

Board of Education Regular Meeting

Monday, January 27, 2020 7:00 PM

Weston Middle School Library, 24 School Road, Weston, CT 06883-1623

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

IV. PUBLIC COMMENT

V. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

VI. NEW BUSINESS

A. Resignations

1. Resignation of Rachel Cross, HES Pre-K Teacher

B. New Course Proposal for AP Human Geography

C. School Climate Survey Preliminary Report

D. School Start and End Time Task Force Update

E. Sixth FY 20 Financial Update and Approval of Transfers

F. Discussion and Vote on Setting of WHS Graduation Date on April 1, 2020

VII. OLD BUSINESS

A. Weston Board of Education Policies, Regulations, and Bylaws

1. Second Reading of Policy 4118.12/4218.12, Sex
Discrimination and Sexual Harassment
2. Second Reading of Administrative Regulation
4118.12/4218.12, Sex Discrimination and Sexual
Harassment
3. Second Reading of Policy 5125, Confidentiality
and Access to Student Records
4. Second Reading of Administrative Regulation
5125, Classification of Educational Records
5. Second Reading of Policy 6143.1, Parent-Teacher
Communications
6. Second Reading of Policy 3324.1, Contracts

VIII. SUPERINTENDENT'S REPORT

A. District Update

IX. COMMITTEE REPORTS

A. Communications Committee

B. Curriculum Committee

C. Facilities Committee

D. Finance Committee

E. Policy Committee

F. Negotiations Committee

G. CES

H. CAFE

I. Weston Education Foundation

**X. NEXT SCHEDULED MEETINGS OF THE BOARD OF
EDUCATION**

A. Regular Session on February 24, 2020 at 7:00
p.m.

B. Review of Pending Agenda Items for Next Meeting

XI. ADJOURNMENT

Weston Board of Education Executive Session

December 16, 2019 6:00 PM

Weston Middle School Conference Room

Attendance Taken at 6:03 PM:

Present Board Members:

Gina Albert
Ms. Hillary Koyner
Taffy Miller
Anthony Pesco
Melissa Walker

Absent Board Members:

Ruby Hedge

Others:

William McKersie
Lewis Brey

1. Discussion of Confidential Communications from the Board of Education's Counsel which are Subject to Attorney-Client Privilege

Upon a MOTION by Ms. Albert, second by Ms. Koyner, the Board entered Executive Session at 6:03 p.m. to discuss confidential communications from the Board of Education's counsel which are subject to attorney-client privilege.

The Board invited Dr. McKersie Mr. Brey to join the Board for the discussion.

Upon a MOTION by Ms. Albert, second by Ms. Walker, Executive Session adjourned at 7:00 p.m.

Chairperson

Superintendent

Board of Education Regular Meeting

December 16, 2019 7:00 PM
Weston Middle School Library

Attendance Taken at 7:00 PM:

Present Board Members:

Gina Albert
Ms. Hillary Koyner
Taffy Miller
Anthony Pesco
Melissa Walker

Absent Board Members:

Ruby Hedge

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. EXECUTIVE SESSION

II.A. Discussion of Confidential Communications from the Board of Education's Counsel which are Subject to Attorney-Client Privilege

III. RESUME PUBLIC SESSION

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES

Motion Passed: Move that the Weston Board of Education approve the Executive Session and Regular Session minutes from November 18, 2019; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

VI. PUBLIC COMMENT

Discussion:
No public comment.

VII. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

Discussion:
Chelsea Greenberg spoke about the 26 Days of Kindness that just ended at Weston High School. Last week the students and faculty participated in an assembly where Mark and Natalie Barton spoke, musical numbers were performed by teachers, and a mindfulness activity by Mr. Durand.

Graham Fay was excited to announce that the WHS Football Team are the Class M State Champions. Two out of the three WHS Mock Trial teams advanced to the next round and the senior class met with Randi Green regarding college decisions and ways to approach the rest of the college acceptance process.

Chelsea spoke about the Chinese delegation that visited WHS and were able to sit in on a number of classes and school presentations. She also noted that the awards ceremony was well-received by students.

VIII. NEW BUSINESS

VIII.A. Resignations

VIII.A.1. Resignation of Angelo DiTocco, WIS School Psychologist

Motion Passed: Move that the Weston Board of Education acknowledges the resignation of Angelo DiTocco effective January 1, 2020; passed with a motion by Melissa Walker and a second by Gina Albert.

5 Yeas - 0 Nays.

VIII.B. WPS Calendar Committee Process and Schedule for 2020-21

Discussion:

Dr. Craw discussed the calendar process and the groups that are represented within the Calendar Committee. The Committee will create the requested 2021-2022 calendar for the Board to review in March and approve in April.

VIII.C. School Start and End Time Task Force Update

Discussion:

Dr. McKersie updated the Board on where the School Start End Time Task Force in their review of options for start and end times. He recommended to the Board that given additional focus groups to take place and data to analyze, he presents recommendations to the Board at its February 2020 meeting. The Board agreed that that would be acceptable.

VIII.D. Graduation Date Setting-Class of 2020 Update

Discussion:

Dr. McKersie spoke to the Board regarding new a state law giving districts the ability to set their graduation dates early. He recommended staying with our April 1 date of announcing the WHS graduation date. Questions surround what would happen if graduation occurred prior to the end of senior internships and during the week of final exams.

VIII.E. Fifth FY 2020 Financial Update and Approval of Transfers

Motion Passed: Move that the Weston Board of Education approve sixth FY 20 Financial Update; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

VIII.F. Weston Board of Education Policies, Regulations, and Bylaws

VIII.F.1. First Reading of Policy 4118.12/4218.12 Sex Discrimination and Sexual Harassment

Discussion:

Mr. Brey provided a first reading of Policy 4118.12/4218.12 Sex Discrimination and Sexual Harassment.

VIII.F.2. First Reading of Administrative Regulation 4118.12/4218.12, Sex Discrimination and Sexual Harassment

Discussion:

Mr. Brey provided a first reading of Administrative Regulation 4118.12/4818.12, Sex Discrimination and Sexual Harassment.

VIII.F.3. First Reading of Policy 5125, Confidentiality and Access to Student Records

Discussion:

Mr. Brey provided a first reading of Policy 5125, Confidentiality and Access to Student Records.

VIII.F.4. First Reading of Administrative Regulation 5125, Classification of Educational Records

Discussion:

Mr. Brey provided a first reading of Administrative Regulation 5125, Classification of Educational Records.

VIII.F.5. First Reading of Policy 6143.1, Parent-Teacher Communications

Discussion:

Mr. Brey provided a first reading of Policy 6143.1, Parent-Teacher Communications.

VIII.F.6. First Reading of Policy 3324.1, Contracts

Discussion:

Mr. Brey provided a first reading of Policy 3324.1, Contracts.

IX. SUPERINTENDENT'S REPORT

IX.A. District Update

Discussion:

Dr. McKersie spoke about the kindness assembly at WHS and how powerful it was through speeches and music. We are honored that Chinese delegates continue to choose Weston Public Schools when visiting the United States. The focus of this visit was how we support teachers through professional development. January will start the FY 21 budget process. A calendar of all important budget dates will be sent to all families and staff.

X. COMMITTEE REPORTS

X.A. Communications Committee

Discussion:

Ms. Miller spoke regarding the yearly WPS marketing plan that is being developed through the Communications Committee. When finalized, we will distribute.

X.B. Curriculum Committee

X.C. Facilities Committee

Discussion:

Dr. Pesco will be working on how both the Facilities Committee and Town Building Committee will work jointly on facility projects.

X.D. Finance Committee

X.E. Policy Committee

Discussion:

Ms. Walker spoke regarding vaping and what the District can do regarding cessation programs to help students.

X.F. Negotiations Committee

X.G. CES

X.H. CAFE

X.I. Weston Education Foundation

XI. WRITTEN REPORTS

XI.A. Principals' Reports

Discussion:

No Principal's Report this month.

XII. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION

XII.A. Regular Session on January 27, 2019 at 7:00 p.m.

XII.B. Review of Pending Agenda Items for Next Meeting

XIII. ADJOURNMENT

Discussion:

The meeting was adjourned at 8:23 p.m.

Chairperson

Superintendent

Weston Board of Education Executive Session

January 06, 2020 10:30 AM

Central Office Annex Conference Room

Attendance Taken at 6:00 PM:

Present Board Members:

Anthony Pesco
Melissa Walker
Ruby Hedge
Gina Albert
Hillary Koyner
Taffy Miller
Victor Escandon

Others:

William McKersie
Lewis Brey
Phillip Cross
Craig Tunks

1. Matters Pertaining to Security

Upon a MOTION by Ms. Albert, second by Dr. Pesco, the Board entered Executive Session at 10:42 a.m. to discuss matters pertaining to security.

The Board invited Dr. McKersie, Mr. Brey, Mr. Cross and Dr. Tunks to join the Board for the discussion.

Upon a MOTION by Dr. Pesco, second by Ms. Miller, Executive Session adjourned at 12:28 a.m.

Chairperson

Superintendent

Board of Education Workshop

January 06, 2020 9:00 AM

Central Office Annex Conference Room

Attendance Taken at 9:00 AM:

Present Board Members:

Gina Albert

Victor Escandon

Ruby Hedge

Ms. Hillary Koyner

Taffy Miller

Anthony Pesco

Melissa Walker

1. Call to Order, Verification of Quorum

2. Board Workshop on FY 21 Budget Request

Discussion:

The Board Workshop began with members listing initial questions they had regarding the FY 21 Recommended Operating and Capital Budget.

Ms. Melissa Walker:

Would like copies of all union contracts, organizational charts for all positions from the Superintendent downward, what is a full teaching load for teachers at WMS and WHS, what are the class sizes for PE, art and health across all grades and how many sections teachers are teaching in a day, how many nurses in each building, and retiree benefits. She also asked about the positions of food service, custodial staff, and maintenance. Additional questions surrounded class size guidelines by grades and class sizes for AP/honors classes at WHS, as well as the enrollment in before and after school music programs across the district.

Ms. Ruby Hedge:

Would like DRG-A comparison on cost per student, an updated enrollment chart as of January 1, 2020, multi-year projection. She wanted further clarification on slide 26 in the Milone & MacBroom enrollment report, regarding total population change.

Ms. Hillary Koyner:

Would like copy of all salaries by step and by person, list of all administrator salaries, and asked what are our strengths and weaknesses as a district.

Ms. Gina Albert:

Wanted clarification in page 2 of the summary regarding Project Challenge and the changes in the theater department. she asked about the "bubble" within the technology budget and the multi-year Chromebook replacement schedule. Ms. Albert wants to highlight the financial support to the athletics and theater departments. Regarding transportation, she is looking for what the final resolution on the sale of buses/vehicles from our fleet.

Mr. Victor Escandon:

Interested in hearing the reasoning in moving "fractional heads" between schools. With regard to the consulting budget line items, he is interested in identifying the increases and looking for more of a story behind the numbers.

Ms. Taffy Miller:

Would like travel data and conferences attended in the 2018-2019 year and breakout of what was spent. She also would like Milone and MacBroom to provide the source of the comment that Weston has a stable housing market (pg. 22). On page 28, she inquired regarding the ECS revenue from the State. On page 13, she noted the increase in Legal Fees. The District has had an uncommon year of needs. Ms. Miller questioned as to what "floor" we are looking at for the FY 21 budget.

Dr. Anthony Pesco:

Made note that last year's budget was based on a headcount of 355 and this year's budget is based on 362. Board to closely look at staffing and programs. Dr. McKersie will create a running list of all requested items throughout all the Board FY 21 Budget meetings.

3. Adjournment

Discussion:

The meeting was adjourned at 10:37 a.m.

Chairperson

Superintendent

Board of Education Regular Meeting

January 06, 2020 7:00 PM
Weston Middle School Library

Attendance Taken at 7:00 PM:

Present Board Members:

Gina Albert
Victor Escandon
Ruby Hedge
Ms. Hillary Koyner
Taffy Miller
Anthony Pesco
Melissa Walker

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. PLEDGE OF ALLEGIANCE

III. PRESENTATION OF FY 21 OPERATING AND CAPITAL BUDGET

Discussion:

Dr. McKersie, Superintendent of Schools, began the presentation to the Board of Education by reviewing the five strategic goals in developing global citizens.

Mr. Cross, Director of Finance and Operations, reviewed the FY 20 decisions that are driving the FY 21 costs. He then spoke about the new cost drivers by needs for FY 21. The requested FY 2021 budget is \$56,021,948, an increase of 5.55% over the FY 2020 budget.

Dr. McKersie then reviewed the immediate versus multi-year needs. He highlighted the partnership between the Board of Education and the school administration, and is looking forward to working together on the FY 2021 Requested Budget. He then reviewed the budget review process and timeline. The administration will be working through the questions asked during the BOE Workshop and will respond back with answers.

IV. BOARD OF EDUCATION DISCUSSION

Discussion:

The Board of Education asked a few questions based on the presentation. Ms. Albert asked to discuss the proposed changes in the Counseling Department at WHS and how it will impact the load on the counselors.

Ms. Hedge asked the response timeline for the questions asked during the January 6, 2020 BOE Budget Workshop earlier in the day. Ms. Miller wanted clarification as to when negotiations occur between the three unions. Dr. Pesco was interested in Slide 5 regarding Milone and MacBroom's enrollment numbers and the decline predicted for the upcoming years. Dr. Pesco also wanted clarification as to what items from FY 2020 were deferred to FY 2021 costs (Slide 6). Based on Board discussion,

Mr. Cross will provide further breakdown of salaries and wage increases, along with headcounts and contractual growth.

Ms. Hedge asked for clarification of the Project Challenge changes in the FY 2021 budget.

V. PUBLIC COMMENT

Discussion:

Gregg Haythorn-Winthrop Hill: Spoke regarding salary and wage increases despite inflation and decreasing enrollment.

VI. ADJOURNMENT

Discussion:

The meeting was adjourned at 8:00 p.m. with a motion by Dr. Pesco, second by Ms. Walker.

Chairperson

Superintendent

Weston Board of Education Workshop

January 08, 2020 9:00 AM

Central Office Annex Conference Room

Attendance Taken at 9:05 AM:

Present Board Members:

Anthony Pesco
Melissa Walker
Ruby Hedge
Gina Albert
Hillary Koyner
Taffy Miller
Victor Escandon

1. Call to Order, Verification of Quorum

2. FY 21 Budget Request Workshop

Discussion:

Mr. Brey began the meeting by handing out a chart with a DRG-A administration positions. Total student population for each district will be forthcoming. There was a request for the salary chart for all teachers as well as teacher workloads.

Dr. McKersie handed out a sheet outlining the importance of assistant principals and job descriptions for each position will be forthcoming. Under the Budget Assumption tab, it was asked how we gauge district progress?

Dr. Craw spoke to the fact that we use multiple disciplines to assess student progress. Questions were asked for clarification of different repair line items in the budget. Also asked were those surrounding the health insurance increases.

Mr. Brey reviewed with the Board what tenure is and a question was asked as to the structure of the nurses districtwide. With regard to the WIS tab in the FY 21 Recommended Budget,

Ms. Falber spoke about staffing and that the numbers are based on enrollment. A .5 computer position is being lowered within the school for the upcoming year.

At Weston Middle School, Mr. Doak spoke about the challenges in the front office help. Grade 6 will be going from nine to eight sections and the school likes the new class schedule as it allows for more flexibility in the day and with classes. SRBI continues to be the big story at WMS. A question was asked regarding the timing of a four or three school decision. Dr. McKersie answered that all information has been forwarded to the Town for review at this time. Also shared with the Board was what the evaluation cycle of staff looks like and the workload for staff in the review process.

Ms. Wolak spoke to the Board about course offerings versus student choice and how that drives what is offered. The Center for Academic Support and Enhancements are helping all grades, but primarily grades nine and 10 by putting in intervention programs in math. The staffing of the counselors at WHS both now and in the future was asked. Ms. Wolak noted that she had a desire for the music studios at both WMS and WHS need upgrading. One of the recommended changes

in the FY 21 Budget would be a shifting of the Director of School Counseling position to the WAA bargaining group and would support grades 6-12.

3. Adjournment

Discussion:

The meeting was adjourned at 1:05 p.m.

Chairperson

Superintendent

Weston Board of Education Workshop

January 13, 2020 9:00 AM

Central Office Annex Conference Room

Attendance Taken at 9:04 AM:

Present Board Members:

Anthony Pesco
Melissa Walker
Ruby Hedge
Gina Albert
Hillary Koyner
Taffy Miller
Victor Escandon

1. CALL TO ORDER, VERIFICATION OF QUORUM

2. PLEDGE OF ALLEGIANCE

3. FY 21 BUDGET REQUEST WORKSHOP

Discussion:

Dr. Pesco began the meeting by reviewing the agenda for the workshop. At the start of the meeting, Mr. Cross handed out a multi-year budget and Mr. Brey reviewed DRG-A comparisons that were sent to the Board. He also handed out a superintendent salary comparison that was compiled by CES.

Ms. Albert asked for a description of what the teaming model looks like at WMS and given the small district, knowing it is more expensive to run, what are the overall benefits of our administration to the district and students. It was answered that we have greater personalization for staff and students as well as an ability to be more responsive to questions and issues than a larger district. The meeting continued to review other tabs within the FY 21 Recommended Budget.

Athletics: In Mr. Berkowitz' review of the Athletics Budget, he noted that their supplies line has only increased once in 14 years. The student participation at WHS is between 65-70%. The big drivers in Athletics are insurance, coaches' salaries, officials and transportation. A question was asked if our coaching salaries are in line with other districts. Mr. Berkowitz said that most are on the low side of the comps over the last 10 years. We have woven in some critical assistant coaches for our contact sports.

Special Education (SPED): Mr. Rizzo reviewed with the Board the SPED budget for FY 21, with no changes to the number of paraeducators going into next year. There is a slight decrease in contracted educational costs and consulting. The investments that were made within the SPED department have had a tremendous impact on the staff and students. With regard to Effective School Solutions, consistency in staff is the most critical component for our students who benefit from their services. Questions were asked about the excess cost reimbursement and Medicaid revenue.

Pupil Personnel Services (PPS): PPS was discussed at an earlier meeting but the differences of psychologists versus counselors was brought up. By having psychologists at the elementary level, they are not only able to provide the

same services a counselor would provide, but also has the ability to test children as well.

Curriculum & Instruction: Dr. Craw provided a handout regarding conference and travel, discussed previously in an earlier meeting. Due to the use of a Town trust, less was spent overall in conference and travel. A Board Member questioned math enrichment versus math intervention.

Facilities: Mr. Cross and Mr. DelMastro updated the Board on the VNM purchase and credits received from Eversource. They also spoke in detail regarding the request for an additional groundskeeper, the history of the position and the Revson Field issues from last year. Mr. DelMastro is concerned about pushing off work at WMS, mainly surrounding the HVAC systems.

Technology: The Board questioned Dr. Tunks as to if we could find efficiencies surrounding the software budget line item. Another question brought up was devices used within each of the schools.

The Board asked specific questions on the overall FY 21 Recommended Budget. Ms. Walker asked to see an organizational chart of the district with salaries included. She would also like to see a class size comparison for DRG-A. She questioned the Milone and MacBroom slide where they state the growth in Weston despite rest of the area declining. Ms. Hedge would like to see the key budget drivers for each tab in the FY 21 Recommended Budget as well as total enrollment for SPED (504s, IEP, outplacement). Ms. Albert wanted to see the parity around athletics and performing arts at WIS, WMS, and WHS. Mr. Escandon would like to see the context of the budget lines against the needs of the district.

Dr. Pesco wrapped up the meeting by asking how the Board would like to approach the budget and its impact on our students. He then scheduled an additional Board Workshop for Wednesday, January 15 at 9:00 a.m.

4. ADJOURNMENT

Discussion:

The meeting was adjourned at 12:06 p.m., with a motion by Dr. Pesco, and a second by Ms. Walker.

Chairperson

Superintendent

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: AP Human Geography New Course Proposal

Submitted by: Kenneth Crow

Document Summary/Purpose and/or Recommended Action:

New course proposal on AP Human Geography for Board Review

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

Weston Public Schools
Weston, CT
Office of the Assistant Superintendent
Curriculum, Staff Development and Technology

New Course Proposal for 2020-21

This proposal should be submitted to the Assistant Superintendent by the principal of the school on behalf of the department chair and/or staff involved. All proposals are due to the building principal *one week* prior to this date. **All proposals must be approved first by the building principal. Requests will be reviewed with the principal, Curriculum Instructional Leader and Assistant Superintendent prior to presentation to the Curriculum Committee.**

School: Weston High School Proposal Submitted By: Nicholas Torres

Department: Social Studies

1. **Name Of Course or Program:** Advanced Placement Human Geography
2. **Population to be served:** WHS Grades 11 and 12
3. **Identify and discuss the Need:**

A) Diversified AP Course Offerings

Non-history AP courses in Social Studies are extremely popular. In 2019-20, the department is running three sections of AP Government, two sections of AP Micro, two sections of AP Macro, and four sections of AP Psychology. AP Human Geography will create an even more diverse course offering, for students who are interested in geography, sociology, urban planning, and patterns of human settlement.

B) Progression of Electives

Most WHS students who take Sociology are 10-11th graders, and there is currently no AP level follow-up for them (as there are with Economics, and Psychology). AP Human Geography will fill that gap, since it is a hybrid course between geography and sociology.

C) Highly Rigorous Course

Below is a table of AP Social Studies courses currently offered at WHS, and the national pass rate (% of student scoring 3-5). AP Human Geography is quantitatively more rigorous than any AP course currently offered by the Social Studies department.

Course	% of Scoring 3-5 Nationally (2019)
AP US Government and Politics	55.2
AP European History	58.4
AP Macroeconomics	57.9
AP Microeconomics	68.4
AP Psychology	64.4
AP US History	54.3
AP Human Geography	49.1

AP Score Distribution. (2019). The College Board. Retrieved from apstudents.collegeboard.org

Weston Public Schools
Weston, CT
Office of the Assistant Superintendent
Curriculum, Staff Development and Technology

D) New Redesign

The 2019-2020 academic year is the first after College Board redesigned the curriculum. Given the recent redesign, it is an excellent time to start offering the course since the AP training will be relevant for the long-term.

4. Impact on Other Courses / Schedules

This course will alleviate some of the high demand currently experienced in other non-history Social Studies AP courses. AP Microeconomics and AP Psychology are in particularly high demand, with all sections currently above 20 students.

5. Budget Related Items

- Staffing (FTE needed): No additional staffing required
- Supplies: Textbooks @ \$100 x 30
- Equipment:
- Other (software): Taft Training approx. \$1,000 (can be covered by PTO)
- Estimated Overall Cost of Proposal: \$4,000

6. Evaluation for Program Success or Continuation: AP Examination

7. Other Information for Consideration(optional):

8. Please attach a description of the course including the units of study.

Introduction

AP Human Geography introduces high school students to college-level introductory human geography or cultural geography. The content is presented thematically rather than regionally and is organized around the discipline's main subfields: economic geography, cultural geography, political geography, and urban geography. The approach is spatial and problem oriented. Case studies are drawn from all world regions, with an emphasis on understanding the world in which we live today. Historical information serves to enrich analysis of the impacts of phenomena such as globalization, colonialism, and human–environment relationships on places, regions, cultural landscapes, and patterns of interaction.

Specific topics with which students engage include the following:

- problems of economic development and cultural change
- consequences of population growth, changing fertility rates, and international migration
- impacts of technological innovation on transportation, communication, industrialization, and other aspects of human life

- struggles over political power and control of territory
- conflicts over the demands of ethnic minorities, the role of women in society, and the inequalities between developed and developing economies
- explanations of why location matters to agricultural land use, industrial development, and urban problems
- the role of climate change and environmental abuses in shaping the human landscapes on Earth

The goal for the course is for students to become more geoliterate, more engaged in contemporary global issues, and more informed about multicultural viewpoints. They will develop skills in approaching problems geographically, using maps and geospatial technologies, thinking critically about texts and graphic images, interpreting cultural landscapes, and applying geographic concepts such as scale, region, diffusion, interdependence, and spatial interaction, among others. Students will see geography as a discipline relevant to the world in which they live; as a source of ideas for identifying, clarifying, and solving problems at various scales; and as a key component of building global citizenship and environmental stewardship.

Course Framework Components

Overview

This course framework provides a description of the course requirements necessary for student success, specifying what students must know, be able to do, and understand to qualify for college credit or placement.

The course framework includes two essential components:

1 COURSE SKILLS

The course skills are central to the study and practice of human geography. Students should have the opportunity to develop and apply the described skills on a regular basis over the span of the course.

2 COURSE CONTENT

The course content is organized into commonly taught units of study that provide a suggested sequence for the course. These units comprise required content and conceptual understandings that colleges and universities typically expect students to master to qualify for college credit and/or placement. This content is grounded in big ideas, which are cross-cutting concepts that build conceptual understanding and spiral throughout the course.

1

AP HUMAN GEOGRAPHY

Course Skills

The table that follows presents the skill categories and related skills that students should develop during the AP Human Geography course. These skills form the basis of tasks on the AP Exam.

The unit guides that follow embed and spiral these practices throughout the course, providing teachers with one way to integrate the skills into the course content with sufficient repetition to prepare students to transfer those skills when taking the AP Human Geography Exam.

More detailed information about the teaching of the course skills can be found in the Instructional Approaches section of this publication.



AP HUMAN GEOGRAPHY Course Skills

Skill Category 1

Concepts and Processes **1**

Analyze geographic theories, approaches, concepts, processes, or models in theoretical and applied contexts.

Skill Category 2

Spatial Relationships **2**

Analyze geographic patterns, relationships, and outcomes in applied contexts.

Skill Category 3

Data Analysis **3**

Analyze and interpret quantitative geographic data represented in maps, tables, charts, graphs, satellite images, and infographics.

Skill Category 4

Source Analysis **4**

Analyze and interpret qualitative geographic information represented in maps, images (e.g., satellite, photographs, cartoons), and landscapes.

Skill Category 5

Scale Analysis **5**

Analyze geographic theories, approaches, concepts, processes, and models across geographic scales to explain spatial relationships.

SKILLS

1.A Describe geographic concepts, processes, models, and theories.

1.B Explain geographic concepts, processes, models, and theories.

1.C Compare geographic concepts, processes, models, and theories.

1.D Describe a relevant geographic concept, process, model, or theory in a specified context.

1.E Explain the strengths, weaknesses, and limitations of different geographic models and theories in a specified context.

2.A Describe spatial patterns, networks, and relationships.

2.B Explain spatial relationships in a specified context or region of the world, using geographic concepts, processes, models, or theories.

2.C Explain a likely outcome in a geographic scenario using geographic concepts, processes, models, or theories.

2.D Explain the significance of geographic similarities and differences among different locations and/or at different times.

2.E Explain the degree to which a geographic concept, process, model, or theory effectively explains geographic effects in different contexts and regions of the world.

3.A Identify the different types of data presented in maps and in quantitative and geospatial data.

3.B Describe spatial patterns presented in maps and in quantitative and geospatial data.

3.C Explain patterns and trends in maps and in quantitative and geospatial data to draw conclusions.

3.D Compare patterns and trends in maps and in quantitative and geospatial data to draw conclusions.

3.E Explain what maps or data imply or illustrate about geographic principles, processes, and outcomes.

3.F Explain possible limitations of the data provided.

4.A Identify the different types of information presented in visual sources.

4.B Describe the spatial patterns presented in visual sources.

4.C Explain patterns and trends in visual sources to draw conclusions.

4.D Compare patterns and trends in sources to draw conclusions.

4.E Explain how maps, images, and landscapes illustrate or relate to geographic principles, processes, and outcomes.

4.F Explain possible limitations of visual sources provided.

5.A Identify the scales of analysis presented by maps, quantitative and geospatial data, images, and landscapes.

5.B Explain spatial relationships across various geographic scales using geographic concepts, processes, models, or theories.

5.C Compare geographic characteristics and processes at various scales.

5.D Explain the degree to which a geographic concept, process, model, or theory effectively explains geographic effects across various geographic scales.

2

AP HUMAN GEOGRAPHY

Course Content

Based on the Understanding by Design® (Wiggins and McTighe) model, this course framework provides a clear and detailed description of the course requirements necessary for student success. The framework specifies what students must know, understand, and be able to do, with a focus on big ideas that encompass core principles, theories, and processes of the discipline. The framework also encourages instruction that prepares students for advanced geography coursework and active global citizenship.

Big Ideas

The big ideas serve as the foundation of the course and enable students to create meaningful connections among course concepts. Often, these big ideas are abstract concepts or themes that become threads that run throughout the course. Revisiting the big ideas and applying them in a variety of contexts allow students to develop a deeper conceptual understanding. Below are the big ideas of the course and a brief description of each.

BIG IDEA 1: PATTERNS AND SPATIAL ORGANIZATION (PSO)

Spatial patterns and organization of human society are arranged according to political, historical, cultural, and economic factors.

BIG IDEA 2: IMPACTS AND INTERACTIONS (IMP)

Complex relationships of cause and effect exist among people, their environments, and historical and contemporary actions.

BIG IDEA 3: SPATIAL PROCESS AND SOCIETAL CHANGE (SPS)

A spatial perspective allows for a focus on the ways phenomena are related to one another in particular places, which in turn allows for the examination of human organization and its environmental consequences.

UNITS

The course content is organized into commonly taught units. The units have been arranged in a logical sequence frequently found in many college courses and textbooks.

The seven units in AP Human Geography, and their weightings on the multiple-choice section of the AP Exam, are listed below.

Pacing recommendations at the unit level and in the Course at Glance tables provide suggestions for how the required course content can be taught and how the Personal Progress Checks can be administered. The suggested class periods are based on a schedule in

which the class meets five days a week for 45 minutes each day. While these recommendations have been made to aid in your planning, you are free to adjust the pacing based on the needs of your students, alternate schedules (e.g., block scheduling), or your school's academic calendar.

TOPICS

Each unit is broken down into teachable segments called topics. The topic pages (starting on page 30) contain all required content for each topic. Although most topics can be taught in one or two class periods, you are again encouraged to pace your course to suit the needs of your students and school.

Units	Exam Weighting
Unit 1: Thinking Geographically	8–10%
Unit 2: Population and Migration Patterns and Processes	12–17%
Unit 3: Cultural Patterns and Processes	12–17%
Unit 4: Political Patterns and Processes	12–17%
Unit 5: Agriculture and Rural Land-Use Patterns and Processes	12–17%
Unit 6: Cities and Urban Land-Use Patterns and Processes	12–17%
Unit 7: Industrial and Economic Development Patterns and Processes	12–17%

Spiraling the Big Ideas

The following table demonstrates how the big ideas spiral across units by showing the units in which each big idea appears. In AP Human Geography students will encounter each big idea in every unit so that their knowledge, skills, and understanding related to the big ideas become more complex.

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7
Big Ideas	Unit 1 <i>Thinking Geographically</i>	Unit 2 <i>Population and Migration Patterns and Processes</i>	Unit 3 <i>Cultural Patterns and Processes</i>	Unit 4 <i>Political Patterns and Processes</i>	Unit 5 <i>Agriculture and Rural Land-Use Patterns and Processes</i>	Unit 6 <i>Cities and Urban Land-Use Patterns and Processes</i>	Unit 7 <i>Industrial and Economic Development Patterns and Processes</i>
Patterns and Spatial Organization PSO	✓	✓	✓	✓	✓	✓	✓
Impacts and Interactions IMP	✓	✓	✓	✓	✓	✓	✓
Spatial Processes and Societal Change SPS	✓	✓	✓	✓	✓	✓	✓

Course at a Glance

Plan

The Course at a Glance table provides a useful visual organization of the AP Human Geography curricular components, including:

- Sequence of units, along with approximate weighting and suggested pacing. Please note that pacing is based on 45-minute class periods meeting five days each week for a full academic year.
- Progression of topics within each unit.
- Spiraling of the big ideas and course skills across units.

Teach

SKILL CATEGORIES

Skill categories spiral throughout the course.

1 Concepts and Processes	3 Data Analysis
2 Spatial Relationships	4 Source Analysis
	5 Scale Analysis

BIG IDEAS

Big Ideas spiral across topics and units.

PSO Patterns and Spatial Organization
IMP Impacts and Interactions
SPS Spatial Processes and Societal Change

Assess

Assign the Personal Progress Checks—either as homework or in class—for each unit. Each Personal Progress Check contains formative multiple-choice and free-response questions. The feedback from the Personal Progress Checks shows students the areas where they need to focus.

UNIT
1

Thinking Geographically

~9–10 Class Periods

8–10% AP Exam Weighting

IMP	1.1 Introduction to Maps
3	
IMP	1.2 Geographic Data
3	
IMP	1.3 The Power of Geographic Data
3	
PSO	1.4 Spatial Concepts
3	
PSO	1.5 Human–Environmental Interaction
1	
PSO	1.6 Scales of Analysis
5	
SPS	1.7 Regional Analysis
1	

UNIT
2

Population and Migration Patterns and Processes

~19–20 Class Periods

12–17% AP Exam Weighting

PSO	2.1 Population Distribution
3	
PSO	2.2 Consequences of Population Distribution
2	
PSO	2.3 Population Composition
2	
IMP	2.4 Population Dynamics
3	
IMP	2.5 The Demographic Transition Model
3	
IMP	2.6 Malthusian Theory
2	
SPS	2.7 Population Policies
2	
SPS	2.8 Women and Demographic Change
3	
SPS	2.9 Aging Populations
2	
IMP	2.10 Causes of Migration
2	
IMP	2.11 Forced and Voluntary Migration
1	
IMP	2.12 Effects of Migration
2	

Personal Progress Check 1

Multiple-choice: ~20 questions
 Free-response: 1 question
 ▪ 1 stimulus

Personal Progress Check 2

Multiple-choice: ~35 questions
 Free-response: 1 question
 ▪ 1 stimulus

UNIT 3

Cultural Patterns and Processes

~19–20 Class Periods

12–17% AP Exam Weighting

PSO 4	3.1 Introduction to Culture
PSO 4	3.2 Cultural Landscapes
PSO 4	3.3 Cultural Patterns
IMP 1	3.4 Types of Diffusion
SPS 2	3.5 Historical Causes of Diffusion
SPS 5	3.6 Contemporary Causes of Diffusion
IMP 4	3.7 Diffusion of Religion and Language
SPS 2	3.8 Effects of Diffusion

Personal Progress Check 3

Multiple-choice: ~25 questions
Free-response: 1 question
▪ 2 stimuli

UNIT 4

Political Patterns and Processes

~19–20 Class Periods

12–17% AP Exam Weighting

PSO 4	4.1 Introduction to Political Geography
PSO 3	4.2 Political Processes
PSO 5	4.3 Political Power and Territoriality
IMP 1	4.4 Defining Political Boundaries
IMP 5	4.5 The Function of Political Boundaries
IMP 5	4.6 Internal Boundaries
IMP 2	4.7 Forms of Governance
SPS 3	4.8 Defining Devolutionary Factors
SPS 5	4.9 Challenges to Sovereignty
SPS 5	4.10 Consequences of Centrifugal and Centripetal Forces

Personal Progress Check 4

Multiple-choice: ~30 questions
Free-response: 1 question
▪ 1 stimulus

UNIT 5

Agriculture and Rural Land-Use Patterns and Processes

~19–20 Class Periods

12–17% AP Exam Weighting

PSO 2	5.1 Introduction to Agriculture
PSO 4	5.2 Settlement Patterns and Survey Methods
SPS 2	5.3 Agricultural Origins and Diffusions
SPS 4	5.4 The Second Agricultural Revolution
SPS 2	5.5 The Green Revolution
PSO 2	5.6 Agricultural Production Regions
PSO 2	5.7 Spatial Organization of Agriculture
PSO 5	5.8 Von Thünen Model
PSO 5	5.9 The Global System of Agriculture
IMP 2	5.10 Consequences of Agricultural Practices
IMP 4	5.11 Challenges of Contemporary Agriculture
IMP 3	5.12 Women in Agriculture

Personal Progress Check 5

Multiple-choice: ~35 questions
Free-response: 1 question
▪ 2 stimuli

UNIT 6

Cities and Urban Land-Use Patterns and Processes

~19–20

Class Periods

12–17%

AP Exam Weighting

PSO 2	6.1 The Origin and Influences of Urbanization
PSO 2	6.2 Cities Across the World
PSO 5	6.3 Cities and Globalization
PSO 2	6.4 The Size and Distribution of Cities
PSO 1	6.5 The Internal Structure of Cities
IMP 3	6.6 Density and Land Use
IMP 3	6.7 Infrastructure
IMP 2	6.8 Urban Sustainability
IMP 3	6.9 Urban Data
SPS 4	6.10 Challenges of Urban Changes
SPS 2	6.11 Challenges of Urban Sustainability

Personal Progress Check 6

Multiple-choice: ~35 questions

Free-response: 1 question

- no stimulus

UNIT 7

Industrial and Economic Development Patterns and Processes

~19–20

Class Periods

12–17%

AP Exam Weighting

SPS 4	7.1 The Industrial Revolution
SPS 2	7.2 Economic Sectors and Patterns
SPS 3	7.3 Measures of Development
SPS 3	7.4 Women and Economic Development
SPS 1	7.5 Theories of Development
PSO 5	7.6 Trade and the World Economy
PSO 4	7.7 Changes as a Result of the World Economy
IMP 5	7.8 Sustainable Development

Personal Progress Check 7

Multiple-choice: ~25 questions

Free-response: 1 question

- no stimulus

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: School Climate Survey Update

Submitted by: Michael Rizzo

Document Summary/Purpose and/or Recommended Action:

The attached presentation is an overview of the data gathered by the National School Climate Center from the district's participation in the Comprehensive School Climate Inventory.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

WESTON PUBLIC SCHOOLS

CSCI Findings Winter 2020



National School Climate Center
Educating Minds and Hearts, because the 3 Rs Are Not Enough

School Climate:

Our Understanding

- School Climate refers to the **quality and character of school life related to norms & values, social interactions, and organizational structures, as experienced by members of the school community:**
 - Students
 - Staff
 - Parents/Guardians

National School Climate Center (NSCC)

Overview

- Founded at Teacher's College, Columbia University in 1996
- Nation's leading school climate reform organization, experience partnering with:
 - ❖ **State Departments of Education** (Iowa, Ohio, Minnesota, Connecticut, Pennsylvania and others)
 - ❖ **Thousands of Schools & Districts Nationwide**
 - ❖ **International Education Ministries** (France, Spain, Peru, Chile, Australia, Kuwait)
- Co-founded the National School Climate Council in 2006, a representative body of key leaders in education nationwide that provides policy and practice guidance to the field



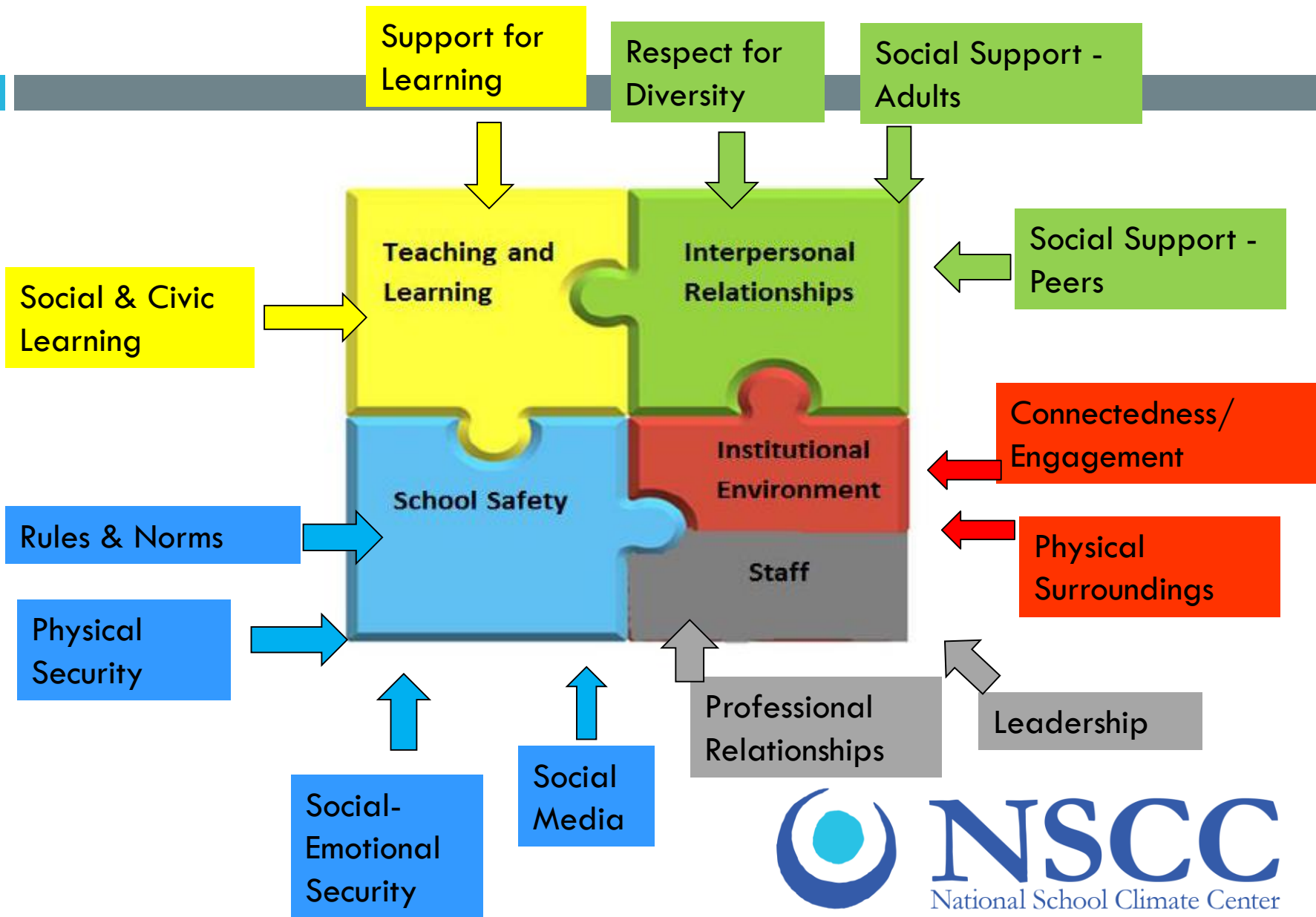
Background on the *Comprehensive School Climate Inventory (CSCI)*



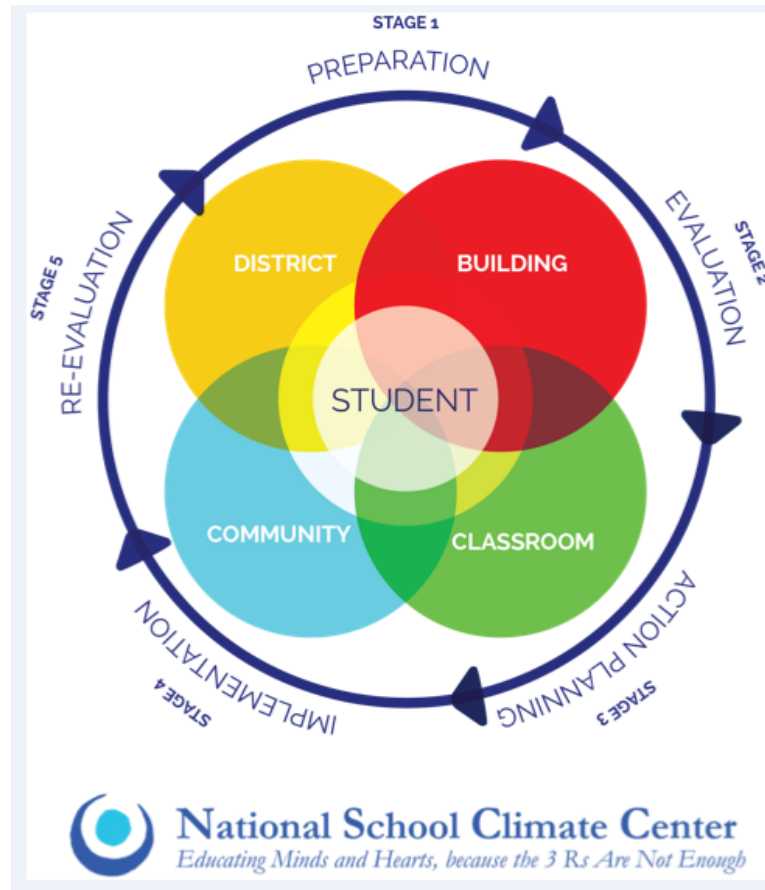
- Developed in 2002, the *Comprehensive School Climate Inventory (CSCI)* measures how critical groups – students, school personnel and parents/ guardians – perceive the school’s climate for learning.
- The CSCI was evaluated by three independent survey development experts at Columbia & Fordham in 2006 who **confirmed the tool was reliable & valid.**
- **Three recent studies confirm the CSCI’s strength:**
 - 1) A 2010 study of 102 school climate surveys found the CSCI to be one of only three measures to meet *American Psychological Association* criteria for reliability and validity (Gangi).
 - 2) A 2011 study of 73 middle school measures, recommended ten as being reliable, valid and aligned with SEL research. Of those, the CSCI was the only school climate measure recommended (*Social Development Research Group*).
 - 3) Clifford, M., M., Condon, R., & Hornung, C. (2012). *Measuring School Climate for Gauging Principal Performance: A Review of the Validity and Reliability of Publicly Accessible Measures*. American Institute for Research (www.air.org/focus-area/education/index.cfm?fa=viewContent&content_id=1869)

THE 13 DIMENSIONS OF SCHOOL CLIMATE MEASURED BY THE C

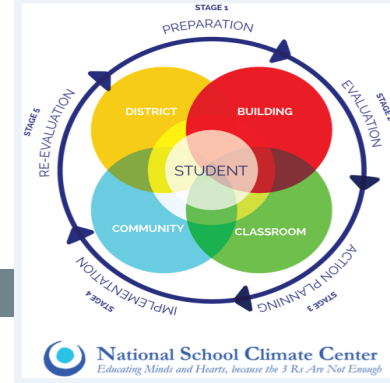
DIMENSIONS	MAJOR INDICATORS
Safety	
1 Rules and Norms	Clearly communicated rules about physical violence, clearly communicated rules about verbal abuse and teasing, clear and consistent norms and enforcement for adult intervention.
2 Physical Security	Students and adults feel safe from physical harm in the school.
3 Social-Emotional Security	Students feel safe from verbal abuse, teasing, and exclusion.
Teaching and Learning	
4 Support for Learning	Use of supportive teaching practices, such as: encouragement and constructive feedback, varied methods to demonstrate knowledge and skills, support for risk-taking and independent thinking, atmosphere of dialogue and questioning, academic challenge, and individual attention.
5 Social and Civic Learning	Support for the development of social and civic knowledge, skills, and dispositions including: effective conflict resolution, self-reflection, emotional regulation, empathy, personal responsibility, and ethical behavior.
Interpersonal Relationships	
6 Respect for Diversity	Mutual respect for individual differences (e.g. gender, race, culture, etc.) at all levels of the school including adult-student, adult-adult and overall norms for tolerance.
7 Social Support—Adults	Pattern of supportive and caring adult relationships for students, including high expectations for student achievement, willingness to listen to students and to get to know them as individuals, and a personal concern for student problems.
8 Social Support—Students	Pattern of supportive peer relationships for students, including friendships for socializing, for problem-solving, and for new students.
Institutional Environment	
9 School Connectedness-Engagement	Positive identification with the school; norms for broad participation in school life for students, staff, and parents.
10 Physical Surroundings	Cleanliness, order, appeal of facilities; adequate resources and materials.
Social Media	
11 Social Media	Students feel safe from physical harm, verbal abuse/teasing, gossip, and exclusion when online using mobile devices (ie: Facebook, Twitter, other social media platforms, by an email, text messaging, posting).
Staff Only	
12 Leadership	Administration creates and communicates a clear vision and is accessible and supportive of school improvement efforts.
13 Professional Relationships	Positive attitudes and relationships among school staff that support effectively working and learning.



The School Climate Improvement Approach: A five stage process of school climate improvement



Assessment & Improvement Approach



1. **Planning for Change**
 - Form a representative team/ establishing ground rules
 - Leadership Commitment/ Fostering “Buy in”
 - Establishing a “no fault” framework/ culture of trust
 - Community Engagement/Outreach
2. **School Climate Assessment/Evaluation**
 - **Measurement Process**
 - **Interpretation of Results**
3. **Action Planning**
 - Drill down to key priorities
 - Research best practices/ evidence-based programs
 - Define action plans
 - Establish benchmarks and clear timelines
4. **Program/Project Implementation**
5. **Re-assessment/Re-evaluation**

Interpreting School Climate Findings

➤ **School Profile – Strengths & Needs**

- How positive are overall ratings?
- Which dimensions are at the top/bottom?
- How do perceptions compare for different population groups- students, staff, and parents?

➤ **Individual & Group Variability**

- How much variability and who?
- Micro-climates – exposure to different environments, different experiences
- Individual differences or divergences in perceptions

Response Rates:

School	Student Response #/Total (%)	Staff Response #/Total (%)	Parent Response #/Total (%)
Hurlbutt Elementary School	0*/0 (0.00%)	61*/96 (63.54%)	119*/261 (45.59%)
Weston High School	670*/791 (84.70%)	86*/116 (74.14%)	199*/634 (31.39%)
Weston Intermediate School	455*/497 (91.55%)	65*/76 (85.53%)	113*/362 (31.22%)
Weston Middle School	502*/580 (86.55%)	43*/87 (49.43%)	178*/520 (34.23%)

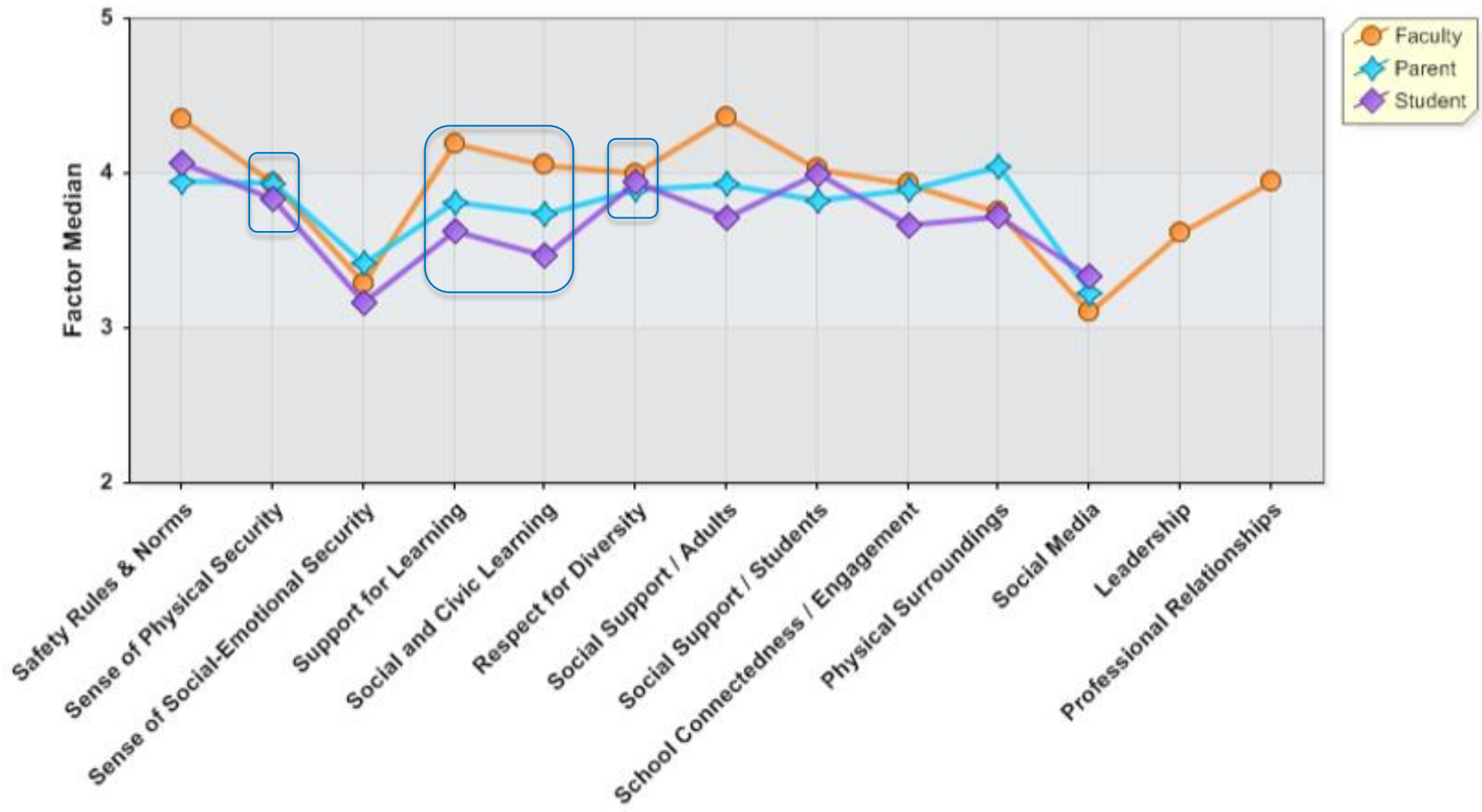
*Figures received from school to represent potential number of respondents.

The ideal thresholds for response rates are:

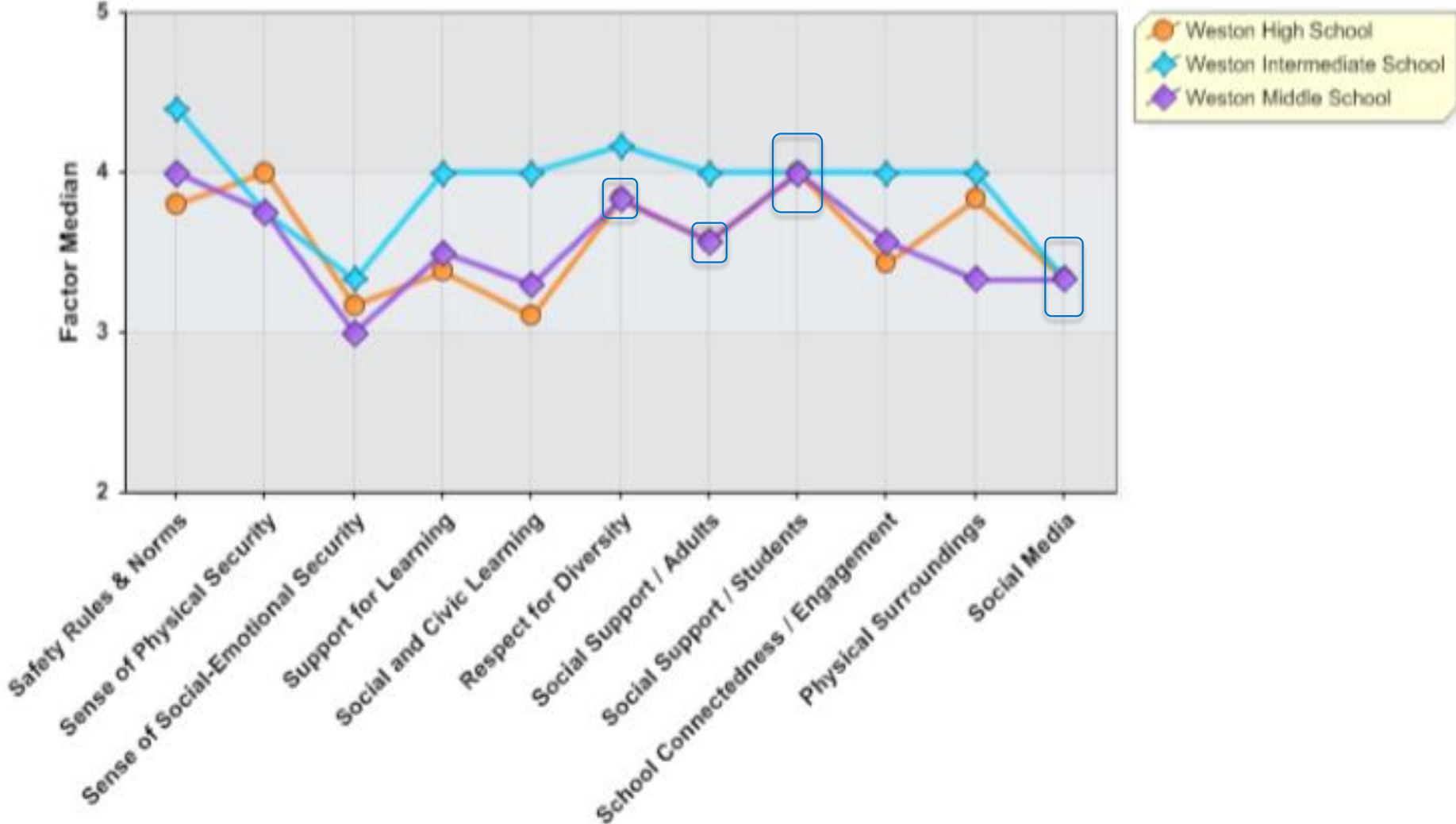
- Aim for as close to 100% completion as possible from student body and total staff. (Goal should not be lower than 85%.)
- Aim for at least 40% for parents. (Goal should not be lower than 30%.)

Climate Scores by Population

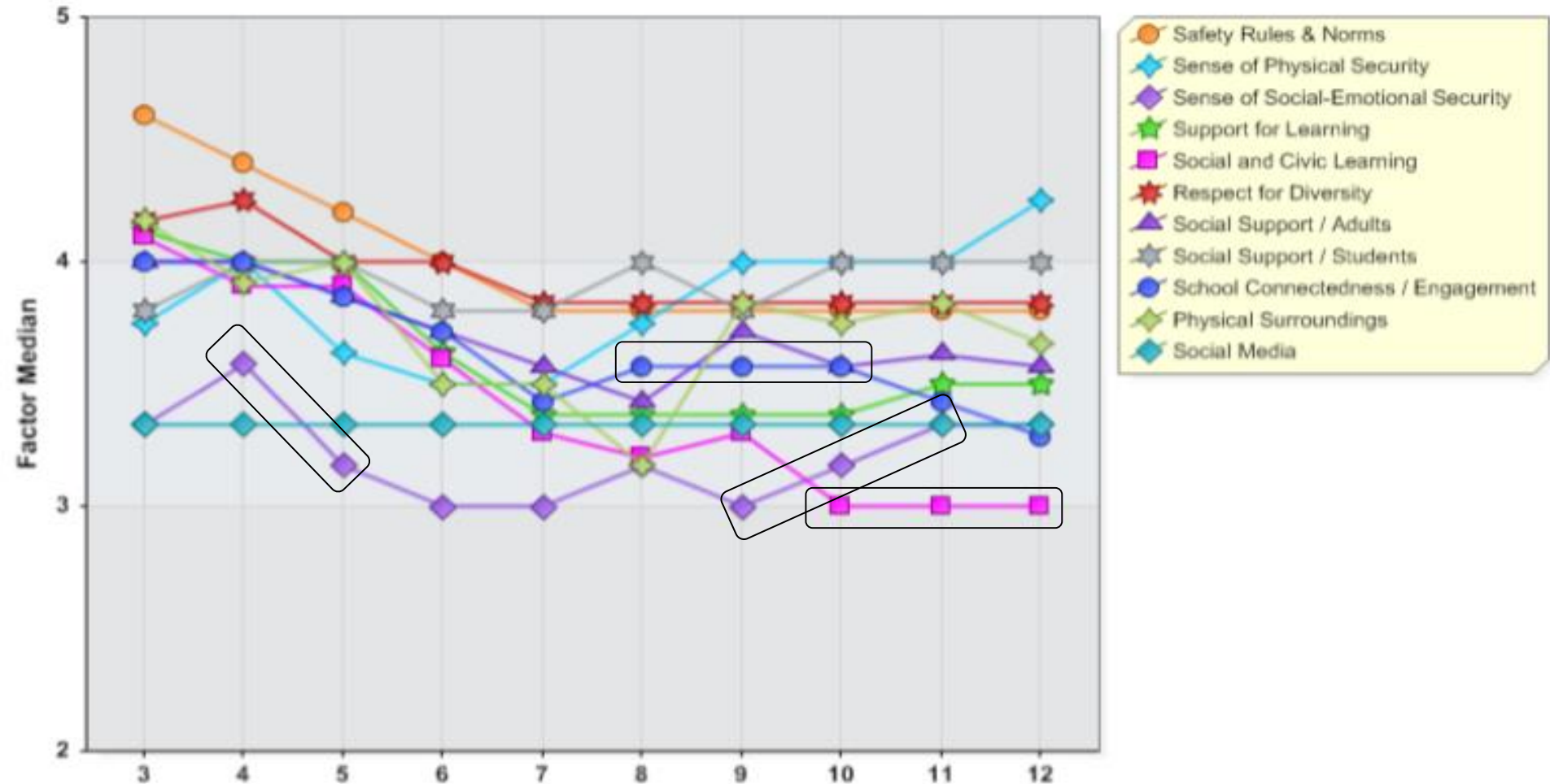
Climate Scores by Population



Student Climate Scores by School



Student Climate Scores by Grade



Relative Factor Rankings by Population

Dimensions	Students	Staff	Parents
Safety Rules & Norms	1	2	2
Sense of Physical Security	4	7	3
Sense of Social-Emotional Security	11	10	10
Support for Learning	8	3	8
Social and Civic Learning	9	4	9
Respect for Diversity	3	6	5
Social Support / Adults	6	1	4
Social Support / Students	2	5	7
School Connectedness / Engagement	7	8	6
Physical Surroundings	5	9	1
Social Media	10	11	11

Note: If two or more dimensions have the same median score, they are given the same (higher) rank. For example, if two dimensions score a 4.0 and that is the highest score, they will both be ranked "1" and the next highest score will be ranked "3."

Weston Public Schools

Strengths

- ❖ **Safety Rules and Norms** was a major area of strength across all schools in the district, regardless of grade level
- ❖ **Social Support – Adults and Social Support- Students** were strengths district-wide; these dimensions fall under the broader school climate category of **Interpersonal Relationships**

Areas for Potential Improvement

- ❖ **Sense of Social-Emotional Security** emerged as an area for improvement district-wide among students that cuts across school level, gender, grade, and race/ethnicity
- ❖ **Social Media**
- ❖ **Social and Civic Learning** is an area for further exploration at the high school; it is common to see scores for this dimension dip as students transition to higher grades

What's Next for Weston PS

- ❑ 1. Unpack the results (district and school levels)
- ❑ 2. Focus on common themes
- ❑ 3. Use other district and school-level data to connect to school climate data
- ❑ 4. Use multiple strength areas to mitigate areas needing improvement
- ❑ 5. Prioritize areas for action and begin the work
- ❑ 6. Determine when to conduct future surveys

Making Meaning



- Putting the pieces together:
 - What **stands out** for you (key patterns or themes, unique findings, etc.)?
 - What **confirms** what you already know? How does your **context knowledge** inform the data?
 - What are the **strengths**?
 - What are potential areas to **improve**?
 - How do these data **relate to other efforts** within your school?
 - What **questions** do the data raise?

Action Chart: Sense of Social Emotional Security (SES)

Social-Emotional Safety

Social-Emotional Safety: When Social-Emotional Safety is perceived as a problem in your school, here are some steps you can take:			
School Group	Developing a Deeper Understanding of the Problem	Identifying Some Common Sources of the Problem	Approaches/Programs that Schools and Research Have Found to Be Successful
Students	<p>Are there issues with school policy (Rules & Norms) or with the experience of safety (Sense of Social-Emotional Security), or both?</p> <p>How do student responses to these dimensions compare to other indicators of social-emotional safety in your school? How does this relate to the experience of physical safety?</p> <p>Are there sub-groups of students who feel particularly vulnerable to social-emotional threats? Look at Section III C to see if there are differences by gender, grade or race/ethnicity.</p> <ul style="list-style-type: none"> • How does this compare to reports from guidance counselor/teachers, parent concerns? • Are patterns similar to physical safety, or do different groups feel more at-risk from one vs. the other? <p>Are there particular aspects of social-emotional safety that students perceive to be a problem?</p> <ul style="list-style-type: none"> • Look at Section V for details on how students responded to each item that makes up the Sense of Social-Emotional Security scale as well as the scale for Safety—Rules & Norms. • How does this relate to Respect for Diversity? <p>Can you dig deeper through focus groups, follow-up surveys, or more informal, but structured conversations with specific groups about particular issues?</p> <ul style="list-style-type: none"> • For example, if name calling is a particular problem, can you find out more about when this occurs? Are there issues related to online media? • Can you probe more to identify whether threatening behavior is tied to certain groups, or whether threatening behavior is tied to intolerance for certain groups? 	<p>Notes: physical and social-emotional safety are closely linked. Therefore, you will see similarities in the “common sources” and “successful approaches” columns for these two dimensions.</p> <p>Rules, Systems & Norms (especially those related to social bullying, teasing, and respectful behavior):</p> <ul style="list-style-type: none"> • Not clearly defined • Not fairly enforced • Not strongly enforced • Not well aligned with consequences <p>Supervision:</p> <ul style="list-style-type: none"> • Insufficient adult presence • Adults insufficiently trained in socially & emotionally informed discipline • More difficult to monitor vs. infractions for physical safety • Adults don’t realize these problems require intervention 	<p>Review your student code of conduct with an eye toward social-emotional safety as well as physical safety. How well does it support social-emotional education and shared values and communicate this commitment? Involve staff in the process and students as appropriate by age.</p> <p>Map problem areas and times for social safety in line with the process outlined earlier for physical safety.</p> <p>Make it easy and safe to report problems. All adults should be prepared to receive reports (written or oral) from students in a sensitive manner and convey them to the appropriate person. It may also help to provide ways for students to report anonymously.</p> <p>Increase visibility and availability of adults in unstructured or “problem” areas of the school. This will help students feel safer and also lead to more student-adult conversations, increasing the probability that adults will hear about student concerns and understand where problems are coming from.</p> <p>Educate school personnel in dealing effectively with children in trauma and in strategies to help prevent problems from escalating into school-wide crises.</p> <p>Address the issue of bullying. Establish and communicate the school’s anti-bullying commitment. Create a common language and establish policies and procedures for addressing bullying incidents when and where they occur.</p> <p>Foster respect for diversity through programs that teach tolerance and appreciation for differences.</p>

Continued on next page

Social-Emotional Safety

Social-Emotional Safety: When Social-Emotional Safety is perceived as a problem in your school, here are some steps you can take:			
School Group	Developing a Deeper Understanding of the Problem	Identifying Some Common Sources of the Problem	Approaches/Programs that Schools and Research Have Found to Be Successful
School Personnel	<p>How do school personnel responses to this dimension compare to other information about social-emotional safety as it is perceived by and/or affects teachers?</p> <p>Are there sub-groups of school personnel who perceive the problem to be particularly serious?</p> <ul style="list-style-type: none"> Look at Section III C to see if there are differences by grade, role or experience. How does this relate to Respect for Diversity? <p>Are there particular aspects of social-emotional safety that school personnel perceive to be a problem?</p> <ul style="list-style-type: none"> Look at Section V for details. Are problems centered on certain kinds of behaviors? <p>Can you dig deeper in staff meetings or through more formal means such as follow-up surveys or focus groups?</p>	<p>Individual Competencies:</p> <ul style="list-style-type: none"> Students' under-developed social & emotional knowledge skills, and dispositions (self-awareness, self-regulation, flexible problem solving, responsibility, and cooperative capacities) Need for adults to enhance their own social-emotional capacities and their ability to promote and model these behaviors <p>Peer/School Culture:</p> <ul style="list-style-type: none"> Unhealthy norms for behavior (social bullying and other problems are common) Inconsistent modeling of supportive behavior, including up-stander norms Low levels of group support & trust A culture that is insufficiently tolerant of differences. Often social bullying is associated with lack of respect for others based on characteristics such as gender, race/ethnicity or sexual orientation. 	<p>Initiate or reinforce school-wide efforts to integrate direct instruction and practice of social-emotional skills, including recognizing and regulating emotions, problem-solving, effective communication, and conflict resolution.</p> <p>Coordinate health-promotion and risk-prevention efforts. Educate school personnel to recognize student behavior that may indicate problems. Provide targeted services to students who need them. This requires collaboration with mental health professionals.</p> <p>Promote students' development of civic skills and behaviors in academic classes. Rather than relying primarily on external controls and compliance, provide students with opportunities to internalize values and learn and practice strategies that promote individual and group responsibility.</p> <p>Find evidence-based programs that will be effective in your school. Look for programs that have been studied and shown to be successful. It's helpful if the developers are available to support you and answer questions. Be sure you understand the program's goals, target population, expected outcomes, and essential elements of effective implementation. Spend some time finding a program you have faith in—the extra effort will pay off. Below are sites that provides information on programs related to social and emotional safety that have been rigorously tested for effectiveness in addressing a wide range of issues:</p> <p>Promising Practices Network—Programs That Work http://www.promisingpractices.net/programs.asp</p> <p>Blueprints for Violence Prevention http://www.colorado.edu/cspv/blueprints/index.html</p> <p>CASEL - Meta-analysis of SEL Programs http://www.casel.org/sel/meta.php</p> <p>SAMHSA Model Programs http://nrepp.samhsa.gov/index.asp</p> <p>NSCC can help—See the Resource section of your School Portal. Also visit NSCC's website (www.schoolclimate.org) for a growing body of professional development and training in areas related to social-emotional safety, including "Breaking the Bully-Victim-Bystander Cycle", "Conflict Resolution" and "Infusing SEL into the Curriculum".</p>
Parents	<p>How does this compare to prior feedback from parents in general about social-emotional safety?</p> <p>Are there sub-groups of parents who feel that their children may be unsafe in and around school?</p> <ul style="list-style-type: none"> Look at Section III C to see if there are differences by grade, gender or race/ethnicity. How does this compare to other information from parents, such as calls and comments? How does this compare to the student patterns by grade, gender or race/ethnicity? How does this compare to patterns for physical safety? <p>Are there particular aspects of social-emotional safety that parents perceive to be a problem?</p> <ul style="list-style-type: none"> Look at Section V for details. <p>Can you dig deeper through parent outreach?</p>		

Research to Action

Connect school climate data with:

- Other school or district-level data (i.e. suspension data, incident reports, teacher turnover, etc.)
- Context Understanding
 - First-hand knowledge and experience
 - Existing school-based goals and initiatives
- Consider additional areas of research (e.g. Particular unsafe “hot spots” where incidents occur most frequently)

Points to Remember

- Discussion can be as valuable as the decisions you make
- Dimensions are highly inter-related
(i.e. Safety Rules and Norms & Social Emotional Security)
- Think about mix of initiatives based on decision grid
- **Start somewhere!!**

Next Steps – Making it Stick

- **Recognize strengths** to leverage
- **Allocate necessary resources** to carry out initiatives
 - Consider additional training/supports needed for district expertise & sustainability
- **Engage entire community** in process of change
- **Integrate new initiatives** with existing programs/efforts
- **Establish benchmarks** for measuring success
- **CELEBRATE SUCCESSES!** Even small “wins” can build momentum.

Thank you!

Amanda Weitzel

aweitzel@schoolclimate.org

School Support Manager

National School Climate Center (NSCC)

223 West 38th Street, PO Box 490, New York, New York 10018

(212) 707-8799 **ext. 25**

Find us online at www.schoolclimate.org for news, resources, updates, and more!



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/SchoolClimate



WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: School Start and End Time Task Force Update

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

Dr. William McKersie will provide a verbal update to the Board of Education regarding the School Start and End Time Task Force.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 1/27/20

Information Only

Action Requested

Agenda Item Subject: Approval of the December 2019 Financial Report

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Following is the financial report, with an update on the Internal Services Fund (for dental), for December 2019. We are recommending approval of the report.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



January 9, 2020

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: December Financial Report for FY 2020

Below is a summary report of the FY 20 Budget through December 2019.

Object Series	Adjusted Budget	YTD Actuals	FY 20 Encumbrances	FY 20 Anticipated	FY 20 Balance	Previous Month Balance
Salaries (1000's)	\$32,338,173	\$12,635,646	\$18,703,805	\$1,139,763	(\$141,041)	(\$141,041)
Benefits (2000's)	\$9,107,134	\$4,767,350	\$3,802,630	\$631,522	(\$94,368)	(\$94,368)
Professional Services (3000's)	\$1,516,659	\$739,185	\$492,706	\$284,768	\$0	\$0
Property Services (4000s)	\$2,349,384	\$1,213,700	\$955,999	\$179,685	\$0	\$0
Other Services (5000s)	\$5,609,431	\$3,142,236	\$2,278,866	\$459,020	(\$270,692)	(\$270,692)
Supplies (6000s)	\$2,716,548	\$1,391,930	\$1,021,788	\$302,829	\$0	\$0
Equipment (7000s)	\$390,027	\$321,946	\$23,764	\$44,317	\$0	\$0
Other Objects (8000s)	\$132,831	\$95,343	\$21,779	\$15,708	\$0	\$0
Revenue (9000s)	(\$1,086,480)	(\$247,699)	0	(\$838,782)	0	\$0
Total	\$53,073,710	\$24,059,635	\$ 27,301,338	\$ 2,218,831	(\$506,101)*	(\$506,101)

There were transfers totaling \$80,850 for approval by the BOE with three (3) in excess of \$5,000. The transfers are:

1. \$55,016 – To cover LOA of substitutes at HES
2. \$15,892 – To cover LOA of substitutes at WMS
3. \$5,418 – To cover non-certified substitutes at WMS

The current projection is for a deficit of **(\$506,101)**. The items contributing to that deficit include:

1. Four Additional Special Education Para Educators added after the budget was approved due to student needs (Salary \$141,041 plus benefits of \$94,368 totaling \$235,418).

2) SPED Transportation - Students requiring special education services at approved special education schools out of the district receive transportation to and from school per their individualized Education Program (IEP).

*There is ongoing review for potential areas of operating efficiencies to mitigate the projected budget deficit.

**WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended Actual 2020

STATEMENT OF REVENUES AND EXPENDITURES

Fund Balance -July 1, 2019 \$ 1,537,357

Revenues:

General Fund Appropriation (July-October)	\$ -
Reimbursements	\$ -
Total Contributions	\$ -

Total Revenues (A) \$ -

Expenditures

Delta Dental:

Claims	\$ 217,198
Administrative Fees	\$ 11,032

Total Health Plan Costs (B) \$ 228,230

Net Change (A-B) \$ (228,230)

Fund balance June 30, 2020 \$ 1,309,127

Medical Cost \$ -

Fund balance June 30, 2020 \$ 1,309,127

Balance Sheet:

Assets:

Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357	
Year End Accounts Payable	\$ -	
Net Change	\$ (228,230)	
Total Assets		\$ 1,309,127

Beg Year Fund Balance	\$ 1,537,357	
Year to Date Net Change	\$ (228,230)	
Total Fund Balance		\$ 1,309,127

Total Liabilities + Fund Balance		\$ 1,309,127
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*FY 20 is budgeted to drawdown on the ISF by \$300,000 due to the AFSCME ERIP and Insurance Buyout Proposal

DECEMBER BUDGET TRANSFERS

Substitute

TO	HES - Certified Teacher LOA Substitute	\$ 55,016.00	
FROM	HES - Building Substitute		\$ 21,025.00
FROM	HES - Substitute Teacher		\$ 7,000.00
FROM	WIS - Substitute Teacher		\$ 10,000.00
FROM	WIS - Building Substitute		\$ 10,000.00
FROM	WMS - Substitute Teacher		\$ 6,991.00

HES - LOA substitute teacher

TO	WMS - Certified Teacher LOA Substitute	\$ 15,892.00	
FROM	WMS - Substitute Teacher		\$ 15,892.00

WMS - LOA substitute teacher

TO	WMS - Non-Certified Substitute	\$ 5,418.00	
FROM	WMS - Academic Reading Asst.		\$ 5,418.00

WMS - Non-Certified substitute

TO	WIS - Non-Certified Substitute	\$ 2,554.00	
FROM	WIS - Substitute Teacher		\$ 2,554.00

WMS - Non-Certified substitute

TO	District Secretarial Overtime	\$ 1,970.00	
FROM	Secretarial Business		\$ 1,970.00

District Secretarial Overtime

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected To EOY	FY 2020 Balance
WESTON PUBLIC SCHOOLS										
Salaries & Wages (1000s)										
	Certified Staff	25,278,537	(116,752)	(7,972)	25,161,786	9,497,091	15,354,524	310,171	25,161,786	0
	Non Certified Staff	6,057,271	(178,988)	6,002	5,878,283	2,643,514	3,160,091	215,719	6,019,324	(141,041)
	Overtime	187,700	3,233	1,970	190,933	86,369	0	104,564	190,933	0
	Certified Stipends	842,981	6,921	0	849,902	310,903	108,101	430,898	849,902	0
	Non Certified Stipends	262,378	(5,108)	0	257,270	97,769	81,089	78,412	257,270	0
	Turnover Savings	(318,013)	318,013	0	0	0	0	0	0	0
	Salary Differential	82,020	(82,020)	0	0	0	0	0	0	0
		\$32,392,875	(\$54,701)	\$0	\$32,338,173	\$12,635,646	\$18,703,805	\$1,139,764	\$32,479,214	\$(141,041)
	Group \$ transfer in/(transfer out):					39.1%	57.8%	3.5%	100.4%	
	Group change %:					-0.2%				
Benefits (2000's)										
	2000 Health Insurance	7,701,232	(2,637)	0	7,698,595	3,897,732	3,760,109	135,122	7,792,963	(94,368)
	2022 Premium Cost Share	558,237	0	0	(1,368,814)	(578,566)	0	(790,248)	(1,368,814)	0
	2001 Social Security	466,950	0	0	466,950	184,084	0	282,866	466,950	0
	2002 Medicare	288,335	(37,935)	0	200,400	200,400	0	0	200,400	0
	2003 Workers Compensation	37,065	(4,065)	0	33,000	25,433	7,567	0	33,000	0
	2004 Unemployment Compensation	276,499	39,167	0	315,666	315,666	0	1	315,666	0
	2005 Early Retirement Incentive	1,010,900	0	0	1,010,900	435,699	0	575,201	1,010,900	0
	2007 Pension Contributions	80,000	0	0	80,000	0	0	80,000	80,000	0
	2010 Tuition Reimbursement	54,054	5,946	0	60,000	29,061	30,939	0	60,000	0
	2011 Life Insurance	15,306	(8,106)	0	7,200	3,184	4,016	0	7,200	0
	2012 Disability Insurance	45,000	0	0	45,000	1,664	0	43,336	45,000	0
	2014 Sick Bank	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$9,114,764	(\$7,630)	\$0	\$9,107,134	\$4,767,350	\$3,802,630	\$637,522	\$9,207,502	\$(94,368)
	Group \$ transfer in/(transfer out):					52.3%	41.8%	6.9%	101.0%	
	Group change %:					-0.1%				
Professional & Technical Services (3000s)										
	3210 Contracted Services Educational	365,670	(41,053)	0	324,617	73,952	104,243	146,422	324,617	0
	3220/3221 Consulting Services	257,200	29,504	0	286,704	125,381	110,802	50,521	286,704	0
	3235 Testing	99,600	(5,160)	0	94,440	48,176	13,448	32,817	94,440	0
	3239 Other Pupil Services	182,075	(6,730)	0	175,345	72,402	84,680	18,262	175,345	0
	3303 Management Services	64,105	10,715	0	74,820	49,218	25,352	250	74,820	0

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19
Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected To EOY	FY 2020 Balance
		3,500	0	0	3,500	1,135	240	2,125	3,500	0
3304	License Fees-Facilities	3,500	0	0	3,500	1,135	240	2,125	3,500	0
3306	Legal Fees	250,000	0	0	250,000	189,407	60,593	0	250,000	0
3308	Police/Fire	89,013	0	0	89,013	24,483	58,535	5,995	89,013	0
3309	Professional Technical Services	166,579	(408)	0	166,172	102,983	34,812	28,377	166,172	0
3310	Sports Officials	52,049	0	0	52,049	52,049	0	0	52,049	0
		\$1,529,791	(\$13,132)	\$0	\$1,516,659	\$739,185	\$492,706	\$284,768	\$1,516,659	\$-
	Group \$ transfer in/(transfer out):				(\$13,132)	48.7%	32.5%	18.8%	100.0%	
	Group change %:				-0.9%					
Property Services (4000s)										
4200	Cleaning Services	756,109	0	0	756,109	364,206	391,903	0	756,109	0
4202	Rubbish Removal	55,020	(2,500)	0	52,520	22,267	30,156	97	52,520	0
4300	Equipment Repairs	125,960	(8,230)	0	117,730	62,135	35,571	20,024	117,730	0
4400	Equipment Rental	252,237	14,300	0	266,537	81,839	182,596	2,102	266,537	0
4401	Rental of Facilities	4,675	(200)	0	4,475	2,333	2,069	73	4,475	0
4500	Repair Allowance	204,400	80	0	204,480	112,297	19,662	72,521	204,480	0
4509	Septic Cleaning	40,000	2	0	40,002	14,006	25,996	0	40,002	0
4510	Asbestos Abatement	5,000	0	0	5,000	0	0	5,000	5,000	0
4514	Fire Alarm System	25,000	4,470	0	29,470	5,689	23,777	4	29,470	0
4518	Sewer System Plant Maintenance	93,162	0	0	93,162	46,631	46,531	0	93,162	0
4520	Service Contracts	142,688	(1,492)	0	141,196	63,753	57,893	19,560	141,196	0
4530	Parks & Recreation	64,372	0	0	64,372	25,016	39,356	0	64,372	0
4533	Glass Replacement	5,000	0	0	5,000	1,595	0	3,405	5,000	0
4534	Roof Repair	17,000	0	0	17,000	0	0	17,000	17,000	0
4535	Window Treatments	3,000	0	0	3,000	0	0	3,000	3,000	0
4539	Energy Management System	21,650	106	0	21,756	21,756	0	0	21,756	0
4540	Athletic Facilities Repairs	20,000	125,707	0	145,707	143,361	2,345	0	145,707	0
4542	Contracted Services	202,350	(7,864)	0	194,486	130,178	48,431	15,877	194,486	0
4543	Paving	11,300	0	0	11,300	4,800	0	6,500	11,300	0
4600	Special Projects	37,500	0	0	37,500	17,370	20,000	130	37,500	0
4602	Tree Service	7,500	5,230	0	12,730	12,730	0	0	12,730	0
4604	Snow Plowing	12,500	0	0	12,500	0	0	12,500	12,500	0
4605	Signage	2,500	(750)	0	1,750	192	0	1,558	1,750	0
4606	Sprinkler Repairs	3,000	6,574	0	9,574	8,011	1,231	332	9,574	0
4610	Playground Repairs	5,000	5,284	0	10,284	7,398	2,886	0	10,284	0
4701	Security System Monitoring	78,311	3,241	0	81,552	58,720	22,832	0	81,552	0
4702	Locks/Keys	8,500	1,693	0	10,193	7,418	2,774	1	10,193	0
		\$2,203,734	\$145,650	\$0	\$2,349,384	\$1,213,700	\$955,999	\$179,685	\$2,349,384	\$-
	Group \$ transfer in/(transfer out):				\$145,650	51.7%	40.7%	7.6%	100.0%	
	Group change %:				6.6%					

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT
Dec-19
Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected To EOY	FY 2020 Balance
Other Services (5000s)										
5100	Regular Transportation	1,359,639	255	0	1,359,894	1,329,721	23,629	6,544	1,359,894	0
5101	SPED Transportation	478,530	19,626	0	498,156	407,195	361,654	0	768,848	(270,692)
5104	Athletic Transportation	90,520	0	0	90,520	12,265	76,335	1,920	90,520	0
5105	Extra Curricular Transportation	11,350	0	0	11,350	1,155	339	9,655	11,350	0
5200	General Liability Insurance	112,340	(41,735)	0	70,605	70,605	0	0	70,605	0
5202	Athletic Insurance	29,939	(13,289)	0	16,650	16,650	0	0	16,650	0
5205	Property Insurance	104,375	(6,540)	0	97,835	97,319	0	516	97,835	0
5300	Communications	86,000	816	0	86,816	38,926	47,490	400	86,816	0
5400	Postage	23,467	10,366	0	33,833	17,656	15,990	187	33,833	0
5500	Advertising	8,000	(1,025)	0	6,975	2,915	6,975	4,060	6,975	0
5501	Printing	21,633	4,400	0	26,033	9,055	3,719	13,259	26,033	0
5600	Tuition	2,936,536	0	0	2,936,536	985,626	1,560,573	390,337	2,936,536	0
5605	Tuition-ESS	287,228	0	0	287,228	114,444	171,666	1,118	287,228	0
5800,5802-5880	Travel & Conference	63,182	3,862	0	67,044	33,034	13,671	20,339	67,044	0
5801	Mileage Reimbursement	12,355	0	0	12,355	3,185	1,660	7,510	12,355	0
5900	Other Purchased Services	6,700	900	0	7,600	2,485	1,940	3,175	7,600	0
		\$5,631,794	(\$22,364)	\$0	\$5,609,431	\$3,142,236	\$2,278,866	\$459,020	\$5,680,122	(\$270,692)
					(\$22,364)	56.0%	40.6%	8.2%	104.8%	
Supplies & Materials (6000's)										
6110	Materials	537,245	(11,274)	0	525,971	269,870	77,040	179,061	525,971	\$0
6120	Office Materials	39,510	(89)	0	39,421	10,011	13,346	16,064	39,421	\$0
6130	Maintenance Materials	178,500	(4,960)	0	173,520	73,870	75,467	24,184	173,520	\$0
6131	Custodial Materials	77,000	0	0	77,000	57,111	15,984	3,905	77,000	\$0
6132	Security Materials	20,100	(445)	0	19,655	15,605	0	4,050	19,655	\$0
6140	Software	512,469	0	0	512,469	441,322	33,758	37,389	512,469	\$0
6270	Diesel Fuel	91,031	0	0	91,031	40,259	50,772	0	91,031	\$0
6410	Books	171,269	(1,000)	0	170,269	115,430	17,863	36,976	170,269	\$0
6510	Heating Oil	392,894	0	0	392,894	71,794	321,100	0	392,894	\$0
6520	Electricity	710,317	0	0	710,317	295,752	414,565	0	710,317	\$0
6530	Propane gas	4,000	0	0	4,000	907	1,893	1,200	4,000	\$0
		\$2,734,335	(\$17,768)	\$0	\$2,716,547	\$1,391,830	\$1,021,768	\$302,829	\$2,716,547	\$0
					(\$17,768)	51.2%	37.6%	11.1%	100.0%	
Equipment (7000's)										
7300	Equipment	390,027	0	0	390,027	321,946	23,764	44,317	390,027	0
		\$390,027	\$0	\$0	\$390,027	\$321,946	\$23,764	\$44,317	\$390,027	\$0
					\$0	82.5%	6.1%	11.4%	100.0%	
Group \$ transfer in/(transfer out):										
Group change %:										

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20		Cumulative Budget Adjustments		Current Report Budget Adjustments		Adjusted Budget		FY 2020		FY 2020		FY 2020		FY 2020		
		Adopted Budget						Expended	Encumbered	Anticipated	Projected To EOY	Balance						
Other Objects (8000's)	8100 Dues, Fees and Memberships	97,087	8,349	0	105,436	80,610	10,160	14,666	105,436	105,436	0							
	8900 Other Objects	27,395	0	0	27,395	14,733	11,620	1,043	27,395	27,395	0							
		\$124,482	\$8,349	\$0	\$132,831	\$95,343	\$21,779	\$15,708	\$132,831	\$132,831	\$0							
	Group \$ transfer in/(transfer out):				\$6,349	71.8%	16.4%	11.8%										
	Group change %:				6.7%													
Revenues (9000's)	9200 Technology Revenue	(103,101)	0	0	(103,101)	(57,106)	0	(45,995)	(103,101)	(103,101)	0							
	9201 Participation Fees, Athletics	(83,097)	0	0	(83,097)	(36,715)	0	(46,382)	(83,097)	(83,097)	0							
	9202 Gate Receipts, Athletics	(16,000)	0	0	(16,000)	(15,914)	0	(86)	(16,000)	(16,000)	0							
	9205 Excess Cost SPED	(536,300)	0	0	(536,300)	0	0	(536,300)	(536,300)	(536,300)	0							
	9206 Pre School Tuition SPED	(100,000)	0	0	(100,000)	(67,000)	0	(33,000)	(100,000)	(100,000)	0							
	9207 Regular Ed. Tuition	(29,769)	(38,383)	0	(68,152)	(33,129)	0	(35,024)	(68,152)	(68,152)	(68,152)	0						
	9208 Revenue from Town for Fields	(55,580)	0	0	(55,580)	0	0	(55,580)	(55,580)	(55,580)	(55,580)	0						
	9209 Parking Fees	(45,000)	0	0	(45,000)	(26,000)	0	(19,000)	(45,000)	(45,000)	(45,000)	0						
	9210 Theater Receipts	(46,750)	0	0	(46,750)	(7,028)	0	(39,722)	(46,750)	(46,750)	(46,750)	0						
	9212 Facility Use Rental	(17,500)	0	0	(17,500)	(2,706)	0	(14,794)	(17,500)	(17,500)	(17,500)	0						
	9215 Medicaid Revenue	(15,000)	0	0	(15,000)	(2,101)	0	(12,899)	(15,000)	(15,000)	(15,000)	0						
		Group \$ transfer in/(transfer out):				\$0	(\$247,699)	\$0	(\$838,782)	(\$1,086,480)	(\$1,086,480)	\$0						
		Group change %:				\$ (38,383)	4%											
Total:		\$53,073,710	\$0	\$0	\$53,073,710	\$24,059,635	\$27,301,337	\$2,218,832	\$53,579,805	\$53,579,805	\$ (506,101)							

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

OPERATING FUND BUDGET

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Hurlbutt Elementary									
Salaries & Wages (1000s)									
	Certified Staff	2,920,389	(86,522)	26,991	2,833,867	1,043,976	1,776,494	13,397	0
	Non Certified Staff	341,251	21,445		362,696	152,920	209,776	0	0
	Overtime	1,500	0		1,500	1,056	0	444	0
	Certified Stipends	19,125	(38)		19,087	5,616	10,608	2,863	0
	<i>Group \$ transfer in/(transfer out):</i>	\$3,282,265	(\$65,115)	\$26,991	\$3,217,150	\$1,203,568	\$ 1,986,878	\$ 16,704	\$ -
	<i>Group change %:</i>				(\$65,115)				-2.0%
Professional & Technical Services (3000s)									
	3308 Police/Fire	250	0	\$0	250	0	\$0	250	0
	<i>Group \$ transfer in/(transfer out):</i>	\$250	\$0	\$0	\$250	\$0	\$0	\$250	\$ -
	<i>Group change %:</i>				0.0%				
Property Services (4000s)									
	4302 Equipment Repairs	1,340	0	\$0	1,340	549	\$0	791	0
	<i>Group \$ transfer in/(transfer out):</i>	\$1,340	\$0	\$0	\$1,340	\$549	\$0	\$791	\$ -
	<i>Group change %:</i>				0.0%				
Other Services (5000s)									
	5105 Extra Curricular Transportation	350	0		350	0	0	350	0
	5400 Postage	100	3,167		3,267	1,195	2,011	61	0
	5501 Printing	500	0		500	0	0	500	0
	5800,5802-5880 Travel & Conference	750	0		750	0	0	750	0
	5801 Mileage Reimbursement	300	0		300	0	0	300	0

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

OPERATING FUND BUDGET

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
	Group \$ transfer in/(transfer out):	\$2,000	\$3,167	\$0	\$5,167	\$1,195	\$2,011	\$1,961	\$-
	Group change %:				\$3,167				
	158.4%								
Supplies & Materials (6000's)									
6110 Materials		57,817	(0)		57,817	36,106	8,794	12,916	0
6120 Office Materials		2,500	0		2,500	1,033	771	696	0
6410 Books		19,900	0		19,900	12,894	3,036	3,970	0
		\$80,217	(\$0)	\$0	\$80,217	\$50,034	\$12,600	\$17,582	\$-
	Group \$ transfer in/(transfer out):				(\$0)				
	Group change %:				0.0%				
Other Objects (8000's)									
8100 Dues, Fees and Memberships		545	0		545	0	0	545	0
		\$545	\$0	\$0	\$545	\$0	\$-	\$545	\$-
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Total:		\$3,366,617	(\$61,948)	\$26,991	\$3,304,669	\$1,255,346	\$2,011,490	\$37,833	\$-

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT
Dec-19
Period: 6 of 12

OPERATING FUND BUDGET

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Weston Intermediate School									
Salaries & Wages (1000s)									
	Certified Staff	3,691,465	(33,628)	(22,554)	3,657,837	1,350,196	2,283,272	24,369	0
	Non Certified Staff	249,009	(4,551)	2,554	244,458	100,583	143,703	172	0
	Overtime	750			750	88		662	0
	Certified Stipends	25,972	(38)		25,934	5,786	10,438	9,710	0
		\$3,967,196	(\$38,217)	(\$20,000)	\$3,928,979	\$1,456,653	\$ 2,437,413	\$ 34,913	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
Professional & Technical Services (3000s)									
	3308 Police/Fire	315			315	0	0	315	0
	3309 Professional Technical Services	900			900	0	0	900	0
		\$1,215	\$0	\$0	\$1,215	\$0	\$ -	\$ 1,215	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
Property Services (4000s)									
	4302 Equipment Repairs	1,675			1,675	514	36	1,125	-
		\$1,675	\$0	\$0	\$1,675	\$514	\$ 36	\$ 1,125	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
Other Services (5000s)									
	5501 Printing	500			500	313		187	0
	5800,5802-5880 Travel & Conference	500			500	0		500	0
	5801 Mileage Reimbursement	250			250	0		250	0
		\$1,250	\$0	\$0	\$1,250	\$313	\$ -	\$ 937	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

OPERATING FUND BUDGET

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
<i>Group change %:</i>									
Supplies & Materials (6000's)									
	6110 Materials	38,867			38,867	22,177	6,139	10,551	0
	6120 Office Materials	2,000			2,000	248	666	1,086	0
	6410 Books	37,830			37,830	27,129	7,020	3,681	0
		\$78,697	\$0	\$0	\$78,697	\$49,555	\$ 15,824	\$ 75,318	\$ -
<i>Group \$ transfer in/(transfer out):</i>									
<i>Group change %:</i>									
Other Objects (8000's)									
	8100 Dues, Fees and Memberships	1,142			1,142	564	287	291	0
		\$1,142	\$0	\$0	\$1,142	\$564	\$ 287	\$ 291	\$ -
<i>Group \$ transfer in/(transfer out):</i>									
<i>Group change %:</i>									
Total:		\$4,051,175	(\$38,217)	(\$20,000)	\$4,012,958	\$1,507,599	\$ 2,451,560	\$ 53,799	\$ -

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19
Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Weston Middle School									
Salaries & Wages (1000s)									
	Certified Staff	4,539,839	48,048	(12,409)	4,587,887	1,722,002	2,845,048	20,837	0
	Non Certified Staff	141,490	6,185	5,418	147,675	61,707	85,968	1	0
	Overtime	0	100	41	100	41	0	59	0
	Certified Stipends	83,139	2		83,141	38,227	17,583	27,331	0
		\$4,764,468	\$54,335	(\$6,991)	\$4,818,803	\$1,821,977	\$ 2,948,598	\$ 48,228	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
					\$54,335				
					1.1%				
Professional & Technical Services (3000s)									
	3308 Police/Fire	1,610			1,610	105		1,505	0
	3309 Professional Technical Services	5,020			5,020	975	400	3,645	0
		\$6,630	\$0	\$0	\$6,630	\$1,080	\$ 400	\$ 5,150	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
					\$0				
					0.0%				
Property Services (4000s)									
	4302 Equipment Repairs	2,900			2,900	1,120	104	1,676	0
		\$2,900	\$0	\$0	\$2,900	\$1,120	\$ 104	\$ 1,676	\$ -
	<i>Group \$ transfer in/(transfer out):</i>								
	<i>Group change %:</i>								
					\$0				
					0.0%				
Other Services (5000s)									
	5105 Extra Curricular Transportation	6,500			6,500	737	122	5,641	0
	5400 Postage	297			5,039	1,624	3,299	116	0
	5501 Printing	3,250	4,742		3,250		689	2,561	0
	5600 Tuition	2,250			2,250			2,250	0
	5800,5802-5880 Travel & Conference	1,020			1,020		1,020	1,020	0
	5801 Mileage Reimbursement	555			555	91		464	0
		\$13,872	\$4,742	\$0	\$18,614	\$2,452	\$ 4,111	\$ 12,052	\$ -

**WESTON PUBLIC SCHOOLS
FINANCIAL REPORT**
Dec-19
Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
<i>Group \$ transfer in/(transfer out):</i>									
<i>Group change %:</i>									
Supplies & Materials (6000's)									
	6110 Materials	69,046			69,046	32,809	8,538	27,699	0
	6120 Office Materials	3,669			3,669	1,436	290	1,943	0
	6410 Books	23,903			23,903	14,125	6,745	3,033	0
		\$96,618	\$0	\$0	\$96,618	\$48,370	\$ 15,573	\$ 32,675	\$ -
<i>Group \$ transfer in/(transfer out):</i>									
<i>Group change %:</i>									
Other Objects (8000's)									
	8100 Dues, Fees and Memberships	10,509			10,509	2,366	1,528	6,615	0
		\$10,509	\$0	\$0	\$10,509	\$2,366	\$ 1,528	\$ 6,615	\$ -
<i>Group \$ transfer in/(transfer out):</i>									
<i>Group change %:</i>									
Total:		\$4,894,997	\$59,077	(\$6,991)	\$4,954,074	\$1,877,364	\$ 2,970,315	\$ 106,396	\$ -

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020		FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
						Expended	Balance			
Weston High School										
Salaries & Wages (1000s)										
	Certified Staff	6,410,660	28,119		6,438,779	2,375,163		4,008,971	54,645	0
	Non Certified Staff	219,005	(9,246)		209,759	85,136		122,175	2,448	0
	Overtime	250			250				250	0
	Certified Stipends	101,361			101,361	51,393		49,969		0
		\$6,731,276	\$18,873	\$0	\$6,750,149	\$2,511,692		\$ 4,131,146	\$ 107,311	\$ -
	Group \$ transfer in/(transfer out):									
	Group change %:									
					\$18,873					0.3%
Professional & Technical Services (3000s)										
	3308 Police/Fire	2,070			2,070	\$105			1,965	0
	3309 Professional Technical Services	10,390			10,390	3,081		725	6,584	0
		\$12,460	\$0	\$0	\$12,460	\$3,186		\$ 725	\$ 8,549	\$ -
	Group \$ transfer in/(transfer out):									
	Group change %:									
					\$0					0.0%
Property Services (4000s)										
	4302 Equipment Repairs	6,590	(500)		6,090	2,047		1,260	2,783	0
	4400 Equipment Rental	3,852			3,852			3,000	852	0
		\$10,442	(\$500)	\$0	\$9,942	\$2,047		\$ 4,260	\$ 3,635	\$ -
	Group \$ transfer in/(transfer out):									
	Group change %:									
					(\$500)					-4.8%
Other Services (5000s)										
	5105 Extra Curricular Transportation	4,500			4,500	419		417	3,665	0
	5400 Postage	0	1,656	0	1,656	1,084		573	0	0
	5501 Printing	14,133			14,133	7,342		3,030	3,761	0
	5800,5802-5880 Travel & Conference	2,000			2,000	1,014			986	0
	5801 Mileage Reimbursement	2,750			2,750			1,500	1,250	0
	5900 Other Purchased Services	1,200			1,200			1,200		0
		\$24,563	\$1,656	\$0	\$26,239	\$9,658		\$ 5,519	\$ 10,862	\$ -

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Group \$ transfer in/(transfer out):					\$1,656				
Group change %:					6.7%				
Supplies & Materials (6000's)									
6110	Materials	143,660	(3,050)		140,610	76,393	23,922	40,295	0
6120	Office Materials	7,172			7,172	591	2,909	3,672	0
6410	Books	24,197	(1,000)		23,197	19,400	1,063	2,735	0
		\$175,029	(\$4,050)	\$0	\$170,979	\$96,383	\$27,894	\$46,702	\$-
Group \$ transfer in/(transfer out):					(\$4,050)				
Group change %:					-2.3%				
Equipment (7000's)									
7300	Equipment	1,902			1,902	\$1,596	-	\$306	0
		\$1,902	\$0	\$0	\$1,902	\$1,596	-	\$306	\$-
Group \$ transfer in/(transfer out):					\$0				
Group change %:					0%				
Other Objects (8000's)									
8100	Dues, Fees and Memberships	17,457			17,457	11,487	85	5,885	0
		\$17,457	\$0	\$0	\$17,457	\$11,487	\$85	\$5,885	\$-
Group \$ transfer in/(transfer out):					\$0				
Group change %:					0.0%				
Revenues (9000's)									
9209	Parking Fees	(45,000)			(45,000)	(26,000)	0	(19,000)	0
		\$(45,000)	\$-	\$0	\$(45,000)	\$(26,000)	\$-	\$(19,000)	\$-
Group \$ transfer in/(transfer out):					\$0				
Group change %:					0%				
Total:		\$6,928,149	\$15,979	\$0	\$6,944,128	\$2,610,249	\$4,169,629	\$164,250	\$-

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Theater									
Salaries & Wages (1000s)									
	Certified Stipends	100,939	\$0	\$0	100,939	22,575	0	78,364	0
		\$100,939	\$0	\$0	\$100,939	\$22,575	\$-	\$78,364	\$-
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Professional & Technical Services (3000s)									
	3308 Police/Fire	1,295			1,295	315	0	980	0
	3309 Professional Technical Services	16,600			16,600	1,358	1,130	14,112	0
		\$17,895	\$0	\$0	\$17,895	\$1,673	\$1,130	\$15,092	\$-
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Other Services (5000s)									
	5501 Printing	\$0	\$4,400	\$0	4,400	\$1,400	\$-	\$3,000	\$-
		\$0	\$4,400	\$0	\$4,400	\$1,400	\$-	\$3,000	\$-
	Group \$ transfer in/(transfer out):				\$4,400				
	Group change %:				100.0%				
Supplies & Materials (6000's)									
	6110 Materials	38,000	(4,400)	0	33,600	9,725	1,547	22,327	0
		\$38,000	(\$4,400)	\$0	\$33,600	\$9,725	\$1,547	\$22,327	\$-
	Group \$ transfer in/(transfer out):				(\$4,400)				
	Group change %:				-11.6%				

Revenues (9000's)

9210 Theater Receipts

Group \$ transfer in/(transfer out):

Group change %:

(46,750)	\$0	(46,750)	(7,028)	0	(39,722)	0
(\$46,750)	\$0	(\$46,750)	(\$7,028)	\$0	(\$39,722)	\$0
		\$0				
		0%				
\$110,084	\$0	\$110,084	\$28,346	\$ 2,677	\$ 79,061	\$ -

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19

Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Athletics									
Salaries & Wages (1000s)									
	Certified Staff	162,055			162,055	81,027	81,028	0	0
	Non Certified Staff	46,274	(1,878)		44,396	18,511	25,884	0	0
	Overtime	0	1,000		1,000	280		720	0
	Certified Stipends	398,340			398,340	138,896		259,444	0
	Non Certified Stipends	88,573			88,573	30,992	31,644	25,937	0
		\$695,242	(\$878)	\$0	\$694,364	\$269,707	\$ 138,556	\$ 286,101	\$ -
	Group \$ transfer in/(transfer out):				(\$878)				
	Group change %:				-0.1%				
Professional & Technical Services (3000s)									
	3239 Other Pupil Services	3,500			3,500	1,000	1,000	1,500	0
	3308 Police/Fire	3,080			3,080	1,155	945	980	0
	3310 Sports Officials	52,049			52,049	52,049		0	0
		\$58,629	\$0	\$0	\$58,629	\$54,204	\$ 1,945	\$ 2,480	\$ -
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Property Services (4000s)									
	4302 Equipment Repairs	20,000			20,000	3,854	15,204	943	0
		\$20,000	\$0	\$0	\$20,000	\$3,854	\$ 15,204	\$ 943	\$ -
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Other Services (5000s)									
	5104 Athletic Transportation	90,520			90,520	12,265	76,335	1,920	0
	5202 Athletic Insurance	29,999	(13,289)	0	16,650	16,650	0	0	0

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19
Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 20 Expended	FY 20 Encumbered	FY 20 Anticipated	FY 20 Balance	
5800,5802-5880	Travel & Conference	5,100			5,100	1,850	296	2,954	0	
	Group \$ transfer in/(transfer out):	\$125,559	(\$13,289)	\$0	\$112,270	\$30,765	\$ 76,631	\$ 4,874	\$ -	
	Group change %:				(\$13,289)					
					-10.6%					
Supplies & Materials (6000's)										
	6110 Materials	57,750			57,750	12,612	15,984	29,154	0	
	Group \$ transfer in/(transfer out):	\$57,750	\$0	\$0	\$57,750	\$12,612	\$ 15,984	\$ 29,154	\$ -	
	Group change %:				\$0					
					0.0%					
Other Objects (8000's)										
	8100 Dues, Fees and Memberships	\$18,135			18,135	18,135	-	0	0	
	Group \$ transfer in/(transfer out):	\$18,135	\$0	\$0	\$18,135	\$18,135	\$ -	\$ -	\$ -	
	Group change %:				\$0					
					0.0%					
Revenues (9000's)										
	9201 Participation Fees, Athletics	(83,097)	0		(83,097)	(36,715)		(46,382)	0	
	9202 Gate Receipts, Athletics	(16,000)	0		(16,000)	(15,914)		(86)	0	
	9212 Facility Use Rental	(17,500)	0		(17,500)	(2,706)		(14,794)	0	
	Group \$ transfer in/(transfer out):	(\$116,597)	\$0	\$0	(\$116,597)	(\$55,335)	\$0	(\$61,262)	\$0	
	Group change %:				\$0					
					0%					
Total:		\$858,718	(\$14,167)	\$0	\$844,551	\$333,942	\$ 248,320	\$ 262,289	\$ -	

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020		FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
						Expended	Encumbered			
Special Education										
Salaries & Wages (1000s)										
	Certified Staff	4,200,817	(17,079)		4,183,738	1,601,662	2,425,756	156,320		0
	Non Certified Staff	1,668,041	(140,851)		1,527,190	736,593	816,895	114,743		(141,041)
	Overtime	250			250	180	0	70		0
	Non Certified Stipends	31,900			31,900	18,705	0	13,195		0
	<i>Group \$ transfer in/(transfer out):</i>	\$5,901,008	(\$157,930)	\$0	\$5,743,078	\$2,357,140	\$3,242,651	\$284,328		\$ (141,041)
	<i>Group change %:</i>				(\$157,930)					-2.7%
Professional & Technical Services (3000s)										
3220/3221	3210 Contracted Services Educational Consulting Services	359,970	(41,053)		318,917	73,952	104,243	140,722		0
	3235 Testing	95,000			95,000	43,601	9,520	41,880		0
	3306 Legal Fees	53,000			53,000	19,557	5,116	28,328		0
		150,000			150,000	97,996	52,004	0.00		0
	<i>Group \$ transfer in/(transfer out):</i>	\$657,970	(\$41,053)	\$0	\$616,917	\$235,105	\$170,883	\$210,929		\$ -
	<i>Group change %:</i>				(\$41,053)					-6.2%
Property Services (4000s)										
	4302 Equipment Repairs	750			750			750		0
	4400 Equipment Rental	1,250			1,250			1,250		0
		\$2,000	\$0	\$0	\$2,000	\$0	\$-	\$2,000		\$ -
	<i>Group \$ transfer in/(transfer out):</i>									
	<i>Group change %:</i>									0.0%
Other Services (5000s)										
	5600 Tuition	2,934,286			2,934,286	985,626	1,560,573	388,087		0
	5605 Tuition-ESS	287,228			287,228	114,444	171,666	1,118		0
	5801 Mileage Reimbursement	1,500			1,500			1,500		0

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
	Group \$ transfer in/(transfer out): Group change %:	\$3,223,014	\$0	\$0	\$3,223,014 0.0%	\$1,100,070	\$ 1,732,239	\$ 390,705	\$ -
Supplies & Materials (6000's)									
6110 Materials		29,219			29,219	14,095	8,478	6,647	0
6120 Office Materials		719			719	257	0	462	0
6140 Software		26,975			26,975	20,356	936	5,683	0
6410 Books		3,600			3,600			3,600	0
	Group \$ transfer in/(transfer out): Group change %:	\$60,513	\$0	\$0	\$60,513 0.0%	\$34,707	\$ 9,414	\$ 16,393	\$ -
Equipment (7000's)									
7300 Equipment		28,242			28,242	9,396	2,116	16,730	0
	Group \$ transfer in/(transfer out): Group change %:	\$28,242	\$0	\$0	\$28,242 0%	\$9,396	\$ 2,116	\$ 16,730	\$ -
Other Objects (8000's)									
8100 Dues, Fees and Memberships		\$1,000			1,000		400	600	0
	Group \$ transfer in/(transfer out): Group change %:	\$1,000	\$0	\$0	\$1,000 0.0%	\$0	\$ 400	\$ 600	\$ -
Revenues (9000's)									
9205 Excess Cost SPED		(536,300)			(536,300)			(536,300)	0
9206 Pre School Tuition SPED		(100,000)			(100,000)	(67,000)		(33,000)	0
9215 Medicaid Revenue		(15,000)			(15,000)	(2,101)		(12,899)	0
	Group \$ transfer in/(transfer out): Group change %:	(\$651,300)	\$0	\$0	(\$651,300)	(\$69,101)	\$0	(\$562,199)	\$0
Total:		\$9,222,447	(\$198,983)	\$0	\$9,023,464	\$3,667,317	\$5,157,702	\$339,485	(\$141,041)

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Pupil Services									
Salaries & Wages (1000s)									
	Certified Staff	1,796,331	(4,251)		1,792,080	656,426	1,126,703	8,951	0
	Non Certified Staff	722,489	(1,073)		721,416	282,067	432,402	6,947	0
	Overtime	500	163		663	163		500	0
	Certified Stipends	31,449	6,715		38,164	18,105	16,842	3,218	0
	Non Certified Stipends	43,004	(358)		42,646	16,010	26,636	0	0
		\$2,593,773	\$1,196	\$0	\$2,594,969	\$972,771	\$ 1,602,583	\$ 19,616	\$ -
	Group \$ transfer in/(transfer out):				\$1,196				
	Group change %:				0.0%				
Professional & Technical Services (3000s)									
	3239 Other Pupil Services	178,575	(6,730)		171,845	71,402	83,680	16,762	0
		\$178,575	(\$6,730)	\$0	\$171,845	\$71,402	\$ 83,680	\$ 16,762	\$ -
	Group \$ transfer in/(transfer out):								
	Group change %:				-3.8%				
Property Services (4000s)									
	4302 Equipment Repairs	775			775			775	0
		\$775	\$0	\$0	\$775	\$0	\$ -	\$ 775	\$ -
	Group \$ transfer in/(transfer out):				\$0				
	Group change %:				0.0%				
Other Services (5000s)									
	5400 Postage	864			864	216	648	0	0
	5501 Printing	2,000			2,000			2,000	0

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted		FY 2020		FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
					Budget	Budget	Expended				
	5801 Mileage Reimbursement	500 \$3,364	\$0	\$0	500 \$3,364	74 \$280	\$648	\$2,426	\$0	\$0	
	Group \$ transfer in/(transfer out):				\$0						
	Group change %:				0.0%						
	Supplies & Materials (6000's)										
	6110 Materials	14,400 \$14,400	\$0	\$0	14,400 \$14,400	6,483 \$6,483	405	7,512	405	7,512	
	Group \$ transfer in/(transfer out):				\$0						
	Group change %:				0.0%						
	Other Objects (8000's)										
	8100 Dues, Fees and Memberships	650 \$650	\$0	\$0	650 \$650	650 \$650	\$0	\$0	\$0	\$0	
	Group \$ transfer in/(transfer out):				\$0						
	Group change %:				0.0%						
	Total:	\$2,791,537	(\$5,534)	\$0	\$2,786,003	\$1,051,597	\$1,687,315	\$47,091	\$0	\$0	

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19

Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Curriculum & Instruction									
Salaries & Wages (1000s)									
	Certified Staff	837,413	15,059		852,473	346,197	474,623	31,653	0
	Non Certified Staff	66,845	1,671		68,516	34,259	34,258	0	0
	Certified Stipends	82,656	280		82,936	30,305	52,631	0	0
		<u>\$986,914</u>	<u>\$17,011</u>	<u>\$0</u>	<u>\$1,003,925</u>	<u>\$410,760</u>	<u>\$ 567,511</u>	<u>\$ 31,653</u>	<u>\$ -</u>
	Group \$ transfer in/(transfer out): Group change %: 1.7%								
Professional & Technical Services (3000s)									
	3210 Contracted Services Educational	5,700			5,700			5,700	0
	3220/3221 Consulting Services	39,200	15,000		54,200	22,619	25,436	6,145	0
	3235 Testing	46,600	(5,160)		41,440	28,619	8,332	4,489	0
		<u>\$91,500</u>	<u>\$9,840</u>	<u>\$0</u>	<u>\$101,340</u>	<u>\$51,238</u>	<u>\$ 33,768</u>	<u>\$ 16,334</u>	<u>\$ -</u>
	Group \$ transfer in/(transfer out): Group change %: 10.8%								
Property Services (4000s)									
Other Services (5000s)									
	5800,5802-5880 Travel & Conference	41,750	3,750		45,500	21,241	10,570	13,689	0
	5900 Other Purchased Services	5,500	900		6,400	2,485	1,940	1,975	0
		<u>\$47,250</u>	<u>\$4,650</u>	<u>\$0</u>	<u>\$51,900</u>	<u>\$23,726</u>	<u>\$ 12,510</u>	<u>\$ 15,664</u>	<u>\$ -</u>
	Group \$ transfer in/(transfer out): Group change %: 9.8%								

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY Adopted Budget		Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted		FY 2020		FY 2020 Anticipated	FY 2020 Balance
		Budget	Budget			Budget	Budget	\$ Expended	Encumbered		
Technology											
Salaries & Wages (1000s)											
	Non Certified Staff	676,840	0	(6,855)	0	669,985	324,508	345,477	0	0	0
	Overtime	10,000				10,000	7,434	2,566	2,566	0	0
		\$686,840	\$0	(\$6,855)	\$0	\$679,985	\$331,942	\$ 345,477	\$ 2,566	\$ -	-
	Group \$ transfer in/(transfer out):					(\$6,855)					
	Group change %:					-1.0%					
Professional & Technical Services (3000s)											
	3220/3221 Consulting Services	123,000	14,504	(408)		137,504	59,161	75,847	2,496	0	0
	3309 Professional Technical Services	116,919				116,512	88,391	28,069	52	0	0
		\$239,919	\$14,096		\$0	\$254,015	\$147,552	\$ 103,916	\$ 2,548	\$ -	-
	Group \$ transfer in/(transfer out):					\$14,096					
	Group change %:					5.9%					
Property Services (4000s)											
	4302 Equipment Repairs	30,430	(10,130)			20,300	4,307	7,483	8,510	0	0
	4400 Equipment Rental	236,632	14,300			250,932	72,176	178,756	0	0	0
		\$267,062	\$4,170		\$0	\$271,232	\$76,483	\$ 186,239	\$ 8,510	\$ -	-
	Group \$ transfer in/(transfer out):					\$4,170					
	Group change %:					1.6%					
Other Services (5000s)											
	5300 Communications	86,000	816		0	86,816	38,926	47,490	400	0	0
	Travel & Conference	7,062	(62)		0	7,000	3,755	2,805	440	0	0
		\$93,062	\$754		\$0	\$93,816	\$42,681	\$ 50,295	\$ 840	\$ -	-
	Group \$ transfer in/(transfer out):					\$754					
	Group change %:					0.8%					
Supplies & Materials (6000s)											
	6110 Materials	31,150	(3,124)		0	28,026	11,434	2,934	13,659	0	0

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object	Account	FY Adopted Budget		Current Report	Adjusted	FY 2020		FY 2020	FY 2020	FY 2020
		Budget	Budget Adjustments			Budget	\$ Expended			
6140 Software		485,494		\$0	485,494	420,967	\$32,822	31,706		0
	Group \$ transfer in/(transfer out):	\$576,644	(\$3,124)		\$573,520	\$432,400	\$35,755	\$45,365		\$-
	Group change %:				-0.6%					
7300 Equipment		359,883		\$0	359,883	310,953	21,648	27,281		0
	Group \$ transfer in/(transfer out):	\$359,883	\$0		\$359,883	\$310,953	\$21,648	\$27,281		\$-
	Group change %:				100%					
8100 Dues, Fees and Memberships		3,510		\$0	3,510	1,445	1,765	300		0
	Group \$ transfer in/(transfer out):	\$3,510	\$0		\$3,510	\$1,445	\$1,765	\$300		\$-
	Group change %:				0.0%					
9200 Technology Revenue		(103,101)		\$0	(103,101)	(57,106)		(45,995)		0
	Group \$ transfer in/(transfer out):	(\$103,101)	\$0		(\$103,101)	(\$57,106)	\$0	(\$45,995)		\$0
	Group change %:				0%					
Total:		\$2,063,819	\$9,041	\$0	\$2,072,860	\$1,286,349	\$745,095	\$41,416	\$-	\$-

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
District Administration									
Salaries & Wages (1000s)									
	Certified Staff	656,048	(2,978)		653,070	320,441	332,629	0	0
	Non Certified Staff	429,862	4,252	(1,970)	434,114	216,931	215,763	1,420	0
	Overtime	1,000	1,970	1,970	2,970	2,823	0	147	0
	Non Certified Stipends	6,000			6,000	3,000		3,000	0
		\$1,092,910	\$3,244	\$0	\$1,096,154	\$543,195	\$548,392	\$4,567	\$-
	Group \$ transfer in/(transfer out):		\$3,244						
	Group change %:				0.3%				
Professional & Technical Services (3000s)									
	3303 Management Services	15,000	8,078		23,078	18,012	5,066	0	0
	3306 Legal Fees	100,000			100,000	91,411	8,589	0	0
	3309 Professional Technical Services	12,500			12,500	8,408	1,408	2,684	0
		\$127,500	\$8,078	\$0	\$135,578	\$117,831	\$15,062	\$2,685	\$-
	Group \$ transfer in/(transfer out):		\$8,078						
	Group change %:				6.3%				
Property Services (4000s)									
	4302 Equipment Repairs	750			750	0	0	750	0
		\$750	\$0	\$0	\$750	\$0	\$-	\$750	\$-
	Group \$ transfer in/(transfer out):		\$0						
	Group change %:				0.0%				
Other Services (5000s)									
	5400 Postage	22,206	800		23,006	13,536	9,459	10	0
	5500 Advertising	8,000	(1,025)		6,975	2,915	0	4,060	0
	5501 Printing	1,250			1,250	0		1,250	0
	5801 Mileage Reimbursement	6,500			6,500	3,020	160	3,320	0
		\$37,956	(\$225)	\$0	\$37,731	\$19,471	\$9,620	\$8,640	\$-
	Group \$ transfer in/(transfer out):		(\$225)		(\$225)				
	Group change %:				-0.6%				

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20		Current Report Budget Adjustments	Adjusted Budget	FY 2020		FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
		Adopted Budget	Budget Adjustments			Expended	Balance			
Supplies & Materials (6000's)	6120 Office Materials	18,650	(89)	\$0	18,561	5,730	8,026	4,805	0	
	<i>Group \$ transfer in/(transfer out):</i> (\$89)									
	<i>Group change %:</i> -0.5%									
Other Objects (8000's)	8100 Dues, Fees and Memberships	30,029	89		30,118	28,717	975	426	0	
	8900 Other Objects	13,395			13,395	5,333	7,256	806	0	
	<i>Group \$ transfer in/(transfer out):</i> \$89 <i>Group change %:</i> 0.2%									
Total:		\$1,321,190	\$11,097	\$0	\$1,332,287	\$720,277	\$589,331	\$22,679	\$-	

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	Variance %	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
District Wide										
Salaries & Wages (1000s)										
	Certified Staff	63,520	(63,520)	0	0	-100.0%				0
	Turnover Savings	(318,013)	318,013	0	0	-100.0%				0
	Salary Differential	82,020	(82,020)	0	0	-100.0%				0
		(\$172,473)	\$172,473	\$0	\$172,473	-100.0%	\$0	\$	\$	\$
	Group \$ transfer in/(transfer out):									
	Group change %:									
Other Services (5000s)										
	5200 General Liability Insurance	112,340	(41,735)	\$0	70,605	-37.2%	70,605	\$	\$	0
		\$112,340	(\$41,735)	\$0	\$70,605	-37.2%	\$70,605	\$	\$	\$
	Group \$ transfer in/(transfer out):									
	Group change %:									
Revenues (9000's)										
	9207 Regular Ed. Tuition	(29,769)	(38,363)	\$0	(68,152)		(33,129)		(35,024)	0
		(\$29,769)	(\$38,363)	\$0	(\$68,152)		(\$33,129)	\$0	(\$35,024)	\$0
	Group \$ transfer in/(transfer out):									
	Group change %:									
	Total:	(\$89,902)	\$92,355	\$0	\$2,453		\$37,477	\$	(\$35,024)	\$

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020			FY 2020 Anticipated	FY 2020 Balance
						Expended	Encumbered			
Employee Benefits										
Benefits (2000's)										
	2000 Health Insurance	7,701,232	(2,637)		7,698,595	3,897,732	3,760,109	135,122		(94,368)
	2022 Premium Cost Share	(1,368,814)	0		(1,368,814)	(578,566)	0	(790,248)		0
	2001 Social Security	558,237	0		558,237	252,994	0	305,243		0
	2002 Medicare	466,950	0		466,950	184,084	0	282,866		0
	2003 Workers Compensation	238,335	(37,935)		200,400	200,400	0	0		0
	2004 Unemployment Compensation	37,065	(4,065)		33,000	25,433	7,567	0		0
	2005 Early Retirement Incentive	276,499	39,167		315,666	315,665	0	1		0
	2007 Pension Contributions	1,010,900	0		1,010,900	435,699	0	575,201		0
	2010 Tuition Reimbursement	80,000	0		80,000	0	0	80,000		0
	2011 Life Insurance	54,054	5,946		60,000	29,061	30,939	0		0
	2012 Disability Insurance	15,306	(8,106)		7,200	3,184	4,016	0		0
	2014 Sick Bank	45,000	0		45,000	1,664	0	43,336		0
		\$9,114,764	(\$7,630)	\$0	\$9,107,134	\$4,767,350	\$3,802,630	\$637,522		(\$94,368)
					(\$7,630)					
										-0.1%
Professional & Technical Services (3000s)										
	3303 Management Services	48,855	2,637		51,492	31,206	20,286	0		0
		\$48,855	\$2,637	\$0	\$51,492	\$31,206	\$20,286	\$		\$
					\$2,637					
										5.4%
Property Services (4000s)										
	Total:	\$9,163,619	(\$4,993)	\$0	\$9,158,626	\$4,798,556	\$3,822,916	\$637,522	\$	(\$94,368)

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20		Current Report		FY 2020		FY 2020		FY 2020	
		Adopted Budget	Cumulative Budget Adjustments	Budget	Adjustments	Adjusted Budget	Expended	Encumbered	Anticipated	Balance	
Facilities											
Salaries & Wages (1000s)											
	Non Certified Staff	1,234,300	(47,587)	1,186,713	526,427	576,554	83,732	0			
	Overtime	145,650		145,650	60,104	0	85,546	0			
	Non Certified Slipeuds	69,181	(4,750)	64,411	20,311	22,809	21,291	0			
	<i>Group \$ transfer in/(transfer out):</i>	<i>\$1,449,111</i>	<i>(\$52,337)</i>	<i>\$0</i>	<i>\$606,841</i>	<i>\$599,363</i>	<i>\$190,570</i>	<i>\$</i>			
	<i>Group change %:</i>			<i>(\$52,337)</i>							
				<i>-3.6%</i>							
Professional & Technical Services (3000s)											
	3304 License Fees-Facilities	3,500		3,500	1,135	240	2,125	0			
	3309 Professional Technical Services	4,250		4,250	770	3,080	400	0			
	<i>Group \$ transfer in/(transfer out):</i>	<i>\$7,750</i>	<i>\$0</i>	<i>\$7,750</i>	<i>\$1,905</i>	<i>\$3,320</i>	<i>\$2,525</i>	<i>\$</i>			
	<i>Group change %:</i>			<i>\$0</i>							
				<i>0.0%</i>							
Property Services (4000s)											
	4200 Cleaning Services	\$756,109		756,109	364,206	391,903	0	0			
	4202 Rubbish Removal	55,020	(2,500)	52,520	22,267	30,156	97	0			
	4302 Equipment Repairs	59,750	(8,055)	51,695	48,384	1,391	1,920	0			
	4400 Equipment Rental	10,503		10,503	9,663	840	0	0			
	4401 Rental of Facilities	4,675	(200)	4,475	2,333	2,069	73	0			
	4500 Repair Allowance	204,400	80	204,480	112,297	19,662	72,521	0			
	4509 Septic Cleaning	40,000	2	40,002	14,006	25,996	0	0			
	4510 Asbestos Abatement	5,000	0	5,000	0	0	5,000	0			
	4514 Fire Alarm System	25,000	4,470	29,470	5,689	23,777	4	0			
	4518 Sewer System Plant Maintenance	93,162	0	93,162	46,631	46,531	0	0			
	4520 Service Contracts	142,688	(1,492)	141,196	63,753	57,883	19,560	0			
	4530 Parks & Recreation	64,372	0	64,372	25,016	39,356	0	0			
	4533 Glass Replacement	5,000	0	5,000	1,595	0	3,405	0			
	4534 Roof Repair	17,000	0	17,000	0	0	17,000	0			
	4535 Window Treatments	3,000	0	3,000	0	0	3,000	0			
	4539 Energy Management System	21,650	106	21,756	21,756	0	0	0			
	4540 Athletic Facilities Repairs	20,000	125,707	145,707	143,361	2,345	0	0			

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20		Cumulative Budget Adjustments	Current Report Budget Adjustments	FY 2020		FY 2020		FY 2020 Balance
		Adopted Budget	Budget Adjustments			Adjusted Budget	Expended	Encumbered	Anticipated	
4542/4550	Contracted Services	202,350	(7,864)			194,486	130,178	48,431	15,877	0
4543	Paving	11,300				11,300	4,800		6,500	0
4600	Special Projects	37,500				37,500	17,370	20,000	130	0
4602	Tree Service	7,500	5,230			12,730	12,730		0	0
4604	Snow Plowing	12,500				12,500			12,500	0
4605	Signage	2,500	(750)			1,750	192		1,558	0
4606	Sprinkler Repairs	3,000	6,574			9,574	8,011	1,231	332	0
4610	Playground Repairs	5,000	5,284			10,284	7,398	2,886	0	0
4702	Locks/Keys	8,500	1,693			10,193	7,418	2,774	1	0
		\$1,817,479	\$128,284	\$0	\$0	\$1,945,763	\$1,069,053	\$ 717,231	\$ 159,479	\$ -
	Group \$ transfer in/(transfer out):					\$128,284				
	Group change %:					7.1%				
	Other Services (5000's)									
5205	Property Insurance	97,835	(8,235)		0	89,600	89,084	0	516	0
	Group \$ transfer in/(transfer out):	\$97,835	(\$8,235)		\$0	\$89,600	\$89,084	\$ -	\$ 516	\$ -
	Group change %:					-8.4%				
	Supplies & Materials (6000's)									
6130	Maintenance Materials	178,500	(4,980)			173,520	73,870	75,467	24,184	0
6131	Custodial Materials	77,000				77,000	57,111	15,984	3,905	0
6510	Heating	392,894				392,894	71,794	321,100	0	0
6520	Electricity	710,317				710,317	295,752	414,565	0	0
6530	Propane gas	4,000				4,000	907	1,893	1,200	0
		\$1,362,711	(\$4,980)		\$0	\$1,357,731	\$499,433	\$ 829,009	\$ 29,289	\$ -
	Group \$ transfer in/(transfer out):					(\$4,980)				
	Group change %:					-0.4%				
	Other Objects (8000's)									
8100	Dues, Fees and Memberships	0	300		0	300	300,000	4,364	0	0
8900	Other Objects	14,000				14,000	9,399		237	0
		\$14,000	\$300	\$0	\$0	\$14,300	\$9,699	\$ 4,364	\$ 237	\$ -
	Group \$ transfer in/(transfer out):					\$300				
	Group change %:					2.1%				
	Revenues (9000's)									

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY 20		Current Report		FY 2020		FY 2020		FY 2020	
		Adopted Budget	Cumulative Budget Adjustments	Budget Adjustments	Budget	Expended	Encumbered	Anticipated	Balance		
	9208 Revenue from Town for Fields	\$ (55,580)	\$ -	\$0	(55,580)	0	\$ -	0	\$ (55,580)	\$ -	0
	Group \$ transfer in/(transfer out):				\$0						
	Group change %:				0%						
	Total:	\$4,693,306	\$63,032	\$0	\$4,756,338	\$2,276,016	\$ 2,153,287	\$ 327,035	\$ -	\$ -	\$ -

WESTON PUBLIC SCHOOLS
FINANCIAL REPORT

Dec-19
Period: 6 of 12

Object Series	Account	FY Adopted Budget Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 \$ Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected To EOY	FY 2020 Balance
Transportation										
Salaries & Wages (1000s)										
	Non Certified Staff	5,000	(500)		4,500	202		4,298	4,500	0
	Group \$ transfer in/(transfer out):	\$5,000	(\$500)	\$0	\$4,500	\$202	\$-	\$ 4,298	\$ 4,500	\$-
	Group change %:				(\$500)					
					-10.0%					
Professional & Technical Services (3000s)										
	3303 Management Services	250	\$0	\$0	250	0		250	250	0
	Group \$ transfer in/(transfer out):	\$250	\$0	\$0	\$250	\$0	\$-	\$ 250	\$ 250	\$-
	Group change %:				\$0					
					0.0%					
Property Services (4000s)										
	4302 Equipment Repairs	1,000	10,455	\$0	11,455	1,361	10,093	\$ 1	11,455	0
	Group \$ transfer in/(transfer out):	\$1,000	\$10,455	\$0	\$11,455	\$1,361	\$ 10,093	\$ 1	\$ 11,455	\$-
	Group change %:				\$10,455					
					1045.5%					
Other Services (5000s)										
	5100 Regular Transportation	1,359,639	255		1,359,894	1,329,721	23,629	6,544	1,359,894	0
	5101 SPED Transportation	478,530	19,626		498,156	407,195	361,654	0	768,848	(270,692)
	5205 Property Insurance	6,540	1,695	0	8,235	8,235	0	0	8,235	0
	Group \$ transfer in/(transfer out):	\$1,844,709	\$21,576	\$0	\$1,866,285	\$1,745,150	\$ 385,283	\$ 6,544	\$ 2,136,977	\$ (270,692)
	Group change %:				\$21,576					
					1.2%					
Supplies & Materials (5000s)										
	6270 Diesel Fuel	91,031	\$0	\$0	91,031	40,259	50,772	0	91,031	0
	Group \$ transfer in/(transfer out):	\$91,031	\$0	\$0	\$91,031	\$40,259	\$ 50,772	\$-	\$ 91,031	\$-
	Group change %:				\$0					
					0.0%					
Total:		\$1,941,990	\$31,531	\$0	\$1,973,521	\$1,786,973	\$ 446,147	\$ 11,093	\$ 2,244,213	\$ (270,692)

WESTON PUBLIC SCHOOLS
 FINANCIAL REPORT
 Dec-19
 Period: 6 of 12

Object Series	Account	FY Adopted Budget Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 \$ Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Balance
Security									
Salaries & Wages (1000s)									
	Non Certified Staff	256,865		256,865	103,671	151,236	1,958	0	0
	Overtime	27,800		27,800	14,201	13,599	0	0	0
	Non Certified Stipends	23,740		23,740	8,752	14,969	0	0	0
	Group \$ transfer in/(transfer out):	\$308,405	\$0	\$308,405	\$126,624	\$151,236	\$30,545	\$-	\$-
	Group change %:			0.0%					
Professional & Technical Services (3000s)									
	3308 Police/Fire	80,393		80,393	22,803	57,590	0	0	0
	Group \$ transfer in/(transfer out):	\$80,393	\$0	\$80,393	\$22,803	\$57,590	\$-	\$-	\$-
	Group change %:			0.0%					
Property Services (4000s)									
	4701 Security System Monitoring	78,311	3,241	81,552	58,720	22,632	0	0	0
	Group \$ transfer in/(transfer out):	\$78,311	\$3,241	\$81,552	\$58,720	\$22,632	\$0	\$-	\$-
	Group change %:			4.1%					
Other Services (5000s)									
	5800,5802-5880	5,000	174	5,174	5,174	0	0	0	0
	Group \$ transfer in/(transfer out):	\$5,000	\$174	\$5,174	\$5,174	\$-	\$-	\$-	\$-
	Group change %:			3.5%					
Supplies & Materials (6000s)									
	6132 Security Materials	20,100	(445)	19,655	15,605	4,050	0	0	0
	Group \$ transfer in/(transfer out):	\$20,100	(\$445)	\$19,655	\$15,605	\$4,050	\$-	\$-	\$-
	Group change %:			-2.2%					
	Total:	\$492,209	\$2,970	\$495,179	\$228,925	\$231,658	\$34,598	\$-	\$-

**WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended	<u>Actual 2020</u>
STATEMENT OF REVENUES AND EXPENDITURES	
Fund Balance - July 1, 2019	\$ 1,537,357
Revenues:	
General Fund Appropriation (July-October)	\$ -
Reimbursements	\$ -
Total Contributions	<u>\$ -</u>
Total Revenues (A)	<u><u>\$ -</u></u>
Expenditures	
Delta Dental:	
Claims	\$ 217,198
Administrative Fees	\$ 11,032
Total Health Plan Costs (B)	<u>\$ 228,230</u>
Net Change (A-B)	<u><u>\$ (228,230)</u></u>
Fund balance June 30, 2020	\$ 1,309,127
Medical Cost	\$ -
Fund balance June 30, 2020	\$ 1,309,127

Balance Sheet:	
Assets:	
Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357
Year End Accounts Payable	\$ -
Net Change	\$ (228,230)
Total Assets	<u>\$ 1,309,127</u>
Beg Year Fund Balance	\$ 1,537,357
Year to Date Net Change	\$ (228,230)
Total Fund Balance	<u>\$ 1,309,127</u>
Total Liabilities + Fund Balance	<u>\$ 1,309,127</u>

**FY 20 is budgeted to drawdown on the ISF by \$300,000 due to the AFSCME ERIP and Insurance Buyout Proposal*

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: Recommended Graduation Date 2019-20

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

Dr. William McKersie will present to the Board of Education the recommendation for setting the graduation date for June 2020.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



Weston Public Schools
Office of the Superintendent
William S. McKersie, Ph.D.

MEMORANDUM

To: Weston Board of Education
Date: January 27, 2020
Subject: Recommended Graduation Date, 2019-20

Background

As required by WPS Policy, the Weston Board of Education (BOE) annually sets the Graduation Date for Weston High School. The BOE sets the date by either a direct vote or by authorizing the Superintendent to set the date. This year, the BOE is being asked to authorize the Superintendent to set the date as of April 1, 2020.

A new Connecticut law allows school districts to set a firm graduation date as early in the year as necessary; no longer waiting until after April 1 of the relevant school year. Knowing that several districts had taken advantage of the new law, BOE members, as well as parents of seniors (Class of 2020), asked if Weston would follow suit. In response, the Superintendent met with Lisa Wolak, Juli Givoni, Matt Filip and Mark Berkowitz in November 2019 to review what would be possible. The legal basis also was reviewed and area superintendents were polled.

At the December 16, 2019 BOE Meeting, the administration advised the BOE that we would bring a final recommendation to the BOE at its January 27, 2020 BOE Meeting. We used the December BOE meeting to explain three factors affecting the timeframe for setting the Graduation Date and sought BOE feedback.

First, and most important, WHS is not able to hold graduation when school is still in session. We can hold a wonderful ceremony on the final day—when we know all exams and activities are completely done for all students. We cannot hold a fitting ceremony if exams, classes and other student obligations are still underway. Thus, we cannot set the date ahead of what would be the 180th day for all WHS students. With this in mind, if we recommend setting the date earlier than April 1, we likely would do so with the proviso that it would move one day for every school day lost due to inclement weather or other issues.

Second, the legal basis for allowing seniors to graduate ahead their 180th day of school is not fully understood. The law has changed, but we still lack the Commissioner's guidance on

whether or not seniors would be required to return after graduation if they have yet to complete their 180th day.

Third, fewer than half of area districts have taken advantage of the new law. Those who are continuing with the traditional April 1 timeframe seem to share our concerns of logistics and legal flexibility. In short, we would be among a majority of area districts holding to the April 1 timeframe for a decision.

In response to these three issues, the BOE was supportive of the Superintendent bringing to the January 27, 2020 BOE Meeting the recommendation to continue with the April 1 timeframe for setting the Graduation Date.

Recommendation

As Superintendent, I am recommending that the Weston Board of Education authorize the Superintendent to set the Graduation Date for the 2019-20 School Year as of Wednesday, April 1, 2020. I will coordinate with Ms. Lisa Wolak in the setting of the date, and communicate the decision as soon as possible to all WHS families and staff. This is the standard practice the WPS has followed for many years.

I look forward to discussing this recommendation with the BOE on Monday, January 27, 2020.

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2002

Information Only

Action Requested

Agenda Item Subject: Policy 4118.12/4218.12 – Sex Discrimination and Sexual Harassment – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present the revisions to Policy 4118.12/4218.12 that were discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

~~First Reading – December 16, 2019~~ ~~Second Reading – January 27, 2020~~

4118.12

4218.12

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PERSONNEL

SEX DISCRIMINATION AND SEXUAL HARASSMENT

It is the policy of the Weston Board of Education to maintain a work environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Discrimination

Sex discrimination is defined as when an employer refuses to hire or promote, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program. ~~(See also Board of Education Policy and Administrative Regulation 4118.11/4218.11).~~

Harassment

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, written or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting ~~such~~the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

~~Such conduct constitutes unlawful sexual harassment and a violation of Board Policy whether or not a threat of adverse job consequences is carried out and whether or not the employee actually suffers any tangible adverse job consequences.~~

Examples of Sexual Harassment

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Sexually suggestive or obscene jokes, derogatory or pornographic posters, cartoons, pictures, or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images, ~~or~~ websites, or other electronic media of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Such conduct constitutes sexual harassment regardless of the sex or gender of the victim or the harasser.

Sexual or romantic relationships between board employees (or third parties subject to control of the Board) and students will not be tolerated, whether or not they constitute sexual harassment as defined in this regulation. Such conduct may also constitute a criminal offense. Further, any conduct of an employee (or third party subject to control of the Board) toward a student which could constitute sexual harassment of the student by the employee will constitute a violation of Board policy and administrative regulations.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

A copy of this policy and the complaint form will be distributed to all new employees at the start of their employment, will be made available on the Board's website, and will be posted in each of the schools and school facilities. Existing employees will be provided with all revisions to this policy and complaint form. New and existing employees shall acknowledge in writing, on a form developed by the administration (which may be electronic), the receipt of the policy, the complaint form, and any revisions thereto. Each employee will participate in annual training regarding sexual harassment. A copy of the signed form acknowledging receipt of the policy, complaint form, and any revisions thereto, shall be maintained as part of each employee's personnel file.

Complaint Procedure

Any violation of this policy by supervisors or co-workers should be reported immediately to the district or building Title IX Coordinator, the Superintendent, the Director of Human Resources, or the Superintendent's designee. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law.

The district or building Title IX Coordinator, the Superintendent, the Director of Human Resources, or the Superintendent's designee ("the Investigator") shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting with the complainant, the Investigator shall render a written decision to the complainant as to the disposition of the complaint. The time for rendering a written decision may be extended if the Investigator determines that such extension is necessary for a thorough investigation and fair resolution of the complaint.

If the report results in a determination that sexual harassment has occurred, appropriate action shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of the employment of the harasser. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. In addition, temporary steps may be taken to prevent harassment and/or retaliation against the complainant or others pending the outcome of the investigation.

Policy Adopted: April 15, 2002

Policy Revised: May 19, 2014

Legal References: United States Constitution, [Article Amendment XIV](#)
Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance ([N-915.035](#)) on Current Issues of Sexual Harassment, [effective 10/15/88 \(N-915.050\)](#), [March 9, 1990](#).

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 CFR § 106, *et seq.*

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Public Act 19-16, "An Act Combatting Sexual Assault and Sexual Harassment"

Public Act 19-93, "An Act Concerning Sexual Harassment and Sexual Assault"

Constitution of the State of Connecticut, Article I, Section 20

Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

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Policy References: Non-Discrimination, 4118.11-4218.11

Policy Adopted: April 15, 2002

Policy Revised: May 19, 2014

WESTON PUBLIC SCHOOLS
Weston, Connecticut

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Date Received in Central Office: _____

WESTON SCHOOL DISTRICT

SEXUAL HARASSMENT COMPLAINT FORM

Please complete:

Complainant's Name: _____ Date: _____

Name(s) of Alleged Harasser(s): _____

Date(s) of Alleged Harassment: _____

Witnesses: _____

Statement of the circumstances on which the alleged harassment occurred:

_____ Complainant's Signature: _____

Complainant's Home Phone Number: _____

_____ Complainant's Home Address: _____

_____ Date Signed: _____

**COMPLAINT FORM REGARDING SEX DISCRIMINATION
AND SEXUAL HARASSMENT (PERSONNEL)**

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or

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WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: NEW Administrative Regulation 4118.12/4218.12 – Sex Discrimination and Sexual Harassment Complaint Procedure – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present proposed Administrative Regulation 4118.12/4218.12 that was discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

PERSONNEL

Sex Discrimination and Sexual Harassment Complaint Procedure

Complaint Procedure

It is the express policy of the Weston Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the district Title IX Coordinator or a building Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide training for all employees on federal and state sexual harassment laws and remedies available to victims and will provide periodic supplemental training to employees. The district will publish its policy and complaint procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment. The district will also post a notice regarding sexual harassment in a conspicuous place readily available for viewing by employees. The district will email this notice to employees within three months of hire with the subject line “Sexual Harassment Policy” or words of similar import.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Southwest Regional Office of the Connecticut Commission on Human Rights and Opportunities, 350 Fairfield Avenue, Bridgeport, CT 06604, (203) 579-6246. (Your regional CHRO office can be found by accessing https://www.ct.gov/chro/lib/chro/CHRO_Regional_Map.pdf) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 800-669-4000). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred if the alleged discrimination/harassment occurred prior to October 1, 2019. If the alleged discrimination/harassment occurred after October 1, 2019, a complaint must be filed with the Connecticut Commission on Human Rights and Opportunities within 300 days of the date when the alleged discrimination/harassment occurred. Federal law requires that a formal written complaint be filed with the Equal Employment Opportunity

Commission within 300 days the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, punitive damages, hiring, promotion or reinstatement.

Title IX Coordinators

District Title IX Coordinator

The Title IX Coordinator for the Weston Board of Education is:

Lewis D. Brey
Director of Human Resources and Internal Counsel
Board of Education Building
24 School Road
Weston, CT 06883
(203) 221-6554
Internal Extension: 1521

Building Title IX Coordinators

Weston High School

Julianne Givoni
Assistant Principal
115 School Road
Weston, CT 06883
(203) 221-6505
Internal Extension: 4012

Matthew Filip
Assistant Principal
115 School Road
Weston, CT 06883
(203) 221-6504
Internal Extension: 4011

Weston Middle School

Martine King
Assistant Director of Pupil Personnel Services
135 School Road
Weston, CT 06883
(203) 221-6380

Dru Walters
Assistant Principal
135 School Road
Weston, CT 06883
(203) 221-6364
Internal Extension: 3011

Weston Intermediate School

Nicole Wilhelm
Assistant Principal
95 School Road
Weston, CT 06883
(203) 221-6334
Internal Extension: 2011

Hurlbutt Elementary School

Kimberly Kus
Assistant Principal
9 School Road
Weston, CT 06883
(203) 221-6304
Internal Extension: 1011

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: Policy 5125 – Confidentiality and Access to Student Records – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present the revisions to Policy 5125 that were discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

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Students

5125

Confidentiality and Access to Student Records

I. POLICY

The Board of Education ("Board") complies with the state and federal law and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

- A. Access is defined as the right to inspect or review a student's educational records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct—with respect to Federal or State supported education programs—any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- CB. Biometric record, as used in the definition of Personally Identifiable Information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.
- DE. De-identified education records means education records or information from education records from which all Personally Identifiable Information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- ED. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team),

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dates of attendance, degrees and awards received, and the most recent previous -schools attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

FE. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

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GF. Disclosure means to permit access to or release, transfer, or other communication of Personally Identifiable Information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

HG. Education Records

1. Education Records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio recording, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
2. Education Records does not include:
 - a.) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
 - b.) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - c.) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;
 - d.) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the

records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;

- e.) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- f.) grades and feedback on peer-graded papers before they are collected and recorded by a teacher.

I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

J. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

K. Legitimate Educational Interest means the need for a school official to review an educational record in order to fulfill his or her professional responsibilities.

L. Parent is defined as a parent or parents of a student, including a natural or adoptive parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student, however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's Education Records without the eligible student's consent.

M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific

student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

~~NM.~~ School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; ~~a person or company with whom~~ volunteer, contractor or consultant, or other party who performs an institutional service or function for the District ~~has contracted to perform a special task~~ (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; ~~;~~ or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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~~ON.~~ Signed and Dated Written Consent to disclose Personally Identifiable Information from a student's records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

A. On an annual basis, the district will notify parents and/or eligible students currently in attendance of their rights regarding a student's Educations Records. This notice will be published in all student handbooks in the district and will also be published in the district's guide to Pupil Personnel or Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's Educations Records.

B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as Directory Information. This notice will provide such individuals with an opportunity to object to such disclosure. Any objection to the disclosure of Directory Information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

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- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, ~~or~~ institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school officials are directed to maintain the confidentiality of Personally Identifiable Information contained in a student's Educations Records. Each person who has access to Educations Records is responsible for ensuring Personally Identifiable Information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and consistent with state and federal law.
- B. Educations Records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those Educations Records in which they have a Legitimate Educational Interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses Personally Identifiable Information from Educations Records.
- E. The district shall require contractors and other outside agencies with access to Educations Records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

The following procedures shall apply regarding access to student records:

- A. Parents and/or an eligible student have the right to inspect and review all Educations Records of the student unless such rights have been waived under Section XI, below. Parents’ rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to Educations Records must be in writing.
- B. When submitting a written request to inspect or review Educations Records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of Educations Records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education, the Board will comply with a request to review and inspect and review a student’s the child’s education records within ~~ten (10) days of the request, or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP (planning and placement team meeting) or any due process proceeding, or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.~~ without unnecessary delay and before any meeting regarding an IEP (planning and placement team meeting) or any due process proceeding, or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one (1) free copy of their child’s (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an “education record” under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board ~~of Education~~ shall respond to reasonable requests from the parent or eligible student

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for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's Educations Records only if they have been determined by the school system to have a Legitimate Educational Interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to Educations Records, including access to Educations Records found in computer memory banks ~~except as referenced in Article, Section D below.~~

J. Non-Custodial Parents

1. Divorced Parents

A parent does not lose his or her right to access to Educations Records upon divorce. Non-custodial parents retain their rights to review their child's Educations Records unless the district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

2. Parents Without Physical Custody

Nothing in this Policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

(a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;

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(b) such incarcerated parent has been convicted in Connecticut or any other state sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or

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(c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

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K. Unaccompanied Youth:

Notwithstanding anything in this Policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the school district. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

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L.K. Copies of Education Records

1. The school district cannot charge a fee to search for or to retrieve the ~~E~~educational ~~R~~ecords of a student. ~~As noted above, if~~ a student has been identified as requiring special education and related services, the parents' ~~(or eligible student's)~~ right to inspect and review the child's records shall include the right to receive one ~~(1)~~ free copy of those records. ~~An eligible student who is identified as requiring special education and related services is entitled to one free copy of his/her records. The~~A request for the free copy shall be made in writing. The Board ~~of Education~~ shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.
2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's Educations Records, the district shall:
 - a.) provide the parent or eligible student with a copy of the records requested, or
 - b.) make other arrangements for the parent or eligible ~~—~~student to inspect and review the requested records.
3. Other than as stated above, the Board reserves the right to charge for copies of a student's Educations Records. Such charge will not exceed 50¢ per page.

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VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of Educations Records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, Personally Identifiable Information from the Educations Records of each student, including information found in computer memory banks. The record (log) shall contain:
1. the name of any individual, agency, or organization that requested or obtained access to the student's records,;
 2. the date of the request for access;
 3. whether access was given;
 4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district;
 6. the Legitimate Educational Interest in obtaining the information.

| CD. The record (log) requirement does not apply to requests from, or disclosure to:

1. a parent or eligible student;
2. a party seeking Directory Information;
3. a party who has a Signed and Dated Written Consent from the parent and/or eligible student;

4. school officials from the school district in which the student is currently enrolled who have a Legitimate Educational Interest in the information contained in the student's record;
5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be re-disclosed).

DE. The record (log) is a permanent part of the student's Educations Records and must be available to the parent or eligible student upon request.

EF. If the district makes a release of Educations Records without consent in a health or safety emergency, the District must record:

1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for the disclosure; and
2. the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

A. The school system or its designated agent(s) may not permit release of -Education Records -or files of any student or any information from such records which contains Personally Identifiable Information, other than Directory Information, to any outside individual, agency, or organization without the Signed and Dated Written Consent of the parents or eligible student, except as indicated in Section VII.C below. Personally Identifiable Information contained in Education Records, other than Directory Information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. ~~Education Records which contain~~ Personally Identifiable Information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. School Officials:

a) The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the records.

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b) ~~2.~~ ~~The disclosure is to a~~ contractor, consultant, volunteer, or other party to whom ~~an agency or institution the district~~ has outsourced institutional services or functions, provided that the ~~outside~~-party ~~(a)~~

1) performs an institutional service or function for which the district would otherwise use employees; ~~(b)~~

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2) is under the direct control of the district with respect to the use and maintenance of Educations Records; ~~(c)~~ and ~~(e)~~

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3) is subject to the requirements of ~~Federal Education Rights and Privacy Act ("FERPA")~~ with respect to the use and redisclosure of Personally Identifiable Information from Educations Records.

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c) The Board shall comply with the below Subsection I of this Section VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Subsection I.

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23. Transfer Students

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a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of Personally Identifiable Information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

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b) When a student enrolls in a new public school district (including public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

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c) Upon notification by the Department of Children and Families of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b) above.

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~~4. 3. The disclosure is to authorized representatives of the U.S. Comptroller-General of the United States; the U.S. Attorney General of the United States; the U.S. Secretary of Education; or State and local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entititesd may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf if applicable requirements are met; under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.~~

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45. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

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56. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school

officials may issue their own recommendation concerning the conditions of the student's probation.

67. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:

(a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, and

b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and

c) the ~~Board~~ district enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. §99.31(a)(6), ~~ensures that the study protects the confidentiality of Personally Identifiable Information consistent with FERPA requirements.~~

78. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

89. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

94. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the district makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with:

a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; ~~or~~

b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332(g)(5)(B) and 2331 of Title 18, U.S. Code.

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- 104. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the Educations Records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
- 112. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
- 123. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of Educations Records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from Educations Records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI (D~~F~~), above.
- 134. The disclosure is to the parent of a student who is under 18 years of age or the student.
- 145. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

15. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if

- a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and

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b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.

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16. The disclosure is to an agency caseworker or other representative of the Department of Children and Families ("DCF") or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the Education Records or Personally Identifiable Information contained in such, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student Education Records.

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D. ~~D~~ Directory Information

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

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1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one year.
2. In all other circumstances, information designated as Directory Information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
3. The school district may disclose Directory Information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of Directory Information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of Directory Information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identity, or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district requiring students to wear or display a student identification card.
5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release Educations Records or information from Educations Records without the consent of a parent or eligible student after the removal of all Personally Identifiable Information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The district may release de-identified Educations Records including student level data from Educations Records for the purpose of education research by attaching a code to each record that may allow the recipient to match information receive from the same source, provided that:
 - (a) The district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - (b) The record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - (c) The record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Including in the Educations Records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
- G. In accordance with state and federal law, the District will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

H. Records of the Department of Children and Families (“DCF”)

1. Documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigations that are maintained by the Board are considered Educations Records under FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations, and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

I. Except as set forth in subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator. This contracting requirement applies to any contract entered into, amended or renewed on or after October 1, 2016.

1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.
2. The district shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September first of each school year, the Board

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shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board's website. The notice shall:

- a. State that the contract has been executed and the date that such contract was executed;
- b. Provide a brief description of the contract and the purpose of the contract; and
- c. State what student information, student records or student-generated content may be collected as a result of the contract.

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purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to Michael Rizzo, Assistant Superintendent of Pupil Personnel Services, Weston Board of Education, 24 School Road, Weston, CT 06883. Phone: (203) 221-6558. Email: michaelrizzo@westonps.org.

4. For purposes of this subsection, the following definitions are applicable:

- a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
- b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.

- c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.
- d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.
- e. Student Information means personally identifiable information or material of a student in any media or format this is not publicly available and is any of the following:
- 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
 - 2) Created or provided by an employee or agent of the Board to an operator for school purposes;
 - 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.
- f. Student Record means any information directly related to a student that is maintained by the Board or any information

acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

- 1) Improve educational products for adaptive learning purposes and customize student learning;
- 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and
- 3) Develop and improve the consultant's or operator's products and services.

5. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:

- a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
- b. The Board can provide evidence that it has made a reasonable effort to:
 - 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. §§ 10-234bb; and
 - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. §§ 10-234bb;
- c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and

d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that:

1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. §§ 10-234bb; and

2) authorizes the use of such Internet web site, online service or mobile application.

e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in subsection 5.b. above.

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VIII. REDISCLOSURE OF EDUCATION RECORDS

A. The school district may disclose Personally Identifiable Information from an education record only on the conditions that;

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student;
2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made; and
3. the party to whom the information is disclosed certifies in writing that it will comply with Sections A(1) and A(2) above.

B. Notwithstanding the provisions of Section A above, the school district may disclose Personally Identifiable Information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

1. ~~1.~~ The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such

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state or local educational authority or federal official or agency has complied with the requirements of 34 CFR 99.32(b)(2).

~~32.~~ In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).

~~43.~~ Disclosure is made to a parent, an eligible student, or the parent of an eligible student.

~~54.~~ The information is considered Directory Information.

C. In the event that the Family Policy Compliance Office of the United States Department of Education determines that a third party outside of the school district has improperly redisclosed Personally Identifiable Information from Educations Records in violation of FERPA, the school district may not allow that third party access to Personally Identifiable Information from Educations Records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

A. If a parent or an eligible student believes that information in the student's Educations Records is inaccurate or misleading or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;
2. Receive within a reasonable period of time, not to exceed 30 days, a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments.

C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing.

X. HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's Educations Records on the grounds that the information contained in the Educations Records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the Educations Records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the school district decides that information contained in the Educations Records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to

- be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

- A. **The following definitions shall apply to Section XII X of this policy:**
 1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board of Education who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential

HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board of Education policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - b. any person who secures a release of confidential HIV-related information;
 - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d. a health care provider or health facility when knowledge of the HIV related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e. a medical examiner to assist in determining cause of death; or
 - f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policies and Administrative Regulations 5141.4, [R 5141.4; 4118.25 and R 4118.25; and Child Sexual Abuse and Assault Reporting Policy, 5141.45.](#)

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the oOffice that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State Law:

[Public Act 18-125, An Act Concerning Revisions to the Student Privacy Act](#)

Conn. Gen. Stat. § 1-210 et seq.

[Conn. Gen. Stat. §1-220h](#)

Conn. Gen. Stat. § 10-15b

[Conn. Gen. Stat. § 10-233d](#)

[Conn. Gen. Stat. § 10-234aa](#)

[Conn. Gen. Stat. §10-234bb](#)

[Conn. Gen. Stat. §10-234cc](#)

[Conn. Gen. Stat. §10-234dd](#)

[Conn. Gen. Stat. §10-220d](#)

[Conn. Gen. Stat. §10-253](#)

[Conn. Gen. Stat. § 17-16a](#)

Conn. Gen. Stat. Sec. 17a-28
Conn. Gen. Stat. Sec. 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. Sec. 46b-134

Regs. Conn. State Agencies § 10-76d-18

~~Public Act 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians~~
State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017

State Department of Education memorandum dated December 21, 2010, on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8- Education Records, available at <http://www.ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf> ~~slib.org/retschedules.htm~~

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g ~~et seq.~~

USA Patriot Act of 2001, Pub. L. 107-56

~~No Child Left Behind Act of 2001, Pub. L. No. 107-110~~

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Students Succeeds Act, Pub. L. 114-95

34 CFR 99.1 - 99.67 ~~(as amended)~~

34 CFR 300.560-300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Policy Adopted: October 1, 1990

Policy Reviewed: April 25, 2005

Policy Revised: December 17, 2007

Policy Revised: December 10, 2010

Policy Revised:

~~WESTON PUBLIC SCHOOLS~~

~~Weston, Connecticut~~

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Weston, Connecticut

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WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: Administrative Regulation 5125 – Classification of Education Records – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present the revisions to Administrative Regulation 5125 that were discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

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**ADMINISTRATIVE REGULATIONS REGARDING
CLASSIFICATION OF EDUCATION RECORDS**

The School District will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. CATEGORY "A" RECORDS:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.

2. Category A records shall be maintained for at least fifty (50) years after the student leaves the school district or graduates.

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2.3. All Category A records created by the district shall include the student's state-assigned student identifier (SASID).

3.4. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.

4.5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with ~~this provision~~ one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.

5.6. Category A records shall include, at a minimum, the following:

RECORD	LOCATION
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a. Basic biographical information	Cumulative/Health File
b. Academic achievement (grades/transcripts)	Cumulative File
c. Date of high school graduation or equivalent	Cumulative File
d. Records of immunizations	Cumulative/Health/Pupil Personnel File
e. Attendance records (days absent/present/tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. 10-233c(e) , 10-233d(f))	Cumulative File

B. CATEGORY “B” RECORDS

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student's education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior int he years following such expulsion warrants an expungement. Should the notice be expunged in accordance with ~~this provision~~ one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose

of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.

6. Records containing information pertaining to child abuse/neglect referrals or reports; or containing confidential HIV-related information should be kept separate from the student’s cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.
8. Information contained in documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential. Such records shall only be disclosed in accordance with the Board’s policy regarding Confidentiality and Access to Education Records.
9. Category B records shall include the following (if applicable):

<u>RECORD</u>	<u>LOCATION</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized group test scores (CAPT, CMT etc.)	Cumulative/Pupil Personnel File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Comprehensive health records	Cumulative/Health/Pupil Personnel File
g. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
h. Suspensions/expulsions, <u>and the Individualized Learning Plan implemented for an expelled student, which shall include the student’s state-assigned student identifier (SASID)</u>	Cumulative File
i. Parent/eligible student’s signed release forms	Cumulative/Health/Pupil Personnel File

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j. Truancy Records (including record of parent conferences and referrals)	Cumulative File
k. Child Abuse/Neglect Forms	CONFIDENTIAL FILE <u>CENTRAL LOCATION</u>
l. Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE
m. Awards	Cumulative File
n. Diagnostic test results (non special education)	Cumulative File/Pupil Personnel
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (if not picked up by student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic school entrance health histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with district/original follows student)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File
x. Incident Reports	Cumulative File
y. Medication administration records(6 yrs OR until superseded by yearly summary on CHR-1), <u>which shall include the student's state-assigned student identifier (SASID)</u>	Health File

z. Parent authorization for medications/treatments	Health File
aa. Physician's orders for medications treatments	Health File
bb. Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc. Sports histories and physical-examination reports	Health File
dd. Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records)	Health File
<u>ee. Correspondence to parents related to verified acts of bullying; intervention plans and safety plans, as may be required by state law</u>	<u>Cumulative File</u>

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C. CATEGORY “C” RECORDS – SPECIAL EDUCATION

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. School counselor case records	Cumulative/ Pupil Personnel File
c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File

e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program (“IEP”) Records	Pupil Personnel File
k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans (“IFSPs”)	Pupil Personnel File
m. Incident Reports of Seclusion	Pupil Personnel File
n. Incident Reports of Physical Restraint	Pupil Personnel File

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D. CATEGORY “D” RECORDS

1. Category D records must be maintained for minimum retention period specified below.

Category “D” shall include (if applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips / waivers	3 years	Cumulative File

c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. Pesticide application notification registration form	5 years	Cumulative File
h. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
i. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
j. Tardy slips from parents/guardians	End of school year	Cumulative File
k. Physician's Standing orders	Permanent; revise as required. Keep old copy separately.	Health File
l. Student's emergency information card	Until superseded or student leaves school district	Cumulative/Health File
m. Test Protocols	Discretion of district	Cumulative/Pupil Personnel File
n. Surveillance videotapes made on school bus (*if maintained by district)	2 weeks	N/A
o. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel

E. DURATION OF EDUCATION RECORDS

1. Records shall be destroyed in accordance with district policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.

3. Notwithstanding the applicable retention schedule, the school district shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. MAINTENANCE OF EDUCATION RECORDS OF TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

1. The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student's name, gender, or any other information contained in education records.

2. If the Administration changes the name and/or gender in a transgender or gender non-conforming student's education record, all education records containing the student's birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records in a strictly confidential location and manner.

G. RESPONSIBILITY FOR MAINTENANCE OF EDUCATION RECORDS

1. The ~~Assistant Superintendent~~~~Director~~ of Pupil Personnel Services is the Custodian of Records.
2. In addition, the following personnel are designated as the Guardians of records for each of the schools:
 - a. Categories A, B & D: Principal at each school.
 - b. Category C: Case Manager at each school.
 - c. With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the Guardian of the records. ~~With respect to child abuse and neglect investigation material, the Case Manager at each school shall be the guardian of the records.~~
 - d. With respect to child abuse and neglect investigation material, the Superintendent of Schools or designee shall be the guardian of the records.

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3. The Custodian of Records will annually list for public inspection the names and positions of the Guardians of records in each of the schools.
4. The Custodian of Records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the Weston Public Schools.
5. The Custodian of Records is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

Regulation Adopted: October 1, 1990
Regulation Amended: June 14, 2001
Regulation Revised: April 25, 2005
Regulation Revised: December 17, 2007
Regulation Revised: December 10, 2010
Regulation Revised:

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Appendix A

Notification of Rights Under FERPA for Elementary and Secondary Institutions

[NOTE: Under the procedures outlined in the Policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students ~~who wish to~~ may ask the District to amend an education record ~~that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights.~~ Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why ~~it is inaccurate or misleading, or otherwise violates the student's privacy rights~~ it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to ~~consent to disclosures-privacy~~ of personally identifiable information ~~contained~~ in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform~~contracted to perform a special task~~ (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee;~~;~~ or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

~~Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.~~ Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

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- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the ~~office~~agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, DC 20202-~~85204605~~

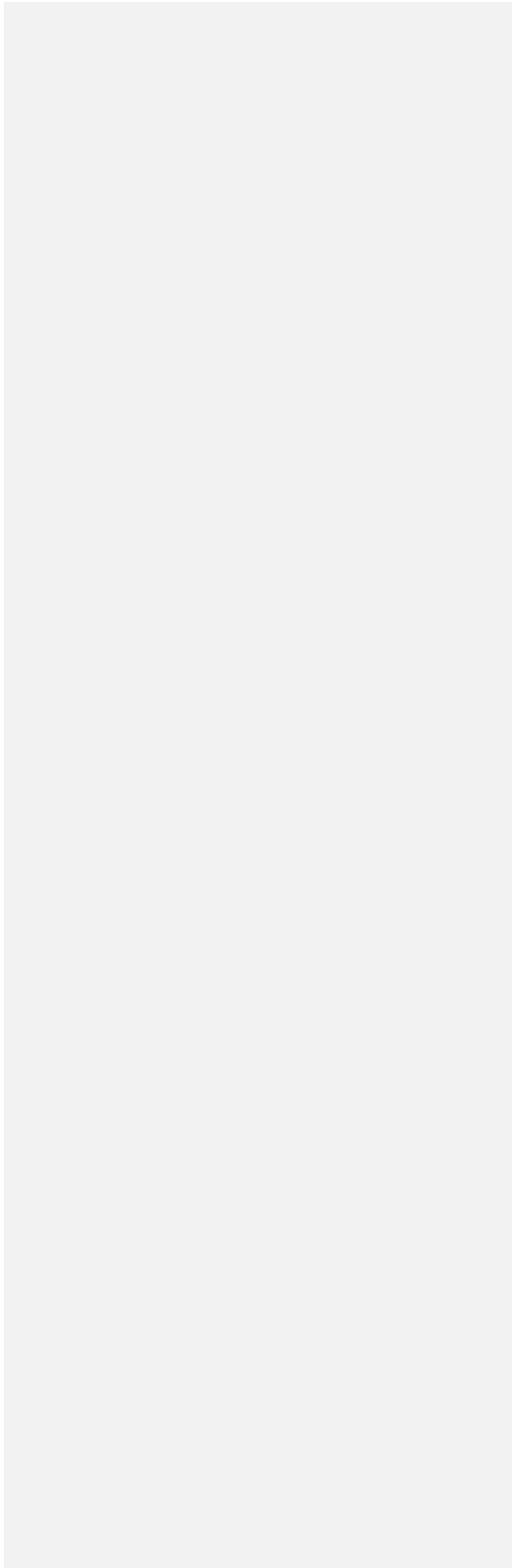
Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended and student identification number for the limited purpose of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records and data. Directory Information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose Directory Information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of Directory Information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of Directory Information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of Directory Information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as Directory Information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational

interest of the school district and is consistent with the district's obligations under both state and federal law.



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Notification of Data Sharing Agreements Under Conn. Gen. Stat § 10-234bb(g)

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[NOTE: This notice must be sent on or before September 1 of each school year]

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Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the Weston Board of Education (the “Board”) maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, “student data”). The address of the Internet website is westonps.org. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

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RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ [name of individual who holds the information] _____, to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581, concerning _____ [name of protected individual] _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student's Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Assistant Superintendent ~~Director~~ of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student's stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of _____ . I understand that such information shall be held confidential by the persons authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the Weston Public Schools to **release** and/or **obtain** (please circle) the following confidential records regarding my child:

Name of Child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

	<u>Obtain</u>	<u>Release</u>
All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative File	<input type="checkbox"/>	<input type="checkbox"/>

Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____

Name

Address: _____

Street

Town

State/Zip Code

Telephone: (____) _____ Fax: (____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

***If this authorization is being used to obtain Protected Health Information from a child's physician or other covered entity under HIPAA, the following section must also be completed:**

I, the undersigned, specifically authorize _____ to disclose my child's
 _____ Name of Physician

medical information, as specified above, to my child's school, _____,
 _____ Name of School

at the above address for the purposes described below (i.e. health assessment for school entry, special education evaluation etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician's office in writing, but if I do, it will not have any effect on actions taken by the Physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

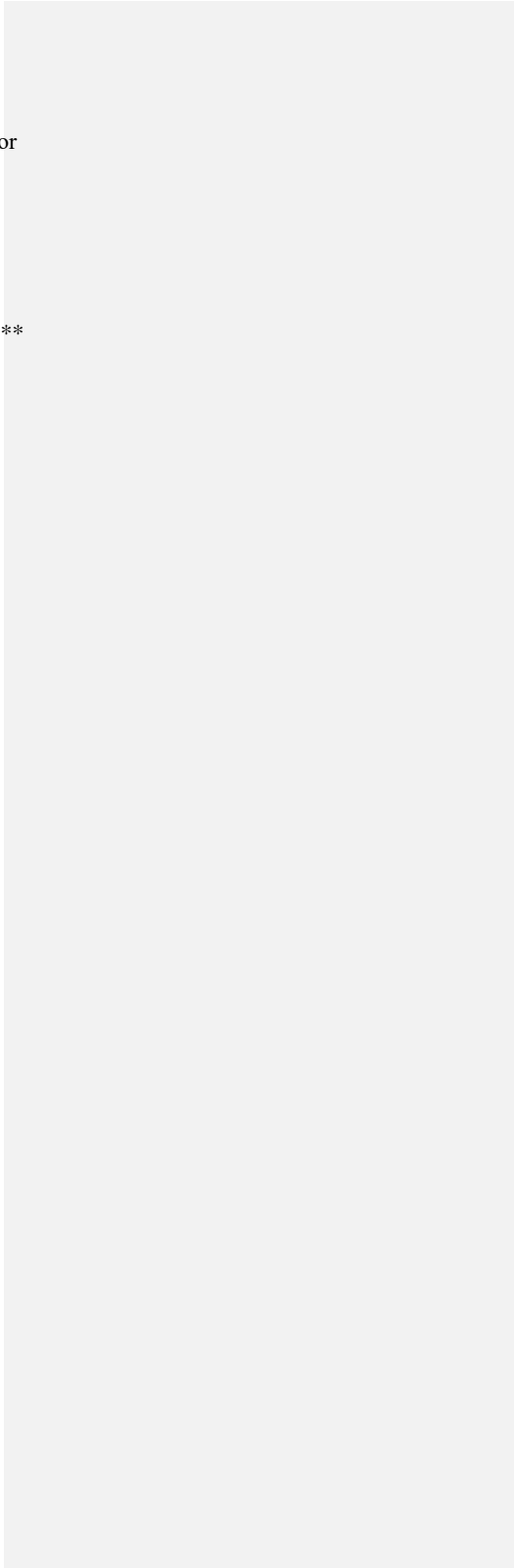
I understand that my child's treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian



WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: NEW Policy 6143.1 – Parent-Teacher Communications – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present proposed new Policy 6143.1 that was discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

Instruction

Parent/Guardian-Teacher Communication

The Board of Education believes that parents/guardians should be knowledgeable about the education that the school district provides to enrolled students. The Board believes that parents/guardians are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent/guardian-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental/guardian involvement and actions taken to improve parental/guardian involvement in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental/guardian involvement may include methods to engage parents/guardians in the planning and improvement of school programs and to increase support to parents/guardians working at home with their children on learning activities. These policies and procedures may include monthly newsletters, required regular contact with all parents/guardians, meetings with parents/guardians, and the use of technology to allow parents/guardians to check on their children's assignments and students to get assistance if needed. Such policies and procedures shall require the district to conduct two flexible parent/guardian-teacher conferences for each school year.

The Board of Education requires that all communications and interactions between parents/guardians and teachers be respectful and appropriate in compliance with Board Policy 1255, Civility.

Legal references:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

Policy references:

Policy 1255, Civility

ADOPTED: _____

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: Policy 3324.1 – Contracts – Second Reading

Submitted by: Lewis Brey

Document Summary/Purpose and/or Recommended Action:

Lewis Brey will present the revisions to Policy 3324.1 that were discussed by the Policy Committee. This item is on for a second reading.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

3324.1

Business

Contracts

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All ~~other~~ contracts between the district and outside agencies shall be prepared/reviewed under the supervision of the Superintendent or his/her designee, and where appropriate, subject to the review and approval of the legal advisor to the district.

All contracts shall be signed by either the Superintendent of Schools or the Director of Finance and Operations. If a contract calls requires execution by the Chairperson of the Board of Education (“the Board”), or the approval of the Board, then such contract shall be submitted to the Board for approval at a properly posted meeting.

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, sex, ethnicity, ancestry, religion, creed, age, marital status, national origin, veteran status, sex, learning disability, or physical handicap or disability, mental disability, intellectual disability, sexual orientation, transgender status, gender identity or expression, and workplace hazards to reproductive systems either in employment practices or as well as the provision of benefits or services to students or employees all services, programs, and activities.

Legal Reference: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110
233, 42 USC 2000ff; 34 CFR 1635
Connecticut Fair Employment Practices Act, Connecticut General
Statutes § 46a-60
Connecticut General Statutes § 10-153. Discrimination on basis of
marital status
Connecticut General Statutes § 46a-81a Discrimination on basis of
sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination,
Employment,
Public Act 05-10: An Act Concerning Civil Unions

Public Act 11-55, An Act Concerning Discrimination.

~~Title VII, Civil Rights Act, 42, U.S.C. 2000e et seq. as amended by Title IX, Equal Opportunity Act~~

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~~Title IX of the Education Amendments of 1972 (Higher Education Act) 42 U.S.C. 1134n et seq.~~

Regulation approved: February 5, 1990

WESTON PUBLIC SCHOOLS
Weston, Connecticut

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: January 27, 2020

Information Only

Action Requested

Agenda Item Subject: December Curriculum Committee Minutes

Submitted by: Kenneth Crow

Document Summary/Purpose and/or Recommended Action:

December 2019 Curriculum Committee minutes for Board Review

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

Curriculum Committee Meeting

December 19, 2019 9:00 a.m.

Central Office Conference Room

1. Call to Order

The meeting was called to order at 9:05 a.m.

Present Committee Members:

Taffy Miller (Chairperson), Anthony Pesco (by phone)

Present Administration:

William McKersie, Ph.D., Superintendent; Kenneth Craw, Ed.D., Assistant Superintendent; Lisa Wolak, WHS Principal; Dan Doak WMS Principal; Laura Kaddis, HES Principal; Carolyn Vinton, K-5 Math and Science CIL; Nicholas Torres, 6-8 Social Studies CIL

Members of the Public:

Hillary Koyner, Mary Welsch-Lehmann

2. WHS New Course Proposals for 2020-21

Discussion:

- AP Human Geography
 - This course presents an opportunity for students interested in the study of geography, sociology, urban planning, and patterns of human settlement.
 - It is a rigorous AP course and provides a progression of elective that was missing for students studying sociology.
 - There has been dwindling enrollment in AP European History at WHS. This course will have a greater breadth of content and will better align with the District's mission regarding global perspectives.
- Advanced Broadcast and Sports Journalism
 - Sports Journalism and Broadcasting was introduced this year as a semester course. It became very popular and enrollment in both sections are currently full.
 - Students requested an advanced course to further their skills.
 - This course will be a year-long project-based course and will run concurrently during the same period as the non-advanced course; no additional FTE is required.

3. Scientific Research Based Interventions (SRBI)—Plan for the Continuous Improvement of Reading and Math Performance

Discussion:

- Dr. Craw explained that in the District there is a need to bolster reading and math performance. Recently, teachers and administration have conducted data analysis in these areas to identify gaps in student achievement.

- At the K-5 level the District will bolster math interventions by implementing a dedicated math CIL for K-2. Strong reading interventions are already in place at the K-2 level.
- At the middle school, the administration is considering creating an academic center to improve performance in reading and math where general education students receive tier 2 and tier 3 SRBI support.
- Currently, WMS has a reading specialist, but there is not enough time to support the demand of students who need those services.
- To bolster SRBI, WMS would like to add an additional 0.8 FTE for reading and 0.4 FTE for math interventions.
- The proposed enhancements are a K-12 approach to address gaps in throughout the system.
- Next steps are to continue to discuss the staffing models and present a budget.

4. Planning for Renewal of Electronic Subscriptions to Support the Curriculum

Discussion:

Ms. Vinton presented a proposal for grade 5 Math in Focus renewal.

- Grade 5 Math in Focus digital subscription is up for renewal in 2020-21. The 2013 edition in current use is only available in one-year subscriptions at a higher cost.
- The 2020 edition is a six-year renewal, which has considerable improvements and enhancements and works out to be less expensive over time. The consumable products (workbooks) are included rather than a separate expense.
- With the new platform, there are improved teacher tools, student resources, and online assessments with data and reporting for progress monitoring.
- The new program is better aligned with Common Core and is highly supported by teachers in neighboring districts.

5. Update on School Start/End Time Study as it pertains to Curriculum and Instruction

Discussion:

- Ms. Wolak presented on some of the different scheduling options for WHS and emphasized that instructional time was of critical importance in drawing up these schedules.
- Mr. Doak presented on options for the middle school. Instructional time is a concern and he would not like to see any significant decreases in teaching blocks. Instructional time might be creatively addressed through ELT and PFA blocks.
- At the K-5 level, the day is more fluid as there is no bell schedule. Mrs. Falber and Mrs. Kaddis had met previously to discuss how they might make adjustments in the event of the District opting for a 6-hour and 30 minute school day and commented that this option might help to mitigate some of the concerns of a late in the day drop off for young students.
- The Committee also discussed some of the issues surrounding a flipped schedule.
- Ms. Miller expressed her appreciation for the in-depth look that the School Start/End Time proposals provide.

6. Approval of November 2019 Minutes

Motion Passed: passed with a motion by Anthony Pesco and a second by Taffy Miller.
2 Yeas - 0 Nays.

7. Other curricular issues

No other items were put forth for discussion. Meeting was adjourned at 10:46 a.m.

Respectfully submitted,

June Curiano
Administrative Assistant to the Assistant Superintendent

**Minutes
Facilities Committee
January 3, 2020**

Present:

Ruby Hedge, Committee Member
Tony Pesco, Committee Chair
Dr. William McKersie, Superintendent of Schools
Phil Cross, Director of Finance and Operations
Mike DelMastro, Director of Facilities

Guests:

David Coprio, Weston Building Committee
Richard Wolfe, Weston Building Committee
Victor Escandon, Weston Resident

The meeting was called to order by Mr. Pesco at 9:05 a.m.

The Committee discussed the following items regarding an update on the cleaning company:

- Mr. DelMastro reported that he met with the management team from the new cleaning company in December, and since then they have been making progress. They admitted that they underbid and undermanned the project, so they will add more cleaners with no cost to the District at this time. They also replaced some of the cleaners with more experienced ones. Mr. DelMastro will have another meeting with them in January.

The Committee discussed the following regarding an update on the intermediate school floor:

- Mr. DelMastro informed the Committee that he brought in two companies to review the flooring. They determined that there are several areas that do need to be replaced, which the District would be responsible for paying for. Regarding the damage that was done to the floor because of the cleaning company stripping the wax, he reported that he will have a repair cost for that within the next week, and will then speak to the District's Legal Counsel to determine how to best ensure that the cleaning company will cover the cost of these repairs. Ideally all work will be done over Spring break.

The Committee discussed the following regarding the Sustainability Committee requests:

- Mr. DelMastro reported that the Sustainability Committee would like to have a textile recycling bin installed on campus where used clothing, stuffed animals, etc. can be recycled. The District would receive five cents per pound/\$100 per ton of materials received, at no cost to the District. The bin would be emptied twice a month.

The Committee discussed the following regarding a FY21 update:

- Mr. DelMastro reported that within the next week supply houses and contractors would start coming in to review the capital projects that the District is responsible for in order to provide price quotes. He also reported that the architect the Town hired to review the high school roof came out to get a better look at what needs to be done to repair it, and he should be submitting a price quote by the middle of January. Mr. Wolf added that the Board of Finance has indicated that it would not be allocating funds to cover the cost of the high school roof repairs, nor for the other projects that the Building Committee was overseeing for the District. He also added that regarding the hot water heater replacement at the high school, the Building Committee's recommendation is to have an engineer come in to do a study of the heater first, in order to determine if it has to be replaced at this time.
- Mr. Cross reported that the streetlights on campus have been converted to LED and that the second solar farm that the District will be receiving some energy from has become operational.

The Committee discussed the following regarding inventory control:

- Mr. DelMastro shared with the Committee a list of all the grounds equipment owned by the District, and informed them that all the equipment is stored inside, behind locked doors, except for one larger vehicle, but the key for it is in a lockbox. All smaller maintenance equipment and tools are also securely locked. Inventory is checked on a monthly basis. Mr. DelMastro will report to the Committee each January that the inventory has been checked and all is accounted for.

The Committee discussed the following regarding a maintenance check list:

- Mr. DelMastro reported that currently one of the maintenance staff is responsible for checking all motors, pumps, etc., on a daily basis and perform any preventative maintenance requirements. He added that he is going to contact School Dude, the District's maintenance work order system, to see if there is a way to automate all preventative maintenance requirements into the system.

The Committee discussed the following regarding the December minutes:

- The Committee requested that an update to the December minutes be noted. In the December minutes, regarding the portion relating to the high school hot water heater replacement, the minutes report that a supply house will be brought in to review the scope of work. Since that meeting occurred, Mr. DelMastro has determined that it would be better to bring in an engineer to review the work and provide a more thorough analysis. The Committee will approve the minutes in February.

There being no further business to discuss, the Committee adjourned at 9:53 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

DRAFT

**Minutes
Finance Committee
January 10, 2020**

Present:

Gina Albert, Committee Chair
Ruby Hedge, Committee Member
Victor Escandon, Committee Member
Phil Cross, Director of Finance and Operations

Absent:

Dr. William McKersie, Superintendent of Schools

Guest:

Tony Pesco, Weston Resident

The meeting was called to order by Ms. Albert at 9:03 a.m.

The Committee discussed the following items regarding the monthly financial update including internal services fund (for dental):

- Mr. Cross reported a projected fund balance for FY 2020 of negative (\$506,101). Encumbrances total \$27,301,338 against a budget of \$53,073,710. The items contributing to the deficit are four additional SPED paras added after the budget was approved due to student needs, and SPED transportation. He added that there is ongoing review for potential areas of operating efficiencies to mitigate the projected budget deficit. Ms. Albert added that the public and other Board members should be made aware of the pressures from SPED and Transportation that are adding to the deficit and how much of the deficit is due to unanticipated costs arriving post budget.
- Mr. Cross informed the Committee that the report reflects transfers totaling \$80,850.00. Of these transfers, three are in excess of \$5,000. These include \$55,016 to cover LOA of substitutes at the elementary school, \$15,892 to cover LOA of substitutes at the middle school, and \$5,418 to cover non-certified substitutes at the middle school. The Committee agreed that Mr. Cross should continue to do monthly transfers.
- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the current fund balance is \$1,309,127. He added that dental claims are slightly higher than anticipated. Ms. Albert suggested that it would be beneficial to illustrate for the public that if the District came off of the State plan it would actually cost more than remaining on it.

- The Committee agreed that the full Board should discuss the higher than anticipated legal expenses in executive session.

The Committee discussed the following regarding approval of the December minutes:

- The Committee approved the December minutes.

There being no further business to discuss, the meeting adjourned at 10:01 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations