES SCHOOL SERVICE	\$1,262.80	1096	Printed	Expense	<input type="checkbox"/>	desk atlases, relief maps (MS)	
39054	02/02/2023	SOLIANT HEALTH, LLC.	\$5,601.75	1096	Printed	Expense	<input type="checkbox"/>	para coverage	
39055	02/02/2023	SOUTHEASTERN EMPLOYMENT SERVICES, LLC	\$840.00	1096	Printed	Expense	<input type="checkbox"/>		
39056	02/02/2023	SOUTHERN CT GAS CO	\$40.16	1096	Printed	Expense	<input type="checkbox"/>		
39057	02/02/2023	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$21,446.79	1096	Printed	Expense	<input type="checkbox"/>	NG "supply"	

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

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From Date: 2/2/2023
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To Date: 2/2/2023
To Check: 39071
To Voucher: 1096

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39058	02/02/2023	STADIUM SYSTEMS	\$1,195.50	1096	Printed	Expense	<input type="checkbox"/>	HS + MS basketball	
39059	02/02/2023	STEWART'S MUSIC	\$24.95	1096	Printed	Expense	<input type="checkbox"/>		
39060	02/02/2023	SUBURBAN STATIONERS	\$321.09	1096	Printed	Expense	<input type="checkbox"/>		
39061	02/02/2023	SUE OAKLEY	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39062	02/02/2023	TARALYN BULYK	\$160.00	1096	Printed	Expense	<input type="checkbox"/>		
39063	02/02/2023	TECHNIQUE PRINTERS	\$1,878.75	1096	Printed	Expense	<input type="checkbox"/>	Career Pathways Program of Study	
39064	02/02/2023	THE COLLEGE BOARD	\$2,001.60	1096	Printed	Expense	<input type="checkbox"/>	PSATS	
39065	02/02/2023	THE HUNTINGTON NATIONAL BANK	\$4,977.51	1096	Printed	Expense	<input type="checkbox"/>	Madison solar - net metering	
39066	02/02/2023	THE LIBRARY STORE, INC.	\$263.39	1096	Printed	Expense	<input type="checkbox"/>		
39067	02/02/2023	UNEMPLOYMENT TAX MANAGEMENT CORP.	\$460.00	1096	Printed	Expense	<input type="checkbox"/>		
39068	02/02/2023	VERIZONWIRELESS	\$244.81	1096	Printed	Expense	<input type="checkbox"/>		
39069	02/02/2023	WALMART - CAPITAL ONE	\$399.68	1096	Printed	Expense	<input type="checkbox"/>		
39070	02/02/2023	Wattifi Inc.	\$11,641.16	1096	Printed	Expense	<input type="checkbox"/>	electricity "supply"	
39071	02/02/2023	YVONNE REYNOLDS	\$18.73	1096	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$106,446.73						
End of Report									

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 2/16/2023

To Date: 2/16/2023

From Check: 39073

To Check: 39123

From Voucher: 1101

To Voucher: 1101

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39073	02/16/2023	A.C.E.S.	\$1,370.00	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. services	
39074	02/16/2023	ACORN-BERNIER ELECTRIC	\$137.00	1101	Printed	Expense	<input type="checkbox"/>		
39075	02/16/2023	ADP, INC	\$1,861.20	1101	Printed	Expense	<input type="checkbox"/>	payroll services (wa's)	
39076	02/16/2023	AUTOMATED BLDG SYSTEMS	\$562.85	1101	Printed	Expense	<input type="checkbox"/>		
39077	02/16/2023	BUREAU OF EDUCATION & RESEARCH	\$279.00	1101	Printed	Expense	<input type="checkbox"/>		
39078	02/16/2023	CAAD	\$310.00	1101	Printed	Expense	<input type="checkbox"/>		
39079	02/16/2023	CAS	\$200.00	1101	Printed	Expense	<input type="checkbox"/>		
39080	02/16/2023	CBS THERAPY	\$5,556.00	1101	Printed	Expense	<input type="checkbox"/>	para coverage	
39081	02/16/2023	CDWG GOVERNMENT, INC.	\$758.00	1101	Printed	Expense	<input type="checkbox"/>		
39082	02/16/2023	CITIZENS BANK-MASTERCARD	\$4,628.52	1101	Printed	Expense	<input type="checkbox"/>	advertising, ACA reporting, software renewal	
39083	02/16/2023	COLLINS SPORTS MEDICINE	\$460.30	1101	Printed	Expense	<input type="checkbox"/>		
39084	02/16/2023	COMMERCIAL APPLIANCE REPAIR, INC	\$1,897.48	1101	Printed	Expense	<input type="checkbox"/>	HS walkin freezer repair	
39085	02/16/2023	COMMERCIAL BANKING	\$64.23	1101	Printed	Expense	<input type="checkbox"/>		
39086	02/16/2023	COMMUNITY THERAPEUTIX PC	\$1,162.50	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. services	
39087	02/16/2023	CURRICULUM ASSOCIATES	\$213.70	1101	Printed	Expense	<input type="checkbox"/>		
39088	02/16/2023	CURTIN MOTOR LIVERY SERV.	\$8,960.00	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. transportation	
39089	02/16/2023	DBO-TSG	\$2,684.94	1101	Printed	Expense	<input type="checkbox"/>	phone bill	
39090	02/16/2023	DEBOW MECHANICAL SERVICES	\$217.50	1101	Printed	Expense	<input type="checkbox"/>		
39091	02/16/2023	DELTA-T GROUP HARTFORD, INC.	\$3,763.93	1101	Printed	Expense	<input type="checkbox"/>	para coverage	
39092	02/16/2023	DEMCO	\$280.46	1101	Printed	Expense	<input type="checkbox"/>		
39093	02/16/2023	DUGMORE & DUNCAN INC.	\$4.00	1101	Printed	Expense	<input type="checkbox"/>		
39094	02/16/2023	ESSEX WINNELSON CO.	\$117.54	1101	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 2/16/2023
 From Check: 39073
 From Voucher: 1101

To Date: 2/16/2023
 To Check: 39123
 To Voucher: 1101

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39095	02/16/2023	FOLLETT CONTENT SOLUTIONS, LLC.	\$480.77	1101	Printed	Expense	<input type="checkbox"/>		
39096	02/16/2023	[REDACTED]	\$7,830.00	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
39097	02/16/2023	HAND2MIND	\$379.99	1101	Printed	Expense	<input type="checkbox"/>		
39098	02/16/2023	HOME DEPOT	\$384.16	1101	Printed	Expense	<input type="checkbox"/>		
39099	02/16/2023	INFINITY MUSIC THERAPY SERVICES	\$225.00	1101	Printed	Expense	<input type="checkbox"/>		
39100	02/16/2023	[REDACTED]	\$6,958.37	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
39101	02/16/2023	KELLY SERVICES INC.	\$4,770.63	1101	Printed	Expense	<input type="checkbox"/>	substitutes	
39102	02/16/2023	LANGUAGE LINE SERVICES, INC.	\$54.65	1101	Printed	Expense	<input type="checkbox"/>		
39103	02/16/2023	LIPIN/DIETZ ASSOCIATES	\$150.00	1101	Printed	Expense	<input type="checkbox"/>		
39104	02/16/2023	M & J BUS, INC.	\$69,976.30	1101	Printed	Expense	<input type="checkbox"/>	late buses, Vinal/VoAg, home → school, athletics, spec. ed., mid day Pick	
39105	02/16/2023	M.D. STETSON COMPANY INC.	\$926.51	1101	Printed	Expense	<input type="checkbox"/>		
39106	02/16/2023	MARKS PLUMBING PARTS	\$306.43	1101	Printed	Expense	<input type="checkbox"/>		
39107	02/16/2023	[REDACTED]	\$8,300.00	1101	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
39108	02/16/2023	NATIONAL AUTO PARTS	\$21.31	1101	Printed	Expense	<input type="checkbox"/>		
39109	02/16/2023	NEW PRECISION TECHNOLOGY LLC	\$339.88	1101	Printed	Expense	<input type="checkbox"/>		
39110	02/16/2023	SAYBROOK HARDWARE	\$580.29	1101	Printed	Expense	<input type="checkbox"/>		
39111	02/16/2023	SAYBROOK PIZZA & RESTAURANT	\$213.64	1101	Printed	Expense	<input type="checkbox"/>		
39112	02/16/2023	SEIDLITZ EDUCATION, LLC.	\$89.80	1101	Printed	Expense	<input type="checkbox"/>		
39113	02/16/2023	SHOPRITE OF WEST HAVEN	\$625.63	1101	Printed	Expense	<input type="checkbox"/>		
39114	02/16/2023	SOLIANI HEALTH, LLC.	\$6,232.25	1101	Printed	Expense	<input type="checkbox"/>	para coverage	
39115	02/16/2023	SOUTHINGTON BOARD OF EDUCATION	\$1,100.00	1101	Printed	Expense	<input type="checkbox"/>	Hockey fee	

Westbrook Public Schools

Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 2/16/2023

To Date: 2/16/2023

From Check: 39073

To Check: 39123

From Voucher: 1101

To Voucher: 1101

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39116	02/16/2023	STADIUM SYSTEMS	\$532.76	1101	Printed	Expense	<input type="checkbox"/>		
39117	02/16/2023	STEWART'S MUSIC	\$752.65	1101	Printed	Expense	<input type="checkbox"/>		
39118	02/16/2023	SUBURBAN STATIONERS	\$332.85	1101	Printed	Expense	<input type="checkbox"/>		
39119	02/16/2023	TARA WINCH	\$50.99	1101	Printed	Expense	<input type="checkbox"/>		
39120	02/16/2023	[REDACTED]	\$7,850.00	1101	Printed	Expense	<input type="checkbox"/>		
39121	02/16/2023	TREASURER STATE OF CT - DAS	\$2,574.00	1101	Printed	Expense	<input type="checkbox"/>		
39122	02/16/2023	Wattifi Inc.	\$15,671.17	1101	Printed	Expense	<input type="checkbox"/>		
39123	02/16/2023	ZUSE, INC. SCREEN PRINTING & EMBROIDERY	\$410.00	1101	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$173,609.18

End of Report

☐ spec. ed. tuition
☐ GEN quarterly fee
☐ electricity "supply"

Budget Narrative
February 28, 2023

Salary Accounts- We continue to try and hire staff for remaining vacancies. Any balances within the salary accounts will be used to offset the substitute lines where coverage is being charged. (Professional Services) Grant funded work continues to flow through the general fund payroll and these offsets may not be completed within the same month. These accounts will continue to be monitored closely and the payroll purchase order will be updated soon.

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel will be further adjusted as needed.

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. The deficit currently showing in professional services will be covered by balances from the salary accounts, as it is a direct result from current vacancies.

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 are being processed as needed.

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

3/8/2023
LEW

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 02/28/2023

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
EXPENSES							
Salaries							
All Wages (+)	\$11,519,898.83	\$7,357,166.41	\$7,357,166.41	\$4,162,732.42	\$4,155,639.60	\$7,092.82	0.1%
Sub-total : Salaries	\$11,519,898.83	\$7,357,166.41	\$7,357,166.41	\$4,162,732.42	\$4,155,639.60	\$7,092.82	0.1%
Benefits							
All Benefits (+)	\$3,036,137.81	\$2,206,110.06	\$2,206,110.06	\$830,027.75	\$818,163.49	\$11,864.26	0.4%
Sub-total : Benefits	\$3,036,137.81	\$2,206,110.06	\$2,206,110.06	\$830,027.75	\$818,163.49	\$11,864.26	0.4%
Professional Services							
Professional Services (+)	\$821,626.64	\$481,618.84	\$481,618.84	\$340,007.80	\$346,724.95	(\$6,717.15)	-0.8%
Sub-total : Professional Services	\$821,626.64	\$481,618.84	\$481,618.84	\$340,007.80	\$346,724.95	(\$6,717.15)	0.8%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$242,066.62	\$242,066.62	\$159,571.38	\$64,198.87	\$95,372.51	23.7%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$242,066.62	\$242,066.62	\$159,571.38	\$64,198.87	\$95,372.51	23.7%
Transportation							
Transportation Services (+)	\$926,255.32	\$521,020.93	\$521,020.93	\$405,234.39	\$413,562.53	(\$8,328.14)	-0.9%
Sub-total : Transportation	\$926,255.32	\$521,020.93	\$521,020.93	\$405,234.39	\$413,562.53	(\$8,328.14)	0.9%
Purchased Services							
Other Services (+)	\$135,907.34	\$90,063.22	\$90,063.22	\$45,844.12	\$12,172.51	\$33,671.61	24.8%
Sub-total : Purchased Services	\$135,907.34	\$90,063.22	\$90,063.22	\$45,844.12	\$12,172.51	\$33,671.61	24.8%
Tuition							
All Tuitions (+)	\$813,700.00	\$297,803.50	\$297,803.50	\$515,896.50	\$191,424.33	\$324,472.17	39.9%
Sub-total : Tuition	\$813,700.00	\$297,803.50	\$297,803.50	\$515,896.50	\$191,424.33	\$324,472.17	39.9%
Supplies							
All Supplies (+)	\$996,039.24	\$569,235.23	\$569,235.23	\$426,804.01	\$409,379.78	\$17,424.23	1.7%
Sub-total : Supplies	\$996,039.24	\$569,235.23	\$569,235.23	\$426,804.01	\$409,379.78	\$17,424.23	1.7%
Property							
Equipment (+)	\$203,576.72	\$122,310.85	\$122,310.85	\$81,265.87	\$25,857.42	\$55,408.45	27.2%

Operating Statement with Encumbrance

Printed: 03/08/2023 8:46:03 AM

Report: rptGLOperatingStatementwithEnc

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1

Westbrook Public Schools

Financial Statement For the Period 07/01/2022 through 02/28/2023

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : Property	\$203,576.72	\$122,310.85	\$122,310.85	\$81,265.87	\$25,857.42	\$55,408.45	27.2%
Total : EXPENSES	\$18,854,779.90	\$11,887,395.66	\$11,887,395.66	\$6,967,384.24	\$6,437,123.48	\$530,260.76	2.8%
NET ADDITION/(DEFICIT)	\$18,854,779.90	\$11,887,395.66	\$11,887,395.66	\$6,967,384.24	\$6,437,123.48	\$530,260.76	2.8%

End of Report

New Vendors- February

Florence Griswold Museum - Art Regional PD

Perennial Math, LLC - Daisy Math Supplies

3/8/2023

L.E.W.

Funding Westbrook Board of Education

\$125,000 Individual Stop-Loss

Expected Claims and Fees Based on 133 Medical Contracts and 141 Dental Contracts; Actual Claims and Fees Based on Actual Contracts

July 1, 2022 through June 30, 2023

July 1, 2022 through June 30, 2023 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 Taxes)	Board Actual Paid Retention Costs (includes actual Discount Share, Broker Service Fee and ACA Taxes)	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-22	\$256,519	\$43,792	\$300,312	\$173,999	\$115,625	\$58,000	\$47,526	\$8,866	\$11,248	\$7,387	\$74,868	\$69,507	\$0	\$243,907	76.7%	\$56,405
Aug-22	\$256,519	\$43,792	\$300,312	\$173,999	\$92,112	\$58,000	\$63,637	\$8,866	\$9,472	\$9,355	\$76,836	\$67,560	\$0	\$232,781	78.3%	\$67,531
Sep-22	\$256,519	\$43,792	\$300,312	\$173,999	\$93,040	\$58,000	\$73,408	\$8,866	\$7,892	\$2,799	\$70,280	\$62,483	\$0	\$236,822	82.3%	\$63,489
Oct-22	\$256,519	\$43,792	\$300,312	\$173,999	\$100,324	\$58,000	\$74,588	\$8,866	\$6,641	\$5,961	\$73,442	\$65,645	\$0	\$247,198	85.7%	\$53,114
Nov-22	\$256,519	\$43,792	\$300,312	\$173,999	\$199,675	\$58,000	\$83,367	\$8,866	\$2,556	\$6,376	\$73,857	\$66,550	(\$4,226.37)	\$347,921	137.5%	(\$47,610)
Dec-22	\$256,519	\$43,792	\$300,312	\$173,999	\$112,058	\$58,000	\$73,034	\$8,866	\$6,596	\$6,377	\$73,858	\$66,061	(\$17,197)	\$240,551	90.7%	\$59,760
Jan-23																
Feb-23																
Mar-23																
Apr-23																
May-23																
Jun-23																
TOTALS	\$1,539,116	\$262,754	\$1,801,870	\$1,043,993	\$712,833	\$347,998	\$415,560	\$53,196	\$44,404	\$38,255	\$443,140	\$397,806	(\$21,424)	\$1,549,180	90.1%	\$252,689

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)
\$0.58 PCORI PEPM (Employee) - July-June
(figures included in columns 9 and 10 above)

\$2,272.97 Total Monthly For Broker Service Fee
\$77.14 Jul-Jun PCORI Taxes per Month



School Project			Total Cost	2023-2024	2024-2025	2025-26	2026-27	2027-28
Daisy								
	Replace Exterior Doors		\$ 350,000			\$ 350,000		
	HVAC/Indoor air quality (A/C)		\$ 550,000			\$ 550,000		
	Roof		\$ 2,185,450					\$ 2,185,450
VHS								
	Roof		\$ 4,500,000			\$ 4,500,000		
	Tennis court repairs		\$ 97,000		\$ 48,500		\$ 48,500	
	HVAC/Indoor air quality (A/C)		\$ 690,000			\$ 690,000		
	Portable PA system		\$ 33,000	\$ 33,000				
	Gym scoreboard replacement		\$ 25,000	\$ 25,000				
	Welding Workshop		\$ 150,000	\$ 150,000				
VMS								
	HVAC/Indoor air quality (A/C) first floor		\$ 370,000				\$ 370,000	
	Cafetorium sound system		\$ 20,000	\$ 20,000				
	Roof		\$ 2,275,000				\$ 2,275,000	
	Up -dated facilities study		\$ 40,000	\$ 40,000				
	Roof repairs		\$ 70,000	\$ 35,000	\$ 35,000			
	Pick up truck		\$ 75,000		\$ 75,000			
	Student transport van		\$ 60,000		\$ 60,000			
				\$ 303,000	\$ 218,500	\$ 6,090,000	\$ 2,693,500	\$ 2,185,450

Town of Westbrook

Educational Specifications

For
Daisy Ingraham Elementary School
HVAC Upgrades



Approval Date: **DRAFT**

Project History & Rational

The Daisy Ingraham Elementary School building was constructed in 1975 and is 48 years old. It underwent an addition in 1995 and the one-story facility is approximately 75,000 square feet. Due to the on-going excessive heat and ventilation issues at the Daisy Ingraham Elementary School the Westbrook Board of Education, in its efforts to maintain a high level of student achievement, commissioned a facility study of the school in 2018. In addition to documenting the condition of the entirety of the facility's assets, one other objective was to determine the feasibility of improving air quality and introducing air conditioning to improve the comfort of the learning environment.

There were two significant recommendations resulting from the study. First, the ventilation to the entire school was marginalized because the mechanical equipment, namely the original unit ventilators, were in poor to fair condition and they contained outdated controls. Secondly, the lack of air conditioning, except for a very few specialized areas, and days of excessive heat exasperated the ventilation issues by introducing hot, moist air into classroom environments. Consequently, proper ventilation was compromised.

The Board then chose to fund the replacement of all unit ventilators and upgrade the building controls but decided to commission an additional study to determine the feasibility of combining new air conditioning with the proposed, new unit ventilators. That study determined that the desire to include air conditioning with the unit ventilators was infeasible because the existing plumbing for the unit ventilators is serviced by a two-pipe supply and return system that is located in the concrete floor slab. Introducing two additional refrigerant lines within the existing slab was determined to be cost prohibitive and impractical. It was at this time the Board decided to move forward and remediate the ventilation and controls issue for the school and as of 2022 all of the classroom and support spaces have received new unit ventilators with updated controls.

This however, did not address the lack of air conditioning. The administration and teaching staff have long acknowledged the difficulties experienced on excessively hot days when temperatures in the classrooms exceed 85 degrees and the subsequent decline in student comfort and attention. It is not uncommon to experience these conditions between 15-20 days during late-May, June and September. The second study, which noted the infeasibility of combining AC with unit ventilators, did make a recommendation for introducing AC within the educational spaces of the building. Most of the classroom spaces have a sloped ceiling directly beneath the roof deck and lack the plenum air space that would normally accommodate duct work. The recommendation of the engineers was to install a Variable Refrigerant Flow (VRF) system. It could be installed without duct work and it could be interfaced with the controls for the new ventilation system. In addition to the high efficiency these systems are known for, they can also provide a redundant heating system.

The Study made two basic recommendations:

1. Install a High Efficiency VRF system to provide both air conditioning and heat to the classrooms.
2. Design the control system to interface with the existing system to provide proper ventilation and temperature control.

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

Long-Range Plans

The building is in very good condition and it is the intention of the Board of Education to continue to improve and maintain this building for an additional 25-30 years. The Westbrook Board of Education will enter into a maintenance agreement with a licensed qualified contractor for the continued upkeep and repair to the new system.

The Project

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

- A new HVAC system will eliminate the on-going expensive repairs that occur annually along with repeated disruption to the educational program.
- The existing building design renders the retro-fitting of ducted air systems very difficult and expensive due to lack of plenum area, a VRF system is preferred.
- A new HVAC system with new controls designed to interface with existing controls will improve both comfort and health by addressing air quality.
- A new HVAC system ensures the viability of the school facility for another twenty to thirty years.

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

Building Systems

Security: N/A

Public Address: N/A

Technology: N/A

Phone System: N/A

Clocks: N/A

Site Development

Site Acquisitions: N/A

Parking: N/A

Drives: N/A

Walkways: N/A

Outdoor Athletic Facilities: N/A

Landscaping: N/A

Site Improvements: N/A

Construction Requests

School Readiness: N/A

Lighthouse Schools: N/A

CHOICE: N/A

Full Day Kindergarten: YES

Reduced Class size: N/A

Regional Vo-ag Center: N/A

Inter-district Magnet School: N/A

Inter-district Cooperative School: N/A

Regional Special Education Center: N/A

Community Uses

PTO

The Recreation Department

Voting

Summer School

Townwide public meetings

Various and sometimes multiple areas are used for these activities.

Town of Westbrook

Educational Specifications

For
*Westbrook Middle School
HVAC Upgrades*



Approval Date: **DRAFT**

Project History & Rational

The Westbrook Middle School building is a two-story, masonry building built in 2005 and is 18 years old. Although the school is not that old it was, however, designed and built without air conditioning. The lack of air conditioning has been an ongoing issue ever since the school opened. The second floor of the facility had been especially prone to overheating, particularly on hot humid days that occurred in May into October. The overheating resulted in conditions that were deemed detrimental to the health and comfort of the occupants and school cancelations occurred due to the extremely uncomfortable temperature and compromised ventilation due to lack of dehumidified air.

In 2016, the Westbrook Board of Education commissioned a study to determine the most practical solution. The Study was conducted by DBS Energy located in Cromwell. The Study documented the conditions that occurred on hot humid days, it also researched existing building plans and mechanical infrastructure. The Study made two recommendations to remediate the overheating issue. First was to install an RTU/ AC system in which the required ductwork could be installed in the existing plenum. Second was to install a VRF system (Variable Refrigerant Flow). It was decided by the Board to select the VRF system for three reasons.

- The school already had an adequate ventilation system and
- The VRF system could be installed quicker, cheaper and with less disruption to the program.
- The VRF system provided some redundancy with regards to secondary heat source.

Due to some limitations with funding the Board of Education decided to move forward and address the area of highest concern, the second floor of the Middle School. In 2018 a mechanical contractor was hired to install a VRF system on the second floor which was completed over the summer months and the solution has been a success. However, this has not provided any relief for the remaining classroom areas on the first floor and this is the focus of this grant application.

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

Long-Range Plans

The building is in very good condition and it is the intention of the Board of Education to continue to improve and maintain this building for an additional 35-40 years. The Westbrook Board of Education will enter into a maintenance agreement with a licensed qualified contractor for the continued upkeep and repair to the new system.

The Project

In evaluating the problems noted above, it became apparent that the installation of a VRF system similar to the one installed in 2018 would be the preferred solution. Therefore, the Board of Education is recommending that the Superintendent of Schools apply to the State of Connecticut, the Office of School Construction, Grants and Review (OSCG&R) for the specialized grant to address HVAC issues within the existing school. If grant approval is obtained the intention is to hire an architectural/engineering firm to provide complete plans and specifications so that the project may be reviewed by the OSCGR prior to bidding. This grant will enable the district to address the following items:

- The existing building mechanical system currently provides adequate ventilation, therefore a VRF system is preferred.
- Building controls will need to be upgraded to accommodate the new air conditioning system and will need to interface with the existing building controls.
- A new AC system with updated controls will improve both comfort and health by addressing air quality.
- A new HVAC system ensures the viability of the school facility for another thirty years.

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

Building Systems

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

Site Development

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

Construction Requests

School Readiness: N/A

Lighthouse Schools: N/A

CHOICE: N/A

Full Day Kindergarten: YES

Reduced Class size: N/A

Regional Vo-ag Center: N/A

Inter-district Magnet School: N/A

Inter-district Cooperative School: N/A

Regional Special Education Center: N/A

Community Uses

PTO

The Recreation Department

Voting

Summer School

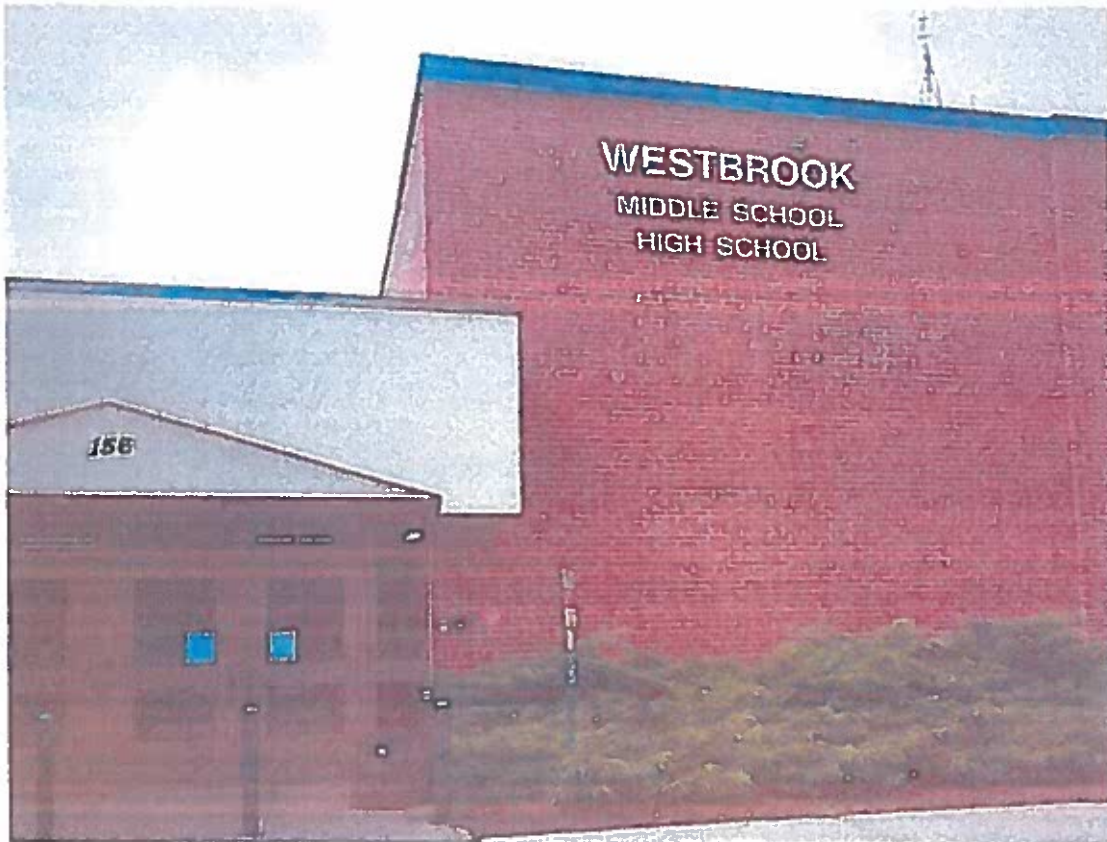
Townwide public meetings

Various and sometimes multiple areas are used for these activities.

Town of Westbrook

Educational Specifications

For
*Westbrook High School
HVAC Upgrades*



Approval Date: **DRAFT**

Project History & Rational

The High School building was built in 1956 and is 67 years old. It underwent two (2) significant addition upgrades in 1965 and 1976 respectively, with a renovation occurring in 1996. Even after all of these alterations and modernization efforts had been undertaken, the gas-fired, hot-water boiler plant remains in place but has been expanded to service the new additions as they were undertaken. The original HVAC system is typical of the era in which it was designed, large insulated ducts located above the ceiling plenum areas. However, similar to most schools built in that era, air conditioning was not considered.

In 2007, the Westbrook Board of Education authorized a Capital Improvement Plan (CIP) for all their schools for the purpose of identifying facility improvements and proactively implementing capital maintenance replacement before serious breakdowns occurred. This CIP has been updated every 5 years and in 2021 the CIP called for the scheduled replacement of roof top heating units due to the fact their life expectancy had been reached or exceeded. Consequently, it was at this time the BoE authorized a facility study to look at the possibility of replacing the old heating units with new units that could provide **both heating and air conditioning**. The Study, conducted by DiBattisto and Associates determined that utilization of the existing ductwork was feasible and cost efficient. The engineering firm developed a schematic design to install a new heating and cooling system. Their study also included an estimated budget which has been reviewed and revised by a professional cost estimator and is part of this document.

In summary, due to the on-going heating and ventilation issues at the High School, the Westbrook Board of Education, in its efforts to maintain a high level of student achievement, commissioned an engineering study of the High School. The purpose of the study was to develop a feasibility plan to assess the condition of the school HVAC system and to determine the impact of the existing conditions on the educational program currently in place. The ensuing report was comprehensive resulting in a number of serious issues in need of attention.

The Study made five basic recommendations:

- The existing mechanical equipment exceeds its useful life and needs to be replaced with a new energy-efficient system that addresses air conditioning and enhanced ventilation.
- A new HVAC system will eliminate the on-going expensive repairs that occur annually along with repeated disruption to the educational program.
- Building controls will require significant upgrading. It is challenging, if not impossible to interface new building controls with older equipment. The cost for installing building system upgrades and equipment increases annually due to the aging infrastructure.
- A new HVAC system with new controls will improve both comfort and health by addressing air quality.
- A new HVAC system ensures the viability of the school facility for another twenty to thirty years.

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

Long-Range Plans

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

The Project

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

- Remove the existing, aging RTU's and replace with a combination gas-fired heating and cooling RTU's
- Re-design and retrofil existing ductwork to accommodate the introduction of air conditioning.
- Ensure that the newly engineered design meets current code requirements and ventilation issues with regards enhanced filtration.
- Upgrade the existing electrical capacity to accommodate the proposed air conditioning system.
- Update and install a building controls system to regulate ventilation and temperature.

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

Building Systems

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

Building Systems

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

Site Development

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

Construction Requests

School Readiness: N/A
Lighthouse Schools: N/A
CHOICE: N/A
Full Day Kindergarten: YES
Reduced Class size: N/A
Regional Vo-ag Center: N/A
Inter-district Magnet School: N/A
Inter-district Cooperative School: N/A
Regional Special Education Center: N/A

Community Uses

PTO
The Recreation Department
Voting
Summer School
Townwide public meetings
Various and sometimes multiple areas are used for these activities.

WESTBROOK HIGH SCHOOL HVAC UPGRADES PROJECT

23-Jan

ROBERT SAUNDERS ESTIMATOR

PROFESSIONAL COST ESTIMATE
WORK CATEGORIES

DIVISION TWENTY THREE - HVAC	QTY.	UNIT COST	SUB-TOTAL	TOTAL COST
MECHANICAL DEMOLITION	1	\$ 15,000		\$ 15,000
STRUCTURAL MODIFICATIONS	ALLOWANCE	\$ 120,000		\$ 12,000
RIGGING/CRANE	ALLOWANCE	\$ 14,000		\$ 14,000
HVAC EQUIPMENT (RTU's)	4	\$ 62,500		\$ 250,000
HEAT RECOVERY VENTILATION	4	\$ 10,500		\$ 42,000
DUCT WORK MODIFICATIONS	ALLOWANCE	\$ 75,000		\$ 75,000
BUILDING CONTROL UPGRADES	1			\$ 45,000
MOBILIZATION & DE-MOBILIZATION	1			\$ 8,000
COMMISSIONING	1			\$ 12,000
DIVISION TWENTY-THREE SUB-TOTAL				\$ 473,000
DIVISION TWENTY-TWO - PLUMBING				
LP GAS PIPING	150 L.F.	\$ 45	\$6,750	\$ 6,750
CONDENSATE PIPING	100 L.F.	\$ 25	\$2,500	\$ 2,500
DIVISION TWENTY-TWO SUB-TOTAL				\$ 9,250
DIVISION TWENTY-SIX - ELECTRICAL				
HVAC DISCONNECTS, FEEDER & CONDUITS	1	\$ 37,000		\$ 37,000
MISC. PARTS, CONNECTIONS, ADAPTERS	1	\$ 4,000		\$ 4,000
DIVISION TWENTY-SIX SUB-TOTAL				\$ 41,000
TOTAL INCLUDES PROFIT & OVERHEAD				\$ 523,250
GENERAL CONDITIONS 5%				\$ 26,163
TOTAL HARD COSTS:				\$ 549,413
SOFT COSTS:				
CONSTRUCTION CONTINGENCY 10%				\$ 54,941
DESIGN CONTINGENCY 5%				\$ 27,471
A&E FEES				\$ 25,000
PROJECT MANAGEMENT				\$ 20,000
BIDDING EXPENSES				\$ 750
SOFT COSTS TOTAL				\$ 128,162
TOTAL PROJECT COST:				\$ 677,575