

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

<b>WESTBROOK BOARD OF EDUCATION</b> <b>Thursday, January 27, 2022 @ 6:00 p.m.</b> <b>Fiscal and Budget Planning Subcommittee</b> <b>BOE Conference Room</b>
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The Fiscal and Budget Planning Subcommittee meeting will be held on Thursday, January 27, 2022 @ 6:00 p.m. in the BOE Conference Room.

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

**AGENDA**

- I. Call to Order
- II. Approval of Minutes
  - 1. December 16, 2021
- III. Review of Staffing information
- IV. Purpose of Committee and Future Meeting Dates/Topics
  - Suggestions:
    - A. Thursday, 5/19 @ 6:00 p.m.: Future Insurance Options (Insurance 101) and discussion
    - B. Thursday, 8/16 @ 6:00 p.m.: Budget Guidelines Related to Teaching and Learning and Review Budget Process Timeline for 2022-2023
    - C. Thursday, 10/20 @ 6:00 p.m.: Finalize Budget Guidelines w/Teaching & Learning Focus
    - D. Thursday, 1/15/2023: School Budget Open House (generate FAQ)
- V. Next Meeting: May 19, 2022 @ 6:00 p.m.
- VI. Adjourn

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

<b>WESTBROOK BOARD OF EDUCATION</b> <b>Thursday, December 16, 2021 at 5:15 p.m.</b> <b>Fiscal and Budget Planning Subcommittee</b> <b>BOE Conference room</b>
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Members present: Mike Esposito, Zack Hayden, Andrew Miesse, Kim Walker (ex-officio)

Absent: Sally Greaves

Also Present: Superintendent Kristina Martineau; Business Manager Lesley Wysocki

**MINUTES**

- I. Call to Order: The Fiscal and Budget Planning subcommittee meeting was called to order at **5:17** p.m.
- II. Election of Chair – Floor opened to nominations: Mike Esposito and Zack Hayden were nominated for Chair. M. Esposito offered to decline nomination and the nomination was rescinded. Zack Hayden voted in as chair. Vote unanimous.
- III. Approval of Minutes
  1. November 18, 2021: The minutes of November 18, 2021 were approved unanimously.
- IV. Review of Budget Numbers and Associated Data:

During this portion of the meeting, committee members discussed the purpose of the committee, additional budget information, and ideas moving forward for the committee work.

The purpose of the committee was discussed and the following ideas were shared:

- To understand how the budget is developed and communicate that perspective to the BOE at large as needed in annual budget development
- Reviewing health insurance history, projections, and plan/carrier options
- Updates from BOE Long Range Planning Committee and Updates BOE Negotiations Committee to support budget development process and long term planning
- Connection with budget workshop and budget development process (*goal to improve the balance and efficiency of these overlapping endeavors with Fiscal and Budget work*)

V. Suggestions for Budget Adjustments

Requests for additional budget information:

- More line item information and opportunity to review more budget details (KM will set up a budget “open house” in January for committee members who want to review more budget details, including staffing information (January 6th? 4-5:00 p.m.)
- Staffing and salary information (by school and by grade/department)

Next meeting on January 27th at 6:00 p.m.

- Experience and steps for staffing
- Staffing information and salaries
- Revisit purpose of the committee and future meeting dates/topics
- Review BOE goal action step: “Develop new budget goals and guidelines to support teaching and learning”
- Future agenda item for late spring: Future Insurance Options

VI. Adjourn: The Fiscal and Budget subcommittee meeting adjourned at 6:20 p.m. Vote unanimous.

TBA at next meeting

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk