

# Board of Education Regular Meeting

Thursday, March 26, 2020 6:00 PM

Via Conference Call: 662-747-1055 PIN:148 661 473#, 24 School Road, Weston,  
CT 06883-1623

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. PLEDGE OF ALLEGIANCE

## III. Discussion and Vote of Temporary Suspension of and/or Changes to Policies and Bylaws Regarding Public Comment to Account for Remote Meeting Format

## IV. APPROVAL OF MINUTES

## V. PUBLIC COMMENT

## VI. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

## VII. NEW BUSINESS

### A. Retirements

1. Retirement of Monika Edman, Assistant Director  
of Pupil Personnel Services

### B. Resignations

1. Resignation of Lewis Brey, Director of Human  
Resources and Internal Counsel

2. Resignation of Craig Tunks, Director of Digital  
Learning and Technology

### C. COVID-19 Distance Learning Report

D. Covid-19 Calendar Implications for Spring  
Vacation and End of Year

E. Discussion of School Start and End Time  
Recommendation

F. Discussion of Approved 2020-2021 Calendar and  
Proposed 2021-2022 Calendar

G. Eighth FY 20 Financial Update and Approval of  
Transfers

H. Potential FY 21 Operating Budget Reductions

## 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. CABA

I. Weston Education Foundation

**X. WRITTEN REPORTS**

A. Principals' Reports-Not presented in March

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

A. Regular Session on April 27, 2020 at 7:00 p.m.

B. Review of Pending Agenda Items for Next Meeting

**XII. ADJOURNMENT**



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

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## MEMORANDUM

To: WPS Board of Education  
Date: March 26, 2020  
Subject: Legal Analysis & Recommendation Pertaining to Public Comment During Remote Board Meetings (Agenda Item III, WPS BOE Meeting, March 26, 2020)

### Background

In connection with Agenda Item III, I have separately shared with you an attorney-client privileged memorandum prepared by Attorney Jessica Richman Smith of Shipman & Goodwin providing legal advice regarding public comment during remote Board meetings.

### Recommendation

Based on Attorney Richman Smith's advice, I recommend that the WPS Board of Education vote to:

1. Suspend the portion of Policy 1120 that welcomes public participation ("The Board of Education welcomes participation of interested organizations and individuals.") **for the March 26, 2020 meeting only** so that the Board may permissibly decline to permit public comment at this one meeting and buy more time to determine the appropriate process for welcoming public comment during remote meetings going forward.
2. Suspend the portion of Bylaw 9325(a) that pertains to public comment ("Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows") **for the duration of the period in which the Board continues to meet remotely as permitted by Executive Order 7B** to allow for development of a process that accounts for the nuances of a remote platform.
3. Authorize the Superintendent to establish an efficient system for public comment during subsequent BOE meetings conducted in a remote format.

Community RelationsBoard of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9322 for details.)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through the posting of the agenda and notices to newspapers and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public

1-21a Broadcasting or photographing meetings

1-21b Smoking in public meetings in rooms of public building prohibited

1-21c Mailing of notice of meetings to persons filing written request. Fees

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution

1-21h Conduct of meetings

1-21i Denial of access to public records or meetings

10-238 Petition for hearing by board of education

Policy adopted: November 6, 1989

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Bylaws of the Board****Formulation, Adoption, Amendment of Administrative Regulations**

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education-adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**Bylaws of the Board****Meeting Conduct**

Meetings of the Board of Education shall be conducted by the chairman in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda, which has been prepared and delivered in advance to all Board members and other designated person.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment, both as to students and to school system operations.

Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
2. No uncivil conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination by the chair of that person's privilege of address. If necessary, the chairman may clear the room so that Board members may continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.

(cf. 1312 – Public Complaints)

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

**Meeting Conduct** (continued)Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided by Bylaw 9326, Minutes.

(cf. 1120 – Board of Education Meetings re public participation)

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9323 – Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-18a Definitions

1-19 Access to Public Records

1-21 Meetings of government agencies to be public

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places

1-21d Adjournment of meetings

1-21g Executive sessions

**Meeting Conduct**

Legal Reference: Connecticut General Statutes (continued)

1-21h Conduct of meetings

1-21i Denial of access to public records or meetings

10-224 Duties of the secretary

Weston Board of Education  
Policy 1255 Civility

Bylaw adopted by the board: March 5, 1991  
Revised: February 10, 2003

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

Weston Board of Education Executive Session

February 24, 2020 6:00 PM

Weston Middle School Conference Room

**1. Matters Pertaining to Personnel: Exit Interview with Lewis Brey, Director of Human Resources and Internal Counsel**

**Board of Education Regular Meeting**

February 24, 2020 7:00 PM  
Weston Middle School Library

**Attendance Taken at 7:01 PM:**

Present Board Members:

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

**I. CALL TO ORDER, VERIFICATION OF QUORUM**

**II. EXECUTIVE SESSION**

**III. RESUME PUBLIC SESSION**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF MINUTES**

**Motion Passed:** Move that the Weston Board of Education approve the minutes of the January 15 Workshop, January 21 meeting, January 23 Workshop, January 23 Executive Session, January 27 Q&A Session, January 27 Regular Meeting, January 29 Workshop and January 30 Approval and Adoption of Budget; passed with a motion by Melissa Walker and a second by Gina Albert.

**7 Yeas - 0 Nays.**

**VI. PUBLIC COMMENT**

Discussion:

1. Jack Morvillo-Kellogg Hill Rd.-Spoke about St. Baldrick's event at St. Francis on Saturday, February 29, 2020.

**VII. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

Discussion:

On behalf of Weston High School, Chelsea Greenberg and Graham Fay updated the Board that the WHS Mock Trial Team A will be participating in their next round on Friday. The Builders Beyond Borders (B3) group have recently come back from Costa Rica, with a new group to go in April. The club has over 60 students that participate.

Weston Against Cancer finished their Play Doh for Patients drive, benefiting the children at Memorial Sloan Kettering. Over 100 Valentine's cards were made and cans of Play Doh provided for the children. The "Souper" Bowl Drive made it possible to donate over 160 canned goods to Person to Person.

A Student Government subcommittee was formed to analyze the School Climate Survey data and will meet on March 25 to review the results and share with the rest of the students.

A Pep rally will be held on March 11 honoring the teams that performed well within the SWC and at the State level.

WHS's COMPANY will be presenting Cinderella this spring from March 26-29. The Tri M Music Honor Society had a fundraiser, providing Valentine Grams throughout the school. Additionally, the WHS Green Team raised over \$250 for the Australian Bush Fire Relief.

## **VIII. NEW BUSINESS**

### **VIII.A. Resignations**

#### **VIII.A.1. Resignation of Megan Hannigan, HES Teacher**

**Motion Passed:** Move that the Weston Board of Education acknowledge the resignation of Megan Hannigan effective January 28, 2020; passed with a motion by Melissa Walker and a second by Gina Albert.

**7 Yeas - 0 Nays.**

#### **VIII.A.2. Resignation of Lorraine Zak, WIS School Psychologist**

**Motion Passed:** Move that the Weston Board of Education acknowledge the resignation of Lorraine Zak effective February 19, 2020; passed with a motion by Ruby Hedge and a second by Taffy Miller.

**7 Yeas - 0 Nays.**

### **VIII.B. Presentation of School Start and End Time Report**

Discussion:

Dr. Kenneth Craw, Assistant Superintendent of Curriculum and Instruction, presented the Board of Education with the top three options and two options that the School Start and Task Force would not recommend. He spoke about the nine decision points that the Task Force considered with each option. They are: transportation and budget, traffic flow, instructional time, contractual implications, impact of later start times, impact of later end times, athletic concerns, impact on Town programs, and implementation timeline.

Dr. Craw introduced all members of the Task Force who served in gathering data and contributing to the dialog, which helped form the report. Dr. Pesco asked for pros and cons as it relates to the lower schools. Erin Merrifield spoke about what she sees as concerns. Another question was how does the momentum of other districts moving to later start time affect/help us? From athletic standpoint, DRG-A schools are making changes, however in our case, SWC districts are not making changes yet.

Ms. Hedge asked if parents were able to explain the household dynamic ahead of the survey? Of the 527 parents that responded to the December survey, we aren't understanding the dynamics of the families.

### **VIII.C. Seventh FY 2020 Financial Update and Approval of Transfers**

Discussion:

Mr. Phillip Cross, Director of Finance and Operation, reviewed the seventh FY 20 Financial Update. There were transfers totaling \$208,709, three in excess of \$5,000.

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

**7 Yeas - 0 Nays.**

### **IX. SUPERINTENDENT'S REPORT**

#### **IX.A. District Update**

Discussion:

Dr. McKersie mentioned to the Board that we are in the process of scheduling the second recognition ceremony in June. Currently we will recognize athletes from winter sports, the National Merit finalists and students who have participated in the Academic Decathlon.

Dr. McKersie continues to guest read to all K-5 grades, and highlighted the book he has been reading to grade 3.

### **X. COMMITTEE REPORTS**

#### **X.A. Communications Committee**

Discussion:

Ms. Hedge highlighted the great work being accomplished within the Communications Committee, specifically the yearly mapping of District informational "products" and the production timeline associated with each item.

#### **X.B. Curriculum Committee**

#### **X.C. Facilities Committee**

#### **X.D. Finance Committee**

Discussion:

Ms. Albert updated the Board that at the next Finance Committee meeting on March 13, all members are asked to attend in order to begin discussing the annual budget process.

#### **X.E. Policy Committee**

#### **X.F. Negotiations Committee**

#### **X.G. CES**

#### **X.H. CABE**

#### **X.I. Weston Education Foundation**

**XI. WRITTEN REPORTS**

**XI.A. Principals' Reports**

Discussion:

The Principals Report was submitted for the months of January and February, 2020.

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

**XII.A. Regular Session on March 16, 2020 at 7:00 p.m. with a Board Workshop on March 3, 2020.**

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

Discussion:

Dr. McKersie reviewed the items that are scheduled for the March Board of Education meeting, including continued discussion of the School Start and End Time report and the discussion of the District's annual calendars.

**XIII. ADJOURNMENT**

Discussion:

With a motion by Dr. Pesco, and second by Ms. Miller, the meeting was adjourned at 9:13 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** March 26, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** COVID-19 Distance Learning Report

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

**Dr. McKersie and Dr. Craw to update the Board of Education on distance learning throughout the District.**

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:** March 26, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** COVID-19 Calendar Implications for Spring Vacation and End of Year

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

**Dr. McKersie to review with the Board of Education the calendar implications for both spring vacation and end of year due to COVID-19.**

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:** March 26, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** School Start/End Time Update

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

As there are no new materials at this time, this agenda item provides the Board of Education an opportunity to discuss School Start and End Time with the Administration.

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:** March 26, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** Discussion of Approved 2020-2021 Calendar and Proposed 2021-2022 Calendar

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

**Provide for the Board of Education a review of the Approved 2020-2021 Calendar and the Proposed 2021-2022 Calendar.**

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.

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MEMORANDUM

March 26, 2020

TO: Weston Board of Education

FROM: William S. McKersie, Ph.D., Superintendent

RE: Recommendations for Revised and New Calendars (2020-21 and 2021-22)

**Background**

Following the template used in years past, this memorandum presents recommendations for the Weston Board of Education (BOE) regarding Annual Calendars for the Weston Public Schools. The first recommendation is a modification to the current Approved 2019-20 Calendar, already adopted by the BOE. The second change is the correct classification of Memorial Day 2021 on the 2020-21 Approved Calendar, and the third set of recommendations is for the first and full proposal of the 2021-22 Calendar.

The recommendations are drawn from the work of the WPS Calendar Committee, a representative body of BOE members, administrators, teachers, staff and parents (listed below). The Calendar Committee met on January 28, 2020 and February 25, 2020. The Committee's charge is to analyze options for future year calendars and advise the Superintendent on recommendations to the BOE.

WPS Calendar Committee 2019-20 Members:

Kellie Brown (WTA)  
Kenneth Craw (WPS)  
Matt Filip (WAA)  
Hillary Koyner (Board)  
William McKersie (WPS)  
Doug Pregman (WTA)  
Dana Repko (Parent)  
Jodi Sacchetta (AFSCME)  
Debbie Solinger (Parent)

Overall, the recommendations now presented to the BOE largely continue the design, sequencing and content of the current (2019-20) calendar, which mirrors calendars from recent years. The continuity is based on careful review each year by the Calendar Committee.

This memorandum will refer frequently to three calendars: 2019-20 Current, 2020-21 Approved, and 2021-22 Recommended. These calendars can be found at the end of the memorandum.

### **Modifications to 2019-20 Calendar**

The 2019-20 Calendar was approved by the BOE at its April 23, 2018 meeting.

#### 1. Modification 1 (2019-20):

The Superintendent has modified the calendar to reflect the cancellation of the December 11, 2019 Early Dismissal/Professional Development day due to school closure. March 26, 2020 has been selected as a make-up day.

### **Recommended Modifications to 2020-21 Calendar**

The 2020-21 Calendar was approved by the BOE at its April 29, 2019 meeting. Only one adjustment to the 2020-21 Calendar is needed.

#### 1. Recommendation 1 (2020-21):

- a. Memorial Day was indicated on the Approved 2020-21 Calendar as May 24, whereas it is May 31. The change has been corrected on the 2020-21 Approved Calendar.

### **Recommended 2021-22 Calendar**

The recommended Calendar for 2021-22 is similar to the 2020-21 Calendar and the modified Calendar for 2019-20. For ease of review by the BOE, we list essential points for each month of the proposed calendar.

#### 1. August 2021 –

- a. Three days of teacher preparation (August 23, 24 & 25) precede the first day for students.
- b. First Day for Students– Thursday, August 26, 2021

#### 2. September 2021 —

- a. Three School Closure Days
  - i. Labor Day – Monday, September 6
  - ii. Rosh Hashanah – Tuesday, September 7
  - iii. Yom Kippur – Thursday, September 16

#### 3. October 2021 –

- a. Columbus Day – Monday, October 11
- b. District Teacher Day (No Students) – Tuesday, October 12

#### 4. November 2021 —

- a. K-5 Parent Conference – Delayed Opening – Monday, November 1
- b. Election Day/Professional Development – Tuesday, November 2

- c. K-5 Parent Conference – Delayed Opening – Wednesday, November 3
  - d. K-5 Parent Conference – Early Dismissal – Thursday, November 4
  - e. Extended Thanksgiving Vacation –
    - i. No Students or Teachers, BOE Offices Open -- Wednesday, November 24
    - ii. Standard Thanksgiving Break – Thursday, November 25 and Friday, November 26
5. December 2021 –
- a. Early Dismissal/Professional Development – Wednesday, December 8
  - b. Winter Recess – Thursday, December 23, 2020 (early dismissal) – Sunday, January 2, 2022
6. January 2022 –
- a. Dr. Martin Luther King, Jr. Day – Monday, January 17
  - b. Early Dismissal/Professional Development – Thursday, January 27
7. February 2022 —
- a. February Break – Thursday, February 10 – Monday, February 14
    - i. February 10 & 11 would be full days off (No Students or Teachers, BOE Offices Open). This would provide for a five-day weekend in mid-February, approximating the February Break some districts still provide.
    - ii. Monday, February 14 is Presidents’ Day.
- Comment: The Committee reaffirmed that an extended five-day weekend was preferable to a full week break. The Committee believes that the vast majority of Weston staff and families prefer the chance to end the school year earlier in June. A longer February break would push the June end date later.
8. March 2022—
- a. K-5 Parent Conference – Delayed Opening – Wednesday, March 16
  - b. K-5 Parent Conference – Early Dismissal – Thursday, March 17
  - c. K-5 Parent Conference – Early Dismissal – Friday, March 18
  - d. District Teacher Day (No Students) – Monday, March 21
9. April 2022 —
- a. Spring Recess – Monday, April 11 – Friday, April 15
  - b. Good Friday and Passover – April 15
10. May 2022 –
- a. Memorial Day – Monday, May 30
11. June 2022—
- a. Projected Final Day for Students – Thursday, June 9

Comment: This schedule would provide up to six days for school closures due to inclement weather. Weston typically wants to have students finished before the final week of June, which means the last day of school should be no later than Friday, June 17.

Please note the statement at the bottom of the proposed calendar regarding loss of school days due to inclement weather: “For each lost school day due to inclement weather, we add an additional school day to the end of the year up until June 17, 2022. If additional school days are required, the Superintendent will recommend a solution to the Board of Education that may entail holding school in the last week of June, but only after considering the merits of reducing Professional Development Days or Spring Vacation Days.”

b. District Teacher Day—Friday, June 10

Comment: A full final teacher day has been scheduled the past few years to allow ample time for year-end celebrations and wrap-up after students have departed.

**ATTACHMENTS**

- 1) Current 2019-20 Calendar (approved April 23, 2018)
- 2) Approved 2020-21 Calendar
- 3) Recommended 2021-22 Calendar
- 4) Calendar Committee Minutes from January 28, 2020 and February 24, 2020

# Weston Public Schools

July 4	Independence Day
August 22-26	Professional Development
August 27	First Day of School
September 2	Labor Day
September 30	Rosh Hashanah
October 9	Yom Kippur
October 14	Columbus Day/Professional Development
November 5	Election Day/Professional Development
November 6	K-5 Delayed Opening/Parent Conferences
November 7	K-5 Delayed Opening/Parent Conferences
November 8	K-5 Early Dismissal/Parent Conferences
November 11	Veterans Day
November 27-29	Thanksgiving Recess
December 11	K-12 Early Dismissal/Professional Development
December 23-January 1	Winter Recess
January 1	New Year's Day
January 20	Martin Luther King, Jr. Day
February 12	K-12 Early Dismissal/Professional Development
February 13-17	February Recess
February 17	Presidents' Day
March 10	K-12 Early Dismissal/Professional Development
March 11	K-5 Delayed Opening/Parent Conferences
March 12	K-5 Early Dismissal/Parent Conferences
March 13	K-5 Early Dismissal/Parent Conferences
April 8	Passover
April 10	Good Friday
April 10-17	Spring Recess
April 28	Professional Development
May 25	Memorial Day
June 11	Special Early Dismissal as Follows: WMS/WHS 11:55 a.m. Dismissal HES/WIS 12:45 p.m. Dismissal
June 12	District's Projected Last Day of School, Special Early Dismissal as Follows: WMS and WHS: 10:00 a.m. Dismissal HES and WIS: 10:45 a.m. Dismissal
June 15	District Teacher Day

**JULY**

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST (4)**

Su	M	Tu	W	Th	F	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER (19)**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER (21)**

Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

**NOVEMBER (17)**

Su	M	Tu	W	Thu	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER (15)**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30	31				

**JANUARY (21)**

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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**FEBRUARY (17)**

Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**MARCH (22)**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL (15)**








Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY (20)**

Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JUNE (9)**

Su	M	Tu	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day of School		No Students or Teachers, BOE Offices Open	
Projected last Day of School		No Students or Teachers, BOE Offices Closed	
District Teacher Day — No Students		Early Dismissal — See Legend at Left	
		Delayed Opening — See Legend at Left	

Scheduled Early Dismissals: WMS/WHS: 11:45 a.m., HES/WIS: 12:35 p.m.  
 Scheduled Delayed Openings: WMS/WHS: 9:45 a.m., HES/WIS: 10:30 a.m.

\*\*For each lost school day due to inclement weather, we add an additional school day to the end of the year up until June 19, 2020. If additional school days are required, the Superintendent will recommend a solution to the Board of Education that may entail holding school in the last week of June, but only after considering the merits of reducing Professional Development Days or Spring Vacation Days.

**2020-2021 School Calendar—REVISED 2-24-20**

# Weston Public Schools

July 3	Independence Day Observed
August 24-26	Professional Development
August 27	First Day of School
September 7	Labor Day
September 18	<b>K-12</b> Early Dismissal/Rosh Hashanah
September 28	Yom Kippur
October 12	Columbus Day/Professional Development
November 3	Election Day/Professional Development
November 4	<b>K-5</b> Delayed Opening/Parent Conferences
November 5	<b>K-5</b> Delayed Opening/Parent Conferences
November 6	<b>K-5</b> Early Dismissal/Parent Conferences
November 11	Veterans Day
November 25-27	Thanksgiving Recess
December 9	<b>K-12</b> Early Dismissal/Professional Development
December 23	<b>K-12</b> Early Dismissal
December 24-January 3	Winter Recess
January 1	New Year's Day
January 18	Martin Luther King, Jr. Day
February 10	<b>K-12</b> Early Dismissal/Professional Development
February 11-12	February Recess
February 15	Presidents' Day
March 17	<b>K-5</b> Delayed Opening/Parent Conferences
March 18	<b>K-5</b> Early Dismissal/Parent Conferences
March 19	<b>K-5</b> Early Dismissal/Parent Conferences
March 22	Professional Development
March 27	Passover
April 2	Good Friday
April 12-16	Spring Recess
May 31	Memorial Day
June 9	Special Early Dismissal as Follows: WMS/WHS 11:55 a.m. Dismissal HES/WIS 12:45 p.m. Dismissal
June 10	District's Projected Last Day of School, Special Early Dismissal as Follows: WMS and WHS: 10:00 a.m. Dismissal HES and WIS: 10:45 a.m. Dismissal
June 11	District Teacher Day

**JULY**

Su	M	Tu	W	Th	F	Sa
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**AUGUST (3)**

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**SEPTEMBER (20)**

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**OCTOBER (21)**

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**NOVEMBER (17)**

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**DECEMBER (17)**

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**JANUARY (19)**

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**FEBRUARY (17)**

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**MARCH (22)**

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**APRIL (16)**








Su	M	Tu	W	Th	F	Sa
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**MAY (20)**

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**JUNE (8)**

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27	28	29	30			

First Day of School		No Students or Teachers, BOE Offices Open	
Projected last Day of School		No Students or Teachers, BOE Offices Closed	
District Teacher Day — No Students		Early Dismissal — See Legend at Left	
		Delayed Opening — See Legend at Left	

**Scheduled Early Dismissals:** WMS/WHS: 11:45 a.m., HES/WIS: 12:35 p.m.  
**Scheduled Delayed Openings:** WMS/WHS: 9:45 a.m., HES/WIS: 10:30 a.m.

180 School Days      187 Teacher Days

\*\*For each lost school day due to inclement weather, we add an additional school day to the end of the year up until June 18, 2021. If additional school days are required, the Superintendent will recommend a solution to the Board of Education that may entail holding school in the last week of June, but only after considering the merits of reducing Professional Development Days or Spring Vacation Days.

The Weston Board of Education reserves the right to modify the school calendar. **Approved by the Board of Education on April 29, 2019.**

# 2021-2022 School Calendar

July 5	Independence Day Observed
August 23-25	Professional Development
August 26	First Day of School
September 6	Labor Day
September 7	Rosh Hashanah
September 16	Yom Kippur
October 11	Columbus Day
October 12	Professional Development
November 1	K-5 Delayed Opening/Parent Conferences
November 2	Election Day/Professional Development
November 3	K-5 Delayed Opening/Parent Conferences
November 4	K-5 Early Dismissal/Parent Conferences
November 11	Veterans Day
November 24-26	Thanksgiving Recess
December 8	K-12 Early Dismissal/Professional Development
December 23	K-12 Early Dismissal
December 24-January 2	Winter Recess
January 1	New Year's Day
January 17	Martin Luther King, Jr. Day
February 10-11	February Recess
February 14	Presidents' Day
March 16	K-5 Delayed Opening/Parent Conferences
March 17	K-5 Early Dismissal/Parent Conferences
March 18	K-5 Early Dismissal/Parent Conferences
March 21	Professional Development
April 11-15	Spring Recess
April 15	Good Friday/Passover
May 30	Memorial Day
June 8	Special Early Dismissal as Follows: WMS/WHS 11:55 a.m. Dismissal HES/WIS 12:45 p.m. Dismissal
June 9	District's Projected Last Day of School, Special Early Dismissal as Follows: WMS and WHS: 10:00 a.m. Dismissal HES and WIS: 10:45 a.m. Dismissal
June 10	District Teacher Day

# Weston Public Schools

**JULY**

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**AUGUST (4)**

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**SEPTEMBER (19)**

Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

**OCTOBER (19)**

Su	M	Tu	W	Th	F	Sa
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**NOVEMBER (18)**

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**DECEMBER (17)**

Su	M	Tu	W	Th	F	Sa
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**JANUARY (20)**

Su	M	Tu	W	Th	F	Sa
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**FEBRUARY (17)**

Su	M	Tu	W	Th	F	Sa
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27	28					

**MARCH (22)**

Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL (16)**








Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
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**MAY (21)**

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
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**JUNE (7)**

Su	M	Tu	W	Th	F	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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		Delayed Opening — See Legend at Left	

Scheduled Early Dismissals: WMS/WHS: 11:45 a.m., HES/WIS: 12:35 p.m.  
 Scheduled Delayed Openings: WMS/WHS: 9:45 a.m., HES/WIS: 10:30 a.m.

180 School Days      187 Teacher Days

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The Weston Board of Education reserves the right to modify the school calendar. Approved by the Board of Education on April XX, 2020.

**Weston Public Schools  
Calendar Committee Meeting Minutes**

Monday, January 28, 2020  
Central Office Conference Room, 10:15 a.m.

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Team Members in attendance: Kellie Brown (WTA), Kenneth Craw (WPS), Matt Filip (WAA), Hillary Koyner (Board), William McKersie (Superintendent), Doug Pregman (WTA), Dana Repka (Parent), Jodi Sacchetta (AFSCME), Debbie Solinger (Parent)

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1. Review Committee Charge and Product

Dr. Craw reviewed the agenda and reminded the Committee that we are no longer required to follow a regional calendar. He reviewed what the Committee is charged to do along with when we need to meet and bring the calendar to the Board of Education for review and approval.

For the current 2019-2020 School Calendar, Dr. Craw is looking to reschedule the half-day professional development that was lost on December 11, 2019. He is looking March 26, 2020. Mr. Filip will review the attendance for the half-day on February 12, 2020 and report to the Committee at the February 25, 2020 scheduled meeting.

2. Calendar Highlights

- a. School Start After Labor Day-A discussion was had as to the ability to start school after Labor Day. It was determined that it is too difficult to add the additional days to the school calendar when a school start day falls after Labor Day.
- b. Holding to Priority of No School Last Week of June-When scheduling the last day of school, the District works to have the last day of school not fall within the last week of June.
- c. Professional Development Days Schedule-Dr. Craw reviewed where the District typically schedules PD days for teachers.
- d. Number of Snow Days Allotted-Dr. Craw reviewed our standard practice of identifying the number of days allotted for snow days.
- e. Jewish Holidays-Dr. Craw looked at where the holidays fall and if we would close school.

3. Revisit 2020-2021 School Calendar-The following are changes recommended for the 2020-2021 Approved Calendar:

- a. Reviewed all dates on the calendar.
- b. Addition of early dismissal on January 28, 2021 for Professional Development.

4. Develop the 2021-2022 school calendar-The following are items have been incorporated to the Proposed 2020-2021 Calendar:

- a. Recognize both Jewish holidays in September 2021 as no school.
- b. Half-day on December 23, 2021.
- c. Addition of early dismissal on January 27, 2022 for Professional Development.
- d. Committee to consider full week of vacation in February versus current long weekend.
- e. April vacation week to fall April 11-14.

## **NEXT STEPS**

1. Timing of conferences (suggested November 4, 6, and 7) speak to HES and WIS principals and assistant principals PTO families
2. Attendance data from February 13 and March 2019 long weekend (March 16-18) attendance data for the BOE monthly meeting

## **FUTURE MEETING ITEMS**

It was agreed that the next meeting of the Calendar Committee will meet on February 25, 2020 at 10:15 a.m.

Meeting adjourned at 11:40 a.m.

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Team Members in attendance: Kellie Brown (WTA), Kenneth Craw (WPS), Matt Filip (WAA), Hillary Koyner (Board), Doug Pregman (WTA), Dana Repka (Parent), Jodi Sacchetta (AFSCME), Debbie Solinger (Parent)

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1. Review Committee Minutes from January 28, 2020
2. Dr. Craw reviewed the current 2019-20 calendar with the Committee and discussed changes to the approved calendar.
  - a. Professional Development – Addition of March 26, 2020 as early dismissal day to enable professional development learning as weather had forced the cancellation of the December 11, 2019 professional development half-day.
  - b. Graduation Date – On April 1, 2020 the Superintendent will set the date for the 2020 WHS graduation.
3. Dr. Craw reviewed the approved 2020-21 calendar with the Committee and discussed possible changes to the approved calendar.
  - a. Professional Development – Addition of an early dismissal day on January 28, 2021 to enable professional development learning. Doug Pregman, President of Weston Teachers Association, WTA, will reserve judgement until he is able to hear from the Professional Growth Committee regarding future plans and if a third professional day is needed. The Professional Growth Committee’s next meeting will be February 28, 2020. If requested, we may look to move the date to coincide with the WHS prom.
  - b. There was an error in identifying Memorial Day in the 2020-21 calendar. Memorial Day falls on May 31, 2021 and not May 24, 2021.
4. Dr. Craw reviewed the proposed 2021-22 calendar month-by-month, highlighting the following items with the committee.
  - a. August – First day of school to begin on Thursday, August 26, 2020.
  - b. September – Rosh Hashanah falls the day after Labor Day, allowing for a four-day weekend. Yom Kippur is on September 16, of which the District will be closed.
  - c. October – The Committee discussed scheduling a full-day professional development day on October 12, allowing for a four-day weekend.
  - d. November – It was asked that parent conferences be held on November 1, 3 and 4.
  - e. December – Early dismissal on December 8, allowing for half-day professional development and early dismissal on December 23 for winter recess.
  - f. January – Return to District on January 3, 2022. A potential date of January 27 for an early dismissal/professional development learning.
  - g. February – The Committee reviewed the District attendance data during the recent February recess, provided by WHS Assistant Principal Matt Filip. Absenteeism ranged from 10% to a high of 32% (suspected to be much higher due to illnesses).
  - h. March – Parent conferences and a full district teacher day are scheduled during the month.
  - i. April – The Spring recess for April 2022 will fall during the week of Good Friday.
  - j. May – Possibility of combining an early dismissal and half-day of professional development learning on the day of WHS prom.

- k. June – Current projected last day of school is June 9, 2022 and current projected last day for teachers is June 10, 2022.
  - l. Professional Development Days Schedule-Dr. Craw reviewed where the District typically schedules PD days for teachers. The Committee discussed at length the February recess schedule and how professional development is scheduled.
  - m. Number of Snow Days Allotted-Dr. Craw reviewed our standard practice of identifying the number of days allotted for snow days. With the way the June 2022 calendar falls in regards to projected last day for students and teachers, we still have 14 days until the end of the month.
5. The revised 2020-2021 School Calendar and proposed 2021-2022 School Calendar will be reviewed at the monthly March Board of Education meeting and voted on at the monthly April Board of Education meeting.

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 3/26/20

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the February 2020 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 February 2020. 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>



March 13, 2020

**TO:** BOE Finance Committee

**FROM:** Phillip Cross, Director of Finance and Operations

**SUBJECT:** February Financial Report for FY 2020

Below is a summary report of the FY 20 Budget through February 2020.

<b>Object Series</b>	<b>Adjusted Budget</b>	<b>YTD Actuals</b>	<b>FY 20 Encumbrances</b>	<b>FY 20 Anticipated</b>	<b>FY 20 Balance</b>	<b>Previous Month Balance</b>
Salaries (1000's)	\$32,392,595	\$18,996,663	\$12,587,366	\$808,567	\$0	\$0
Benefits (2000's)	\$9,107,134	\$6,267,562	\$2,669,860	\$347,272	(\$177,560)	(\$94,368)
Professional Services (3000's)	\$1,460,502	\$936,336	\$307,676	\$233,537	(\$17,047)	(\$2,630)
Property Services (4000s)	\$2,353,884	\$1,529,928	\$670,509	\$153,447	\$0	\$0
Other Services (5000s)	\$5,740,324	\$3,621,748	\$2,072,604	\$170,532	(\$124,560)	(\$270,692)
Supplies (6000s)	\$2,711,882	\$1,805,029	\$698,529	\$208,325	\$0	\$0
Equipment (7000s)	\$390,027	336,713	\$5,313	\$48,001	\$0	\$0
Other Objects (8000s)	\$133,206	\$104,145	\$14,871	\$14,190	\$0	\$0
Revenue (9000s)	(\$1,215,843)	(\$800,937)	(\$13,723)	(\$401,183)	0	\$0
<b>Total</b>	<b>\$53,073,710</b>	<b>\$32,797,186</b>	<b>\$ 19,013,004</b>	<b>\$ 1,582,688</b>	<b>(\$319,167)</b>	<b>(\$367,690)</b>

There were transfers totaling \$131,275 for approval by the BOE with one (1) in excess of \$5,000. The transfer is:

1. \$129,363 – Increase in Excess cost reimbursement

Excess Cost Grant:

The excess cost grant will partially reimburse Districts for per pupil special education cost that exceeds 4.5 times the audited per pupil expenditure. CT General Statues specifies the deadlines for District to provide their estimates. These deadlines are:

- December 1 – First estimated costs
- March 1 – Revised and additional estimated costs

- September 1 – Unaudited data from the previous year
- January 1 – Audited data from the previous year

Based on our March 1<sup>st</sup> revised submission we are revising our budgeted estimate for excess cost reimbursement. This \$129,36 increase will be used to offset the SPED transportation deficit.

The current projection is for a deficit of **(\$319,167)**. This deficit includes an increase of \$83,192 to health insurance. This increase brings the total health insurance deficit to **(\$177,560)**. This amount reflects the total year to date enrollment changes. Also included is a deficit in legal fees of **(\$17,047)**. Legal expenses remain a budget challenge. As has been discussed in executive sessions with the BOE, this has been an exceptional year. Ongoing legal work will result in a higher than expected increase in legal fees in FY 20. As of January, we have expended the budgeted amounts for both general and SPED legal counsel. At this moment, it is difficult to estimate what the remaining legal expenditures will be. As a result, there is no amount encumbered for the remainder of the year.

We will be bringing forward recommended budget transfers at the next Finance Committee meeting to mitigate the projected deficit. To accomplish this, it may be necessary to freeze accounts.

WESTON PUBLIC SCHOOLS  
INTERNAL SERVICES FUND  
FOR HEALTH BENEFITS PROGRAM

Fiscal Year Ended	Actual 2020
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>	
Fund Balance -July 1, 2019	\$ 1,537,357
Revenues:	
General Fund Appropriation (July-October)	\$ -
Reimbursements	\$ -
Total Contributions	\$ -
Total Revenues (A)	\$ -
Expenditures	
Delta Dental:	
Claims	\$ 289,408
Administrative Fees	\$ 12,923
Total Health Plan Costs (B)	\$ 302,331
Net Change (A-B)	<b>\$ (302,331)</b>
Fund balance June 30, 2020	\$ 1,235,026
Medical Cost	\$ -
Fund balance June 30, 2020	<b>\$ 1,235,026</b>

<b>Balance Sheet:</b>	
Assets:	
Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357
Year End Accounts Payable	\$ -
Net Change	\$ (302,331)
Total Assets	\$ 1,235,026
Beg Year Fund Balance	\$ 1,537,357
Year to Date Net Change	\$ (302,331)
Total Fund Balance	\$ 1,235,026
Total Liabilities + Fund Balance	\$ 1,235,026

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

**FEBRUARY BUDGET TRANSERS**

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TO	Theater MS- Printing & Binding	\$	1,732.00	
FROM	Theater MS- Professional & Technical Services			\$ 1,732.00

*Short Wharf Choreographer*

TO	HS - Dues & Fees (Science)	\$	180.00	
FROM	HS - Science Materials			\$ 180.00

*Additional registration for TEAMS*

TO	SPED Transportation	\$	129,363.00	
FR	Excess Cost Grant			\$ 129,363.00

*Increase in Excess Cost Grant*

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

Feb-20

Period: 8 of 12

Object	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
<b>WESTON PUBLIC SCHOOLS</b>									
<b>Salaries &amp; Wages (1000s)</b>									
	Certified Staff	25,278,541	(185,803)		25,092,738	14,452,866	10,411,251	228,620	0
	Non Certified Staff	6,057,273	(44,775)		6,012,498	3,831,801	2,045,070	135,627	0
	Overtime	187,700	3,070		190,770	141,462	0	49,308	0
	Certified Stipends	842,981	(3,661)	(1,732)	839,320	435,463	76,829	327,028	0
	Non Certified Stipends	262,378	(5,108)		257,270	135,070	54,216	67,983	0
	Turnover Savings	(318,013)	318,013		0	0	0	0	0
	Salary Differential	82,020	(82,020)		0	0	0	0	0
		\$32,392,880	(\$284)	(\$1,732)	\$32,392,595	\$18,996,663	\$12,587,366	\$808,567	\$0
	Group \$ transfer in/(transfer out):				(\$284)	58.6%	38.9%	2.5%	
	Group change %:				0.0%				
<b>Benefits (2000's)</b>									
	2000 Health Insurance	7,701,232	(2,637)		7,698,595	5,233,031	2,643,124	0	(177,560)
	2022 Premium Cost Share	(1,368,814)	0		(1,368,814)	(847,964)	0	(520,850)	0
	2001 Social Security	558,237	0		558,237	361,803	0	196,434	0
	2002 Medicare	466,950	0		466,950	274,782	0	192,168	0
	2003 Workers Compensation	238,335	(37,935)		200,400	200,400	0	0	0
	2004 Unemployment Compensation	37,065	(4,065)		33,000	30,254	2,746	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	639,795	0	371,105	0
	2010 Tuition Reimbursement	80,000	0		80,000	0	0	80,000	0
	2011 Life Insurance	54,054	5,946		60,000	38,962	21,038	0	0
	2012 Disability Insurance	15,306	(8,106)		7,200	4,248	2,952	0	0
	2014 Sick Bank	45,000	0		45,000	16,586	0	28,414	0
		\$9,114,764	(\$7,630)	\$0	\$9,107,134	\$6,267,562	\$2,669,860	\$347,272	(\$177,560)
	Group \$ transfer in/(transfer out):				(\$7,630)	68.8%	29.3%	3.8%	
	Group change %:				-0.1%				
<b>Professional &amp; Technical Services (3000s)</b>									
	3210 Contracted Services Educational	365,670	(106,053)		259,617	109,108	78,062	72,447	0
	3220/3221 Consulting Services	257,200	29,504		286,704	120,976	75,779	89,948	0
	3235 Testing	99,600	(5,160)		94,440	58,200	9,847	26,393	0
	3239 Other Pupil Services	182,075	(6,730)		175,345	98,114	64,981	12,250	0
	3303 Management Services	64,105	10,715		74,820	51,622	23,049	149	0

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT  
Feb-20

Period: 8 of 12

Object	Account	FY 20	Cumulative	Current Report	Adjusted	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	Balance
Series		Adopted Budget	Budget Adjustments	Budget Adjustments	Budget	Expended	Encumbered	Anticipated			
3304	License Fees-Facilities	3,500	0	0	3,500	1,135	240	2,125			0
3306	Legal Fees	250,000	0	0	250,000	267,047	0	(0)			(17,047)
3308	Police/Fire	89,013	0	0	89,013	51,414	32,549	5,050			0
3309	Professional Technical Services	166,579	8,436	1,732	175,015	126,669	23,168	25,177			0
3310	Sports Officials	52,049	0	0	52,049	52,049	0	0			0
		\$1,529,791	(\$69,289)	\$1,732	\$1,460,502	\$936,336	\$307,676	\$233,537			(\$17,047)
	Group \$ transfer in/(transfer out):				(\$69,289)						
	Group change %:				-4.5%						
<b>Property Services (4000s)</b>											
4200	Cleaning Services	756,109	0	0	756,109	507,867	248,243	(0)			0
4202	Rubbish Removal	55,020	(2,500)	0	52,520	27,082	25,361	97			0
4302	Equipment Repairs	125,960	(3,730)	0	122,230	69,928	26,519	25,783			0
4400	Equipment Rental	252,237	14,300	0	266,537	104,004	158,641	3,892			0
4401	Rental of Facilities	4,675	(200)	0	4,475	3,106	1,296	73			0
4500	Repair Allowance	204,400	80	0	204,480	137,615	8,668	58,197			0
4509	Septic Cleaning	40,000	2	0	40,002	33,634	6,367	0			0
4510	Asbestos Abatement	5,000	0	0	5,000	0	0	5,000			0
4514	Fire Alarm System	25,000	4,470	0	29,470	29,133	841	(504)			0
4518	Sewer System Plant Maintenance	93,162	0	0	93,162	62,175	30,987	0			0
4520	Service Contracts	142,688	(1,492)	0	141,196	82,192	41,044	17,960			0
4530	Parks & Recreation	64,372	0	0	64,372	25,016	39,356	0			0
4533	Glass Replacement	5,000	0	0	5,000	2,010	0	2,990			0
4534	Roof Repair	17,000	0	0	17,000	0	0	17,000			0
4535	Window Treatments	3,000	0	0	3,000	0	0	3,000			0
4539	Energy Management System	21,650	106	0	21,756	21,756	0	0			0
4540	Athletic Facilities Repairs	20,000	125,707	0	145,707	143,361	0	2,345			0
4541-4542/4550	Contracted Services	202,350	(7,864)	0	194,486	142,378	48,431	3,677			0
4543	Paving	11,300	0	0	11,300	4,800	0	6,500			0
4600	Special Projects	37,500	0	0	37,500	17,370	20,000	130			0
4602	Tree Service	7,500	5,230	0	12,730	12,730	0	0			0
4604	Snow Plowing	12,500	0	0	12,500	7,200	2,025	3,275			0
4605	Signage	2,500	(750)	0	1,750	1,081	0	669			0
4606	Sprinkler Repairs	3,000	6,574	0	9,574	8,011	1,231	332			0
4610	Playground Repairs	5,000	5,284	0	10,284	7,398	0	2,886			0
4701	Security System Monitoring	78,311	3,241	0	81,552	70,136	11,416	0			0
4702	Locks/Keys	8,500	1,693	0	10,193	9,966	82	144			0
		\$2,203,734	\$150,150	\$0	\$2,353,884	\$1,529,928	\$670,509	\$153,447			\$
	Group \$ transfer in/(transfer out):				\$150,150						
	Group change %:				6.8%						
<b>Other Services (5000s)</b>											
5100	Regular Transportation	1,359,639	255	0	1,359,894	1,331,045	21,784	7,064			0
5101	SPED Transportation	478,530	148,989	129,363	627,519	500,085	251,995	0			(124,560)
5104	Athletic Transportation	90,520	0	0	90,520	37,346	51,254	1,920			0

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

Feb-20

Period: 8 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
<b>Revenues (9000's)</b>										
		9200 Technology Revenue	(103,101)	0		(103,101)	(57,106)		(45,995)	0
		9201 Participation Fees, Athletics	(83,097)	0		(83,097)	(60,515)		(22,582)	0
		9202 Gate Receipts, Athletics	(16,000)	0		(16,000)	(15,914)		(86)	0
		9205 Excess Cost SPED	(536,300)	(129,363)	(129,363)	(665,663)	(453,260)		(212,403)	0
		9206 Pre School Tuition SPED	(100,000)	0		(100,000)	(78,876)		(21,124)	0
		9207 Regular Ed. Tuition	(29,769)	(38,383)		(68,152)	(54,429)	(13,723)	0	0
		9208 Revenue from Town for Fields	(55,580)	0		(55,580)	(24,801)		(30,779)	0
		9209 Parking Fees	(45,000)	0		(45,000)	(26,000)		(19,000)	0
		9210 Theater Receipts	(46,750)	0		(46,750)	(24,112)		(22,638)	0
		9212 Facility Use Rental	(17,500)	0		(17,500)	(2,706)		(14,794)	0
		9215 Medicaid Revenue	(15,000)	0		(15,000)	(3,219)		(11,781)	0
			(\$1,048,097)	(\$167,746)	(\$129,363)	(\$1,215,843)	(\$600,937)	(\$13,723)	(\$401,183)	\$0
		Group \$ transfer in/(transfer out):				\$	(167,746)			
		Group change %:					16%			
		<b>Total:</b>	<b>\$53,073,710</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,073,710</b>	<b>\$32,797,186</b>	<b>\$19,013,004</b>	<b>\$1,582,688</b>	<b>(\$319,167)</b>

WESTON PUBLIC SCHOOLS  
INTERNAL SERVICES FUND  
FOR HEALTH BENEFITS PROGRAM

Fiscal Year Ended	<u>Actual 2020</u>
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>	
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	\$ 289,408
Administrative Fees	\$ 12,923
Total Health Plan Costs (B)	<u>\$ 302,331</u>
Net Change (A-B)	<u><u>\$ (302,331)</u></u>
Fund balance June 30, 2020	\$ 1,235,026
Medical Cost	\$ -
Fund balance June 30, 2020	\$ 1,235,026

**Balance Sheet:**

## Assets:

Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357	
Year End Accounts Payable	\$ -	
Net Change	\$ (302,331)	
Total Assets		\$ 1,235,026
Beg Year Fund Balance	\$ 1,537,357	
Year to Date Net Change	\$ (302,331)	
Total Fund Balance		\$ 1,235,026
Total Liabilities + Fund Balance		\$ 1,235,026

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

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** March 26, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: Potential FY 21 Operating Budget Reductions**

**Submitted by: William McKersie**

**Document Summary/Purpose and/or Recommended Action:**

Potential FY 21 Operating Budget reduction information will be made public at the beginning of the Board of Education meeting.

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:** 3/26/20

**Information Only**

**Action Requested**

**Agenda Item Subject:** Proposed Adjustments to the FY21 Approved Budget

**Submitted by:** Phillip Cross

**Document Summary/Purpose and/or Recommended Action:**

**Following, for discussion and vote, please find a list of the proposed adjustments to the FY21 BOE approved budget.**

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**

**PROPOSED ADJUSTMENTS TO THE APPROVED BUDGET**

3.24.2020

DESCRIPTION	AMOUNT	CHANGE %	ADJUSTED GROWTH %
<b>FY 21 BOE approved budget (1/30/2020)</b>	<b>\$ 54,609,663</b>		<b>2.89%</b>
<b><u>Proposed Additional Reductions:</u></b>			
1) Health Insurance (Net)	(192,537)	-0.36%	2.53%
2) CO Personnel Reduction (Cabinet) above \$175,000	(21,191)	-0.04%	2.49%
3) Payroll Liabilities	(27,730)	-0.05%	2.44%
4) Electricity	(35,473)	-0.07%	2.37%
5) Diesel Fuel	(16,501)	-0.03%	2.34%
6) Curriculum & Instruction 0.4 Math CIL	(41,888)	-0.08%	2.26%
7) Additional Software Reduction	(36,900)	-0.07%	2.19%
<b><u>Revenue Adjustment</u></b>			
8) Shared Services Lost Revenue (WPD)	35,000	0.07%	2.26%
9) Medicaid reimbursement	9,000	0.02%	2.28%
<b>Total Proposed additional reductions</b>	<b>\$ (328,220)</b>	<b>-0.62%</b>	<b>2.28%</b>

**NOTES for Each Item:**

- 1) Based on the February 20th preliminary rate development from the Comptroller's office, the rate increase has been lowered from 10% to 6.5%.
- 2) At the 1/30/20 meeting, the Board approved a TBD \$175,000 reduction to a cabinet position at central office. The resignation of the Director of Human Resources and Internal Counsel resulted in an additional savings of \$21,191.
- 3) Payroll liabilities related to the resignation noted with Item #2.
- 4) The anticipated generation rate renewal will be lower than our initial estimate.
- 5) The per gallon rate was locked at a lower rate than initially estimated.
- 6) Administration (CO & Principals) advises not making this Targeted Investment for FY 21. We can cover essential work with current CIL FTE.
- 7) Additional software savings identified by adopting "open source" material.
- 8) There will be no shared services between the BOE and the Weston Police Dept because of the elimination of the Information Technology Coordinator.
- 9) Based on reimbursements in FY20, this adjustment will better align anticipated reimbursements to actuals.

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** March 16, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** February Curriculum Committee Minutes

**Submitted by:** Kenneth Crow

**Document Summary/Purpose and/or Recommended Action:**

February 2020 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**

February 19, 2020 9:00 a.m.

Central Office Conference Room

### **1. Call to Order**

The meeting was called to order at 9:00 a.m.

#### Present Committee Members:

Taffy Miller (Chairperson), Hillary Koyner, Gina Albert (by phone)

#### Present Administration:

William McKersie, Ph.D., Superintendent; Kenneth Craw, Ed.D., Assistant Superintendent; Lisa Wolak, WHS Principal; Dan Doak, WMS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal; Alex Bluestein, K-5 ELA and Social Studies CIL; Christine Cincotta, 6-12 ELA CIL

### **2. Review and discussion of annual Next Generation State Accountability Report**

Discussion:

- Dr. Craw provided background information on the Next Gen State Accountability Report.
- Each of the Principals commented on their respective schools and how they are using the information from the annual report to identify areas for growth and improvement.
- The principals also noted that areas where students are doing well serve to inform them on how to continually raise the bar.

### **3. Presentation and Discussion of K-8 Literacy Program**

Discussion:

- Ms. Bluestein and Ms. Cincotta provided a presentation on the Weston K-8 literacy program with special emphasis and on grades 5-8.
- The presenters discussed the workshop model of teaching English Language Arts.
- The impact of eliminating the sixth grade double block of ELA was presented and discussed.
  - Sixth grade serves as a bridge year between intermediate and middle school especially in ELA as 6<sup>th</sup> grade students go from 120 minutes of reading and writing per day in 5<sup>th</sup> grade to 86 minutes per day in 6<sup>th</sup> grade, which then goes down to 43 minutes in 7<sup>th</sup> grade.
  - Elimination of the double ELA block would affect the depth of teaching as the double block allows deeper learning into a topic and allows the teacher to teach the writing process.
  - The CILs, Principals and Assistant Superintendent have recommended to maintain the current 6<sup>th</sup> grade ELA structure, continue to study the double block structure and provide the Curriculum Committee with an update in the fall.

#### **4. Approval of January 2020 Minutes**

**Motion Passed:** passed with a motion by Taffy Miller and a second by Hillary Koyner.  
**2 Yeas - 0 Nays.**

#### **5. Other curricular issues**

No other items were put forth for discussion. Meeting was adjourned at 10:40 a.m.

Respectfully submitted,

June Curiano  
Administrative Assistant to the Assistant Superintendent

**Minutes  
Facilities Committee  
February 7, 2020**

Present:

Ruby Hedge, Committee Member  
Victor Escandon, Committee Member  
Phil Cross, Director of Finance and Operations  
Mike DelMastro, Director of Facilities

Absent:

Tony Pesco, Committee Chair  
Dr. William McKersie, Superintendent of Schools

Guests:

David Coprio, Weston Building Committee  
Richard Wolfe, Weston Building Committee  
Michelle Knapp, Weston Building Committee  
Greg Haythorn, Weston Resident

The meeting was called to order by Ms. Hedge at 9:14 a.m.

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

- Mr. DelMastro reported that he has met with the management team from the new cleaning company (Affineco) a couple of times and they have definitely been improving. They have assigned additional staff, at their own expense, to the District and that has made a difference. There are still a couple of issues, such as lights being left on, but no cleaning issues have been reported.

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

- Mr. DelMastro informed the Committee that he is still in the process of getting firm pricing for the portion of the floor that the District is responsible for paying for. Regarding the portion that Affineco damaged, he has a meeting scheduled with them on February 14<sup>th</sup> where he will review with them exactly what they will need to pay for. He also added that there is some flooring material left over from when the floor was

originally installed, and Mr. Wolfe added that the Building Committee would like to see the material. All work would most likely be completed over the summer.

The Committee discussed the following regarding the Sustainability Committee overview:

- Mr. DelMastro reported that the Sustainability Committee was formed by Michael Aitkenhead, a science teacher at the high school, and is composed of staff, residents, and a high school student as well. The committee's initial goal is to ensure that all recyclables such as plastic, paper and cardboard is being allocated to the proper location and going into the correct bins, which they are. They would also 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 and will be installed by the end of the month. They are planning on getting information out to the community. Ms. Hedge suggested that it may be a good idea to bring this through the Communication Committee as well.
- Mr. DelMastro added that the Sustainability Committee is also looking into composting options as well as bio-degradable utensils. Mr. Cross added that the committee should keep in mind that bio-degradable products cost more.
- Ms. Knapp added that while all of these efforts are admirable and moving in the right direction, the cost benefits are negligible and the District should be looking at large scale projects that would deliver a larger operating expense payback such as energy efficiency and filtering that leads to better in-door air quality.

The Committee discussed the following regarding a FY21 capital project update:

- Mr. DelMastro reported that regarding the two ongoing FY20 capital projects, both are proceeding as planned. The hot water heaters at the elementary and high school were tested the previous week and results should be available by the following week. Regarding the replacement of the chiller at Hurlbutt, it is on schedule to be repaired during the summer. A contractor is coming in to work on the design of the chiller itself and the project will be discussed at the next Building Committee meeting scheduled for the following week.
- Regarding the roof repair project at the high school, a walkthrough was conducted with the engineer, but the Building Committee was not happy with the breakdown which was presented, so the engineer will be coming back for another walkthrough, but they may end up using a different engineer if they are still unhappy after the second walkthrough.

The Committee discussed the following regarding a maintenance check list:

- Mr. DelMastro reported that he had a call with the vendor which provides the District's maintenance tracking software and there is a way for the software to keep track of all maintenance projects that need to be scheduled and completed. Mr. DelMastro will work on getting all preventative maintenance jobs entered into the system over the next several months.

The Committee discussed the following regarding the December and January minutes:

- The Committee approved the December and January minutes.

There being no further business to discuss, the Committee adjourned at 10:24 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

**Minutes  
Finance Committee  
February 12, 2020**

Present:

Gina Albert, Committee Chair

Ruby Hedge, Committee Member

Victor Escandon, Committee Member

Dr. William McKersie, Superintendent of Schools

Phil Cross, Director of Finance and Operations

Guest:

Tony Pesco, Weston Resident

The meeting was called to order by Ms. Albert at 9:06 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 (\$367,690). Encumbrances total \$22,627,325 against a budget of \$53,073,710. The current projected deficit is lower than reported in January as the District has been able to partially reduce the projected deficit through continued analysis of expenditures and opportunities for transfers.
- Mr. Cross added that legal expenses remain a budget challenge, and it has been an exceptional year for legal fees, and ongoing legal work will result in a higher than expected increase in legal fees for FY20. As of January, the budgeted amounts for legal fees for the year for both general and SPED counsel have been expended. It is difficult to estimate the remaining legal expenditures and as a result there is no amount encumbered for the remainder of the year. He estimates that the account may be over by \$100,000. Mr. Cross will monitor the fees and work on finding ways to mitigate upcoming expenditures and recommend monthly transfers as needed to cover costs.
- Mr. Cross informed the Committee that a second area of concern is health insurance, as there may not be enough money in the budget to cover the premiums. He will investigate this further.
- Mr. Cross informed the Committee that the report reflects transfers totaling \$208,709. Of these transfers, three are in excess of \$5,000. These include \$5,488 for library para-

educators salary adjustment, \$7,118 for professional services for the theater performance at WIS, and \$187,892 to cover the cost of mitigation for paras, both regular and SPED.

- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the current fund balance is \$1,269,875. He added that dental claims are still trending above average.

The Committee discussed the following regarding theater participation fees:

- The Committee agreed to discuss this item at the March meeting, but asked for comparative fees from other districts.

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

- The Committee approved the January minutes.

The Committee discussed the following regarding other business:

- Mr. Cross reported that the District was expecting to be awarded a grant in order to help allay the costs of security initiatives which were implemented the previous year. Unfortunately, the District was not awarded the grant and the District is short by \$95,857. Mr. Cross recommended using funds from the enterprise fund to cover the cost. The enterprise fund consists of profits earned through the foodservice program. Funds from here are used to pay for any foodservice expenses – such as kitchen repairs and upgrades. This would be the first time that the District has used these funds for anything outside of the school lunch program. The second option to cover the security shortfall is to ask the Town for a special appropriation.
- The Committee agreed that Mr. Cross should draft a memo regarding using the enterprise fund, and then bring it to the full Board in March for approval.

There being no further business to discuss, the meeting adjourned at 10:34 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

## **Policy Committee Meeting**

December 10, 2019 - Central Office Conference Room

### Members Present:

Melissa Walker  
Hillary Koyner  
Taffy Miller

### **1. Call to Order**

Melissa Walker called the meeting to order at 10:41am. In attendance were Lewis Brey, Director of Human Resources and Internal Counsel, William McKersie, Ph.D., Superintendent of Schools, Julianne Givoni, Assistant Principal - Weston High School, Sheryl Zulkeski, Nurse Supervisor, Jen Ryan, HR Specialist and Gina Albert, member of the public.

### **2. Approval of Minutes**

Discussion:

November minutes were approved.

### **3. Discussion of policies, regulations, and bylaws**

#### **3.A. New Policy and Administrative Regulation 5131.3, Alcohol, Drugs, Tobacco, E-Cigarettes, and Vapor Products**

Discussion: Mr. Brey began the discussion of Policy and Regulation 5131.3 by discussing the vaping epidemic facing schools and discussing if the current policy and regulation needed to be updated to focus more on a cessation program. The discussion then turned to reaching out to students in younger grades to reach them before they begin vaping. Mr. Brey was going to look into updating the policy to include adding an "Angel" option (which the Weston Police Department uses) for students who come forward asking for help with their addiction(s).

#### **3.B. Administrative Regulation 3324.1, Contracts**

Discussion: This regulation had not been reviewed by the committee since 1990 and all changes reflect current practice. Ms. Miller discussed the need for committee and or/Board oversight in certain contract cases, to be able to see the scope of certain projects. For now the committee agreed to leave the regulation with added changes and see if it needs to be re-examined at a later date. This regulation will go for a first reading at the December Board meeting.

#### **3.C. Policy 5120, Educational Stability Procedures for Transportation with the Department of Children and Families (New Policy)**

Discussion: Mr. Brey presented this policy to the committee as a work in progress. It is waiting for state approval on the process of DCF for moving foster children. Once it has been agreed upon, he will update the policy to reflect any and all changes.

### **4. Discussion of policies, regulations, and bylaws in future meetings**

Discussion: Future topics could include Animals in schools, and the Complaint Policy.

### **5. Adjourn 11:57am**