W E S T B R O O K S C H O O L D E P A R T M E N T
117 Stroudwater Street
Westbrook, Maine 04092
Telephone: 207-854-0800
Fax Line: 207-854-0809
E-mail: wsd@westbrookschools.org

SCHOOL COMMITTEE MEETING
Monday, April 13, 2026
5:00 PM
Room 114 / Westbrook High School
ZOOM https://us02web.zoom.us/j/81700741385

AGENDA

1. Call to Order: Chair Andrea Mancuso
2. Pledge Allegiance to the Flag
3. Roll Call
4. Land Acknowledgement Statement
5. Adjustments to the Agenda
6. Approval of Minutes – April 8, 2026
7. Communications / Correspondence
8. Public Participation (for agenda items only; 3 minutes per speaker – one time only)
9. Superintendent's Report
10. Chair / Student / Committee Reports
11. Old Business
    - 11.1 Request to Adopt the FY27 Westbrook School Department budget (2nd and Final Reading) (ROLL CALL VOTE) - Action Item – Final Approval
12. New Business
    - 12.1 Request to approve a lease for copiers – Action Item – First Approval
    - 12.2 Request to approve an overnight field trip for High School Students to USM Gorham for the Maine National UN Conference (May 13 – 15, 2026) – Action Item – First Approval
13. Important Dates

Apr	15	6:00 PM	City Council – School Budget Presentation	Room 114 WHS
Apr	16		Half Day for Students, School / Family Conferences	
Apr	17		No School, Compensatory Day	
Apr	20 - 24		No School – April Vacation	
Apr	27	6:00 PM	City Council Meeting - Public Hearing City & School Budgets	Room 114 WHS
Apr	29	5:00 PM	Policy Committee Meeting	Central Office
May	4	6:00 PM	WMS Heritage Pot Luck	Middle School Cafe
May	4	6:00 PM	City Council Meeting – Final Vote on Budget	Room 114 WHS
May	6	5:00 PM	Finance Committee Meeting	Central Office
May	13	5:00 PM	Ed Programs Committee Meeting	Central Office
May	13	7:00 PM	School Committee Meeting	Room 114 WHS

14. Public Participation (any school related matter; 3 minutes per speaker; one time only)
15. Announcements
16. Adjournment - Action Item – Approval

Westbrook School Department Land Acknowledgement Statement

We understand, honor, and acknowledge that the city of Westbrook and the Westbrook Schools are located on Wabanaki lands and waters. We acknowledge that Wabanaki people have belonged to this land for countless generations and thousands of years, and that their presence continues in Maine to this day.

WESTBROOK SCHOOL DEPARTMENT

117 Stroudwater Street,
Westbrook, Maine 04092
Phone: (207) 854-0800
Fax: (207) 854-0809

Superintendent of Schools
Peter J. Lancia, Ph. D.

To: Westbrook School Committee
From: Peter Lancia, Ph. D, Superintendent of Schools
Date: April 10, 2026
RE: Communications for the April 13, 2026 School Committee meeting

I am reporting the following hirings:

- **Julia Saric** has been hired as the Outdoor Track Assistant Coach at Westbrook Middle School and will be paid a stipend of $2,360.15 (Account # 1000-9200-1200-51500-060-000000 WMS Athletic Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Jon Dalessandro** has been hired as the Outdoor Track Girls Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 11000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Mike Chase** has been hired as an Outdoor Track Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Mano Ali** has been hired as an Outdoor Track Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Carolyn Dibiase** has been hired as the Lacrosse Girls JV Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

I am reporting the following resignations:

- **Madison Fox** from the position of Grade 3 Teacher at Canal School and will not be returning for the 2026 – 2027 school year.
- **Taylor Messerman** from the position of Kindergarten Teacher at Saccarappa School and will not be returning for the 2026 – 2027 school year.
- **Jana Boody Billings** from the position of Business Instructor at WRVC and will not be returning for the 2026 – 2027 school year.

- **Catherine Bursk** from the position of Grade 6 Teacher at Westbrook Middle School; effective April 8, 2026.

- **Tanya Miller** from the position of Special Education Teacher at Westbrook Middle School and will not be returning for the 2026 – 2027 school year.

- **Kayla Billings** from the position of Math Intervention Teacher at Westbrook Middle School and will not be returning for the 2026 – 2027 school year.

I am reporting the following retirement:

- **Maura McDermott** from the position of Grade 5 Special Education Teacher at Westbrook Middle School and will not be returning for the 2026 – 2027 school year.

NAME	ACTIVITY	DATE	STIPEND 25-2	ACCOUNT TO CHARGE	ACCOUNT NAME
WHS					
Jon Dalessandro	Outdoor Track Girls Varsity Head Coach	03/30/26-06/13/26 - SPRING	$5,083.39	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Mike Chase	Outdoor Track Assistant Coach	03/30/26-06/13/26 - SPRING	$3,267.90	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Mano Ali	Outdoor Track Assistant Coach	03/30/26-06/13/26 - SPRING	$3,267.90	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Carolyn DiBiase	Lacrosse Girls JV/Assistant Coach	03/30/26-06/13/26 - SPRING	$3,267.90	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
WMS					
Juliana Saric	Outdoor Track Assistant Coach	04/13/26-06/02/26 - SPRING	$2,360.15	1000-9200-1200-51500-060-000000	WMS Athletic Stipends

OLD BUSINESS

11.1 **Adoption of the FY27 Westbrook School Department budget (2nd & Final Approval) – Action Item – Final Approval (ROLL CALL VOTE)**

RECOMMENDATION: Adopt the FY27 Westbrook School Department budget as presented

City of Westbrook School Budget
Fiscal Year 2026-2027

To adopt the 2026-2027 School Budget Resolution as required by state statute. Move approval of the 2026-2027 School Budget Resolution to comply with state statutory reporting requirements for the Westbrook School Department based on revised and enacted state subsidy funding.

ARTICLE 1.
To see what sum the municipality will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act,

Recommend $ 38,298,190.95

and to see what sum the municipality will raise as the municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommend $ 19,939,080.84

Explanation: The school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the City must raise in order to receive the full amount of state dollars.

ARTICLE 2.
To see what sum the municipality will raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

Recommend $ 2,743,289.09

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the school administrative district's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

ARTICLE 3.

Shall the City of Westbrook raise and appropriate $11,829,489.94 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by $11,829,489.94 as required to fund the budget recommended by the Westbrook School Committee?

The Westbrook School Committee recommends $11,829,489.94 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by $11,829,489.94

The state's funding model does not support all of the costs for Pre-K-12 education. It includes only those costs considered essential by the state's Essential Programs and Services (EPS) model. The State's funding model has not been able to provide full funding for Special Education and Multilingual programs. In addition, the State's funding model does not fully fund the costs of transportation, activities and athletics, and maintenance of our physical plants.

ARTICLE 4.

To see what sum the City will authorize the School Committee to expend for the fiscal year beginning July 1, 2026 and ending June 30, 2027 from the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Recommend $ 57,349,321.39

Pursuant to 20-A M.R.S.A. § 1485, voters and the Westbrook City Council authorize the Westbrook School Committee to expend the above funds in the following state-mandated categories:

ARTICLE 4-A.

To see what sum the school administrative unit will be authorized to expend for Regular Instruction.

Recommend $ 21,712,387.01

ARTICLE 4-B.

To see what sum the school administrative unit will be authorized to expend for Special Education.

Recommend $ 10,633,908.71

ARTICLE 4-C.
To see what sum the school administrative unit will be authorized to expend for Career and Technical Education.

Recommend $ 3,433,294.98

ARTICLE 4-D.
To see what sum the school administrative unit will be authorized to expend for Other Instruction.

Recommend $ 847,790.41

ARTICLE 4-E.
To see what sum the school administrative unit will be authorized to expend for Student and Staff Support.

Recommend $ 4,600,998.09

ARTICLE 4-F.
To see what sum the school administrative unit will be authorized to expend for System Administration.

Recommend $ 2,034,810.20

ARTICLE 4-G.
To see what sum the school administrative unit will be authorized to expend for School Administration.

Recommend $ 2,430,076.55

ARTICLE 4-H.
To see what sum the school administrative unit will be authorized to expend for Transportation and Buses.

Recommend $ 2,705,330.37

ARTICLE 4-I.
To see what sum the school administrative unit will be authorized to expend for Facilities Maintenance.

Recommend $ 4,836,685.98

ARTICLE 4-J. To see what sum the school administrative unit will be authorized to expend for Debt Service and Other Commitments.

Recommend $ 4,114,039.09

ARTICLE 4-K.
To see what sum the school administrative unit will be authorized to expend for All Other Expenditures.

Recommend $ 0

ARTICLE 5.
To see if the City will appropriate $659,665.97 for Adult Education and raise $367,468.75 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

ARTICLE 6.
Disposition of Additional State Subsidy: The voters of the City of Westbrook have authorized the School Committee to use all or part of the additional state subsidy received, if any, to increase expenditures for school purposes in cost center categories approved by the School Committee, increase the allocation of finances in a reserve fund approved by the School Committee, and / or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Committee.

NEW BUSINESS

12.1 Request to approve a lease for copiers – Action Item – First Approval

RECOMMENDATION: Approve the lease for copiers as presented

Proposal: Managed Print Lease Restructuring

Moving from a direct-purchase model to a five-year lease allows the district to modernize its fleet while maintaining a predictable, lower-cost budget. This shift replaces aging hardware and stabilizes operational expenses against rising market trends.

We will receive the devices, but payment will not be due until July 1, 2026.

Cost Comparison & Savings

Category	Current Purchase Budget	New 5-Year Lease	Annual Variance
Device Lease	$25,000.00	$23,998.00	**($1,002.00)**
Cost of Replacement Devices (16 Devices)	MSRP $ 409,000.	$119,990.00	**($289,010.00)**
Maintenance/Repair	Subject to 5% Increase	Rates Locked (see chart below)	**Cost Avoidance**
Doc Readers Upgrades (Pages Per Minute-PPM)	Out-of-Pocket Expense	Included (Free)	**Value Added**

Operational Impact: Print Cost Analysis

Print Type	Lease Rate (Fixed)	Market Rate (+5%)	Difference
Black & White (B/W)	$0.0040	$0.0042	$0.0002
Color	$0.0399	$0.0419	$0.0020

usbank
EQUIPMENT FINANCE

State & Local Government Lease Agreement

APPLICATION NO.	AGREEMENT NO.
3292881	

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words "**Lessee**," "**you**" and "**your**" refer to **Customer**. The words "**Lessor**," "**we**," "**us**" and "**our**" refer to **U.S. Bank Equipment Finance, a division of U.S. Bank National Association** ("**U.S. Bank Equipment Finance**").

CUSTOMER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
WESTBROOK SCHOOL DEPARTMENT			117 STROUDWATER ST	
CITY	STATE	ZIP	PHONE	FAX
WESTBROOK	ME	04092	207-854-0800	
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	E-MAIL	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

SUPPLIER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
Kyocera Document Solutions			55 Bradley Drive	
CITY	STATE	ZIP	PHONE	FAX
Westbrook	ME	04092	207-274-6036	

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
1 Kyocera TASKalfa 7054CI	
3 Kyocrea TASKalfa 8353 CI	
2 Kyocera TASKalfa 9003I	
11 Kyocera TASKafla 5001I	

*FIRST PAYMENT DUE 60 DAYS AFTER COMMENCEMENT

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

TERM AND PAYMENT INFORMATION

5 ANNUAL Payments* of $ $23,998 *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

The payment ("Payment") period is monthly unless otherwise indicated.

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. ____ Customer's Initials
☐ Purchase all of the Equipment for $1.00. ____ Customer's Initials

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance			
LESSOR	SIGNATURE	TITLE	DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGES 2 AND 3 ATTACHED HERETO.

WESTBROOK SCHOOL DEPARTMENT	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
FEDERAL TAX I.D. #	PRINT NAME		

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

WESTBROOK SCHOOL DEPARTMENT	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE

TERMS AND CONDITIONS (Continued on Page 3)

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **REPRESENTATIONS AND WARRANTIES OF CUSTOMER:** You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for your essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

3. **INITIAL TERM AND RENEWAL TERM(S):** The term of this Agreement consists of an initial term beginning on the date we pay Supplier and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year. Except to the extent required by applicable law, if you do not exercise your right to terminate this Agreement under paragraph 6 as of the end of any fiscal year, this Agreement will be deemed automatically renewed for the next succeeding renewal term. An election by you to terminate this Agreement under paragraph 6 is not a default. Notwithstanding anything herein to the contrary, if we cancel this Agreement following a default by you, we may require that you pay the unpaid balance of Payments under this Agreement through the end of your then-current fiscal year, but we may not require you to pay future Payments due beyond that fiscal year or the anticipated residual value of the Equipment. If we sell the Equipment following a default by you, you will not be responsible for a deficiency, except to the extent of our costs of repossession, moving, storage, repair and sale, and our attorneys' fees and costs.

4. **SUPPLEMENTS; SEPARATE FINANCINGS:** To the extent applicable, in the event that the parties hereafter mutually agree to execute and deliver any supplement or schedule ("Supplement") under this Agreement, such Supplement, as it incorporates the terms and conditions of this Agreement, shall be a separate financing distinct from this Agreement or other Supplements thereto. Without limiting the foregoing, upon the occurrence of an event of default or a non-appropriation event with respect to this Agreement or a Supplement (each, a separate "Contract"), as applicable, we shall have the rights and remedies specified in this Agreement with respect to the Equipment financed and the Payments payable under such Contract, and we shall have no rights or remedies with respect to Equipment financed or Payments payable under any other Contract unless an event of default or non-appropriation event has also occurred under such other Contract.

5. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** Except as expressly stated herein, we own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. Subject to paragraph 6, you will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to $50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to $50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to $125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

6. **NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

7. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims other than liens and claims under this Agreement; and (iii) at your address shown on page 1 of this Agreement, and you agree not to move the Equipment unless we agree in writing. To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) to show our interest.

8. **INSURANCE; COLLATERAL PROTECTION; RISK OF LOSS; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. As between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

9. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

10. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any enforcement of our rights under this Agreement after a default by you, you agree to pay our costs and expenses, including reasonable attorneys' fees and collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy. In the event that legal proceedings relating to this Agreement (other than our enforcement of this Agreement after a default by you) are commenced in any court or before any other tribunal of competent jurisdiction, the legal fees and other reasonable costs and expenses of the prevailing party shall be paid by the non-prevailing party on demand of the prevailing party.

11. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof, including the appropriation of funds to pay amounts due under this Agreement. This may include compiled, reviewed or audited annual financial statements within 120 days after your fiscal year end, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

12. **END OF TERM:** Unless the purchase option is $1.00, you agree to send us written notice at least 30 days before the end of the final renewal term that you want to purchase or return the Equipment, and you agree to so purchase or return the Equipment not later than the end of the final renewal term. If you fail to so purchase or return the Equipment at or before the end of the final renewal term, you shall be a holdover tenant with respect to this Agreement and the Equipment, and this Agreement shall renew on a month-to-month basis under the same terms hereof until the Equipment has been purchased or returned. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

13. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance. Any provision in this Agreement requiring you to pay amounts due under this Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew this Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

14. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

15. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state in which you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY**.

KYOCERA

Date	4/2/2026
Cust. #	MEWS05-SHM
Invoice #	
Sales Rep	David Fournier

Purchase Agreement

Ship To:				Bill To:			
Westbrook School Department				Westbrook School Department			
117 Stroudwater Street				117 stroudwater Street			
Westbrook		ME	04092	Westbrook		ME	04092
Contact:	Barbara Morgan			Billing Contact:	Barbara Morgan		
Phone/Fax:	(207) 854-0800			Phone/Fax:	207-854-0800		
E-mail:	morganb@westbrookschools.org			E-mail:	morganb@westbrookschools.org		
Purchase Order:				Requested Delivery Date:		New Customer:	No
Payment Terms:	Select Terms			Lease Months:	60	Monthly Payment:	Annual

Quantity	Item # / Product code	Description	Serial #	Equipment ID#	Unit Price	Total Price
1	1102XC2USV	TASKalfa 7054ci				Leased
3	1102XN2US2	TASKalfa 8353ci /G2				
2	1102XT2US0	TASKalfa 9003i				
11	855D100150	TASKalfa MZ5001i				
11	1503T80UN0	IB-37				
11	1203RV2US0	DF-7120				
11	1703SZ0UN0	AK-7110				
11	1203V36USV	DP-7150				
11	1203V52USV	PF-7150				

Comments: **No Payment due until July. Annual Payment of $23,998.00. Service rates will stay the same.**

The Products described above are purchased under the following terms:

1. Title to the Products shall not pass to the Buyer until the Total Price has been paid to Kyocera.
2. Buyer is responsible for all sales and use taxes.
3. Kyocera shall provide Buyer with any end-user warranties given by the manufacturer of the Products. These warranties are in lieu of all other warranties and conditions, expressed or implied, and Kyocera specifically disclaims any implied warranty or condition of merchantability, or fitness for a particular purpose. Kyocera shall not be liable for any incidental or consequential damages which may arise out of the use or inability to use any Product.
4. No modifications of this Agreement shall be binding on Kyocera unless agreed upon in writing by an officer of Kyocera.
5. Overdue accounts will be charged a late payment fee, of the lesser of, 1.5% per month or the maximum allowed by law. A fee of $25.00 will be charged for all returned checks. Buyer shall be responsible for all costs and attorney fees associated with collection efforts, if any.

Subtotal	Leased
$0.0550	
Sales Tax	
Del/Install	
Total Amount	
Less Deposit	
Amount Due	

Warranty/Maintenance Agreement/Add to Existing Contract ☐ Yes ☐ No

Authorized Signature		Kyocera Document Solutions Representative	
Signature	Date	Signature	Date
[redacted]	[redacted]		
Print Name		Print Name	
[redacted]			

KYOCERA Document Solutions America
1 Jewel Drive
Wilmington, MA 01887
Tel: (800) 847-3526

kyoceradocumentsolutions.us

Sales Rep	David Fournier
P.O. #	
Contract #	
Begin Date	Renewal Date

Maintenance Agreement

Ship To	Bill To
Westbrook School Department	
117 Stroudwater Street	
Westbrook ME 04092	
Contact Name	Contact Name
Phone/Fax (207) 854-0800	Phone/Fax
E-mail	E-mail

☑ All-Inclusive Maintenance and Supplies	☐ Basic Maintenance Services	☐ Managed Print Services Agreement
Includes - Toner, Drums or Photoconductors, Filters, Parts, Preventative Maintenance & Labor **Excludes** - Paper, Staples, Labels or Transparencies ***NETWORK SUPPORT IS NOT INCLUDED**	**Includes** - Parts & Labor Only **Excludes** - Supply Units, Paper, Staples, Labels or Transparencies, Fuser, Maintenance Kits ***NETWORK SUPPORT IS NOT INCLUDED**	**Includes** - Toner, Parts, Maintenance Kits, Account Review **Excludes** - Paper, Staples, Labels or Transparencies ***NETWORK SUPPORT IS NOT INCLUDED**

Equipment Covered Under Agreement

Model	Serial #	Equipment ID#	Begin Meter
TASKalfa 7054ci			
TASKalfa 8353ci /G2			
TASKalfa 9003i			
TASKalfa MZ5001i			

Contract Pricing

Base Billing Cycle is	Monthly	Base of		for		B&W Images
		and		for		Color Images
Other						

Overage Billing Cycle is	Monthly	Rate on Kyocera devices		B&W Images
				Color Images
				Color Level 1 Images
				Color Level 2 Images
				Color Level 3 Images
Other				
		Rate on non-Kyocera devices		B&W Images
				Color Images

Comments:

Contract will stay the same.

Customer Acceptance

This agreement consisting of the Terms and Conditions appearing above and on the reverse side are hereby approved and accepted by the respective Parties. See reverse for additional terms.

Authorized Signature		Kyocera Document Solutions Representative	
Signature	Date	Signature	Date
Print Name		Print Name	

KYOCERA Document Solutions America
1 Jewel Drive
Wilmington, MA 01887
Tel: (800) 847-3526

kyoceradocumentsolutions.us

Maintenance Agreement

TERMS AND CONDITIONS

1. GENERAL SCOPE OF COVERAGE
This Agreement covers the labor, material and parts for repairs necessitated by normal use of the devices listed on the front side and any attached Schedule (the "Devices"), subject to the limitations set forth below. The All-Inclusive Maintenance Services and Managed Print Services includes toner, developer, MK kits and photoreceptor drums in amounts consistent with manufactures published yields and servicing intervals. Freight charges may be charged, and additional supplies will be billed at the Standard Service Rates. Basic Maintenance Service includes labor and non-consumable repair parts only.

2. SERVICE CALLS
Service calls will be made during normal business hours and at the installation addresses, both of which are shown on the front side of this Agreement. Travel and labor time for service call after normal hours, on weekend and holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made.

3. LIMITATIONS AND EXCLUSIONS
Kyocera's obligation for service and maintenance shall be limited to only those listed Devices. All-Inclusive Maintenance Services and Managed Print Services do not include paper, staples, labels, or transparencies. Basic Maintenance Service does not include toner, developer, imaging units, photoreceptor drums, MK kits, paper, staples, labels or transparencies.

The following services events are <u>not</u> covered under this Agreement and will be invoiced to the Customer at Kyocera's Standard Service Rates. Service calls resulting from:

a) A malfunction of, or damage caused by, peripheral equipment not listed in the Agreement.
b) The use of paper and toner or other supplies not meeting Kyocera's specifications.
c) User error or failure to perform operator maintenance as defined in the operator manuals.
d) Electrical or mechanical work external to the Devices and/or system.
e) Repair or replacement of network printing, scanning, faxing functions affected by updates or modifications of the Customer's network.
f) Repair or replacement of peripheral equipment such as Fiery controllers, coin vending equipment, etc., unless added and charged as separate line item in the Agreement.
g) Operator negligence, misuse, accidents, acts of God, natural disasters, improper storage, and unusual physical or electrical stress.

4. TERM
This annual Agreement shall become effective upon Kyocera's receipt of a signed Agreement and/or payment of the initial annual maintenance charge and shall renew for another annual term upon the anniversary date of the contract. Either party may cancel this Agreement with written notice to the other party 30 days prior to the end of the initial term or any renewal term.

5. RENEWAL TERM
The initial annual charge for maintenance under this Agreement shall be the amount set forth on the front side. The annual maintenance charge with respect to any renewal term will be the charge in effect at the time of renewal. Kyocera may raise the annual Service Agreement charge by up to 15% for any new annual renewal term. Such charges to be assessed on a pro-rated basis. Alternatively, Kyocera shall have the right to cancel the service for those Devices.

6. CUSTOMER METER READING AND REPORTING OBLIGATIONS
Customer agrees to provide Kyocera with accurate and timely meter readings at the end of each applicable billing period through the use of Kyocera Fleet System ("KFS") software during the Initial Term and all subsequent Renewal Terms. The Maintenance Pricing is based on the use of KFS Software. A higher Maintenance Price or an additional service fee may be charged if the Customer elects not to use the KFS Software. If Customer fails to provide Kyocera with timely meter readings, then Kyocera can estimate meter reading and bill Customer base upon Customer's prior usage.

7. TONER USAGE
In All-Inclusive Maintenance Services and Managed Print Services, Kyocera will provide toner in amounts proportionate to Customers contracted page volume. If Customers usage requires excessive amounts of toner, Kyocera will conduct a usage analysis to determine the root cause and share the analysis with Customer. If findings reveal inordinately high toner saturation due to customers specific applications, Kyocera may charge a higher contract rate to offset the excessive toner coverage. Toner stored at Customers location remains the property of Kyocera. Kyocera reserves the right to conduct a physical inventory of stored toner during normal business hours.

8. EQUIPMENT RECONDITIONING
If in its sole discretion, Kyocera determines a shop reconditioning is necessary to keep the Devices unit(s) in working condition, Kyocera will provide the Customer with an estimate of needed repairs, which will be in addition to the charges payable under this Agreement. If the Customer does not authorize such reconditioning, Kyocera may discontinue service of the Devices unit(s) under this Agreement or may refuse to cover the unit(s) upon the expiration of the Agreement. Thereafter, service will be available on a "Per Call" basis at the then current published labor rates plus any parts or supplies required during the service call.

9. RELOCATION AND ADDITION OF DEVICES
Customer is required to immediately notify Kyocera upon installation of any additional equipment and/or movement of covered Devices at Customer's site. Customer shall be responsible for service and freight charges connected with the movement or relocation of Devices. For MPS Agreements, if Devices are moved outside Kyocera's authorized service area, Kyocera shall have the option to charge an additional amount to have the Devices serviced in the new location. If additional equipment is installed and Kyocera deems equipment serviceable, such equipment shall automatically be added to Schedule A, and shall be considered Devices for all purposes under this Agreement.

10. CHARGES
Customer agrees to pay the total of all charges for maintenance, service, and repair during the initial term and any renewal term within 10 days of the date of Kyocera invoice for such charges. Alterations, attachments, or specification changes may require an increase in maintenance charges and Customer agrees to pay such charges promptly when due. If the Customer does not pay all charges for maintenance or parts, promptly when due: Kyocera may (a) refuse to service the equipment, or (b) furnish service on a C.O.D. "Per Call" basis at Kyocera Standard Service Rates. Overdue accounts will be charged a late payment fee, of the lesser of, 1.5% per month or the maximum allowed by law. A fee of $25.00 will be charged for all returned checks. Customer shall be responsible for all costs and attorney fees associated with collection efforts, if any.

11. MISCELLANEOUS
a) Limitation of Liability. In no event shall Kyocera be liable to Customer or any other party for any lost profits or special, incidental, or consequential damages arising out of or in connection with this Agreement.
b) Freight and Delivery Charges. Kyocera may charge the Customer a freight or delivery charge for deliveries or shipments, which shall not exceed 10% of the invoice amount for the products in the applicable delivery or shipment.
c) Laws. This Agreement and any amendments thereto shall be governed in accordance with the laws of the State where the services are being provided.
d) Assignment. This Agreement may not be assigned by Customer without Kyocera's written consent.
e) Taxes. Customer shall be responsible for and pay any and all taxes, including sales taxes, related to services under this Agreement.
f) Delays. Kyocera will not be liable for any failure to perform which may be attributable to the inability to obtain raw materials, parts or supplies through usual and regular sources, delays in carriers, acts of God, governmental actions, or any other causes beyond its reasonable control.

NEW BUSINESS

12.2 Request to approve an overnight field trip for High School Students to USM Gorham for the Maine National UN Conference (May 13 – 15, 2026) – Action Item – First Approval

RECOMMENDATION: Approve the overnight field trip as presented

The Model United Nations (MUN) club at Westbrook High School is looking for permission to attend the Maine National United Nations Conference (MeNUMC) at the USM Gorham campus on May 13, 14, and 15th.

The conference brings together around 500 students from across the state for reenactment of scenarios where they represent delegates of a different country addressing current global issues. They dorm on the campus and participate in social activities with other delegates in the evening.

The cost for the conference is $260 and covers the cost of the event, food, and lodging. This will be paid by families, scholarships provided by the state organization, fundraising, and other grants. If you have any questions, please feel free to reach out.

Thank you,

Ian Wallin
MUN advisor

Westbrook School Department

FIELD TRIP REQUEST

School: WHS Field Trip Name: Model UN conference

Date: 4/1 Time: 5/13 - 5/15 Location USM

Teacher/s Ian Wallin

Grade(s): 9-12 Subject club

Number of Students 6 Number of Teachers 1 Number of Chaperones —

Will you be requesting meals, snacks, etc from the Westbrook School Department Food Service? no

Please attach your Westbrook School Department Transportation Request Form if applicable.

ESTIMATED COST OF FIELD TRIP	Paid by WSD	Student Cost	Total
Admission Fee		$260	
Transportation (If transportation is by Westbrook School Department bus, please just mark with an X)		X	
Meals			
Other (specify & list separately)			
TOTAL ESTIMATED EXPENSE		$260	

Account to be Charged: 1000.1200. Purchase Order #:

If grant funded: Grant Name: 2700.58501.300 Task:

Describe the trip, its purpose and the connections to the curriculum / learning goals for the trip:

A three day mock United Nations conference with students from around the state. We represent a country and seek solutions to various issues.

Employee Signature: Ian Wallin Date: 4/1/26

Administrator's Signature: Jeffrey M Date: 04/02/2026

Finance Office Review of Funding (initial / date):

Superintendent of Schools: Date: