**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**
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**SCHOOL COMMITTEE MEETING**
**Wednesday, October 14, 2026**
**7:00 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 – September 9, 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 approve the bus lease purchase – Action Item – Final Approval
12. New Business
    - 12.1 Administrator / Teacher Nominations
    - 12.2 Request to adjourn into executive session, pursuant to 1 M.R.S.A. § 405(6)(D), to discuss contract negotiations – Action Item - Approval
    - 12.3 Request to adjourn from executive session and return to the regular School Committee meeting - Action Item - Approval
    - 12.4 Request to Ratify the 2026 – 2029 Support Staff Collective Bargaining Agreement – Action Item – First Approval
    - 12.5 Request to approve an emergency expenditure for fire alarm Phase 1 Replacement – Action Item – First Approval
    - 12.6 Request to approve the annual School Emergency Plan – Action Item – First Approval
    - 12.7 Request to approve the Energy Efficiency Phase 2 – Action Item – First Approval
    - 12.8 Request to authorize Westbrook School Committee's Delegate to MSBS Delegate Assembly to vote on proposed resolutions -Action Item- First Approval
13. Important Dates

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|---|---|---|---|---|
| Oct | 21 | 5:00 PM | Facilities Committee Meeting | High School |
| Oct | 28 | 5:00 PM | Policy Committee Meeting | Central Office |
| Nov | 4 | 5:00 PM | Finance Committee Meeting | Central Office |
| Nov | 11 | | No School – Veteran's Day Observed | |
| Nov | 18 | 5:00 PM | Educational Programs Committee Meeting | Central Office |
| Nov | 18 | 7:00 PM | School Committee Meeting | Rm 114, High School |
| Nov | 25 | | No School – Compensatory Day | |
| Nov | 25 | 5:00 PM | Policy Committee Meeting | Central Office |
| Nov | 26 | | No School – Thanksgiving | |
| Nov | 27 | | No School | |

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.*

# MINUTES OF MEETING

1. **Call to Order** – Chair Andrea Mancuso called the meeting to order; it was 7:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call** – Allison, Brunette, Erin Cavallaro, Noreen Poitras, Dr. Flynn Ross, Vice-Chair Katy Rice, Chair Andrea Mancuso, Student Representative Jamila Mohamed Ahmed, Superintendent Dr. Peter Lancia were present. Brooke Reed was absent

4. **Land Acknowledgement Statement –** Chair Andrea Mancuso read the Land Acknowledgement statement.

5. **Adjustments to the Agenda** –

   **Correction Under New Business**
   12.1.4 Samantha Diamond is the employee who has left the district.

6. **Approval of Minutes –** August 12, 2026

**MOTION** **Ms. Cavallaro moved and Ms. Brunette seconded the motion to approve the minutes of August 12, 2026 as presented**

- **Vote: 6 in favor – 0 opposed**

7. **Communications / Correspondence**

Superintendent Dr. Peter Lancia reported the following hirings:

- **Amy Skrinak** has been hired as the Payroll Specialist for the Westbrook School Department replacing Pauline Shaw who resigned. She will be paid $31.32 / hr (based on 9 year's credit) beginning with the 2026 – 2027 school year.

- **Hana Alem** has been hired as ta School Nutrition Worker (3 hr / day) at Westbrook Middle School replacing Laurie Anderson. She will be paid $21.83 / hr (based on 2 year's credit) beginning with the 2026 – 2027 school year.

- **Barbara Buckley** has been hired as ta School Nutrition Worker (3 hr / day) at Canal School; this is a new position. She will be paid $22.21 / hr (based on 5 year's credit) beginning with the 2026 – 2027 school year.

- **Margaret Rimkunas** has been hired as an Ed Tech III / Pre K Special Education (7 hr / day) at Canal School; this is a new position. . She will be paid $25.17 / hr (based on 3 year's credit) beginning with the 2026 – 2027 school year.

- **Deanna Ivanov** has been hired as an Ed Tech III /ML (7 hr / day) at Canal School replacing Kateryna Phillips who is no longer employed. She will be paid $25.17 / hr (Post 2 Yr Scale based on 2 year's credit) beginning with the 2026 – 2027 school year.

- **Lydia McCrillis** has been hired as an Ed Tech III / Success Center (7 hr / day) at Westbrook Middle School replacing Shannon Stilphen who took another position in the district. . She will be paid $22.94 / hr (based on 6 months' credit) beginning with the 2026 – 2027 school year.

- **Emma Landry** has been hired as an Ed Tech III (7 hr / day) at Westbrook High School replacing Ian Wallin who took another position in the district. . She will be paid $25.17 / hr (based on 3 years'' credit) beginning with the 2026 – 2027 school year.

- **Kevin Brewer** has been hired as an Ed Tech III (7 hr / day) at WRVC replacing Debra Atripaldi who took another position in the district. He will be paid $25.17 / hr based on 4 year's credit beginning with the 2026 – 2027 school year.

- **Chloe Grosso** has been hired as an Ed Tech III / Special Education at Saccarappa School; John Pecoraro who resigned. She will be paid $22.15 / hr base scale and a .75 cent differential) beginning with the 2026 – 2027 school year.

- **Joseph Salisbury** has been hired as a Bus Driver for the Westbrook School Department replacing Jodi Peterson who retired. He will be paid $25.89 / hr (Post 2 Yr Scale) beginning with the 2026 – 2027 school year.

- **Gregory Palmacci** has been hired as a Van (25 hr / week) for the Westbrook School Department; this is a new position approved in the FY27 budget. He will be paid $20.49 / hr (Base Scale) beginning with the 2026 – 2027 school year.

- **Emma Brown h**as been hired as an Ed Tech I / Noon Duty Aide at Saccarappa School replacing Elizabeth Morrison who transferred to another position. She will be paid $21.86 / hr beginning with the 2026 – 2027 school year.

- **Hannah Moore** has been hired as the School Nutrition Engagement and Education Coordinator for the Westbrook School Department. She will be paid $57,933 for 188 days beginning with the 2026 – 2027 school year.

- **Carrigan Allie** has been hired as the Math Team Coach – Grade 5 at Westbrook Middle School and will be paid $1,089.30 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) the 2026 – 2027 school year.

- **Evan Dewdney** has been hired as the Math Team Coach – Grade 6 - 8 at Westbrook Middle School and will be paid $2,178.60 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) the 2026 – 2027 school year.

- **Cara Colgan** has been hired as the Student Council Advisor at Westbrook Middle School and will be paid $2,178.60 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) the 2026 – 2027 school year.

- **Katie Corbett** has been hired for the Civil Rights Club at Westbrook Middle School and will be paid a stipend of $612 each (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Megan Grimshaw** has been hired for the Civil Rights Club at Westbrook Middle School and will be paid a stipend of $612 each (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Sam Hammar** has been hired for the Leadership Club at Westbrook Middle School and will be paid a stipend of $612 (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Shannon Stilphen & Megan Alvarez** have been hired for Yearbook at Westbrook Middle School and will share a stipend of $3,267.90 (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Megan Alvarez & Katya Nash** have been hired for Passport Club at Westbrook Middle School and will be paid a stipend of $612 each (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Faith Sheehan** has been hired for the Pawsitive Club at Westbrook Middle School and will be paid a stipend of $612 (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Trina Townsend** has been hired for the Pawsitive Club at Westbrook Middle School and will be paid a stipend of $612 (Account # 1000-9100-1200-51500-060-000000 MS Activity Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Debra Murchison** has been hired for After School Suspension and will be paid her hourly rate per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Katrina Harriman** has been hired as the ELA CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Heather Kirk** has been hired as the Math CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Emily Blazek** has been hired as the Science CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Izzy Zox** has been hired as the Social Studies CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Abby Jacobs** has been hired as the United Arts PLC Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Kristin Drottar** has been hired as the Special Education CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Amy Lacey-Lee** has been hired as the ML CoP Leader at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Amy Boucher** has been hired as the RTI Coordinator at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Farrah Giroux** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Stacy Russell** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Carrigan Allie** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Kerrie LaPointe** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Betsy Shibles** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Mike Connolly** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Chrissy Bradbury** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Abbey Chase** has been hired for the Leadership Team at Westbrook Middle School and will be paid a stipend of $1,500 (Account # 1000-0000-2400-51501-060-000000 Instructional Stipends) per the latest collective bargaining agreement for the 2026 -2027 school year.

- **Samuel Johnson** has been hired as the Football Varsity Head Coach at Westbrook High School and will be paid a stipend of $7,621.99 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Stephen Shackley, Jr** has been hired as a Football Assistant Coach at Westbrook High School and will be paid a stipend of $3,994.10 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Christopher Nelson** has been hired as a Football Assistant Coach at Westbrook High School and will be paid a stipend of $3,994.10 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Chris Parkin** has been hired as a Football Assistant Coach at Westbrook High School and will be paid a stipend of $3,994.10 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Drew Boursaw** has been appointed as a Football Assistant Coach at Westbrook High School and will be paid $2,500 by the Football Boosters.

- **Jim Seavey** has been appointed as a Football Assistant Coach at Westbrook High School and will be paid $2,500 by the Football Boosters.

- **John Carroll** has been hired as the Cross Country Varsity Head Coach at Westbrook High School and will be paid a stipend of $3,994.10 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Vincent Aceto** has been hired as the Boys Soccer Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the2026 - 2027 school year.

- **Jonathan Whitehead** has been hired as a Boys Soccer JV / Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Joe Carroll** has been hired as a Boys Soccer Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Adam Nye** has been hired as the Girls Soccer Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Rhiannan Jackson** has been hired as a Girls Soccer JV / Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Sam Mackenzie** has been hired as the Golf Varsity Head Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Delaney Butts** has been hired as the Volleyball Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Nora Roberson** has been hired as the Volleyball JV / Assistant Head Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Meredith Dvilinsky** has been hired as the Cheering Fall Varsity Coach at Westbrook High School and will be paid a stipend of $2,904.80 (Account # 1000-9600-1230-51540-300-0000 WHS Stipends – Athletic) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Michael Crawford** has been hired as the Site Supervisor (all seasons) at Westbrook Middle School and will be paid a stipend of $11,016 (Account # 1000-9200-1200-51500-060-0000 WMS Athletic Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Kimberly Goddard** has been hired as the 7th 8th Grade Field Hockey Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Katrina Harriman** has been hired as the 6th - 8th Grade Cross Country Coach at Westbrook Middle School and will be paid a stipend of $2,541.70 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **David Higgins** has been hired as the 7th Grade Boys Soccer Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Viet Lyh** been hired as the 8th Grade Boys Soccer Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Jessica Braden** has been hired as the 8th Grade Girls Soccer Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Chris Neault** has been hired as the 7th Grade Girls Soccer Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9200-1200-51500-060-000000 WMS Activities Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Yagmur Gunel** has been hired for the Art Club at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Noelle Auger** has been hired for the Bike Club at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Rhiannan Jackson** has been hired for the Black Student Union at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Tom Rackmales** has been hired for the Chess Club at Westbrook High School and will be paid a stipend of $1,089.30 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Maureen Patrick** has been hired for the Civil Rights Team at Westbrook High School and will be paid a stipend of $1,892.99 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Drew Boursaw and Megan Bissonette** have been hired as the Grade 11 Advisors at Westbrook High School and will share a stipend of $765 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Nancy Ryan** have been hired as the Grade12 Advisor at Westbrook High School and will be paid a stipend of $1,020 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Emma Hatt** has been hired as the Coding Advisor at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Keith Anctil** has been hired for the Drama Advisor at Westbrook High School and will be paid a stipend of $6,535.79 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Keith Anctil** has been hired for the Drama Costume Advisor at Westbrook High School and will be paid a stipend of $1,089.30 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Keith Anctil** has been hired for the Drama Sets & Lights Advisor at Westbrook High School and will be paid a stipend of $1,997.05 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Mary Klement** have been hired as the Dungeons and Dragons Advisor at Westbrook High School and will share a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **David Field** have been hired as the E-Sport Advisor at Westbrook High School and will share a stipend of $1,815.50 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Ian Wallin** has been hired as the Model UN Advisor at Westbrook High School and will share a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Ian Wallin** has been hired as the National Honor Society Advisor at Westbrook High School and will share a stipend of $1,997.05 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Yagmur Gunel** have been hired for the National Art Honor Society at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Jonathan Whitehead** has been hired as the PiCone Math Advisor at Westbrook High School and will be paid a stipend of $1,815.50 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Cynthia Wescott** has been hired as the Recycling Committee Advisor at Westbrook High School and will be paid a stipend of $1,089.30 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Caleb Taylor** has been hired for Spectrum Advisor at Westbrook High School and will be paid a stipend of $1,224 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Jackie Sausville** has been hired as the Student Council Advisor at Westbrook High School and will be paid a stipend of $2,178.60 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Stephanie MacDonald** has been hired as the Sustainability Club Advisor at Westbrook High School and will be paid a stipend of $1,815.50 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Brian Davis** and **Noelle Auger** have been hired as the Trail Blazers Advisors at Westbrook High School and will share a stipend of $1,997.05 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Matt Johnson** has been hired as the Yearbook Advisor at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Matt Johnson** has been hired for Yearbook Assistant Advisor at Westbrook High School and will be paid a stipend of $1,452.40 (Account # 1000-9500-1230-51500-300-0000 Activities Stipend) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Angie Lally** has been hired as a BARR / RTI Coordinator at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Bethany Magdziarz** has been hired as a BARR / RTI Coordinator at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Brian Adams** has been hired for Grade 9 BARR at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Greg Thornton** has been hired for Grade 9 BARR at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **William Chabot** has been hired for Grade 10 BARR at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Alyssa Amari** has been hired for Grade 10 BARR at Westbrook High School and will be paid a stipend of $1,500 (Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Brittany Lombardo Cox** has been hired as the BARR Coordinator 1 and BARR Coordinator 2 Westbrook High School and will be paid a stipend of $3,500 ((Account # 1000-0000-2213-51501-300-000000 Stipend / BARR / Instructional / PL) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Stephanie MacDonald** has been hired as the Chemical Hygiene Officer at Westbrook High School and will be paid a stipend of $2,000 (Account # 1000-0000-2620-300-000000 Stipend-Chemical Officer) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Meredith Diamond** has been hired as the English Department Chair at Westbrook High School and will be paid a stipend of $4,191.44 for 8% responsibility (Account # 1000-1200-1000-51010-300-

000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Nancy Ryan** has been hired as the Modern & Classical Language Department Chair at Westbrook High School and will be paid a stipend of $2,095.72 for 4% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Greg Thornton** has been hired as the Math Department Chair at Westbrook High School and will be paid a stipend of $4,191.44 for 8% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Jennifer Willette** has been hired as the Science Department Chair at Westbrook High School and will be paid a stipend of $4,191.44 for 8% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Jared Ruthman** has been hired as the Social Studies Department Chair at Westbrook High School and will be paid a stipend of $3,667.51 for 7% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Wally LeBlanc** has been hired as the Wellness Department Chair at Westbrook High School and will be paid a stipend of $1,571.19 for 3% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Kelly Fernald** has been hired as the Multilingual Department Chair at Westbrook High School and will be paid a stipend of $3,143.58 for 6% responsibility (Account # 1000-1200-1000-51010-300-000000 WHS Teacher Salary) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Allison Carmichael** has been hired as the Special Education Department Chair at Westbrook High School and will be paid a stipend of $4,191.44 for 8% responsibility (Account # 1000-2300-1000-51010-300-000000 Sp Ed Self Contained Teacher WHS) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Brittany Lombardo Cox** has been hired as the Student Services Department Chair at Westbrook High School and will be paid a stipend of $2,095.72 for 4% responsibility (Account # 1000-0000-2120-51011-300-000000 WHS School Counselors / SW-Extra Days) per the latest collective bargaining agreement for the 2026 - 2027 school year.

Superintendent Dr. Peter Lancia reported the following resignations:

- **Emily Bisson** from the position of Occupational Therapist at Saccarappa School; effective September 19, 2026r.

- **Dr. Christina Boursaw** from the position of Westbrook Middle School Principal; effective October 18, 2026.

- **Kevin Henry** from the position of Heavy Equipment Operations Instructor at WRVC; effective at the end of the 2026 – 2027 school year.

- **Kathryn Landis** from the position of ½ time Science Teacher at Westbrook High School; effective August 27, 2026.

Superintendent Dr. Peter Lancia reported the following transfers:

- **Lisa Blanchard** from the position of School Nutrition Helper (3 hr / day) at Saccarappa School to the position of School Nutrition Helper (3 hr / day) at Canal School effective August 26, 2026.

8. **Public Participation (for agenda items only; 3 minutes per speaker – one time only)** – There was no public participations

9. **Superintendent's Report –**

- **Opening of School** – Superintendent Dr. Peter Lancia gave an overview to the start of a new school year, with enrollment at 2,377 (25 more students than the previous year) this enrollment includes 643 students with disabilities, 514 students currently in multilingual programs (with that number expected to rise), 44 students eligible under McKinney-Vento and a new Pre-K program at Canal School,

  Superintendent Dr. Peter Lancia announced that this year's district theme is "I Matter Here" emphasizing that every student, employee, and family is important to the Westbrook school community.

- **New Employees** - Superintendent Dr. Peter Lancia reported that the district has hired 54 new employees for this school year.

- **Language and Literacy Focus – SIOP** - Superintendent Dr. Peter Lancia
  Canal School also received a **$10,000 donation from Baker Newman & Noyes** to support literacy

- **Summer Maintenance** - Superintendent Dr. Peter Lancia reported the following work that was completed across the district:
  - New first-floor windows and solar-panel installation at Westbrook High School
  - Solar panels at Westbrook Middle School
  - A new secure entrance/vestibule at WRVC
  - New pre-K classrooms and heat pumps at Canal School
  - Bathroom renovations at Canal and Congin schools

  Superintendent Dr. Peter Lancia thanked maintenance, technology, nutrition, transportation, administrative, and office staff for their extensive summer work.

- **Westbrook Education Foundation** – Jen Munro

  Jen Munro reported on the foundation's work, including:

  - A two-year grant supporting the pre-K program
  - A long-term senior scholarship fund
  - A student-needs fund
  - The return of the fourth-grade beach field trip
  - Teacher mini-grants of up to **$1,500**
  - A planned community disc-golf fundraiser

  Ms. Munro thanked the community for their strong support and the support of local business.

<u>Major initiatives</u>

Superintendent Dr. Peter Lancia gave an overview of the following major initiatives

- The new pre-K program is considered a major initiative, with a specialized early-childhood team supporting it.

- The district's bell-to-bell cell phone/personal device restriction at the high school is reportedly going very well. On one reported day, no cell phones were observed and no consequences were issued.

- High school library circulation is reportedly up 20%, which could be connected to students spending less time on phones.

- The district is beginning a major instructional initiative using SIOP, a language and literacy framework intended to support all learners, particularly students developing English and academic language.

Special Education Review

Superintendent Dr. Peter Lancia announced that the district is beginning a comprehensive review of its special-education program with outside support from Great Schools. The review will examine:

- Strengths and concerns
- Current processes and programs
- Data
- Focus groups and observations
- Future areas for improvement
- Potential budget implications

Middle School Leadership

Superintendent Dr. Lancia is bringing forth the nomination of Pattie DeMaria for interim principal of Westbrook Middle School following Dr. Boursaw's resignation.

Dr. Lancia explained that DeMaria has been an assistant principal at the middle school for 10 years and was selected to provide stability and continue ongoing initiatives. The interim position would last through the 2026-27 school year, followed by a search for a permanent principal.

DeMaria spoke to the committee and expressed her commitment to the middle school and its continued progress.

10. Chair / Committee Reports –

Student / Government Report – Jamila Muhammad Ahmed, student representative, said the cell-phone policy has been relatively clear to students and noted upcoming school activities, open houses, sports, homework help, and pre-K activities.

Jamila Muhammad Ahmed, student representative, also reported that Metro bus passes were provided to Westbrook High School students. In the first week, Metro recorded 195 students utilized the Metro plus three riders without cards, with students using buses for destinations beyond the immediate school area. No conduct problems were reported.

Chair Report – Chair Andrea Mancuso welcomes everyone back to a new school year.

Chair Andrea Mancuso expressed her appreciation to all those that supported the Metro Bus Pass Program for Westbrook High School students. It is off to a great start to provide students transportation to school, to work, shopping and other transformational needs.

Chair Andrea Mancuso noted the 25th anniversary of September 11th and recognized the work teachers and staff are doing to help students understand the historical significance of the event.

Finance Report – Mrs. Poitras reported that finances were generally on track. They are monitoring substitute-teacher costs, which exceeded the prior year's budget.

Melissa Foye, Transportation Director was present to discuss transportation need for an additional bus and van. Mrs. Poitras explained that the Finance Committee will be looking into funding options.

A 39-year-old fire alarm system at Westbrook High School/WRVC has produced repeated false alarms. Replacing the entire system would cost about $150,000, so the district is addressing it in phases, beginning with approximately $38,000 of work.

**Policy Committee Report** - There was no report

**Ed Programs Report** - Vice-Chari Katy Rice provided an update on the Education Programs Committee meeting, highlighting current school initiatives, a planned special education review, and potential new opportunities for student community service.

Vice- Chari Katy Rice noted this school year's theme is "I Matter Here." and welcomed 55 new employees.

The committee discussed the following:

- Staff will continue training in SIOP, a framework supporting language development and literacy, over the next several years.
- The new pre-K program is off to a good start. The district will continue evaluating children who may need Individualized Education Programs (IEPs) and filling any remaining openings.
- The high school cell phone ban is going well, with few reported complaints.
- Special Education Program Review partnering with Great Schools, an organization it has worked with for more than a decade, to conduct a comprehensive internal review of the special education program.
- Completing the first two phases within the next few months to help identify potential budget implications: the review is expected to begin later in October. School committee members will receive updates and have opportunities to participate. Written documentation about the process and timeline will be shared when available.
- Potential High School Community Service Requirement
- Discussed whether Westbrook High School should introduce a community service requirement, similar to those at some other area high schools which would not be easy to implement but discusses ways to recognize students who already volunteer and encourage more students to participate in service activities. They will look for ways to expand service opportunities. The National Honor Society, National Art Honor Society, and Tri-M Music Honor Society, already incorporate service requirements.
- Metro Bus Pass which is a partnership with Westbrook High School, City Hall, the City Council, and the Metro to provide high school students with a pass hoping to provide transportation to students who live outside the transportation distance cut off and provide the transportation to appointments, jobs and more.
- National Milestone – 9/11 occurred 25 years ago; it's been quite a while since a student in our schools was alive when that happened so our teachers and staff are really supporting kids and understanding the history which is popping up everywhere all over social media and the news this week.

Vice-Chair Katy Rice announced the Educational Programs Committee initiatives for this school year;

- Technology use from pre-K through grade 12.
- Artificial intelligence (AI) in education.

- Accelerated learning.
- Family engagement.
- Community education and communication about district programs and school committee activities.
- The new pre-K program.

Vice-Chair Katy Rice noted that at the next meeting (October 14, 2026) the committee plans to discuss ways to make school data and information about district initiatives more accessible to the public so community members better understand what is happening in Westbrook schools.

**Facilities Report** – There will be a joint meeting of the Facilities Committee and Finance Committee on September 23, 2026 at 5:00 PM at Canal School.

**11. Old Business** – There was no Old Business

**12. New Business**

**12.1 Teacher / Administrator Nominations**

**12.1.1 Interim Principal Interim Principal for the remainder of the 26 27 School Year / Westbrook Middle School**

Pattie DeMaria is nominated for this interim position for the remainder of the 2026 – 2027 school year. She will be replacing Dr. Christina Boursaw who resigned and will be paid $134,744 which will be pro-rated based on her actual start date in this position (Account # 1000–0000-2400-51040-060-000000 Middle School Principal Salary).

Ms. DeMaria has a Bachelor's degree in Recreation and Leisure Services from the University of Maine at Presque Isle, a Master's degree in Teaching & Learning and a Certification of Advance Study in Educational Leadership from the University of Southern Maine.

She was employed as the Alternative Education Director at Bonny Eagle High School, MSAD #6 and has served as an Assistant Principal at Westbrook Middle School since 2017.

**12.1.2 English Teacher / Westbrook High School**

Sarah Donohue is nominated for this position replacing Cari Sbardella who took another position in the district. She will be placed on Level C (6 years of experience) of the Master's / Bachelor's +30 scale $61,108 for the 2026 – 2027 school year. (Account # 1000–1200-1000-51010-300-000000 High School Teacher Salary). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 29 applicants.

Ms. Donahue has a Bachelor's degree in American Studies and Spanish from Saint Michael's College, VT and a Master's degree In Teaching and Learning From the University of Southern Maine.

Ms. Donahue was employed as an English Teacher in Portland Schools.

**12.1.3 Alternative Education Teacher / Westbrook High School**

Chad Strout is nominated for this position replacing Sarah Anthony who transferred to another position. He will be placed on Level N (18 years' of experience) of the Post Master's / Bachelor's +30 Scale $83,108 for the 2026 – 2027 school year. (Account # 1000-4230-1000-51010-300-000000 Teacher Salary Alt ED) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 10 applicants.

Mr. Strout has a Bachelor's degree in Secondary Elementary Education from the University of Southern Maine and a Master's degree in Educational Leadership and Administration from the University of Denver.

Mr. Strout was employed as a Social Studies Teacher, Assistant Athletic Director and High School Literacy Facilitator at Gardiner High School.

12.1.4 Alternative Education Teacher / Westbrook High School

**Justin O'Toole** is nominated for this position replacing Samantha Diamond who resigned. He will be placed on Level A (0 years' credit) of the Master's / Bachelor's +30 Scale $57,108 for the 2026 – 2027 school year. (Account # 1000-4230-1000-51010-300-000000 Teacher Salary Alt ED). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were10 applicants.

Mr. O'Toole has a Bachelor's degree in Rehabilitation from University of Maine Farmington and a Master's degree in Education from the University of Southern Maine.

Mr. O'Toole was a student teacher at Bonny Eagle Middle School.

12.1.5 Elementary STEAM Teacher

**Amanda Swift** nominated for this position replacing Wendy Gaulrapp who took another position in the district. She will be placed on Level N (18 years' of experience) of the Master's / Bachelor's +30 Scale $83,108 for the 2026 – 2027 school year. (Account Elementary Teacher Salary Canal, Congin & Saccarappa) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 7 applicants.

Ms. Swift has a Bachelor's degree in Environmental Studies from Unity College.

Ms. Swift was employed as a Grade 2 – Grade 5 Art Teacher at Lafayette ES, NW DC.

12.1.6 District Social Worker

**Elizabeth "Brooke" Harris** is nominated for this position replacing Katie Garrity who took another position in the district. She will be placed on Level P (23 years' of credit) of the Master's / Bachelor's +30 Scale $92,248for the 2026 – 2027 school year. (Account # 1000-2800-2110-51010-990-000000 Sp Ed Special Ed / Social Workers). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 8 applicants.

Ms. Harris has a Bachelor's degree in School Psychology from Wheaton College and a Master's degree in Social Work from Simmons College, MA.

Ms. Harris was employed as a K – 8 Social Worker in Windham Schools.

12.1.7 Social Worker / Canal School

**Courtney Connell** is nominated for this position replacing Lynn Morang who resigned. She will be placed on Level N (18 years' of credit) of the Master's / Bachelor's +30 Scale or $83, 108 for the 2026 – 2027 school year. (Account # 1000.2800.2110.51010.010.000000 Sp Ed Social Workers) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 9 applicants.

Ms. Connell has a Bachelor's degree in Social Work from Keuka College and a Master's degree in Social Work from Nazareth College, SUNY Brockport.

Ms. Connell was employed as a Magellan Federal, Military Family and Life Counselor at Fort Drum, NY.

12.1.8 Pre K – Grade 4 Literacy Specialist

**Jennifer Kelly** is nominated for this position replacing Kellie Hooper-Bressler who took another position in the district. She will be placed on Level Q (26 years' of credit) of the Post Master's / Master's + 30 Scale or $94,248 for the 2026 – 2027 school year. (Account #1000-1120-1000-51010-040-000000 Saccarappa Teacher Salary) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 5 applicants.

Ms. Kelly has a Bachelor's degree in Psychology from Boston University, MA. a Master's degree in Special Education from Wheelock College, MA and is expected to obtain her Ph.D. in Educational Leadership from Lesley College in 2027.

Ms. Kelly was employed as the Director of Learning, Pre K to 12 for the Falmouth School Department.

12.1.9 ½ Time Instructional Strategist (One Year Only) / Congin School

**Katherine Snow** is nominated for this position Christina Proulx who was approved to work ½ time for the 2026 – 2027 school year. She will be placed on Level Q (29 years' of credit) of the Post Master's / Master's +30 Scale $47,124 (50 % FTE of $94, 248) for the 2026 – 2027 school year. (Account #1000-1100-1000-51010-020-000000 Congin Teacher Salary) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 8 applicants.

Ms. Snow has a Bachelor's degree in in Liberal Arts from Ripon College, a Master's degree in Elementary Education from JFK University, CA and a Master's degree in Reading and Writing from Plymouth State College, NH.

Ms. Snow was employed as an Orton Gillingham Tutor for RSU 21, Kennebunk.

12.1.10 Special Education Teacher / Westbrook High School

**Michael Lentz** is nominated for this position replacing Patrick Mulligan who resigned. He will be placed on Level B (1 year' of credit) of the Bachelor's Scale or $54,393 and a $1,000 stipend for case management for the 2026 – 2027 school year. (Account #1000-2300-1000-51010-300-000000 SPED Self Contained Teacher Salary). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 12 applicants.

Mr. Lentz has a Bachelor's degree in Special Education.

Mr. Lentz was employed as an Education Technician III / Special Education at Westbrook High School.

12.1.11 Information Technology (IT) Cybersecurity Instructor / WRVC

Benjamin Church is nominated for this new position. He will be placed on Level G (10 years' of experience) of the Post Master's / Master's +30 Scale $74,248 for the 2026 – 2027 school year. (Account # 1000.3332.1000.51010.390.000000 WRVC Cybersecurity Salary) This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 5 applicants.

Mr. Church has a Bachelor's degree in Humanities from Principia College and a Master's degree and PH.D from Claremont Graduate University, CA.

Mr. Church is the Chief Operating Officer for Qobo Technologies, LLC.

MOTION **Mrs. Poitras moved and Ms. Brunette seconded the motion to approve** 12.1.1 Interim Principal for the remainder of the 26 27 School Year / Westbrook Middle School; 12.1.2 English Teacher / Westbrook High School;12.1.3 Alternative Education Teacher / Westbrook High School; 12.1.4 Alternative Education Teacher / Westbrook High School; 12.1.5 STEAM Teacher / Canal, Congin & Saccarappa; 12.1.6 District Social Worker; 12.1.7 Social Worker / Canal School;12.1.8 Pre K – Grade 4 Literacy Specialist; 12.1.9 ½ Time Instructional Strategist (One Year Only) / Congin School; 12.1.10 Special Education Teacher / Westbrook High School; and 12.1.11 Information Technology (IT) Cybersecurity Instructor / WRVC

❖ **Vote: 6 in favor – 0 opposed**

13. **Important Dates**

| | | | | |
|---|---|---|---|---|
| Sept | 16 | 5:00 PM | Joint Facilities / Finance Committee Meeting | Canal School |

| | | | | |
|---|---|---|---|---|
| Sept | 23 | 5:00 PM | Policy Committee Meeting | Central Office |
| Oct | 7 | 5:00 PM | Finance Committee Meeting | Central Office |
| Oct | 9 | | No School - Professional Development Day | |
| Oct | 12 | | No School – Indigenous Peoples' Day | |
| Oct | 14 | 5:00 PM | Educational Programs Committee Meeting | Central Office |
| Oct | 14 | 7:00 PM | School Committee Meeting | Rm 114, High School |
| Oct | 21 | 5:00 PM | Facilities Committee Meeting | High School |
| Oct | 28 | 5:00 PM | Policy Committee Meeting | Central Office |

**14. Public Participation (any school related matter; 3 minutes per speaker; one time only)**

Chair Andrea Mancuso read a letter from David Morse into the record. The letter was in praise of Transportation Director Melissa Foye and the Transportation Department. (letter included in the minutes)

Chair Andrea Mancuso stated there were not be any debate or discussion on this issue during public comment. Chair Andrea Mancuso announced that the matter would receive another public-comment opportunity at the September 23 Policy Committee meeting at 5:00 PM, where the committee could consider whether to further discuss Policy EEA, Student Transportation.

Kristen Harvey (177 Mast Road) spoke against the district's policy allowing children from joint-custody families to use only one designated bus stop/address, even when both parents' homes are legal residences within the district. She argued that her children had successfully used two addresses since 2022 and asked the district to create a joint-custody transportation variance for families able to provide fixed, predictable schedules.

Several bus drivers and transportation staff strongly opposed making exceptions to the policy. Their central arguments were:

- The transportation department is severely understaffed, with one driver stating staffing had fallen from 28 full-time drivers to 14.
- Multiple bus stops or changing schedules make it much harder for drivers and teachers to know where each student is supposed to be, increasing the risk of students being misplaced or unaccounted for.
- Drivers described situations in which students could get off at an unexpected stop, potentially triggering searches involving transportation staff and law enforcement.
- Staff argued that making exceptions for one family could create a precedent and a flood of similar requests, making an already difficult system even harder to manage.
- Drivers emphasized that consistent routes and designated stops are important for student safety, accountability, and substitute drivers' ability to know which students should be on the bus.

**15. Announcements – There were no announcements**

**16. Adjournment - Action Item – Approval**

**MOTION Vice-Chair Katy Rice moved and Mrs. Poitras seconded the motion to adjourn**

❖ **Vote: 6 in favor – 0 opposed**

Dear Chair and Members of the School Committee,

Please read the following into the record during public comment at tonight's meeting.

My name is David Morse, and I am offering this comment in my capacity as a Westbrook parent.

I want to express my appreciation for Melissa Foye and the entire school transportation team. I have been very pleased and impressed with how transportation has been going so far this school year. Getting so many students safely to and from school every day is an enormous responsibility, particularly with too few drivers and limited resources.

I especially appreciate the new BusRight app. It makes it easy for me to see where my sons' buses are and when they are expected to arrive. It has already proven useful when my son's bus home from the middle school was running much later than scheduled. In the past, I would have needed to call the transportation office for an update. With the app, I did not have to interrupt anyone or wonder what was happening. I could see that the bus was simply delayed, and once it left the school, I knew almost exactly when my son would arrive home.

Melissa and her team deserve recognition for managing a complicated system under significant constraints, while continuing to introduce improvements that make transportation easier and more transparent for families. BusRight is a particularly helpful innovation, and I want to thank everyone involved in implementing it.

David Morse

# MINUTES OF MEETING

1. **Call to Order** – Chair Andrea Mancuso called the meeting to order; it was 5:30 pm.

2. **Pledge of Allegiance**

3. **Roll Call** – Allison, Brunette, Erin Cavallaro, Noreen Poitras Chair Andrea Mancuso, Superintendent Dr. Peter Lancia. , Brooke Reed, Dr. Flynn Ross, Vice-Chair Katy Rice and student representatives were absent. There was a quorum.

4. **Land Acknowledgement Statement –** Chair Andrea Mancuso read the Land Acknowledgement statement.

5. **Adjustments to the Agenda** –

**Under New Business 8.1.2 Occupational Therapist / Saccarappa School**

**MOTION** **Ms. Cavallaro moved and Mrs. Poitras seconded the motion to add 8.1.3 Occupational Therapist / Saccarappa School as presented**

- **Vote: 4 in favor – 0 opposed**

6. **Public Participation –** There was no Public Participation

7. **Old Business** – There was no Old Business

8. **New Business**

8.1 Teacher / Administrator Nominations

8.1.1 Interim Assistant Principal for the remainder of the 26 27 School Year / Westbrook Middle School

John Adams is nominated for this interim position for the remainder of the 2026 – 2027 school year. He will be replacing Pattie DeMaria who took the Interim Principal position for the 26 27 school year. He will be paid $113,941; to be pro-rated based on a start date of September 25, 2026 (Account # 1000.0000.2400.51050.060.000000 Middle School Assist Principal Salary). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 14 applicants.

Mr. Adams has a Bachelor's degree in English and History from the University of North Carolina and a Master's degree in Educational Leadership from the New England College.

Mr. Adams retired in 2025 from a teaching position at Farmington High School, NH. He has six (6) years of administrative experience.

8.1.2 Assistant Special Services Director (One Year Only)

Eric Campbell is nominated for this one year only position. He will be paid $115,903 and $3,000 for a CAS which will be pro-rated based on his actual start date in this position (Account # 1000.2500.2330.51050.900.000000 Sp. Ed. Asst Special Education Director). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 13 applicants.

Mr. Campbell has a Bachelor's degree in History from Saint Anselm College, NH and a Master's degree in Special Education from the University of Maine.

Mr. Campbell is employed as Vice President of Educational Services for Spurwink Services.

ADDED 8.1.3 Occupational Therapist / Saccarappa School

Bridget Lynch is nominated for this position replacing Emily Bisson who resigned. She will be placed on Level C (3 years of experience) of the Master's / Bachelor's +30 scale $61,108 for the 2026 –

2027 school year. (Account # 1000.2800.2160.51010.040.000000 Sp. Ed. OT Salary). This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there were 5 applicants.

Ms. Lynch has a Bachelor's degree in Healthcare Administration and Public Health and a Master's degree in Occupational Therapy from Husson College.

Ms. Lynch was employed as a Pediatric Occupational Therapist at Saco Bay Kids, Saco, ME.

**MOTION** **Mrs. Poitras moved and Ms. Brunette seconded the motion to approve 8.1.1 Interim Assistant Principal for the remainder of the 26 27 School Year / Westbrook Middle School and Assistant Special Services Director (One Year Only) and 8.1.3 Occupational Therapist / Saccarappa School as presented**

- **Vote: 4 in favor – 0 opposed**

Chair Andrea Mancuso thanked the School Committee members who served on the interview committees.

9. **Important Dates**

| | | | | |
|---|---|---|---|---|
| Oct | 7 | 5:00 PM | Finance Committee Meeting | Central Office |
| Oct | 9 | | No School - Professional Development Day | |
| Oct | 12 | | No School – Indigenous Peoples' Day | |
| Oct | 14 | 5:00 PM | Educational Programs Committee Meeting | Central Office |
| Oct | 14 | 7:00 PM | School Committee Meeting | Rm 114, High School |
| Oct | 21 | 5:00 PM | Facilities Committee Meeting | High School |
| Oct | 28 | 5:00 PM | Policy Committee Meeting | Central Office |

10. **Announcements – There were no announcements**

11. **Adjournment - Action Item – Approval**

**MOTION** **Ms. Cavallaro moved and Mrs. Poitras seconded the motion to adjourn**

- **Vote: 4 in favor – 0 opposed**

WESTBROOK SCHOOL DEPARTMENT

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

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

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To: Westbrook School Committee
From: Peter Lancia, Ph. D, Superintendent of Schools
Date: October 9, 2026
RE: Communications for the October 14, 2026 School Committee meeting

I am reporting the following hirings:

- **Debra Pascucci** has been hired as School Nutrition Helper (3 hr / day) at Saccarappa School replacing Lisa Blanchard who transferred to another school. She will be paid $21.83 / hr (based on 2 year's credit) for the 2026 – 2027 school year.

- **Maureen Valentine** has been hired as ta School Nutrition Worker (3.5 hr / day) at Congin School replacing Julie Nevers who resigned. She will be paid $17.92 / hr (base scale) for the 2026 – 2027 school year.

- **Wendy Sinzinger** has been hired as an Ed Tech III / Special Education (7 hr / day) at Canal School replacing Jocelyn Minchin who resigned . She will be paid $25.97 / hr (based on 10 year's credit) and a 75 cent / hr differential for the 2026 – 2027 school year.

- **Kelvin Tchindumbo** has been hired as an Ed Tech III / Special Education (7 hr / day) at Westbrook High School replacing Michael Lentz who took a teaching position in the district. He will be paid $25.58 / hr (based on 8 year's credit) and a 75 cent / hr differential for the 2026 – 2027 school year.

- **Melissa Morowski** has been hired as a CoP Leader at Congin School and will be paid $1,500 (Account # 1000-0000-2213-51501-020-000000 Stipend Instructional / BARR / PLC) the 2026 – 2027 school year.

- **Mary Armstrong** has been hired as a CoP Leader at Congin School and will be paid $1,500 (Account # 1000-0000-2213-51501-020-000000 Stipend Instructional / BARR / PLC) the 2026 – 2027 school year.

- **Kate Preston** has been hired as a CoP Leader at Congin School and will be paid $1,500 (Account # 1000-0000-2213-51501-020-000000 Stipend Instructional / BARR / PLC) the 2026 – 2027 school year.

- **Jennifer Bertino** has been hired as a CoP Leader at Congin School and will be paid $1,500 (Account # 1000-0000-2213-51501-020-000000 Stipend Instructional / BARR / PLC) the 2026 – 2027 school year.

- **Danielle McLaughlin** has been hired as a CoP Leader at Congin School and will be paid $1,500 (Account # 1000-0000-2213-51501-020-000000 Stipend Instructional / BARR / PLC) the 2026 – 2027 school year.

- **Christine Woolworth** has been hired for the College Knowledge Team at Congin School and will be paid $500 (Account # 1000-9100-1230-51500-020-000000 Intramurals) the 2026 – 2027 school year.

- **Mary Richardson** has been hired for the College Knowledge Team at Congin School and will be paid $500 (Account # 1000-9100-1230-51500-020-000000 Intramurals) the 2026 – 2027 school year.

- **Haley Felkel** has been hired as the Grade K PLC Leader at Saccarappa School and will be paid $1,500 (Account # 1000-0000-2213-51501-040-000000 Instructional / BARR/ PLC) the 2026 – 2027 school year.

- **Wyndee Grosso** has been hired as the Grade 1 PLC Leader at Saccarappa School and will be paid $1,500 (Account # 1000-0000-2213-51501-040-000000 Instructional / BARR/ PLC) the 2026 – 2027 school year.

- **Nacoma Hollatz** has been hired as the Grade 2 PLC Leader at Saccarappa School and will be paid $1,500 (Account # 1000-0000-2213-51501-040-000000 Instructional / BARR/ PLC) the 2026 – 2027 school year.

- **Ashley McGahey** has been hired as the Grade 3 PLC Leader at Saccarappa School and will be paid $1,500 (Account # 1000-0000-2213-51501-040-000000 Instructional / BARR/ PLC) the 2026 – 2027 school year.

- **Rebecca Belanger** has been hired as the Grade 4 PLC Leader at Saccarappa School and will be paid $1,500 (Account # 1000-0000-2213-51501-040-000000 Instructional / BARR/ PLC) the 2026 – 2027 school year.

- **Shery Millbury** has been hired for Student Council at Saccarappa School and will be paid $1,000 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Dean Wellman** has been hired for Chess Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Shery Millbury** has been hired for College Knowledge at Saccarappa School and will be paid $1,000 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Steph Nadeau** has been hired for Civil Rights Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Racha Al Tesini** has been hired for Garden Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Melinda Hankins** has been hired for Garden Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Linda Bois** has been hired for Garden Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Isabel Rodriguez** has been hired for Yearbook at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Katelyn Warren** has been hired for Cheering Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Alyssa Cammack** has been hired for Cheering Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Fairen Stark** has been hired for Painting Club at Saccarappa School and will be paid $500 (Account # 1000-9100-1230-51500-040-000000 Intramural Activities School Based) the 2026 – 2027 school year.

- **Ken Lattari** has been hired for Intramurals at Westbrook Middle School and will be paid $600 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) the 2026 – 2027 school year.

- **Eben Thomas, Jared Randall and Sam Hammar,** has been hired for Drama at Westbrook Middle School and will share the stipend of $3,123 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) the 2026 – 2027 school year.

- **Heidi Chipman and Jessica Simmons** have been hired as the District Nurse CoP Leaders and will split the stipend of $1,500 (Account # 1000-0000-2210-51500-950-000000 Department Leadership Stipends) the 2026 – 2027 school year.

- **Heidi Chipman** has been hired for the Nurse Department Chair and will be paid $2,619.65 for 5% Responsibility (Account # 1000-1200-1000-51012-300-000000 Department Head Stipend) the 2026 – 2027 school year.

- **Lilly Horne** has been hired as a Cross Country Assistant Coach at Westbrook High School and will be paid $2,904.80 Account # 1000-9600-1230-51540-300-000000 HS Stipends - Athletic) the 2026 – 2027 school year.

- **Darlene Bruns** has been hired as a CoP Leader at WRVC and will be paid a stipend of $1,500 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Audrey DeCosta** has been hired as a CoP Leader at WRVC and will be paid a stipend of $1,500 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Michael Davis** has been hired as the FBLA Advisor at WRVC and will be paid a stipend of $1,500 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Darlene Bruns** has been hired as the Skills USA Advisor at WRVC and will be paid a stipend of $4,093.77 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Erynn Clark** has been hired as the National Technical Honor Society Advisor at WRVC and will be paid a stipend of $1,067.94 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

- **Taylor Smith** has been hired as the CAN Clinical Supervisor Advisor at WRVC and will be paid a stipend of $8,000 (Account # 1000-3000-2400-5150-390-000000 WRVC Stipends) per the latest collective bargaining agreement for the 2026 - 2027 school year.

I am reporting the following resignations:

- **Michael Chase** from the position of Education Technician III / Special Education at Westbrook Middle School; effective September 25, 2026.
- **Kelsey Donahue** from the position of Education Technician III / Special Education at Westbrook Middle School; effective September 25, 2026.
- **Armand Dorazio** from the position of Bus Driver for the Westbrook School Department; effective September 17, 2026.
- **Dianne Mains** from the position of Education Technician III / Special Education at Saccarappa School; effective October 16, 2026.
- **Sam Hammar** from the stipend position of Leadership Club at Westbrook Middle School; effective October 16, 2026.

| Name | Activity | Date | Participants | Stipend | Account to Charge | Account Name |
|---|---|---|---|---|---|---|
| Melissa Morowski | CoP Lead | 9/9/26 | - | $1,500.00 | 000.0000.2213.51501.020.00000 | Stipend Instructional/BARR/PLC |
| Mary Armstrong | CoP Lead | 9/9/26 | - | $1,500.00 | 000.0000.2213.51501.020.00000 | Stipend Instructional/BARR/PLC |
| Kate Preston | CoP Lead | 9/9/26 | - | $1,500.00 | 000.0000.2213.51501.020.00000 | Stipend Instructional/BARR/PLC |
| Jen Bertino | CoP Lead | 9/9/26 | - | $1,500.00 | 000.0000.2213.51501.020.00000 | Stipend Instructional/BARR/PLC |
| Danielle McLaughlin | CoP Lead | 9/2/25 | - | $1,500.00 | 000.0000.2213.51501.020.00000 | Stipend Instructional/BARR/PLC |
| Chris Woolworth | College Knowledge Team | 9/2/25 | 15 | $500.00 | 000.9100.1230.51500.020.00000 | Intramural Activities School Based |
| Mary Richardson | Civil Rights Team | 9/2/25 | 15 | $500.00 | 000.9100.1230.51500.020.00000 | Intramural Activities School Based |

| Name | Activity | Date/Season | Participants | Stipend | Account to Charge | Account Name |
|---|---|---|---|---|---|---|
| Haley Felkel | Grade K PLC Lead | 2026-2027 School Year | | $1,500.00 | 1000.0000.2213.51501.040.00000 | Instructional/BARR/PLC |
| Wyndee Grosso | Grade 1 PLC Lead | 2026-2027 School Year | | $1,500.00 | 1000.0000.2213.51501.040.00001 | Instructional/BARR/PLC |
| Nacoma Hollatz | Grade 2 PLC Lead | 2026-2027 School Year | | $1,500.00 | 1000.0000.2213.51501.040.00002 | Instructional/BARR/PLC |
| Ashley McGahey | Grade 3 PLC Lead | 2026-2027 School Year | | $1,500.00 | 1000.0000.2213.51501.040.00003 | Instructional/BARR/PLC |
| Rebekah Belanger | Grade 4 PLC Lead | 2026-2027 School Year | | $1,500.00 | 1000.0000.2213.51501.040.00004 | Instructional/BARR/PLC |
| | | | | | | |
| Sheri Millbury | Student Council | October 2025 through June 2026 | | $1,000 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Dean Wellman | Chess Club | March 2026 | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Sheri Millbury | College Knowledge | December 2025 through June 2026 | | $1,000 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Steph Nadeau | Civil Rights Team | | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Racha Altesini | Garden Club | September 2025 through June 2026 | | $500 | 1000.9100.1230.51500.040.000001 | Intramural Activities School Based |
| Lindy Hankins | Garden Club | September 2025 through June 2026 | | $500 | 1000.9100.1230.51500.040.000002 | Intramural Activities School Based |
| Linda Bois | Garden Club | September 2025 through June 2026 | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Isabel Rodriguez | Yearbook | 2025-2026 School Year | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Katelyn Warren | Cheering Club | March 2026 through June 2025 | | $500 | 1000.9100.1230.51500.040.000001 | Intramural Activities School Based |
| Alyssa Cammack | Cheering Club | March 2026 through June 2026 | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |
| Fairen Stark | Painting Club | February 2026 | | $500 | 1000.9100.1230.51500.040.000000 | Intramural Activities School Based |

| Name | Activity | Date/Season | Account to Charge | Stipend | Account Name |
|---|---|---|---|---|---|
| Ken Lattari | Intramurals (6) | Sept-June | 1000-9100-1200-51500-060-000000 | $600 | MS Activites Stipends |
| Eben Thomas | | | | | |
| Jared Randall | | | | | |
| Sam Hammar | Drama | Sept-June | 1000-9100-1200-51500-060-000000 | $3123 / 3 | MS Activites Stipends |

| NAME | ACTIVITY | DATE | STIPEND 26-27 | ACCOUNT TO CHARGE | ACCOUNT NAME |
|---|---|---|---|---|---|
| Lilly Horne | Cross Country Assistant Coach | 09/08/26-11/07/26 - FALL | $2,904.80 | 1000-9600-1230-51540-300-000000 | WHS Stipends-Athletic |

| NAME | ACTIVITY | DATE(S) | STIPEND | ACCOUNT TO CHARGE | ACCOUNT NAME |
|---|---|---|---|---|---|
| Darlene Bruns | CoP Leader | 2026-27 | $1,500.00 | 1000.3000.2400.51050.390 | WRVC Stipends |
| Audrey DeCosta | CoP Leader | 2026-27 | $1,500.00 | 1000.3000.2400.51050.390 | WRVC Stipends |
| Michael Davis | FBLA Advisor | 2026-27 | $1,500.00 | 1000.3000.2400.51050.390 | WRVC Stipends |
| Darlene Bruns | Skills USA Advisor | 2026-27 | $4,093.77 | 1000.3000.2400.51050.390 | WRVC Stipends |
| Erynn Clark | National Technical Honor Society Advis | 2026-27 | $1,067.94 | 1000.3000.2400.51050.390 | WRVC Stipends |
| Taylor Smith | CNA Clinical Supervisor | 2026-27 | $8,000.00 | 1000.3000.2400.51500.390 | Stipends |

WESTBROOK SCHOOL DEPARTMENT

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

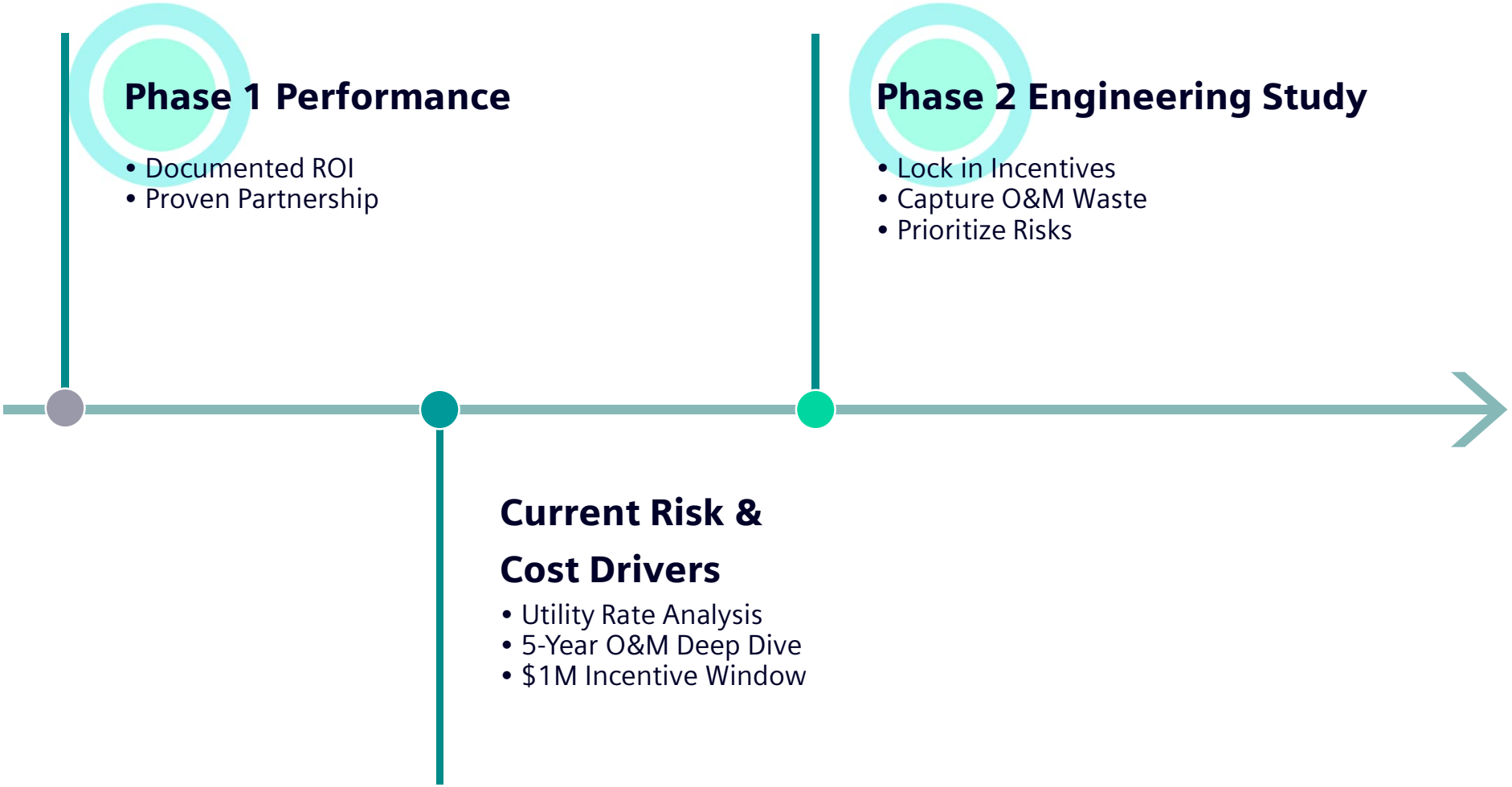
**Peter J. Lancia, Ph. D.**
Superintendent of Schools

# Superintendent's Report
October 14, 2026

- Welcome New Student Representative
- Energy Efficiency Project Phase 2 - Presentation
- School / Family Conferences
- Graduation Location for 2027
- Inclusivity in our Schools

# **Westbrook Schools –**
# Accelerating Facility Renewal & Protecting Classroom Budgets

**September 16, 2026**


Phase 1 Performance
• Documented ROI
• Proven Partnership
Current Risk &
Cost Drivers
• Utility Rate Analysis
• 5-Year O&M Deep Dive
• $1M Incentive Window
Phase 2 Engineering Study
• Lock in Incentives
• Capture O&M Waste
• Prioritize Risks

# Avoided Cost



## What is "Avoided Cost"?

*"Avoided cost isn't a refund check in the mail; it's the **bill you never had to pay**."*

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| On-site Generation & Net Energy Billing | X | | Making your own "free" power |
| Renewable Energy Credit | X | | New cash revenue for schools |
| Supply Contract Negotiation | X | | Lowering the price you pay per unit |
| Energy Savings Projects | X | X | **The most powerful lever:** Simply needing less power to run your schools |
| Operation & Maintenance | X | | Stopping reactive repair bill "leakage" |

## Avoided Cost: Summary





# $492,483

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| On-site Generation & Net Energy Billing | $266,289 | | Generating your own energy **$58,000 Net Annual Profit** in Year 1 |
| Renewable Energy Credit | $39,512 | | New cash revenue for schools |
| Energy Savings Projects | $150,682 | 881,474 kWh | **The most powerful lever:** Simply needing less energy to run your schools |
| Operation & Maintenance | $36,000 | | Stopping reactive repair bill "leakage" |

## **Avoided Cost:** On-site Generation, Net Energy Billing & Renewable Energy Credit



# +$58,308

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| On-site Generation & Net Energy Billing | 1,317,057 kWh<br>$266,289 | | Generating your own energy |
| Renewable Energy Credit | 1,317 REC<br>$39,512 | | New cash revenue for schools |
| Annual Loan Payment & Operational Expense | ($250,579) | | The investment |
| Net **Cashflow** to District | **$58,308** | | **YEar 1 Net Profit** after all loan payments and expenses. |

## Avoided Cost: Energy Savings Projects
## PART 1 “Cost of Doing Nothing”



**"Westbrook is swimming against a historic tide of rising utility costs — efficiency is a powerful budget shield."**

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| Energy Savings Projects | X | X | **The most powerful lever:** Simply needing less energy to run your schools |



# Avoided Cost: Energy Savings Projects
## PART 1 “Cost of Doing Nothing”

| Rate Class History: MGS Secondary 3 Phase | | | |
|---|---|---|---|
| **Rate** | **Baseline**<br>Effective 1/1/2023 | **Current**<br>Effective 1/1/2026 | **Increase** |
| Customer Charge | $50.01 | $223.90 | ▲ 447% |
| Summer Demand Charge<br>$ Per kW<br>(July & Aug Only) | $14.92 | $21.25 | ▲ 34% |
| Demand Charge<br>$ Per kW<br>(Other) | $15.85 | $20.72 | ▲ 31% |
| Delivery Service<br>$ Per kWh | $.002331 | $0.016649 | ▲ 837% |



## Avoided Cost: Energy Savings Projects
## PART 1 “Cost of Doing Nothing”

# $116,638

| Rate Class History: MGS Secondary 3 Phase | | | |
|---|---|---|---|
| **Rate** | **Baseline** Effective 1/1/2023 | **Current** Effective 1/1/2026 | **Increase** |
| Customer Charge | $50.01 | $223.90 | ▲ $9,532 |
| Summer Demand Charge $ Per kW (July & Aug Only) | $14.92 | $21.25 | ▲ $64,374 |
| Demand Charge $ Per kW (Other) | $15.85 | $20.72 | |
| Delivery Service $ Per kWh | $.002331 | $0.016649 | ▲ $42,731 |

## Avoided Cost: Supply Contract Negotiation



# $76,870

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| Supply Contract Negotiation | X | | Lowering the price you pay per unit |

| kWh/yr | Baseline (FY23) $/kWh | Current (FY26) $/kWh | Baseline (FY23) | Current (FY26) | Cost Avoided $ |
|---|---|---|---|---|---|
| 4,267,038 | $0.0963 | $0.1156 | $410,776 | 487,646 | $76,870 |



# Avoided Cost: Energy Savings Projects
## PART 1 "Doing Nothing Tax"

**0 kWh**
**+$193,417**

Current Rates (FY26)

| Location (x) | kWh | $/kWh* | Cost $ | | $/kWh* | Cost $ | kWh | Cost $ |
|---|---|---|---|---|---|---|---|---|
| Canal School | 241,080 | $0.0993 | $23,943 | | $0.2100 | $50,627 | 0 | $26,683 |
| Congin School | 296,400 | $0.1121 | $33,238 | | $0.2216 | $65,691 | 0 | $32,454 |
| Saccarappa School | 409,560 | $0.1435 | $58,768 | | $0.2068 | $84,714 | 0 | $25,945 |
| Westbrook Middle School | 2,134,838 | $0.1592 | $339,899 | | $0.1790 | $382,199 | 0 | $42,300 |
| Westbrook High School | 647,040 | $0.1443 | $93,396 | | $0.1943 | $125,734 | 0 | $32,338 |
| Westbrook Regional Vocation Center | 496,080 | $0.1423 | $70,579 | | $0.2019 | $100,155 | 0 | $29,576 |
| Central Office | 42,040 | $0.1308 | $5,500 | | $0.2289 | $9,621 | 0 | $4,121 |
| **Total** | **4,267,038** | **$0.1465** | **$625,323** | | **$0.1919** | **$818,740** | 0 | **$193,417** |

## Avoided Cost: Energy Savings Projects
## PART 2 "The Guarantee"

**-881,474 kWh**
**+$42,735**

Current Rates (FY26)

| Location (x) | kWh | $/kWh* | Cost $ | kWh | $/kWh* | Cost $ | kWh | Cost $ |
|---|---|---|---|---|---|---|---|---|
| Canal School | 241,080 | $0.0993 | $23,943 | 177,240 | $0.2100 | $38,377 | 63,840 | **$14,434** |
| Congin School | 296,400 | $0.1121 | $33,238 | 273,780 | $0.2216 | $59,814 | 22,620 | **$26,577** |
| Saccarappa School | 409,560 | $0.1435 | $58,768 | 418,800 | $0.2068 | $86,223 | -9,240 | **$27,454** |
| Westbrook Middle School | 2,134,838 | $0.1592 | $339,899 | 1,377,504 | $0.1790 | $259,152 | 757,334 | **-$80,747** |
| Westbrook High School | 647,040 | $0.1443 | $93,396 | 651,040 | $0.1943 | $125,944 | -4,000 | **$32,547** |
| Westbrook Regional Vocation Center | 496,080 | $0.1423 | $70,579 | 452,520 | $0.2019 | $90,510 | 43,560 | **$19,931** |
| Central Office | 42,040 | $0.1308 | $5,500 | 34,680 | $0.2289 | $8,039 | 7,360 | **$2,539** |
| **Total** | **4,267,038** | **$0.1465** | **$625,323** | **3,385,564** | **$0.1919** | **$668,058** | **881,474** | **$42,735** |



## Avoided Cost: Energy Savings Projects
## PART 2 "The Guarantee"

-881,474 kWh
-$150,682

| | Current (FY26) | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Location (x)** | **kWh** | **$/kWh*** | **Cost $** | **kWh** | **$/kWh*** | **Cost $** | **kWh** | **Cost $** |
| Canal School | 241,080 | $0.2100 | $50,627 | 177,240 | $0.2100 | $38,377 | 63,840 | $12,250 |
| Congin School | 296,400 | $0.2216 | $65,691 | 273,780 | $0.2216 | $59,814 | 22,620 | $5,877 |
| Saccarappa School | 409,560 | $0.2068 | $84,714 | 418,800 | $0.2068 | $86,223 | -9,240 | -$1,509 |
| Westbrook Middle School | 2,134,838 | $0.1790 | $382,199 | 1,377,504 | $0.1790 | $259,152 | 757,334 | $123,047 |
| Westbrook High School | 647,040 | $0.1943 | $125,734 | 651,040 | $0.1943 | $125,944 | -4,000 | -$210 |
| Westbrook Regional Vocation Center | 496,080 | $0.2019 | $100,155 | 452,520 | $0.2019 | $90,510 | 43,560 | $9,645 |
| Central Office | 42,040 | $0.2289 | $9,621 | 34,680 | $0.2289 | $8,039 | 7,360 | $1,582 |
| **Total** | **4,267,038** | **$0.1919** | **$818,740** | **3,385,564** | **$0.1919** | **$668,058** | **881,474** | **$150,682** |

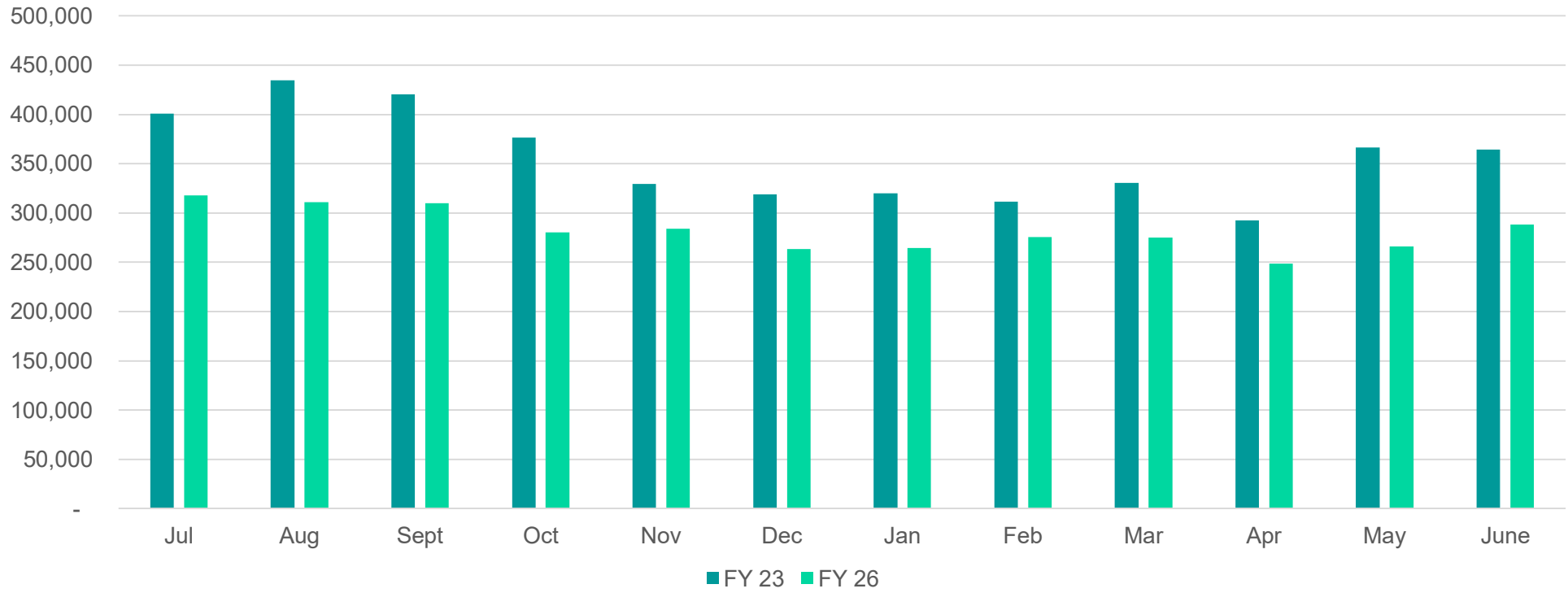
## Avoided Cost: Energy Savings Projects
## PART 1 “Cost of Doing Nothing”



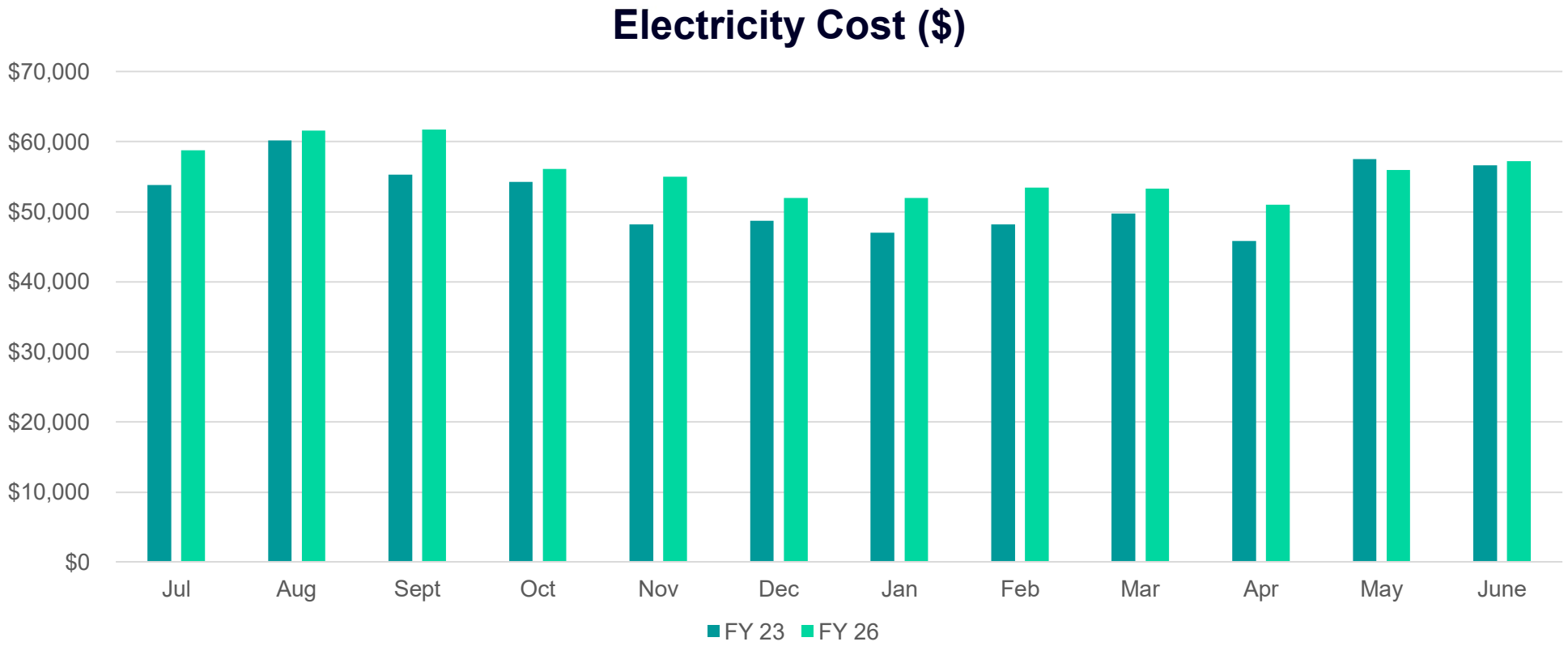
**"Westbrook is swimming against a historic tide of utility inflation — efficiency is your budget shield for the future."**

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| Energy Savings Projects | $150,682 | 881,474 kWh | **The most powerful lever:** Simply needing less power to run your schools |

## Avoided Cost: Energy Savings Projects
## PART 2 “The Guarantee”



## Avoided Cost: Energy Savings Projects
## PART 2 “The Guarantee”



## Avoided Cost: Operation & Maintenance



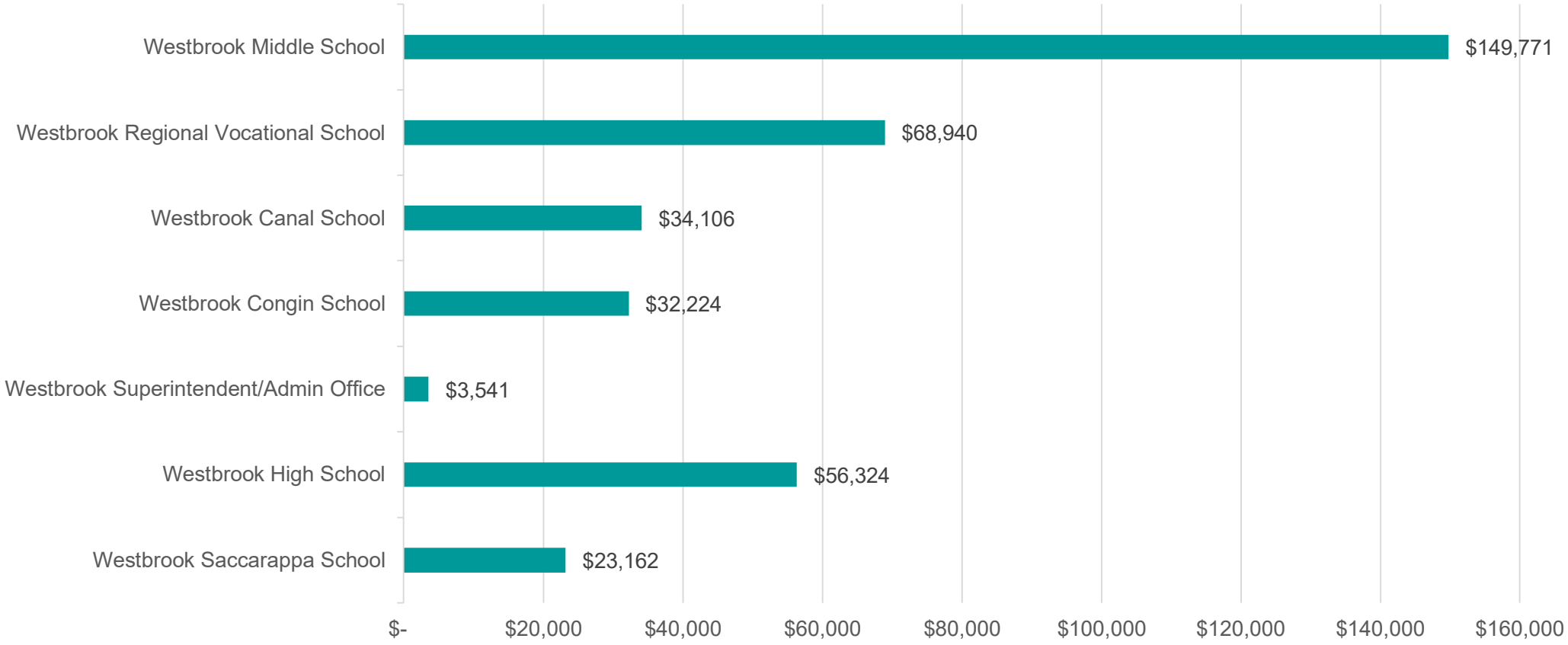
# $36,000

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| Operation & Maintenance | X | | Stopping reactive repair bill "leakage" |

**Phase 1** reallocated **$36,000** from your existing Operation & Maintenance Budget

*By modernizing the equipment, we stop the 'leakage' of reactive repair bills. It's money you're already spending today that buys you zero new infrastructure. Phase 2 captures that waste and turns it into a permanent solution. We estimate there is **$39,500** that could be reallocated as part of Phase 2.*

# Total Operational Spend by Westbrook School Department (5-Year Total)



# Methodology for Operational Savings Capture

## Methodology

**Step 1: Data Scrubbing:** Analyzed 432 individual T&M line items over a 5-year period (2021–2026).
**Step 2: Asset Exclusion:** Removed 100% of major one-time asset failures (e.g., the $20k VoTech Hot Water Tank) to ensure the baseline is recurring and defensible.
**Step 3: Scope Alignment:** Only captured spend directly related to the proposed Phase 2 FIMs (AHU Refurbishment, DDC Conversion, Sequence Optimization).
**Step 4: Conservative Discounting:** Applied a Capture Rate (50%–75%) to remaining items to account for necessary ongoing maintenance (filters, belts, inspections).

## The “Inefficiency” Tax

**The Variable Frequency Drive/Motor Loop:** Eliminating the Death Spiral of 18-year-old hardware through proactive protection and refurbishment.

**Pneumatic Firefighting:** Stopping the manual calibration and Blind Spot troubleshooting required for 1980s controls.

**Sequence Conflicts:** Resolving "fighting" between new central plants and untuned downstream AHUs.

**Comfort Troubleshooting:** Reducing the volume of "Too Hot/Too Cold" calls through Desigo visibility and remote diagnostics.

**O&M Capture:** Reallocate your reactive O&M spend to pro-active upgrades

## The Total Operational Opportunity (The "Ceiling")

### Capturing the “Hidden” Costs

**Staff Efficiency:** Reclaims hundreds of hours of district staff time currently spent walking buildings to manually troubleshoot pneumatic blind spots.

**Operational Resilience:** Eliminates the Emergency Premium paid for after-hours repairs and expedited parts shipping.

### Capital Risk Mitigation

**Catastrophic Prevention:** reduced the risk of major asset failures by replacing equipment *before* it fails.

**Infrastructure Life Extension:** Resets the 20-year clock on the Middle School air handling fleet, avoiding a +$1M emergency replacement

**District Total: $65,000/year = $2 Million of scope**

**O&M Capture:** Reallocate the **$65k/year** in reactive O&M spend

*The Phase 2 Engineering Study will quantify exactly where we land in this **$39.5k to $65k** range by auditing your total operational burden.*

## Avoided Cost: Summary





# $492,483

| Lever | Lower Cost | Lower Consumption | The Result for Westbrook |
|---|---|---|---|
| On-site Generation & Net Energy Billing | $266,289 | | Making your own "free" power **$58,000 Net Profit** after all loan payments and expenses. |
| Renewable Energy Credit | $39,512 | | New cash revenue for schools |
| Energy Savings Projects | $150,682 | 881,474 kWh | **The most powerful lever:** Simply needing less power to run your schools |
| Operation & Maintenance | $36,000 | | Stopping reactive repair bill "leakage" |



# From Shielding to Strengthening

**Protecting your classroom funds through strategic reinvestment**

*A Building-by-Building Review of Challenges, Solutions, and Funding*

SIEMENS

**Westbrook Schools – Future Energy & Operational Savings Opportunities**

| Location | Existing Condition | Proposed Solution |
|---|---|---|
| Westbrook High | Pneumatic Controls | Central Building Management System |
| Westbrook High | Aging Equipment | Equipment Replacements |
| Westbrook High | Indoor Air Quality | New Energy Recovery Units |
| Westbrook High | Indoor Air Quality | Adding Air Conditioning |
| WRVC | Aging Equipment | Equipment Replacements |
| WRVC | Pneumatic Controls | Central Building Management System |

**Westbrook Schools – Future Energy & Operational Savings Opportunities**

| Location | Existing Condition | Proposed Solution |
|---|---|---|
| Central Office | Oil Boiler | Variable Refrigerant Flow System |
| Canal School | No Controls | Central Building Management System |
| Canal School | Indoor Air Quality | Replace Unit Vents |
| Congin School | No Heat / Overheat | New Building Management System |
| Congin School | Indoor Air Quality | Retrofit HVAC Equip & Add Chiller |
| Saccarappa | High Heating Costs | New/Update BMS Control Strategies |
| Saccarappa | Old Sect Boiler | Variable Refrigerant Flow System |

## Efficiency Maine Funding Opportunity

*Secure **$1 Million** in Efficiency Maine funding to modernize district-wide ventilation*

***Phase 2 Study will engineer the maximum possible funding***

**Funding Potential**
**(DOAS Retrofit @ $19.50/CFM):**

| | |
|---|---|
| **Westbrook High School:** | **$600,000** |
| **Canal School:** | **$200,000** |
| **Saccarappa School:** | **$80,000** |

**Next Steps to Secure Funding:**

1. Initiate Phase 2 by October 1
2. Complete engineering study required for Efficiency Maine application (2-3 months)
3. Submit Pre-Approval Application: Maximize Westbrook Schools funding before deadline.

**Additional Custom Energy Incentives PON EM-001-2027:**

**Congin School: $50,000+**

*Target:* New high-efficiency air-cooled chiller and DHW/Boiler control synchronization.

**WRVC: $50,000+**

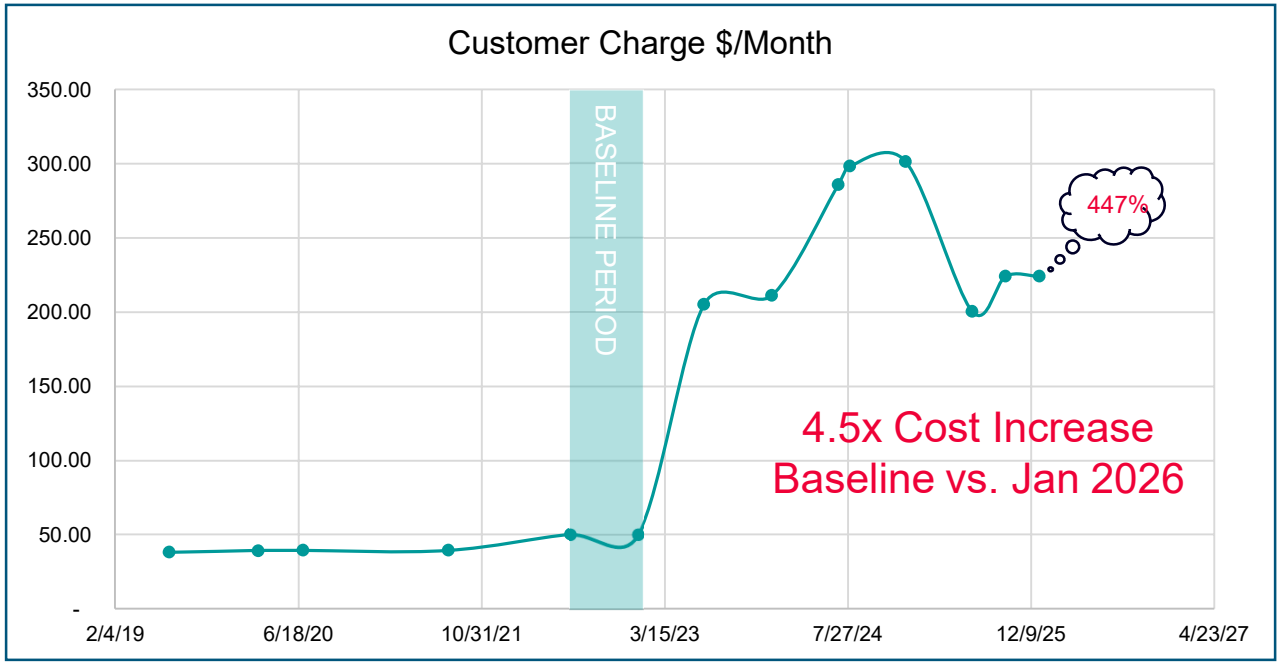
*Target:* System redesign and elimination of 41 AHUs.

# Understanding Electrical Billing – Delivery: Medium General Service 3 Phase

## Customer Charge $ per Month

+$9,532

| Rate Schedule Revision | Customer Charge ($/Month) |
|---|---|
| 7/1/19 | $38.03 |
| 3/1/20 | $39.00 |
| 7/1/20 | $39.03 |
| 8/1/21 | $39.06 |
| 7/1/22 | $50.01 |
| 1/1/23 | $50.01 |
| 7/1/23 | $205.08 |
| 1/1/24 | $211.02 |
| 7/1/24 | $285.68 |
| 8/1/24 | $297.90 |
| 1/1/25 | $301.29 |
| 7/1/25 | $200.34 |
| 10/1/25 | $223.76 |
| 1/1/26 | $223.90 |



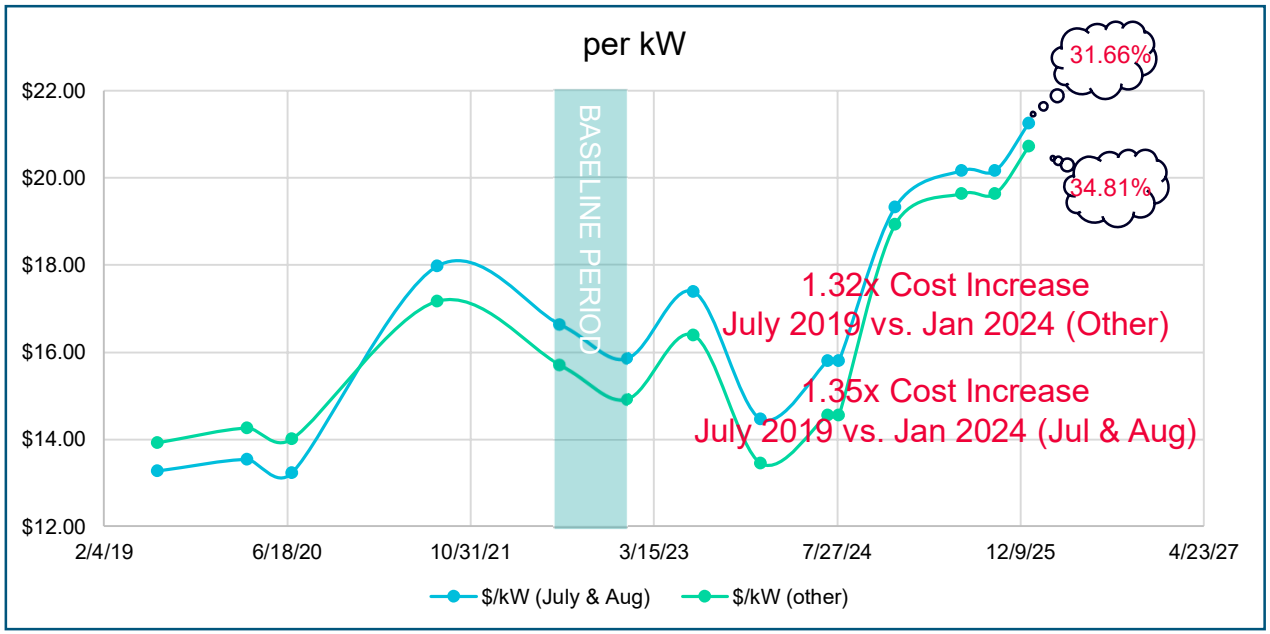

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# Understanding Electrical Billing – Delivery: Medium General Service 3 Phase

## Demand Charge $ per kW

**+$64,374**

| Rate Schedule Revision | Demand Charge ($/kW) July & Aug | Demand Charge ($/kW) Other |
|---|---|---|
| 7/1/19 | $13.27 | $13.92 |
| 3/1/20 | $13.53 | $14.25 |
| 7/1/20 | $13.23 | $14.00 |
| 8/1/21 | $17.97 | $17.17 |
| 7/1/22 | $16.64 | $15.71 |
| 1/1/23 | $15.85 | $14.92 |
| 7/1/23 | $17.38 | $16.39 |
| 1/1/24 | $14.46 | $13.45 |
| 7/1/24 | $15.79 | $14.55 |
| 8/1/24 | $15.79 | $14.55 |
| 1/1/25 | $19.32 | $18.93 |
| 7/1/25 | $20.16 | $19.63 |
| 10/1/25 | $20.16 | $19.63 |
| 1/1/26 | $21.25 | $20.72 |





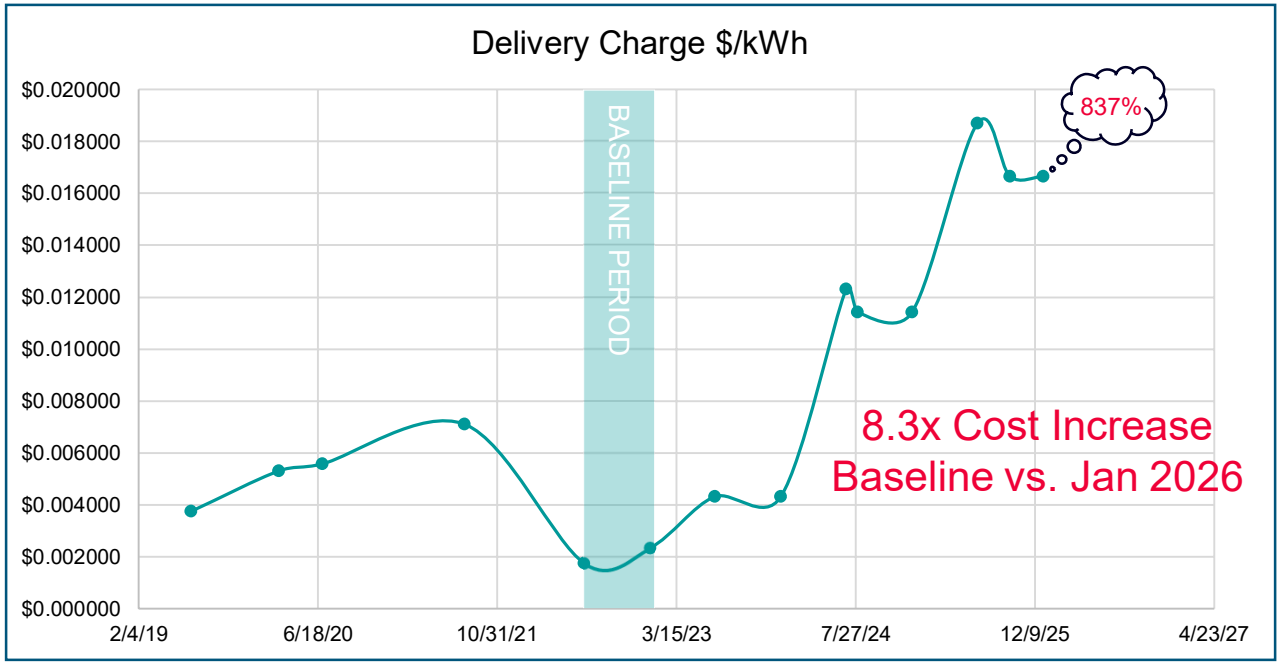

SIEMENS

# Understanding Electrical Billing – Delivery: Medium General Service 3 Phase

## Delivery Charge $ per kWh

+$42,731

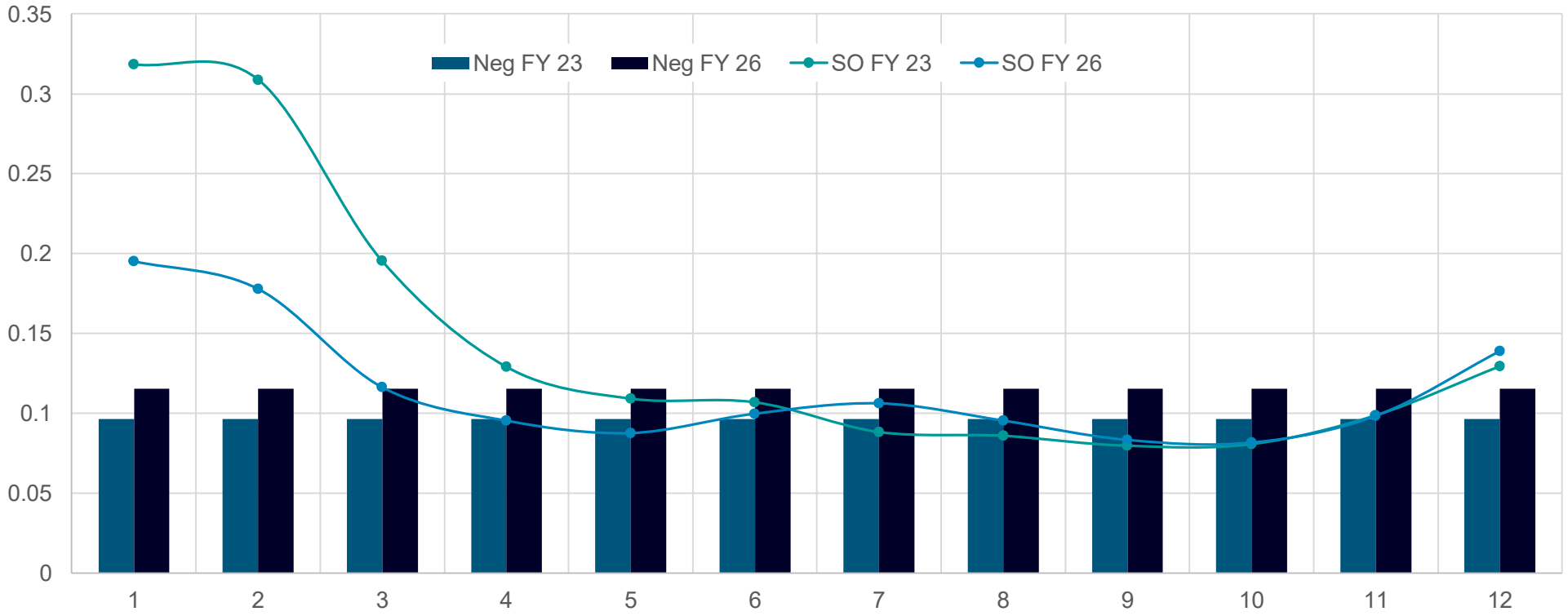
| Rate Schedule Revision | Delivery Charge ($/kWh) |
|---|---|
| 7/1/19 | $0.003745 |
| 3/1/20 | $0.005298 |
| 7/1/20 | $0.005580 |
| 8/1/21 | $0.007089 |
| 7/1/22 | $0.001745 |
| 1/1/23 | $0.002331 |
| 7/1/23 | $0.004317 |
| 1/1/24 | $0.004317 |
| 7/1/24 | $0.012294 |
| 8/1/24 | $0.011418 |
| 1/1/25 | $0.011418 |
| 7/1/25 | $0.018676 |
| 10/1/25 | $0.016649 |
| 1/1/26 | $0.016649 |




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## Avoided Cost: Supply Contract Negotiation

### Standard Offer Rate vs. Private Supply Contract (FY 23 vs. FY 26)




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**Industry**

**Smart Infrastructure**

## Project Development Agreement

Siemens Industry, Inc., a Delaware corporation, with its principal place of business located at 1000 Deerfield Parkway, Buffalo Grove, Illinois 60089 ("Siemens"), and Westbrook School Department, with its principal place of business located at 125 Stroudwater Street, Westbrook, Maine 04092 ("Client") (each a Party and collectively the "Parties"), enter into this Project Development Agreement this 12th day of June, 2024 ("PDA") and agree as follows:

### RECITALS

WHEREAS, Client has expressed an interest in contracting for a districtwide energy efficiency and infrastructure renewal program that helps reduce greenhouse gas emissions and improve the learning environment;

WHEREAS, the intended sites for Project (the "Facilities") are:

Westbrook High School, 125 Stroudwater Street, Westbrook, ME; and,
Westbrook Middle School, 471 Stroudwater Street, Westbrook, ME; and,
Westbrook Regional Vocational Center, 125 Stroudwater Street, Westbrook, ME; and,
Westbrook School Department Central Office, 117 Stroudwater Street, Westbrook, ME; and,
Saccarappa Elementary School, 110 Huntress Avenue, Westbrook, ME; and,
Canal Elementary School, 102 Glenwood Avenue, Westbrook, ME; and,
Congin Elementary School, 410 Bride Street, Westbrook, ME

WHEREAS, the Westbrook School Department has resolved to pursue an energy savings improvement program pursuant to Section 15915 of Title 20-A of the Maine Revised Statutes and to seek the assistance of a qualified energy services company for the development and implementation of an energy savings plan; and,

WHEREAS, the Westbrook School Department advertised for qualified vendors to submit proposals by December 4, 2023, in accordance with Section 15915 of Title 20-A of the Maine Revised Statutes, to select an energy services company, with the intent to implement an energy savings improvement program; and,

WHEREAS, an evaluation committee was established to review the proposals and interview short-listed candidates and that evaluation process concluded with a clear choice based on qualifications. Westbrook School Committee has determined that it is in the best interests of Westbrook School Department to appoint Siemens as our energy services company to design and implement an energy savings improvement program; and,

WHEREAS, Siemens has concluded a Feasibility Study/Preliminary Audit that has identified a viable project opportunity;

WHEREAS, Siemens will perform development work under this PDA to evaluate the viability of various project components and propose contracting options for Client's consideration;

WHEREAS, the Parties agree that Siemens will perform work under this PDA with the intention that Siemens will prepare a draft Master Performance Contracting Agreement ("MPCA") which will be incorporated by reference into work orders issued under the MPCA. In addition, other contract structures may be considered depending on the type of project that the Client may choose to implement.

WHEREAS, Siemens' obligations under the MPCA, specifically in each work order, will include an energy savings plan and a guarantee by Siemens of the estimated savings intended to be generated by implementing the scope identified therein;

WHEREAS, Siemens must first perform an in-depth energy audit of the Facilities to determine feasible scopes of work and estimated savings to be included in in one or more work orders issued under the MPCA ("Investment Grade Audit" or "IGA");

WHEREAS, following completion of the IGA, Siemens shall provide the Client with a report identifying how Siemens intends to implement one or more Facility Improvement Measures ("FIMs") that will meet the Project Criteria (the "IGA Report").

**NOW THEREFORE**, as a result of the Recitals, which are specifically incorporated herein and for the mutual consideration contained herein, the Parties agree as follows:

**AGREEMENT**

1. Term. Upon the date hereof, or upon such later date as agreed upon by the Parties (the "Effective Date"), Siemens shall commence performing the IGA. The term for performing the IGA shall conclude upon the submission of the draft MPCA and IGA Report to the Client by Siemens. Siemens shall use reasonable efforts to complete the IGA no later than one hundred-twenty (120) days from the Effective Date.

2. Required Information. The Client authorizes Siemens, its employees, agents, consultants and subcontractors, on a need to know basis, to inspect and copy all information and data that Siemens reasonably deems is necessary to sufficiently perform the IGA, whether such information is in the Client's possession or in the possession of a third-party to which the Client shall provide Siemens with sufficient releases in order to obtain such information. The Client shall provide Siemens, its employees, agents and contractors, with reasonably unrestricted access to the Client's buildings that will be addressed in the IGA (the "Facilities"). In addition, Client shall promptly provide Siemens with the Facilities':

    a. Utility data for the past two (2) year(s), including but not limited to, actual copies of electrical, gas, water invoices, or other utility invoices requested by Siemens ("Utility Data");
    b. Information on the Facilities' hours of operation and modes of operation ("Operational Data");
    c. Names and contact information of persons with whom Siemens can confer regarding any of the Utility Data, Operational Data, financial information and general day-to-day issues that may arise during performance of the IGA ("Contact Persons");
    d. If applicable, an audited financial statement for the fiscal year immediately preceding the Effective Date; and,
    e. Any and all information requested by Siemens reasonably necessary in order for Siemens to perform the IGA.

3. Representations, Warranties and Covenants of the Parties.

    a. Each Party represents, warrants and covenants to the other that:

        i. It has all requisite power and authority, whether statutory or otherwise, to enter into this Agreement, and that its execution hereof has been duly authorized and does not and will not constitute a breach or violation of any of its organizational documents, any applicable laws or regulations, or any agreements with third parties;
        ii. It has done and will continue to do all things necessary to preserve and keep in full force and effect its existence and the PDA;
        iii. This PDA is a legal, valid and binding obligation of the Party, in accordance with its terms, and all requirements of the Party have been met and procedures have been followed by the Party to ensure the enforceability of the PDA; and,
        iv. To the Party's best knowledge, there is no pending or threatened suit, action, litigation or proceeding against or affecting the Party that impacts the validity or enforceability of this PDA.

b. Siemens further represents, warrants and covenants to the Client that Siemens is duly authorized to do business in all locations where the work under the PDA is to be performed.

c. Client further represents, warrants and covenants to the Siemens that 1) any information provided to Siemens, or that is provided to Siemens, by the Client or on behalf of the Client, is accurate and that Siemens is entitled to rely on the accuracy of the same in performing the IGA, and 2) Siemens shall not be held liable to the Client in any manner whatsoever for any error, inaccuracy or omission that is caused solely by Siemens' reliance on the information supplied by the Client or information provided to Siemens on behalf of the Client.

4. Fee. Siemens shall perform the IGA for the fixed fee of $**88292.00** (**eighty eight thousand two hundred and ninety two** dollars and no cents) (the "Fee").

5. Payment of the Fee.

   a. In the event that the IGA Report demonstrates that the criteria set forth in Exhibit A-Project Criteria ("Project Criteria") will be feasible as scope to be performed under one or more work orders under the MPCA then the Client shall be liable to Siemens for the Fee.

   b. On the Effective Date and during the period of time that the IGA is being performed, Siemens will direct resources to develop the draft MPCA and IGA Report. Where a draft MPCA and IGA Report are completed, it will be submitted to the Client within the time period set forth in Section 1 hereof. The Parties agree that the first work order issued under the MPCA will include the full cost of the IGA incorporated in the price of the Work Order. Therefore, if the Parties proceed to execute the first Work Order, the Client will have no obligation to pay the Fee under the terms hereof as the Fee will be included in the amount paid to Siemens under the terms of the MPCA and the first work order.

   c. In the event that the Client is liable to Siemens for the Fee pursuant to clause 5.a. and Siemens has provided the Client with a draft MPCA pursuant to clause 5.b., but the Client does not enter into the MPCA, and as a result, does not execute the first work order with Siemens within thirty (30) days following submission of the draft MPCA and IGA Report to the Client, Siemens will submit an invoice to the Client for the Fee. The Client shall pay Siemens in immediately available funds no later than thirty (30) days from the date of invoice.

   d. If during the performance of the IGA, Siemens believes that the Project Criteria cannot be reasonably achieved and, therefore, a draft MPCA cannot be provided to the Client, then the Client shall not have any obligation to pay the Fee.

6. Termination. The Client may terminate this Agreement at any time with fifteen (15) days prior written notice to Siemens. The Client shall then pay to Siemens a termination fee equal to Siemens' reasonable costs and expenses incurred up to the date of termination. Such reasonable costs and expenses may be more than the Fee.

7. Insurance. Both Parties shall maintain fully adequate, comprehensive insurance on their respective goods, services, and operations, as applicable.

8. Indemnity. Siemens shall indemnify and hold the Client harmless from and against all damages, losses and expenses suffered or paid as a result of any and all claims, demands, suits, causes of action, proceedings, judgments and liabilities, fines, penalties and costs, including reasonable attorney's fees and disbursements, incurred in litigation or otherwise assessed, incurred or sustained by or against the Client arising out of or in connection with this PDA to the extent that such damages, losses and expenses result from the negligence or willful misconduct of the indemnifying Party.

9. Limitation of Liability. ANYTHING HEREIN NOTWITHSTANDING, IN NO EVENT SHALL EITHER THE CLIENT OR SIEMENS BE LIABLE TO THE OTHER PARTY FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE, OR LOST PROFITS, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND, IN ANY EVENT, SIEMENS' AGGREGATE LIABILITY FOR ANY AND ALL CLAIMS, LOSSES OR EXPENSES ARISING OUT OF THIS PDA, OR OUT OF ANY DELIVERABLES FURNISHED UNDER THIS PDA, WHETHER BASED IN CONTRACT, NEGLIGENCE, STRICT LIABILITY, AGENCY, WARRANTY, TRESPASS, INDEMNITY OR ANY OTHER THEORY OF LIABILITY, SHALL BE LIMITED TO $300,000.

10. Exclusivity. During the term of this PDA, the Client shall not negotiate with any third-party for the same or a substantially similar project as that which is the subject of this PDA.

11. Deliverables. All non-proprietary notes and reports that are specifically prepared by Siemens under this PDA (the "Deliverables") shall become the Client's personal property upon the Client's execution of the MPCA and first work order or upon the Client's payment of the Fee, whichever is earlier. Any reuse of the Deliverables for other projects or locations without the written consent of Siemens, or use other than by the Client, will be at such other user's sole risk and without liability to Siemens; and, unless expressly prohibited by law, the Client and the other users, jointly and severally shall indemnify, defend and hold Siemens harmless from any claims, losses or damages arising from such unauthorized use.

12. Intellectual Property. Notwithstanding the foregoing, the Client shall not, by virtue of this PDA, acquire any ownership interest in any formulas, patterns, devices, secret inventions or processes, copyrights, patents, other intellectual proprietary rights, or similar items of property which are owned by Siemens, any of Siemens' subcontractors, or by any of Siemens' consultants, whether or not they are used in connection with the work provided under this PDA.

13. Confidentiality. Any information concerning Siemens or the Client that is designated as proprietary and disclosed in confidence to the other Party during the term of this PDA is disclosed in confidence. The Party that receives such confidential information shall not publish or disclose the same to any other entity or person without the prior written approval of the disclosing Party. To the extent that the Parties have entered into a confidentiality agreement or will enter into such an agreement during the term of this PDA, then the terms contained in the confidentiality agreement shall be incorporated by reference herein.

14. Choice of Law, Jurisdiction and Venue. THIS PDA SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MAINE, WITHOUT REGARD TO CHOICE OF LAW PROVISIONS. JURISDICTION AND VENUE SHALL LIE WITH THE STATE OR FEDERAL COURTS IN THE COUNTY IN WHICH THE FACILITIES ARE LOCATED. THE PARTIES EACH WAIVE ANY RIGHTS THAT EACH OF THEM MAY HAVE TO A TRIAL BY JURY. FURTHERMORE, EACH PARTY WAIVES ANY OBJECTION THAT IT MAY HAVE BASED ON IMPROPER VENUE OR FORUM NON CONVENIENS.

15. Merger Clause. Upon execution and delivery, this PDA: (a) constitutes the entire agreement and understanding between the Parties relating to the subject matter hereof; (b) supersedes any and all prior agreements and understandings of the Parties, oral or written, relating to the subject matter hereof; and, (c) shall not be amended, supplemented, contradicted or otherwise modified by evidence of prior, contemporaneous or subsequent oral agreements of the Parties.

[SIGNATURE PAGE TO FOLLOW]

**IN WITNESS WHEREOF**, the Parties hereto have caused this Project Development Agreement to be duly executed by their respective authorized signatories as of the date first above written.

Agreed for **Westbrook School Department**

(Signature) by: _____

Print Name and Title: Superintendent Peter Lancia

Agreed for **Siemens Industry, Inc.**

(Signature) by: _____

Print Name and Title: _____

## EXHIBIT A - PROJECT CRITERIA

The criteria that the IGA Report shall show are as follows:

A reduction in energy/utility consumption and reduction in operating costs whose value will be equal to or exceed $150,000 annually. The value of the reduction in energy/utility consumption shall be calculated at the energy/utility rates applicable to the Client as of January 1, 2024. The reduction in operating costs shall be calculated based on information provided to Siemens by the Client identifying the Client's operating costs as of January 1, 2024, and of the calendar year(s) of 2022 and/or 2023.

# School / Family Conferences 2026-2027

| | FALL | | | SPRING | | |
|---|---|---|---|---|---|---|
| | ***Work Day*** | ***Outside*** | ***Outside*** | ***Work day*** | ***Outside*** | ***Outside*** |
| **Canal** | Th Nov 5<br>12:30-3:30 | Tu Nov 10<br>3:30-7:00 | Th Nov 12<br>3:30-7:00 | Th Apr 15<br>12:30-3:30 | Th Apr 8<br>3:30-7:00 | Tu Apr 13<br>3:30-7:00 |
| **Congin** | Th Nov 5<br>12:30-3:30 | Th Nov 5<br>3:30-7:00 | Tues Nov 10<br>3:30-7:00 | Th Apr 15<br>12:30-3:30 | Th Apr 8<br>3:30-7:00 | Tu Apr 13<br>3:30-7:00 |
| **Saccarappa** | Th Nov 5<br>12:30-3:30 | Th Nov 5<br>3:30-7:00 | Tues Nov 10<br>3:30-7:00 | Th Apr 15<br>12:30-3:30 | Th Apr 8<br>3:30-7:00 | Tu Apr 13<br>3:30-7:00 |
| **WMS** | Th Nov 5<br>11:00-2:30 | Th Nov 5<br>2:30-6:00 | Mon 11/9<br>2:30-6:00 | Th Apr 15<br>11:00-2:30 | Th Apr 8<br>2:30-6:00 | M Apr 12<br>2:30-6:00 |
| **WHS** | Th Nov 5<br>11:00-2:30 | Th Nov 5<br>3:00-6:30 | Th Nov 19<br>3:00-6:30 | Th Apr 15<br>11:00-2:30 | Th Mar 4<br>3:00-6:30 | Th Mar 11<br>3:00-6:30 |
| **WRVC** | Th Nov 5<br>11:00-2:30 | Th Nov 5<br>2:30-6:00 | Thu Nov 12<br>2:30-6:00 | Th Apr 15<br>11:00-2:30 | Th Mar 4<br>2:30-6:00 | Th Mar 18<br>2:30-6:00 |

**Memorandum**

To: Dr. Peter Lancia, Superintendent of Schools

From: Jeffrey Guerette, Westbrook High School Principal

Date: September 30, 2026

Subject: Class of 2027 Graduation Venue

Per Policy IKFBA, Graduation is an annual event that pulls the community together and gives everyone a sense of accomplishment and pride. Again, per Policy IKFBA, the Class of 2027 was given the opportunity to vote on the venue, and the top finisher was Merrill Auditorium.

Pending your final approval, we have reserved the Merrill Auditorium for on June 5, 2027 for the Class of 2027 Graduation. The ceremony will be at 6pm.

Thank you!

# WESTBROOK HIGH SCHOOL

125 Stroudwater Street
Westbrook, Maine 04092

Phone: (207) 854-0810

Fax: (207) 854-0812

Jeff Guerette, *Principal*
Patrick Colgan, *Assistant Principal*

Cari Sbardella, *Assistant Principal*
Mark Campbell, *Athletic/Activities Director*


October 9, 2026

Westbrook High School is aware of recent social media posts targeting members of our student-athlete community. We want to reaffirm our commitment to providing a safe, respectful and inclusive environment where every student feels valued.

Personal attacks, harassment, and public targeting of student-athletes have no place in our school community. We do not tolerate language or behavior that demeans or marginalizes others. We stand firmly in support of all of our students.

We are incredibly proud of our student-athletes, coaches, staff and families for fostering a culture of respect and sportsmanship. We ask our community to join us in continuing to support our students with the respect they deserve.

Thank you,

Dr. Peter Lancia, Superintendent of Westbrook Schools
& WHS Administration

# Westbrook School Department
# Educational Programs Committee Meeting

May 13, 2026, 5 pm at CO

Present: Katy Rice (chair), Bethany Connolly, Peter Lancia, Marc Bisson, Jess Hammel, Cari Sbardella, Amy Sampson, Regina Clement, Bethany Carragher Desrosers, Christine Campbell, Pattie DeMaria, Flynn Ross, Andrea Mancuso

| AGENDA | NOTES | ACTION |
|---|---|---|
| Welcome | Happy Back to School! | |
| School Opening | Good opening! Very busy. Highlights:<br>● Theme: I MATTER HERE!<br>● Opening Celebration: Nice luncheon and celebration honoring new employees, employees transferring jobs, work anniversaries, Teachers of the Year and other recognitions.<br>● Initiatives:<br>○ SIOP- Language and literacy focus over the next two years. 8 components, first of which is Lesson Preparation. This is an opportunity to be aligned as a district in expectations and design. This will increase achievement at all grade levels as language is foundational to all learning.<br>○ PreK. Getting kids in and out is a challenge. School time is going well. Classrooms look great and teachers and kids are doing well. All special ed services have started. 34 have active IEPs. 4 in referral. PreK for ME is going well, although it is a challenge to do all parts in a 2l5 hour time frame.<br>○ Cell phone ban seems to be going well at WHS. Kids are compliant and are putting them away before entering.Very few infractions, none today. Kids are talking to each other and playing games. 20% more books checked out!<br>○ Metro Update: 197 kids used the bus in the first week to get back and forth to school.<br>○ Special Ed Review: See below<br>● Enrollment<br>○ 2,377 students. (+25 students. 2,342 in June 2026)<br>○ 104 new enrollment (not K or PK) 84 transfers out (not K or PK)<br>○ 643 Students w/Disabilities (613 in district + 30 out of district)<br>○ 514 Multilingual (plus 60 kids Pin K and 37 in PK)<br>○ 44 Homeless | |
| Special Education Program Review | Contracting with Great School Partnership to conduct a thorough program review to include four phases:<br>● Context - collecting data and naming specific strengths, questions, issues, concerns about overall program<br>● Input, process, product - Focus groups, observe programs, analyze data, identify future growth areas<br>● Plan - Prioritize recommendations based on impact, feasibility, district goals, develop short and long term priorities, set metrics for actions<br>● Evaluate, Refine, Revise - Review data on implementation<br><br>Intention is to begin later this month and work through at least first two phases within the first semester. Then plan and budget for implementation in next school year | |
| Service Requirements at WHS | A parent, Christine Campbell, brought this to the Committee's attention. Service requirements are common in the region, such as Falmouth and Yarmouth. Some kids are not aware that they are doing service; it's just a natural thing to do. For others, it is not second nature. Is there a path that can encourage kids to do service? Could we look at this as a possibility?<br>Cari reported that NHS, NAHS, TriM all have service requirements. Advisors report | |

| | | |
|---|---|---|
| | that this is very time consuming to document service requirements. Some clubs and sports are doing service as well. Some kids struggle to complete service hours.<br>Good amount of the HS population cannot complete service outside of their homes as they are caring for siblings, cooking, working, etc. We would not want service to be punitive or prohibitive to graduation. Idea: pilot senior class, see what they do for service, try to document hours, and they earn a cord / distinction for graduation. Could be a first step.<br>Question about other communities similar to ours in terms of demographics. Portland does not. What were the implementation of requirements in other communities?<br>We should be cautious not to exclude any students, not to build in the potential of making exceptions. All means all. Youth voices would be helpful and valuable.<br>Question about how Guiding Principles are encouraged and evaluated. Such as Responsible and Involved Citizen. Focus is within the school right now.<br>HS will pilot a model for service for the senior class. | |
| Ed Program Committee Goals | Last spring's identified Potential topics for 2026-27: Technology use PK-12, Artificial Intelligence, accelerated learning, family engagement, educating and engaging the community about schools, PreK | |
| Next meeting | Wednesday, October 14, 5pm at CO<br>Next time: Discussion about ways to get educational programming information is disseminated. | |

# SIOP in Westbrook

The Sheltered Instruction Observation Protocol (SIOP Model) is a research-based instructional framework designed to help educators integrate academic language development with grade-level content mastery. While created to directly support students developing English language proficiency, all learners benefit from this model by providing instructional practices that support language and literacy in all grade levels, among all students, across all content areas.  It targets content and language objectives as a foundation for all learning. SIOP was developed by Drs. Jana Echevarria, Mary Ellen Vogt, and Deborah Short and has been used in schools across the country and in Maine.

## The 8 Components of SIOP

The model is structured around 30 distinct features categorized into eight core planning and delivery components:




- **Lesson Preparation:** Clearly define and post content and language objectives (Learning Goals and Language Goals) for every lesson using appropriate supplementary materials.
- **Building Background:** Connect new concepts directly to students' prior experiences, background knowledge, and key vocabulary.

- **Comprehensible Input:** Adjust teacher speech, use clear modeling, and incorporate visual aids or gestures to make explanations understandable.
- **Strategies:** Provide scaffolding, support higher-order thinking, and teach students explicit learning strategies to foster independence.
- **Interaction:** Create frequent opportunities for structured peer-to-peer and student-to-teacher discussions to practice academic language.
- **Practice & Application:** Provide hands-on activities and meaningful group tasks where students can apply both content knowledge and literacy skills.
- **Lesson Delivery:** Pace the lesson appropriately, support the stated objectives, and keep student engagement high.
- **Review & Assessment:** Conduct frequent checks for understanding, provide regular feedback, and review key vocabulary and content objectives.

## Implementation

In Westbrook, we are implementing the SIOP framework across the district over the next two years. We will study, implement, and refine one component at a time. This will provide for a deeper understanding of each component, opportunities to practice each component in our classrooms, and support each other in aligning our instructional practices.

**Year 1 (2026-27):**
Lesson Preparation, Lesson Delivery, Building Background, Interaction

**Year 2 (2027-28):**
Comprehensible Input, Strategies, Practice and Application, Review and Assessment

## Professional Development

Considerable time and resources are being used to implement SIOP. This is a major initiative. Professional Development has been held and more is planned over the next two years and beyond. Examples are:

- 60 teachers (in 2 summer cohorts of 30 teachers each) have participated in an institute facilitated by a SIOP professional developer.
- 30 administrators and instructional coaches have participated in a Leadership Professional Development Institute to support the implementation.
- Teachers will participate in a book study led by Community of Practice and Department Leaders about the foundational SIOP text as their Choice Learning time during Early Release Wednesdays every month.
- Professional Development Workshop Days will include SIOP topics
- SIOP will be a focus of In-Class Coaching Cycles with Instructional Coaches, Coaches' Corner publications, and Feature Teacher experiences.

# Westbrook School Department
# Facilities Committee Meeting

## Joint Meeting with Finance Committee

**Date**: Wednesday, September 16, 2026, 5pm at Canal

**Present**: Brooke Reed (chair), Noreen Poitras (chair), Ali Brunette, Brian Mazjanis, Erin Cavalarro, Lisa Krunkala, Mary Ellen Doherty, Jeff Guerette, Tony Lombardo, Jami Murphy, Peter Lancia

| AGENDA | NOTES | ACTION |
|---|---|---|
| Welcome | | |
| Canal Tour | Vickie Hebert gave the committee a tour of Canal. She highlighted the new bathrooms throughout the school and the new PK rooms. She highlighted that the state opaid for all start up equipment, furniture, supplies, etc. for the new rooms. They approved, and we purchased, 5 rooms of furniture. Playground will need to be addressed as it is not fully supportive of four year olds. | |
| Energy Efficiency Projects | Solar update: Sacc and Congin have been online since spring. We have not paid a bill in months due to the energy credit. WMS is online as of Friday. Looking into Federal Tax Credits. So far this project is doing well with caring for the environment and finances.<br>Our partners (Peter, Dan, Coleen) from Siemens gave a presentation about where we are with the project. Westbrook is a visionary in this kind of work in Maine and nationally. Work has created a solid financial foundation that sets us up for the future.<br>Phase 1 Solar: Avoided $492,483 in energy costs. We are walking away with $58,308 of profit. Siemens analyzed the financial savings vs overall costs. Data shows that the model works. Looking at next steps based on data review. Identifying site based projects to reduce inefficiency. Efficiency Maine has a $1 million funding window open for ventilation systems. Application is Dec. 31, 2026 to apply. | Will discuss at October Finance Committee |
| Next Meeting | October 21, 2026 at 5pm at WHS | |

**Westbrook School Department**
**Finance Committee Meeting**
**Date**: Wednesday, October 7, 2026, 5pm, Central Office
**Present**: Noreen Poitras (chair), Peter Lancia, Brian Mazjanis, Tony Lombardo, Peter Roelof, Flynn Ross, Ali Brunette, Vickie Hebert, Gloria Noyes, Jeff Guerette

| AGENDA | NOTES | ACTION |
|---|---|---|
| Monthly Financials | Electricity is still a concern at WMS. Monitoring consumption.Other accounts running as expected. | |
| Energy Follow Up | Peter from Siemens reviewed the info he shared at the Facilities Committee joint meeting. There are options if we want to pursue further projects. Agreement to move forward is flexible and we would not have to pay a break fee. Noreen asked what our debt service is currently. Other questions about maintaining funding for this into the future. Also look at the future of facilities plan and a plan for the energy project. Investment tax credit (SFS) has been applied for. | SC consider next Phase projects |
| Revenue Adjustments | Projected changes to GPA: Less revenue from CTE ($213,387.78, WRVC is not running projected Plumbing and Technology/Engineering programs). Increased revenue from PreK ($145,675.40, due to higher than projected enrollment; Increased funding ($204,750) projected for state adjusted increase for disadvantaged students Overall, a projected increase to GPA of $137,037.62. There may be additional revenue from PreK as the final enrollment is higher than final projection.<br><br>Summer construction costs: We were required to include Performance Bonding into our solar project. This came from our lawyers after financing was solidified. Performance bonding cost $90,417. The project came in below budget by $37,823 but created an overall shortfall of $52,594. This will be covered by the Investment Tax Credit of $768,547. Also, the Congin bathroom project bid came in higher than expected but was still under available funds. With design and project management costs the project was over budget by $94,076. This can be covered by the additional GPA funds. The Fire Repression System at WHS needs replacement and phase one will cost $38,000. This can be paid by contingency.<br>Other costs: Yondr pouches for the Bell to Bell cell phone ban cost $23,318. The State provided $5,102. The balance of $18,278 will come from Contingency.<br>The current balance in contingency is $239,336 (Yondr Pouches Already Paid.) | |
| Solar Follow Up | Siemens has submitted an application for Solar Investment Tax | |

| | | |
|---|---|---|
| | Credit on our behalf and anticipate $768,547. Projects are going well. Saccarappa and Congin are generating energy and revenue. Installations are being finished at WHS and WMS. | |
| Next Meetings | November 4, 2026, 5pm at CO | |

**Westbrook School Department**
**Policy Committee Meeting**

**September 23, 2026, 5:00 pm at WHS Rm 114**
**Present**: Erin Cavallaro (chair), Peter Lancia, Martha Sumner, Melissa Foye, Andrea Mancuso, Flynn Ross, Tyler Pelletier, Kim Bennett, Bethany Connolly, Alexis Jones, Patrick Colgan. Other attendees included: Noreen Poitras, Kristen Harvey mataya, Tom Harvey, Mark Crawford, Patty Harkins, Alicia Hood, Stacy Shugars, Joe Salisbury, Diane Rivers Hooke

| AGENDA | NOTES | ACTION |
|---|---|---|
| Welcome | Introductions of new members | |
| EEA - Student Transportation Services | Erin recapped the state of this policy and the history of its revisions. Most recent revision adopted on June 10 by the school committee. It came forward from the Transportation Committee and Policy Committee. This is the policy of the district and the departments administer the school committee's policies. Erin reminded the committee that it is good policy development to revisit policies for a variety of reasons.<br><br>Public Comments:<br>Thomas Harvey spoke. Requested a variance to policy for students in two homes based on legal custody agreements. Said policy was unfair to divorced families.<br>Mark Crawford spoke. Indicated bus driver support of current policy due to safety and effective management of transportation.<br>Noreen Poitras spoke. Asked to bring the policy back to the policy committee in order to have more data to review the policy.<br><br>Committee Comments:<br>Melissa Foye spoke in support of the policy. Current policy provides for greater safety. Policy not borne out of driver shortage.<br>Erin Cavallarro asked if schools contacted. Most do. Transportation when there are changes to schedules. Also asked if our policy is unique or more standard. Yes, it is becoming standard in other districts. Other districts have procedure rather than policy.<br>Erin invited Noreen Poitras to join the committee tonight. She prefers the whole School Committee weigh in with questions. She also asked about how the one pick up and drop off works, Only one stop allowed. Does Late Bus have the same rules? There are set stops.<br>Kim Bennett asked how many families have requested multiple pick up/drop off locations. One. No pushback and no requests, although some are not happy with it other than one family. Kim asked what happens if a family has no transportation or if they are staying with another family member. | |

| | | |
|---|---|---|
| | Andrea said she was part of Policy Committee discussions last spring. There were multiple meetings about this policy and the impact on families, including families not living in a single household. Former Assistant Superintendent and Director met with drivers to solicit feedback, explored alternatives in other districts, and local factors such as maintaining current routes and walking distances. Feels that the policy should not be changed. Families are welcome to bring hardships and concerns to the Committee. However, does not feel like the policy should be revisited.<br>Erin asked if the committee would like to reopen the policy for revision. No. Recognized that this is a hardship for the one family who brought this forward. But the policy will not be revisited. | |
| JLF - Reporting Child Abuse and Neglect<br><br>JLF-E Suspected Child Abuse/Neglect Form | Erin introduced the revised policy. Peter summarized recommended changes. Andrea gave input based on her personal work in developing the policy. There has been a lot of research nationally on this topic that mandatory reporting does not increase the safety of children. 30,000 intake reports annually, 20,000 not addressed as it is deemed not to qualify. Overreporting is happening. Question is how to support mandatory reporters. Training is required every two years rather than four.<br><br>Clarifying question<br>- Has the list of mandated reporters increased or decreased? - overall, the list has decreased but there may be an increase for schools (ie. volunteers)<br>- Could be valuable feedback on the policy<br>- How is "school personnel" defined in the policy and broader statute - what is legally considered school personnel - this could be a question for Drummond Woodsum<br>- Best practice is for admin/counselors to support people in making reports<br><br>More questions for Drummond Woodsum regarding the sample policy<br>● How is school personnel defined?<br>● Section on what staff is supposed to do is unclear needs more specificity<br>● In 1.A.ii the model policy introduced language that is not in the statute - "*lawful* and reasonable financial means…"<br><br>Have a draft ready for the October board meeting | Andrea and Peter will work together to look at the model policy |
| EBCF - Automated | What is the vision of having AEDs for district?<br>- How much do we have to provide? How much do we want to provide? | |

| | | |
|---|---|---|
| External Defibrillators<br><br>EBCF-R - Automated External Defibrillators Policy Guidelines | - Inventory of current devices<br>Need to have one in every place that students practice<br>Implementation of this policy has been pushed out a year<br><br>Need to consider the budget implications of this in next budget cycle<br><br>We will apply for state funding if/when it is released<br><br>What is the municipal requirement? Currently the city loans us one | |
| Next Meeting | October 28, 2026, 5pm at CO<br>Erin will be out for this meeting so Andrea will chair this policy meeting | |

# OLD BUSINESS

**11.1** Request to approve the bus lease purchase – Action Item – Final Approval

**RECOMMENDATION: Approve the bus lease purchase as presented**

# NEW BUSINESS

12.2 Request to adjourn into executive session, pursuant to 1 M.R.S.A. § 405(6)(D), to discuss contract negotiations – Action Item – Approval

**Recommendation: Adjourn into Executive Session as presented**

12.3 Request to adjourn from executive session and return to the regular School Committee meeting - Action Item - Approval

**Recommendation: Recess from Executive Session and return to the regular meeting as presented**

12.4 Request to Ratify the 2026 – 2029 Support Staff Collective Bargaining Agreement – Action Item – First Approval

**Recommendation: Ratify the 2025 – 2029 Support Staff Collective Bargaining Agreement as presented**

# NEW BUSINESS

12.5 Request to approve an emergency expenditure for fire alarm Phase 1 Replacement – Action Item – First Approval

**Recommendation: Approve the emergency expenditure for the fire alarm Phase 1 Replacement as presented**

SIEMENS

**PROPOSAL**
Westbrook School conversion

**PREPARED BY**
Siemens Industry, Inc. ("Siemens")

**PREPARED FOR**
Tony

**DELIVERED ON**
August 31, 2026

SMART BUILDINGS

# Transforming the Everyday



SIEMENS

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SIEMENS

# Contact Information

| | |
|---|---|
| Proposal #: | 10871096 |
| Date: | August 31, 2026 |

| | |
|---|---|
| Sales Executive: | Tyler Davis |
| Branch Address: | 66 Mussey Rd<br>Scarborough, ME 04074 |
| Telephone: | 207-303-9634 |
| Email Address: | tyler.davis@siemens.com |

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|---|---|
| Customer Contact: | Tony Lombardo |
| Customer: | Westbrook Schools |
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## Scope of Work

Siemens scope of work will include installing a Siemens Migration kit to bring the current panel up to date and functional as well as changing out all the devices on Loop # 3 (59 total). Please refer to the Inclusions, Exclusions, Clarifications and Bill of Materials that are part of this proposal listed below.

## Inclusions

1. Freight
2. Engineering
3. Project Management for Siemens Scope of work
4. System Commissioning and Final Pretest
5. Final AHJ Testing and certification
6. Conversion of the existing system over to the new system.
7. DACT
8. One (1) year warranty
9. Customer training
10. Final wiring terminations to the control panel
11. Programming
12. Loop 3 devices change out (59 total devices)

## Exclusions

1. Offsite system monitoring fees
2. Working in areas containing hazardous materials or confined space
3. Cost associated with schedule acceleration or multiple unplanned phases
4. Building and construction permit fees
5. Creating base building auto cad drawings for the project
6. Ceiling and/or wall removal, replacement, patching, and painting
7. Per project aggregate general liability insurance
8. Overtime (except as specifically noted)
9. Dedicated phone lines
10. Dedicated IP Network Drop
11. 120 VAC power
12. Conduit raceway, Electrical boxes and supports
13. Fire caulking
14. Scaffolding and lifts (except as specifically noted)
15. Fire Watch or other costs associated with temporary measures while the system is down or impaired
16. Sales Tax

## Clarifications

1. Siemens will be providing a fire panel upgrade and Loop #3 full device replacement at the Westbrook High school.
2. Owner will need to allow Siemens full and complete access to the property for the duration of the project.
3. All scheduling and phasing will need to have the Owner's input and will require the Owner's cooperation to complete during the allotted time.

SIEMENS

## Sell Price

| | |
|---|---|
| **Total Quote Price** | **$38,650.00*** |

This price is firm for 30 days from the date of this proposal.

***Siemens reserves the right to adjust prices to reflect the impact of any new or modified taxes, duties, tariffs, or equivalent measures, whether direct or indirect, imposed by any U.S. or foreign governmental authority that are applicable to our offering, including any hardware, software, or service components contained therein.***

# Payment Terms

## Payment Terms Acceptance Agreement

The total price of: $38,650.00 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens Terms of Sale (STS), (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

*Proposal is valid for thirty (30) days from the delivery date of August 31, 2026. Payment is due within 30 days of invoice date.*

***Payment Terms: 25% mobilization in advance, progress payments***

***Total: $38,650.00***

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

SIEMENS

# Siemens Terms of Sale (STS)

| Terms of Sale (Click to download) |
| --- |
| Base Terms (United States) |

Buyer agrees that Siemens shall be authorized, at its discretion and without consent, to utilize any of its world-wide affiliates to perform (subcontract) work under this Agreement. (Buyer agrees that) Buyer's data may be viewed or accessed from outside the United States by Siemens world-wide affiliates. Buyer data may be stored and/or accessed in the United States or other countries in which Siemens or our (subcontract) affiliates operate.

**Price Escalation.** If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

**To the extent applicable, the following Supplements are incorporated and made part of the Siemens Terms of Sale:**

| Click on supplement(s) below to read/download |
| --- |
| Solutions Supplemental Terms |
| Hardware Supplemental Terms |

The order of precedence is stated in the Base Terms (United States).

To the extent the Offerings are purchased through an existing master or frame agreement, the terms and conditions of that agreement shall apply instead of the Siemens Terms of Sale.

Siemens reserves the right to adjust prices to reflect the impact of any new or modified taxes, duties, tariffs, or equivalent measures, whether direct or indirect, imposed by any U.S. or foreign governmental authority that are applicable to the Offerings, including any hardware, software, or service components contained therein.

Siemens is entitled to amend these terms and conditions at any time without prior notice. Previous and Retired versions of Base Terms & Supplemental Terms can be found here: www.siemens.com/terms-of-sale

SIEMENS

# Signature Page

## Proposed by:

Siemens Industry, Inc.

Company

Tyler Davis

Name

10871096

Proposal #

$38,650.00

Proposal Amount

August 31, 2026

Date

## Accepted by:

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required

# NEW BUSINESS

12.6 Request to approve the annual School Emergency Plan – Action Item – First Approval

**Recommendation: Approve the annual School Emergency Plan as presented**

# NEW BUSINESS

12.7 Request to approve the Energy Efficiency Phase 2 – Action Item – First Approval

**Recommendation: Approve the Energy Efficiency Phase 2 as presented**

# NEW BUSINESS

12.8 Request to authorize Westbrook School Committee's Delegate to MSBS Delegate Assembly to vote on proposed resolutions -Action Item- First Approval

**Recommendation: Authorize Westbrook's School Delegate to MSMS Delegate Assembly to vote on proposed resolutions as presented**

**MSBA Resolutions Committee Work 2026**

**PROPOSED SUBSTANTIVE REVISIONS**

## 1) 1.6 In-Service Education Programs

**CURRENT RESOLUTION:**

1.6. In-Service Education Programs – MSBA recognizes the value of continuous in-service education programs for school board members and resolves itself to encourage the development of such state-wide and regional programs as are necessary to provide the information and skills required to assure effective local school board service by Maine's elected public school officials. (Adopted 1982)

**NEW RESOLUTION:**

**1.6. ~~In-Service Education Programs~~** – ~~MSBA recognizes the value of continuous in-service education programs for school board members and resolves itself to encourage the development of such state-wide and regional programs as are necessary to provide the information and skills required to assure effective local school board service by Maine's elected public school officials.~~

**School Board Professional Development -** The Maine School Boards Association (MSBA) affirms its commitment to promoting high-quality governance training and the adoption of best practices as foundational to effective school board service throughout the State of Maine. MSBA strongly encourages all newly elected and appointed school board members to participate in orientation and foundational governance training at the earliest practicable opportunity following the commencement of their service, and encourages member boards to establish local expectations and policies that support such participation. MSBA encourages all school board members — regardless of tenure — to engage in ongoing professional development throughout their service, and recognizes that effective governance is a continuous practice that benefits from regular learning, reflection, and collaboration with peers; MSBA identifies the following as core areas of knowledge and practice essential to effective school board governance, and will work to ensure that training opportunities address each of these areas:

- The distinct and complementary roles of the school board and the superintendent, and the importance of maintaining a productive and professional working relationship between them;
- Policy development, adoption, and oversight as the primary instrument of board governance;
- Budget development, financial oversight, and the responsible stewardship of public funds;
- Maine education law, including the requirements of Title 20-A of the Maine Revised Statutes, and the legal obligations of school board members;

- The Freedom of Access Act
- Parliamentary Procedure
- School board Self-evaluation
- On-boarding of school board members
- Collective bargaining processes and the board's role in labor relations;
- Ethical conduct, conflict of interest, and the responsibilities of public office;
- Community engagement, transparency, and building public trust in local educational governance

MSBA will develop, expand, and continually improve its training programs, resources, and peer learning opportunities to serve the diverse needs of member boards across Maine, including boards in rural, small, and under-resourced districts.

**2) 3.B.3.g Taxpayer Dollars Support Public Education**

***Current Resolution***

**3.B.3.g. Taxpayer Dollars Support Public Education –** The Maine School Boards Association (MSBA) believes taxpayer dollars should support public schools that are open to all and regulated by the state. MSBA opposes any effort, such as vouchers or tax credits that would siphon off public resources to support any form of private education. If parents wish to send their children to private schools, it is their choice, but it is not an option that should come at taxpayer expense. We also believe it is not appropriate to use public dollars to advance any particular religion or dogma. (Adopted 2019 – Amended 2025)

***Proposed Resolution***

**3.B.3.g. Taxpayer Dollars Support Public Education -** The Maine School Boards Association (MSBA) believes that taxpayer dollars should support public schools that are open to all and regulated by the state. While intending to maintain existing practices of funding existing so-called 60-40 private academies and institutions and the ability of local school administrative units (SAUs) to distribute public funding as best serves their student populations, MSBA opposes any effort, such as vouchers or tax credits, that would siphon off public resources historically directed to support public SAUs in favor of any form of private education. If parents wish to send their students to private schools, it is their choice, but it is not an option that should come at taxpayer expense, except through the existing approval process of their home SAU. ~~We~~ MSBA also believes that, while respecting all individuals' right to freedom of religious choice and expression, it is not appropriate to use public dollars to advance any particular religion or dogma. Any private school receiving public funds must meet basic school approval standards and comply with state law.

**3) Updated School Funding/EPS – Combine and Replace**

***Current Resolutions (Both Would Be Deleted And Replaced With Proposed Revision):***

**4.12 School Funding –** The legislature and governor need to not only fund 55% of EPS but ensure that EPS increases in pace with inflation. And they need to restore the real dollar funding lost in recent years when EPS has fallen badly behind inflation (Adopted 2024)

**3.A.2. Essential Programs and Services –** The Maine School Boards Association recognizes both the joint responsibility of municipalities and the state as a whole to provide for the cost of education, as well as the need for a funding model to provide for the equitable and efficient distribution of state monies for education across all Maine school administrative units. While the Essential Programs and Services (EPS) model is used to fill this need, MSBA believes that the original underlying assumptions about school units upon which the model is based, the expectations for educational outcomes to which Maine school districts are presently held, and alterations in local, regional, and national economic conditions, may prevent EPS as currently formulated from realizing this ongoing responsibility. MSBA calls on the Governor, Commissioner, State Board of Education, and Legislature, to work with all deliberate speed, to ensure that changes are made to the EPS funding formula such that: its original intent for equitable, predictable, and sustainable distribution of funds is honored, and represents a model for adequacy in all of Maine's disparate, and very often, broad, rural, lowpopulation regions, despite being designed around data from high-performing, cost-effective districts; metrics of communities' ability to pay more appropriate than state valuation are incorporated into EPS; the cost matrix of the formula is annually adjusted for inflation; and, alternatives to property tax for raising money to support the cost of education are made available to municipalities. (Adopted 1995 – Amended 1998, 2003, 2004, 2008, 2024)

***New Resolution (To Combine and Replace Entirety of Both 4.12 and current 3.A.2):***

**3.A.2. ~~Essential Programs and Services~~ School Funding –** The Maine School Boards Association (MSBA) recognizes the joint responsibility of municipalities and the state to provide for the cost of education, as well as the need for a funding model that ensures the equitable, predictable, and sustainable distribution of state education dollars across all Maine school administrative units. While the Essential Programs and Services (EPS) model is used to fill this need, MSBA believes that the original underlying assumptions upon which the model is based, the educational outcomes to which Maine school districts are presently held, and changes in local, regional, and national economic conditions have at times prevented EPS from fully realizing this responsibility, particularly for rural, low-population, and high-poverty communities across Maine.

MSBA welcomes the work of the Legislature, the Maine Department of Education, and the Maine Education Policy Research Institute to study and modernize the EPS formula, and recognizes LD 2226 as meaningful progress, particularly in incorporating measures of community income and poverty into the determination of a district's ability to pay, and in updating aspects of the formula to better reflect Maine's labor markets and align with

Maine’s minimum teacher salary structure. MSBA supports continued efforts to build on this progress, recognizing that LD 2226 represents an important first step and that significant work remains. In particular, MSBA calls on the Legislature and MEPRI to study the cumulative impact that years of inadequate inflation adjustments have already had on the formula's underlying cost assumptions, and to assess whether EPS as currently formulated is truly adequate to meet the actual cost of delivering a quality education to Maine students today.

MSBA calls on the Governor, Commissioner, and Legislature to ensure that: the cost matrix of the formula is adjusted annually for inflation so that EPS maintains its real value over time; the real dollar funding lost in years when EPS has fallen behind inflation is restored; the statutory requirement to fund at least 55% of EPS is met consistently; the formula continues to evolve to accurately reflect the actual cost of delivering education in all of Maine's diverse communities; and alternatives to the property tax for raising local education revenues are explored and made available to municipalities.

**4) 4.3 Student Visas for Public Schools**

***Current Resolution:***

**4.3 Student Visas for Public Schools** – It is the position of the Maine School Boards Association that the present federal system, INA Section 214 (m) (1) (A) (B) (i), that allows 4-year visas in private schools but only a 1-year visa in public schools is discriminatory and inequitable. Furthermore, the current practice adversely impacts a public school's ability to raise additional revenue to lower local taxes. MSBA requests an immediate change in this unfair system, thus permitting all eligible international students to acquire 4-year visas. (Adopted 2010)

***Proposed Changes:***

**4.3 Student Visas for Public Schools** - It is the position of the Maine School Boards Association (MSBA) that the ~~present federal system, INA Section 214 (m) (1) (A) (B) (i) that allows 4-year visas in private schools but only a 1-year visa in public schools is~~ current federal regulations implementing Section 214(m) of the Immigration and Naturalization Act (8 USC § 1184(m)) which pertain to student F-1 visas are discriminatory and inequitable~~.~~ ~~Furthermore, the current practice~~ in that they adversely impact~~s~~ a public school district's ability to raise revenue to reduce ~~lower~~ local taxes. Under the current regulations, a student with an F-1 visa who is admitted to attend a public high school is limited to 12 months of study (in the aggregate) while a student with an F-1 visa admitted to attend a private high school has no such restriction; they may attend for the time necessary to complete their studies so long as they maintain their F-1 visa status (8 CFR 214.2(f)(5)(i)). MSBA requests a~~n immediate~~ change in ~~this unfair system, thus permitting all eligible international students to acquire 4-year visas.~~ the federal regulations to enable public schools to be on an equal footing with private schools in this regard.

**5) 2.B.1.r Artificial Intelligence (AI) In Schools**

***Current Resolution:***

**2.B.1.r. Artificial Intelligence (AI) in Schools –** The Maine School Boards Association recognizes the use of AI (including generative AI) in schools as a tool to enhance student education. Its purpose should be to support all students to achieve their educational goals. All use of AI should adhere to existing policies. The goal of the use of AI is to promote literacy, providing students the opportunity to learn to question and evaluate information while making informed decisions about generated content. Appropriate use and awareness of the potential dangers of AI will guide students to think critically about the results they obtain through AI. AI is not a substitute for schoolwork that requires original thought. (Adopted 2024, Amended 2025)

***Proposed Resolution:***

**2.B.1.r. Artificial Intelligence (AI) in Schools –** The Maine School Boards Association recognizes the responsible use of AI (including generative AI) in schools as a tool to enhance student ~~education~~ learning. Its purpose is ~~should be~~ to support all students in achieving ~~to achieve~~ their educational goals through informed, ethical, and effective use. All ~~use of~~ AI use must comply with ~~should adhere to~~ existing policies including those related to privacy, security, and academic integrity. ~~The goal of t~~The use of AI should ~~is to~~ promote digital and information literacy, providing students the opportunity to learn to question, validate, and critically ~~and~~ evaluate information while making informed decisions about AI-generated content. Appropriate use, combined with ~~and~~ awareness of the potential ~~dangers of AI will guide students to think critically about the results they obtain through AI.~~ risks such as bias, misinformation, and overreliance, will guide students to think critically about AI outputs. AI is not a substitute for schoolwork that requires independent thinking and original ~~thought~~ expression.

6) **2.A.4.e Local School Board Responsibility**

***Current Resolution:***

**2.A.4.e Local School Board Responsibility –** School boards are the governing bodies of school administrative units, comprised of locally elected individuals whose duty is to represent and ensure the best interests of students and staff, and oversee the operation of their schools while following state law and district policies. The Maine School Boards Association supports local board control of educational programs which allows communities to tailor their educational approach to the specific needs of their students. School boards have direct involvement in developing school policies, budgets, curriculum, and safety for all students and staff within their respective districts. Open dialogue between school boards and stakeholders can ease conflict and promote educational objectives. MSBA strongly supports the well-established tradition of local board control of education where school boards directly oversee policy development, curriculum, budget, and facilities management, and work towards the advancement of quality public education. Local board decision making empowers educators to collaborate and innovate, leading to more effective and responsive educational programs. MSBA urges legislators and Maine's congressional delegation to oppose laws that may hinder or erode local board control. (Adopted 1974 – Amended 1976, l982, 2020, 2024).

***Proposed New Resolution:***

**2.A.4.e Local School Board Responsibility -** Local s~~S~~chool boards are locally elected governing bodies ~~of school administrative units, comprised of locally elected individuals whose duty is to represent and ensure~~ responsible for representing the best interests of students and staff~~, and oversee the operation of their schools while following~~ while overseeing school operations in compliance with state law and district ~~policies~~ policy. The Maine School Boards Association (MSBA) supports strong local ~~board~~ control~~, of educational programs which allows~~, allowing communities to tailor ~~their~~ educational ~~approach~~ programs to the ~~specific~~ unique needs of their students. ~~School boards have direct involvement in developing school policies, budgets, curriculum, and safety for all students and staff within their respective districts. Open dialogue between school boards and stakeholders can ease conflict and promote educational objectives. MSBA strongly supports the well-established tradition of local board control of education where school boards directly oversee policy development, curriculum, budget, and facilities management, and work towards the advancement of quality public education. Local board decision making empowers educators to collaborate and innovate, leading to more effective and responsive educational programs.~~ Boards play a central role in policy development, budgeting, curriculum, safety, and facilities, and foster open dialogue with stakeholders to support educational goals. MSBA urges legislators and Maine's congressional delegation to oppose ~~laws~~ measures that ~~may hinder~~ would weaken ~~or erode~~ local board ~~control~~ authority and undermine effective community-based decision making.

7) **2.A.4.h. Child Advocacy**

***Current Resolution:***

**2.A.4.h. Child Advocacy –** As advocates for children, the Maine School Boards Association urges school boards to incorporate in their mission statements language which clearly establishes that the thorough and efficient education of all children is their primary statutorily based responsibility. (Adopted 1993 – Amended 1999)

***Proposed Resolution:***

**2.A.4.h. Child Advocacy –** As advocates for children, the Maine School Boards Association urges school boards to ~~incorporate~~ state clearly in their mission statements ~~language which clearly establishes that the~~ that their primary statutory responsibility is to provide a thorough and efficient education ~~of~~ for all children, free from discrimination prohibited under state or federal law. ~~is their primary statutorily based responsibility.~~

8) **2.A.6.e Just Cause**

***Current Resolution:***

**2.A.6.e. Just Cause –** The Maine School Boards Association urges school boards to reject undefined "just cause" bargaining proposals presented by employee unions. In the event, however, that the board includes "just cause" language in a collective bargaining agreement, MSBA strongly urges that it be clearly defined so that both parties to the agreement have a full and common understanding of its intent and application. (Adopted 1983 – Amended 1984, 1999).

***Proposed Resolution:***

**2.A.6.e Just Cause –** The Maine School Boards Association ~~urges school boards to reject undefined "just cause" bargaining proposals presented by employee unions. In the event, however, than the board includes "just cause" language in a collective bargaining agreement, MSBA strongly urges that it be clearly defined so that both parties to the agreement have a full and common understanding of its intent and application.~~ advises that if a school board adopts a "just cause" provision in a collective bargaining agreement, it should be written with specific, shared definitions so both the board and employee unions have a clear and consistent understanding of how it will be applied.

9) **2.A.6.h Negotiation of Educational Policy**

***Current Resolution:***

**2.A.6.h. Negotiation of Educational Policy –** The Maine School Boards Association strongly opposes any legislative efforts to weaken the ability of local school boards to set education policy. MSBA directs its Executive Board of Directors and staff to work with other educational organizations in order to form a coalition to oppose legislation that would broaden the current negotiability of educational policy. MSBA supports the decision of the Maine Supreme Court in the MSAD #58 Board of Directors v. Mt. Abrams Teachers Association case and endorses the arbitration decisions rendered in the Lisbon School Systems v. Lisbon Teachers Association report. MSBA encourages local boards to work with their professional staff to achieve a meaningful meet and consult process on subjects of educational policy. (Adopted 1991 – Amended 1999, 2002)

***Proposed Resolution:***

**2.A.6.h. Negotiation of Educational Policy –** The Maine School Boards Association (MSBA) strongly opposes any legislative efforts to weaken the ability of local school boards to set education policy. MSBA directs its Executive Board of Directors and staff to work with other educational organizations in order to form a coalition to oppose legislation that would broaden the current negotiability of educational policy. ~~MSBA supports the decision of the Maine Supreme Court in the MSAD #58 Board of Directors v. Mt. Abrams Teachers Association case and endorses the arbitration decisions rendered in the Lisbon School Systems v. Lisbon Teachers Association report.~~ MSBA encourages local boards to work with their professional staff to achieve a meaningful meet and consult process on subjects of educational policy.