WESTBROOK SCHOOL DEPARTMENT
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SCHOOL COMMITTEE MEETING
Wednesday, March 11, 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 – February 11, 2026
7. Communications / Correspondence
8. Public Participation (for agenda items only; 3 minutes per speaker – one time only)
9. Superintendent's Report
10. Chair / Student / Committee Reports
11. Old Business
    - 11.1 Request to adopt Westbrook School Department Policy BID (School Committee Member Compensation) - Action Item – Final Approval
    - 11.2 Request to approve Westbrook School Department Policy EHB (Records Management) - Action Item – Final Approval
    - 11.3 Request to approve Westbrook School Department Policy EHB – R2 (Records Retention Schedule) - Action Item – Final Approval
    - 11.4 Request to approve Westbrook School Department Policy EHB – R3 (School Records to be Transferred to Next Grade Level) - Action Item – Final Approval
    - 11.5 Request to delete Westbrook School Department Policy EHB L (Litigation Hold) - Action Item – Final Approval
    - 11.6 Request to delete Westbrook School Department Policy EHB - LR (Litigation Hold Procedures) - Action Item – Final Approval
12. New Business
    - 12.1 Administrator / Teacher Nominations
      - 12.1.1 Special Education Teacher / Westbrook Middle School
    - 12.2 Request to approve the 2026 – 2027 school calendar – Action Item – First Approval
13. Important Dates

Mar	18	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	19	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	20		Professional Development Day – No School	
Mar	23	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	24	5:00 PM	Finance Committee – Budget Review (if needed)	Room 114 WHS
Mar	25	5:00 PM	Finance Committee – Budget Revisit List	Room 114 WHS
Apr	1	5:00 PM	Finance Committee Meeting – Regular Meeting	Room 114 WHS
Apr	1	7:00 PM	School Committee Meeting – 1st Reading FY27 Budget	Room 114 WHS
Apr	8	7:00 PM	School Committee Meeting – 2nd Reading FY27 Budget	Room 114 WHS
Apr	13	6:00 PM	City Council – Budget Presentation	Room 114 WHS

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

Westbrook School Department Land Acknowledgement Statement

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

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, Brooke Reed, Dr. Flynn Ross Vice-Chair Katy Rice, Chair Andrea Mancuso, Representative Jamila Mohamed Ahmed and Superintendent Dr. Peter Lancia were present. Student Representative Tina Nguyen was absent.

4. **Land Acknowledgement Statement –** Vice-Chair Katy Rice read the Land Acknowledgement statement.

5. **Adjustments to the Agenda** – There were no adjustments

6. **Approval of Minutes –** January 14, 2026

MOTION **Vice-Chair Katy Rice moved and Mrs. Brunette seconded the motion to approve the minutes of January 14, 2026 as presented**

- **Vote: 7 in favor – 0 opposed**

7. **Communications / Correspondence –**
Superintendent Dr. Peter Lancia reported the following hirings:

- **Jonathan Cail** has been hired as a Bus Driver (8 hr / day) for the Westbrook School Department. He will be paid $26.84 / hr (based on 12 years' of credit) for the 2025 – 2026 school year.

- **Kylie Gray** has been hired as an Education Technician III / Special Education (7 hr / day) at Westbrook Middle School. She will be paid $25.58 / hr (based on 5 years' experience) and an additional .75 cents / hr for the 2025 – 2026 school year.

- **Chelsea Rairdon** has been hired as an Education Technician III / Special Education (7 hr / day) at Saccarappa School. She will be paid $25.17 / hr (based on 3 years' experience) and an additional .75 cents / hr for the 2025 – 2026 school year.

- **Mikayla Linscott** has been hired as an Education Technician III / Special Education (7 hr / day) at Saccarappa School. She will be paid $22.94 / hr (based on 1 years' experience) and an additional .75 cents / hr for the 2025 – 2026 school year.

- **Hannah Gundersdorf** has been hired for Drama Performance at Canal School and will be paid a stipend of $1,000 (Account # 1000-9100-1230-51500-010-000000 Intramurals)) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Allison Carmichael** has been hired as a Unified Basketball Head Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Sam Mackenzie** has been hired as a Unified Basketball Assistant Coach at Westbrook High School and will be paid a stipend of $1,633.95 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Joseph Townsend** has been hired as a Softball JV / Assistant Coach at Westbrook High School and will be paid a stipend of $3,267.90 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

Superintendent Dr. Peter Lancia reported the following resignations:

- **Rahila Noor** from the position of Education Technician III / Special Education at Saccarappa School; effective February 24, 2026.

- **James Jay White** from the position of Maintenance Specialist for the Westbrook School Department; effective February 13, 2026.

- **Lucas Brown** from the position of Alternative Education Teacher at Westbrook High School; effective February 13, 2026.

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

9. **Superintendent's Report –**
Superintendent Dr. Peter Lancia announced that the school department has received a $15,000 grant from the Maine Department of Agriculture & Forestry to replace the trees that died in the high school bus loop. He thanked Tony Lombardo for pursuing and receiving this funding from Project Canopy.

Superintendent Dr. Peter Lancia wished all the winter athletes well as their sports begin.

Superintendent Dr. Peter Lancia announced that Kindergarten Registration for the 2026 – 2027 school year will begin after February vacation. Information will be posted on the website.

- **FY25 Audit Review**
Assistant Superintendent for Finance Dr. Brian Mazjanis reported on last week's Finance Committee that reviewed the audit in detail. They have requested and received an audit extension from the state. There were recommendations for internal controls with no significant findings or weaknesses. The Finance department's plan is to work more efficiently moving forward.

  Chair Andrea Mancuso noted that this year's budget review will be with the entire School Committee from start to finish with Mrs. Poitras as the Finance Chair.

- **Pre-K Plan for 2026-27**
Assistant Superintendent Dr. Kim O'Donnell reported that the 3 & 4 year old program was run by Opportunity Alliance but the school department will take over the programming beginning with the 2026 – 2027 school year. The school department will be able to increase the number of students that it will be able to accommodate. The program will be based at Canal School.

10. **Chair / Committee Reports –**

School Committee Chair Report – Chair Andrea Mancuso explained that she along with Superintendent Dr. Peter Lancia, Assistant Superintendent of Finance Dr. Brian Mazjanis and Director of Facilities and Maintenance Tony Lombardo met with city leaders regarding the Canal renovation bond and requested to utilize unused remaining bond funds to address other improvements needed.

Student Council / Government Report(s) – Student Representative Jamila Mohamed Ahmed gave the report which included spirit week at Westbrook High School, career and technical month at WRVC, acts of kindness at Canal, earning hearts at Congin for being good friends and a Valentine's breakfast at Saccarappa.

Ed Programs Report – Vice-Chair Katy Rice noted that they had a discussion of the 2026 – 20027 school calendar and the process it goes through for approval. It was decided to send a survey out to staff and families for input.

Assistant Superintendent Dr. Kim O'Donnell gave an overview of the Early Childhood Program (Pre-K) and discussed curriculum, staffing with a model of 4 half day sessions to accommodate more students.

Facilities Report – Mrs. Noyes, WRVC Director gave a tour of the school and the adult education space and talked about ideas and areas of concern. Superintendent Dr. Peter Lancia discussed the reallocation of CIP money and what uses are being targeted.

Finance Report – Mrs. Poitras explained that they reviewed the monthly financials and were given an overview of the school audit that had no findings.

They had a presentation by Siemens on the school energy audit which guarantees a savings of $279,000.

Superintendent Dr. Peter Lancia presented the proposed FY 27 school budget at $58,622,146.34 which is a 9.88% increase from the current school year.

Policy Report – Ms. Cavallaro reported that they reviewed employee and student harassment and discrimination policy and will continue its review with input from MSMA.

In their review of the homework policy it was decided that the outdated policy should leave purpose with the schools

Cellphone Report – Ms. Cavallaro reported that they distributed a survey to students and staff at Westbrook High School last month. She noted that this is a challenging issue and will be meeting next month with the intent of ensuring students feel safe and considering a bell to bell cell phone ban.

Transportation Report – Chair Andrea Mancuso explained that the committee is reviewing walking distances late bus protocols, neighborhood stop consolidations, club / activity procedures and general capacity issues.

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

12. **New Business**

12.1 **Request to authorize a request to the city council for reallocation of existing bond funding – Action Item – First Approval**

MOTION **Vice-Chair Katy Rice moved and Mrs. Poitras seconded the motion to authorize a request to the city council for reallocation of existing bond funding for first and final approval**

Chair Andrea Mancuso noted that this has been discussed with the city and they are awaiting School Committee action.

❖ **Vote: 7 in favor – 0 opposed**

12.2. **Request to accept School Revolving Renovation Funding for Canal School – Action Item – First Approval**

MOTION **Ms. Cavallaro moved and Mrs. Poitras seconded the motion to accept School Revolving Renovation Funding for Canal School for first and final approval**

❖ **Vote: 7 in favor – 0 opposed**

12.3 **Request to adopt Westbrook School Department Policy BID (School Committee Member Compensation) - Action Item – First Approval**

12.4 **Request to approve Westbrook School Department Policy EHB (Records Management) - Action Item – First Approval**

12.5 **Request to approve Westbrook School Department Policy EHB – R2 (Records Retention Schedule) - Action Item – First Approval**

12.6 **Request to approve Westbrook School Department Policy EHB – R3 (School Records to be Transferred to Next Grade Level) - Action Item – First Approval**

12.7 Request to delete Westbrook School Department Policy EHB L (Litigation Hold) - Action Item – First Approval

12.8 Request to delete Westbrook School Department Policy EHB - LR (Litigation Hold Procedures) - Action Item – First Approval

MOTION **Mrs. Poitras moved and Vice-Chair Katy Rice seconded the motion 12.3) to adopt Westbrook School Department Policy BID (School Committee Member Compensation): 12.4) to approve Westbrook School Department Policy EHB (Records Management); 12.5) to approve Westbrook School Department Policy EHB – R2 (Records Retention Schedule); 12.6) to approve Westbrook School Department Policy EHB – R3 (School Records to be Transferred to Next Grade Level); 12.7) to delete Westbrook School Department Policy EHB L (Litigation Hold) 12.8) to delete Westbrook School Department Policy EHB - LR (Litigation Hold Procedures) as presented**

❖ **Vote: 7 in favor – 0 opposed**

13. **Important Dates –**

Feb	16-20		School Vacation	
Feb	25	5:00 PM	Facilities Committee Meeting	WRVC
Mar	4	5:00 PM	Finance Committee Meeting – FY27 Budget Presentation	Room 114 WHS
Mar	11	7:00 PM	School Committee Meeting – State of the Schools	Room 114 WHS
Mar	18	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	19	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	23	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	19	5:00 PM	Finance Committee – Budget Review	Room 114 WHS
Mar	23	5:00 PM	Finance Committee – Budget Review (if needed)	Room 114 WHS
Mar	25	5:00 PM	Finance Committee – Budget Revisit List	Room 114 WHS
Apr	1	5:00 PM	Finance Committee Meeting – Regular Meeting	Central Office
Apr	1	7:00 PM	School Committee Meeting – 1st Reading FY27 Budget	Room 114 WHS
Apr	8	7:00 PM	School Committee Meeting – 2nd Reading FY27 Budget	Room 114 WHS
Apr	13	6:00 PM	City Council – Budget Presentation	Room 114 WHS

14. **Public Participation (any school related matter; 3 minutes per speaker; one time only) –** There was no public participation

15. Announcements –
Vice-Chair Katy Rice announced the Opus One Big Band (concert, dance & silent auction) on February 14, 2026, at 6:30 PM at Westbrook Middle School to benefit the Chamber singers.

16. Adjournment –

MOTION **Vice-Chair Katy Rice moved and Ms. Cavallaro seconded the motion to adjourn**

❖ **Vote: 7 in favor – 0 opposed**

WESTBROOK SCHOOL DEPARTMENT

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

To: Westbrook School Committee
From: Peter Lancia, Ph. D, Superintendent of Schools
Date: March 7, 2026
RE: Communications for the March 11, 2026 School Committee meeting

I am reporting the following hirings:

- **Lance Hanna** has been hired as a Bus Driver (8 hr / day) for the Westbrook School Department. He will be paid $26.27 / hr (based on 9 years' of credit) for the 2025 – 2026 school year.
- **Mano Ali** has been hired as an Administrative Assistant at Westbrook High School (8 / hr day. She will be paid $26.14 / hr (based on 7 years' experience) for the 2025 – 2026 school year.
- **Casey Murphy** has been hired as the Grade 6th – 8th Swimming Co-Coach at Westbrook Middle School and will be paid a stipend of $2,814.03 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Emily Blazek** has been hired as the Grade 6th – 8th Swimming Co-Coach at Westbrook Middle School and will be paid a stipend of $2,814.03 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Mike Crawford** has been hired as the Grade 6th – 8th Head Indoor Track Coach at Westbrook Middle School and will be paid a stipend of $3,267.90 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Emily Droge** has been hired as an Indoor Assistant Track Coach at Westbrook Middle School and will be paid a stipend of $2,360.15 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Tyler Crosby** has been hired as an Indoor Assistant Track Coach at Westbrook Middle School and will be paid a stipend of $2,360.15 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Andrew Lefebvre** has been hired as an Indoor Assistant Track Coach at Westbrook Middle School and will be paid a stipend of $2,360.15 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Mike Makin** has been hired as the Grade 6th – 8th Head Wrestling Coach at Westbrook Middle School and will be paid a stipend of $3,267.90 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Danny Pang** has been hired as the Grade 6th – 8th Assistant Wrestling Coach at Westbrook Middle School and will be paid a stipend of $2,360.15 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Amanda Kuczewski** has been hired as the Grade 7th & 8th Volleyball Coach at Westbrook Middle School and will be paid a stipend of $2,904.80 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Sam Hammar** has been hired for Intramurals and will be paid a stipend of $600 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Katya Nash** has been hired for the Leadership Club at Westbrook Middle School and will be paid a stipend of $300 (Account # 1000-9100-1200-51500-060-000000 MS Activities Stipend) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kyle Smith** has been hired as the Jazz Combo 2 Director at Westbrook High School and will be paid a stipend of $1,200 (Account # 1000-11850-1210-51500-060-000000 MS Falcon Choir transferred to this position as approved at the Finance Committee) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Jana Boody-Billings** has been hired as the FBLA Advisor at WRVC. She will be paid a stipend of $1,500 for the 2025 – 2026 school year.

I am reporting the following resignations:

- **Mikayla Linscott** from the position of Education Technician III / Special Education at Saccarappa School; effective February 28, 2026.

- **Christine Lapado-Breglia** from the position of School Nutrition Helper (3 hr / day) at Westbrook Middle School; effective March 17, 2026.

- **Austin Mehlhorn** from the position of School Social Worker at Westbrook Middle School and will not be returning for the 2026 – 2027 school year.

Memorandum

To: Superintendent of Schools

From: Mark Campbell

Date: March 5, 2026

Subject: Stipend Adjustment Request - Dave Higgins (WMS Boys Soccer)

I reviewed the stipend payments issued to Dave Higgins for the 2025/26 Westbrook Middle School boys soccer season and found a discrepancy between the School Committee approval and the contracts that were issued.

The **October 8, 2025 School Committee minutes** reflect the following approvals:

- **8th Grade Boys Soccer Coach:** $2,904.80 stipend
- **7th Grade Boys Soccer Coach:** $1,452.40 stipend

However, Mr. Higgins received the following two coaching contracts:

- **8th Grade Boys Soccer Coach:** $1452.40
- **7th Grade Boys Soccer Coach:** $1452.40

For a total of **$2,904.80**.

It appears that during processing through accounts payable, two contracts were generated at **$1,452.40 each**, resulting in payment equivalent to only **one full stipend** rather than the combined value of both approved positions which was **$4357.20**.

At this point I'm requesting two actions:

1. That we pay Mr. Higgins the additional **$1452** for the 8th grade stipend that was approved at the October 8th school committee meeting.
2. That we approve and pay the additional **$1452** for the 7th grade stipend and pay and Mr. Higgins the full **$5809.60** for both stipends. He served as the head coach for both teams this fall and met the full obligations for both positions.

NAME	ACTIVITY	DATE	STIPEND 25-26	ACCOUNT TO CHARGE	ACCOUNT NAME
Casey Murphy	Swimming Head 6-8th Grade Co-Coach	02/09/26-03/27/26 - WINTER 2	$2,814.03	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Emily Blazek	Swimming Head 6-8th Grade Co-Coach	02/09/26-03/27/26 - WINTER 2	$2,814.03	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Mike Crawford	Indoor Track Head 6-8th Grade Coach	02/09/26-03/27/26 - WINTER 2	$3,267.90	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Emily Droge	Indoor Track Assistant Coach	02/09/26-03/27/26 - WINTER 2	$2,360.15	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Tyler Crosby	Indoor Track Assistant Coach	02/09/26-03/27/26 - WINTER 2	$2,360.15	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Andrew Lefebvre	Indoor Track Assistant Coach	02/09/26-03/27/26 - WINTER 2	$2,360.15	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Michael Makin	Wrestling Head 6-8th Grade Coach	02/09/26-03/27/26 - WINTER 2	$3,267.90	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Danny Pang	Wrestling Assistant 6-8th Grade	02/09/26-03/27/26 - WINTER 2	$2,360.15	1000-9200-1200-51500-060-000000	WMS Athletic Stipends
Amanda Kuczewski	Volleyball 7/8th Grade Coach	02/09/26-03/27/26 - WINTER 2	$2,904.80	1000-9200-1200-51500-060-000000	WMS Athletic Stipends

NAME	ACTIVITY	DATE(S)	STIPEND	ACCOUNT TO CHARGE	ACCOUNT NAME
Sam Hammar	Intramurals	Sept-June	$600.00	1000-9100-1200-51500-060-000000	MS Activities Stipend
Katya Nash	Leadership Club	Jan - June	$300.00	1000-9100-1200-51500-060-000000	MS Activities Stipend

Name	Title	DURATION	AMOUNT	Extracurricular / Cocurricular Stipends
Kyle Smith	HS Jazz Combo 2 Director	Winter	$1,200	1000.1150.1210.51500.060.000000

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

Superintendent's Report
March 11, 2026

- State of the Schools Report

Westbrook School Department
Facilities Committee Meeting

Date: Wednesday, Feb 25, 2026, 5pm at WRVC

Present: Brooke Reed (chair), Brian Mazjanis, Jamie Murphy, Mary Ellen Doherty, Jeff Guerette, Tony Lombardo, Sam Chatto, Gloria Noyes, Katy Rice, Peter Lancia

AGENDA	NOTES	ACTION
Welcome		
Congin Tour	Gloria provided a tour of WRVC, highlighting automotive, cosmetology, and building trades.She also walked through adult education offices and discussed a possible new external entrance. She discussed expansion plans and the eventual need for physical space as well as the possibility of repurposing existing space. She noted areas of the building where the roof leaks.	
CIP list	Peter reviewed the CIP developed with City administration which was presented to the city council. He and Brian discussed the reallocation of funds requested for HS project (remaining bathroom fund to be used for window and doors and burglary system) and Canal bond (remaining funds after vestibule, ceiling work, and bathrooms, to be used for Congin bathrooms and Canal outdoor siding) projects.	
Next Meeting	May 20, 2026 at 5pm at Saccarappa	

Westbrook School Department
Educational Programs Committee Meeting

February 11, 2026, 5 pm at CO

Present: Katy Rice (chair), Kim O'Donnell, Regina Clement, Jess Hamel, Vickie Hebert, Flynn Ross, Amy Sampson, Danielle McLaughlin, Christina Boursaw, Bethany Desroseirs, Wendy Harvey, Danielle McLaughlin, Marc Bisson, Wyndee Grosso, Sue Lombardo, Barbara Morgan, Andrea Mancuso, Kellie Hall, Chelsea Beliveau, Peter Lancia

AGENDA	NOTES	ACTION
Welcome	Reminder about Family Game Night at Canal, Feb 12 at 5:30.	
26-27 School Calendar Draft	Kim described the process for developing a common school calendar across the Sebago Alliance (WRVC) districts. Draft has 2 PD days August 24-25, transition days for kids Aug 26-27; all students Aug 31-Sept 3; Sept 4-7 long weekend. This would have three 4 day weeks. The rest of the calendar is similar to previous years. The year would end on June 11, 2027. PD days are in common to align with other districts for common workshops, especially for speciality teaching areas. Question about K start date. Likely Aug 31. Question about pay periods. The last period of 25-26 is Aug 28. The first period of 26-27 would be Sept 11. Comment that parents will have a hard time with three four-day weeks with child care. Staggered start is challenging for families. Could we reduce to 175 student days and increase staff days by 2? Possibly. We are contractually obligated to 183 days. More appealing options: As is; T days 26-27 S starts 31, add 2 days in June; T days 24, 25, 26, 27, S starts 31. Will do some research and solicit more feedback. The goal is to bring the calendar to the School Committee in March.	Conduct survey of staff and families and bring calendar to SC in March.
Pre K Plan	Kim reviewed the draft plan for Early Childhood (PK) in 2026-27. We have been working with DOE about funding, through the special education/CDS fund as well as subsidy. Max capacity would be 64, or 16:1. Estimated 24 kids with IEPs (11 currently.) We have asked and been approved for 40 gen ed students, an increase from the current number of 24. This increases the subsidy. DOE is assuring a fully funded program for students with special needs. We are no longer working with Opportunity Alliance; we are taking a break for the year. Due to current regulations, the Head Start model will not align with what we need to provide for 4 year olds. We may revisit a partnership next year with the addition of 3 year olds. Our model is to have 4 half-day sessions which is more developmentally appropriate for 4 year olds. Kids with IEPs will be integrated into gen ed classrooms as well as some special purpose schools. Currently 11 incoming 4 year olds have IEPs. We anticipate there will be more added throughout the year. Students with IEPs will be admitted. There will be a lottery for non-IEP students. Question if there will be weights for certain populations. At this point, no. Staffing recommendations are drafted based on current numbers. DOE will fully fund special education staff, including an administrator. General fund would fund the general 2 PK teachers and 2 ed techs IIIs plus a .5 multi-lingual teacher. Curriculum will be PreK for ME which is a language and literacy based, play based curriculum with exceptional results. It is state developed and based on Boston Public Schools model. Question about staffing through attrition. Could include a transfer if there are openings. Certification would have to align, but a teacher could be conditionally certified. Information ready to go out by the end of the month with recruiting and inquiry. This Early Childhood project is multi-year and will offer early intervention for our youngest students. Lots of future possibilities!	
Next Meeting	April 8, 2026, 5pm at CO	

Westbrook School Department
Finance Committee Meeting

Date: Wednesday, March 4, 2026, 5pm , WHS Rm 114

Present: Noreen Poitras (chair), Alli Brunette, Erin Cavallaro, Katy Rice, Anfdrea Mancuso, Flynn Ross, Brooke Reed (on Zoom), Peter Lancia, Brian Mazjanis, Mark Campbell, Patrick Colgan, Jeff Guerette, Vickie Hebert, Gloria Noyes, Lisa Krunkala, Alexis Jones, Mary Emerson, Marc Bisson, Tony Lombardo, Martha Sumner, Christina Boursaw, Sam Chatto, Pattie DiMaria, Jen Brooks, Bethany Carragher, Chelsea Beliveau, Barbara Morgan, Regina Clement, Jess Hammel, Melissa Foye.

AGENDA	NOTES	ACTION
Monthly Financials	Brian noted the letter from Maine DoE regarding a successful audit. They noted no findings and noted "Congratulations." Brian reviewed monthly financials. Spending continues to be on track. Watching substitute costs carefully, especially at some cost centers. 31% remaining. Question about water and sewer at WMS which is spent down to 19% remaining. Enterprise: Adult Education revenues coming in and the program is solvent. Same at WPAC and Nutrition. Enterprise accounts often appear to run a deficit due to when revenues are booked.	
Siemens Energy Audit	Colleen and Peter from Siemens presented about the energy audit that was conducted. There was a guaranteed energy savings. $279,000 is projected as a savings. The State of Maine is using Westbrook Schools solar project as a model project. Question: Is there a list of projects? Yes, Brian will send it.	Brian will send: Slides from Siemens and list of projects
CIP Update	Brian, Peter, Tony, and Andrea met with City Leaders about the Canal renovation bond and the WHS funds that were granted by the city from fund balance. We have requested cavity council (approved) tp reallocate remaining funds in Canal bond to renovate Congin bathrooms and to	
Budget Presentation	Peter presented the proposal for the FY27 Budget. It involves a 9.88% increase in spending and amounts to $58,622,146.34. Four factors contribute to the increase: reduction in Federal Funds causing us to move several positions and costs from grants to General Fund; expanding PreK to incorporate obligation to support 4 year olds with special needs; contractual obligation increases; and expanded needs in programs and costs. Full budget is on the website as is Peter's presentation.	
Next Meetings	All School Committee members serve on the Finance Committee during budget meetings. All budget meetings are in WHS Rm 114. • Wednesday, March 18, at 5pm, Finance Committee Budget Review • Thursday, March 19, at 5pm, Finance Committee Budget Review • Monday, March 23, at 5pm, Finance Committee Budget Review • Tuesday, March 24, at 5pmFinance Committee Budget Review (if needed) • Wednesday, March 25, at 5pm Finance Committee Budget Revisit • Wednesday, April 1, at 5pm Finance Committee Regular Meeting and School Committee1st Reading • Wednesday, April 8 at 7pm School Committee 2nd Reading • Monday, April 13 at 6pm City CouncilSchool Budget Presentation • Monday, April 27 at 6pm, City Council City and School Budget 1st Reading • Monday, May 4 at 6pm, City Council City and School Budget 2nd Reading • Tuesday, June 9 Election Day School Budget Referendum	

Budget Presentations and Review FY27 Budget

Wednesday, March 4 5 pm Rm 114	Finance Committee Meeting and FY27 Budget Presentation
Wednesday, March 18 5 pm at Rm 114	Review: Districtwide, Maintenance, Transportation, Technology, GT, Music, Art, WPAC
Thursday, March 19 5 pm at Rm 114	Review: Multilingual, Special Education, Canal, Congin, Saccarappa
Monday, March 23 5 pm Rm 114	Review: WMS, WHS, Athletics, WRVC, Adult Education, Nutrition
Tuesday, March 24 5 pm Rm 114	Meeting if needed
Wednesday, March 25 5 pm Rm 114	Review: Revisit List
Wednesday, April 1 5 pm Rm 114	Finance Committee Meeting, 5 pm
	School Committee Meeting, 7 pm, 1st reading of Budget
Wednesday, April 8 7 pm Rm 114	School Committee Meeting, 7 pm, 2nd reading of Budget
Monday, April 13 6 pm Rm 114	Budget Presentation at City Council, 6 pm
Monday, April 27 6 pm Rm 114	City Council Meeting - 1st reading of Budget
Monday May 3 6 pm Rm 114	City Council Meeting - 2nd Reading of Budget

Westbrook School Department

FY2027 School Budget Proposal

March 4, 2026

The best education for all, for life.







Strategic Priorities

Teaching and Learning	Equity and Opportunity
Social and Emotional Learning	Communication and Collaboration

Budget Amount

$58,622,146.34

increase of $5,271,617.34
9.88%

Of the 9.88% increase...

- 4.57% Contractual Salary and Benefits
- 3.72% New and Reorganized Positions
  - .72% Pre K
  - .79% IDEA move to GF
  - 1.10% ESEA move to GF
  - 1.11% New Positions
- .75% Increased Special Education costs
- .84% Increased misc. costs

Why the Increase?

- Reduction in Federal Funds
- Expansion of PreK
- Salaries and Benefits Existing and New Personnel
- Expanded Needs and Programming

Reduction of Federal Funds



Reassigned Intervention Positions (ESEA to GF)

$585,806

Instructional Coaches (2)

Instructional Strategists (3)

Instructional Coaches
Support improvement of instruction (support teachers, coach, demonstrate and model in classrooms, train, present workshops)

Elementary Instructional Strategists
Teach struggling students, design interventions, manage systems of intervention and supports

Multi-Year Plan

✔ FY27	Move 2 instructional coaches and 3 instructional strategists to GF
FY 28	Move 3 Title I teachers to GF
FY 29	Move 3 Title I teachers to GF

Annual grant will then provide funding for materials, start-up programs, and targeted needs

Reassigned Special Education Costs (IDEA to GF)

IDEA $423,233

Ed Tech IIIs (5)

ESY Summer School

MaineCare $250,000

Out of District Placements: $147,486

Expansion of Pre K Program





Why?

Required by Fall 2027 to provide CDS (special education) support to 3 and 4 year olds.

We have joined the 2026-27 cohort of Maine schools to add special education services for 4 year olds with excellent support from Maine DoE. DoE has provided approximately $100K in materials and supplies for our classrooms.

We are required to provide FAPE for 4 year olds, meaning students must have access to general education program.

We have discontinued partnership for Head Start PreK with The Opportunity Alliance (for now.)

We will begin providing supports to 3 year olds, likely through a service model, in 2027-28.

General Education PreK New Positions

Salary and Benefits

$384,864

PreK Classroom Teachers (2)

Pre K Classroom Ed Tech III (2)

Pre K Multilingual Teacher (.5)

Pre K Special Education New Positions

State CDS funded

1 Resource Teacher

Ed Tech III (2)

Speech Therapist (.5)

Administrator (.4)

Multi-Year Planning

FY28

1 PK Administrator, 1 Special Education Teacher, 2 Ed Tech IIIs, 1 Speech and Language Therapist, 1 Occupational Therapist, General Ed PK Teacher, 1 General Ed PK Ed Tech III, I ML Teacher

FY 29

1 Special Education Teacher, 1 SLP, 1 OT, 1 Social Worker, 1 Gen Ed PK Teacher and Ed Tech III, 1 Admin Assistant

Expanded Needs and Programs





Needs and Programs

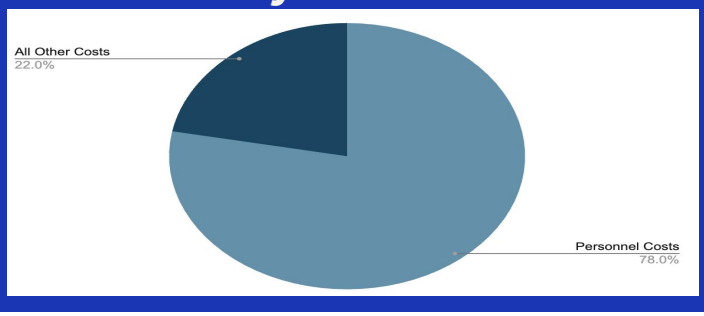
WRVC Programs (CoOperative Learning and CTE Exploratory in FY27, Plumbing in FY28)

Special Education Programming

HS English (GT)

Cyber-safety

Existing Personnel Salary and Benefits



Increased Personnel Costs

Year over year, existing positions

$2,438,855

Support Staff CBA Negotiations

Teachers CBA Year 3

Administrator CBA Year 2

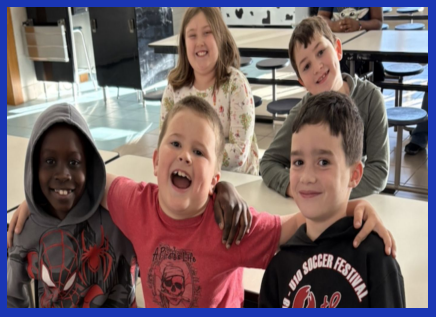
Health Benefits Increase

Maine Paid Family Leave

Other Contract Benefits

New and Reorganized Positions





Reorganized Positions

Asst. Dir. Special Services to State CDS (.4)

WRVC Computer Tech Teacher to .5 Computer Tech and .5 CoOp Teacher

WMS Learning Lab Teachers (2) to WMS Intervention Teachers

Elem Instructional Strategists (3) to .5 Instructional Strategists and .5 Title I Teachers

Equity Resource Coordinator to .6

Tech Coach to Instructional Technology Integration Specialist

New Positions

New positions (not PK)

$591,578

Nutrition Education Coordinator

Network Systems Specialist

Bus Aide

Van Driver

New Positions

New positions (not PK)

$591,578

WHS English (GT) Teacher

WRVC CTE Exploratory Teacher

WHS Special Ed Resource Teacher

Special Ed Ed Tech III

Speech Therapist (.5)

Requested but Not Included

1 Special Ed Ed Tech III

FT Assistant Dir Special Services for PreK

Curriculum Coordinator

Curriculum

Organize enhanced Instructional Support through District Leadership

- **Work with K-12 Coaching Team** (Elem Literacy, Elem Math, Sec Literacy, Sec Math / STEAM, K-12 ML) to support improvement of instruction by supporting, demonstrating, modeling, and training
- **Work with Community of Practice Leaders** to support curriculum development, alignment, and implementation
- Work with **Building Principals** to support instructional improvement through supervision and accountability
- Offer increased **Professional Development** on instructional practice and targeted needs

Initial Request





$ 60,598,269

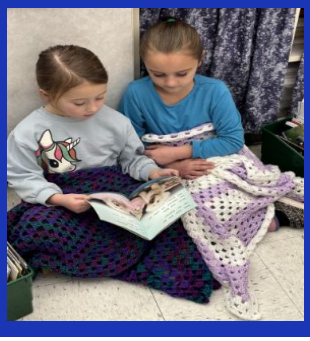
Increase of $7,246,570
13.58%

Leadership Team Reductions to date:

$1,976,122.66

Budget Highlights





What was Maintained?

Students and Staff Ratios

General Ed, Special Ed, Multilingual, and Unified Arts, programs

Student Support Services

Athletics, Music, and Activities

Communications Systems

Teaching & Learning: Basic Supplies, Curriculum Materials, and Field Trips

What was reduced?

Benefits projections

Bench Sub costs

Lease purchase, not purchase, bus and van

Utilities costs to reflect solar project

Maintenance projects

What was reduced?

Music Contracted Services

3 to 4 year lease for gr 9-11 Pads

Eliminate new devices and maintain current for teachers and grade 12

Eliminate IXL software (K-8)

WHS Alternative Learning Teacher

Enterprise Programs



School Nutrition

Budget $2,488,066

Increase: $277,589

Increase in Food Prices by 15% which added to budget $120,300

New Position: School Nutrition Engagement and Education Coordinator

Expansion of service creates greater subsidy.

Adult Education

Budget: $668,508

Increase: $46,552

Evaluating current programs and considering continuity based on workforce needs.

Continuing to expand programming to meet needs of adult learners.

Need for dedicated tech support.

WPAC

Budget: $152,302

Increase: $6,057

FY25 Auditor's Fund Balance: $104,430

Programming continuing to expand with new opportunities

Repairs and updates will fall under WPAC revenues.

Revenue

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Additional Revenue

General Purpose Aid - ED 279 - $22,797,461

- This is an increase of $2,399,287 due to:
  - Special Education
  - Multilingual
  - CTE
  - Enrollment

Local vs. State Share

Local share: 52.06% of EPS

State Share: 47.94% of EPS

This is a shift that has occurred over the past few years. As recently as 2023 the local share of EPS was 48.18% and the state share was 51.82%

Decreased Revenue

Because we have had very lean budgets, there is **very little** fund balance available to be used as revenue, to "buy down" the cost of education as has been done in past years.

In FY26 used $700,000 was used to reduce the tax burden.

Cost to Taxpayers

Estimate Using 2025 Valuation

Mill Rate FY26 - 8.74

Mill Rate FY27 - 9.72

On an average 2025 Valued House ($341,000) this would result in a $336.31 annual increase.

One Promise: The best education for all, for life.



REPORT: All School Requests, FY 26 Only

Row Labels	ID#	Project Title	Requested FY 26	Notes	PROPOSED FUNDING SOURCE			
					School Fund Balance (Nutrition, Adult Ed or Performing Arts Center)	School Operations Budget	Bond	Other
School	24-34	WRVC - Concrete Sidewalk Replacement	$ 52,500	Revised project. $52,500 from operations budget.		$ 52,500		
	24-36	WHS - Burglary/Security System Upgrades	$ 35,000	Reallocate funds from C2512 (WHS Restroom Renovations/ADA). Requires School Committee & Council action.				$ 35,000
	24-37	Central Office - Front Parking Lot Paving	$ 60,000	Deferred				
	24-38	Central Office - Rear Entrance Drive & Parking Lot Paving	$ 75,000	Deferred				
	24-40	WMS - Camera Updates/Replacements	$ 100,000	$100,000 from Stronger Connections Grant (BPSC)				$ 100,000
	24-58	Congin - Window & Exterior Door Replacements	$ 150,000	Defer to FY 27. Applied for School Revolving Renovation Fund (SRRF) in FY 26, not awarded. Will reapply in FY 27.				
	24-60	WHS - Window & Door Replacements	$ 350,000	Reallocate funds from C2512 (WHS Restroom Renovations/ADA). Requires School Committee & Council action.				$ 350,000
	24-62	Congin - Kitchen temperature controls	$ 25,000	$25,000 from School Nutrition fund balance	$ 25,000			
	24-63	Saccarappa - Kitchen temperature controls	$ 30,000	$30,000 from School Nutrition fund balance	$ 30,000			
	25-45	Canal - ADA Compliant Restrooms	$ 600,000	Funds available in Canal Vestibule & ADA Bathrooms bond balance (B2502). No School Committee or Council action required, as this is already a permitted use of bond funds.				$ 600,000
	25-46	Canal - Exterior Siding Repairs & Replacement	$ 65,000	Add-alternate project if bond funds from B2502 (Canal Vestibule & ADA Bathrooms) permit. School Committee & Council action required to reallocate bond funds. If bond funds cannot be reallocated, defer this item				$ 65,000
	25-47	Congin - ADA Compliant Restrooms	$ 300,000	Add-alternate project if bond funds from B2502 (Canal Vestibule & ADA Bathrooms) permit. School Committee & Council action required to reallocate bond funds. If bond funds cannot be reallocated, defer this item				$ 300,000
	25-48	WHS - Concrete Sidewalk Replacement	$ 55,000	$55,000 from operations budget.		$ 55,000		
	25-50	WHS - Camera Updates	$ 60,000	Deferred				
Grand Total			**$ 1,957,500**		$ 55,000	$ 107,500	$ -	$ 1,450,000

REPORT:	All School Requests (All FYs)							
Row Labels	ID#	Project Title	FY 26	FY 27	FY 28	FY 29	FY 30	Total Project
School	24-34	WRVC - Concrete Sidewalk Replacement	$ 52,500					$ 52,500
	24-36	WHS - Burglary/Security System Upgrades	$ 35,000					$ 35,000
	24-37	Central Office - Front Parking Lot Paving	$ 60,000					$ 60,000
	24-38	Central Office - Rear Entrance Drive & Parking Lot Paving	$ 75,000					$ 75,000
	24-40	WMS - Camera Updates/Replacements	$ 100,000					$ 100,000
	24-48	WHS - Olmstead Field Renovations			$ 2,000,000			$ 2,000,000
	24-50	Canal - HVAC Improvements		$ 400,000				$ 400,000
	24-51	Congin - HVAC Improvements		$ 500,000				$ 500,000
	24-52	WHS - 3rd Floor HVAC Improvements		$ 400,000				$ 400,000
	24-54	WRVC - HVAC Replacement/Building Controls Upgrade			$ 750,000			$ 750,000
	24-57	Canal - Window & Exterior Door Replacements		$ 100,000				$ 100,000
	24-58	Congin - Window & Exterior Door Replacements	$ 150,000					$ 150,000
	24-59	WRVC - Window & Door Replacements		$ 315,000				$ 315,000
	24-60	WHS - Window & Door Replacements	$ 350,000					$ 350,000
	24-61	Canal - Kitchen temperature controls			$ 25,000			$ 25,000
	24-62	Congin - Kitchen temperature controls	$ 25,000					$ 25,000
	24-63	Saccarappa - Kitchen temperature controls	$ 30,000					$ 30,000
	24-64	WMS - Kitchen Temperature Controls			$ 50,000			$ 50,000
	24-65	WRVC - Kitchen Temperature Controls			$ 30,000			$ 30,000
	24-66	WHS - Kitchen Temperature Controls			$ 30,000			$ 30,000
	24-70	Central Office - HVAC Replacements & Upgrades		$ 200,000				$ 200,000
	24-71	Congin - Interior Access to Main Electrical/HVAC Room		$ 30,000				$ 30,000
	24-72	WMS - Mini-split Heat Pump Replacement		$ 150,000				$ 150,000
	24-73	Canal - Playground Drainage Design & Construction		$ 80,000				$ 80,000
	24-74	Congin - Playground drainage improvements		$ 100,000				$ 100,000
	24-75	Canal - Paving Improvements		$ 50,000				$ 50,000
	24-76	WRVC - Roof Replacement		$ 1,260,000				$ 1,260,000
	24-77	WHS - Roof Replacements		$ 475,000				$ 475,000
	24-83	WHS - Campus Drainage Design & Improvements			$ 85,000			$ 85,000
	24-84	WHS - Paving Student/Olmstead Field Parking Lot		$ 300,000				$ 300,000
	24-85	WHS - Auditorium Renovation			$ 1,725,000			$ 1,725,000
	24-95	WHS - Building Renovation & Expansion						$ 100,000,000
	24-98	Congin - Building Expansion				$ 25,000,000		$ 25,000,000
	24-99	Saccarappa - Emergency Backup Generator				$ 250,000		$ 250,000
	25-45	Canal - ADA Compliant Restrooms	$ 600,000					$ 600,000
	25-46	Canal - Exterior Siding Repairs & Replacement	$ 65,000					$ 65,000
	25-47	Congin - ADA Compliant Restrooms	$ 300,000					$ 300,000
	25-48	WHS - Concrete Sidewalk Replacement	$ 55,000					$ 55,000
	25-49	WHS - Tennis Court Renovation		$ 400,000				$ 400,000
	25-50	WHS - Camera Updates	$ 60,000					$ 60,000
	25-51	WRVC - Entry Vestibule Improvements		$ 200,000				$ 200,000
Grand Total			**$ 1,957,500**	**$ 4,960,000**	**$ 4,695,000**	**$ 25,250,000**		**$ 136,862,500**

OLD BUSINESS

11.1 Request to adopt Westbrook School Department Policy BID (School Committee Member Compensation) - Action Item – Final Approval

Recommendation: Adopt Policy BID as presented

SCHOOL COMMITTEE MEMBER COMPENSATION

Westbrook City Charter (Article 4.4, Compensation of School Committee Members) directs that Westbrook School Committee members shall receive such compensation for their services as established by a Westbrook City Council ordinance.
Effective on **[DATE]**, as established through **[council ordinance]**, School Committee members shall be compensated according to the following schedule:

Chair:	7% of Area Median Income
Vice-Chair:	6% of Area Median Income
Member:	5% of Area Median Income

Payment shall be made quarterly, in March, June, September, and December and shall reflect the member's period of service in the preceding quarter. If a member served on the School Committee for only a portion of the prior quarter, the quarterly payment shall be reduced to reflect an appropriate pro-rated amount.

Any member may request that School Committee compensation be reviewed for possible modification. Such request should be directed to the Policy Committee, which shall make a recommendation to the School Committee. Upon a majority vote of the School Committee, the School Committee chair shall forward any proposal for modification to the Westbrook City Council for consideration.

Legal Reference: 20-A MRSA § 2306
Westbrook City Charter, Article 4.4
[Council Ordinance]

Cross Reference: BBD – School Committee Declared Vacancy Caused by Absenteeism
BE – School Committee Meetings
BEDG – Minutes

Adopted: September 11, 1978, _____2026

Revised: March 22, 1982; August 8, 1983; August 12, 1986; October 8, 1986; February 26, 1990; July 22, 1998; June 7, 2006; February 12, 2014

OLD BUSINESS

11.2 Request to Request to approve Westbrook School Department Policy EHB (Records Management) - Action Item – Final Approval

Recommendation: Approve Policy EHB as presented

RECORDS MANAGEMENT

~~[NOTE: In 2018, the Maine State Archives, a department of the Office of the Secretary of State, replaced its *Rule Chapter 10, Rules for Disposition of Local Government Records* with the current *Local Government Records Retention Schedules*. As a result of the revision, the schedules pertinent to schools are all in one place: Schedule 18 – School Records. Schedule 18 is available on the State's website at https://www.maine.gov/sos/arc/records/local/school/aug2018.pdf.~~

~~The earlier version of this policy was developed in recognition of the amendments to the Federal Rules of Civil Procedure related to discovery of evidence maintained in electronic form ("e-discovery") that became effective December 1, 2006. We remind School Committees and school administrators that although records can be made and stored in a variety of traditional and digital forms, email can be an especially valuable source of evidence in litigation because people are often less careful in composing emails than they would be in "hard copy" communications or memos. Email communications sent and received should be preserved with the same care as records/data created and maintained in other formats.]~~

The School Committee is aware that various records are created and received as the school unit educates its students and manages the operations of its schools.

For the purpose of this policy, "records" are all documentary materials made or received and maintained by the school unit in accordance with law or rule, or in the transaction of its business. Records may be created and received in multiple formats, including but not limited to print, handwriting, audio and video tapes, and various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school unit's records is essential not only for compliance with laws and regulations but also to protect the legal interests of the school, staff, and students and to ensure that the school unit is managed effectively.

The school unit will comply with all applicable laws, rules, and schedules about the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Superintendent/designee(s) shall be responsible for developing a records management program for the assignment of responsibility for various kinds of records and the management, storage, and disposal of the school unit's records that is consistent with applicable laws and rules and which allows for retrieval of records when necessary.

The Superintendent/designee will also be responsible, by methods they deem appropriate, for informing school unit employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Director of Technology, school administrators, or other school unit personnel as they deem appropriate in order to facilitate the implementation of this policy.

School Committee Records

The School Committee shall keep such records as are necessary for the transaction of its business. The Superintendent shall act as custodian of the School Committee records in their role as Secretary of the School Committee, and will be responsible for storing School Committee and subcommittee minutes, reports, and studies commissioned by the School Committee, and other School Committee documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

School Committee members should be aware that their email communications sent or received that pertain to School Committee business may be subject to disclosure as public records and discoverable as evidence in the event of litigation.

Legal Reference: 5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)
Maine Secretary of State, Maine State Archives, Local Government Records Retention Schedules)
Maine Department of Education Rule Chapter 125 (Basic School Approval)

Cross Reference: ~~BEA - School Committee Use of Electronic Mail~~
GBJ - Personnel Records and Files
GBJC - Retention of Application Materials
GCSA - Employee Computer and Internet Use
JRA - Student Education Records

Adopted: October 10, 2007

OLD BUSINESS

11.3 Request to approve Westbrook School Department Policy EHB – R2 (Records Retention Schedule) - Action Item – Final Approval

Recommendation: Approve Policy EHB – R2 as presented

GENERAL STUDENT RECORDS

SERIES	TITLE	Description	Retention & Who
LG24.9 LG24.14	Adult Education Student Records & HiSet	Name, address, Records of grades, courses taken, attendance, etc., for students participating in adult education programs. Records retained related to the High School Equivalency Test (HiSET), which assesses whether students have the academic skills equivalent to those of a typical high school graduate.	Permanent/ Adult Education
LG24.10	Annual Registration/Emergency Information	Information completed each year to register students for school and emergency contact information.	Current Year/School
LG24.11	Correspondence Concerning Individual Students	Correspondence between the school and parents/guardians; among school employees; with outside service providers, etc., regarding an individual student.	Until age 26 School/CO
LG24.12	Enrollment Application	Document completed by all students who are entering the school unit, listing vital information about each student.	6 years School/CO
LG24.13	Excuse Notes (Late/Absent/Dismissed)	Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year/School
LG24.15	Homeschool Records	Records of those students being home-schooled, whether temporarily or on-going.	Until age 26 CO
LG24.16	Kindergarten Screening	Records created for children are evaluated against set standards to determine their readiness for kindergarten enrollment.	5 years/School
LG24.17	Private Tuition Agreements	Records related to private tuition agreement for an individual student.	6 years/CO
LG24.18	Record of Student Records Released	Record (including date and recipient) of all student records released by the school unit.	Until age 26/School
LG24.19	Special Education Records	Records about special education referrals and services provided to the student	Until age 26/School last attended
LG24.10	Student Assistance Team Records	Student Assistance Team Records	Until age 26/ School last attended
LG24.21	Student Contracts	Contracts between students and teachers or administrators for improvement of problem behaviors; athletic contracts, etc. (Not special education related)	Until graduation/School last attended

LG24.22a	Student Discipline Records – Minor	Records of student disciplinary actions except suspensions and expulsions.	Until graduation/School
LG24.22b	Student Discipline Record – Suspension/Expulsion	Records of student suspensions and expulsions	Until age 26/School
LG24.23	Student Health Records	Records of student medications, illnesses, injuries (including injuries related to athletic activities), vaccinations, etc.	Until age 26/School
LG24.25	Student Records – Permanent	Records include: student name, address, phone, official high school transcript (if applicable), grades, attendance records, classes attended, grade level completed, and year completed.	Permanent/School
LG24.26	Student Records-Long Term	Records include: notation for any special services received, including Title One, 504, services to Migrant children and ESL; standardized tests.	Until age 26 School last attended?CO
LG24.27	Student Schedules	Records of each student's class schedule.	Current year School
LG24.28	Superintendent's Agreements	Records related to a Superintendent's agreement concerning an individual student.	6 years CO/School
LG24.29	Truancy	Records concerning students who are truant from school.	Until graduation School last attended
LG24.30	Work Permits	Work permits on file for students under 16.	Until graduation School last attended

Curriculum/Program Records

SERIES	TITLE	Description	Retention
LG24.31	Athletic Trainer/Sports Medicine - General	Sports program records related to the use of trainers and sports medicine.	6 years School
LG24.32	Curriculum (syllabi, lesson plans, etc.) - Routine Materials Used by Teachers	Routine curriculum materials used by teachers.	Retain current information only School
LG24.33	Curriculum/Program Records	Subject records maintained by school officials on curriculum and school programs, including Adult Education.	6 years CO
LG24.34	Family/Community Program Records	Records for family/community open houses, etc	Current year School
LG24.35	Interscholastic/Extracurricul	Records documenting individual, team, and group	Permanent

	ar Activities	achievements in interscholastic/extracurricular activities and contests. Records include coaches'/advisors' reports and team/group rosters.	School last attended
LG24.36a	Library Records - Circulation	Records relating to the borrowing, lending, and returning of items in the library's collection. Including, but not limited to: item circulation history and patron records.	Retain until no longer needed for Library business, then destroy/ School
LG24.36b	Library Records - Yearbooks	Non-circulating record copy maintained by school (whether or not as part of its library collection)	Permanent School last attended
LG24.37	Substitute Folders	Folders containing lesson plans and resource materials for use by substitute teachers.	Current year/ School
LG24.38	Title One Parent Night Records	Records of attendance at parents' night events and of programs offered on those occasions.	6 years/CO

Correspondence Records

(CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.39	Complaints from the Public Regarding General Operations (not individual student or employee issues)	Communications from the public regarding complaints, along with the associated school response.	1 year from the resolution of the issue
LG24.40a	Correspondence - Transitory	Incoming and outgoing correspondence in any media format that is purely informational in nature and only documents information of temporary, short-term value; not covered by another record series or needed to document core functions/operations/services of the school unit. (Examples include: letters of transmittal, basic information requests such as hours open, notices/scheduling meetings, etc.)	30 days until no longer needed
LG24.40b	Correspondence - Substantive	Any correspondence documenting core functions/operations/services of the school unit.	File with related record series
LG24.41	Freedom of Access Requests	Records relating to requests from the general public for access to the school's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include correspondence relating to the request and records documenting the public records provided to the requester.	1 year from completion of request

ADMINISTRATIVE RECORDS-SCHOOL OPERATIONS

(CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.42	Accident Reports - Employees or Public	Accident reports are completed when employees or the public are injured on school property or during school activities.	6 years
LG24.43	Administrative Calendars		Current year
LG24.44a	Administrative Records/Historical		Permanent
LG24.44b	Administrative Records – General School Operations	Employee calendars, facility use schedules, and meeting schedules.	6 years
LG24.44c	Administrative Records - Transitory	Materials documenting unique aspects or special traditions of the school or school unit.	Current year
LG24.45	Administrative Working Documents	Accreditation Committee, Teacher Support Team; Student Retention Review Committee, etc.; minutes and agendas for staff meetings; records documenting policy-implementing activities; employee handbooks, etc.	See Appendix F, Working Documents & Drafts
LG24.46	Appointments/Oaths	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	End of term PLUS 10 years
LG24.47a	Bond Records, Contractor/Surety	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor and used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	6 years after expiration
LG24.47b	Bond Records, Employee/Fidelity	Supplementary employee insurance, which protects the school. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses arising from theft, forgery, fraud, or embezzlement by staff.	6 years after expiration
LG24.48	Charters	Charters, bylaws, mission statements, or other similar documents that establish the responsibilities and authority of the school unit.	Permanent
LG24.49	Federal, State, and Private Grants	Federal, state, and private grant case	Until closed, plus

		files. Retain all records in accordance with grant requirements.	6 years
LG24.50	Food Service Files	All records of school food service operations.	3 years
LG24.51a	Hazardous Chemicals - Chemical Identification List and Related Records	Each work site where hazardous chemicals are used or stored must maintain a list that includes the SDS (see 1.15.b) and any related documents.	20 years
LG24.51b	Hazardous Chemicals - Safety Data Sheets	Safety Data Sheets explain the hazards and describe the measures to take if employees are exposed to chemicals stored or used at the work site.	Current SDS only
LG24.52	Insurance Claims	Includes both claims filed against the school unit and allegations filed against others by the school unit.	Until settled, plus six years
LG24.53a	Insurance Policies, All Other	Policies carried by the school unit to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and other insurance policies purchased.	6 years after expiration
LG24.53b	Insurance Policies, General Liability	Policies carried by the school unit to protect itself against liability claims.	20 years after expiration
LG24.54	Labor Citations - Safety Violations	Record of safety violations discovered during inspection of school facilities.	One year after resolution
LG24.55	Legal Files	Records of all legal actions in which the school unit has been involved.	Until issue is resolved, plus 6 years
LG24.56	Mail Delivery and Receipt	Receipts for registered, certified, or other mail sent out by a school, as well as undeliverable registered or certified mail items returned. The records are typically filed with the school's copy of the item mailed. Including, but not limited to: ● Certified/registered/insured mail logs and return receipts ● Private ground delivery registers/receipts ● Signed pick-up and delivery receipts	1 Year (unless needed longer for legal purposes)
LG24.57	Records Disposition Documentation	Documentation of final disposition of records, describing records disposed of and the manner and date of disposition; providing evidence that records have been disposed of per approved retention	Permanent

		schedules.	
LG24.58a	Reports Filed With Federal or State Agencies – Interim Records/Reports	Interim or periodic reports are used to create final reports.	6 years
LG24.58b	Reports Filed With Federal or State Agencies – Annual/Final Report	Final versions of reports.	Permanent
LG24.59	School Calendar	Official school calendar for the school year. Includes approved and revised calendars.	10 years
LG24.60	Student Safety Drills	Records include emergency drills in school, as well as safe riding skills and emergency evaluation on school buses.	6 years School & CO
LG24.61	Surveillance Records	Recordings of activities in public areas of school facilities are used as a security measure to identify persons who cause disturbances or violate laws.	Retain until it is determined that no security incident has occurred, then destroy. If an incident or investigation, retain until resolved CO
LG24.62	Warrants - Municipal	A municipal warrant is used to call a town meeting, with an associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting (those present would consist of any registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Permanent CO
LG24.63	Wellness Program (School)	Implementing plans, record of compliance with community involvement and notification requirements, and triennial assessment records.	6 years CO

ADMINISTRATIVE RECORDS-PROPERTY RECORDS (facility/equipment/land)

(kept at CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.64	Buildings and Grounds Records	Records of maintenance and improvements. Destroy records when the facility no longer exists, or transfer documents to the new owner.	Life of the facility (or as long as owned by the school unit)

LG24.65	Deeds to Properties Owned by Local Government Agencies	Deeds (plus any related documents) to a school unit's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent
LG24.66	Depreciation Schedules	Depreciation schedules for non-real property owned by school units.	6 years after the disposal of the property
LG24.67	Equipment/Asset Inventory	Records relating to the inventorying of the school's capital, expendable, and consumable assets. Updated when new items are purchased, and old items are sold or given away. The series may include the asset name, description, location, purchase date, serial or other identifying number, original cost, and current value. Also documents related to the purchase, upgrading, and maintenance of equipment, such as motor vehicles and computers.	Retain for 4 fiscal years after date of inventory or until disposition of asset
LG24.68	Equipment Maintenance Records	Records of maintenance of school equipment.	3 years, plus current
LG24.69	Leases - Property	“Real Property” related leases (land, buildings, and fixtures) to which the school unit is a party. Records may include legal documents, correspondence, and reports relating to the negotiation, fulfillment, and termination of the lease.	10 years after the termination of lease
LG24.70	Mortgages	Mortgages on property owned by the school unit, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds	Permanent
LG24.71	Property Records	Other than deeds to real estate, documentation for the purchase and maintenance of property that the school unit records in an inventory.	6 years after the disposal of the property
LG24.72	School Construction Records	Plans and related documents that provide a history of school construction projects. Destroy records when the building no longer exists, or transfer records to the new owner.	Life of the building (or until no longer owned by the school unit)
LG24.73a	Site Plans - Approved	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent
LG24.73b	Site Plans - Work in Progress	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents are to be completed by the (final) plan.	Until no longer needed

FINANCIAL RECORDS

(kept at CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.74	Accounts Payable and Disbursement Records	Including but not limited to: claims, bills, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	6 years
LG24.75	Accounts Receivable Records	Including but not limited to: bill copies or stubs, statements, billing registers, account cards, direct deposits, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a school unit and its collection or receipt.	6 years
LG24.76	Audit Reports	The auditor issues a report following each official audit.	Permanent
LG24.77	Audits, Internal (Working Papers)	Auditors use calculations and other backup materials to generate the final report.	7 years Title 20-A, Chapter 22, §6051 requires that school units keep these records for 7 years
LG24.78	Banking, accounts, and transactions	Records relating to the school's banking activities and documenting its banking transactions, including, but not limited to: • Bank deposits (deposit slips) and withdrawals • Bank reconciliations and statements • Records documenting the status of and adjustments to accounts • Stop payment reports/requests (and supporting documentation) • Canceled checks, or images of canceled checks	6 years
LG24.79a	Bids and Proposals, Successful	Potential vendors make bids and proposals to provide the school with goods, services, revenue, or other benefits. Including, but not limited to: • Request for proposal or bid, request for qualifications/quotations, specifications, etc.; • Public notices; • Bid proposals, evaluation documents, statements of qualification, applications, etc.	6 years
LG24.79b	Bids and Proposals, Unsuccessful	Bids and proposals made by potential vendors to provide the school with goods, services, revenue, or other benefits that are not accepted. Includes bid proposals, evaluation documents, statements of qualification, applications, etc.	2 years
LG24.80	Bond Records, Financial	Bonds (financial, representing funds invested) are purchased or sold.	6 years after expiration
LG24.81a	Budget Records - Approved Annual Budget	Final copy of the adopted budget, listing anticipated revenues and expenses for the year. This series does	Permanent

		NOT include working papers, drafts, budget requests, or other supporting documentation.	
LG24.81b	Budget Records - Supporting Documents	Documentation supporting the approved annual budget, including but not limited to working papers, agency staff analyses, drafts, or other working documents used to draw up the final budget, including estimates and requests submitted for compilation by individual departments	6 years
LG24.82	Contracts/Leases	Contracts entered into by the school unit for the purchase of goods and services, and the leasing of vehicles, equipment, etc.	6 years after completion
LG24.83a	Ledgers/Journals - Daily Transactions	Records documenting the daily transactions concerning the receipt and disbursement of funds. May include details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number, etc. These records are considered temporary accounting records, which are used to create a permanent ledger.	6 years
LG24.83b	Ledgers/Journal - Permanent	Summary accounting records, showing line item totals of income and expenditures for the year. (May also be referred to as annual or final fiscal reports.)	Permanent
LG24.84	School Trust Fund Records	Records of all trust funds supporting the school.	Permanent
LG24.85	Student Activity Accounts	Records for funds collected to support student activities.	3 years
LG24.86	Vouchers	Official authorization (i.e., internal document) used to collect and organize the necessary documentation and approvals before paying on a claim or bill. May include the department fund name, check number, date, claim amount, and authorizing signature.	6 years
LG24.87	Warrants - Financial	Warrants for payment of obligations (i.e., a written order instructing a specific payment to a specified recipient at one particular time).	6 years

PAYROLL RECORDS

(kept at CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.88	Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes or other approval to allow deductions from the employee's pay.	3 years after separation
LG24.89	Direct Deposit Authorization	This record series documents an employee's authorization for direct deposit of their paycheck in the bank.	until superseded or end of employment
LG24.90	Employee Payroll Records	Records kept for individual employee earnings history. May contain, but not limited to: salary history,	60 years after separation

		department and position, earnings and deductions by pay period; gross earnings year-to-date, net pay.	
LG24.91a	Payroll Register – Pay Period	Earnings and withholdings of employees for each pay period are used to compile the year-end Payroll Register. Records include: date, employee names, gross pay, withholdings and deductions, and pay rate.	6 years
LG24.91b	Payroll Register - Year End	Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions.	60 years after separation
LG24.92	Payroll Reports	Various reports are generated for each pay cycle to verify payroll accuracy. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	6 years
LG24.93	Pension or Retirement Records	Pension or retirement account records that detail, by pay period and cumulatively, deductions, disbursements, adjustments, or other actions. (May be considered as part of Employee Payroll Records or Personnel File)	60 years after retirement
LG24.94	Tax Forms	Forms and reports are used to report the collection, distribution, deposit, and transmittal of payroll and other tax-related information for employees. Including: W-2 or W-3, Wage & Tax Statement; W-4, Employees Withholding; Form 940, Unemployment Tax; Form 941, Quarterly Tax; 1099 Forms, Miscellaneous income or other distributions	6 years after the fiscal reporting year
LG24.95	Wage Attachments/Garnishments	Garnishment of employee wages. Records may include: child support records, bankruptcy records, tax levies, and any other court-ordered garnishments or voluntary attachments stating the total amount to be collected and the amount to be deducted from each payroll.	6 years after file becomes inactive

PERSONNEL RECORDS

(kept at CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.96	Attendance Records	Attendance records, if not covered by other record series	3 years
LG24.97	Applications for Employment - Not Hired	Cover letters, application forms, references, etc.	2 years
LG24.98	Background Checks	Background checks conducted by the school unit.	6 years
LG24.99	Employee Drug Tests	Records of drug tests and results for school employees.	5 years
LG24.99	Employee Insurance	Records regarding employee participation in insurance	6 years after

		programs (such as health, dental, etc., and including COBRA records)	termination
LG24.101	Employment History	Employment history (including dates of employment, annual salary history, full-time/part-time status).	60 years after separation unless employer has been notified that the former employee has died; in which case 10 years after former employee's death
LG24.102	Form I-9	Federally required proof that the employee has a legal right to work in the U.S.	3 years after separation
LG24.103	Health Records - Individuals	Health records of school employees, individuals visited by municipal nurses, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	30 years after separation
LG24.104	Job Descriptions	Description of duties performed or to be performed by particular positions.	Permanent
LG24.105	Leave Files	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	3 years
LG24.106	Personnel Records – Long Term	Personnel records addressed in 20-A M.R.S.A, Section 6101.	6 years after separation
LG24.107	State and Federal Personnel Reports	Reports and regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years
LG24.108	Substitute List	List of school units' employment of substitute teachers to cover teacher absences.	1 year, plus current
LG24.109a	Training – Conferences, Workshops Conducted by the Agency	Information used to conduct training sessions or for conferences and workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material, or related documentation.	3 years after the end of the training/event
LG24.109b	Training - Employee Training	Employee records for any voluntary or mandatory training provided in-house or by another organization. Records may include certificates of completion (such as Freedom of Access – Right to Know), grades, requests, and approval for training.	6 years after separation
LG24.109c	Training – Informational	Training and education of employees: Information about	Update as

	Materials	available training/education opportunities	needed
LG24.110a	Union Records - Grievance and Arbitration Files	Related correspondence, union grievances, and negotiation documentation; signature page of people attending meeting; notes on meeting; written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement.	50 years
LG24.110b	Union Records - Union Agreements (Signed)	Collective bargaining agreements with unions representing employees of the school unit.	Permanent
LG24.111	Volunteer Records	Records documenting those who volunteer at the school. These records are maintained as a reference and to verify that a person has volunteered. May contain: applications, names of volunteers, addresses, directory information, program volunteer information, time and attendance records, registers, sign-in sheets, and activity information.	5 years
LG24.112	Wellness Program Records (Employee)	Records of individual employee participation in a program designed to encourage behaviors thought to result in improved health.	Current year
LG24.113a	Workers Compensation Records - Completed Claim	First report plus other records, when a lump sum settlement finalizes claim.	1 year after close of case
LG24.113b	Workers Compensation Records - First Report of Injury	No lost work time, so the only record required is the initial report of injury.	1 year after close of case
LG24.113c	Workers Compensation Records - Long-Term Claim	First report plus other records where time is lost from work and the case is not finalized by a lump sum payment.	20 years after the last payment

SCHOOL COMMITTEE RECORDS

(CO unless otherwise noted)

SERIES	TITLE	Description	Retention
LG24.114	Comprehensive Emergency Management Plan	Title 20-A §1001 requires that each school board annually approve this plan.	
LG24.115	Comprehensive Plans (Adopted)	These records document the plans for the future growth and development of the school system. A comprehensive, long-range general plan addresses present and future needs of the school, including any future growth and development.	
LG24.116	School Board Accreditation Reports	Accreditation reports	
LG24.117	School Board Committee Minutes	All official meetings held or conducted by the School Committee are recorded in official minutes that accurately reflect votes and actions. Includes, but is not limited to:	

		• Agendas, meeting/agenda packets (briefs, reference materials, etc.) • Speaker sign-up, written testimony • Audio/visual recording transcripts • Recordings (destroy after minutes have been transcribed and approved, unless challenge or legal dispute related to the meeting, then retain until resolution. • Minutes (any handwritten notes, once transcribed and approved, can be destroyed)	
LG24.119	School Board Policies	Approved Board policies, including policies removed/rescinded by the Board.	

Legal Reference: 5 M.R.S.A. § 95-A
https://www.maine.gov/sos/sites/maine.gov.sos/files/content/assets/LGSectionD.may2024v1.pdf
Maine Department of Education Rule Chapter 125 (Basic School Approval Rules)

Cross Reference: GBJ – Personnel Records
JRA – Student Education Records and Information
GCSA – Employee Computer and Internet Use

Adopted:

OLD BUSINESS

11.4 Request to approve Westbrook School Department Policy EHB – R3 (School Records to be Transferred to Next Grade Level) - Action Item – Final Approval

Recommendation: Approve Policy EHB – R3 as presented

SCHOOL RECORDS TO BE TRANSFERRED TO NEXT GRADE LEVEL

The following items are to be transferred to the next grade span and are to be maintained permanently:

- ~~Permanent student record card with essential student information (e.g. name, address, birthdate, etc.)~~
- ~~Permanent student record transcript (attendance, classes taken, grades, sports participation, Title I services, migrant services, vocational education)~~
- Permanent Student Records-including student name, address, phone, official HS transcript (if applicable), grades, attendance, classes attended, grade level completed, and year
- Long Term Student Records-notation of any special services received (504, Migrant Student Services, ESL, Standardized Testing, and Title I)
- Record of student education records released, including date and recipient
- Adult Education/GED student records (names, grades, classes, attendance)
- Kindergarten screening records (transfer to next grade level through end of grade 5)

The following items are to be transferred to the next grade span but need not be maintained permanently. Check the retention schedule (EHB-R2) for specific retention timelines.

- Discipline records – substantive (i.e. detention, suspension, expulsion, behavior contracts
- Special education records
- Student health record: accidents, illnesses, injuries, treatment, vaccinations, medications received
- Student Assistance Team records – for individual students
- Truancy records

Legal Reference: 5 M.R.S.A. § 91 et seq.
Maine State Archives Rule Chapter 10 (Rules for Disposition of Local Government Records)
Maine Department of Education Rule Chapter 125 (Basic School Approval Rules)

Cross Reference: GBJ – Personnel Records
JRA – Student Education Records and Information
GCSA – Employee Computer and Internet Use

Adopted: October 10, 2007

OLD BUSINESS

11.5 Request to delete Westbrook School Department Policy EHB - L (Litigation Hold) - Action Item – Final Approval

Recommendation: Delete Policy EHB – L as presented

LITIGATION HOLD

PURPOSE

There are circumstances where the normal and routine retention, disposal, and/or destruction of records must be suspended according to federal and state requirements and policies of the Westbrook School Department ("Department"). Present and future records that are involved in litigation, or reasonably anticipated in foreseeable legal action, must be preserved until the litigation hold is released by the Superintendent.

The purpose of this document is set forth to the Department's litigation hold policy and authorizes the Superintendent, or his designees(s), to develop and implement procedures for initiating, implementing, and monitoring litigation holds.

SCOPE

This Policy applies to all Department records owned or otherwise legally controlled by the Department and all faculty, staff, administrators, board members, contractors or anyone else employed by the Department with access to Department technology resources.

DEFINITIONS

Records

The term "Records" includes all records, whether in electronic or paper form, created, received, or maintained in the transaction of Department business. Such records may include, but are not limited to, paper records and electronic records transferred and/or stored by or on behalf of the Department using the Department's technology resources. Electronic records can exist in a wide variety of formats, including, without limitation, text documents, spreadsheets, presentations, HTML documents, digital images, email messages, data bases, voicemails and other digital recordings.

Litigation Hold

The term "Litigation Hold" means an order or notice to cease destruction or disposal and to preserve all Records pertaining to the nature or subject of the litigation hold.

LITIGATION HOLD POLICY

Notwithstanding Department policies or procedures to the contrary, Department Records, whether in paper or electronic form, pertaining to any pending or anticipated legal claim against the Department shall be preserved and maintained until the legal claim, whether litigation or other legal proceeding, is finally concluded. It shall be the responsibility of the Superintendent, or his designee(s), to establish and implement procedures to ensure that appropriate litigation holds are timely implemented and monitored and that affected Department personnel are given timely notice of their responsibility to preserve Department records pertaining to any pending or anticipated legal claim until the legal proceeding is finally concluded. The procedures shall also provide for the preservation and maintenance of such Records.

As a general rule, the preservation obligations do not extend to back-up tapes or other media which are maintained solely for disaster recovery. In the event it is determined by the Superintendent that relevant electronic Records can only be obtained via backup tapes or other media maintained for disaster recovery, the Department may undertake, if reasonable to do so, efforts to extract the pertinent Records and separately maintain them until final conclusion of the legal proceeding.

The Superintendent will determine and communicate to affected Department Personnel when a litigation hold may be lifted and Records no longer preserved pursuant to the litigation hold.

VIOLATIONS

Violations of this Policy and Department procedures implemented pursuant to this Policy are subject to disciplinary action up to and including dismissal in accordance with applicable federal and state law.

First Reading: June 16, 2010

OLD BUSINESS

11.6 Request to delete Westbrook School Department Policy EHB - LR (Litigation Hold Procedures) - Action Item – Final Approval

Recommendation: Delete Policy EHB – LR as presented

LITIGATION HOLD PROCEDURES

The following Litigation Hold Procedures have been developed pursuant to the Westbrook School Department Litigation Hold Policy for the purpose of initiating, implementing and monitoring litigation holds.

1. Any Department personnel who receives notice of a pending or anticipated claim against the Department, receives notification of a pending or anticipated audit by any governmental agency authorized to audit Department records, or receives a request for information pursuant to Maine's Freedom of Access Act shall immediately notify the Superintendent.

2. The Superintendent, or his designee, will determine whether to initiate a legal hold and will identify Department personnel subject to the hold.

3. The Superintendent, or his designee, will promptly notify affected Department personnel that a legal hold has been initiated. The notice will inform affected personnel of the general nature of the matter, provide guidance in identifying relevant records, detail the procedure for preservation of relevant records and remind affected Department personnel of their obligation to identify and preserve all Records that may be relevant to the litigation hold.

4. Upon notice of a litigation hold, affected Department personnel must do the following:

    a. Immediately suspend the disposal, deletion, overriding, or any other destruction of Records relevant to the litigation hold that are under their control.

    b. Electronic information must be preserved so that it can be retrieved at a later time and the information must be preserved it its original electronic form. Affected Department personnel are encouraged to contact the Information Technology Director with any questions concerning suggested methods for preserving electronic records.

    c. Preserve any new electronic Records that are generated after receipt of the legal hold notice that is relevant to the subject of the notice.

    d. Preserve hard copies of documents under their control. Steps should be taken to identify all relevant paper files and to ensure the retention of such files.

5. Department personnel subject to a litigation hold must acknowledge receipt, understanding, and compliance with a Litigation Hold without undue delay by email and/or memorandum to the Superintendent's office.

6. The Superintendent, or his designee, will notify the Information Technology Director of a litigation hold and provide the following information including, but not limited to:

    a. Official notification of the legal hold;

    b. Identify all affected Department personnel whose electronic accounts must be preserved, including user names, if known;

    c. Identify each person's status as faculty, staff, student, or retired, if known;

    d. Provide department affiliation for each person, if known.

7. The Information Technology Director must acknowledge receipt, understanding, and compliance with the litigation hold without undue delay by email and/or memorandum to the Superintendent's Office.

8. If affected Department personnel separate from employment during the course of a litigation hold, the supervising administrator (principal, department director, superintendent, or other designated administrator) must take possession of any and all records under the control of the separated personnel and notify the Superintendent.

9. Once notice of litigation hold has been issued, the Superintendent, in conjunction with the legal counsel, will continue to monitor compliance with this policy and periodically remind them of their preservation obligation.

No set of procedures can cover or address each and every contingency and employees are expected to use good faith efforts to take actions consistent with the underlying purposes and spirit of the Department's litigation hold policies and procedures.

Adopted: June 16, 2010

NEW BUSINESS

12.1 Teacher / Administrator Nominations

12.1.1 Special Education Teacher / Westbrook Middle School

Sarah Hager is nominated for this position replacing Keith Wixson who resigned. She will be placed on Level B (5 years' of experience) of the Bachelor's scale $52,378 and a stipend of $1,000 for case management(Account # 1000-2300-1000-51010-060-000000 Self Contained Teacher Salary) for the 2025 – 2026 school year. Both salary and stipend will be prorated based on her start date in this new position. This position was advertised within, on ServingSchools.com, K12JobSpot.com and the Westbrook School Department website; there was one applicant.

Ms. Hager has a Bachelor's degree in Outdoor Education from Unity College and is working towards her Master's degree in Special Education.

Ms. Hager is currently employed as an Education Technician III / Special Education at Westbrook Middle School.

NEW BUSINESS

12.2 Request to approve the 2026 – 2027 school calendar - Action Item – First Approval

Recommendation: Approve the school calendar as presented

To: Dr. Lancia, School Committee
From: Dr. O'Donnell
Date: 3/6/26

RE: School Year 2026-27 Calendar

I am pleased to present the proposed 2026-27 school calendar. Following the directives from Educational Programs, we conducted a survey among both staff and the broader community. Approximately 77% of the staff (n=217) expressed a favorable view of this calendar. Regarding community feedback, when given three options, 52% (n=290) chose this calendar as their preferred option. Responses for the other options were mixed and generally less favorable. Additionally, there was a clear preference for a later start in August, attributed to the typically high temperatures during that time.

WESTBROOK SCHOOL DEPARTMENT

SCHOOL CALENDAR

2026-2027

August / September

M	T	W	TH	F
			27	28
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T - 25 S - 23

27,28 Prof Development Days
4 No School
7 Labor Day

October

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T - 22 S - 21

9 Prof Development Day
12 Indigenous Peoples' Day

November

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T - 17 S - 16

5 K-12 - 1/2 day students
11 Veterans' Day observed
25 Compensatory Day
26 Thanksgiving
27 No School

December

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

T - 15 S - 15

23-31 Vacation
25 Holiday

January

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T - 19 S - 19

1 New Year's Day
18 Martin Luther King Day

February

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

T - 15 S - 15

15 Presidents' Day
15-19 Vacation

March

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

T - 22 S - 21

19 Prof Development Day

April

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T - 17 S - 16

15 K-12 - 1/2 students
16 Compensatory Day
19 Patriots' Day
19-23 Vacation

May

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

T - 20 S - 20

31 Memorial Day

June

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	(15)	16	17	18
21	22	23	24	25
28	29	30		

T - 11 S - 11

15 Last Day of School (1/2 Day)
If necessary, contingency days will be added to make up for school closures.
18 Juneteenth observed

60 Minute Early Release Day for Students

K-12 1/2 day family / school conferences

Compensatory Day

Prof Development Day; No School for students

( ) 1/2 Last Day of School

No School

Graduation June 5, 2027

Quarters				Student Days	Teacher Days
August	27 -	October 30	=	41	44
November	2 -	January 22	=	47	48
January	25 -	April 2	=	44	45
April	5 -	June 15	=	45	46
		Totals	=	177	183

Canal School	(Grades PK - 4)	207-854-0840
Congin School	(Grades PK - 4)	207-854-0844
Saccarappa School	(Grades PK - 4)	207-854-0847
Middle School	(Grades 5 - 8)	207-854-0830
High School	(Grades 9 - 12)	207-854-0810
WRVC		207-854-0820
Adult Education		207-854-0826
Superintendent's Office		207-854-0800
Transportation Office		207-854-0807
Special Services Department		207-854-0850
Multilingual Learner Dept		207-591-6237
Homeless Liaison		207-854-0850
Affirmative Action / Title IX Coord		207-591-6048
School Nutrition		207-854-0810 ext. 2061

Approved by School Committee: