

EDUCATE, CHALLENGE, & INSPIRE

**WESTBROOK BOARD OF EDUCATION
Tuesday, June 08, 2021 @ 7:00 p.m.
Regular Board of Education Meeting**

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, June 08, 2021 at 7:00 p.m. via Google Meeting. To join the meeting you have the following two options:

Method 1

1. Visit <https://www.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 – 7:00 p.m.**
- II. PLEDGE OF ALLEGIANCE**
- III. BOARD OF EDUCATION ACKNOWLEDGEMENTS**
 - A. BOE Senior Student Representative –Jesse McGannon
 - B. DAISY Art and Music Awards
 1. Ryan Miguel - Excellence in Visual Arts (Daisy)
 2. Vienna Maragliano – Excellence in Music (Daisy)
 - C. Nia Sharma - Above and Beyond Award (Daisy)
- IV. STUDENT REPRESENTATIVE REPORT: Jesse McGannon**
 - A. Introduction of BOE Student Representative: Andrew Livingstone
- V. NEW BUSINESS**
 - A. Safe Return to In Person and Continuity of Service Plan 2021-2022 (Draft) –
Enclosure 1

VI. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

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

VII. ADMINISTRATOR(S) COMMENTS

- A. Graduation Update – T. Winch

VIII. SUPERINTENDENT’S REPORT

- A. Enrollment – June 2021 – *Enclosure 2*
- B. ARP ESSER Update
- C. Senior Exit Interviews

IX. OLD BUSINESS

X. CONSENT AGENDA – Vote Anticipated

- A. Approval of Minutes:
 - 1. Regular Meeting – May 11, 2021 – *Enclosure 3*
 - 2. Special Meeting – May 20, 2021 – *Enclosure 4*

XI. FINANCIAL REPORTS

- A. Review of Check Listing – *Enclosure 5*
- B. Budget Narrative/Review of Expenditure Report
- C. Line Item Transfer
- D. Insurance Report - *Enclosure 6*

XII. BOARD COMMITTEE REPORTS

- A. LEARN – M. Brigham
- B. Policy– K. Walker
- C. Long Range Planning – D. Perreault
- D. Fiscal & Budget – M. Esposito
- E. Teaching & Learning – D. Perreault
- F. Communications & Marketing – M. Luft
- G. Negotiations – S. Greaves
- H. Town Energy Ad Hoc Committee – L. Wysocki
- I. PTSO Representatives – M. Luft, M. Esposito, Z. Hayden

XIII. PERSONNEL

XIV. ADJOURN

Westbrook Public Schools

**Safe Return to In-Person Instruction and
Continuity of Services Plan**

2021-2022 School Year

DRAFT June 4, 2021

Feedback and Input via School Community Survey on 6/4/2021
And Public Comment Opportunity on 6/8/2021 during BOE Regular Meeting

Section I. Health and Safety Strategies

Universal and Correct Wearing of Masks













As of May 15, 2021, the Center for Disease Control and Prevention (CDC) continues to recommend preventive, mitigation strategies to support safe in-person teaching and learning in schools. The universal and correct wearing of masks is a critical component of a layered, mitigation strategy to keep schools open and in-person as safely as possible. The schools will continue to enforce indoor mask requirements and provide disposable masks when needed for students, staff, and visitors.

Indoors

All students, staff, and visitors will be required to wear face coverings inside all school buildings and on school buses per [CDC guidelines](#) and [BOE policy](#) for the 2021-2022 school year.

Outdoors: At this time, all students and staff will be required to wear face coverings outdoors during large events if social distancing is not possible or if the event requires participants to be stationary for extended periods of time. Under certain circumstances per CT Department of Health, students and staff may remove masks during recess, gym, and outdoor activities that include movement and when other mitigation strategies are in place.

Westbrook Public Schools will continue to follow the latest CDC guidelines and CT Department of Health as it relates to [universal and correct wearing of masks](#) and periodically update this plan to reflect most recent guidance.

Recommended	Not Recommended
 Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)	 Masks that do not fit properly (large gaps, too loose or too tight)
 Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)	 Masks made from materials that are hard to breathe through (such as plastic or leather)
 Masks made with breathable fabric (such as cotton)	 Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through
 Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)	 Masks with one layer
 Masks with two or three layers	 Masks with exhalation valves or vents
 Masks with inner filter pockets	 Wearing a scarf/ski mask

Westbrook Public Schools has adopted a policy requiring the use of face coverings for all students and staff when they are inside the school building, with certain exceptions listed below.

- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.
- For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required. These instances are highly unusual. A doctor's note and review by the school medical advisor will be required.

Westbrook Public Schools will:

- Request a medical note from a provider for students and staff who have a medical reason making it unsafe to wear a face covering. Review with the school medical advisor.
- Provide a mask for any student or staff member who does not have one on any given day.
- Teach and reinforce the use of face coverings, avoid touching the face, and washing of hands for students and staff.
- Set clear guidelines regarding limited exceptions to the use of face coverings when other mitigating practices are in place and mask breaks throughout the day by taking students outside, at lunch, or at recess.
- Educate staff when face shields may be appropriate and should be worn for additional protection.
- Educate staff regarding the appropriate use of clear masks.

Physical Distancing

Current CDC and CT DPH guidance on social distancing remains the same for schools and unvaccinated individuals. Many of our students are not currently eligible for vaccination. At this time, we plan to continue to implement recommended social distancing practices inside all school buildings and on school transportation.

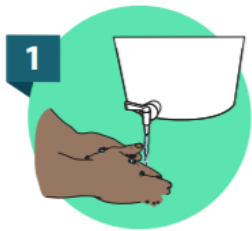
Westbrook Public Schools will:

- Assist staff and students to maintain maximum social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.
- Provide face shields for staff who work with students who may require closer proximity or direct contact.
- Communicate and educate students, staff, and families regarding social distancing requirements and best practices.

Handwashing and Respiratory Etiquette

Handwashing and respiratory etiquette is another element of a layered mitigation strategy for schools to remain safe, healthy, open, and in-person for the 2021-2022 school year. The Center for Disease Control and Prevention recommends handwashing techniques that include 20 seconds of washing with soap and water. If water and soap is unavailable, 60% alcohol-based hand sanitizer is recommended.

CDC's Recommended 6-Step Process for Handwashing and Respiratory Etiquette:



Wet hands with water.



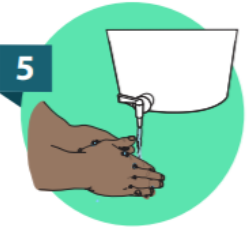
Apply enough soap to cover all hand surfaces.



Rub hands together and scrub everywhere.



Wash the front and back of your hands, in between your fingers, and under your nails.



Rinse hands with water.



Dry hands completely using a single-use towel or air dry.

WHEN TO WASH HANDS TO PREVENT COVID-19:

- **After** blowing your nose, coughing, or sneezing
- **After** being in a public place
- **Before** and **after** caring for someone who is sick

Remember to wash your hands after each of these activities to stay healthy:

- **Before, during, and after** preparing food
- **Before** eating food
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** using the toilet or latrine
- **After** touching an animal, animal feed, or animal waste
- **After** touching garbage

*Water should be from an improved or protected water source. Learn more at [https://www.cdc.gov/water/](#)

Westbrook Public Schools will:

- Expect students and staff to wash or sanitize their hands upon entry of the building or classroom and throughout the day.
- Teach and reinforce hand-washing with soap and water for at least 20 seconds
- Put systems in place to communicate the most up-to-date policies and protocols related to the considerations herein, for staff, students, and families. This information will be shared by principals in messages to families and on the district website.
- Make plans available in relevant languages of families in the community, as well as accessible to those with visual and /or hearing impairments.

Cleaning and Maintaining Healthy Facilities

Westbrook Public Schools will continue to follow the most updated cleaning protocols recommended by the [Center for Disease Control and Prevention](#) and the Connecticut Department of Health.

Current guidelines and recommended practices for Westbrook Public Schools:

- Clean high touch surfaces and objects
- Regularly clean surfaces (at least once per day)

Westbrook Public Schools will continue to train all custodial staff and employees on the latest cleaning protocols as a critical component of a layered mitigation strategy plan to keep students and staff safe and healthy during this pandemic.

Ventilation systems- requirements and protocols- will remain in effect and in compliance with the most current [CDC and CT DPH guidance](#).

Contact Tracing, Isolation, and Quarantine Procedures

Westbrook Public Schools will continue to follow the guidelines outlined in [Addendum 9 to Adapt, Advance, and Achieve](#) document for the 2021-2022 school year. As additional guidance becomes available, Westbrook Public Schools will update our district plan.

Under current state guidelines for schools, Westbrook Public Schools will follow recommended contact tracing, isolation, and quarantine procedures as described below:

Scenario	Considerations	Possible Exclusions*
One confirmed case in the school.	Assessment of mitigation measures in the school, including social distancing, interaction between cohorts, mask wearing, disinfection and cleaning, school building ventilation, and hand hygiene might allow for some students inside an affected cohort, and staff to not be considered close contacts.	Students and staff who are determined to be close contacts to a case are excluded from school for an appropriate period of quarantine (see Addendum 5 for more information on the appropriate period of quarantine). AND/OR All students/staff in any cohort(s) where the case spent time (a total of at least 15 minutes combined during a 24-hour period) are excluded from school for an appropriate period of quarantine.
Two or more cases in the same classroom (outbreak limited to one cohort).		
Two or more cases within 14 days, but are linked to an exposure outside the school setting (e.g., in same household, exposed at the same event outside of school).		
Two or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts).	Assessment of mitigation measures in the school, including social distancing, interaction between cohorts, mask wearing, disinfection and cleaning, school building ventilation, and hand hygiene might allow for some students inside an affected cohort, and staff to not be considered close contacts. Assessment of activities/events with additional interactions outside of school might result in other individuals outside of the affected cohort being considered close contacts.	Students and staff who are determined to be close contacts to a case are excluded from school for an appropriate period of quarantine (see Addendum 5 for more information on the appropriate period of quarantine). AND/OR All students/staff in the cohort(s) where the case spent time (a total of at least 15 minutes combined during a 24-hour period) are excluded from school for an appropriate period of quarantine.
Multiple cases are identified within 14 days that occur across multiple cohorts with no clear connection between cases.	Assessment of mitigation measures in the school, including social distancing, interaction between cohorts, mask wearing, disinfection and cleaning, school building ventilation, and hand hygiene might allow for some students inside an affected cohort, and staff to not be considered close contacts.	
A significant community outbreak is occurring or has recently occurred (e.g., large event or large local employer) and is impacting multiple staff, students, and families served by the school community.	Assessment of activities/events with additional interactions outside of school might result in other individuals outside of the affected cohort being considered close contacts. Assessment of community case rates and transmission.	

Diagnostic Screening and Testing

Westbrook Public Schools will continue to follow CDC and CT DPH guidance regarding diagnostic screening and testing recommendations, including partnering with local health departments to increase access to the most updated information regarding screening and testing locations.

At this time, Westbrook Public Schools does not plan to test students and staff onsite.

Covid-19 Vaccinations- Eligibility and Access

Westbrook Public Schools will continue to partner with the Westbrook Health Department and CT River Area Health District to communicate the most updated information regarding vaccination sites, student eligibility, and access as it becomes available.

Accommodations for Children with Disabilities (Health and Safety)

Children with disabilities, whether on an Individualized Education Plan (IEP) or a Section 504 plan, are expected to comply with all district health and safety protocols. Individualized accommodations can be provided through a PPT or 504 meeting based on individual student medical and/or social/emotional/behavioral needs by team recommendation. A plan will be developed and communicated to appropriate staff members implementing services for that student. Teams will reconvene as needed to review progress and revise plans if necessary.

Section II. Continuity of Services

For the summer and next school year, Westbrook Public Schools must ensure that students with specialized needs, i.e., IEP, 504 or English Learner (EL) plans, have access to the general education activities available to all students. Additionally, some students with specialized needs may require recovery services. We are cognizant of the potential disproportionate effect the Covid-19 pandemic may have had on certain student subgroups, in particular, the groups mentioned above. The primary focus of Westbrook Public Schools will be seeking authentic engagement of families and students to address students' current needs by reviewing data, updating present levels of performance, examining student progress toward annual goals and short-term objectives, and reviewing, revising, and/or temporarily increasing the intensity of specialized services, including related services, as needed.

Educational recovery is academic and related services provided to a student to remediate lack of expected progress and/or regression of skills as a result of delayed, interrupted, suspended, or inaccessible services caused by the pandemic. Educational recovery is not intended as a minute for minute replacement for disrupted educational time, but rather aims to make time-limited adjustments to the student's learning plan to address lack of expected progress, mastery of essential skills, and prevention of further regression. Education recovery is distinct and separate from compensatory education, which is an equitable remedy to address situations where a school district has failed to provide a free and appropriate public education (FAPE).

Not all students with specialized needs will need educational recovery. In fact, many students have made meaningful progress and growth during this time period while being educated through in-person or remote learning modes of instruction. The district has committed to engage in a data-driven, individualized, and collaborative process when determining if a student needs education recovery in addition to general education programming.

