

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

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Tuesday, September 12, 2023 @ 7:00 p.m.</b> <b>Regular Board of Education Meeting</b> <b>WHS Library</b>
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**AGENDA**

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, September 12, 2023 at 7:00 p.m. in the WHS Library. Members of the public who would like to join this meeting remotely may access the link below:

**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.

- I. CALL TO ORDER – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS
- IV. STUDENT REPRESENTATIVE REPORT: Anna Diaz Herringer, Elliott Koplas
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

Board welcomes public participation and asks that speakers <b><u>sign in</u></b> 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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- VI. ADMINISTRATOR(S) COMMENTS
  - A. Daisy Opening – R. Rose
  - B. Middle School Opening – M. Talmadge
  - C. High School Opening – T. Winch
- VII. NEW BUSINESS
  - A. Submission of Application for CABA Board Recognition – Vote anticipated
  - B. Updated Proposed BOE Committee Meetings (September – December 2023)

***ENCLOSURE 1***

- VIII. SUPERINTENDENT’S REPORT
  - A. General Update
  - B. Enrollment –**ENCLOSURE 2**
  - C. Facilities Update
- IX. OLD BUSINESS
- X. CONSENT AGENDA – Vote Anticipated
  - A. Approval of Minutes:
    - 1. August 08, 2023 – Regular Meeting –**ENCLOSURE 3**
- XI. FINANCIAL REPORTS
  - A. Review of Check listings – August 2023 – **ENCLOSURE4**
  - B. Update of end of year financials 2022-2023
- XII. 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. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)
- XIII. BOARD OF EDUCATION GOALS
  - A. Board Roles and Responsibilities/Duties of the Board (9040) and Code of Ethics (9271) – **ENCLOSURE 5**
  - B. National Board Conference in April
- XIV. PERSONNEL:
  - A. Professional Appointment(s)
  - B. Professional Resignation(s)
    - 1. Alexandra Brault – Math Teacher WHS
    - 2. Brian Daily – WHS Science Teacher
    - 3. Nancy Malafronte – WHS English Teacher
    - 4. Anastasia Littlefield – WHS Music Teacher
  - C. Non-Certified Appointments:
    - 1. (RBT) Kaitlin Hutchins, Joe Talarcyk
    - 2. Bilingual Tutor, Jennifer Fineza
    - 3. Paraprofessional, Ann Barton
    - 4. Technology Support Assistant, Jennifer Gallagos
  - D. Non-Certified /Retirement(s)/Resignation(s)
    - 1. Ryan Viglione – Technical Support Associate
- XV. ADJOURN

**Westbrook Board of Education**  
Regular Meetings, Budget Workshops, and Committee Meetings  
PROPOSED Calendar for September-December 2023

**ENCLOSURE 1**

	<b>September 2023</b>	<b>October 2023</b>	<b>November 2023</b>	<b>December 2023</b>
<b>Regular Monthly BOE Meetings</b>	Tuesday 9/12 7:00 p.m.	Tuesday 10/10 7:00 p.m.	Tuesday 11/14 7:00 p.m.	Tuesday 12/12 7:00 p.m.
<b>BOE Special Meetings: Budget Workshops</b>	No anticipated meeting (as needed)			
<b>Teaching and Learning</b>	No anticipated meeting (as needed)	Tuesday 10/10 5:30 p.m.	No anticipated meeting (as needed)	Tuesday 12/12 5:30 p.m.
<b>Policy</b>	No anticipated meeting (as needed)	Tuesday 10/24 5:00 p.m.	Tuesday 11/28 5:00 p.m.	No anticipated meeting (as needed)
<b>Negotiations</b>	No anticipated meeting (as needed)	Wednesday 10/18 5:00 p.m.	No anticipated meeting (as needed)	No anticipated meeting (as needed)
<b>Communications and Marketing</b>	No anticipated meeting (as needed)	No anticipated meeting (as needed)	Tuesday 11/14 6:00 p.m.	No anticipated meeting (as needed)
<b>Fiscal and Budget</b>	No anticipated meeting (as needed)	No anticipated meeting (as needed)	No anticipated meeting (as needed)	TBD
<b>Long Range Planning</b>	Tuesday 9/26 5:00 p.m.	No anticipated meeting (as needed)	Tuesday 11/14 5:00 p.m.	No anticipated meeting (as needed)
<b>LEARN</b>	Usually 2nd Thursdays	Usually 2nd Thursdays	Usually 2nd Thursdays	Usually 2nd Thursdays
<b>PTSO</b>	TBD	TBD	TBD	TBD

## ENCLOSURE 2

[illegible]

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

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**WESTBROOK BOARD OF EDUCATION  
Tuesday, August 8, 2023 @ 7:00 p.m.  
BOE Regular Meeting**

**MINUTES**

**Members present:** Kim Walker, Zachary Hayden, Christine Kuehlewind, Mary Ella Luft, Michelle Palumbo, Sally Greaves, Don Perreault, Andrew Miesse

**Absent:** Mike Esposito

**Also Present:** Superintendent Kristina J. Martineau; Ben Russell, Director of Technology

- I. CALL TO ORDER** – Kim Walker, Chair, called the regular BOE meeting of August 8, 2023 to order at 7:01 p.m. in the WHS library.
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:** No acknowledgements
- IV. STUDENT REPRESENTATIVE REPORT** – No report
- V. PUBLIC COMMENT** Re: Matters of General Concern & Agenda Items: No comments
- VI. ADMINISTRATOR(S) COMMENTS:** No administrator comments
- VII. NEW BUSINESS:** No new business
- VIII. SUPERINTENDENT’S REPORT**
  - A. Summer School Update:** Superintendent Martineau gave an overview of the summer school program. At the high school level and under the direction of Caitlyn Eichler, 15 WHS students participated and four middle school students and 22 Daisy students. Transportation seemed to be an issue at the middle school level which is a topic to be discussed in the future. Air conditioning also needs to be addressed for summer school programs.
  - B. Legislative Update and Impact:** Superintendent Martineau reported on the 2023 Education Legislation: Highlights: Financial literacy course, Change in Capstone Requirement; Kindergarten entrance age; access to curriculum on website; publication of school district expenditures; dual credit/dual enrollment; temperature guidelines; School Climate policy; Restorative Practices; and Paraprofessional Health Insurance

- C. Convocation and Professional Development Opening Days: Superintendent Martineau informed the BOE members that Convocation is on Monday, August 28 in the WHS auditorium. Staff will attend mandated trainings and also have time to prepare classrooms for students. Ed Camps are scheduled for Tuesday and Wednesday. Daisy Open House is on August 30.
- D. School Opening update: Superintendent Martineau reported that custodial work is about a week ahead of schedule. Renovations in the Welding Lab are ongoing and will be partially ready for start of school.

**IX. OLD BUSINESS: None**

**X. CONSENT Approval of Minutes:**

- 1. June 6, 2023 – Regular Meeting
- 2. July 27, 2023 – Special Meeting

MOTION by Z. Hayden and SECOND by M Luft to approve the minutes of the June 6, 2023 regular meeting and July 27, 2023 Special BOE meeting. Vote unanimous.

**XI. FINANCIAL REPORTS**

**A. Review of Check Listings**

- 1. Update of end of year financials 2022-2023: The Board reviewed check listings for 6/8/2023 in the amount of \$119,626.45; 6/22/2023 in the amount of \$112,454.26; 6/29/2023 in the amount of \$428,269.60; and 6/30/2023 in the amount of \$107,233.72, \$28,865.36 and \$20,371.31
- 2. Review of check listings for July 2023: The Board reviewed check listings for 7/13/2023 in the amount of \$96,945.93; 7/20/2023 in the amount of \$82,660.05

**B. Budget Narrative/Review of Expenditure Reports:** Dr. Martineau reported that some end of year figures are still being processed but are close to closing out; there are transition plans for the Finance Director and there are resources in place if need be.

**C. Line Item Transfers:** New vendors and line item transfers were provided.

**D. Insurance Report:** The most recent insurance report was provided to the Board.

**XII. BOARD COMMITTEE REPORTS**

**A. Policy– K. Walker:** No report (possible meeting on (9/21/2023)

**B. Long Range Planning – A. Miesse** (no report)

**C. Fiscal & Budget – Z. Hayden** (no report)

**D. Teaching & Learning – C. Kuehlewind** (no report)

**E. Communications & Marketing – M. Luft** (no report)

**F. Negotiations – D. Perreault** (no report)

**G. Town Energy Ad Hoc Committee – A. Miesse** reported this committee discussed delay of solar panels and where to place charging stations.

**H. LEARN – Z. Hayden** (no report)

**I. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)** (no reports)

### **XIII. PERSONNEL**

Superintendent Martineau informed the BOE of the following personnel changes (resignations and new hires):

#### **A. Professional Appointment(s)**

1. Maria Dalmau Ferrer – Spanish Teacher – WMS

#### **B. Non-Certified Appointments**

1. Lori Ray Landry – Nurse
2. Denise Doheny - Paraprofessional

#### **C. Professional Resignation(s)**

1. Lesley Wysocki - Director of Finance and Operations, submitted her resignation effective July 31, 2023.
2. Lori Salisbury – Teacher, Daisy Ingraham submitted her notice of retirement effective immediately.

#### **D. Non-Certified Resignations**

1. Janet Dunn, Paraprofessional

**XIV. EXECUTIVE SESSION:** MOTION by M. Luft and SECOND by M. Palumbo to adjourn to Executive Session at 7:57 p.m. with an invitation to Superintendent Martineau. Vote unanimous.

A. Superintendent Goals for 2023-2024 – Discussion of matters that would result in the disclosure of exempt matters.

**XV. PUBLIC SESSION:** Moved back to public session at 8:16 p.m.

**XVI. ADJOURN:** MOTION by D Perreault and SECOND by Z. Hayden to adjourn at 8:17 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

## Westbrook Public Schools

ENCLOSURE 4

## Financial Statement For the Period 07/01/2022 through 06/30/2023

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>	
<b>EXPENSES</b>							
Salaries							
All Wages (+)	\$11,519,898.83	\$11,411,467.88	\$11,411,467.88	\$108,430.95	\$0.00	\$108,430.95	0.9%
Sub-total : Salaries	\$11,519,898.83	\$11,411,467.88	\$11,411,467.88	\$108,430.95	\$0.00	\$108,430.95	0.9%
Benefits							
All Benefits (+)	\$3,036,137.81	\$3,125,079.48	\$3,125,079.48	(\$88,941.67)	\$0.00	(\$88,941.67)	-2.9%
Sub-total : Benefits	\$3,036,137.81	\$3,125,079.48	\$3,125,079.48	(\$88,941.67)	\$0.00	(\$88,941.67)	2.9%
Professional Services							
Professional Services (+)	\$821,626.64	\$719,041.74	\$719,041.74	\$102,584.90	\$0.00	\$102,584.90	12.5%
Sub-total : Professional Services	\$821,626.64	\$719,041.74	\$719,041.74	\$102,584.90	\$0.00	\$102,584.90	12.5%
Purch. Services- BLDG							
Bldg Services (+)	\$401,638.00	\$480,579.71	\$480,579.71	(\$78,941.71)	\$0.00	(\$78,941.71)	-19.7%
Sub-total : Purch. Services- BLDG	\$401,638.00	\$480,579.71	\$480,579.71	(\$78,941.71)	\$0.00	(\$78,941.71)	19.7%
Transportation							
Transportation Services (+)	\$832,755.32	\$795,886.25	\$795,886.25	\$36,869.07	\$0.00	\$36,869.07	4.4%
Sub-total : Transportation	\$832,755.32	\$795,886.25	\$795,886.25	\$36,869.07	\$0.00	\$36,869.07	4.4%
Purchased Services							
Other Services (+)	\$135,907.34	\$129,314.07	\$129,314.07	\$6,593.27	\$0.00	\$6,593.27	4.9%
Sub-total : Purchased Services	\$135,907.34	\$129,314.07	\$129,314.07	\$6,593.27	\$0.00	\$6,593.27	4.9%
Tuition							
All Tuitions (+)	\$813,700.00	\$483,700.27	\$483,700.27	\$329,999.73	\$0.00	\$329,999.73	40.6%
Sub-total : Tuition	\$813,700.00	\$483,700.27	\$483,700.27	\$329,999.73	\$0.00	\$329,999.73	40.6%
Supplies							
All Supplies (+)	\$996,039.24	\$953,971.90	\$953,971.90	\$42,067.34	\$0.00	\$42,067.34	4.2%
Sub-total : Supplies	\$996,039.24	\$953,971.90	\$953,971.90	\$42,067.34	\$0.00	\$42,067.34	4.2%
Property							
Equipment (+)	\$203,576.72	\$280,502.74	\$280,502.74	(\$76,926.02)	\$0.00	(\$76,926.02)	-37.8%

Operating Statement with Encumbrance

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Report: rptGLOperatingStatementwithEnc

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Page:

1



# Westbrook Public Schools

## Financial Statement For the Period 07/01/2022 through 06/30/2023

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	\$280,502.74	\$280,502.74	(\$76,926.02)	\$0.00	(\$76,926.02)	37.8%
Total : EXPENSES	\$18,761,279.90	\$18,379,544.04	\$18,379,544.04	\$381,735.86	\$0.00	\$381,735.86	2.0%
NET ADDITION/(DEFICIT)	\$18,761,279.90	\$18,379,544.04	\$18,379,544.04	\$381,735.86	\$0.00	\$381,735.86	2.0%

End of Report

Capital Fund Contribution :  
2% \*375,226

Operating Statement with Encumbrance

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Page:

2

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/3/2023

From Check: 39816

From Voucher: 1007

To Date: 8/3/2023

To Check: 39870

To Voucher: 1007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39816	08/03/2023	ALL WASTE, INC.	\$2,842.45	1007	Printed	Expense	<input type="checkbox"/>		
39817	08/03/2023	AMAZON CAPITAL SERVICES	\$2,461.91	1007	Printed	Expense	<input checked="" type="checkbox"/>		
39818	08/03/2023	ASHA	\$387.00	1007	Printed	Expense	<input type="checkbox"/>		
39819	08/03/2023	BRADLEY & WALL	\$252.30	1007	Printed	Expense	<input type="checkbox"/>		
39820	08/03/2023	CAROLINA BIOLOGICAL SUPPLY CO.	\$311.20	1007	Printed	Expense	<input type="checkbox"/>		
39821	08/03/2023	CAS	\$200.00	1007	Printed	Expense	<input type="checkbox"/>		
39822	08/03/2023	CATY MULLIGAN	\$550.00	1007	Printed	Expense	<input type="checkbox"/>		
39823	08/03/2023	CBS BLOOM'S BUSINESS SYSTEMS, INC.	\$481.00	1007	Printed	Expense	<input type="checkbox"/>		
39824	08/03/2023	CHSCA	\$195.00	1007	Printed	Expense	<input type="checkbox"/>		
39825	08/03/2023	CMEA	\$140.00	1007	Printed	Expense	<input type="checkbox"/>		
39826	08/03/2023	COMMON CENTS EMS SUPPLY	\$1,048.80	1007	Printed	Expense	<input type="checkbox"/>		
39827	08/03/2023	CURRICULUM ASSOCIATES	\$137.99	1007	Printed	Expense	<input type="checkbox"/>		
39828	08/03/2023	CURTIN MOTOR LIVERY SERV.	\$7,544.00	1007	Printed	Expense	<input type="checkbox"/>		
39829	08/03/2023	DBQ-TSG, LLC.	\$2,652.68	1007	Printed	Expense	<input type="checkbox"/>		
39830	08/03/2023	DELTA-T GROUP HARTFORD, INC.	\$3,272.50	1007	Printed	Expense	<input type="checkbox"/>		
39831	08/03/2023	DICK BLICK INC.	\$29.00	1007	Printed	Expense	<input type="checkbox"/>		
39832	08/03/2023	DIFFERENT ROADS TO LEARNING	\$315.89	1007	Printed	Expense	<input type="checkbox"/>		
39833	08/03/2023	EAI EDUCATION	\$267.57	1007	Printed	Expense	<input type="checkbox"/>		
39834	08/03/2023	EB EXTERMINATING CO.	\$253.00	1007	Printed	Expense	<input type="checkbox"/>		
39835	08/03/2023	FIRST CITIZENS BANK & TRUST CO.	\$8,376.91	1007	Printed	Expense	<input type="checkbox"/>		
39836	08/03/2023	FOLLETT CONTENT SOLUTIONS, LLC.	\$415.75	1007	Printed	Expense	<input type="checkbox"/>		

Trash removal  
MS school-wide book, office supp  
Daisy. lego box sets, Technology  
ethernet switch

Defib- replacement supplies  
summerschool transportation  
phone bill  
summer para coverage

copier lease agreement

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/3/2023

From Check: 39816

From Voucher: 1007

To Date: 8/3/2023

To Check: 39870

To Voucher: 1007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39837	08/03/2023	FREESTYLE PHOTOGRAPHY SUPPLIES	\$348.76	1007	Printed	Expense	<input type="checkbox"/>		
39838	08/03/2023	GRAINGER, INC	\$19.49	1007	Printed	Expense	<input type="checkbox"/>		
39839	08/03/2023	HOUGHTON MIFFLIN HARCOURT, INC.	\$4,766.24	1007	Printed	Expense	<input type="checkbox"/>		<i>HS spanish workbooks, books</i>
39840	08/03/2023	INTRADO INTERACTIVE SERVICES CORP.	\$2,679.26	1007	Printed	Expense	<input type="checkbox"/>		<i>school messenger renewal</i>
39841	08/03/2023	J.W. PEPPER & SON INC.	\$122.96	1007	Printed	Expense	<input type="checkbox"/>		
39842	08/03/2023	KRISTINA MARTINEAU	\$500.00	1007	Printed	Expense	<input type="checkbox"/>		
39843	08/03/2023	LAKESHORE LEARNING MATERIALS	\$2,378.86	1007	Printed	Expense	<input type="checkbox"/>		<i>prek supplies</i>
39844	08/03/2023	M-F ATHLETIC CO., INC.	\$322.00	1007	Printed	Expense	<input type="checkbox"/>		
39845	08/03/2023	M.D. STETSON COMPANY INC.	\$225.74	1007	Printed	Expense	<input type="checkbox"/>		
39846	08/03/2023	MARC DUBE	\$51.35	1007	Printed	Expense	<input type="checkbox"/>		
39847	08/03/2023	MCGRAW HILL SCHOOL EDUCATION HOLDNGS LLC	\$893.60	1007	Printed	Expense	<input type="checkbox"/>		
39848	08/03/2023	MHS	\$791.22	1007	Printed	Expense	<input type="checkbox"/>		
39849	08/03/2023	MICHAEL A. THOMAS	\$154.05	1007	Printed	Expense	<input type="checkbox"/>		
39850	08/03/2023	MIDDLETOWN ADULT EDUCATION	\$16,223.00	1007	Printed	Expense	<input type="checkbox"/>		<i>Adit Ed invoice</i>
39851	08/03/2023	MMSGs	\$28.50	1007	Printed	Expense	<input type="checkbox"/>		
39852	08/03/2023	MUTUAL OF OMAHA	\$1,737.02	1007	Printed	Expense	<input type="checkbox"/>		<i>life insurance premium</i>
39853	08/03/2023	PITNEY BOWES	\$159.99	1007	Printed	Expense	<input type="checkbox"/>		
39854	08/03/2023	POWERSCHOOL GROUP, LLC	\$4,690.00	1007	Printed	Expense	<input type="checkbox"/>		<i>software renewal</i>
39855	08/03/2023	REALLY GOOD STUFF	\$1,040.14	1007	Printed	Expense	<input type="checkbox"/>		<i>Daisy classroom supplies</i>
39856	08/03/2023	RIVERSIDE INSIGHTS	\$284.35	1007	Printed	Expense	<input type="checkbox"/>		
39857	08/03/2023	[REDACTED]	\$1,600.00	1007	Printed	Expense	<input type="checkbox"/>		<i>evaluation</i>

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/3/2023

From Check: 39816

From Voucher: 1007

To Date: 8/3/2023

To Check: 39870

To Voucher: 1007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39858	08/03/2023	SAVVAS LEARNING COMPANY, LLC.	\$81.35	1007	Printed	Expense	<input type="checkbox"/>		
39859	08/03/2023	SAYBROOK HARDWARE	\$561.05	1007	Printed	Expense	<input type="checkbox"/>		
39860	08/03/2023	SCHOOL SPECIALTY	\$1,044.94	1007	Printed	Expense	<input type="checkbox"/>		
39861	08/03/2023	SCHOOL SPECIALTY, LLC,	\$74.90	1007	Printed	Expense	<input type="checkbox"/>		
39862	08/03/2023	SHERWIN WILLIAMS	\$154.76	1007	Printed	Expense	<input type="checkbox"/>		
39863	08/03/2023	SPEECH CORNER	\$146.93	1007	Printed	Expense	<input type="checkbox"/>		
39864	08/03/2023	SUBURBAN STATIONERS	\$12,223.60	1007	Printed	Expense	<input type="checkbox"/>		
39865	08/03/2023	TAYLOR RENTAL	\$89.71	1007	Printed	Expense	<input type="checkbox"/>		
39866	08/03/2023	TEACHING STRATEGIES, LLC	\$874.50	1007	Printed	Expense	<input type="checkbox"/>		
39867	08/03/2023	THE FOUNDATION SCHOOL	\$8,100.00	1007	Printed	Expense	<input type="checkbox"/>		
39868	08/03/2023	THE MATH LEARNING CENTER	\$972.00	1007	Printed	Expense	<input type="checkbox"/>		
39869	08/03/2023	THE MOUNTAIN WORKSHOP	\$1,500.00	1007	Printed	Expense	<input type="checkbox"/>		
39870	08/03/2023	WILSON LANGUAGE TRAINING	\$511.92	1007	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$97,487.14

End of Report

*Daily classroom supplies*

*classroom + office supplies for schools.*

*sp. ed. tuition*

*deposit MS 6/7 program*

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/17/2023  
From Check: 39884  
From Voucher: 1011

To Date: 8/17/2023  
To Check: 39929  
To Voucher: 1011

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39884	08/17/2023	ADP, INC	\$1,660.80	1011	Printed	Expense	<input type="checkbox"/>		
39885	08/17/2023	AMAZON CAPITAL SERVICES	\$2,252.39	1011	Printed	Expense	<input checked="" type="checkbox"/>		
39886	08/17/2023	AMAZON CREDIT PLAN	\$212.88	1011	Printed	Expense	<input checked="" type="checkbox"/>		
39887	08/17/2023	ASCD	\$791.12	1011	Printed	Expense	<input checked="" type="checkbox"/>		
39888	08/17/2023	AUTOMATED BLDG SYSTEMS	\$16,352.00	1011	Printed	Expense	<input checked="" type="checkbox"/>		
39889	08/17/2023	CAROLINA BIOLOGICAL SUPPLY CO.	\$3,365.26	1011	Printed	Expense	<input checked="" type="checkbox"/>		
39890	08/17/2023	CBS THERAPY	\$17,760.00	1011	Printed	Expense	<input type="checkbox"/>		
39891	08/17/2023	CITIZENS BANK-MASTERCARD	\$374.69	1011	Printed	Expense	<input type="checkbox"/>		
39892	08/17/2023	COMMERCIAL BANKING	\$61.37	1011	Printed	Expense	<input type="checkbox"/>		
39893	08/17/2023	COMMON CENTS EMS SUPPLY	\$117.05	1011	Printed	Expense	<input type="checkbox"/>		
39894	08/17/2023	CONNCase	\$250.00	1011	Printed	Expense	<input type="checkbox"/>		
39895	08/17/2023	DEBOW MECHANICAL SERVICES	\$140.00	1011	Printed	Expense	<input type="checkbox"/>		
39896	08/17/2023	DEEP SPACE SPARKLE, INC.	\$379.00	1011	Printed	Expense	<input type="checkbox"/>		
39897	08/17/2023	DELTA-T GROUP HARTFORD, INC.	\$2,433.75	1011	Printed	Expense	<input type="checkbox"/>		
39898	08/17/2023	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$5,735.50	1011	Printed	Expense	<input type="checkbox"/>		
39899	08/17/2023	DICK BLICK INC.	\$6,988.40	1011	Printed	Expense	<input type="checkbox"/>		
39900	08/17/2023	EASTCONN	\$59,900.00	1011	Printed	Expense	<input type="checkbox"/>		
39901	08/17/2023	EB EXTERMINATING CO.	\$100.00	1011	Printed	Expense	<input type="checkbox"/>		
39902	08/17/2023	EBSCO ACCOUNTS RECEIVABLE	\$475.04	1011	Printed	Expense	<input type="checkbox"/>		
39903	08/17/2023	ESSEX WINNELSON CO.	\$9.90	1011	Printed	Expense	<input type="checkbox"/>		
39904	08/17/2023	FOLLETT CONTENT SOLUTIONS, LLC.	\$1,758.31	1011	Printed	Expense	<input type="checkbox"/>		
39905	08/17/2023	HEGGERTY	\$785.00	1011	Printed	Expense	<input type="checkbox"/>		

☐ payroll services  
☒ Daisy: classroom supplies  
☒ HS supplies for Science, Athletics, tech ed.  
☒ MS: art + office supplies  
☐ Bldg Controls contract  
☐ H.S. science supplies  
☐ summer para coverage  
☐  
☐  
☐  
☐  
☐  
☐  
☐ summer para coverage  
☐ grounds maintenance contract  
☐ MS + HS art supplies  
☐ physical therapy contract  
☐  
☐  
☐  
☐ Daisy library books  
☐

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/17/2023  
From Check: 39884  
From Voucher: 1011

To Date: 8/17/2023  
To Check: 39929  
To Voucher: 1011

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39906	08/17/2023	HEINEMANN	\$103.70	1011	Printed	Expense	<input type="checkbox"/>		
39907	08/17/2023	HP INC.	\$37,314.55	1011	Printed	Expense	<input type="checkbox"/>		
39908	08/17/2023	HUDL	\$12,700.00	1011	Printed	Expense	<input type="checkbox"/>		
39909	08/17/2023	JOHNSON CONTROLS	\$1,111.04	1011	Printed	Expense	<input type="checkbox"/>		
39910	08/17/2023	LAKESHORE LEARNING MATERIALS	\$291.93	1011	Printed	Expense	<input type="checkbox"/>		
39911	08/17/2023	M.D. STETSON COMPANY INC.	\$36.94	1011	Printed	Expense	<input type="checkbox"/>		
39912	08/17/2023	MARKS PLUMBING PARTS	\$856.98	1011	Printed	Expense	<input type="checkbox"/>		
39913	08/17/2023	MJ DALY	\$205.00	1011	Printed	Expense	<input type="checkbox"/>		
39914	08/17/2023	REALLY GOOD STUFF	\$642.94	1011	Printed	Expense	<input type="checkbox"/>		
39915	08/17/2023	REBECCA CORCORAN	\$117.18	1011	Printed	Expense	<input type="checkbox"/>		
39916	08/17/2023	RYDIN	\$1,493.00	1011	Printed	Expense	<input type="checkbox"/>		
39917	08/17/2023	SAINT BERNARD SCHOOL	\$100.00	1011	Printed	Expense	<input type="checkbox"/>		
39918	08/17/2023	SAVVAS LEARNING COMPANY, LLC.	\$3,660.00	1011	Printed	Expense	<input type="checkbox"/>		
39919	08/17/2023	SAYBROOK HARDWARE	\$594.21	1011	Printed	Expense	<input type="checkbox"/>		
39920	08/17/2023	SCHOOL NURSE SUPPLY, INC	\$70.45	1011	Printed	Expense	<input type="checkbox"/>		
39921	08/17/2023	SCHOOL SPECIALTY	\$2,721.27	1011	Printed	Expense	<input type="checkbox"/>		
39922	08/17/2023	SHERWIN WILLIAMS	\$68.32	1011	Printed	Expense	<input type="checkbox"/>		
39923	08/17/2023	SHIPMAN & GOODWIN	\$187.50	1011	Printed	Expense	<input type="checkbox"/>		
39924	08/17/2023	STADIUM SYSTEMS	\$1,330.00	1011	Printed	Expense	<input type="checkbox"/>		
39925	08/17/2023	STAR AUTISM SUPORT, INC.	\$385.00	1011	Printed	Expense	<input type="checkbox"/>		
39926	08/17/2023	SUBURBAN STATIONERS	\$842.14	1011	Printed	Expense	<input type="checkbox"/>		
39927	08/17/2023	TEACHING STRATEGIES, LLC	\$294.56	1011	Printed	Expense	<input type="checkbox"/>		
39928	08/17/2023	TECHNIQUE PRINTERS	\$150.00	1011	Printed	Expense	<input type="checkbox"/>		

*cases + chromebooks 5+9*  
*Software renewal Athletics*  
*battery + strobe replacement*  
*fire panel*  
  
*pick up tags + bus tags*  
  
*Science texts 5-8*  
  
*Daisy - c classroom supplies*  
  
*MS Soccer supplies*

## Westbrook Public Schools

### Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/17/2023

To Date: 8/17/2023

From Check: 39884

To Check: 39929

From Voucher: 1011

To Voucher: 1011

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39929	08/17/2023	UNEMPLOYMENT TAX MANAGEMENT CORP	\$460.00	1011	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$187,639.17

End of Report

# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/31/2023  
From Check: 39930  
From Voucher: 1017

To Date: 8/31/2023  
To Check: 39975  
To Voucher: 1017

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39930	08/31/2023	AIR GAS USA, LLC.	\$660.00	1017	Printed	Expense	<input type="checkbox"/>		
39931	08/31/2023	ALL WASTE, INC.	\$2,842.45	1017	Printed	Expense	<input type="checkbox"/>		
39932	08/31/2023	AMAZON CAPITAL SERVICES	\$1,155.02	1017	Printed	Expense	<input type="checkbox"/>		
39933	08/31/2023	ANGELO SABA	\$62.97	1017	Printed	Expense	<input type="checkbox"/>		
39934	08/31/2023	CABE, INC.	\$300.00	1017	Printed	Expense	<input type="checkbox"/>		
39935	08/31/2023	CAROLINA BIOLOGICAL SUPPLY CO.	\$388.46	1017	Printed	Expense	<input type="checkbox"/>		
39936	08/31/2023	CHSCA	\$385.00	1017	Printed	Expense	<input type="checkbox"/>		
39937	08/31/2023	CONN. WATER CO.	\$451.59	1017	Printed	Expense	<input type="checkbox"/>		
39938	08/31/2023	DELTA-T GROUP HARTFORD, INC.	\$861.58	1017	Printed	Expense	<input type="checkbox"/>		
39939	08/31/2023	DEMCO	\$60.90	1017	Printed	Expense	<input type="checkbox"/>		
39940	08/31/2023	DIGITAL BACKOFFICE	\$2,298.00	1017	Printed	Expense	<input type="checkbox"/>		
39941	08/31/2023	EB EXTERMINATING CO.	\$115.00	1017	Printed	Expense	<input type="checkbox"/>		
39942	08/31/2023	EDUCATION WEEK	\$97.00	1017	Printed	Expense	<input type="checkbox"/>		
39943	08/31/2023	ENCORE FIRE PROTECTION	\$1,373.00	1017	Printed	Expense	<input type="checkbox"/>		
39944	08/31/2023	FOLLETT SCHOOL SOLUTIONS, LLC.	\$5,078.52	1017	Printed	Expense	<input type="checkbox"/>		
39945	08/31/2023	FRONTIER	\$762.11	1017	Printed	Expense	<input type="checkbox"/>		
39946	08/31/2023	GRAINGER, INC	\$259.68	1017	Printed	Expense	<input type="checkbox"/>		
39947	08/31/2023	HOMESCHOOL SPANISH ACADEMY	\$459.00	1017	Printed	Expense	<input type="checkbox"/>		
39948	08/31/2023	KRISTINA MARTINEAU	\$500.00	1017	Printed	Expense	<input type="checkbox"/>		
39949	08/31/2023	MARC DUBE	\$60.26	1017	Printed	Expense	<input type="checkbox"/>		
39950	08/31/2023	MARENEM INC.	\$359.70	1017	Printed	Expense	<input type="checkbox"/>		
39951	08/31/2023	MICHAEL A. THOMAS	\$69.43	1017	Printed	Expense	<input type="checkbox"/>		
39952	08/31/2023	NANCY MALAFRONTA	\$66.38	1017	Printed	Expense	<input type="checkbox"/>		

- Trash Removed - Sept.  
- misc. school purchases  
  
- Computer Licensing  
  
Fire extinguisher maintenance  
computer licensing



# Westbrook Public Schools

## Check Listing

Fiscal Year: 2023-2024

### Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/31/2023  
From Check: 39930  
From Voucher: 1017

To Date: 8/31/2023  
To Check: 39975  
To Voucher: 1017

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
39953	08/31/2023	NASSP	\$385.00	1017	Printed	Expense	<input type="checkbox"/>		
39954	08/31/2023	NATIONAL COUNCIL TEACHERS OF MATHEMATICS	\$99.00	1017	Printed	Expense	<input type="checkbox"/>		
39955	08/31/2023	PITNEY BOWES	\$342.24	1017	Printed	Expense	<input type="checkbox"/>		
39956	08/31/2023	[REDACTED]	[REDACTED]	1017	Printed	Expense	<input type="checkbox"/>		
39957	08/31/2023	RENAISSANCE LEARNING INC.	\$6,908.00	1017	Printed	Expense	<input type="checkbox"/>		
39958	08/31/2023	SCHOLASTIC INC	\$219.78	1017	Printed	Expense	<input type="checkbox"/>		
39959	08/31/2023	SCHOLASTIC, INC.-2	\$788.07	1017	Printed	Expense	<input type="checkbox"/>		
39960	08/31/2023	SCHOOL DATEBOOKS	\$228.74	1017	Printed	Expense	<input type="checkbox"/>		
39961	08/31/2023	SCHOOL MATE	\$665.00	1017	Printed	Expense	<input type="checkbox"/>		
39962	08/31/2023	SCHOOL SPECIALTY	\$108.98	1017	Printed	Expense	<input type="checkbox"/>		
39963	08/31/2023	SCHOOL SPECIALTY, LLC,	\$737.54	1017	Printed	Expense	<input type="checkbox"/>		
39964	08/31/2023	SOUTHERN CT GAS CO	\$1,629.45	1017	Printed	Expense	<input type="checkbox"/>		
39965	08/31/2023	STADIUM SYSTEMS	\$1,095.00	1017	Printed	Expense	<input type="checkbox"/>		
39966	08/31/2023	STERICYCLE, INC	\$372.22	1017	Printed	Expense	<input type="checkbox"/>		
39967	08/31/2023	SUBURBAN STATIONERS	\$6,904.95	1017	Printed	Expense	<input type="checkbox"/>		
39968	08/31/2023	TARA WINCH	\$28.75	1017	Printed	Expense	<input type="checkbox"/>		
39969	08/31/2023	THE HUNTINGTON NATIONAL BANK	\$26,799.85	1017	Printed	Expense	<input type="checkbox"/>		
39970	08/31/2023	USI Insurance Services LLC	\$21,686.00	1017	Printed	Expense	<input type="checkbox"/>		
39971	08/31/2023	VERIZONWIRELESS	\$244.73	1017	Printed	Expense	<input type="checkbox"/>		
39972	08/31/2023	VEX ROBOTICS, INC.	\$1,612.00	1017	Printed	Expense	<input type="checkbox"/>		
39973	08/31/2023	WALMART - CAPITAL ONE	\$57.93	1017	Printed	Expense	<input type="checkbox"/>		
39974	08/31/2023	WILSON LANGUAGE TRAINING	\$4,092.12	1017	Printed	Expense	<input type="checkbox"/>		
39975	08/31/2023	ZANER-BLOSER, INC.	\$262.05	1017	Printed	Expense	<input type="checkbox"/>		

Special Education  
Computer Subscriptions

Gas Utilities  
Athletic Supplies

School Supplies All Schools

Electricity  
Student Athletic Insurance

MRS Robotic Supplies

School Supplies - Elementary

## Westbrook Public Schools

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### Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 8/31/2023

To Date: 8/31/2023

From Check: 39930

To Check: 39975

From Voucher: 1017

To Voucher: 1017

Total Amount: \$99,617.45

End of Report

**Bylaws of the Board****Duties of the Board**

State statute charges the Board of Education to "maintain good elementary and secondary schools" and to "give all the children of the town as nearly equal advantages as practical." In carrying out this duty, the Board is directed to serve the interests of the State as well as those of the Town.

To assist in determining the interests of the Town, the Board will be receptive to community opinion on local educational matters. However, the Board cannot delegate to local individuals or groups its authority for establishing educational policy and its control of the schools.

The Board of Education will base its actions on the welfare of the students. In so doing, it will endeavor to secure maximum educational benefit for every dollar spent.

The following guidelines will govern the activities of the Board:

1. Board members' primary responsibility is to establish policy.
2. The local school district has been created as a unit of the state government. This means that a local Board is responsible both to the local community and to state government. The Board of Education member is a state official functioning at a local level.
3. The local Board of Education should function independently of other local government bodies, except as provided by state law and/or town charter.
4. Board members will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.
5. All Board members will abide by the principle of majority rule.
6. Board members shall not use their position on the Board for personal gain.
7. Board members will respect the confidentiality of executive session.
8. Board members will arrive at conclusions only after discussing all aspects of the issue at hand with other board members in meeting. Opinions of Board members with differing points of view will be respected.
9. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education

10-232 Restrictions on employment of members of the Board of Education.

**Bylaw adopted by the Board: February 13, 2007**

## **Bylaws of the Board**

### **Code of Ethics**

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Board members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the fundamental goal of all decision-making and actions.
- Board members and Superintendents are advocates of high quality free public education for all Connecticut children.
- Board members and Superintendents honor all national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that clear and appropriate communications are key to the successful operation of the school district.
- Board members shall not disclose confidential information.
- Board members and Superintendents will always carry out their respective roles with the highest levels of professionalism, honesty and integrity.
- Board members recognize that they represent the entire community and that they must ensure that the community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's agent and will, in that role, faithfully apply the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to policy-making, planning and appraisal while the Superintendent shall implement the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with mutual respect, trust, civility and regard for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the educational leader of the school district.
- Board members and Superintendents practice and promote ethical behavior as a model for all district employees.
- Board members and Superintendents consider all viewpoints and aspects of an issue presented and make decisions fairly and without bias.
- Board members shall abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

(cf. 2000.1 - Board-Superintendent Relationship)

(cf. 2300 - Statement of Ethics for Administrators)

**Revised: 03-14-2012**