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

Andrea Mancuso, Chair

Peter Lancia, Ph. D., Secretary

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

- **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.

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.