

# Board of Education Regular Meeting

Monday, April 27, 2020 6:00 PM

Via Conference Call 224-324-4465 PIN: 662 080 634#, 24 School Road, Weston, CT 06883-1623

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. EXECUTIVE SESSION

## III. RESUME PUBLIC SESSION

## IV. PLEDGE OF ALLEGIANCE

## V. APPROVAL OF MINUTES

## VI. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

VII. PUBLIC COMMENT- \*\*To participate in Public Comment, please visit the District website at [www.westonps.org](http://www.westonps.org), and under the Board of Education tab-Public Participation Guidelines, view the procedures and guidelines for Public Participation in Remote Board Meetings.

## VIII. NEW BUSINESS

A. COVID-19 Update

B. Discussion and Vote to Reinstate the Coordinator of Information Technology Position for FY 21

C. Discussion and Vote on Adds/Deletes/Changes to the 2020-21 Approved Calendar

D. Discussion and Vote on Proposed 2021-22 Calendar

E. Ninth FY 2020 Financial Update and Approval of Transfers

F. Non-Renewal of Long Term Substitute Teachers

G. Non-Renewal of Long Term Building Substitute Teachers

H. Non-Renewal Reduction in Force-Teachers

## IX. SUPERINTENDENT'S REPORT

A. District Update

## X. 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

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

A. Regular Session on May 18 at 6:00 p.m.

B. Review of Pending Agenda Items for Next Meeting

**XII. ADJOURNMENT**

**Board of Education Regular Meeting**

March 26, 2020 6:00 PM

Via Conference Call:

662-747-1055 PIN:148 661 473#

**Attendance Taken at 6:00 PM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Hillary Koyner

Updated Attendance:

Taffy Miller was updated to present at: 6:08 PM

Victor Escandon was updated to present at: 6:16 PM

**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**

**Motion Passed:** Move that Weston Board of Education suspend for the March 26, 2020 Board meeting only, to facilitate development of appropriate procedures for welcoming public comment in remote Board meetings going forward, the following provision in Policy 1120: The Board of Education welcomes participation of interested organizations and individuals. Move further that Weston Board of Education suspend for the duration of the period in which the Board continues to meet remotely as permitted by Executive Order 7B, to enable implementation of appropriate procedures for welcoming public comment in remote Board meetings, the following provision in Board Bylaw 9325(a): Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. Move further that Weston Board of Education authorize the Superintendent of Schools to develop appropriate procedures for welcoming public comment in remote Board meetings. Passed with a motion by Gina Albert and a second by Ms. Hillary Koyner.

**5 Yeas - 0 Nays.**

**IV. APPROVAL OF MINUTES**

**Motion Passed:** Move that the Weston Board of Education approve the Executive Session and Regular Session minutes from February 24, 2020; passed with a motion by Gina Albert and a second by Ms. Hillary Koyner.

**5 Yeas - 0 Nays.**

**V. PUBLIC COMMENT**

Discussion:

There was no public comment.

## **VI. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

Discussion:

Both Graham Fay and Chelsea Greenburg updated the Board regarding all that is going on within Weston High School. Distance learning classes began on Monday via Zoom, Google Meets or Canvas and able to meet with teachers.

Virtual lunches with the Administrators will be taking place with the Seniors on Monday, Juniors on Tuesday, Sophomores on Wednesday, Freshman on Thursday and the WHS Staff on Friday. Also on Friday will be a Trojan virtual spirit Day. Students are encouraged to send in pictures of themselves to post on the school's Instagram account, filling it with good news.

Graham and Chelsea conveyed their appreciation for everything that the teachers and administrators have been doing and believe that distance learning is working much better than expected.

## **VII. NEW BUSINESS**

### **VII.A. Retirements**

#### **VII.A.1. Retirement of Monika Edman, Assistant Director of Pupil Personnel Services**

**Motion Passed:** Move that the Weston Board of Education acknowledge the retirement of Monika Edman, Assistant Director, Pupil Personnel Services, effective March 31, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

### **VII.B. Resignations**

#### **VII.B.1. Resignation of Lewis Brey, Director of Human Resources and Internal Counsel**

**Motion Passed:** Move that the Weston Board of Education acknowledge the resignation of Lewis Brey, Director of Human Resources and Internal Counsel, effective March 13, 2020; passed with a motion by Gina Albert and a second by Melissa Walker.

**7 Yeas - 0 Nays.**

#### **VII.B.2. Resignation of Craig Tunks, Director of Digital Learning and Technology**

**Motion Passed:** Move that the Weston Board of Education acknowledge the resignation of Craig Tunks, Director of Digital Learning and Technology, effective June 30, 2020; passed with a motion by Ruby Hedge and a second by Gina Albert.

**7 Yeas - 0 Nays.**

### **VII.C. COVID-19 Distance Learning Report**

Discussion:

Dr. Craw updated the Board with all the great work that is being done both within the District and by parents. The District began by providing Extended

Learning Opportunities, with the Curriculum Instructional Leaders identifying the most important learning to be done.

Much work was done with the teachers at Hurlbutt Elementary School as they did not have the need for individual Google pages. They have worked very hard to create classroom pages, enabling them to post their learning opportunities there. Weston Middle School and Weston High School has structured schedule for student.

Mr. Rizzo reiterated the work that special education teachers have done to move from in-person to a distance learning platform. Each student and their needs were assessed by the special education staff in order to work on individual needs and how best to accomplish the work with students.

The Board discussed district learning amongst themselves and with the District Administration.

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

Discussion:

Dr. McKersie reviewed his memorandum regarding the calendar implications due to the Coronavirus and the District closing. He spoke about the April Recess and what would it look like given the number of days the students have been away from school.

Dr. Craw spoke about structures that we are looking to implement, allowing teachers time to collaborate with their peers on technical training or planning their curriculum.

The Board discussed what would be an appropriate time for a revised April Recess.

**Motion Passed:** Move that the Weston Board of Education modify the 2019-20 Spring Vacation from the currently scheduled days of April 10-17, 2020 to a shortened Spring Vacation on April 9, April 10 and 13. We recommend that the administration strive to have the resulting five-day weekend be completely free of WPS work requirements; passed with a motion by Ruby Hedge and a second by Gina Albert.

**7 Yeas - 0 Nays.**

#### **VII.E. Discussion of School Start and End Time Recommendation**

Discussion:

Dr. McKersie brought to the Board the option of postponing any additional review and subsequent decision regarding the topic of School Start and End Time until the fall.

The District is focused on distance learning during this time and through this, may also provide new approaches on the subject.

The District would look for August 2021 as the start for any changes to its school start and end times.

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

Discussion:

Dr. Crow reviewed three calendars, the current 2019-20 Calendar, the 2020-21 Approved Calendar and the 2021-22 Proposed Calendar with the Board. Any changes to the previously Approved 2020-21 Calendar and the Proposed 2021-22 Calendar will be voted on during the April Board Meeting.

#### **VII.G. Eighth FY 20 Financial Update and Approval of Transfers**

Discussion:

Mr. Cross presented the update for the eighth FY 20 Financial Update with transfers totaling \$131,275, seven of which were in excess of \$5,000.

Mr. Cross will be in a better position at the next Finance Committee meeting to update the Board as to the financial impact the closure has had on the District.

A question was asked with regard to our Chartwells contract and financial obligations, given that the cafeterias are not in service.

**Motion Passed:** Move that the Weston Board of Education approve the eighth FY 20 Financial Update; passed with a motion by Gina Albert and a second by Ms. Hillary Koyner.

**7 Yeas - 0 Nays.**

#### **VII.H. Potential FY 21 Operating Budget Reductions**

Discussion:

Dr. McKersie spoke to the Board regarding the additional reductions and indicated that there are seven suggested reductions presented. Mr. Cross reviewed the suggested reductions in more detail.

Dr. Pesco updated the Board on the new budget process that will take place. There will no longer be an ATBM and Referendum. On April 25, some form of public comment on the recommended budget will take place. This is expected to be conducted remotely. On April 30, the Board of Finance will meet to discuss the recommended budget and on May 7, the Board of Selectman will direct the Board of Finance to set the budget and mill rate.

**Motion Passed:** Move that the Weston Board of Education recommend to reduce the FY 21 Operating Budget by an additional \$328,220, with items to include the list in the record; passed with a motion by Gina Albert and a second by Melissa Walker.

**7 Yeas - 0 Nays.**

### **VIII. SUPERINTENDENT'S REPORT**

#### **VIII.A. District Update**

Discussion:

Dr. McKersie commented on the great work that has been accomplished by the staff and Administrators over the past few weeks.

**IX. COMMITTEE REPORTS**

Discussion:

The Board discussed with Mr. Cross scheduling a workshop to debrief and review the budget process. He suggested that in a few weeks he will be in a better place to schedule the workshop.

All Board Committees are continuing to be held and will do virtually.

**IX.A. Communications Committee**

**IX.B. Curriculum Committee**

**IX.C. Facilities Committee**

**IX.D. Finance Committee**

**IX.E. Policy Committee**

**IX.F. Negotiations Committee**

**IX.G. CES**

**IX.H. CAFE**

**IX.I. Weston Education Foundation**

**X. WRITTEN REPORTS**

**X.A. Principals' Reports-Not presented in March**

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

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

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

**XII. ADJOURNMENT**

**Motion Passed:** The meeting was adjourned at 8:52 p.m.; passed with a motion by Anthony Pesco and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** April 27, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** COVID-19 Update

**Submitted by:** William McKersie

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

Dr. McKersie to provide a verbal update on COVID-19 to the Board of Education.

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:** April 27, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: Discussion and Vote to Reinstate the Coordinator of Information Technology Position for FY 21**

**Submitted by: William McKersie**

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

Dr. McKersie and Mr. Cross have provided a document for discussion and vote, recommending the reinstatement of the Coordinator of Information Technology position for FY 21.

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

To: WPS Board of Education  
From: William S. McKersie, Ph.D., Superintendent  
Philip Cross, Director of Finance & Operations  
Date: April 27, 2020  
Subject: Recommended Reinstatement of Coordinator of Information Technology

### **Background**

During the Board of Education's review of the FY 21 Operating Budget, a significant set of reductions were adopted by the Board of Education (BOE). The reductions deepened following the formal adoption of the FY 21 Operating Budget on January 30, 2020. These additional cuts were necessitated by requests for more fiscal austerity by the Board of Selectmen and Board of Finance.

As of April 15, 2020, when the BOE submitted the Final FY 21 Operating Budget to the ATBM/BOF for the Town of Weston vote, the total request of \$54,281,443 reflected cuts totaling \$1,740,505. While major cuts, the reductions minimally affect the District's core curricular and co-curricular programs. The reduction process included good collaboration between the BOE and administration.

One of the larger single reductions was the elimination of the Coordinator of Information Technology. As all understood, this was a difficult cut to make, given it is the second-ranking position in the Information Technology department. The cut was made with the understanding that the responsibilities of the position would be distributed elsewhere in the Educational Technology (ET) and Information Technology (IT) department. Some work would be distributed up to the Director of Digital Learning and Technology, with major amounts of work distributed across the two remaining IT staff in the central office and each of the school's IT technicians.

A major change to these transition plans occurred when Dr. Craig Tunks, Director of Digital Learning & Technology, subsequently announced on March 14, 2020, that he was leaving the WPS effective June 30, 2020. The result is that as of June 30, 2020, we will be without the two top administrators for IT, right when we are in the midst of Distance Learning as possibly our primary means of delivering teaching and learning. I say "possibly" in that we hope to be back to regular schooling in the 2020-21 school year, but we have to be prepared for a return to Distance Learning at least on an episodic basis throughout the school year. In this tenuous time, when educational technology and information technology are so vital, we would have no continuity or institutional memory leading or managing the ET and IT departments.

We are actively seeking a new Director of Digital Learning & Technology. We have potential external and internal candidates emerging, and we are encouraging individuals known to be strong. However, we already know that there is a reticence among candidates to apply without the Coordinator of Information Technology, a position seen as essential for at least one year while the new Director gets up to speed and determines the best structure and distribution of responsibilities.

### **Recommendation**

We recommend that the Board of Education reinstate the Coordinator of Information Technology for the FY 21 school year. The position would only be reinstated for one school year.

