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SCHOOL COMMITTEE MEETING
Wednesday, January 14, 2026
7:00 PM
Room 114 / Westbrook High School
ZOOM https://us02web.zoom.us/j/81700741385

AGENDA

1. Call to Order: Chair Andrea Mancuso
2. Pledge Allegiance to the Flag
3. Roll Call
4. Land Acknowledgement Statement
5. Adjustments to the Agenda
6. Approval of Minutes – December 10, 2025 and December 18, 2025
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
12. New Business
    - 12.1 Request to recess into executive session, pursuant to 1 M.R.S.A. § 405(6)(A), to discuss a personnel matter - Action Item – Approval
13. Important Dates

Jan 19		Martin Luther King Jr. Day – No School	
Jan 21	5:00 PM	Facilities Committee Meeting	Congin School
Jan 21	6:15 PM	Finance Committee Meeting	Central Office
Jan 28	5:00 PM	Policy Committee Meeting	Central Office
Feb 4	5:00 PM	Finance Committee Meeting	Central Office
Feb 11	5:00 PM	Educational Programs Committee Meeting	Central Office
Feb 11	7:00 PM	School Committee Meeting	Room 114 WHS
Feb 16-20		School Vacation	
Feb 23	6:00 PM	Joint School Committee / City Council Mtg	Room 114 WHS
Feb 25	5:00 PM	Facilities Committee Meeting	WRVC

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** – Superintendent Dr. Peter Lancia 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 (REMOTE), Vice-Chair Katy Rice, Chair Andrea Mancuso, Representative Jamila Mohamed Ahmed, Student Representative Tina Nguyen, and Superintendent Dr. Peter Lancia were present.

4. **Land Acknowledgement Statement –** Superintendent Dr. Peter Lancia read the Land Acknowledgement statement.

5. **Adjustments to the Agenda** –
   CHANGE
   1. Call to Order: Superintendent Dr. Peter Lancia

   ADD
   5.1 Election of Chair to School Committee – ROLL CALL VOTE

   5.2 Election of Vice-Chair to School Committee – ROLL CALL VOTE

MOTION **Andrea Mancuso moved and Ms. Cavallaro seconded the motion to accept the adjustments to the agenda as presented**

Roll Call Vote:		
	Allison Brunette	YES
	Erin Cavallaro	YES
	Andrea Mancuso	YES
	Noreen Poitras	YES
	Brooke Reed	YES
	Katy Rice	YES

❖ **Vote: 6 in favor – 0 opposed**

5.1 Election of Chair to School Committee – ROLL CALL VOTE

MOTION **Ms. Rice moved and Ms. Cavallaro seconded the motion to elect Andrea Mancuso as Chair of the School Committee**

Roll Call Vote:		
	Allison Brunette	YES
	Erin Cavallaro	YES
	Andrea Mancuso	YES
	Noreen Poitras	YES
	Brooke Reed	YES
	Katy Rice	YES

❖ **Vote: 6 in favor – 0 opposed**

Ms. Mancuso accepted the nomination and thanked School Committee for their vote of confidence. Chair Andrea Mancuso took over the meeting

5.2 Election of Vice-Chair to School Committee – ROLL CALL VOTE

Chair Andrea Mancuso asked for nominations for the School Committee Vice-Chair

MOTION **Chair Andrea Mancuso moved and Mrs. Poitras seconded the motion to elect Katy Rice as Vice-Chair of the School Committee**

Roll Call Vote:		
	Allison Brunette	YES
	Erin Cavallaro	YES

Noreen Poitras	YES
Brooke Reed	YES
Katy Rice	YES
Chair Andrea Mancuso	YES

❖ **Vote: 6 in favor – 0 opposed**

6. **Approval of Minutes –** November 12, 2025

MOTION **Ms. Cavallaro moved and Mrs. Poitras seconded the motion to approve the minutes of November 12, 2025 as presented**

Roll Call Vote:	**Allison Brunette**	**YES**
	Erin Cavallaro	**YES**
	Noreen Poitras	**YES**
	Brooke Reed	**YES**
	Vice-Chair Katy Rice	**YES**
	Chair Andrea Mancuso	**YES**

❖ **Vote: 6 in favor – 0 opposed**

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

- **John Pecoraro** has been hired as an Education Technician III / Special Education (7 hr / day) at Saccarappa School. He will be paid $22.94 / hr (based on 6 months' experience) and an additional .75 cents / hr for the 2025 – 2026 school year.
- **Steve Moulen and Katya Nash** have been hired as Student Council Advisors at Westbrook Middle School. They will share a stipend of $2,135.88 (Account # 1000-0000-2400-51500-060-000000 Stipend) for the 2025 - 2026 school year.
- **Barbara Slote** has been hired as the Multilingual – Gifted & Talented Team Leader at Westbrook Middle School and will be paid a stipend of $1,750 (Account # 1000-0000-2400-51500-060-000000 Stipend) for the 2025 - 2026 school year.
- **Michael Connolly** has been hired as the Grade 7 Team Leader at Westbrook Middle School and will be paid a stipend of $1,750 (Account # 1000-0000-2400-51500-060-000000 Stipend) for the 2025 - 2026 school year.
- **Tony Lombardo** has been hired as the District Safety Coordinator and will be paid a stipend of $3,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.
- **Vickie Hebert** has been hired as the Building Safety Coordinator at Canal School and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.
- **Mary Ellen Doherty** has been hired as the Building Safety Coordinator at Congin School and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.
- **Cynthia Petry** has been hired as the Building Safety Coordinator at Saccarappa School and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.
- **Jessica Braden** has been hired as the Building Safety Coordinator at Westbrook Middle School and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.
- **Wendy Harvey** has been hired as the Building Safety Coordinator at Westbrook High School and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Kevin Henry** has been hired as the Building Safety Coordinator at WRVC and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Melissa Foye** has been hired as the Building Safety Coordinator at Transportation and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Tony Lombardo** has been hired as the Building Safety Coordinator at Central Office and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Kellie Hooper-Bressler** has been hired as a Family / School Partnership Coordinator and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Julie Riordan** has been hired as a Family / School Partnership Coordinator and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Kellie Hall** has been hired as a Family / School Partnership Coordinator and will be paid a stipend of $1,500 (Account # Stronger Connections Grant) for the 2025 - 2026 school year.

- **Matt Tibbetts** has been hired as the Boys Basketball JV / Assistant Coach at Westbrook High School and will be paid a stipend of $4,720.29 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Drew Boursaw** has been hired as the Boys Basketball 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.

- **Matt Findlay** has been appointed as a Boys Basketball Assistant Coach at Westbrook High School and will be paid $1,250 by the Basketball Boosters.

- **Tim Miller** has been appointed as a Boys Basketball Assistant Coach at Westbrook High School and will be paid $1,250 by the Basketball Boosters.

- **John Young** has been hired as the Girls Basketball Head Coach at Westbrook High School and will be paid a stipend of $7,261.99 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Rhiannan Jackson** has been hired as the Girls Basketball JV / Assistant Coach at Westbrook High School and will be paid a stipend of $4,720.29 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Steve Shackley Sr** has been hired as the Girls Basketball 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.

- **Charlotte Caron** has been hired as the Indoor Track Girls Varsity Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

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

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

- **Casey Murphy** has been hired as the Swimming B/G Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,809.96 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kirsten Johansen** has been hired as the Swimming B/G 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.

- **Meredith Dvilinsky** has been hired as the Cheering Competition Varsity Head Coach at Westbrook High School and will be paid a stipend of $3,994.10 (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:

- **Anne Clukey** from the position of Bus Driver for the Westbrook School Department; effective November 14, 2025

- **Madison Marquis** from the position of Education Technician III / Special Education at Saccarappa School; effective November 25, 2025

- **Jayden Graham** from the position of Education Technician III / Special Education at Saccarappa School; effective December 5, 2025

- **Keith Wixson** from the position of Special Education Teacher at Westbrook Middle School; effective December 2, 2025

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 –

   - **Fall Athletics Recognition** – Mark Campbell, Director of Athletics expressed his appreciation to all the coaches, the athletic trainer, school staff and others that work behind the scenes to make Westbrook Athletics a success. Mr. Campbell gave a run down on the fall season to include the all-academic team recognition, the champion football team, Mr. Johnson being selected as coach of the year, the outstanding music programs and the marching band were highlighted.

     Samuel Johnson spoke about the honor of being selected as coach of the year and the students, coaches, staff and community that all came together to make it happen.

     Superintendent Dr. Peter Lancia expressed his appreciation for the energy and enthusiasm that Mark Campbell has brought to Westbrook's athletics and activities.

   - **Adult Education "Top Performer" Recognition**
     Superintendent Dr. Peter Lancia announced that the Maine Department of Education has recognized Westbrook's FY25 Adult Education program as a top performer by meeting all four (4) of the states' performance targets. He congratulated Director Jen Brooks and all of the adult ed program employees.

   - **RISE Award Nominee**
     Superintendent Dr. Peter Lancia congratulated Westbrook High School employee Susan Cabana for being nominated for the 2026 RISE (Recognizing Inspiring School Employees) Award. Ms. Cabana was recognized for her dedication to the entire school community.

Superintendent Dr. Peter Lancia thanked all those that have provided donations of clothing, toys and food throughout this holiday season and to Prides Corner Church who continually supports Central Office's food pantry, clothing and other needs to the new families in Westbrook and the homeless.

Superintendent Dr. Peter Lancia handed out documents giving an update on the solar project near completion at Congin School and Saccarappa that is in the works. It is expected that the middle school and high school solar projects will occur in early winter.

Mrs. Poitras questioned if the solar panels need snow removal when it storms

Superintendent Dr. Peter Lancia noted that the solar panels are self-servicing.

10. Chair / Committee Reports –

Student Council / Government Report(s) – Student Representative Tina Nguyen reported on the high school and WRVC food pantry drive and the donation of a new book to each kindergarten student from the Westbrook Kiwanis Club; a yearly tradition.

Representative Jamila Mohamed Ahmed reported that Saccarappa will be doing a night tour to take students and families to Riverbank Park to see the holiday lights and drink hot chocolate while at the middle school holiday band and chorus concerts are being held and they are looking for chaperones for a school dance.

School Committee Chair Report – Chair Andrea Mancuso explained that there is a vacancy on Finance Committee and Erin Cavallaro is appointed interim. Committee appointments will be finalized in January.

Finance Report – Mrs. Poitras reported on the finances that have 47% left to spend in the budget. They discussed the audit and hope to meet the January deadline of submitting the audit to the state.

Finance Committee was provided an update on overtime at Central Office with expectations being set to meet the acceptable level.

They had a discussion on the EPS funding and the city evaluation ahead of the FY27 budget deliberations.

Ms. Cavallaro expressed her appreciation for Kelli Fogg for staying on as Director of Special Services in a contracted services role; appreciating the explanations and information she has provided to School Committee.

Policy Report – Chair Andrea Mancuso had no report and announced that the next meeting will be on December 17, 2026 at 5:00 PM at Central Office.

Ed Programs Report – Vice-Chair Katy Rice reported the meeting explored Westbrook's accelerated programs; Gifted and Talented programs at the elementary and middle school and advanced placement and dual enrollment at the high school. Course offerings at WRVC were reviewed.

The Ed Programs Committee is exploring the idea to bring back swimming at the 3rd grade level. The discussion has highlighted a lot of the challenges this would present.

Facilities Report – Ms. Brunette noted that they had a tour of Westbrook High School, the updated bathrooms among other updates and improvements.

Ms. Brunette explained that lockers that are not being used at the high school are being turned into display cases. They discussed the grant for the new lighting in the auditorium and potential updates for the cafeteria and science rooms.

Chair Andrea Mancuso asked if there was any update on the grant for the auditorium lighting.

Superintendent Dr. Lancia said he had no update but would inform School Committee as soon as there is.

Chair Andrea Mancuso asked for updates on the Ad hoc Committees

Cellphone Committee - Ms. Cavallaro explained that she and High School Co-Principal Patrick Colgan are reviewing the current use policy. They are exploring a bell-to-bell ban for next school year. They will be sending out surveys and getting information from other school districts in regards to their policies on cell phone use during the school day.

Community Athletics – Vice-Chair Katy Rice had no update as of yet.

11. **Old Business** –

MOTION **Mrs. Poitras moved and Vice-Chair Katy Rice seconded the motion to adopt 11.1) Westbrook School Department policy BBB (School Committee Student Membership Application); 11.2) to delete Westbrook School Department policy BBD (School Committee Vacancy Caused by Absenteeism); 11.3) to approve changes to Westbrook School Department policy BCA (School Committee Code of Ethics); 11.4) to approve changes to Westbrook School Department policy BDA (School Committee Organizational Meeting); 11.5) approve changes to Westbrook School Department policy BDB (School Committee Officers); 11.6) to approve changes Westbrook School Department policy BDE (School Committee Standing Committees); 11.7) to delete Westbrook School Department policy BDE-R (School Committee Operating Procedures); 11.8) to approve changes to Westbrook School Department policy BDEA (Finance Committee); 11.9) to approve changes to Westbrook School Department policy BDEB (Policy Committee); 11.10) to approve changes to Westbrook School Department policy BDEC (Educational Programs Committee); 11.11) to approve changes Westbrook School Department policy BE (School Committee Meetings); 11.12) to delete Westbrook School Department policy BEC-R (Executive Session Law); 11.13) to delete Westbrook School Department policy BEDA (Notification of School Committee Meetings); 11.14) to approve changes to Westbrook School Department policy BEDB-R (Agenda Format); 11.15) to approve changes to Westbrook School Department policy BG (School Committee Policy Function); 11.16) to approve changes to Westbrook School Department policy BG-R (Policy Adoption Process); 11.17) to adopt Westbrook School Department policy EBBD (Temperature); 11.18) to approve changes to Westbrook School Department policy EEA (Student Transportation); and 11.19) to approve changes to Westbrook School Department policy FF (Naming New and Existing Facilities) as presented**

Roll Call Vote:	**Allison Brunette**	**YES**
	Erin Cavallaro	**YES**
	Noreen Poitras	**YES**
	Brooke Reed	**YES**
	Vice-Chair Katy Rice	**YES**
	Chair Andrea Mancuso	**YES**

❖ **Vote:** **6 in favor – 0 opposed**

12. **New Business**
    12.1 **Request to accept the donation of a sculpture outside of WPAC from the Warren Memorial Foundation – Action Item – First Approval**

MOTION **Ms. Cavallaro moved and Ms. Brunette seconded the motion to accept the donation of a sculpture outside of WPAC from the Warren Memorial Foundation for first and final approval**

Chair Andrea Mancuso explained that the motion being changed to first and final approval requires her to asked if any member of the public wished to be heard on this motion.

There was no public input.

Roll Call Vote:	**Allison Brunette**	**YES**
	Erin Cavallaro	**YES**
	Noreen Poitras	**YES**
	Brooke Reed	**YES**
	Vice-Chair Katy Rice	**YES**
	Chair Andrea Mancuso	**YES**

❖ **Vote: 6 in favor – 0 opposed**

13. **Important Dates –**

Dec	10	5:00 PM	Educational Programs Committee Meeting	Central Office
Dec	10	7:00 PM	School Committee Meeting	Room 114 WHS
Dec	11	6:00 PM	WHS Holiday Concert	WPAC
Dec	15		First Night of Hanukkah	
Dec	17	5:00 PM	Policy Committee Meeting	Central Office
Dec	18	5:00 PM	Special School Committee Meeting	Room 114 / WHS
Dec 19 – Jan 4			School Vacation	
Dec	25		Christmas	
Dec	26		First Day of Kwanza	
Jan	1		New Year's Day	
Jan	7	5:00 PM	Finance Committee Meeting	Central Office
Jan	14	5:00 PM	Educational Programs Committee Meeting	Central Office
Jan	14	7:00 PM	School Committee Meeting	Room 114 WHS
Jan	21	5:00 PM	Facilities Committee Meeting	Congin School
Jan	28	5:00 PM	Policy Committee Meeting	Central Office

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

Mrs. Poitras asked for an update of the burn building request at the WRVC from a year ago.

Superintendent Dr. Peter Lancia explained that it was determined that WRVC was not a good location for the burn building. Space near the Public Safety Building was more suitable. This was a grant that was preliminarily awarded and Superintendent Dr. Peter Lancia will check on the status of the finances of this grant and report back.

Ms. Cavallaro requested a tentative calendar for the upcoming budget deliberations

Superintendent Dr. Peter Lancia stated that he will bring a calendar of budget meetings to the January meeting.

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

16. **Adjournment –**

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

Roll Call Vote:	**Allison Brunette**	**YES**
	Erin Cavallaro	**YES**
	Noreen Poitras	**YES**
	Brooke Reed	**YES**
	Vice-Chair Katy Rice	**YES**
	Chair Andrea Mancuso	**YES**

❖ **Vote: 6 in favor – 0 opposed**

MINUTES OF MEETING

1. **Call to Order** – Chair Andrea Mancuso called the meeting to order; it was 5:00 pm.

2. **Pledge of Allegiance**

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

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

5. **Public Participation (for agenda items only; 3 minutes per speaker – one time only)**
Meredith Tardiff, 35 Middle Street, spoke in favor of Dr. Flynn Ross filling the School Committee vacancy.

   Mrs. Poitras noted that two (2) letters were sent to City Hall recommending Ken Fosaaen to fill the At Large vacancy on School Committee and questioned if those would be read into the record.

   Chair Andrea Mancuso explained that School Committee members had received copies of those letters and they do not need to be read aloud but will be a part of the record.

6. **New Business**
   6.1 Presentation of and discussion of candidates – Informational
   Westbrook City Clerk, Ellis Ledoux gave an overview of the process of filling the School Committee vacancy that became open as of December 1, 2025. Mr. Ledoux noted that both candidates have met the qualifications for consideration and he will be available to swear in the new member this evening.

   Dr. Flynn Ross and Ken Fosaaen each gave an overview of their experiences and qualifications to fill this vacancy.

   School Committee members asked questions of each of the candidates.

   6.2 Request to appoint a replacement to fill the At Large vacancy, pursuant to MRSA §2305 (4) (A) - Action Item – First Approval

MOTION **Mrs. Poitras moved and Ms. Brunette seconded the motion to appoint Ken Fosaaen to fill the At Large vacancy on the Westbrook School Committee for first and final approval**

Chair Andrea Mancuso stated that she would not be supporting this motion.

Roll Call Vote:		
	Allison Brunette	NO
	Erin Cavallaro	NO
	Noreen Poitras	YES
	Brooke Reed	YES
	Vice-Chair Katy Rice	NO
	Chair Andrea Mancuso	NO

❖ **Vote: 2 in favor – 4 opposed MOTION FAILS**

MOTION **Ms. Cavallaro moved and Ms. Brunette seconded the motion to appoint Dr. Flynn Ross to fill the At Large vacancy on the Westbrook School Committee for first and final approval**

Mrs. Poitras stated that she would not be supporting this motion.

Roll Call Vote:		
	Allison Brunette	YES
	Erin Cavallaro	YES

Noreen Poitras	NO
Brooke Reed	NO
Vice-Chair Katy Rice	YES
Chair Andrea Mancuso	YES

- **Vote: 4 in favor – 2 opposed MOTION PASSES**

City Clerk Ellis Ledoux swore in Dr. Flynn Ross and the new At Large School Committee member.

Dr. Flynn Ross took a seat on the School Committee.

Chair Andrea Mancuso stated, if School Committee had no objection, she would recess the School Committee and then members would reconvene at Central Office where by they will adjourn into executive session to discuss the Superintendent's annual evaluation, pursuant to 1 M.R.S.A. § 405 (6)(A)

There was no objection.

WESTBROOK SCHOOL DEPARTMENT

117 Stroudwater Street,
Westbrook, Maine 04092
Phone: (207) 854-0800
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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: January 9, 2026
RE: Communications for the January 14, 2026 School Committee meeting

I am reporting the following hirings:

- **Tiffanie Panagakos** has been hired as an Administrative Assistant (8 hr / day) at Westbrook Middle School. She will be paid $26.51 / hr (based on 10 years' of credit) for the 2025 – 2026 school year.
- **Mariah Bresette** has been hired as an Education Technician I / Noon Duty Aide (3 hr / day) at Saccarappa School. She will be paid $21.86 / hr (based on 2 years' of credit) for the 2025 – 2026 school year.
- **Eben Thomas** has been hired as an Education Technician III / Special Education (7 hr / day) at Westbrook Middle School. He will be paid $22.15 / hr (base scale) and an additional .75 cents for the 2025 – 2026 school year.
- **Kasey DeBery** has been hired for College Knowledge at Canal School and will be paid a stipend of $400 (Account # 1000-9100-1230-51500-010-000000 Intramurals)) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Sandy Beesley** has been hired for the Game Club at Canal School and will be paid a stipend of $500 (Account # 1000-9100-1230-51500-010-000000 Intramurals) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Mahmed Sharif** has been hired as the Indoor Track Boys Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Andy Coloumbe** has been hired as the Baseball Varsity Head Coach at Westbrook High School and will be paid a stipend of $5,083.39 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.
- **Michael Russell** 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.

- **Allison Carmichael** 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.

- **Kellie Hall** has been hired as the Weight Training Advisor Session 1 at Westbrook High School and will be paid a stipend of $765 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kellie Hall** has been hired as the Weight Training Advisor Session 2 at Westbrook High School and will be paid a stipend of $765 (Account # 1000-9600-1230-51540-300-000000 WHS Stipends - Athletic) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kyle Smith** has been hired as the Jazz Band 1 Director at Westbrook High School and will be paid a stipend of $3,400 (Account # 1000-1200-1210-51550-300-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Joey Hendricks** has been hired as the Jazz Band 2 Director at Westbrook High School and will be paid a stipend of $1,900 (Account # 1000-1200-1210-51550-300-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kyle Smith** has been hired as the Jazz Combo Director at Westbrook High School and will be paid a stipend of $1,900 (Account # 1000-1200-1210-51550-300-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Sue Proulx** has been hired as the Jazz Choir Director at Westbrook High School and will be paid a stipend of $1,900 (Account # 1000-1200-1210-51550-300-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Krystle Smith** has been hired as the Jazz Band Director at Westbrook Middle School and will be paid a stipend of $1,700 (Account # 1000-1150-1210-51550-060-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

- **Kyle Smith, Sue Proulx, Krystle Smith and Delaney Randall** have been hired as Chaperones for the Festivals will be paid a stipend of $300 each (Account # 1000-1200-1210-51550-300-000000 Extra Curricular and Cocurricular Stipends) per the latest collective bargaining agreement for the 2025 – 2026 school year.

I am reporting the following resignations:

- **Polly Mueller** from the position of Education Technician III / Special Education at Saccarappa School; effective December 13, 2025.

- **Samia Chaaban** from the position of School Nutrition Cook (7.5 hr / day) at Westbrook High School effective January 4, 2026.

- **Victoria Boutin** from the position of Administrative Assistant at Westbrook High School effective January 9, 2026.

Name	Activity	Date	Participants	Stipend	Account to Charge	Account Name
Kasey DeBery	College Knowledge	1/5-5/30	10	$400.00	1000-9100-1230-51500-010-000000	Intramural
Sandy Beesley	Game Club	1/15-4/15	20	$500.00	1000-9100-1230-51500-010-000000	Intramural

NAME	ACTIVITY	DATE	STIPEND 25 26	ACCOUNT TO CHARGE	ACCOUNT NAME
Mahmed Sharif	Indoor Track Boys Varsity Head Coach	11/17/25-02/21/26 - WINTER	$5,083.39	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic

NAME	ACTIVITY	DATE	STIPEND 25-26	ACCOUNT TO CHARGE	ACCOUNT NAME
Andy Coloumbe	Baseball Varsity Head Coach	03/30/26-06/13/26 - SPRING	$5,083.39	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Michael Russell	Unified Basketball Head Coach	01/08/25-03/06/26 - WINTER	$3,267.90	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Allison Carmichael	Unified Basketball Assistant Coach	01/08/25-03/06/26 - WINTER	$1,633.95	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Kellie Hall	Weight Training Session 1 Advisor	01/05/26-03/27/26	$765.00	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic
Kellie Hall	Weight Training Season 2 Advisor	03/30/26-05/29/26	$765.00	1000-9600-1230-51540-300-000000	WHS Stipends-Athletic

Name	Title	DURATION	AMOUNT	Extracurricular / Cocurricular Stipends
Kyle Smith	HS Jazz Band 1 Director	Winter	$3,400	1000.1200.1210.51550.300.000000
Joey Hendricks	HS Jazz Band 2 Director	Winter	$1,900	1000.1200.1210.51550.300.000000
Kyle Smith	HS Jazz Combo Director	Winter	$1,900	1000.1200.1210.51550.300.000000
Sue Proulx	HS Jazz Choir	Winter	$1,900	1000.1200.1210.51550.300.000000
Krystle Smith	MS Jazz Band	Winter	$1,700	1000.1150.1210.51500.060.000000
Kyle, Sue, Krystle, Delaney Randall	Festival Director-Chaperone	Winter	$1,200 shared (300 x4)	1000.1200.1210.51550.300.000000

WESTBROOK SCHOOL DEPARTMENT

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

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

Superintendent's Report
January 14, 2026

- School Nutrition Halal Meal Certification
- WRVC Recruiting Video and Enrollment Information
- FY27 Budget Development Information

Westbrook School Department
117 Stroudwater Street Westbrook Maine 04092 207.854.0800 www.westbrookschools.org
One Promise: The Best Education For All, For Life

FY 27 School Budget Development Meetings

Subject to Change

All meetings are at WHS Rm 114 and on Zoom.

Wednesday, March 5, at 5pm	Finance Committee	Presentation of FY27 Budget
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 5pm	Finance Committee	Budget Review (if needed)
Wednesday, March 25, at 5pm	Finance Committee	Budget Revisit
Wednesday, April 1, at 5pm	Finance Committee	Regular Meeting
	School Committee	1st Reading
Wednesday, April 8 at 7pm	School Committee	2nd Reading
Monday, April 13 at 6pm	City Council	School Budget Presentation
Monday, April 27 at 6pm	City Council	City and School Budget 1st Reading
Monday, April 4 at 6pm	City Council	City and School Budget 2nd Reading
Tuesday, June 9	Election Day School Budget Referendum	

Westbrook School Department
Policy Committee Meeting

December 16, 2025, 5:00 pm at Central Office

Present: Kim O'Donnell, Andrea Mancuso, Martha Sumner, Kim Bennett, Pattie DiMaria, Patrik Colgan, Alexis Jones, Erin Cavallarro, Melissa Foye, Barb Morgan, Peter Lancia

AGENDA	NOTES	ACTION
Welcome	Patrick updated the committee on where the Cell Phone committee is. A survey went out to staff and kids. Robust data, split opinions between kids (they want them) and teachers (they don't want them.) Next meeting in January.	
IKB Homework IKB-R Homework Admin Procedure	IKB-R is the Westbrook policy. IKB is MSMA's recommendation. Not a required policy. Andrea recommended fewer words and an administrative procedure. Kim suggested we bring this to Leadership and to staff to discuss. Erin recommended language around equity to best reflect our community.	Table for now and discuss with Leadership Team
EHB School Records Retention EHB-R2 School Records Retention Schedules EHB-R3 School Records Transferred to Next Grade Level EHB-LR Litigation Hold	EHB-LR does not apply. FOIA seems to replace it. EHB- Records Management. Reviewed MSMA recommended. Barb will review tech updates to determine if this is sufficient. Tentatively replace Westbrook with MSMA policy, but after Barbara's advise. Also, include the Board Advisement language on p. 2. EHB - R3 needs brief updating. Adopt in policy as recommended.	Bring EHB Policies back to Policy in January
KEB Public Complaints Regarding School Personnel	Recommend using MSMA policy. Make determinations about complaint procedure. Question about whether or not the Chair receives an unresolved complaint. Chair should not be the decision maker. How can they send out the complaint to see if the Committee wants to hear the complaint. Will consult MSMA to see if this constitutes a public meeting.	Bring back to Policy Committee in January
Info	Erin Cavallaro will be the new committee chair. The Transportation Ad Hoc committee will include Andrea and Brooke.	
Next Meeting	January 28, 2026, 5pm at CO	

Westbrook School Department
Educational Programs Committee Meeting

December 10, 2025, 5 pm at CO

Present: Katy Rice (chair), Kim O'Donnell, Regina Clement, Jess Hamel, Regina Clement, Wendy Harvey, Karen Stephenson, Brooke Reed (on Google), Chelsea Beliveau, Andrea Mancuso, Vickie Hebert, Barbara Slote, Hillarie Schmalke, Wendy Harvey, Peter Lancia

AGENDA	NOTES	ACTION
Welcome		
Programs for Advanced Students	K-2 Differentiation in classrooms. No GT, but GT teacher occasionally works with advanced students and consults with classroom teachers. 3-4 GT Identification in grade 3 for ELA and math. The process involves achievement tests, verbal and non-verbal aptitude tests, and recommendations by teachers, parents, or self. Students are referred, teams discuss the screening results, and students are identified in ELA and Math. Once identified, pull out classes provided in math, literacy, and art. 5-8: All rising 5th graders admitted, other referrals are considered based on results of NWEA. In winter, there is a broad review in grade 5. Same process. Separate classes provided in ELA and Math in each grade. Re-evaluate again in grade 8 in preparation for HS placements. Art is provided in gr 7-8 (some years it is grades 5-8) and referrals through portfolio. Questions about increasing opportunities for all grades at WMS. Discussion about limited access to UAs and GT art for all kids. Could GT be incorporated into general classroom? Yes, but not preferable. Question if testing is similar to other districts. Yes, Question about high achievers who are not qualified for GT. What is our capacity to support kids and teachers with advanced kids in Tier 1 (general) classrooms? Canal is piloting an intervention teacher who supports kids at both below and above level. Always concerns raised about groupings. Question about instructional coaches and instructional strategists. Question about MS level and the depth of critical thinking required for HS classes. HS: 9th graders are provided with a lot of support including Unit Zero to teach HS skills. There isn't a separate GT class, kids not feeling challenged in honors courses. AP and Dual Enrollment are college level but are set by other boards. Should there be a GT humanities focus? There is a GT teacher at HS for math/science but he teaches primarily advanced level math and science classes.Concern for students who are dual identified (GT and disabled or ML). Request to revive the parent info night about GT.	
Grade 3 Swimming	Peter reminded us that swimming has historically been part of Grade 3 PE class. This was discontinued in the pandemic. Questions raised about reviving it. Principals and PE teachers have been studying what it would take to make it work. Concerns: transportation from Canal and Sacc; special ed support and programming; PE teacher schedules as they are itinerant across schools; schedules; costs for swim suits, staffing, managing behaviors, costs of additional staffing. Possibilities: Water safety class? Maine Community Swim. Brooke Teller.	
Next Meeting	January 14, 2026, 5pm at CO	