

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

WESTBROOK BOARD OF EDUCATION
Tuesday, March 08, 2022 @ 7:00 p.m.
Regular Board of Education Meeting
WHS Library

The Regular meeting of the Westbrook Board of Education will be held on Tuesday, March 8, 2022 @ 7:00 p.m. in the WHS Library. To join the meeting you have the following options:

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

Method 1

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

Method 2

1. Navigate to <https://www.westbrookctschools.org>
2. Click "Departments"
3. Click "Westbrook Board of Education"
4. Click the link provided at the time of the meeting.

AGENDA

- I. CALL TO ORDER FOR REGULAR SESSION – 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. BOARD OF EDUCATION ACKNOWLEDGMENTS – Board Member Appreciation
- IV. STUDENT REPRESENTATIVE REPORT – Andrew Livingstone
- V. PUBLIC COMMENT Re: Matters of General Concern & Agenda Items

Board welcomes public participation and asks that speakers **sign in** to be recognized and limit their comments to a reasonable amount of time (3 minutes). Speakers may offer objective comments about specific agenda items or school operations and programs that concern them. To protect the impartiality of the Board, we will not permit any negative or positive comments about the Board of Education, specific personnel and students. Such comments should be brought to school administration. The Board will not respond to comments made during public comment. When appropriate, district administration will follow-up at a later point in time.

For the March 08, 2022 BOE meeting, remote Public Comment will be available as we transition back to in person meetings. A Google Meet link will be posted on the website for remote audience members who would like an opportunity to speak during the Public Comment portion of the meeting. In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, please adhere to the previously mentioned guidelines

- VI. ADMINISTRATOR(S) COMMENTS
 - A. Pre-School and General Update – F. Lagace
 - B. Principal Updates - General
- VII. NEW BUSINESS:
 - A. Policy- First Reading – 1000 – Non-Discrimination/Community/Board Operation – **Enclosure 1**
 - B. Policy- First Reading of Policy 4000 – Non-Discrimination - Personnel -**Enclosure 2**
 - C. Policy -First Reading of 5000 – Non-Discrimination – Students – **Enclosure 3**
 - D. Recommendation to rescind Policy 0521 – Non-Discrimination and replace with Policy 1000, Policy 4000, and Policy 5000 – First Reading. – **Enclosure 4**
 - E. COVID Related Policies: 4118.237, 4218.237, 5141.8 – Face mask coverings – Recommendation to Rescind – **Enclosure 5**
 - F. Policy 9030 – Democratic Principles – (Revised) First Reading – **Enclosure 6**
 - G. Policy 9160 – Student Representatives on the Board of Education – (Revised) First Reading – **Enclosure 6**
 - H. Policy 9321 – Time, Place and Notification of Meetings – (Revised) First Reading – **Enclosure 6**
- VIII. SUPERINTENDENT’S REPORT
 - A. Enrollment – March - **Enclosure 7**
 - B. Draft Equity and Access Statement – **Enclosure 8**
 - C. Budget Update
 - D. Portrait of a Graduate Update
- IX. OLD BUSINESS
- X. CONSENT AGENDA – Vote Anticipated
 - A. Approval of Minutes:
 - 1. Regular Meeting of February 08, 2022 – **Enclosure 9**
- XI. FINANCIAL REPORTS – **Enclosure 10**
 - A. Review of Check Listings
 - B. Budget Narrative/Review of Expenditure Report
 - C. Line Item Transfer
 - D. Insurance Report
- XII. BOARD OF EDUCATION GOALS
- XIII. BOARD COMMITTEE REPORTS
 - A. Policy– K. Walker
 - B. Long Range Planning – D. Perreault
 - C. Fiscal & Budget – Z. Hayden
 - D. Teaching & Learning – D. Perreault
 - E. Communications & Marketing – M. Luft
 - F. Negotiations – S. Greaves
 - G. Town Energy Ad Hoc Committee – L. Wysocki
 - H. LEARN
 - I. PTSO Representatives - M. Luft (Daisy), Z. Hayden (WMS), K. Walker (WHS)
 - J. BOE Ad Hoc Calendar Committee – Z. Hayden

XIV. PERSONNEL

A. Professional Retirement(s)

1. Eve Barakos
2. Joseph Biegaj
3. MaryJo Noonan
4. Robert Synott
5. Catherine Taylor

B. Non-Certified Resignation(s): FYI

1. Jordan Suraci – Paraprofessional

XV. EXECUTIVE SESSION ANTICIPATED

1. Superintendent's Goals – Mid-Year Update

XVI. ADJOURN

Series 1000
Community/Board Operation

NON-DISCRIMINATION

It is the policy of the Board of Education (the "Board") that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, alienage, disability, pregnancy, gender identity or expression, or veteran status.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "veteran" means any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form that are included in the Board's Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board Policy #1000 and are available online at www.westbrookctschools.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled in accordance with other appropriate policies (e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace ; Policy #5000. Sex Discrimination and Sexual Harassment (Students); Policy #4000, Section 504/ADA (Personnel), and Policy #5000, Section 504/ADA (Students)).

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, may contact:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools – 158 McVeagh Road,
Westbrook, CT 06498 - Tel. 860-399-7925**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:
Definitions
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Public Act No. 21-79, "An Act Redefining 'Veteran' and Establishing a
Qualifying Review Board"

ADOPTED: _____
REVISED: _____

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (COMMUNITY MEMBERS)

It is the policy of the Westbrook Board of Education (the "Board") that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace (Personnel); Policy #5000, Sex Discrimination and Sexual Harassment (Students); Policy #4000 Section 504/ADA (Personnel), and Policy #5000, Section 504/ADA (Students)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and implementing administrative regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or

expression, or veteran status he/she should make a written complaint to the Superintendent, or designee.

If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will take appropriate steps, such as retaining an independent investigator, to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If either the Superintendent or any other party to the complaint is not satisfied with the findings and conclusions of the investigation, within (30) calendar days of receiving the findings, such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.

The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex, gender identity, sexual orientation, disability, or pregnancy, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies ((e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace (Personnel); Policy #5000, Sex Discrimination and Sexual Harassment (Students); Policy #4000, Section 504/ADA (Personnel), and Policy #5000, Section 504/ADA (Students)), where applicable, rather than the complaint procedures provided in this policy.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint

pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of

necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
9. If either party to the complaint is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

A complainant alleging discrimination or harassment may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-7925**

6/28/2021

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy: _____

6/28/2021

**Series 4000
Personnel**

NON-DISCRIMINATION

The Board of Education (the "Board") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "veteran" means any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity, or gender expression was more

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likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any employee wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form, which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4000 and are available online at www.westbrookschools.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace; Policy #4000, Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center

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Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, may contact:

**Superintendent of Westbrook Public Schools,
158 McVeagh Road, Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

**Superintendent of Westbrook Public Schools,
158 McVeagh Road, Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools
158 McVeagh Road, Westbrook, CT 06498 – Tel. 860-399-7925**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined

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Connecticut General Statutes § 10-153, Discrimination on the basis of sex,
gender or expression or marital status prohibited

Connecticut General Statutes § 27-103

Connecticut General Statutes § 46a-51, Definitions

Connecticut General Statutes § 46a-58, Deprivation of rights

Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60

Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:
Definitions

Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment

Public Act No. 21-79, "An Act Redefining 'Veteran' and Establishing a
Qualifying Review Board"

ADOPTED: _____

REVISED: _____

6/28/2021

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Westbrook Board of Education (the “Board”) that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace (Personnel) and Policy #4000, Section 504/ADA (Personnel)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and implementing administrative regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or

WESTBROOK PUBLIC SCHOOLS

harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression he/she should make a written complaint to the Superintendent or designee.

If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will take appropriate steps, such as retaining an independent investigator, to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If either the Superintendent or any other party to the complaint is not satisfied with the findings and conclusions of the investigation, within (30) calendar days of receiving the findings, such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.

The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex, gender identity, sexual orientation, disability, or pregnancy, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy #4000, Sex Discrimination/Harassment in the Workplace (Personnel); Policy 4000, Section 504/ADA (Personnel), and Policy #4000, where applicable, rather than the complaint procedures provided in this policy.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

WESTBROOK PUBLIC SCHOOLS

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent"), and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal

WESTBROOK PUBLIC SCHOOLS

confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
8. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
9. If either party to the complaint is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square

WESTBROOK PUBLIC SCHOOLS

Boston, MA 02109- 3921

(617-289-0111)

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 - Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 - Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools
158 McVeagh Road, Westbrook, CT 064998 - Tel. 860-399-7925**

7/9/2021

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

6/28/2021

**Series 5000
Students****NON-DISCRIMINATION (STUDENTS)**

The Board of Education (the "Board") complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

For the purposes of this policy, "veteran" means any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity

or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board’s complaint procedures and complaint form, which are included in the Board’s Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #5000 and are available online at www.westbrookctschoools.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #5000, Students/Sex Discrimination and Harassment; Policy #5000, Section 504/ADA).

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination or harassment, may contact:

**Superintendent, Westbrook Public Schools – 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

**Superintendent, Westbrook Public Schools – 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools
158 McVeagh Road, Westbrook, CT 06498 – Tel. 860-399-7925**

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46a-81a, et seq.
Public Act No. 21-79, "An Act Redefining 'Veteran' and Establishing a
Qualifying Review Board"

ADOPTED: _____

REVISED: _____

6/28/2021

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (STUDENTS)**

It is the policy of the Westbrook Board of Education (the “Board”) that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board’s complaint procedures and complaint form which are included in the Board’s Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #5000 and are available online at www.westbrookctschools.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #5000, Students/Sex Discrimination and Harassment; Policy #5000, Section 504/ADA).

All other complaints by a student or parents/guardians alleging discrimination or harassment against a student on the basis of the protected characteristics listed herein should file a written complaint with:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status. Any such reprisals

or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and the implementing administrative regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as a student feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, he/she should make a written complaint to Superintendent of Westbrook Public Schools or to the building principal, or designee.

If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will take appropriate steps, such as retaining an independent investigator, to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If either the Superintendent or any other party to the complaint is not satisfied with the findings and conclusions of the investigation, within (30) calendar days of receiving the findings, such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.

The student will be provided a copy of the Board's policy and regulation and made aware of the student's rights under this policy and regulation. In the event the Superintendent of Schools receives a complaint alleging discrimination or harassment based on gender/sex, gender identity, sexual orientation, disability or pregnancy, the Superintendent of Schools shall follow the procedures identified in the appropriate Board policies ((e.g., Sex Discrimination and Sexual Harassment (Students); Policy #5000, Section 504/ADA (Students)), where applicable, rather than the complaint procedures provided in this policy.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),

- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

All complaints are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent shall designate a district or school administrator to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment, the investigator should:

1. Offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant (and respondent, if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant (and respondent, if applicable) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant (and respondent, if applicable) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
9. If the complainant (and/or respondent, if applicable) is not satisfied with the findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant (and/or respondent, if applicable), the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant (and/or respondent, if applicable), a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant (and respondent, if applicable) of the proposed actions within fifteen (15) business days (provided that such

timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board’s Title IX Coordinator:

**Superintendent of Westbrook Public Schools, 158 McVeagh Road,
Westbrook, CT 06498 – Tel. 860-399-6432**

Anyone who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board’s Section 504/ADA Coordinator:

**Director of Pupil Services, Westbrook Public Schools,
158 McVeagh Road, Westbrook, CT 06498 - Tel. 860-399-7925**

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

6/28/2021

Nondiscrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, as amended, the Westbrook Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state law prohibit discriminatory practices in hiring and employment. It is the policy of the Westbrook Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Westbrook Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need.)

Equal Education Opportunity

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Westbrook Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

The Civil Rights Coordinator for the Westbrook Board of Education has the responsibility to monitor the compliance of this policy. The name and location of the Civil Rights Coordinator is set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Equal Education Opportunity (continued)

Students shall not be discriminated against, including but not limited to, in the areas of: Admission

Use of School Facilities Vocational Education Competitive Athletics

Student Rules, Regulations and Benefits Financial Assistance

School-sponsored Extracurricular Activities Enrollment in Courses

Counseling and Guidance Physical Education Graduation Requirements

Treatment as a Married and/or Pregnant Student Health Services

Most Other Aid, Benefits or Services

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of: Hiring and Promotion

Compensation Job Assignments

Leaves of Absence Fringe Benefits Labor Organization

Contracts or Professional Agreements

Sexual harassment has been established as a form of sexual discrimination and is defined as follows:

“Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working environment.”

Equal Education Opportunity (continued)

Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include, but not be limited to:

Touching Verbal comments

Sexual name calling Sexual rumors

Inappropriate public display Too personal a conversation

of affections Corner/blocking

Gestures Leers

Jokes/cartoons/pictures Attempted rape/rape

Pulling at clothes Harassing communications

If you believe that you have been discriminated against in regard to either of the preceding policies, you may file a grievance that your rights have been denied or violated.

If you wish to discuss these regulations or your rights under this policy, or wish to discuss or file a grievance, please contact Supt. Patricia A. Ciccone,, Title IX Coordinator, Westbrook Board of Education, 158 McVeagh Road, Westbrook, CT 06498 (Tel. 860-399-6432), the system Civil Rights Coordinator or Jill Britton, WHS/WMS Building Compliance Officer.

Forms are available in our Guidance Office.

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Westbrook Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, veteran status or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression.

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or

harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents

relevant to the complaint;

5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;

6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;

9. If either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109- 3921

(617) 289-0111

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.

Hartford, CT 06103-1835

(800-477-5737)

Anyone who has questions or concerns about these regulations may contact:

Superintendent of Westbrook Public Schools: 860-399-6432]

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator:

Director of Special Education and Student Support Services, Westbrook Public Schools @ 860-399-6432 or 860-399-7925.

Policy adopted: July 11, 2006

Policy revised: May 12, 2009

Policy revised: June 12, 2012

Policy revised: October 22, 2019

Policy revised: October 25, 2019

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

DISCRIMINATION COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Proposed remedy _____

Personnel – Certified/Non-Certified

Students

Face Masks/Coverings

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the *Framework for Connecticut Schools*, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the District prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in *Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together* requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

Definitions

Face covering/mask – a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes or talks.)

Face shield – a clear, plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face, protecting the eyes, nose and mouth from contamination from respiratory droplets, along with masks or respirators.

Clear plastic barrier – a clear plastic or solid surface that can be cleaned and sanitized often.

Personnel -- Certified/Non-Certified

Students

Face Masks/Coverings (continued)

Transportation

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

School Buildings and Grounds

All students, staff, and visitors are required to use face coverings, that completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

A written notification from a physician is required in order for the Board to permit a medical exemption. The note should state the medical reason for the requested exemption, such as, but not limited to, difficulty breathing. The note will be reviewed by the school medical advisor. Medical contraindications to the wearing of cloth or other similar loose fitting masks are generally limited to individuals suffering from severe chronic obstructive pulmonary disease (COPD) such as might be seen with cystic fibrosis, severe emphysema, heart failure, or significant facial burns that would cause extreme pain or interfere with the healing of a skin graft. These severe medical conditions will be rare in students or staff capable of present to the school for work or instruction. Anyone suffering from these underlying conditions are strongly recommended to remain at home and engage in virtual learning due to their risk of developing serious complications if infected with CBID-19. Mild or intermittent respiratory or other

Personnel Certified/Non-Certified

**P4118.237(c)
4218.237
5141.8**

Students

Face Masks/Coverings

common conditions such as asthma, cardiovascular diseases, kidney disease or other similar conditions are generally not considered contraindications to wearing loose-fitting face coverings.

Parents/guardians may not excuse their child from this face mask requirement, by signing a waiver, because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

The school will assess the appropriate accommodations for student with disabilities who are unable to wear a mask on an individual basis. Additionally, students and staff involved in certain special education activities like speech therapy or where lip reading is required may need to be exempted from wearing a face covering mask intermittently. Effective use of other mitigation strategies such as maximizing distance, moving activities outdoors or to a well-ventilated space, or use of other physical barriers are important to the protection of the students and staff involved.

The Board shall provide to any student, staff member or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students and students' families regarding the proper use, removal and washing of cloth face coverings.

Limited Exceptions to Use of Face Coverings

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.) and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

Mask Breaks

Breaks from wearing masks, for a period of time per break limited to no more than 15 minutes, shall be scheduled throughout the school day, by the teacher, provided that strict social

Personnel –Certified/Non Certified

P4118.237(d)
4218.237
5141.8

Students **Face Masks/Coverings**

distancing requirements are maintained and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time and social distancing requirements are maintained to the greatest degree feasible.

Violations of this Policy

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable policy. If a student refuses to wear a face mask or covering and does not fulfill any of the exemptions allowed by this policy, such student shall be sent to the school's isolation room or designated room without occupants. The parent/guardian shall be contacted to rectify the situation, school personnel to explain the options available regarding schooling for the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering, for non-medical reasons, entry to the school/district facility may be denied.

Teachers or schools may provide incentives for compliance with the face mask requirement.

Community Outreach

The District shall engage in community education programs including signage, mass and targeted communication and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands and other preventative practices recommended by all appropriate authorities.

Other Considerations

- The District shall maintain in each school a supply of disposable face coverings in the event that a staff member, student or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

Personnel –Certified/Non-Certified

P4118.237(e)
4218.237
5141.8

Students

Face Masks/Coverings

- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

In addition to the wearing of face masks, the District will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should also consider wearing clear masks

Until further notice the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5141.6 – Crisis Management Plan)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.8 – Pandemic/Epidemic Emergencies)

(cf. 6114.81 – Emergency Suspension of Policy During Pandemic)

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Personnel – Certified/Non-Certified

**P4118.237(f)
4218.237
5141.8**

Students

Face Masks/Coverings

CT. Executive Order 7NNN, August 14, 2020
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20
U.S.C. 1232g, 45 C.F.R. 99.
Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow
Together
Connecticut LEA School Reopening Template
Addendum 11-Interim Guidance for the Use of Face coverings in
Schools during COVID-19, August 31, 2020, SDE.
"Frequently Asked Questions Regarding Reopening K-12 Public
Schools" series, Vol. 3, September 2, 2020, SDE.
CDC Considerations for Schools
CDC Symptoms of Corona virus
CDC Quarantine & Isolation
CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
CDC Interim Guidance for Administrators of US K-12 Schools and Child
Care Programs
CDC Schools Decision Tree for Schools Reopening

Policy adopted:

cps 7/20
rev 8/20
rev 9/20

BOE Adopted/Revised: March 09, 2021

**Westbrook Public Schools
Westbrook, CT**

Bylaws of the Board**Commitment to Democratic Principles in Relation to Community, Staff, Students****Board-Staff Communications**

The Westbrook Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. 4135.4 and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings **are meetings in public**. As such, they provide an excellent opportunity to observe and participate first hand in the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. [9020](#) - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

4. Social Interaction

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

(cf. 2220 - Representative and Deliberative Groups re staff involvement in decision making)

(cf. 5145 - Civil and Legal Rights & Responsibilities)

(cf. 9133 - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw adopted by the Board: February 13, 2007

Revised:

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Bylaws of the Board

Student Representatives on the Board of Education

Preamble:

Two students shall be selected by the high school Principal to serve as student representatives to the Board of Education. Every attempt shall be made to solicit one Junior and one Senior. The Junior will serve a two year term.

Eligibility

Criteria for remaining as a student representative shall include regular attendance at Board of Education meetings, academic eligibility, and appropriate conduct serving in this role.

Privileges and Responsibilities

1. The student members shall be able to attend and contribute to regular meetings of the Board of Education.
2. During said meetings, the student members shall be able to speak on any issue on the agenda or motion before the Board unless deemed inappropriate by the Board.
3. The Superintendent will notify the student representatives one week prior to a meeting if they wish to have specific student input given to an agenda item.
4. Copies of all regular meeting agendas, minutes and other pertinent publications, shall be given and forwarded to the student members when made available to the Board members.
5. The student members may be invited to participate on appropriate committees of the Board of Education.
6. The student members shall be expected to attend all of the previously defined meetings and shall be accountable to the student body via the Student Council.
7. The student members shall communicate with the student body upon all pertinent issues before the Board following a procedure established by the school principal.

Prohibitions on the Student Representatives:

1. The student members shall not be able to cast an official vote on any motion or resolution.
2. The student members shall not be allowed to attend executive sessions and negotiation sessions.

Bylaw adopted by the Board: February 13, 2008

Bylaw revised:

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Town Clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Town Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written notice.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

- 1-206 Denial of access to public records or meetings.
- 1-225 Meetings of government agencies to be public.
- 1-227 Mailing of notice of meetings to persons filing written request.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 10-218 Officers. Meetings

Bylaw adopted by the Board: February 13, 2007

By-law revised:

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

A	Sept.2021	Oct. 2021	Nov.2021	Dec.2021	Jan.2022	Feb.2022	Mar.2022	Apr.2022	1-May	1-Jun
PRE -K	45	44	45	44	45	46	47			
KINDER.	41	42	43	45	46	44	45			
1	42	42	42	43	43	44	45			
2	37	38	39	37	37	37	36			
3	48	49	49	49	49	48	48			
4	29	30	30	30	30	29	29			
TOTAL	242	245	248	248	250	248	250			
5	50	50	50	50	50	50	50			
6	37	37	38	38	38	35	36			
7	40	41	41	40	40	40	40			
8	44	44	43	43	43	43	44			
TOTAL	171	172	172	171	171	168	170			
9	42	42	42	42	42	42	41			
10	49	49	50	51	51	50	50			
11	61	61	61	61	61	62	64			
12	60	60	60	59	59	58	58			
TOTAL	212	212	213	213	213	212	213			
In-District										
Outplaced	7	7	8	9	9	8	8			
DISTRICT	632	629	633	632	634	628	633			
TOTAL	637	636	641	641	643	636	641			

Draft Equity and Access Statement

Westbrook Public Schools believes that in order to develop and support our Westbrook Portrait of a Graduate priority goals and mission, we need to ensure equitable access and delivery of educational services for all students. Our commitment to equity for all will be achieved by:

- Embracing and celebrating the identities and cultures of learners, families, and staff to create a united community and ensure equity;
- Promoting inclusion, connection, and engagement amongst stakeholders within and outside of the school community to unite in support of success;
- Establishing additional community partnerships to better serve the evolving needs of students and families;
- Developing policy and procedures that encourage meeting students and families where they are, as well as, identifying and closing opportunity gaps;
- Providing resources and opportunities to prioritize student health, well-being, and social/emotional growth;
- Identifying student and family needs, reallocating resources, and providing meaningful systems to support and educate all stakeholders;
- Supporting educators in building a capacity to ensure the delivery of a high quality, culturally responsive curriculum; and
- Preparing all students to succeed by ensuring a high quality, culturally responsive curriculum.

Last revision: March 1, 2022

WESTBROOK BOARD OF EDUCATION
Tuesday, February 8, 2022 @ 7:00 p.m.
WHS Library
Regular Board of Education Meeting

MINUTES

Members present: Kim Walker, Don Perreault, Christine Kuchlewind, MaryElla Luft, Michelle Palumbo, Zachary Hayden, Andrew Miesse, Via telephone, Sally Greaves

Absent: Mike Esposito

Also present: Superintendent Kristina J. Martineau; Business Manager, Lesley Wysocki.
Administrators: R. Rose, T. Winch, F. Lagace; Technology Director, B. Russell

- I. **CALL TO ORDER** – K. Walker, Chair, called the regular meeting of February 8, 2022 to order at 7:00 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD OF EDUCATION ACKNOWLEDGEMENTS**
- IV. **STUDENT REPRESENTATIVE REPORT** – Andrew Livingstone reported on school activities which included high school students visit to the Connecticut State Capital, Spirit Days sponsored by REACT Club, participation in CAS/CIAC Leadership Conference, Boys and Girls Varsity Basketball standings with Jami Sacco reaching her 1000 points. Andrew commented that the student body is interested in seeing the direction the District will take with Governor Lamont's recent announcement on school masking.
- V. **SUPERINTENDENT'S PROPOSED BUDGET FOR FISCAL YEAR 2022-2023 PRESENTATION** – Superintendent Martineau presented her recommended budget to the BOE at \$18,761,280 with a 1.34% increase over last year's budget. Dr. Martineau provided a visual presentation showing the various categories of the budget and stating that salaries and health care are the major budget drivers. She said a retirement incentive program helped to reduce the budget and although no programs were cut, restructuring was done. Dr. Martineau explained the budget process beginning in September with the teachers and administrators and commented that this budget reflects and supports the needs of our students. Superintendent Martineau will ask the Board to vote later in this meeting to make this budget their own and move it on to the Board of Finance.
- VI. **PUBLIC COMMENT**
 1. Richard Spash, parent, provided a handout to the Board members on Nonpharmaceutical Measures for Pandemic Influenza in Nonhealthcare Settings – Personal Protective and Environmental Measures. He commented that when he spoke in June 2021, his full comments were not in the meeting minutes regarding masks not being effective. He also pointed out his belief that the dangers of mask wearing outweighs the effects of COVID and is causing fear in children. He mentioned lower oxygen levels in blood, colonization of bacteria, and asthma and for the sake of our children wants masks mandate removed. Mr. Spash also presented the Board with a letter his wife had written to the Board and Superintendent on August 5, 2021
 2. Elizabeth Fernandez, parent, works in the mental health field and supports mask wearing as optional. She is concerned with the mental health toll it has taken, causing suicidal thoughts, chronic depression, feelings of isolation and hopelessness and also not being able to read the facial expressions of children.

3. Leslie Fuchs, parent, recommends that the Board follow CDC recommendations and to have students wear masks, stating that not all children have been vaccinated and there is still a “sea of red” relating to COVID. She prefers to keep students in school with masks.

VII. ADMINISTRATOR(S) COMMENTS: No comments

VIII. NEW BUSINESS

- A. Disposal of Books:** K. Walker, Chair, referred to Policy 3260 – Sale & Disposal of Books Equipment & Supplies and the Board’s duty to approve the disposal books. A list of books to be removed from the library was provided to the Board of Education from the WHS librarian. **MOTION by M. Palumbo and SECOND by Z. Hayden to approve the disposal of the books as listed that are no longer useful to the curriculum. Vote unanimous.**
- B. 2023-2027 Capital Improvement Plan –** Long Range Plan Subcommittee met prior to this Board meeting and submitted a recommendation to the full Board to approve the Capital Improvement Plan for 2023-2027 as presented. D. Perreault reported that Roger LeFleur attended the meeting. Tennis court repairs and a scoreboard were added to the plan for 2022-23. There was discussion regarding air handler units and coil replacement. There will be further discussion with the BOF on additional funding for the plan. Since estimates went out, there have been increases in costs. **MOTION by Z. Hayden and SECOND by M. Palumbo to approve the 2023-2027 Capital Plan as presented. Vote unanimous. MOTION CARRIES.**

IX. SUPERINTENDENT’S REPORT

- A. Enrollment –** Dr. Martineau reported February enrollment totals equal 636 students Pre K through 12, which includes 8 out-placed students. She reported that three students recently enrolled at Daisy, which will be reflected in the March totals.
- B. Superintendent’s Proposed Budget for Fiscal Year 2022-2023 -** **MOTION by M. Luft and SECOND by A. Miesse** to approve Superintendent Martineau’s Budget Proposal for 2022-2023 as the BOE’s Budget for Fiscal Year 2022-2023. **Vote: (ayes) A. Miesse, M. Palumbo, D. Perreault, C. Kuehlewind, S. Greaves, M. Luft, Z. Hayden, K. Walker.**
Superintendent Martineau expressed appreciation to the Board for their support of the budget.
- C. Westbrook Portrait of a Graduate Update:** Superintendent Martineau provided a presentation on the progress of Portrait of a Graduate. There were 522 responses to Survey #1 resulting in the top five categories thus far: Academic Readiness, Social-Emotional Readiness, College Career, and Workplace Readiness, Civic-Minded and Financial Readiness. Survey #2 has gone out and so far there have been 110 responses. To date, top 5 Portrait of a Graduate results from survey #2:
- Responsible decision making
 - Perseverance
 - Critical thinking
 - Problem solving
 - Self management
- D. Superintendent Martineau** talked about the next steps in sharing the survey results, PoG Steering Committee to meet and design PD for March; faculty work in March and April and to develop a presentation to the BOE.

X. OLD BUSINESS

XI. CONSENT AGENDA

- A. Approval of Minutes:** **MOTION by C. Kuehlewind and SECOND by M. Luft** to approve the following BOE minutes:
1. Special Meeting of January 10, 2022
 2. Regular Meeting of January 11, 2022
 3. Special Meeting of February 3, 2022
- Vote unanimous.

XII. FINANCIAL REPORTS

- A. Review of Check Listing: Board members reviewed check listings for January 6, 2022 in the amount of \$65,472.65 and for January 27, 2022 in the amount of \$284,007.39.
- B. Budget Narrative/Review of Expenditure Report to include Legal Expenditures. Mrs. Wysocki provided an overview of the budget as it stands.
- C. Line Item Transfer - None
- D. Insurance Report – An up to date insurance report was provided.

XIII. BOARD COMMITTEE REPORTS

- A. Policy - K. Walker asked committee members to read the materials for the next policy meeting on February 17.
- B. Long Range Planning – D. Perreault – see comments under VIII.B.
- C. Fiscal & Budget – Z. Hayden reported that the Fiscal & Budget Subcommittee met on January 27. He was appreciative to L. Wysocki and Superintendent Martineau for information provided to the Committee to give them a good sense of the budget. The Committee also discussed future meetings and its purpose. The next meeting is May 19.
- D. Teaching & Learning – D. Perreault reported Teaching and Learning Subcommittee will meet on February 10, 2022.
- E. Communications & Marketing – M. Luft reported the Communications & Marketing Subcommittee heard from the Music Boosters representatives, Lisa Anderson and Steve Anderson and were informed of the fundraising activities that the Music Boosters provide to the schools.
- F. Negotiations – S. Greaves (no meeting)
- G. Town Energy Ad Hoc Committee – L. Wysocki reported the next meeting is on February 16.
- H. LEARN – Z. Hayden attended a Zoom meeting and reported that most of the meeting was dedicated to the fiscal state of Learn and a portion to how districts are using ESSER funds. This will be the last meeting he is able to attend and suggested to anyone who can attend, the meetings are available by Zoom.
- I. PTO Representatives – Z. Hayden reported WMS PTO's fundraisers including Valentine's Day carnations, WMS Book Fair, Spaghetti dinner and 8th grade graduation plans; M. Luft reported on Daisy PTO activities – Superintendent Martineau presented the budget, plans for the Daisy 5K Run in March, Christmas Fair success and transformation of the pit area into a STEAM area. The Board viewed a presentation on the details and phases of the project. R. Rose was appreciative to the Board and to Superintendent Martineau for their support. K. Walker talked about the WHS PTO and the budget presentation. Other topics were the cookie swap, a hot cocoa bar, teacher appreciation plans, custodian recognition, Valentine's Day, a coffee and tea fundraiser, plans for grade breakfasts in May and the current raffle for Project Graduation. There was also a discussion to resume the 8th grade joining the high school band and chorus for a performance.
- J. BOE Ad Hoc Calendar Committee – Z. Hayden has met with D. Perreault to create a calendar for the Board to follow. They will meet with the full Ad Hoc committee and the Superintendent and hopefully bring it to the full Board in March.

- XIV. BOARD GOALS** – Z. Hayden reported on the CABA Legislative Breakfast he attended with other board members. He said 90% was on the discussion about masks. K. Walker commented that there is a free webinar coming up - *Board Meeting Fundamentals to include Roberts Rules*, for anyone who is interested. She also attended the January 27 webinar on the Art of Listening which was informative.

XV. PERSONNEL

- A. Non-Certified Resignations: Dr. Martineau reported the following non-certified resignations and new hires:
 - 1. Emily Cody – Paraprofessional
- B. Non-Certified New Hires
 - 1. Katherine Richard –Paraprofessional (Daisy)

2. Julie Monroe – Paraprofessional (Daisy)

XVI. ADJOURN: MOTION by M. Luft and SECOND by C. Kuehlewind to adjourn at 8:20 p.m.
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary Cecilia S. Lester, Board Recording Clerk

TBA at next meeting

Westbrook Public Schools

Enclosure 10

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 211170114

From Date: 2/3/2022
 From Check: 37691
 From Voucher: 1099

To Date: 2/3/2022
 To Check: 37720
 To Voucher: 1099

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37691	02/03/2022	ADP, INC	\$1,663.91	1099	Printed	Expense	<input type="checkbox"/>	payroll services	
37692	02/03/2022	AMERICAN CHORAL DIRECTORS ASSN.	\$125.00	1099	Printed	Expense	<input type="checkbox"/>		
37693	02/03/2022	CAAD	\$525.00	1099	Printed	Expense	<input type="checkbox"/>		
37694	02/03/2022	CIT TECHNOLOGY FIN SERV., INC.	\$7,574.02	1099	Printed	Expense	<input type="checkbox"/>	copier agreement	
37695	02/03/2022	COLLEGE ENTRANCE EXAMINATION BOARD	\$793.80	1099	Printed	Expense	<input type="checkbox"/>		
37696	02/03/2022	COLLINS SPORTS MEDICINE	\$237.05	1099	Printed	Expense	<input type="checkbox"/>		
37697	02/03/2022	CONN. WATER CO.	\$1,115.79	1099	Printed	Expense	<input type="checkbox"/>	water usage + testing	
37698	02/03/2022	CREC	\$125.00	1099	Printed	Expense	<input type="checkbox"/>		
37699	02/03/2022	DBO-TSG	\$2,918.91	1099	Printed	Expense	<input type="checkbox"/>	phone bill	
37700	02/03/2022	DINN BROS	\$225.00	1099	Printed	Expense	<input type="checkbox"/>		
37701	02/03/2022	J.W. PEPPER & SON INC.	\$126.24	1099	Printed	Expense	<input type="checkbox"/>		
37702	02/03/2022	JOSTENS	\$12.30	1099	Printed	Expense	<input type="checkbox"/>		
37703	02/03/2022	KELLY SERVICES INC.	\$1,206.01	1099	Printed	Expense	<input type="checkbox"/>	substitutes	
37704	02/03/2022	KRISTINA MARTINEAU	\$500.00	1099	Printed	Expense	<input type="checkbox"/>		
37705	02/03/2022	LANGUAGE LINE SERVICES, INC.	\$104.17	1099	Printed	Expense	<input type="checkbox"/>		
37706	02/03/2022	LEARNING A-Z.COM	\$118.00	1099	Printed	Expense	<input type="checkbox"/>		
37707	02/03/2022	MUTUAL OF OMAHA	\$1,953.17	1099	Printed	Expense	<input type="checkbox"/>	life insurance premium	
37708	02/03/2022	NATIONAL AUTO PARTS	\$77.70	1099	Printed	Expense	<input type="checkbox"/>		
37709	02/03/2022	PHYSICAL THERAPY & SPORTS MEDICINE CTRS	\$12,202.06	1099	Printed	Expense	<input type="checkbox"/>	athletic trainer	
37710	02/03/2022	SAYBROOK HARDWARE	\$209.98	1099	Printed	Expense	<input type="checkbox"/>		
37711	02/03/2022	SCHOOL SPECIALTY	\$21.74	1099	Printed	Expense	<input type="checkbox"/>		
37712	02/03/2022	SOLANT HEALTH, LLC.	\$2,497.76	1099	Printed	Expense	<input type="checkbox"/>	substitutes	

Westbrook Public Schools

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To Date: 2/3/2022
To Check: 37720
To Voucher: 1099

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date	
37713	02/03/2022	SOUTHERN CT GAS CO	\$3,318.92	1099	Printed	Expense	<input type="checkbox"/>	Ng "generation"		
37714	02/03/2022	STAPLES BUSINESS ADVANTAGE	\$69.28	1099	Printed	Expense	<input type="checkbox"/>			
37715	02/03/2022	STEWART'S MUSIC	\$375.00	1099	Printed	Expense	<input type="checkbox"/>			
37716	02/03/2022	SUBURBAN STATIONERS	\$64.85	1099	Printed	Expense	<input type="checkbox"/>			
37717	02/03/2022	TCI	\$6,220.40	1099	Printed	Expense	<input type="checkbox"/>	us social studies materials		
37718	02/03/2022		\$7,700.00	1099	Printed	Expense	<input type="checkbox"/>		special ed. placement	
37719	02/03/2022	THE HUNTINGTON NATIONAL BANK	\$4,518.74	1099	Printed	Expense	<input type="checkbox"/>			Madison Solar - virtual net-metering
37720	02/03/2022	UNEMPLOYMENT TAX MANAGEMENT CORP.	\$415.00	1099	Printed	Expense	<input type="checkbox"/>			
Total Amount:			\$57,014.80							
End of Report										

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☐ Ng "generation"
☐
☐
☐ US social studies materials
☐ special ed. placement
☐ Madison Solar - virtual net-metering
☐

Westbrook Public Schools

Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: GEN FUND AP 21170114

From Date: 2/17/2022

From Check: 37722

From Voucher: 1103

To Date: 2/17/2022

To Check: 37762

To Voucher: 1103

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37722	02/17/2022	ADM. UNEMPL. COMP. ACT	\$2,312.66	1103	Printed	Expense	<input type="checkbox"/>	payroll	
37723	02/17/2022	ALISA'S HOUSE OF SALSA	\$750.00	1103	Printed	Expense	<input type="checkbox"/>		
37724	02/17/2022	ALLSTON SUPPLY CO., INC.	\$240.25	1103	Printed	Expense	<input type="checkbox"/>		
37725	02/17/2022	ANTHONY PANDOLFE	\$150.00	1103	Printed	Expense	<input type="checkbox"/>		
37726	02/17/2022	CAAD	\$420.00	1103	Printed	Expense	<input type="checkbox"/>		
37727	02/17/2022	CABE, INC.	\$85.00	1103	Printed	Expense	<input type="checkbox"/>		
37728	02/17/2022	CAROLINA BIOLOGICAL SUPPLY CO.	\$95.18	1103	Printed	Expense	<input type="checkbox"/>		
37729	02/17/2022	CBS THERAPY	\$10,908.00	1103	Printed	Expense	<input type="checkbox"/>	para subs	
37730	02/17/2022	CITIZENS BANK-MASTERCARD	\$3,025.16	1103	Printed	Expense	<input type="checkbox"/>	advertising, 1095's flowers, CPR training	
37731	02/17/2022	COMMERCIAL BANKING	\$69.21	1103	Printed	Expense	<input type="checkbox"/>		
37732	02/17/2022	CONNECTICUT MUSIC CO	\$1,204.45	1103	Printed	Expense	<input type="checkbox"/>	MS repairs and equipment	
37733	02/17/2022	DELTA-T GROUP HARTFORD, INC.	\$618.76	1103	Printed	Expense	<input type="checkbox"/>	subs	
37734	02/17/2022	DUGMORE & DUNCAN INC.	\$662.72	1103	Printed	Expense	<input type="checkbox"/>		
37735	02/17/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$887.30	1103	Printed	Expense	<input type="checkbox"/>		
37736	02/17/2022	[REDACTED]	\$17,060.00	1103	Printed	Expense	<input type="checkbox"/>	spec. ed. placements	
37737	02/17/2022	HK TRACK	\$300.00	1103	Printed	Expense	<input type="checkbox"/>		
37738	02/17/2022	HOME DEPOT	\$108.29	1103	Printed	Expense	<input type="checkbox"/>		
37739	02/17/2022	HUEBNER PIANO SERVICES	\$510.00	1103	Printed	Expense	<input type="checkbox"/>		
37740	02/17/2022	J.W. PEPPER & SON INC.	\$71.99	1103	Printed	Expense	<input type="checkbox"/>		
37741	02/17/2022	KAREN ANTHONY	\$1,350.00	1103	Printed	Expense	<input type="checkbox"/>	spec. ed. services	
37742	02/17/2022	KELLY SERVICES INC.	\$3,618.21	1103	Printed	Expense	<input type="checkbox"/>	subs	
37743	02/17/2022	M & J BUS, INC.	\$8,777.02	1103	Printed	Expense	<input type="checkbox"/>	spec. ed. and athletic trips	
37744	02/17/2022	M.D. STETSON COMPANY INC.	\$1,813.36	1103	Printed	Expense	<input type="checkbox"/>	custodial supplies	

Westbrook Public Schools

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To Date: 2/17/2022
To Check: 37762
To Voucher: 1103

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
37745	02/17/2022	MAKEMYNEWSPAPER.COM INC.	\$222.70	1103	Printed	Expense	<input type="checkbox"/>		
37746	02/17/2022	MMSGGS	\$555.02	1103	Printed	Expense	<input type="checkbox"/>		
37747	02/17/2022	[REDACTED]	\$14,858.00	1103	Printed	Expense	<input type="checkbox"/>	spec. ed. placement	
37748	02/17/2022	PITNEY BOWES	\$226.04	1103	Printed	Expense	<input type="checkbox"/>		
37749	02/17/2022	[REDACTED]	\$2,365.65	1103	Printed	Expense	<input type="checkbox"/>	spec. ed. placement	
37750	02/17/2022	REALLY GOOD STUFF	\$66.99	1103	Printed	Expense	<input type="checkbox"/>		
37751	02/17/2022	RUSTY KILN CERAMIC STUDIO	\$85.00	1103	Printed	Expense	<input type="checkbox"/>		
37752	02/17/2022	SAYBROOK HARDWARE	\$105.64	1103	Printed	Expense	<input type="checkbox"/>		
37753	02/17/2022	SAYBROOK PIZZA & RESTAURANT	\$145.51	1103	Printed	Expense	<input type="checkbox"/>		
37754	02/17/2022	SHOPRITE OF WEST HAVEN	\$330.39	1103	Printed	Expense	<input type="checkbox"/>		
37755	02/17/2022	SOLANT HEALTH, LLC.	\$4,522.64	1103	Printed	Expense	<input type="checkbox"/>	para subs	
37756	02/17/2022	SOUTHERN CT GAS CO	\$7,194.52	1103	Printed	Expense	<input type="checkbox"/>	NO "generation"	
37757	02/17/2022	STADIUM SYSTEMS	\$176.00	1103	Printed	Expense	<input type="checkbox"/>		
37758	02/17/2022	STEWART'S MUSIC	\$275.00	1103	Printed	Expense	<input type="checkbox"/>		
37759	02/17/2022	SUBURBAN STATIONERS	\$77.54	1103	Printed	Expense	<input type="checkbox"/>		
37760	02/17/2022	THE FLIPPEN GROUP, LLC	\$350.63	1103	Printed	Expense	<input type="checkbox"/>		
37761	02/17/2022	Wattifi Inc.	\$22,402.63	1103	Printed	Expense	<input type="checkbox"/>	electricity "supply"	
37762	02/17/2022	WESTBROOK PIZZA	\$96.50	1103	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$109,093.96

End of Report

**Budget Narrative
February 28, 2022**

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

Benefits - Associated Social Security/Medicare costs, as well as the health and life insurance figures for known personnel have been reviewed. All HSA contributions have been made. All waiver payments have been made. Applicable employee cost shares have now been calculated and the purchase order for health insurance has been adjusted.

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

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

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

Supplies- Materials requested to date have been ordered. All other orders are being processed as needed.

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

3/2/2022

LEW

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 02/28/2022

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
EXPENSES							
Salaries							
All Wages (+)	\$11,664,189.63	\$6,962,292.71	\$6,962,292.71	\$4,701,896.92	\$4,425,763.07	\$276,133.85	2.4%
Sub-total : Salaries	\$11,664,189.63	\$6,962,292.71	\$6,962,292.71	\$4,701,896.92	\$4,425,763.07	\$276,133.85	2.4%
Benefits							
All Benefits (+)	\$2,467,881.48	\$1,803,326.84	\$1,803,326.84	\$664,554.64	\$656,243.26	\$8,311.38	0.3%
Sub-total : Benefits	\$2,467,881.48	\$1,803,326.84	\$1,803,326.84	\$664,554.64	\$656,243.26	\$8,311.38	0.3%
Professional Services							
Professional Services (+)	\$820,932.62	\$634,194.28	\$634,194.28	\$186,738.34	\$320,727.89	(\$133,989.55)	-16.3%
Sub-total : Professional Services	\$820,932.62	\$634,194.28	\$634,194.28	\$186,738.34	\$320,727.89	(\$133,989.55)	16.3%
Purch. Services- BLDG							
Bldg Services (+)	\$398,806.49	\$220,420.40	\$220,420.40	\$178,386.09	\$64,537.77	\$113,848.32	28.5%
Sub-total : Purch. Services- BLDG	\$398,806.49	\$220,420.40	\$220,420.40	\$178,386.09	\$64,537.77	\$113,848.32	28.5%
Transportation							
Transportation Services (+)	\$868,602.00	\$398,460.35	\$398,460.35	\$470,141.65	\$450,160.81	\$19,980.84	2.3%
Sub-total : Transportation	\$868,602.00	\$398,460.35	\$398,460.35	\$470,141.65	\$450,160.81	\$19,980.84	2.3%
Purchased Services							
Other Services (+)	\$146,232.34	\$66,409.03	\$66,409.03	\$79,823.31	\$17,990.83	\$61,832.48	42.3%
Sub-total : Purchased Services	\$146,232.34	\$66,409.03	\$66,409.03	\$79,823.31	\$17,990.83	\$61,832.48	42.3%
Tuition							
All Tuitions (+)	\$924,277.64	\$441,908.13	\$441,908.13	\$482,369.51	\$304,111.54	\$178,257.97	19.3%
Sub-total : Tuition	\$924,277.64	\$441,908.13	\$441,908.13	\$482,369.51	\$304,111.54	\$178,257.97	19.3%
Supplies							
All Supplies (+)	\$999,845.75	\$517,476.61	\$517,476.61	\$482,369.14	\$449,760.97	\$32,608.17	3.3%
Sub-total : Supplies	\$999,845.75	\$517,476.61	\$517,476.61	\$482,369.14	\$449,760.97	\$32,608.17	3.3%
Property							
Equipment (+)	\$221,560.00	\$82,950.73	\$82,950.73	\$138,609.27	\$66,164.74	\$72,444.53	32.7%

Operating Statement with Encumbrance

Westbrook Public Schools

Financial Statement For the Period 07/01/2021 through 02/28/2022

Fiscal Year: 2021-2022

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : Property	\$221,560.00	\$82,950.73	\$82,950.73	\$138,609.27	\$66,164.74	\$72,444.53	32.7%
Total : EXPENSES	\$18,512,327.95	\$11,127,439.08	\$11,127,439.08	\$7,384,888.87	\$6,755,460.88	\$629,427.99	3.4%
NET ADDITION/(DEFICIT)	\$18,512,327.95	\$11,127,439.08	\$11,127,439.08	\$7,384,888.87	\$6,755,460.88	\$629,427.99	3.4%

End of Report

Operating Statement with Encumbrance

New Vendors- February

Intensive Education Academy, Inc. - Spec. Ed. services
Bloomfield Timing Services - Athletic services
Edmentum, Inc.- MS software
Jaeger Sports - Athletic supplies
Alisa's House of Salsa - HS assembly
Woodside Productions - HS theatre sound system repair
Valley Athletic Field Solutions, Inc.- Athletic supplies
Sensory Store – Spec. Ed. supplies
Arnold Joseph – Athletic services
Down Syndrome Education USA - PD

3/2/2022

L.E.W.