Educational recovery can be provided at any time (e.g., during the school day, before/after school, during breaks, etc.). District staff and parents/guardians will work together to maintain a balance of a student's placement in general education environments and opportunities to participate in extracurricular/nonacademic activities with the need for educational recovery. Despite the benefit of educational recovery, it should not be rushed or delivered at the expense of a student's social/emotional well-being.

Extended School Year (ESY) means special education and related services that are provided to a student with a disability beyond the school district's normal school year in accordance with the student's IEP and at no cost to the parent. An individualized determination regarding a student's eligibility for ESY services must be made annually. The Connecticut standard for determining if a student qualifies to receive ESY services includes both regression/recoupment criteria and non-regression criteria. The need for ESY and the need for educational recovery are separate determinations.

Opportunities for Public Comment, Feedback and Suggestions

This plan will be updated every six months (and earlier, if needed) based on the most updated data and guidance available to Westbrook Public Schools from Center for Disease Control and Prevention and Connecticut State Department of Public Health as it relates to Covid-19. This plan will be posted on the district website and emailed to the school community via SchoolMessenger. This plan will also be available in English, Spanish and Portuguese.

Anticipated Future Public Input Opportunities:

School Year 2021-2022

December 2021 BOE Regular Meeting

Revised Plan posted by January 2022

June 2022 BOE Regular Meeting

Revised Plan posted by July 2022

School Year 2022-2023

December 2022 BOE Regular Meeting

Revised Plan posted by January 2023

June 2023 BOE Regular Meeting

Revised Plan posted by July 2023

[illegible]

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

Enclosure 3

WESTBROOK BOARD OF EDUCATION Tuesday, May 11, 2021 @ 7:00 p.m. Regular Board of Education Meeting
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MINUTES

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

Also Present: Superintendent Kristina J. Martineau , Administrators; R.Rose, T. Winch, S. Miller, F. Lagace; Business Manger, L. Wysocki, IT B. Russell; Athletic Director, T. Cosgriff; Student Rep., J. McGannon; Parents/Students

I. CALL TO ORDER – The Regular BOE meeting of May 11, 2021 was called to order at 7:01 p.m.by Z. Hayden, Chair, via Google Meet.

II. PLEDGE OF ALLEGIANCE

III. BOARD OF EDUCATION ACKNOWLEDGEMENTS:

A. CABA Student Leadership Awards:

WMS Students, Selina Erekson and Giovanna Silva and WHS students, Jesse McGannon and Kiley McCarthy, were recognized as the CABA Student Leadership Award recipients. Dr. Miller, WMS Principal, talked about the accomplishments of Selina and Giovanna and Ms. Winch spoke about the deserving WHS students, Jesse and Kiley. These students represent the criteria set by CABA for this award and will be presented with Certificates of Excellence.

B. CAPSS – Superintendent Awards

1. WHS Students, Jesse McGannon and Kiley McCarthy were also honored for the CAPSS Superintendent Award for their active participation in school and community organizations, citizenship, character, and integrity.

C. WMS CAS Scholar/Leader Awards:

1. Lucas Blair and Jack Ouellette were recognized for having received the Middle School CAS Scholar Leaders Awards based on their scholarship and leadership in the community. Each of these deserving students will receive Certificates of Recognition.

D. CIAC Special Olympics Unified Sports Athletic Director of the Year - Teg Cosgriff was recognized for having been named the Unified Athletic Director of the Year from the Connecticut Interscholastic Athletic Conference's Special Olympics Unified Champions School program. Teg was instrumental in getting Unified Sports going at Westbrook High School and helping become a vital part of the school culture and has been a catalyst for the Shoreline Conference Unified programs and has organized

tournaments throughout the school year to bring the Shoreline Unified programs together.

E. Teacher/Staff Appreciation – Z. Hayden honored the teachers and staff for all they do for WPS citing Staff Appreciation week.

IV. STUDENT REPRESENTATIVE REPORT - Jesse McGannon, Student Representative, reported on school activities which included the prom on May 1, spring sports, AP Testing, College Decision Day, Senior and Underclassman Awards and Sports Awards. M. Brigham complimented Jesse on receiving awards and for his service to the BOE.

V. PUBLIC COMMENT: No Comments

VI. ADMINISTRATOR(S) COMMENTS

A. End of Year Activities and Events: R. Rose, Daisy Principal, announced May 28 as Daisy Field Day, June 9th as 4th Grade Promotion. Dr. Miller, WMS Principal, announced Field Day on June 4th, 8th grade picnic on June 7, 8th grade breakfast on June 9th and 8th Grade Promotion on June 10th. T. Winch, WHS Principal, Senior Picture Day on Wednesday, Awards on May 26, Senior Breakfast on June 10th at the Elks, and June 11th Class of 2021 Graduation on the soccer field. Superintendent Martineau and Z. Hayden, Chair, complimented the administrators for a phenomenal job in planning events with the ever-changing guidance from DPH and CSDE.

VII. NEW BUSINESS – Nothing to report

VIII. SUPERINTENDENT’S REPORT

- A. Enrollment:** Superintendent Martineau reported May enrollment totals equal 648 students, (Pre-K through 12, which includes 8 out-placed students).
- B. Remote Learning Update and Planning for 2021-2022 School year:** Dr. Martineau provided an update on remote learning reporting that Daisy students are 98% in person; WMS is at 99.4% and WHS at 79.4%.
- C. K-12 Committee Updates:** Superintendent Martineau reported on the activities of the K-12 Teaching and Learning Committee, Equity and Access, Social and Emotional Learning, College Career and Portrait of a Graduate, all working together for a coherent systemic structure. Superintendent Martineau reported that there will be student input on the committees.

IX. OLD BUSINESS: None

X. CONSENT AGENDA –

A. Approval of Minutes:

- 1. Special Meeting – March 31, 2021
- 2. Regular Meeting – April 06, 2021
- 3. Special Meeting – April 28, 2021

MOTION by K. Walker and SECOND by M. Brigham to approve the minutes of March 31, 2021, April 6, 2021 and April 28, 2021. Vote: (ayes) M. Luft, D.

Perreault, M. Brigham, M. Ennis, M. Palumbo, C. Kuehlewind, S. Greaves, K. Walker, Z. Hayden – Vote unanimous

XI. FINANCIAL REPORTS – L. Wysocki

- A. Review of Check Listing: Board members reviewed check listings for April 1, 2021 in the amount of \$174,051.44, April 15 in the amount of \$183,349.85 and April 26 in the amount of \$62,011.62.
- B. Budget Narrative/Review of Expenditure Report – L. Wysocki provided a review of the budget.
- C. Line Item Transfer – There were none.
- D. Insurance Report – A current Insurance Report was provided.

L. Wysocki, Business Manager, asked the Board to give thought to end of the year budget processes including CNRE contributions, Health Reserve, and carpet replacement at the middle school. D. Perreault commented that money should be put into the Capital Non Re-curing Account (2%) and Health Reserve and carpet replacement should be done to keep up with maintenance of the building. M. Brigham questioned why carpet instead of tile but L. Wysocki said those decisions were before her time in the district. S. Greaves and Z. Hayden agreed with D. Perreault. K. Walker suggested maintaining the average amount for Insurance Reserve. L. Wysocki will provide an update at the June BOE meeting. M. Esposito commented that he is against the offset to drive down the percentage. Given the overall discussion, L. Wysocki said she will prepare a purchase order to encumber 2%.

XII. BOARD COMMITTEE REPORTS

- A. LEARN – M. Brigham reported on LEARN activities focusing on students not coming to school, 2021-2022 committees; use of Multi-Cultural Parking garage for Youth Symphony Orchestra, attracting new employees specifically teachers and paraprofessionals.
- B. Policy– K. Walker reported the committee is focusing on zero series. Policies should be live on website soon.
- C. Long Range Plan – D. Perreault commented that bids are closing on May 18 and the committee is planning on meeting prior to June 8 as it is imperative to get the projects completed before the end of the summer.
- D. Fiscal & Budget – Z. Hayden reported that given the lack of a quorum it was a very short meeting. He reminded board members to make contact to either himself or Cecilia Lester if they are unable to attend meeting(s).
- E. Teaching & Learning – D. Perreault reported the committee met and defined their purpose. He commented that Westbrook is ahead of the curve regarding Career Pathways. It was noted that the high school staff has been working on this for a few years.
- F. Communications & Marketing – M. Luft reported the committee met and discussed ways to communicate through articles in *Harbor News*, report on Teaching and Learning and the good things happening in Westbrook. She mentioned that Superintendent Martineau will assist with an article summarizing the year, student awards and college acceptances, Portrait of a Graduate, etc.

G. Negotiations – S. Greaves reminded the Negotiations Subcommittee that a meeting is scheduled for Monday, May 17 at 5:00 p.m.

H. Town Energy Ad Hoc Committee – L. Wysocki reported the Town viewed a presentation from Prism Energy regarding solar on the roof of the town hall and a “solar library”. LED conversion at the library is almost complete and a new maintenance contract for street lights is in the works.

I. PTO Representatives –M. Luft reported a meeting is scheduled for Wed., May 12. M. Esposito referred to T. Winch who said the PTO discussed activities and fundraisers, participated in Teacher Appreciation and discussed the changing of the guard for the next school year. Z. Hayden reported the middle school PTO was pleased that 15 -20 people participated to learn about the activities of the PTO and will meet again on May 19 at 6:30 p.m.

XIII. BOARD OF EDUCATION GOALS: Z. Hayden, Chair, provided a presentation on workshops that he and M. Brigham attended. The first was the CABE Appropriation Committee Education Bills Review. Potential legislation is HB 619 AAC - The Development of a Kindergarten to Eight Grade Model Curriculum and An Act Concerning Social Equity and the Health, Safety and Education of Children. Mr. Hayden identified June 9th as the CGA wrap up and June 14th CABE webinar on the outcomes. M. Brigham reported on a presentation from CABE on Preparing All Students for the Future: Addressing Learning Gaps of All Students and she viewed a presentation from Anna Maria Chavez, Executive Director and CEO, NSBA on Public Education in 2021: A Conversation with Anna Maria Chavez.

XIV. PERSONNEL – No personnel actions

XV. ADJOURN: MOTION by M. Palumbo and SECOND by M. Luft to adjourn at 8:35 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

WESTBROOK BOARD OF EDUCATION - Enclosure 4
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION Thursday, May 20, 2021 @ 5:15 p.m. Special Board of Education Meeting

MINUTES

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

Absent: M. Palumbo

Also Present: Superintendent Kristina J. Martineau

- I. CALL TO ORDER – The Special BOE Meeting of Thursday, May 20, 2021 was called to order at 5:16 p.m. by Z. Hayden, Chair.

II. PLEDGE OF ALLEGIANCE

MOTION by Z. Hayden and SECOND by S. Greaves to add an agenda item after Item. VI. Executive Session: Discussion of CAGE Survey. Vote unanimous.

III. PUBLIC COMMENT: No public comment

- IV. WHS BID PROJECT: Dr. Martineau reported that one bid came in From DeBow Mechanical for the high school project. L. Wysocki reminded the Board the project is to replace roof top units and replace seat coils. The bid came in within the budget number. Dr. Martineau recommended the Board approve DeBow Mechanical as the vendor for the high school project. MOTION by D. Perreault and SECOND by S. Greaves to authorize Superintendent Martineau to sign the contract with DeBow Mechanical to do the summer work. Vote: (ayes) K. Walker, C. Kuehlewind, M. Luft, D. Perreault, M. Brigham, M. Palumbo, S. Greaves, Z. Hayden
Abstained: M. Esposito

- V. AUTHORIZATION OF SIGNATURE-ED099 –Agreement for Child Nutrition Programs: The Board was asked to authorize Superintendent Martineau to sign the ED099 for the school lunch program. MOTION by D. Perreault and SECOND by M. Brigham to empower Dr. Martineau to sign the ED099 – Agreement for Child Nutrition Program. VOTE: Ayes: M. Luft, M. Paumbu, D. Perreault, S. Greaves, C. Kuehlewind, M. Brigham Abstained: M. Esposito

MOTION by Z. Hayden and SECOND by K. Walker to move to Executive Session with an invitation to Superintendent Martineau at 5:28 p.m. Vote unanimous .

- VI. ADJOURN: MOTION by D. Perreault and SECOND by M. Brigham to adjourn at 6:50 p.m.

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/13/2021

From Check: 36637

From Voucher: 1131

To Date: 5/13/2021

To Check: 36698

To Voucher: 1131

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36637	05/13/2021	ADM. UNEMPL. COMP. ACT	\$423.88	1131	Printed	Expense	<input type="checkbox"/>		
36638	05/13/2021	ADP, INC	\$1,798.51	1131	Printed	Expense	<input type="checkbox"/>	payroll services	
36639	05/13/2021	ADVANCED MECHANICAL SERVICES	\$4,949.21	1131	Printed	Expense	<input type="checkbox"/>	boiler section replacement (MS)	
36640	05/13/2021	ALISHA T. CLARK	\$264.08	1131	Printed	Expense	<input type="checkbox"/>		
36641	05/13/2021	ALLSTON SUPPLY CO., INC.	\$161.28	1131	Printed	Expense	<input type="checkbox"/>		
36642	05/13/2021	AMAZON CREDIT PLAN	\$3,884.07	1131	Printed	Expense	<input checked="" type="checkbox"/>	math manipulatives (Daisy), athletic sup.	
36643	05/13/2021	B & H PHOTO	\$224.36	1131	Printed	Expense	<input type="checkbox"/>	tech ed. (HS), MS guidance (career day), HS science sup., HS connection day	
36644	05/13/2021	CAROLINA BIOLOGICAL SUPPLY CO.	\$343.51	1131	Printed	Expense	<input type="checkbox"/>		
36645	05/13/2021	CIT TECHNOLOGY FIN SERV., INC.	\$7,574.02	1131	Printed	Expense	<input type="checkbox"/>	copier lease agreement.	
36646	05/13/2021	CITIZENS BANK-MASTERCARD	\$305.24	1131	Printed	Expense	<input type="checkbox"/>		
36647	05/13/2021	CLINTON SPORT SHOP	\$948.00	1131	Printed	Expense	<input type="checkbox"/>	athletic supplies	
36648	05/13/2021	COOPERATIVE ED SERVICES	\$615.00	1131	Printed	Expense	<input type="checkbox"/>	CTREAP site renewal	
36649	05/13/2021	CURTIN MOTOR LIVERY SERV.	\$8,784.00	1131	Printed	Expense	<input type="checkbox"/>	special ed. transportation	
36650	05/13/2021	DBO-TSG	\$2,708.60	1131	Printed	Expense	<input type="checkbox"/>	phone services	
36651	05/13/2021	DELTA EDUCATION, INC.	\$111.69	1131	Printed	Expense	<input type="checkbox"/>		
36652	05/13/2021	DELTA-T GROUP HARTFORD, INC.	\$1,958.75	1131	Printed	Expense	<input type="checkbox"/>	para subs and isolation room coverage	
36653	05/13/2021	DIAMOND LANDSCAPES & ATHLETIC FIELDS,	\$4,750.00	1131	Printed	Expense	<input type="checkbox"/>	grounds contract	
36654	05/13/2021	EB EXTERMINATING CO.	\$106.00	1131	Printed	Expense	<input type="checkbox"/>		
36655	05/13/2021	EVERSOURCE	\$3,824.31	1131	Printed	Expense	<input type="checkbox"/>	electricity "generation"	
36656	05/13/2021	FILTER SALES & SERV., INC	\$1,149.36	1131	Printed	Expense	<input type="checkbox"/>	filters for all equipment	
36657	05/13/2021	FRANCIS A. LAGACE	\$100.00	1131	Printed	Expense	<input type="checkbox"/>		
36658	05/13/2021	GOODHEART-WILCOX PUBLISHER	\$1,490.62	1131	Printed	Expense	<input type="checkbox"/>	texts - Bus. Ed. HS.	

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/13/2021

From Check: 36637

From Voucher: 1131

To Date: 5/13/2021

To Check: 36698

To Voucher: 1131

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36659	05/13/2021	GROVE SCHOOL INC.	\$16,775.00	1131	Printed	Expense	<input type="checkbox"/>	Spec. ed. tuition	
36660	05/13/2021	HEGGERTY	\$1,295.84	1131	Printed	Expense	<input type="checkbox"/>	title 1-phonemic awareness	
36661	05/13/2021	INT'L. SOCIETY FOR TECHNOLOGY IN ED	\$165.00	1131	Printed	Expense	<input type="checkbox"/>		
36662	05/13/2021	JOSTENS	\$1,533.89	1131	Printed	Expense	<input type="checkbox"/>	HS graduation supplies	
36663	05/13/2021	[REDACTED]	\$24,240.30	1131	Printed	Expense	<input type="checkbox"/>	Spec. ed. tuition	
36664	05/13/2021	JULIA JENKINS	\$26.06	1131	Printed	Expense	<input type="checkbox"/>		
36665	05/13/2021	KAREN ANTHONY	\$190.00	1131	Printed	Expense	<input type="checkbox"/>		
36666	05/13/2021	KELLY SERVICES INC.	\$9,601.07	1131	Printed	Expense	<input type="checkbox"/>	building substitutes	
36667	05/13/2021	KIMBERLY A. REITH	\$1,025.00	1131	Printed	Expense	<input type="checkbox"/>	Spec. ed. Services	
36668	05/13/2021	M & J BUS, INC.	\$42,657.96	1131	Printed	Expense	<input type="checkbox"/>	April sports + Spec. ed. May prek + regular transport.	
36669	05/13/2021	M.D. STETSON COMPANY INC.	\$1,123.68	1131	Printed	Expense	<input type="checkbox"/>	Custodial Supplies	
36670	05/13/2021	MARKS PLUMBING PARTS	\$21.43	1131	Printed	Expense	<input type="checkbox"/>		
36671	05/13/2021	MELISSA HART	\$3,315.00	1131	Printed	Expense	<input type="checkbox"/>	OT	
36672	05/13/2021	NAESP PEAP-ACA	\$127.91	1131	Printed	Expense	<input type="checkbox"/>		
36673	05/13/2021	NATIONAL AUTO PARTS	\$85.11	1131	Printed	Expense	<input type="checkbox"/>		
36674	05/13/2021	NELSON SANTO BALTAZAR	\$250.88	1131	Printed	Expense	<input type="checkbox"/>		
36675	05/13/2021	NEW ENGLAND CENTER FOR HEARING REHAB	\$150.00	1131	Printed	Expense	<input type="checkbox"/>		
36676	05/13/2021	PHYSICAL THERAPY & SPORTS MEDICINE CTRS	\$3,554.01	1131	Printed	Expense	<input type="checkbox"/>	Athletic trainer coverage	
36677	05/13/2021	PITNEY BOWES	\$226.04	1131	Printed	Expense	<input type="checkbox"/>		
36678	05/13/2021	PMT ASSOCIATES, INC.	\$135.00	1131	Printed	Expense	<input type="checkbox"/>		
36679	05/13/2021	[REDACTED]	\$22,810.00	1131	Printed	Expense	<input type="checkbox"/>	Spec. ed. tuition and intervention Services	
36680	05/13/2021	RIVERSIDE INSIGHTS	\$111.23	1131	Printed	Expense	<input type="checkbox"/>		

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/13/2021

From Check: 36637

From Voucher: 1131

To Date: 5/13/2021

To Check: 36698

To Voucher: 1131

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36681	05/13/2021	Ruth Rose	\$100.00	1131	Printed	Expense	<input type="checkbox"/>		
36682	05/13/2021	S&S WORLDWIDE	\$628.70	1131	Printed	Expense	<input type="checkbox"/>		
36683	05/13/2021	SAYBROOK HARDWARE	\$167.46	1131	Printed	Expense	<input type="checkbox"/>		
36684	05/13/2021	SCHOLASTIC, INC.-2	\$402.26	1131	Printed	Expense	<input type="checkbox"/>		
36685	05/13/2021	SHIPMAN & GOODWIN	\$930.00	1131	Printed	Expense	<input type="checkbox"/>		
36686	05/13/2021	SOUND SPEECH THERAPY	\$2,100.00	1131	Printed	Expense	<input type="checkbox"/>		
36687	05/13/2021	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$15,815.59	1131	Printed	Expense	<input type="checkbox"/>		
36688	05/13/2021	STADIUM SYSTEMS	\$3,342.05	1131	Printed	Expense	<input type="checkbox"/>		
36689	05/13/2021	SUBURBAN STATIONERS	\$106.16	1131	Printed	Expense	<input type="checkbox"/>		
36690	05/13/2021	TARA WINCH	\$100.00	1131	Printed	Expense	<input type="checkbox"/>		
36691	05/13/2021	[REDACTED]	\$6,460.00	1131	Printed	Expense	<input type="checkbox"/>		
36692	05/13/2021	UNEMPLOYMENT TAX MANAGEMENT CORP.	\$415.00	1131	Printed	Expense	<input type="checkbox"/>		
36693	05/13/2021	UNITED WAY OF SOUTHEASTERN CT	\$150.00	1131	Printed	Expense	<input type="checkbox"/>		
36694	05/13/2021	[REDACTED]	\$10,780.00	1131	Printed	Expense	<input type="checkbox"/>		
36695	05/13/2021	WAL-MART COMMUNITY	\$540.31	1131	Printed	Expense	<input type="checkbox"/>		
36696	05/13/2021	Watifi Inc.	\$3,714.43	1131	Printed	Expense	<input type="checkbox"/>		
36697	05/13/2021	WOODWIND & BRASSWIND	\$89.95	1131	Printed	Expense	<input type="checkbox"/>		
36698	05/13/2021	ZELEK ELECTRIC	\$651.30	1131	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$222,388.11						

End of Report

☐ spec. ed. services
☐ No "supply"
☐ athletic supplies
☐ spec. ed. tuition
☐ spec. ed. tuition
☐ electricity "supply"
☐ generator P.M.

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/27/2021

From Check: 36699

From Voucher: 1139

To Date: 5/27/2021

To Check: 36750

To Voucher: 1139

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36699	05/27/2021	ADA BADMINTON & TENNIS	\$509.71	1139	Printed	Expense	<input type="checkbox"/>		
36700	05/27/2021	ALL WASTE, INC.	\$2,099.12	1139	Printed	Expense	<input type="checkbox"/>		
36701	05/27/2021	AMAZON CREDIT PLAN	\$1,657.70	1139	Printed	Expense	<input checked="" type="checkbox"/>		
36702	05/27/2021	BRAIN POP <i>software renewed</i>	\$5,145.00	1139	Printed	Expense	<input type="checkbox"/>		
36703	05/27/2021	CABE, INC.	\$50.00	1139	Printed	Expense	<input type="checkbox"/>		
36704	05/27/2021	CIT TECHNOLOGY FIN SERV., INC.	\$7,574.02	1139	Printed	Expense	<input type="checkbox"/>		
36705	05/27/2021	COLLEGE ENTRANCE EXAMINATION BOARD.	\$566.10	1139	Printed	Expense	<input type="checkbox"/>		
36706	05/27/2021	COLORADO WHOLESALE	\$89.72	1139	Printed	Expense	<input type="checkbox"/>		
36707	05/27/2021	COMMERCIAL BANKING	\$96.19	1139	Printed	Expense	<input type="checkbox"/>		
36708	05/27/2021	CONN. WATER CO.	\$957.93	1139	Printed	Expense	<input type="checkbox"/>		
36709	05/27/2021	CSCA	\$60.00	1139	Printed	Expense	<input type="checkbox"/>		
36710	05/27/2021	DELTA-T GROUP HARTFORD, INC.	\$7,729.88	1139	Printed	Expense	<input type="checkbox"/>		
36711	05/27/2021	EAI EDUCATION	\$56.75	1139	Printed	Expense	<input type="checkbox"/>		
36712	05/27/2021	EB EXTERMINATING CO.	\$106.00	1139	Printed	Expense	<input type="checkbox"/>		
36713	05/27/2021	EBSCO ACCOUNTS RECEIVABLE	\$179.92	1139	Printed	Expense	<input type="checkbox"/>		
36714	05/27/2021	ESSEX WINNELSON CO.	\$15.43	1139	Printed	Expense	<input type="checkbox"/>		
36715	05/27/2021	FRONTIER	\$881.13	1139	Printed	Expense	<input type="checkbox"/>		
36716	05/27/2021	GOPHER SPORT	\$702.00	1139	Printed	Expense	<input type="checkbox"/>		
36717	05/27/2021	GRAINGER, INC	\$25.89	1139	Printed	Expense	<input type="checkbox"/>		
36718	05/27/2021	JOSTENS	\$313.26	1139	Printed	Expense	<input type="checkbox"/>		
36719	05/27/2021	KELLY SERVICES INC.	\$9,332.27	1139	Printed	Expense	<input type="checkbox"/>		
36720	05/27/2021	KIMBERLY A. REITH	\$1,025.00	1139	Printed	Expense	<input type="checkbox"/>		
36721	05/27/2021	KRYTERION INC.	\$300.00	1139	Printed	Expense	<input type="checkbox"/>		

trash removal
HS tech ed., MS promotion, HS science
MS spec ed., HS library, cust. supplies
HS English, MS tech ed., MS guidance
MS foreign lang.

copier lease agreement

para subs and isolation rm coverage

building substitutes
spec. ed. services

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/27/2021
From Check: 36699
From Voucher: 1139

To Date: 5/27/2021
To Check: 36750
To Voucher: 1139

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36722	05/27/2021	M & J BUS, INC.	\$51,201.75	1139	Printed	Expense	<input type="checkbox"/>		reg. routes, prek, late buses, spec. ed.
36723	05/27/2021	M-F ATHLETIC CO., INC.	\$1,670.00	1139	Printed	Expense	<input type="checkbox"/>		Athletic supplies
36724	05/27/2021	M.D. STETSON COMPANY INC.	\$1,871.50	1139	Printed	Expense	<input type="checkbox"/>		Custodial supplies
36725	05/27/2021	MELISSA HART	\$3,380.00	1139	Printed	Expense	<input type="checkbox"/>		OT
36726	05/27/2021	MEREDITH WERNER	\$40.09	1139	Printed	Expense	<input type="checkbox"/>		
36727	05/27/2021	MICHAEL A. THOMAS	\$128.80	1139	Printed	Expense	<input type="checkbox"/>		
36728	05/27/2021	MUTUAL OF OMAHA	\$1,803.60	1139	Printed	Expense	<input type="checkbox"/>		life insurance premium
36729	05/27/2021	NASCO	\$119.25	1139	Printed	Expense	<input type="checkbox"/>		
36730	05/27/2021	NATIONAL ASSOC OF SCHOOL PSYCHOLOGISTS	\$220.00	1139	Printed	Expense	<input type="checkbox"/>		
36731	05/27/2021	NEACAC	\$150.00	1139	Printed	Expense	<input type="checkbox"/>		
36732	05/27/2021	NEW LONDON PUBLIC SCHOOLS	\$3,407.00	1139	Printed	Expense	<input type="checkbox"/>		magnet tuition
36733	05/27/2021	ORIENTAL TRADING COMPANY	\$177.38	1139	Printed	Expense	<input type="checkbox"/>		
36734	05/27/2021	PITNEY BOWES	\$342.24	1139	Printed	Expense	<input type="checkbox"/>		
36735	05/27/2021	R.J. JULIA BOOKSELLERS	\$1,000.00	1139	Printed	Expense	<input type="checkbox"/>		library books (H.S.)
36736	05/27/2021	RNB ENTERPRISES, INC.	\$2,898.70	1139	Printed	Expense	<input type="checkbox"/>		software renewal
36737	05/27/2021	S&S WORLDWIDE	\$1,066.08	1139	Printed	Expense	<input type="checkbox"/>		ms + Daisy field day supplies
36738	05/27/2021	SAYBROOK HARDWARE	\$131.11	1139	Printed	Expense	<input type="checkbox"/>		
36739	05/27/2021	SCHOOL SPECIALTY	\$135.92	1139	Printed	Expense	<input type="checkbox"/>		
36740	05/27/2021	SHIPMAN & GOODWIN	\$1,540.00	1139	Printed	Expense	<input type="checkbox"/>		legal fees
36741	05/27/2021	SOUTHERN CT GAS CO	\$4,530.35	1139	Printed	Expense	<input type="checkbox"/>		NG "generation"
36742	05/27/2021	SPORTEES LLC.	\$238.50	1139	Printed	Expense	<input type="checkbox"/>		
36743	05/27/2021	SPRAGUE OPERATING RESOURCES LLC LOCKBOX	\$7,540.29	1139	Printed	Expense	<input type="checkbox"/>		NG "supply"
36744	05/27/2021	TPC ASSOCIATES INC	\$3,140.00	1139	Printed	Expense	<input type="checkbox"/>		fire panel contract - Daisy

Westbrook Public Schools

Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 5/27/2021

From Check: 36699

From Voucher: 1139

To Date: 5/27/2021

To Check: 36750

To Voucher: 1139

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
36745	05/27/2021	TREASURER STATE OF CT - DAS	\$1,725.00	1139	Printed	Expense	<input type="checkbox"/>	CEN invoice	
36746	05/27/2021	[REDACTED]	\$12,211.50	1139	Printed	Expense	<input type="checkbox"/>	spec. ed. tuition	
36747	05/27/2021	VERIZONWIRELESS	\$251.49	1139	Printed	Expense	<input type="checkbox"/>		
36748	05/27/2021	WALMART - CAPITAL ONE	\$217.48	1139	Printed	Expense	<input type="checkbox"/>		
36749	05/27/2021	Wattifi Inc.	\$5,418.76	1139	Printed	Expense	<input type="checkbox"/>	electricity "supply"	
36750	05/27/2021	WILLIAM A KING JR.	\$400.00	1139	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$146,429.81

End of Report

**Budget Narrative
May 31, 2021**

Salary Accounts- All known wages, including known leaves of absences, have been adjusted in the payroll purchase order. All grants have been verified and adjusted. Lump sum requests have been recorded. An overall balance is anticipated. An encumbrance of \$365,152 has been entered as a placeholder for the 2% to Capital Projects as discussed 4/6/21.

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel have been updated. This account will be closely monitored monthly as coverage changes from time to time, throughout the year. A placeholder \$300,000 encumbrance to the health reserve account has been entered as discussed 4/6/21.

Transportation- Summer School/ ESY (Extended School Year) has been paid. The annual purchase order continues to be reviewed. Funds have been released from this purchase order as decisions regarding the late bus and other trips have been finalized. An overall balance is anticipated.

Purchased Services-Annual building maintenance contracts and other annual blanket purchase orders have been entered and will be adjusted as contracts expire/renew. An overall balance is anticipated.

Tuition- Summer School/ ESY (Extended School Year) have been paid. Known annual student placements/services have been encumbered. This figure may vary as student need requires. An overall balance is anticipated.

Supplies- All requested materials have been ordered. An overall balance is anticipated.

Property (equipment) – All requested items to date have been ordered, including Chromebooks/ Technology, “Smartboards”, musical instruments, and tech ed supplies. This object is anticipated to be spent down. The \$48,636.95 for the final carpet replacement at the Middle School has been entered as a placeholder as discussed 4/6/21.

***5/28/2021
L.E.W.***

Westbrook Public Schools

Financial Statement For the Period 07/01/2020 through 05/31/2021

Fiscal Year: 2020-2021

☐ 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 (+)	\$11,597,812.48	\$9,830,301.69	\$9,830,301.69	\$1,767,510.79	\$1,755,287.66	\$12,223.13	0.1%
Sub-total : Salaries	\$11,597,812.48	\$9,830,301.69	\$9,830,301.69	\$1,767,510.79	\$1,755,287.66	\$12,223.13	0.1%
Benefits							
All Benefits (+)	\$2,168,366.91	\$1,805,922.43	\$1,805,922.43	\$362,444.48	\$526,727.66	(\$164,283.18)	-7.6%
Sub-total : Benefits	\$2,168,366.91	\$1,805,922.43	\$1,805,922.43	\$362,444.48	\$526,727.66	(\$164,283.18)	7.6%
Professional Services							
Professional Services (+)	\$840,862.18	\$638,769.67	\$638,769.67	\$202,092.51	\$104,022.30	\$98,070.21	11.7%
Sub-total : Professional Services	\$840,862.18	\$638,769.67	\$638,769.67	\$202,092.51	\$104,022.30	\$98,070.21	11.7%
Purch. Services- BLDG							
Bldg Services (+)	\$388,206.00	\$287,812.70	\$287,812.70	\$100,393.30	\$28,068.44	\$72,324.86	18.6%
Sub-total : Purch. Services- BLDG	\$388,206.00	\$287,812.70	\$287,812.70	\$100,393.30	\$28,068.44	\$72,324.86	18.6%
Transportation							
Transportation Services (+)	\$863,602.65	\$578,662.48	\$578,662.48	\$284,940.17	\$119,540.19	\$165,399.98	19.2%
Sub-total : Transportation	\$863,602.65	\$578,662.48	\$578,662.48	\$284,940.17	\$119,540.19	\$165,399.98	19.2%
Purchased Services							
Other Services (+)	\$145,224.99	\$81,628.83	\$81,628.83	\$63,596.16	\$29,689.70	\$33,906.46	23.3%
Sub-total : Purchased Services	\$145,224.99	\$81,628.83	\$81,628.83	\$63,596.16	\$29,689.70	\$33,906.46	23.3%
Tuition							
All Tuitions (+)	\$945,608.00	\$766,395.50	\$766,395.50	\$179,212.50	\$159,337.96	\$19,874.54	2.1%
Sub-total : Tuition	\$945,608.00	\$766,395.50	\$766,395.50	\$179,212.50	\$159,337.96	\$19,874.54	2.1%
Supplies							
All Supplies (+)	\$1,063,584.79	\$566,273.59	\$566,273.59	\$497,311.20	\$376,420.13	\$120,891.07	11.4%
Sub-total : Supplies	\$1,063,584.79	\$566,273.59	\$566,273.59	\$497,311.20	\$376,420.13	\$120,891.07	11.4%
Property							
Equipment (+)	\$244,355.00	\$149,302.38	\$149,302.38	\$95,052.62	\$80,723.15	\$14,329.47	5.9%

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2020 through 05/31/2021

Fiscal Year: 2020-2021

☐ 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	\$244,355.00	\$149,302.38	\$149,302.38	\$95,052.62	\$80,723.15	\$14,329.47	5.9%
Total : EXPENSES	\$18,257,623.00	\$14,705,069.27	\$14,705,069.27	\$3,552,553.73	\$3,179,817.19	\$372,736.54	2.0%
NET ADDITION/(DEFICIT)	\$18,257,623.00	\$14,705,069.27	\$14,705,069.27	\$3,552,553.73	\$3,179,817.19	\$372,736.54	2.0%

End of Report

Operating Statement with Encumbrance

New Vendors-May

Emma Parkhurst – scholarship
Zachary Zanzalari - scholarship
Kiley McCarthy – scholarship
Devin Mulvihill – scholarship
Hannah Schilling – scholarship
Paula Chirip – scholarship
Nosli Antunez – scholarship
Half Pints Kids – Lang. Arts Materials (Daisy)
VEX Robotics – MS Tech ed. supplies
RoboNation, Inc. – MS Tech ed. supplies
Westbrook Music Boosters – refund of donation from 2020
QBS, LLC – spec.ed. PD
Eduscape – Technology - ISTE training)
EssexMailMart – MS field day supplies
Amp Your Good, Inc. – MS Health supplies

5/28/2021

L.E.W.

Funding Westbrook Board of Education \$125,000 Individual Stop-Loss

**Expected Claims and Fees Based on 140 Medical Contracts and 150 Dental Contracts; Actual Claims and Fees Based on Actual Contracts
July 1, 2020 through June 30, 2021**

July 1, 2020 through June 30, 2021 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 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-20	\$194,235	\$75,000	\$269,235	\$155,420	\$113,992	\$51,807	\$35,161	\$10,748	\$11,258	\$0	\$50,935	\$51,612	\$0	\$212,023	78.0%	\$57,211
Aug-20	\$194,236	\$75,000	\$269,236	\$155,420	\$110,547	\$51,807	\$29,301	\$10,748	\$6,900	\$0	\$50,935	\$51,268	\$0	\$198,016	67.0%	\$71,219
Sep-20	\$194,237	\$75,000	\$269,237	\$155,420	\$163,066	\$51,807	\$42,900	\$10,748	\$8,623	\$24,396	\$75,331	\$76,347	\$0	\$290,937	97.3%	(\$21,700)
Oct-20	\$194,238	\$75,000	\$269,238	\$155,420	\$88,841	\$51,807	\$39,873	\$10,748	\$5,882	\$6,131	\$57,066	\$58,426	\$0	\$193,022	60.4%	\$76,216
Nov-20	\$194,239	\$75,000	\$269,239	\$155,420	\$118,176	\$51,807	\$43,630	\$10,748	\$3,834	\$8,454	\$59,389	\$59,366	\$0	\$225,006	78.1%	\$44,233
Dec-20	\$194,240	\$75,000	\$269,240	\$155,420	\$237,093	\$51,807	\$59,724	\$10,748	\$7,560	\$8,553	\$59,488	\$59,810	\$0	\$364,187	142.22%	(\$94,947)
Jan-21	\$194,241	\$75,000	\$269,241	\$155,420	\$183,986	\$51,807	\$69,985	\$10,748	\$6,992	\$6,186	\$57,121	\$56,410	\$0	\$317,373	124.33%	(\$48,133)
Feb-21	\$194,242	\$75,000	\$269,242	\$155,420	\$137,791	\$51,807	\$40,205	\$10,748	\$2,437	\$8,172	\$59,106	\$58,062	\$0	\$238,496	87.78%	\$30,746
Mar-21	\$194,243	\$75,000	\$269,243	\$155,420	\$180,792	\$51,807	\$82,363	\$10,748	\$362	\$9,725	\$60,659	\$59,615	(\$19,467)	\$303,666	129.77%	(\$34,423)
Apr-21	\$194,244	\$75,000	\$269,244	\$155,420	\$204,993	\$51,807	\$75,252	\$10,748	\$0	\$7,083	\$58,017	\$56,973	(\$22,033)	\$315,185	138.20%	(\$45,942)
May-21																
Jun-21																
TOTALS	\$1,942,390	\$750,000	\$2,692,390	\$1,554,200	\$1,539,277	\$518,067	\$518,394	\$107,475	\$53,848	\$78,700	\$588,047	\$587,891	(\$41,500)	\$2,657,910	102.7%	\$34,480

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

\$18.62 Broker Service Fee PEPM (Employee)
\$0.50 PCORI PEPM (Employee) - July-Dec.
(figures included in columns 9 and 10 above)

\$2,607.08 Total Monthly For Broker Service Fee
\$70.00 Jul-Jun PCORI Taxes per Month
(health care reform taxes based on 145 contracts)