A decision would be made during the FY 22 Budget Development process by the Board of Education as to plans for the position in future years. The decision would be based on guidance from the new Director of Digital Learning & Technology, Assistant Superintendent of Curriculum & Instruction, and Superintendent of Schools.

If the BOE approves the reinstatement, the incumbent in the position, who has the first right to the position if it is reinstated, would be advised that the position has been extended for only one year, with a review of the future status during the FY 22 Budget process.

Below is the financial analysis of the impact on the FY 21 Operating Budget of reinstating the Coordinator of Information Technology. As shown, we would make an offsetting reduction of \$131,034 in order to keep the total budget at \$54,281,443, with the year-to-year growth 2.28 percent. We would identify the offset(s) as we proceed during FY 21, and bring a recommendation to the BOE when ready.

<b>WESTON PUBLIC SCHOOLS</b>			
<b>RECOMMENDED ADJUSTMENTS TO THE FY 21 BOE APPROVED OPERATING BUDGET</b>			
27-Apr-20			
<i>DESCRIPTION</i>	<i>AMOUNT</i>	<i>CHANGE %</i>	<i>ADJUSTED GROWTH %</i>
<b><i>FY 21 Adjusted BOE Approved Operating Budget (3/26/20)</i></b>	<b>\$ 54,281,443</b>		<b>2.28%</b>
Reinstate Information Technology Coordinator - District-Wide	97,109	0.18%	2.46%
Reduce Health Insurance	26,496	0.05%	2.51%
FICA	7,429	0.01%	2.52%
TBD -Reduction to offset reinstatement of IT Coordinator	(131,034)	-0.25%	2.28%
Total Cost to Reinstate IT Coordinator	(0)	0.00%	2.28%
<b><i>FY 21 Adjusted BOE Approved Operating Budget</i></b>	<b>\$ 54,281,443</b>		<b>2.28%</b>

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** April 27, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: Discussion and Vote on Adds/Deletes/Changes to the 2020-21 Approved Calendar and Discussion and Vote on Proposed 2021-22 Calendar**

**Submitted by: William McKersie**

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

Backup documentation to include memorandum for final recommendations of the Approved 2020-21 Calendar and Proposed 2021-22 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**

April 27, 2020

TO: Weston Board of Education  
FROM: William S. McKersie, Ph.D., Superintendent  
RE: Final Recommendations for Revised and New Calendars (2020-21 and 2021-22)

**Background**

Following the Board of Education Regular Meeting on March 26, 2020, the Approved 2020-21 Calendar is presented with modifications for approval and 2021-22 Calendar is presented for approval.

The final 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. After discussion with the Board of Education at its March 26, 2020 meeting, additional changes have been made to the Approved 2020-21 Calendar and new 2021-22 Calendar. 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.

2. Modification 2 (2019-20):

The Superintendent has modified the calendar to reflect changes in Spring Recess, which is now scheduled from April 9-13.

3. Modification 3 (2019-20):

The Superintendent has modified the calendar to reflect the addition of four Flex Days to the 2019-20 Calendar: April 16, April 28, May 14 and May 28.

4. Modification 4 (2019-20):

The Superintendent has modified the calendar to reflect the Last Day of School for Students and Staff as June 12, 2020.

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

The 2020-21 Calendar was approved by the BOE at its April 29, 2019 meeting. The adjustments to the 2020-21 Calendar are as follows:

1. Modification 1 (2020-21):

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.

2. Recommendation 1 (2020-21):

Add Early Dismissal/Professional Development – Thursday, January 28

3. Recommendation 2 (2020-21):

Remove Early Dismissal/Professional Development – Wednesday, February 10

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

The recommended Calendar for 2021-22 is similar to the 2020-21 Calendar and the modified Calendar for 2019-20. The adjustments to the 2021-22 Calendar since reviewing on March 26, 2020 are as follows:

1. Modification 1 (2021-22):

Modify to correct the representation of February Recess to February 17 and 18.

2. Modification 2 (2021-22):

Modify to correct the representation of President's Day to February 21.

### **ATTACHMENTS**

- 1) March 26, 2020 Memorandum to Board of Education
- 2) Current 2019-20 Calendar (approved April 23, 2018), Updated April 22, 2020
- 3) Approved 2020-21 Calendar, Updated April 22, 2020
- 4) Recommended 2021-22 Calendar, Updated April 22, 2020
- 5) Calendar Committee Minutes from January 28, 2020 and February 24, 2020



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

# 2019-2020 School Calendar-REVISED 4-22-20

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 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	Campus Closure Begins
March 16	Phase 1 Distance Learning Begins
March 23	Phase 2 Distance Learning Begins
April 8	Passover
April 10	Good Friday
April 9-13	Spring Recess
April 14	Phase 3 Distance Learning Begins
April 16	Flex Day
April 28	Flex Day
May 14	Flex Day
May 25	Memorial Day
May 28	Flex 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 Last Day of School for Students & Staff
Staff	Special Early Dismissal as Follows: WMS and WHS: 10:00 a.m. Dismissal

# Weston Public Schools

**JULY**

Su	M	Tu	W	Th	F	Sa
1	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			

**AUGUST (4)**

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

**SEPTEMBER (19)**

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					

**OCTOBER (21)**

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		

**NOVEMBER (17)**

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

**DECEMBER (15)**

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				

**JANUARY (21)**

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

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**MARCH (22)**

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**APRIL (15)**

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**MAY (20)**

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**JUNE (9)**

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First Day of School		No Students or Teachers, BOE Offices Open		Campus Closure Begins	
Last Day of School		No Students or Teachers, BOE Offices Closed		Early Dismissal — See Legend at Left	
District Teacher Day — No Students		Flex Day		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 4-22-20**

# 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
January 28	<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**

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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)**








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**MAY (20)**

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**JUNE (8)**

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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-REVISED 4-22-20

# Weston Public Schools

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 17-18	February Recess
February 21	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

**JULY**

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**AUGUST (4)**

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**SEPTEMBER (19)**

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**OCTOBER (19)**

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**NOVEMBER (18)**

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**DECEMBER (17)**

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**JANUARY (20)**

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**FEBRUARY (17)**

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**MARCH (22)**

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**APRIL (16)**








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**MAY (21)**

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**JUNE (7)**

Su	M	Tu	W	Th	F	Sat
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First Day of School		No Students or Teachers, BOE Offices Open	
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		Delayed Opening — See Legend at Left	

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 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:** 4/27/20

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the March 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 March 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>



April 14, 2020

**TO:** BOE Finance Committee

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

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

Below is a summary report of the FY 20 Budget through March 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 Available</b>	<b>Previous Month Balance</b>
Salaries (1000's)	\$32,305,462	\$21,593,322	\$10,116,693	\$595,448	\$0	\$0
Benefits (2000's)	\$9,188,657	\$7,637,891	\$1,522,804	\$210,533	(\$182,571)	(\$177,560)
Professional Services (3000's)	\$1,570,677	\$1,107,103	\$301,359	\$127,216	\$35,000	(\$17,047)
Property Services (4000s)	\$2,353,884	\$1,644,783	\$577,150	\$63,202	\$68,749	\$0
Other Services (5000s)	\$5,681,067	\$3,994,375	\$1,605,085	\$15,417	\$66,190	(\$124,560)
Supplies (6000s)	\$2,661,757	\$1,963,689	\$464,476	\$134,860	\$98,732	\$0
Equipment (7000s)	\$394,227	\$336,734	\$7,509	\$49,984	\$0	\$0
Other Objects (8000s)	\$133,824	\$106,674	\$13,110	\$1,039	\$13,000	\$0
Revenue (9000s)	(\$1,215,843)	(\$846,910)	(\$29,323)	(\$257,976)	(\$81,634)	\$0
<b>Total</b>	<b>\$53,073,710</b>	<b>\$37,537,660</b>	<b>\$14,578,862</b>	<b>\$ 939,722</b>	<b>\$17,466</b>	<b>(\$319,167)</b>

There were transfers totaling \$438,515.22 with seven (7) in excess of \$5,000 for BOE approval. The transfers are:

1. \$74,276 - SPED out of district transportation
2. \$26,000 - Monthly septic system treatment & pumping
3. \$11,235 - Custodial supplies through year end
4. \$126,214.27 - Districtwide legal fees
5. \$98,586.86 - Districtwide LOA subs
6. \$10,142 - HS Extra work duties to cover LOA
7. \$81,523 - Unanticipated Pension Contribution Cost

For the past several months, we have reported an end of year deficit. Among the unanticipated expenditures, as we have been updating the BOE monthly, are:

- the increased legal fees
- hiring of additional SPED personnel
- increased out of district transportation costs
- increased enrollment census for health insurance
- increased payroll expense liability.

The task of mitigating all of these of additional expenditures has been daunting. Over these past months, we have diligently reviewed encumbrances and questioned the need for all expenditures. To ultimately achieve our goal of a balanced budget for FY 20, we will have to freeze accounts. We have taken a similar step each of the past three years. The account freeze will limit new expenditures to only those that are absolutely necessary. In addition to freezing of accounts, the current mandated school closure due to COVID-19, will offer additional opportunities to reduce the deficits.

The Governor had mandated that all schools be closed until April 20, 2020. Last Thursday, April 9<sup>th</sup>, 2020, the Governor ordered that schools should remain closed for an additional four weeks. With this new order, school will remain closed until May 20, 2020. The new date of school closure is important for many reasons. From a financial viewpoint, it clarifies what our obligations are to our many vendors.

So where are we today? We have identified several areas of potential savings that can be used to mitigate all of our current deficits. We will submit recommended budget transfer at our next meeting to address the FY 20 budget shortfall.

**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)	<u>\$ -</u>
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Expenditures

Delta Dental:

Claims	\$ 321,353
Administrative Fees	\$ 16,673
Total Health Plan Costs (B)	\$ 338,026

Net Change (A-B)	<u>\$ (338,026)</u>
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Fund balance June 30, 2020 \$ 1,199,331

Medical Cost \$ -

Fund balance June 30, 2020 \$ 1,199,331

**Balance Sheet:**

Assets:

Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357
Year End Accounts Payable	\$ -
Net Change	\$ (338,026)
Total Assets	<u>\$ 1,199,331</u>

Beg Year Fund Balance	\$ 1,537,357
Year to Date Net Change	\$ (338,026)
Total Fund Balance	<u>\$ 1,199,331</u>

Total Liabilities + Fund Balance	\$ 1,199,331
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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*

**MARCH BUDGET TRANSERS**

To	Theater Stipends	\$ 2,975.00	
FROM	Theater Professional Services		\$ 2,719.48
FROM	Theater Materials		\$ 255.52

*District Employees stipend*

TO	Admin Dues & Fees	\$ 262.50	
FROM	Admin Office Materials		\$ 262.50

*District PR Brochures*

TO	WIS Dues & Fees	\$ 320.00	
FROM	WIS Professional Services		\$ 320.00

*Membership Dues*

TO	Technology Equipment	\$ 4,200.00	
FROM	C & I Materials		\$ 2,000.00
FROM	C & I Office Supplies		\$ 2,200.00

*WHS Smart Board*

TO	SPED Transportation	\$ 74,265.00	
FROM	SPED Tuition		\$ 72,405.00
FROM	WMS Tuition		\$ 1,860.00

*To cover SPED Transportation*

TO	HS Dues & Fees	\$ 35.00	
FROM	HS W/L Books		\$ 35.00

*Latin Teacher membership fees*

TO	Septic System Cleaning	\$ 26,000.00	
FROM	Special Projects		\$ 20,130.00
FROM	Sow Plowing		\$ 3,275.00
FROM	Glass Replacement		\$ 2,595.00

*Monthly Septic treatment & Pumping*

TO	Custodial Supplies (WMS,WHS,CO)	\$ 11,235.49	
FROM	Custodial Supplies (WIS,HES)		\$ 2,577.75
FROM	Maintenance Materials		\$ 8,657.74

*Purchase of Custodial Supplies*

**MARCH BUDGET TRANSERS**

---

TO	Legal Fees	\$ 45,372.37	
FROM	Heating Oil		\$ 23,694.00
FROM	Electricity		\$ 21,678.37
	<i>To Cover Legal Fees</i>		
TO	Legal Fees	\$ 72,257.00	
FROM	District Consulting		\$ 13,000.00
FROM	Tuition		\$ 59,257.00
	<i>To Cover Legal Fees</i>		
TO	Fire Alarm Systems	\$ 2,756.00	
FROM	Asbestos Abatement		\$ 2,756.00
	<i>Repairs to Fire Alarm System</i>		
TO	Certified Staff <i>To Cover LOA Subs (HES,WMS,WHS)</i>	\$ 98,586.86	
TO	Pension Contributions <i>To Cover Unexpected Pension Cost</i>	\$ 81,523.00	
TO	WHS Social Studies <i>Extra Duties relating to LOA</i>	\$ 10,142.00	
TO	Legal Fees <i>To Cover Legal Fees</i>	\$ 8,585.00	
FR	Certified Staff-District Admin		\$ 55,538.00
	Certified Staff-SHS Teacher		\$ 35,321.00
	HS Teacher		\$ 1,374.00
	SPED Teacher (HES)		\$ 4,155.00
	SPED Teacher (WMS)		\$ 13,875.00
	SPED -Speech & Hearing		\$ 50,376.00
	Psychologist		\$ 38,197.86
		\$ 438,515.22	\$ 438,515.22

**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	\$ -
Total Revenues (A)	<u>\$ -</u>
Expenditures	
Delta Dental:	
Claims	\$ 321,353
Administrative Fees	\$ 16,673
Total Health Plan Costs (B)	\$ 338,026
Net Change (A-B)	<u>\$ (338,026)</u>
Fund balance June 30, 2020	\$ 1,199,331
Medical Cost	\$ -
Fund balance June 30, 2020	<b>\$ 1,199,331</b>

<b>Balance Sheet:</b>		
Assets:		
Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357	
Year End Accounts Payable	\$ -	
Net Change	\$ (338,026)	
Total Assets		\$ 1,199,331
Beg Year Fund Balance	\$ 1,537,357	
Year to Date Net Change	\$ (338,026)	
Total Fund Balance		\$ 1,199,331
Total Liabilities + Fund Balance		\$ 1,199,331

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

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

Mar-20

Period: 9 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 Available
<b>WESTON PUBLIC SCHOOLS</b>											
<b>Salaries &amp; Wages (1000s)</b>											
		Certified Staff	25,278,541	(275,911)	(90,108)	25,002,630	16,446,402	8,383,883	172,345	25,002,630	0
		Non Certified Staff	6,057,273	(44,938)		6,012,335	4,324,445	1,625,883	62,007	6,012,335	0
		Overtime	187,700	3,233		190,933	152,990	0	37,943	190,933	0
		Certified Stipends	842,981	(686)	2,975	842,295	519,633	62,928	259,735	842,295	0
		Non Certified Stipends	262,378	(5,108)		257,270	149,852	43,999	63,419	257,270	0
		Turnover Savings	(318,013)	318,013		0	0	0	0	0	0
		Salary Differential	82,020	(82,020)		0	0	0	0	0	0
		Group \$ transfer in/(transfer out):	\$32,392,880	(\$87,417)	(\$87,133)	\$32,305,462	\$21,593,322	\$10,116,693	\$595,448	\$32,305,462	\$0
		Group change %:			-0.3%		66.8%	31.3%	1.8%	100.0%	
<b>Benefits (2000's)</b>											
		2000 Health Insurance	7,701,232	(2,637)		7,698,595	6,545,643	1,330,512	(0)	7,876,155	(177,560)
		2022 Premium Cost Share	(1,368,814)	0		(1,368,814)	(968,600)	0	(400,214)	(1,368,814)	0
		2001 Social Security	558,237	0		558,237	406,360	0	151,877	558,237	0
		2002 Medicare	466,950	0		466,950	311,198	0	155,752	466,950	0
		2003 Workers Compensation	238,335	(37,935)		200,400	200,400	0	5,011	205,411	(5,011)
		2004 Unemployment Compensation	37,065	(4,065)		33,000	30,292	2,708	0	33,000	0
		2005 Early Retirement Incentive	276,499	39,167		315,666	315,665	0	1	315,666	0
		2007 Pension Contributions	1,010,900	81,523	81,523	1,092,423	718,207	111,553	262,662	1,092,423	0
		2010 Tuition Reimbursement	80,000	0		80,000	0	65,000	15,000	80,000	0
		2011 Life Insurance	54,054	5,946		60,000	48,857	11,143	0	60,000	0
		2012 Disability Insurance	15,306	(8,106)		7,200	5,312	1,888	0	7,200	0
		2014 Sick Bank	45,000	0		45,000	24,556	0	20,444	45,000	0
		Group \$ transfer in/(transfer out):	\$9,114,764	\$73,893	\$87,523	\$9,188,657	\$7,637,891	\$1,522,804	\$270,533	\$9,371,228	(\$182,571)
		Group change %:			0.8%		83.1%	16.6%	2.3%	102.0%	
<b>Professional &amp; Technical Services (3000s)</b>											
		3210 Contracted Services Educational	365,670	(106,053)		259,617	114,157	74,083	36,378	224,617	35,000
		3220/3221 Consulting Services	257,200	16,504	(13,000)	273,704	183,887	57,868	31,948	273,704	0
		3235 Testing	99,600	(5,160)		94,440	59,612	9,313	25,515	94,440	0
		3239 Other Pupil Services	182,075	(6,730)		175,345	136,862	26,233	12,250	175,345	0
		3303 Management Services	64,105	10,715		74,820	61,006	13,665	149	74,820	0



WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

Mar-20  
Period: 9 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 Projected to EOY	FY 2020 Balance Available
<b>Series</b>										
5202 Athletic Insurance		29,939	(13,289)		16,650	16,650	0	0	16,650	0
5205 Property Insurance		104,375	(6,540)		97,835	97,835	0	516	97,835	0
5300 Communications		86,000	816		86,816	53,567	32,833	416	86,816	0
5400 Postage		23,467	10,366		33,833	25,761	8,872	(800)	33,833	0
5500 Advertising		8,000	(1,025)		6,975	5,865	0	1,110	6,975	0
5501 Printing		21,633	5,930		27,563	11,866	6,800	3,897	22,563	5,000
5600 Tuition		2,936,536	(133,522)	(133,522)	2,803,014	1,438,791	1,364,222	1	2,803,014	0
5605 Tuition-ESS		287,228	0		287,228	257,499	28,611	0	286,110	1,118
5800,5802-5880 Travel & Conference		63,182	3,862		67,044	37,730	6,317	(0)	44,047	22,997
5801 Mileage Reimbursement		12,355	0		12,355	5,490	1,098	768	7,355	5,000
5900 Other Purchased Services		6,700	900		7,600	2,528	2,998	0	5,525	2,075
		\$5,631,794	\$49,273	(\$59,257)	\$5,681,067	\$3,994,375	\$1,605,085	\$15,417	\$5,614,877	\$66,190
	Group \$ transfer in/(transfer out):				\$49,273	70.3%	28.3%	0.3%	98.8%	
	Group change %:				0.9%					
<b>Supplies &amp; Materials (6000's)</b>										
6110 Materials		537,246	(13,780)	(2,256)	523,466	348,374	64,299	60,792	473,466	50,000
6120 Office Materials		39,510	(2,467)	(2,463)	37,044	17,202	7,753	12,089	37,044	0
6130 Maintenance Materials		178,500	(18,138)		160,362	98,107	29,890	12,365	140,362	20,000
6131 Custodial Materials		77,000	8,658		85,658	74,660	10,997	0	85,658	0
6132 Security Materials		20,100	(445)		19,655	16,200	0	3,455	19,655	0
6140 Software		512,469	0		512,469	456,183	10,127	46,159	512,469	0
6270 Diesel Fuel		91,031	0		91,031	67,277	13,151	0	80,428	10,603
6410 Books		171,269	(1,035)	(35)	170,234	125,701	27,603	0	153,305	16,929
6510 Heating Oil		392,894	(23,694)	(23,694)	369,200	280,675	88,525	0	369,200	0
6520 Electricity		710,317	(21,678)	(21,678)	688,639	477,782	210,856	0	688,639	0
6530 Propane gas		4,000	0		4,000	1,526	1,274	0	2,800	1,200
		\$2,734,336	(\$72,579)	(\$50,125)	\$2,661,757	\$1,963,689	\$464,476	\$134,860	\$2,563,025	\$ 98,732
	Group \$ transfer in/(transfer out):				(\$72,579)	73.8%	17.4%	5.1%	96.3%	
	Group change %:				-2.7%					
<b>Equipment (7000's)</b>										
7300 Equipment		390,027	4,200	4,200	394,227	336,734	7,509	49,984	394,227	0
		\$390,027	\$4,200	\$4,200	\$394,227	\$336,734	\$7,509	\$49,984	\$394,227	\$ -
	Group \$ transfer in/(transfer out):				\$4,200	85.4%	1.9%	12.7%	100.0%	
	Group change %:				1%					
<b>Other Objects (8000's)</b>										
8100 Dues, Fees and Memberships		97,087	9,342	618	106,429	88,345	6,039	44	94,429	12,000
8900 Other Objects		27,395	0		27,395	18,329	7,071	995	26,395	1,000
		\$124,482	\$9,342	\$618	\$133,824	\$106,674	\$13,110	\$1,039	\$120,824	\$ 13,000
	Group \$ transfer in/(transfer out):				\$9,342	79.7%	9.8%	0.8%	90.3%	
	Group change %:				7.5%					
<b>Revenues (9000's)</b>										
9200 Technology Revenue		(103,101)			(103,101)	(102,106)	0	0	(102,106)	(995)

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

Mar-20

Period: 9 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 Projected to EOY	FY 2020 Balance Available
9201	Participation Fees, Athletics	(83,097)			(83,097)	(60,515)	0	0	(60,515)	(22,582)
9202	Gate Receipts, Athletics	(16,000)			(16,000)	(15,914)	0	0	(15,914)	(86)
9205	Excess Cost SPED	(536,300)	(129,363)		(665,663)	(453,260)	0	(212,403)	(665,663)	0
9206	Pre School Tuition SPED	(100,000)			(100,000)	(78,876)	0	0	(78,876)	(21,124)
9207	Regular Ed. Tuition	(29,769)	(38,383)		(58,152)	(54,429)	(13,723)	0	(68,152)	0
9208	Revenue from Town for Fields	(55,580)			(55,580)	(24,801)	0	(30,779)	(55,580)	0
9209	Parking Fees	(45,000)			(45,000)	(26,000)	(13,600)	0	(39,600)	(5,400)
9210	Theater Receipts	(46,750)			(46,750)	(24,112)	0	(14,794)	(24,112)	(22,638)
9212	Facility Use Rental	(17,500)			(17,500)	(2,706)	0	0	(17,500)	0
9215	Medicaid Revenue	(15,000)			(15,000)	(4,191)	(2,000)	0	(6,191)	(8,809)
		(\$1,048,097)	(\$167,746)	\$0	(\$1,215,843)	(\$846,910)	(\$29,323)	(\$257,976)	(\$1,134,209)	(\$81,634)
	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>\$37,537,660</b>	<b>\$ 14,578,862</b>	<b>\$ 939,722</b>	<b>\$ 53,056,244</b>	<b>\$17,466</b>
						70.73%	27.47%	1.77%	99.97%	0.03%

Non-Renewals for FY 21

April 27, 2020 Board of Education Meeting

<b>Name</b>	<b>Position</b>	<b>Reasoning</b>
Linda Kanuch	Art, HES, .6	Reduction in Force
Jennifer Nolle-Berg	Science, WMS, 1.00	Reduction in Force
Talia Erris	Social Worker	LT Sub
Arline Beckoff	Pre-K	LT Sub
Tiffany Hovland	SPED Teacher	LT Sub
Holly Bunin	Speech and Lang	LT Sub
Francesca Nugent	Speech and Lang	LT Sub
Nancy Salamon	SPED Teacher	LT Sub
Cathy Dillon	Music Teacher	LT Sub
Katherine Angelidis	Kindergarten Teacher	LT Sub
Louis Santoli	Social Studies	LT Sub
Mat Williams	Social Studies (MS)	LT Sub
Emerald McGunnigle	Building Sub	Building Sub
Eric Peterson	Building Sub	Building Sub
Jill Patterson	Building Sub	Building Sub
Nina Dinshaw	Building Sub	Building Sub
Therese Zuch	Building Sub	Building Sub
Jennifer Ambrogio	Building Sub	Building Sub

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** April 27, 2020

**Information Only**

**Action Requested**

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

**Submitted by:** Kenneth Crow

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

March 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**

March 11, 2020 9:00 a.m.

Central Office Conference Room

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

The meeting was called to order at 9:03 am

#### Present Committee Members:

Taffy Miller (Chairperson), Hillary Koyner, Gina Albert

#### Present Administration:

Kenneth Craw, Ed.D., Assistant Superintendent; Lisa Wolak, WHS Principal; Dan Doak, WMS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal

### **2. Discussion of remote learning options as it relates to school closures**

Discussion:

- Dr. Craw outlined the State recommendations regarding school closures and distance learning.
- Committee discussed some of the challenges presented with delivering online learning to all students, especially students who are in special education and students in grades K-2.
- As a result of department and faculty meetings over the past week, online learning activities have been created for students at all grade levels. Each of the principals gave a brief overview of the extended learning opportunities (ELO) plans for their respective schools.
- The District will also be meeting in the next few days to address distance learning in the event that a long-term closure becomes necessary.

### **3. Follow up discussion on school start and end times**

Discussion:

- Although the public forum has been postponed, the work on school start and end times is continuing.
- The next School Start and End Times survey is scheduled to be sent to families and staff. The data collected through the survey will be presented at the next SSET Task Force meeting.

### **4. Discussion of updates to homework policy**

Discussion:

- Dr. Craw shared the draft document of the proposed homework policy updates.
- With the new policy, reading is folded into the amount of homework recommended.

- The proposed new policy outlines specific teacher, student and parent roles and will require an implementation period. The principals suggested that the policies may need reinforcing with parents.
- Principals shared their insights on the updated policies for their respective grade levels.

## **5. Update on field trips**

Discussion:

- The recommendation from the State is to avoid an assemblage of more than 100 people and with that, provide some social distancing.
- The Committee discussed trips that have been cancelled as well as the current plans for the spring Company production.

## **6. Approval of February 2020 Minutes**

**Motion Passed:** passed with a motion by Taffy Miller and a second by Gina Albert  
**3 Yeas - 0 Nays.**

## **7. Other curricular issues**

No other items were put forth for discussion. Meeting was adjourned at 10:20 a.m.

Respectfully submitted,

June Curiano  
Administrative Assistant to the Assistant Superintendent

**Minutes  
Facilities Committee  
April 3, 2020**

Present:

Tony Pesco, Committee Chair  
Ruby Hedge, Committee Member  
Victor Escandon, Committee Member  
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  
Michelle Knapp, Weston Building Committee

The meeting was called to order by Mr. Pesco at 9:08 a.m.

The Committee discussed the following items regarding a deep cleaning update:

- Mr. DelMastro reported that all buildings have been deep cleaned and disinfected multiple times, this includes floors, classrooms, main areas, lockers, desks, bathrooms, cafeterias, etc. The cleaning was handled by custodial, maintenance and grounds staff, in conjunction with the cleaning company. In addition, the IT department cleaned all computer equipment in the schools.

The Committee discussed the following items regarding facility and grounds monitoring/maintenance during the District's closure:

- Mr. Delmastro informed the Committee that currently he has limited staff on campus. Daily, there are two custodians, one maintenance member, and one grounds employee on duty making sweeps of the building and checking for any damage, leaks, graffiti, etc. Regarding field work, that has been limited, but Diamond Landscaping has been doing work on Revson field, and if any spring sports do occur, the fields will be ready.

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

- Mr. DelMastro informed the Committee that the repairs on the floor consists of two stages. The first is normal wear and tear that has occurred since the floor was installed in 2006 and entails replacing portions of the floor. The second part of the repair includes refurbishing the floor with a chemical coating. For this portion the cleaning company would be responsible for a portion of the cost as they are the ones who damaged it. Mr. DelMastro added that he will be speaking to Lewis Brey, the District's former HR Director and Legal Counsel, regarding the necessary steps in having the cleaning company pay for their portion of the damage.

- Mr. Wolfe asked if the refurbishing comes with a warranty and if the new tiles will match the ones currently there. Mr. DelMastro will ask if a warranty is included, and added that while the tiles are not exactly the same design, they are very close. He also mentioned that he will find out exactly how many square feet need to be replaced.

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

- Mr. DelMastro reported that regarding the replacement of the elementary school chiller, the engineer is writing up the bid specs now, and it should be going out to bid shortly.

- Regarding the roof repair project at the high school, Mr. DelMastro reported that the consultant was there the previous day, and will present a preliminary report at the next Building Committee meeting. The plan would be to perform priority repairs first, and then spread the remaining work over the next couple of years.

- Regarding the replacement of the East House steam traps and heat controls, Mr. DelMastro is still trying to get pricing, but if school doesn't restart before the end of the school year, the maintenance department will take this project in-house.

- Regarding replacing the water heaters in the elementary and high schools, Mr. DelMastro reported that he is still waiting on an analysis from the water company in order to determine what exactly needs to be replaced. This is another project that could be handled in-house, depending on the school schedule for the rest of the academic year.

- Mr. Wolfe added that whenever work is being completed by District staff, all social distancing guidelines should be followed, even if that means that projects are postponed until it is safe to complete them. Mr. Pesco agreed and added that if the Board felt that the guidelines couldn't be followed, then the projects would be put on hold. Dr. McKersie also agreed, and added that the District has been following strict protocols in regards to social distancing for several weeks.

The Committee discussed the following regarding the February minutes:

- The Committee approved the February minutes.

The Committee discussed the following regarding other business:

- Mr. Pesco added that not at the next meeting, as it will be too soon, but at some point the Committee should discuss what is necessary to re-opening the campus.
- Ms. Knapp reported that she has been approached by a group that conducts air quality testing and is looking for pilot schools to participate in their program, and if this is something that the District would be interested in participating in. Dr. McKersie suggested that she first reach out to Mr. Cross and Mr. DelMastro, and then have it placed on a future agenda.
- Ms. Knapp inquired if there is a professional development budget for Mr. Cross and Mr. DelMastro. Dr. McKersie reported that while there is no specific professional development budget for them or their staff, the District does support any training and license renewals that the maintenance mechanics need.

There being no further business to discuss, the Committee adjourned at 9:50 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

**Minutes**  
**Finance Committee**  
**April 14, 2020**

Present:

Gina Albert, Committee Chair

Ruby Hedge, Committee Member

Victor Escandon, Committee Member

Dr. William McKersie, Superintendent of Schools

Michael Rizzo, Assistant Superintendent of Pupil Personnel Services

Phil Cross, Director of Finance and Operations

Guest:

Tony Pesco, Weston Resident

The meeting was called to order by Ms. Albert at 9:02 a.m.

The Committee discussed the following items regarding a district-wide account freeze:

- Mr. Cross informed the Committee that as has been done over the past several years, the District will be implementing a district-wide account freeze in order to ensure a balanced budget. The freeze will limit new expenditures to only those that are absolutely necessary. With the District's closure over the past few weeks, there has been a soft freeze in place. The hard freeze will be announced within the next week.

The Committee discussed the following items regarding establishing a non-lapsing account:

- Mr. Cross reported that he would like to ask for the Board of Finance's approval to create a non-lapsing account for the District. This would allow the District to deposit up to 2% of the current year's unexpended funds into the account. These funds can only be used for operating costs, not capital. The Committee agreed to move forward with this.

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 \$17,466. Encumbrances total \$14,578,862 against a budget of \$53,073,710. The current projected balance is greatly improved from the previous balance, which was negative (\$319,167). Mr. Cross added that the District was able to mitigate a lot of items. Ms. Hedge added that it would be good to have a breakdown of what percentage of the savings is due to internal

management and what is due to the District's closure due to COVID 19. Ms. Albert also added that it should be noted what revenue is being lost – such as the high school theater performance – due to the District's closure.

- Mr. Rizzo reported that all SPED mediations are on hold for right now due to the COVID 19 pandemic. The State would like to start them back up by the beginning of May, but that is still in question. If they do not begin again this year, it will postpone some costs, and these costs will be deferred to next year's budget. There could also be some increased claims due to the closure of the schools.
- Mr. Cross informed the Committee that the report reflects transfers totaling \$438,515.22. Of these transfers, seven are in excess of \$5,000. These include \$74,276 for SPED out of district transportation, \$126,214.27 for district-wide legal fees, \$98,586.86 for district-wide LOA subs, and \$81,523 for unanticipated pension contribution costs.
- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the current fund balance is \$1,199,331.

The Committee discussed the following regarding payment of security upgrade invoices:

- Mr. Cross informed the Committee that at the previous meeting he had suggested paying the security upgrade invoices from the enterprise fund, but given the fact that the District has been closed, and funds are now not being deposited into that account, he no longer feels that this is a viable option. Instead, he is recommending two options. The first is to move \$100,000 from health insurance to the ISF and then pay these invoices from the ISF. He believes there will still be enough money in the ISF to cover anything else that it might be needed for. The other option is to wait a little longer and see where the final budget ends up, and use any excess funds to cover these invoices. The Committee agreed to wait and revisit this at next month's meeting.

The Committee discussed the following regarding changes to the District's health insurance consultant:

- Mr. Cross reported that he is very impressed with the help that Brown and Brown has been providing to the District regarding health care options. While the District's current health insurance consultant, Gallagher, only recommended remaining on the State insurance plan, Brown and Brown was able to provide different options which would save the District money. Mr. Cross would like to move these consultant services from Gallagher to Brown and Brown. His recommendation is to end the contract with Gallagher, finish out the remaining two years on it with Brown and Brown, and once the contract is up for renewal, then go out to bid again. Because the Town is using Brown and Brown as their insurance broker, the District would be able to use their services as well, without having to issue a new RFP at the current time.

The Committee discussed the following regarding the enterprise fund:

- Mr. Cross reported that the only remaining fees that the District will need to pay to Chartwells this year are admin and management fees of about \$45,000, food purchases for half of March of about \$83,000, and the salary and benefits for the Foodservice Director of about \$60,000. The fund will have a balance of approximately \$137,000 at year's end. Ms. Hedge asked if Mr. Cross could add an update for the fund on the financial report. Mr. Cross agreed to add it quarterly.

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

- The Committee approved the February minutes.

There being no further business to discuss, the meeting adjourned at 10:23 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

## **Policy Committee Meeting**

March 4, 2020 - Central Office Conference Room

### Members Present:

Melissa Walker

Hillary Koyner

Taffy Miller

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

Melissa Walker called the meeting to order at 9:03am. In attendance, William McKersie, Ph.D., Superintendent of Schools, Kenneth Craw, Ed.D., Assistant Superintendent of C&I, Michael Rizzo, Assistant Superintendent -PPS, Sheryl Zulkeski, Nurse Supervisor, Jen Ryan, HR Specialist

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

Discussion:

December minutes were approved.

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

#### **3.A. Discussion of policies and regulations applicable to planning for potential effects of COVID-19**

Discussion: Dr. McKersie began the meeting by listing the policies and regulations that he and Lewis Brey (Director of HR/Internal Counsel) believed were relevant to the Prevention (Communication) and Contingency Plans of Closure in regards to the COVID-19 outbreak. It was suggested that the committee review the provided policies and regulations and funnel questions through the committee chair, Melissa Walker. Dr. McKersie stated that the school district was following all state guidelines, and was waiting for more direction.

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

Discussion: Dr. McKersie provided the committee with a list of policies, highlighting those that have been updated, those that need urgent review, those that should be updated, and those that need review. All new policies and regulations will be sent to Weston by Shipman and Goodwin as in the past. Newly, Shipman and Goodman will be assigning an associate to Weston in regards to policy and regulation changes.

For a future meeting, Ms. Walker asked to add a discussion of a Sustainability policy.

### **5. Adjourn 10:05am**