

Board of Education Regular Meeting

Monday, June 14, 2021 6:00 PM

Via Zoom *Members of the public can view the meeting by watching the live stream on the WPS YouTube channel. Please view the Google Calendar on the District website for link and agenda., 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. RECOGNITION

VI. APPROVAL OF MINUTES

VII. PUBLIC COMMENT *Members of the public can view the meeting by watching the live stream on the WPS YouTube channel. Please view the Google Calendar on the District website for the link to the agenda, YouTube live stream link and link to the Public Comment Form, which is only open 10 minutes before the start of the meeting. Individual public comments are limited to five minutes unless modified by the Board of Education.

VIII. NEW BUSINESS

A. Safe Return Plan for In-Person Instruction and Continuity of Services

B. Update on Use of ESSER II Funding

C. Enrollment Update

D. Textbook Adoptions

1. WHS Social Studies American Tapestry Course Textbook Adoption

2. Grade 8 Spanish Textbook Adoption

E. Information on WHS Music Trip to Festival Disney, Orlando FL March 2022

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

1. Sustainability, 3527

G. Discussion and Vote on Salary and Contract Term for New Human Resources Manager

H. Town of Weston Optimization Committee Update

I. 11th FY 2021 Financial Update

IX. OLD BUSINESS

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

1. Soliciting Prices (Bids and Quotations, 3323)

2. School Lunch Service, 3542

X. SUPERINTENDENT'S REPORT

A. District Update

XI. COMMITTEE REPORTS

A. Communications Committee

B. Curriculum Committee

C. Facilities Committee

D. Finance Committee

E. Policy Committee

F. Negotiations Committee

XII. WRITTEN REPORTS

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

A. Discussion on Location of 2021-2022 Board of
Education Meetings

B. Regular Session on July 26 at 6:00 p.m.

C. Review of Pending Agenda Items for Next Meeting

XIV. ADJOURNMENT

Weston Board of Education Executive Session

May 17, 2021 5:00 PM

Via Zoom

Attendance Taken at 5:03 PM:

Present Board Members:

Melissa Walker

Ruby Hedge

Gina Albert

Taffy Miller (arrived 5:10 p.m.)

Hillary Koyner

1. Call to Order

Motion Passed: passed with a motion by Gina Albert and a second by Ms. Hillary Koyner.

6 Yeas - 0 Nays.

2. Personnel Matter-Discussion Regarding 2021-2022 Compensation for the Following Positions:

Nursing Supervisor;

Food Service Director;

Confidential Administrative Assistant for the

Superintendent; New Hire as of 7/1/21

Administrative Assistant for the Assistant

Superintendent of Curriculum & Instruction;

Administrative Assistant to the Director of PPS/SPED;

Finance Coordinator; New Hire TBD

Human Resources Manager; New Hire TBD

Confidential Finance and Operations Office Manager;

Payroll and Benefits Coordinator;

Accounts Payable/Accounts Receivable;

Student Activities Bookkeeper;

Information Technology Coordinator; New Hire TBD

District Data Coordinator;

Data Analyst;

Board Certified Behavioral Analyst (3);

Board Certified Analyst;

Vocational Therapist;

Athletic Trainer (2); and

Unaffiliated Bus Aides (5)

Discussion:

The Board invited Lisa Wolak, Kenneth Craw and William McKersie to join Executive Session.

3. Discussion and Vote on Salary and Contract Term for 2021-2022 Unaffiliated Central Office Administrators--

Assistant Superintendent of Curriculum and Instruction;

Director of Finance and Operations;

Director of Pupil Personnel Services;

Director of Digital Learning and Technology and

Director of Facilities

4. Adjournment

Discussion:

The Board adjourned the meeting at 5:37 p.m.

Motion Passed: passed with a motion by Taffy Miller and a second by Victor Escandon.

6 Yeas - 0 Nays.

Chairperson

Superintendent

Board of Education Regular Meeting

May 17, 2021 6:00 PM

Via Zoom *Members of the public can view the meeting by watching the live stream on the WPS YouTube channel. Please view the Google Calendar on the District website for link and agenda.

Attendance Taken at 6:00 PM:

Present Board Members:

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

Absent Board Members:

Anthony Pesco

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. EXECUTIVE SESSION

III. RESUME PUBLIC SESSION

IV. PLEDGE OF ALLEGIANCE

V. RECOGNITION

Discussion:

Board members and Dr. McKersie thanked retiring Board member, Gina Albert, for her dedication and years of service.

The Board also recognized the Weston teachers and staff and thanked everyone for stepping up in challenging times.

V.A. Recognition of Student BOE Representatives Ava Poulopoulos and Natalie Haythorn

Discussion:

The Board recognized student representatives, Ava Poulopoulos and Natalie Haythorn and thanked them for their year of service representing the voice of the WHS student body.

Motion Passed: Move that the Weston Board of Education recognize Ava Poulopoulos and Natalie Haythorn for serving as the 2020-2021 Weston Board of Education Student Representatives; passed with a motion by Victor Escandon and second by Hillary Koyner.

6 Yeas - 0 Nays.

VI. APPROVAL OF MINUTES

Motion Passed: Move that the Weston Board of Education approve the April 26, 2021 Executive Session and Regular Board of Education meeting minutes; passed with a motion by Taffy Miller and a second by Ms. Hillary Koyner.

6 Yeas - 0 Nays.

VII. PUBLIC COMMENT

Discussion:

1. Gregg Haythorn, 6 Winthrop Hill: *"Tonight, we will be calling for the resignation of BoE Chair Tony Pesco, because on May 11, 2020, Board of Finance Chair Steve Ezzes emails the following to the BoE Chair: "Samantha / Chris / Tony- You should be ashamed for your message to the DTC and Facebook posts. If the message to the members of the DTC wasn't bad enough, Samantha's Facebook posing questioning gender and age took it to a new low level. The meeting held on Saturday May 2nd was not an ATBM, nor were there "votes" by those who chose to participate. If you thought it was anything other than an information meeting, you are incorrect. And your actions after the meeting between the call from Chris saying he was going to contact the Governor to invalidate the Executive Order to the messages and Facebook posting undermined the responsibilities of the BoF. You complain the Republicans politicized the budget- your actions raised whatever the Republicans did to an even higher level". This public record, obtained only through the public protections of the State's Freedom of Information Act, documents that the FY21 District budget is illegitimate. And since the improprieties documented in this record to this day remain unaddressed and have yet to be corrected, by extension, the District's FY22 budget is also invalid. The BoF Chair tells every Weston parent and voter in no uncertain terms- "your actions undermined the responsibilities of the BoF". BoE member Samantha Nestor, First Selectman Chris Spaulding, BoE Chairman Tony Pesco, and BoF Chair Steve Ezzes are the elected leaders of the Weston community and school District. They are also unpaid volunteers. However, just because they are volunteers and not trained professionals, does not absolve them from accountability for knowing the difference between right and wrong. The public records obtained in the Freedom of Information process over the past 12 months, also document as follows: 1. BoE Chair Tony Pesco on May 8 implores BoF Chair Baldwin as follows: "In my opinion, the budget would pass in a referendum in a 75/25 vote". What Tony Pesco fails to acknowledge in his opinion is that he and the other Board Chairs have collaborated with the Town Administrator to withhold their knowledge from voters of \$775,000 in documented cost savings from a change to the District's health insurance provider which they identified months earlier. Hindsight proves that BoE Chair Pesco was indefensibly wrong both in his opinion that emails are the equivalent of "votes", as well as in his prediction of passage for the budget, which only passed 58% to 42% for FY22. This despite that the potential for \$775,000 in savings was again withheld from Weston voters in this year's referendum. 2. In December 2020, First Selectman Spaulding emails the following to us in response to our FOIA records requests about this "email as vote" charade: "There was no official (email as vote) tabulation process set in place by the town- there are no resulting documents to produce. I now believe I have provided all documents". Unfortunately, this is not accurate. In the months since December, the Weston District and the Town Administrator have been compelled by the State of CT Freedom of Information Commission to produce scores of previously withheld documents which demonstrate that: a. BoE Chair Pesco was advised by the BoE member Albert on workarounds to proscriptions against direct lobbying of the PTO leadership and its members. B. BoE Chair Pesco was cognizant of the potential for violating State election laws and sought legal counsel through the District Superintendent to sanction his public budget communication strategies. He then proceeds in collaboration with First Selectman Spaulding to draft and implement a voter and parent communication plan that presents his requests for residents to email budget support to the BoF members as if his pleas were those of just an ordinary "Weston Citizen". But Chairman Pesco disingenuously contradicts himself by signing some communications as "BoE Chairperson", and in others asks residents to copy his school-issued BOE email account so that he can "personally" oversee and corroborate the email-as-votes tabulation. In so doing, Chairman Pesco formally acknowledged his official BoE Chair role, authority, and influence as author of these written budget communications. Yet another in a growing list of budget misrepresentations. c. FOIA records also document in detail BoE Chair Pesco, BoF member Amy Gare, and BoS member Samantha Nestor's coordinated efforts to develop and conduct a resident budget email "tabulation process", the results of which are then improperly and inaccurately broadcast by Ms. Gare during public BoF budget hearings as the equivalent of a public referendum. In consideration of our 3-minute public comment limit, we will conclude by sharing that Freedom of*

Information records also document that in addition to the at least \$20,000 Chairman Ezzes and First Selectman Spaulding have authorized in legal expense to defend EEC and FIC complaints and inadequate FOIA records production, BoE Chair Pesco and Superintendent McKersie have now authorized at least \$20,000 more in legal expense by the District. While occasional poor judgement and errors by volunteers are to be expected and are forgivable, the avoidable waste of tens of thousands of education dollars, which will increase exponentially in the coming months during formal commission investigations and hearings, is indefensible. The overwhelming and still growing weight of the contents of the Freedom of Information records demonstrate that Anthony Pesco is unqualified and unfit to serve on any Weston Board or appointed committee. 8 months since we first requested in writing public statements of correction and independent audits, after repeated refusals to set the record straight for Weston parents and voters, we call for Tony Pesco's immediate resignation as BoE Chairman. Thank you."

Board Vice-Chairperson, Melissa Walker responded with the following statement: The full board would like to make a statement due to the nature of the previous comment. We do not take lightly allegations against our character, collectively or individually.

First, we want to emphasize that the actions of this board have been bipartisan and unanimous. To single out anyone individually is misguided and unfair.

Further, we feel compelled to underscore that this board has acted at all times in what it believes to be in the best interests of the students and families, after thorough analysis and careful and extensive debate and deliberation. To suggest anything to the contrary is irresponsible and slanderous. The prior writer may not agree with every decision we have made, but it doesn't make those decisions wrong. Relying on snippets of email without consideration of nuance or context is deeply misleading and irresponsible. Conversations and meetings prior and subsequent to such communications complete the picture. As a board, we welcome questions and concerns from members of the town, and we are always happy to find time to discuss key issues coming before us, as we have done for example with so many of you who called during COVID to explore the schooling scenarios. The prior writer has had every opportunity to engage directly with members of the board, but prefers to attack us publicly. This is not productive.

Regarding FOIA, we wish to set the record straight. The prior writer asserts, ironically and seemingly without a modicum of self-awareness, that the Board is wasting taxpayer money by responding to his requests through counsel. That couldn't be further from the truth, and the claim betrays an ignorance of school matters and administration. We use counsel to respond to legal complaints filed by the previous commenter and also when we have questions regarding his requests. Our e-mails, notes and documents sometimes require consultation with attorneys because they often contain privileged and/or confidential material - personnel matters, SPED data, student-specific information, disciplinary actions, and attorney-client-privileged communications - none of which can be released publicly. The writer has made 91 - 91! - requests over the last year covering thousands of pages of documents. We take our FOIA obligations seriously, and to appropriately discharge our FOIA duties is enormously time-consuming and, without the additional resources of counsel, would require crippling commitments by members individually. Of note, we have never once complained about the volume of FOIA requests made nor the amount of time and energy spent in responding to them - largely by school staff who are taking time away from student and district responsibilities to attend to these voluminous requests. That said, we will take the opportunity now to advise the previous commenter that if he has even the slightest actual concern for taxpayer

resources, he will reconsider his approach and find more constructive ways to engage with the school.

Finally, the seven of us feel compelled, not as board members but as parents and residents, to express our concern with the accelerating decline in civil discourse in the community. Grandstanding by the loud, angry few threatens to drown out the reasonable many, and public character assassinations risk the destruction of volunteerism and governance in Weston at a time when we need to pull together. Especially in a small town like ours, civic participation is essential.

2. Jamie Zeppernick, 1 November Trail: May 17, 2021 *“Dear Members of the Board, Thank you for hearing the following comments from a very concerned parent. As, I am new to town politics I am attempting to catch up on procedure so thank you in advance for your patience. I understand I only have a few minutes of time this evening. I have recently learned from Principal Doak and Assistant Superintendent Craw that the Weston School administrators and the BOE adopted new goals and new or revised mission statements for the next school year and beyond- all of which were officially posted on all the schools' websites. One the goals for Weston school children is as follows:” The district has had an ongoing commitment to ensure that the learning environment is safe, healthy and welcoming to all students regardless of race, gender, sexual orientation or disability.” Questions: 1. Does the school district or BOE have any measurable evidence that you can share with me that clearly illustrates that the learning environment is unsafe, unhealthy and unwelcoming in Weston schools now or in the past? 2. If not how did the administration/BOE decide that this new commitment was needed? 3. What is the reasoning behind the major push for a new Committee entitled Diversity, Equity and Inclusion (or DEI)? 4. How much of the school budget will go towards funding this committee and all that it entails to achieve the new District goals? 5. What has been spent from town funds to create this committee to date and how and who approved expenditure? 6. Will some current teachers/ administrators lose their positions to achieve this diversity quota to achieve the published goals of the District or will the town be adding jobs and staff to achieve the quota? Lastly, what is the percentage that you hope to achieve so that you may say Weston is diverse and inclusive of all? A statement on Critical Race Theory in our schools. In the Advisory class for WMS a topic of instruction that was approved by the administration sought to teach that white students are privileged. 1. The lesson required students to answer the following: 2. what is white privilege? 3. Are there areas in which you are privileged because you are white? 4. Can some things only be achieved by being white? 5. If so, what can white privileged children do so that non-majority individuals also achieve these things? Due to backlash from parents this vile and racist line of questioning and teaching has been removed from the advisory class. What the school administration and the BOE must understand is that this ideology, also known as Critical Race Theory, is toxic, racist and neo-segregationist in every shape and form. My children are not racist, are not oppressors, not privileged white people and they will not be held accountable for the sins of the past. Moreover, children of color or (non-majority individuals as Weston has classified them) are not victims nor must they be treated as such. There is a rapidly growing majority of parents in Weston who vehemently oppose this method of teaching and reject Critical Race theory that espouses that we must all view one another and interact with each other through the lens of race. This majority believes in fairness, understanding and humanity. For this growing majority of Weston parents, and for many Black intellectuals (Glenn Loury, John McWhorter, Thomas Sowell, Coleman Hughes, Shelby Steele etc.) and Black parents alike Critical Race Theory is hurtful to all children, incompatible with our democracy, divisive and potentially devastating to people of color. We will be working non-stop to ensure that this pseudoscientific ideology never enters our schools, pollutes our children's minds or drives them apart. We encourage excellence not racism and segregation. As, you can see from this simple statement the division in our town has already begun. Changes to the school curriculum / school mission must be transparent, involve much more notice public notice and more opportunity for parents to engage in the process of what we are ultimately in charge of, our children's future and our schools. Respectfully, Jamie Zeppernick”*

3. Jenn Haythorn, 6 Winthrop Hill: *"Tonight we will be calling for the resignation of BoE Chair Tony Pesco, because on February 14, 2020, in the midst of the FY21 Budget Cycle, BoE Chair Tony Pesco emails Superintendent McKersie and Finance Director Phil Cross the following: "After having several conversations with BoF and BoS members over the last few days, I am of the opinion that we need to go deeper on the following topic health insurance cost and our plan to "shop it around" with no promise that there will be savings." Several weeks later, in early March, Finance Director Phil Cross generated a spreadsheet comparing the District's costs for providing staff health insurance through the State of CT "Partnership Plan" to a quote from Blue Cross for identical insurance coverage at an identical out of pocket cost to District staff. That spreadsheet detailed annual cost savings of at a minimum \$330,220, and a maximum of \$840,276. On 3-18-2020, Town Administrator Jonathan Luiz confirms the scale of the documented cost savings potential in an email marked "CONFIDENTIAL" to First Selectman Spaulding and BoF Chair Ezzes, when he writes that there is the confirmed potential for a "\$774,906 reduction of the BoE operating budget in consideration of the BoE going with a fully insured high deductive Health Insurance Plan from Anthem". Despite repeated official claims to have provided all public official records pertinent to the FY21 budget process, Chairman Ezzes, Town Administrator Luiz, and First Selectman Spaulding all claimed to have failed to produce this email in the 8 months prior due to "oversight". Three weeks later, on April 9th, Anthony Pesco is relieved to learn that he will not be required by the BoF to implement these \$775,000 in savings when Chairman Ezzes informs him "By the way, Chris does not want to spend one minute on offering proposed reductions. I had a conversation with Jonathan (Luiz) about it." Yet despite this assurance, BoE Chair Pesco remains sharply aware of the savings potential, reassuring the BoF Chair by email on May 1st that while it was "not to be discussed in public, if things get bad we could pursue concession bargaining with the unions". So we now ask the BoE how could Chairman Pesco on April 28, 2020 post on multiple Weston social media forums, through PTO channels, and to registered voters his suggestions that "further cuts to programs, class size, and / or teaching staff" would be necessary if residents did not support the BoE's full requested spending increase- when he and the other Board Chairs knew that \$775,000 in cost reductions concealed from Weston voters had been negotiated and documented? Now that 2 consecutive requested spending increases and WPS budgets have been approved while the BoE Chair consciously overspent in aggregate at least \$1,500,000 on health care insurance alone, how do BoE members expect Weston parents and taxpayers to believe the accuracy of anything you will discuss this evening regarding academic performance and outcomes? How are parents to believe that the data communicated regarding their children's academic performance is any more accurately represented than the District health insurance costs? We have emailed each of you directly the freedom of information records referenced in our public comment. You are now each aware of the concealment of this information from Weston parents. You are each aware of open FOIA records regarding State of CT officials' meddling in Weston Boards' and the Finance Director's work to secure these health insurance savings for the benefit of the education of Weston students- meddling which contributed to \$1,500,000 in avoidable waste and the documented declines in academic outcomes which you are about to publicly consider. Yet you have each remained publicly silent. As you listen to the District's senior Administrators' presentation this evening on declining academic performance, as we have previously done by email to each of you, we ask that tonight you publicly request the same analysis by the Administrator's for the long-term trends. Because as you are now also aware due only to our Freedom of Information request, the WPS CIL's painstakingly created the charts you will be presented "manually", in a "desperate" effort to compel any of you to not just "take notice", but to urgently act. To make the "Structural change" to WPS curriculum and operations that BoE Chair Pesco has publicly called for, but for two years failed to implement. As a result of the contents of the Freedom of Information records referenced in our public comment, and the shocking scale of avoidable declines in Weston student academic outcomes, we call for the immediate resignation of Chairman Pesco in the best interest of every Weston student. Thank you."*

4. Travis Worrell, 44 Birch Hill Rd: *"Shortly following the Board of Finance approval of the requested BoE spending increase, on June 9, 2020, Gina Albert writes the following to Chairman Anthony Pesco: "I've been mulling over my concerns about our budget process for a couple weeks now. Neither of*

(your) statements are true", followed by "it is also 100% accurate that you misrepresented information to the BoF", and "that is no excuse for misrepresenting the position of the BoE to either an individual or another Board". What is so shocking about the above public records is the unequivocal nature of the revelations- the evidence is "100% accurate" that the BoE Chair publicly misrepresented budget data. There is no question in the mind of the prior BoE Chair as to the Tony Pesco's purposeful inaccuracy and misrepresentation. Worse, it goes without saying that Anthony Pesco is not only misrepresenting budget information and data to the Board of Finance, by extension he is also then misrepresenting that data to Weston parents, taxpayers, and voters during a canceled public budget referendum. As a result, those misrepresentations were instrumental to passage of the FY21 budget. And because Ms. Albert and every other BoE member has remained publicly silent in their objections and concerns for yet another budget cycle, by extension these misrepresentations and concealed records such as \$775,000 in overspending on District health insurance were again instrumental in passing this year's FY22 budget as well. The WPS District is now operating on two entirely invalid budgets due to public misrepresentations, as well as the delays in divulging the records of those misrepresentations publicly before the FY22 referendum. BoE Chair Pesco has pre-occupied himself with backroom political intrigue with his Weston Tri-Board counterparts, while in the interim avoidably wasting on healthcare insurance millions of \$s "desperately" needed (according to the CILs) for direct educational reforms and improvements. Tonight, BoE Board members will be presented data illustrating the declines in academic outcomes for a shocking number of Weston students. The confidence of parents in plans to urgently correct these failings depends on the transparency, objectivity, and reliability with which this data will be presented. More importantly, their confidence will depend on the credibility and trustworthiness of BoE leadership and its members. The revelations excerpted from FOIA records shatter BOE credibility. Therefore, in order to restore the faith of Weston parents and voters, we call for the immediate resignation of BoE Chair Pesco, so that the Weston Board of Education may refocus on the business of delivering exceptional education. It obviously cannot do so with either current BoE leadership, or the continued silence and therefore tacit complicity of Weston Board of Education members. Tonight, you recognized the contributions and service of Weston student leaders. What message and example do public misrepresentations by BoE leadership and the tacitly complicit public silence of the Board members send to them as they prepare to celebrate their graduation?"

5. 27 Stonehenge Rd: *"On behalf of TEAM Weston thank you for bringing this vital conversation around diversity and inclusion in our school curriculum to the community. We look forward to engaging in conversations, learning and growth as we evaluate these vital issues as a community and we hope the BOE will include varied constituencies including TEAM going forward."*

VIII. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

Discussion:

Student representative, Natalie Haythorn spoke on the senior prom this past weekend as well as ongoing senior class activities and upcoming in-person graduation. She thanked the Board for their support.

IX. NEW BUSINESS

IX.A. Retirements

IX.A.1. Recognize the Retirements of Sydney Girardi, Art Teacher - WHS, Ellen Horowitz, Speech and Language Pathologist - WIS, Penny McNulty, First Grade Teacher- HES, Gary Meunier, School Counselor - WHS, and Patricia Nizlek, Science Teacher - WMS

Motion Passed: Move that the Weston Board of Education recognize the retirements of Sydney Girardi, Art Teacher - WHS, Ellen Horowitz, Speech and Language Pathologist - WIS, Penny McNulty, First Grade Teacher- HES, Gary Meunier, School Counselor - WHS, and Patricia Nizlek, Science Teacher - WMS,

effective June 18, 2021; passed with a motion by Ruby Hedge and second by Taffy Miller.

6 Yeas - 0 Nays.

IX.B. Resignations

IX.B.1. Recognize the Resignation of Meghan Skelton, Social Worker, Weston High School, and Thomas Ragusa, Transition Coordinator, Weston Middle and High School.

Motion Passed: Move that the Weston Board of Education recognize the retirements of Sydney Girardi, Art Teacher - WHS, Ellen Horowitz, Speech and Language Pathologist - WIS, Penny McNulty, First Grade Teacher- HES, Gary Meunier, School Counselor - WHS, and Patricia Nizlek, Science Teacher - WMS, effective June 18, 2021; passed with a motion by Ruby Hedge and second by Gina Albert.

6 Yeas - 0 Nays.

IX.C. Update on Staffing for 2021-22 School Year

Discussion:

Lisa Wolak, Principal of Weston High School and Pattie Falber, Principal of Weston Intermediate School spoke on incoming grade 3 enrollment. They expressed concern over having to add an additional section for third grade, since current enrollment is at the top of the recommended guidelines for class size. Third grade is a transitional year and will be particularly challenging in the year following the COVID pandemic. Board members asked What the District has done historically and if there were other options besides adding a class section. Ms. Wolak emphasized that Weston values in-person learning and having the proper academic supports in place at the beginning of the school year. Ms. Albert suggested bringing this issue to Curriculum Committee for a discussion and review on the pedagogical basis for class size guidelines.

IX.D. Weston Public Schools District Diversity Recruitment Plan - DRAFT

Discussion:

Ms. Wolak, Principal of Weston High School, spoke on the draft WPS District Diversity Recruitment Plan document. The plan addresses hiring, recruiting and retaining outstanding and diverse staff with the goal of enriching and expanding our students' educational experience.

IX.E. Annual Instructional Update

Discussion:

Ms. Walker spoke on the curriculum process and opportunities for parents to participate. She asked Dr. McKersie to review the new ARP-ESSER (American Recovery Plan-Elementary and Secondary School Emergency Relief) grant. Dr. McKersie gave an overview of the funding allocated to Weston. He spoke on the roll out and deadlines for submitting to the State the Safe Return to In-Person Instruction and Continuity of Services Plan.

Dr. Craw spoke on the areas of focus for this year's Annual Instructional Update. Ms. Hedge proposed examining cohorts next year that compare pre-COVID, COVID and post-COVID student data.

Board members inquired about analyzing data on a more granular level. Mr. DiVito reviewed strategies for analyzing data and utilizing it to the fullest.

He also responded to questions regarding the use of technology for families over the summer. Dr. Craw spoke on the strategies that the Curriculum Instructional Leaders have set in place for this summer and the coming year.

IX.F. Discussion and Vote on Proposed 2021-2022 Board of Education Meeting Dates

Discussion:

The Board discussed keeping with a 6:00 p.m. start rather than return to the pre-pandemic start time of 7:00 p.m. The Board also discussed meeting logistics briefly but decided to return to the discussion at a future meeting after the State updates public meeting guidelines.

Motion Passed: Move that the Weston Board of Education approve the Board meeting dates for 2021-2022 with an edit to the attached for meetings to start at 6:00 p.m.; passed with a motion by Ruby Hedge and a second by Ms. Hillary Koyner.

5 Yeas - 0 Nays - 1 Abstained.

IX.G. 10th FY 2021 Financial Update

Discussion:

Mr. Cross, Director of Finance and Operations, cautiously anticipates surplus of \$135,436 for FY21. He reviewed critical investments tied to the projection such as addressing learning loss in math, replacement of musical instruments, purchasing grounds equipment and investments for the athletics training room. On the Internal Services Fund, Mr. Cross stated that the year will end with an additional \$46,000, which will bring the fund to just over \$800,000.

Motion Passed: Move that the Weston Board of Education approve the 10th financial report as presented by Mr. Cross; passed with a motion by Gina Albert and a second by Ruby Hedge.

6 Yeas - 0 Nays.

IX.H. Weston Board of Education Policies, Regulations, and Bylaws

IX.H.1. Soliciting Prices, 3323

Discussion:

Updates to this policy were made to make sure the District compliance and practices aligned with the regulations and specifically with the use of federal funds to make purchases.

IX.H.2. School Lunch Service, 3542

Discussion:

Updates to Policy 3542 contain language changes to clarify that school cafeteria workers are not employees of the district. The policy also clarifies the title of Director of Finance and Operations.

IX.I. Discussion and Vote on 2021-2022 Out of District Tuition Rates

Discussion:

Mr. Cross stated that last year the District agreed that going forward the overall rate of increase will be in line with the budget increase. For FY22 the percentage increase is 1.68%.

This item was voted on last year. With no change there is no need to vote.

IX.J. Discussion and Vote on 2021-2022 PreK Tuition Rates

Discussion:

Mr. Cross spoke on the recommended Pre-K tuition rates. This topic was discussed in Finance Committee. They discussed that going forward the tuition rate will continue to be set at 1.68% with a periodic review to check that Weston is in line with other districts.

Motion Passed: Move that the Weston Board of Education set the 2021-2022 tuition rate at 1.68%; further move that Pre-K tuition rate in subsequent years will increase at a rate in direct proportion of the budget increase; passed with a motion by Gina Albert and a second by Ruby Hedge.

6 Yeas - 0 Nays.

IX.K. Discussion and Vote on 2021-2022 Utility and Facilities Rental Rates

Discussion:

Mr. Cross reviewed the District policy on rental rates. Facility rental rates are based on the CPI chart. The CPI for FY22 is 1.6%, which was established in August of 2020. Ms. Koyner inquired if the rental rates covered all costs. Mr. Cross explained that not everything is covered and that the rates are proportional. However, the custodial costs are covered and built into the rate. MS. Albert asked why the District rents out only the inside facilities and not the outside facilities. Mr. Cross spoke on turf field upkeep and possible follow up discussions with the athletics director and Finance Committee.

IX.L. Update on ARP ESSER Process and Grant

Discussion:

Funding and process was discussed earlier in the meeting.

IX.M. Schooling Scenarios Update

Discussion:

Ms. Wolak stated that the WPS Leadership Team has had many discussions on the next school year and what it will be like in comparison to this year. School districts need to be updated by the State of Connecticut on the use of distance learning for quarantined students as well as parameters for using distance learning on snow days. The team emphasis on schooling scenarios going forward is for in-person learning and disallowing loss of student learning time.

X. Discussion and Vote on Salary and Contract Term for 2021-2022 Unaffiliated Central Office Administrators

Discussion:

Dr. McKersie stated that the attachments contain the contracts and salary increase for each of the separate unaffiliated central office administrators to include contract length and base salary increase of 2.25%. All contracts now are two years in length, which has to do with a restructuring of the term of contracts for all of the leadership team.

X.A. Discussion and Vote on Salary and Contract Term for 2021-2022 for the Assistant Superintendent of Curriculum and Instruction;

Motion Passed: Move that the Weston Board of Education: 1) approve the contract term of Dr. Kenneth Crow (the Assistant Superintendent of Curriculum and Instruction) for a new period of two years, July 1, 2021 through June 30, 2023; 2) establish base salary of \$218,269.95, representing a 2.25% increase to Dr. Crow's current base salary; and 3) authorize the Chairperson to negotiate and execute a revised contract with the Assistant Superintendent of Curriculum and Instruction incorporating these changes; passed with a motion by Ruby Hedge and a second by Ms. Hillary Koyner.

6 Yeas - 0 Nays.

X.B. Discussion and Vote on Salary and Contract Term for 2021-2022 for Director of Finance and Operations;

Motion Passed: Move that the Weston Board of Education: 1) approve the contract term of Mr. Phillip Cross (the Director of Finance and Operations) for a new period of two years, July 1, 2021 through June 30, 2023; 2) establish base salary of \$182,331.31, representing a 2.25% increase to Mr. Cross' current base salary; and 3) authorize the Chairperson to negotiate and execute a revised contract with the Director of Finance and Operations incorporating these changes; passed with a motion by Gina Albert and a second by Ruby Hedge.

6 Yeas - 0 Nays.

X.C. Discussion and Vote on Salary and Contract Term for 2021-2022 for the Director of Pupil Personnel Services

Motion Passed: Move that the Weston Board of Education: 1) approve the contract term of Ms. Tracy Edwards (the Director of Pupil Personnel Services) for a new period of two years, July 1, 2021 through June 30, 2023; 2) establish base salary of \$176,381.25, representing a 2.25% increase to Ms. Edward's current base salary; and 3) authorize the Chairperson to negotiate and execute a revised contract with the Director of Pupil Personnel Services incorporating these changes; passed with a motion by Ruby Hedge and a second by Gina Albert.

6 Yeas - 0 Nays.

X.D. Discussion and Vote on Salary and Contract Term for 2021-2022 for the Director of Digital Learning and Technology

Motion Passed: Move that the Weston Board of Education: 1) approve the contract term of Mr. Daniel DiVito (the Director of Digital Learning and Technology) for a new period of two years, July 1, 2021 through June 30, 2023; 2) establish base salary of \$163,600, representing a 2.25% increase to Mr. DiVito's current base salary; and 3) authorize the Chairperson to negotiate and execute a revised contract with the Director of Digital Learning and Technology incorporating these changes; passed with a motion by Ruby Hedge and a second by Ms. Hillary Koyner.

6 Yeas - 0 Nays.

X.E. Discussion and Vote on Salary and Contract Term for 2021-2022 for the Director of Facilities

Motion Passed: Move that the Weston Board of Education: 1) approve the contract term of Mr. Michael DelMastro (the Director of Facilities) for a new period of two years, July 1, 2021 through June 30, 2023; 2) establish base salary of

\$135,450.58, representing a 2.25% increase to Mr. DelMastro's current base salary; and 3) authorize the Chairperson to negotiate and execute a revised contract with the Director of Facilities incorporating these changes; passed with a motion by Ruby Hedge and a second by Gina Albert.

6 Yeas - 0 Nays.

XI. Matters Pertaining to Personnel-Discussion and Vote of salary increases for:

**Nursing Supervisor;
Food Service Director;
Confidential Administrative Assistant for the
Superintendent; New Hire as of 7/1/21
Administrative Assistant for the Assistant
Superintendent of Curriculum & Instruction;
Administrative Assistant to Director of PPS/SPED;
Finance Coordinator;
New Hire TBD - Human Resources Manager;
Confidential Finance and Operations Office Manager;
Payroll and Benefits Coordinator;
Accounts Payable/Accounts Receivable;
Student Activities Bookkeeper;
New Hire TBD - Information Technology Coordinator;
District Data Coordinator;
Data Analyst;
Board Certified Behavioral Analyst (3);
Board Certified Analyst;**

Discussion:

Dr. Craw read the list of unaffiliated support staff members as follows: Nursing Supervisor, Food Service Director, Confidential Administrative Assistant for the Superintendent, Administrative Assistant for the Assistant Superintendent of Curriculum & Instruction, Administrative Assistant to the Director of PPS/SPED, Finance Coordinator, New Hire Human Resources Manager, Confidential Finance & Operations Office Manager, Accounts Payable/Accounts Receivable Bookkeeper, Student Activities Bookkeeper, New Hire TBD Information Technology Coordinator, District Data Coordinator, Data Analyst, Board Certified Behavioral Analyst (3), Board Certified Analyst

Motion Passed: Move that the Weston Board of Education approve a general wage increase of 2.25% general wage increase for the positions listed above; wage increases would only apply to those employed prior to July 1, 2021 in the current position; passed with a motion by Gina Albert and a second by Ruby Hedge.

6 Yeas - 0 Nays.

XII. OLD BUSINESS

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

Discussion:

The following policies were discussed at the last regular monthly Policy Committee meeting as a first read.

XII.A.1. Child Sexual Abuse and Assault Policy and Reporting Procedure (5141.45)

Discussion: The change in this policy represents a change as to how the District addresses the employee who is responsible for this by inserting the title rather than the name.

Motion Passed: Move that the Weston Board of Education approve Policy/Administrative Regulation 5141.45 Child Sexual Abuse and Assault Policy and Reporting Procedure; passed with a motion by Ruby Hedge and a second by Ms. Hillary Koyner.

6 Yeas - 0 Nays.

XII.A.2. Non-Discrimination (Community, Personnel, Students) (4118.11, 4218.11, Policy and Regulation)

Discussion:

This was a change to ensure our policy and administrative regulations reflect the current federal guidelines regarding the protective classes of individuals. In addition, there is a State law that addresses protection for ethnic traits and hair styles. Also, there was another name and title change in the regulation and policy.

Motion Passed: Move that the Weston Board of Education approve Policy/Administrative Regulations of Non-Discrimination (Community, Personnel, and Students) Policy 4118.11 and 4218.11; passed with a motion by Ruby Hedge and a second by Gina Albert.

6 Yeas - 0 Nays.

XII.A.3. Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees (4118.25, 5141.4, Policy and Regulation)

Discussion:

This policy change represents a title change only.

Motion Passed: Move that the Weston Board of Education approve Policy/Administrative Regulation 4118.25 and 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees; passed with a motion by Gina Albert and a second by Ruby Hedge.

6 Yeas - 0 Nays.

XII.B. Discussion and Possible Vote on Modifying the 2021-2022 WPS Calendar

Discussion:

Dr. Craw followed up on the discussion that took place at the last regular monthly BOE meeting and brought forward new information on the start dates for the DRG for the 2021-2022 school year. It was found that Weston had the earliest start date of the DRG. Dr. Craw put together a new calendar with a suggested start date of September 2 and an end date of June 16. The Board and administration discussed the start and end dates and came to a consensus of starting on Tuesday, August 31 for students with an end date of June 14, 2022.

Motion Passed: Move that the Weston Board of Education approve the revised 2021-2022 Calendar with a start date of August 31 and end date of June 14; passed with a motion by Ruby Hedge and a second by Victor Escandon.

6 Yeas - 0 Nays.

XII.C. Discussion and vote on proposed 2022-2023 Weston Public Schools Calendar

Discussion:

Board members and administration discussed holding off on a vote when more information is available regarding a State decision on remote snow days as well as comparison of DRG A calendars.

XIII. SUPERINTENDENT'S REPORT

XIII.A. District Update

Discussion:

Dr. McKersie spoke on the end of year gathering for staff scheduled to be outdoors, weather permitting, on Friday, June 18, 2021.

Ms. Wolak spoke about reinstituting the BOE Principals Report, which has been on pause since the start of the pandemic.

XIV. COMMITTEE REPORTS

XIV.A. Communications Committee

XIV.B. Curriculum Committee

XIV.C. Facilities Committee

XIV.D. Finance Committee

Discussion:

Ms. Albert stated that the Finance Committee will be doing a final review of line items for the budget and if there are any adjustments necessary they will be voted on in June.

XIV.E. Policy Committee

XIV.F. Negotiations Committee

XIV.G. CES

XIV.H. CABA

XIV.I. Weston Education Foundation

XV. WRITTEN REPORTS

XV.A. Principals' Reports

XVI. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION

XVI.A. Regular Session on June 14, 2021 at 6:00 p.m.

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

XVII. ADJOURNMENT

Discussion:

The meeting was adjourned at 9:41 p.m.

Chairperson

Superintendent

Board of Education Recognition Ceremony

June 07, 2021 6:00 PM

Via Zoom *Members of the public can view the meeting by watching the live stream on the WPS YouTube channel. Please view the Google Calendar on the District website for link and agenda

Attendance was taken at 6:05 p.m.

Present Board Members:

Anthony Pesco
Melissa Walker
Gina Albert
Taffy Miller
Victor Escandon

1. Recognition of CABE Student Leader Award Winners

Motion Passed: Move that the Weston Board of Education recognize CABE Student Leader Award awarded to Sydney Grunberg and Sophia Kryzynski; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

2. Recognition of Mathematical Olympiads for Elementary & Middle Schools Top 2% Winner

Motion Passed: Move that the Weston Board of Education recognize Siyona Dutta for her Gold Pin in Mathematical Olympiads for Elementary and Middle Schools; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

3. Recognition of National Merit Semifinalists

Motion Passed: Move that the Weston Board of Education recognize National Merit Scholarship Program Semi-Finalists Ronan Duffy, Byron Hart, and Colleen Moore for the class of 2021; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

4. Recognition of Civics First Mock Trial Tournament State Champions

Motion Passed: Move that the Weston Board of Education recognize the Weston High School Mock Trial Team for the Civics First Mock Trial Tournament State Champions Sarah Albert, Sydney Cobrin, Jordan Conlon, Lindsey Greenberg, Emma Knapp, Lauren Lakra, Rebecca Ronai, Gavin Spadow, and Knox Watson; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

5. Recognition of First Place in State - TSA TEAMS (Test of Engineering Aptitude, Math & Science) for "Engineering Solutions in a Pandemic"

Motion Passed: Move that the Weston Board of Education recognize the TSA TEAMS first place State Award for Paige Cobrin, Sean Esslinger, Dwight Koyner, and Alexis Rozen; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

6. Recognition of Hudson-to-Housatonic Scholastic Writing Award

Motion Passed: Move that the Weston Board of Education recognize Gold Key Hudson-to-Housatonic Scholastic Writing Award for Catherine Xie; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

7. Recognition of State Grand Prize Winner of HRRR "Recycle Right" billboard contest

Motion Passed: Move that the Weston Board of Education recognize HRRR "Recycle Right" Billboard Contest winner Madelyn Rapko; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

8. Recognition of CMEA All State Band, All State Choir, All State Orchestra

Motion Passed: Move that the Weston Board of Education recognize CMEA All State Band Award for Matthew Schreder; recognize the CMEA All State Choir Award for Tejal Dhiman and Konstantina Goutouhidis; recognize CMEA All State Orchestra Award for Jessica Li; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

9. Recognition of NAFME All Eastern Choir

Motion Passed: Move that the Weston Board of Education recognize CMEA All State Choir Award to Tejal Dhiman and Konstantina Goutouhidis; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

Motion Passed: Move that the Weston Board of Education recognize NAFME All Eastern Choir Award for Paige Bjerke and Tejal Dhiman; passed with a motion by Gina Albert and a second by Melissa Walker.

7 Yeas - 0 Nays.

10. Recognition of Boys Ski Team Class S State Champions & Open State Champions

Motion Passed: Move that the Weston Board of Education recognize the Boys Ski Team Class S State and Open State Championships; passed with a motion by Gina Albert and a second by Taffy Miller.

5 Yeas - 0 Nays.

11. Recognition of All New England Wrestler

Motion Passed: Move that the Weston Board of Education recognize Breon Phiffer for his recognition as All New England Wrestler; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

12. Recognition of Girls Track & Field State Champions

Motion Passed: Move that the Weston Board of Education recognize the Girls Track and Field State Champions; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

13. Recognition of Boys Track & Field State Champions

Motion Passed: Move that the Weston Board of Education recognize the Boys Track and Field State Champions; passed with a motion by Gina Albert and a second by Melissa Walker.

5 Yeas - 0 Nays.

The meeting was adjourned at 6:46 p.m.

Chairperson

Superintendent

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Safe Return Plan for In-Person Instruction and Continuity of Services

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

The Draft Safe Return Plan document is attached for Board review and discussion. The final version is due to be posted by June 17, 2021.

If you would like to provide feedback on this document, please click on this link and fill out the form: <https://forms.gle/PRDXZrfXBPqWTR1X9>

Plan for Safe Return to In-Person Instruction & Continuity of Services

Weston Public Schools

June 17, 2021

Background

Per the Connecticut State Department of Education (CSDE), local education agencies (LEAs) are required to publish online a plan for the safe return to in-person instruction and continuity of services 30 days after receiving ARP ESSER funding. The **Safe Return Plan** must address a series of health and safety strategies, as well as plans for ensuring continuity of services (academic, social emotional, mental and health) if in-person instruction is not possible. Per the CSDE, the published plan must have been developed with stakeholder and public input.

The Weston Public Schools (WPS) has developed the required **Safe Return Plan** with attention to all required content and processes. Presented below, the **Safe Return Plan** opens with the health and safety strategies, turns to the continuity of services and closes with the process of stakeholder and public input.

Plan Sections

- I. Safe Return Management Team
- II. Health & Safety Strategies
 - A. Mask & Face Coverings
 - B. Physical Distancing
 - C. Contact Tracing & Quarantines
 - D. Diagnostic & Screening Testing
 - E. Vaccinations
 - F. Cleaning & Maintaining Healthy Facilities
 - G. School Visitors
 - H. Special Education & Related Services
- III. Continuity of Services
- IV. Stakeholder & Public Input

I. Safe Return Management Team

WPS has had a COVID-19 Management Team for the 2020-21 school year. This was a requirement of the CSDE, and has proved to be an essential administrative body to ensure WPS is coordinating and communicating all aspects of health and safety relative to COVID-19. We intend to extend the team into the 2021-22 school year, recommissioned as the “Safe Return Management Team.” Structure & members will be:

Districtwide Safe Return Oversight

- Lisa Wolak, Superintendent
- Michael DeMastro, Director of Facilities
- Sheryl Zulkeski, WPS Nurse Coordinator

Building Health & Safety Oversight

- Hurlbutt Elementary School: Matthew Paylor, Assistant Principal
- Weston Intermediate School: Nicole Wilhelm, Assistant Principal
- Weston Middle School: Dru Walters, Assistant Principal
- Weston High School: Matthew Filip , Assistant Principal

Public Health and Medical Consultants

- Mark Cooper, Director of Westport/Weston Health District
- Dr. Laura Marks, Medical Advisor

The WPS members of the Safe Return Management Team will collaborate regularly to ensure district wide consistency and quality in the actuation of the health and safety strategies.

The Public Health and Medical Consultants are included on an “on-call” basis and turned to for expert guidance as necessary.

II. Health & Safety Strategies

The Weston Public Schools intend to open the 2021-22 school year as much as possible in a normal, pre-COVID 19 format. We intend to open the year as we have ended the current school year--**with in-person schooling as the primary mode of instruction and programming.**

WPS will not provide a comprehensive remote learning option, which is explained below in the Continuity of Services section.

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Despite our aim for a return to a schooling mode as it existed prior to the Pandemic, WPS must be ready to provide in-person schooling with health and safety strategies proven to mitigate the spread of COVID-19. We detail below relative to each mitigating strategy the procedures we have been following as this school year has come to an end. We note where the procedures may need to vary depending on directives and guidance over the summer months from the CDPH and CSDE.

MASK & FACE COVERINGS

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding masks and face coverings for Fall 2021.

Guidelines

Masks and/or face coverings are required when students and staff are inside the school or on the bus. When students and staff are outside, masks are required when individuals are sedentary and within six feet of other students or staff. They must completely cover the nose and mouth, and be held in place by ear loops or tie behind the head. Parents will be responsible for providing students with face coverings or masks. We recommend students come to school with extra masks. (The District will have disposable masks for students to use on a one-time basis.)

We are allowing the three types of masks and face coverings that have received endorsements from the CSDE/DPH. We are not allowing any types that are not recommended for schools.

Mask breaks will be allowed in limited and controlled ways. *Mask breaks* are best achieved medically through social distancing of greater than six feet, with access to being outdoors, and must be staff-led and monitored.

Medical permissions for not wearing masks will be given to students only when medically verified and approved by the Superintendent and Director of Pupil Personnel Services. A centralized electronic record will be kept of students and staff with permissions. Staff will be informed in a confidential manner of those students with medically approved permissions. In general, based on guidance from WPS health and medical advisors, very few students will qualify for medical permissions not to wear a mask.

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PHYSICAL DISTANCING (Formerly Social Distancing)

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding physical distancing for Fall 2021.

Physical Distancing Guidelines

WPS is ending the 2020-21 school year with physical distancing of three feet. We shifted from “six feet where possible” based on CDC, DPH and CSDE guidance on March 19, 2021. The direct link to the CDC webpage explaining the change is here: [Operational Strategy for K-12 Schools through Phased Prevention](#).

We anticipate that physical distancing will be different when school starts in Fall 2021, but this will be based on guidance over the summer from the CDPH and CSDE.

The metrics for physical distancing will affect classroom organization, management and teaching approaches. We hope to be as close as possible to past practices in our schools and learning spaces in Fall 2021, but we must wait for CDPH and CSDE guidance before final plans are set.

CONTACT TRACING & QUARANTINES

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding contract tracing and quarantines for Fall 2021.

Contact Tracing

When a positive case of COVID-19 is reported in one of the schools, the school administration will start communications with the WPS Nurse Supervisor and the school-specific members of the COVID-19 Management team and Building Administration.

The scope of the response will be determined on a case-by-case basis and evaluated on its own merits. The superintendent’s highest priority will be the health and safety of the students and staff when making a determination whether it is necessary to excuse one or more affected persons from school, a whole cohort, a single class, a single school, or all the schools, and for how long.

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The school administration and nursing staff will determine who within the school community has had “close contact” (as defined by the Centers for Disease Control (CDC) – “an exposure of within six feet for at least fifteen minutes”) with an individual who has tested positive for COVID-19.¹

- Elementary Schools – A confirmed case of COVID-19 in HES or WIS, where students and staff are together for multiple hours, will result in the entire cohort for the infected individual being required to self-quarantine for 10 days. (Exception: full vaccinations remove the need for quarantining, if asymptomatic.)
- Middle School and High School – In the middle school and high school, where students are in a single room for roughly 45-50 minutes, we use “seating adjacency” to determine which students have been exposed and must quarantine for 10 days. “Seating adjacency” focuses on the square of seats immediately surrounding the location of the infected individual—this means the seats immediately in front, behind, to the left, to the right and at each of the four diagonals. Per public health and medical guidance, it is important to include the full adjacent group, since they are immediately in line with the infected student.

Those who are determined to have had “close contact” with an individual who has tested positive for COVID-19 will be contacted by the school administration and the nursing staff. To be clear, the Westport Weston Health District is responsible for all contact tracing beyond the schools and district (the WPS responsibility is for contact tracing within the schools and district).

Contact Tracing Checklist:

1. Any student and/or staff that reports feeling ill is sent home with the recommendation to be tested for COVID-19 to determine if we are dealing with COVID-19, the seasonal flu, regular cold, allergies or something else. Alternatively, we learn of a positive COVID-19 case or possible exposure to COVID-19 in the school system.
2. Members of the specific Building Administrators conduct contract tracing within the affected school. Through consultation with the Superintendent, Building Administrators determine the best course of action to protect the health of students and staff. Actions could include class, cohort, full building, multiple building or full district shifts to Temporary Remote Mode.
3. The WPS COVID-19 Management Team provides the following public communications:

¹ Close contact: Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., begin sneezed or coughed on in the face). See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/quarantine.html>

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- a. Each school sends a school specific update to their staff and families--this applies solely to the specific confirmed positive case in the particular school;
 - b. A districtwide roundup would be sent by the Central Office summarizing any confirmed positive cases for students and staff in the last 24 hours;
 - c. The COVID-19 Resources & Updates Webpage includes two data sets on positive confirmed cases, with the links shared in each update to staff and families:
 - i. <https://docs.google.com/spreadsheets/d/1x9nswxZtZmRbMZwZXFzZeHNG1NR7v3AdgogI5pOtSF8/edit#gid=0>
 - ii. https://docs.google.com/spreadsheets/d/e/2PACX-1vQjhgMKHiLeEsvXAUWXUNZyOA7V0BUQnsgBzFv1nCRpCee-KxlC0KFrIVpV3oFvw_6KI9oGyjB480WS/pubchart?oid=556332786&format=image
4. In short, the entire community is informed if it is positive COVID-19 exposure or other significant communicable disease outbreak. The particulars of what we say is on an individual case-by-case basis. We never divulge private information about the individual(s) involved.

Quarantines

For the 2021-22 school year, Weston Public Schools will require a 7-day quarantine, dependent on an individual providing a PCR negative test on day five (or later) of the quarantine. It will be the responsibility of the individual or his/her family to provide the test result--we will not be able to ask for the result.

Vaccinations will eliminate the need for quarantine with any individual. Once an individual is two weeks past their full vaccination regime (be it a one or two-dose regime), and is asymptomatic, that person does not need to quarantine. At the point of contact tracing, the individual can volunteer the information that he or she has been vaccinated (we are not allowed to require that information or documentation).

Weston Public Schools will no longer quarantine individuals on school buses exposed to a confirmed positive case of COVID-19 if the two following factors are present at the point of exposure:

1. Windows on the school bus are open and allowing ample flow of air through the bus;
2. All riders are wearing masks.

While WPS requires that bus windows are opened and that masks are worn, we still need to check if these procedures were being followed during a specific incident. We also should note

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that we cannot grant this waiver of quarantines when we have **within school** close contact with a confirmed positive COVID-19. Within schools, students and staff are closer together for far longer time segments than when on buses.

DIAGNOSTIC & SCREENING TESTING

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding diagnostic and screening testing for Fall 2021.

The WPS does not conduct diagnostic and screening testing. Instead, we refer all students and staff to a medical professional for testing. We base this procedure in part on guidance released by the CT DPH in September 2020.^{2 3} The district's public health and medical advisors have confirmed our decision to provide or conduct testing. Several requirements and recommendations from these advisories are essential to WPS procedures and practices.

- **Who provides the test?** An order by a licensed health care provider is required to obtain a test for COVID-19. Health care providers who can order a COVID-19 test include physicians, nurse practitioners, physician assistants and pharmacists. A patient's personal health care provider may order the test; or a provider at a community, hospital, pharmacy, or other site where COVID-19 testing is offered may order the test. A consultation (telehealth or in-person visit) with a provider is advisable, but is not required, before being tested. (CT DPH, 9.11.20)
- **Who should get tested?** Testing is recommended for all persons who are symptomatic and for persons without symptoms in certain circumstances. The goals of testing people without symptoms in certain populations or groups include the following: 1) prevent transmission in congregate settings among high-risk persons; 2) inform infection control measures in healthcare settings and congregate facilities; and 3) prevent transmission among persons living and working in high-risk settings.
- **Type of Test --** Stated simply, public health and medical expert advice points to the RT-PCR test as currently most valid and reliable. Nevertheless, students and staff must consult with their own medical professional as to the test(s) to use.

² *Interim Guidance for the Use of Molecular Tests to Diagnose Adults and Children with Current Infection with SARS-CoV-2, the Virus that Causes COVID-19*, CT DPH, September 11, 2020. Available on the WPS COVID-19 Resources Webpage at: <https://drive.google.com/file/d/1DFEYLWjzUvUS2oEkXTUgm9nPPloQGj4P/view?usp=sharing>

³ *Interim Guidance for SARS-CoV-2 Antigen Testing and Reporting in Connecticut*, CT DPH, September 29, 2020. Available on the WPS COVID-19 Resources Webpage at: <https://westonps.org/resources-2/>

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VACCINATIONS

The Weston Public Schools has provided opportunities for all staff to receive vaccinations. In collaboration with the Westport Weston Health District, Westport Public Schools and Easton/Redding (ER9) Public Schools, we hosted vaccination clinics for all staff during March and April 2021. Between these clinics and other venues available to Connecticut educators, we believe nearly all WPS staff are now fully vaccinated. We intend to continue this collaboration as future vaccinations may be necessary for our staff.

More recently, we have partnered with Community Health Center (CHC) to provide our students, when their age group is eligible, to vaccination clinics. The first of these clinics occurred on May 1st at the Danbury Fair Mall in Danbury CT. We will continue to provide these opportunities moving forward.

In addition, we established a legally approved system for asking WPS families to voluntarily send the nursing coordinator their vaccination cards. We keep this information in private students files as a way to facilitate any contact tracing. It also provides us a private sense of the extent of vaccination among our student population. We instituted this voluntary system first for the high school, and intend to do the same as our middle school and later elementary school students become eligible for vaccinations.

CLEANING & MAINTAINING HEALTHY FACILITIES

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding cleaning and maintaining healthy facilities for Fall 2021.

Facility and PPE preparations are essential to the well-being of students and staff. Listed here are the headlines for the lead measures that the Facilities Department has implemented districtwide (some of these points are noted elsewhere in this manual) regardless of the in-person Reopening Scenario (Full Reopening or Hybrid).

1. Additional stand-alone hand sanitizer dispensers have been placed in high-traffic areas of all schools such as libraries, cafeterias and main offices. Hand sanitizer bottles have been placed in each classroom.
2. Additional supplies of hand soap have been stocked.
3. Face masks have been stocked and will be distributed as needed on a back-up basis. Students and staff are required to bring their own face masks to schools--we recommend each person have an extra supply of three-to-five face masks at all times.

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4. Current medical advice concludes that face shields alone are not helpful, but they are provided to staff to use in combination with a face mask and social distancing.
5. Isolation rooms have been identified in each school. The isolation rooms will be equipped with portable air cleaners to help with air purification.
6. For the comfort of students and staff, all fresh air dampers are modulated to accommodate a comfortable space temperature while still allowing additional fresh air into classrooms.
7. Ventilation of all facilities has been a priority.
 - HVAC systems are being checked and necessary repairs will be made.
 - Exhaust fans are being checked and necessary repairs will be made.
 - Filters have been changed.
 - HVAC systems will be set to full occupancy mode a week or so before the start of school.
 - HVAC system will be flushed two hours prior to the start of school and at least one hour after the last occupant has left the building.
9. Cafeterias will be used where possible and where physical distancing can be maintained. The District is exploring a pre-ordering platform which will help maintain physical distancing.
10. Misting disinfectant sprayers will be used for cleaning and disinfecting as needed.
11. Affineco and our custodians adhere to state regulations on the extent and frequency of cleaning, and the use of EPA-approved materials that control for COVID-19. We will be adding personnel to provide for necessary cleaning.
12. Hallways in all schools will be marked with directional signage as well as six-foot markers where necessary to allow for safer walking patterns.
13. Cafeterias have plexiglass shields on all student tables.
14. Our transportation providers will be cleaning all vehicles twice daily.

The district will provide ample cleaning supplies for classrooms. Staff should not bring their own cleaning supplies. In addition, we do not accept donations of cleaning supplies for health and safety reasons.

SCHOOL VISITORS

NB: This is the procedure we have followed at the close of 2020-21. We will look for CDPH and CSDE directives and guidance over the summer regarding school visitors for Fall 2021.

Parents & Other Visitors

Parents and other visitors to schools will not be allowed through the end of the 2020-21 school year.. This limitation includes not allowing student siblings or other children to visit the

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(Updated from 5.27.21 Version)

schools. The exception will be for medical or emergency situations, including parents coming to the schools to pick up an ill child. Parent and other meetings and visitations will be conducted virtually, unless an exception is granted by the building principal.

Spectators & Audiences

WPS recently allowed home and away fans for all competitions. All spectators must adhere to these requirements:

- Spectators must wear a mask at all times while on the Weston High School campus.
- Spectators must distance themselves from anyone not from their household.
- Spectators must follow the directives of all Weston High School personnel.

Performing Arts

Regarding the performing arts, we will be considering safe ways to allow audiences.

SPECIAL EDUCATION & RELATED SERVICES

Consultants from Outside Weston Public Schools

- We will continue to allow visits from consultants when it is part of a child's required IEP services.
- Consultants will be required to sign in with the main office at each building they visit.
 - During the sign in process, they will be asked to complete a self-declaration.
- Consultants will also be required to keep a list of districts, buildings and classrooms they visit for the purposes of contract tracing.

PPTs and Team Meetings

- At this time, PPTs, team meetings and other parent meetings will continue to be conducted virtually. Staff can join from a confidential location anywhere in the school buildings.
- For Fall 2021, we intend to continue to offer virtual PPTs regardless of the visitor policy because staff and families have given positive feedback. Once visitors are allowed, we will provide parents with a choice of in person or virtual meetings.

III. Continuity of Services

In-person instruction remains the best means for student success - continuous academic progress, positive mental and physical wellbeing, and connections with peers and adults. As such, our 21-22 schooling scenario will reflect a return to learning within the physical school setting, except as defined by the limited circumstances outlined below. The circumstances to be addressed are anticipated to focus on the limited number of students who may be quarantined due to COVID-19 exposure.

Reasons to allow for remote participation:

1. Quarantine due to COVID exposure (7-10 days)
 - a. Contingent upon school quarantining requirements set by DPH
2. Quarantine due to COVID positivity (if well enough to attend)
3. Documented student medical conditions that meet the statutory criteria for homebound instruction (with pre-approval from Director of Pupil Services)

Reasons not accepted (these would be recorded as absences):

1. Waiting for test results
2. Vaccination and associated recovery
3. Student illness
4. Family travel
5. College visits

Quarantine Plans

K-5 HES & WIS

- Students or staff will need to be quarantined if they are not fully vaccinated.
- Voluntary submission of vaccination records will be offered to students/staff.
- If the whole class is quarantined, the teacher teaches remotely using Google Meet.
- For students with an IEP, their quarantine will be individualized and designed by the case manager and team.

Framework for Student Support:

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(Updated from 5.27.21 Version)**

- Students in our Early Learning Center will be provided with asynchronous work.
- K-5 students will have 1.5 hours daily Google Meet for each grade level and asynchronous work in a grade level Google Classroom/SeeSaw.
- Focus areas will prioritize reading, writing, and math (and Foundations at the K-2 level).
- Plans will be designed to support maintenance of skills and general classroom instruction. It is not meant to recreate the daily lessons of the classroom.
- Asynchronous work will include special area classes.
- 24 hour lead time for student/family to pick up materials.
- A quarantine Google Meet will be set up in August to be used all year. There will be one for each grade level as a part of the grade level Google Classroom/See Saw.

WMS Plan

- Students or staff will need to be quarantined if they are not fully vaccinated.
- Voluntary submission of vaccination record will be offered to students/staff.

Framework for Student Support:

- Students will listen in to their classroom and special education/related service lessons
- Students will access materials and assignments on Google Classroom
- Students will check their Team Calendar

The aim is for students to stay current with content and assignments to the extent possible; assessments may be made-up upon return.

Remote participation will not include:

- 1:1 engagement with the teacher during class.
- Full integration in class activities.
- Remote administration of assessments.

Special Education Considerations

- Remote access to scheduled services to be coordinated through case manager

WHS Plan

DRAFT -- June 2, 2021
(Updated from 5.27.21 Version)

- Students or staff will need to be quarantined if they are not fully vaccinated.
- Voluntary submission of vaccination records will be offered to students/staff.

Framework for Student Support:

- Students will listen in to their classroom and special education/related service lessons
- Students will access materials and assignments on Teachers' Canvas pages.
- Students will access remote extra help per teachers' office hours

The aim is for students to stay current with content and assignments to the extent possible; assessments may be made-up upon return.

Remote participation will not include:

- 1:1 engagement with the teacher during class.
- Full integration in class activities.
- Remote administration of assessments.

Special Education Considerations

- Remote access to scheduled services to be coordinated through case manager

IV. Stakeholder and Public Input

The **Safe Return Plan** has received stakeholder and public input in four ways: through the Fall 2020 Task Force, staff meetings, Board of Education meetings and public posting on the WPS Website. Versions of these four paths for stakeholder and public input will be implemented when adjustments to the **Safe Return Plan** are required over the summer and in the 2021-22 School Year.

FALL 2020 TASK FORCE

The superintendent established a representative Fall 2020 Task Force in Spring 2020 to provide guidance for the opening of the 2020-21 school year. The Task Force remained in operation for the entire school year meeting every other week via Zoom. Its final meeting as currently structured was on June 1, 2021, at which time the **Safe Return Plan** was reviewed.

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It has yet to be determined what the exact role of a body such as the Task Force will entail in the 2021-22 school year. Lisa Wolak, the incoming Superintendent, will work with the Board of Education and administration to establish an inclusive structure and process for stakeholder input.

Task Force Basic Guidelines:

- Advisory body to the Superintendent, who will make final recommendations based on input from the Task Force.
- All final decisions on recommendations, highlighted opportunities or concerns will be determined through consensus (this a non-voting Task Force).
- Members will be required to bring to the Task Force the broad perspective of their respective roles
 - They should not speak or act solely for their individual perspective
- Members will be required to be present for all Task Force meetings and public forums. Focus groups are likely to be held; for those, we will determine which Task Force members need to be present.
- Work within the priority criteria set forth in this framework, with public health as first priority, and an understanding that final decisions will be dependent on state and local public health requirements.
- Statements and updates from the Task Force are to be made solely by the Superintendent or his designee, or the Chair of the Board of Education.

Task Force Members:

- Bill McKersie, Superintendent
- BOE Officers
 - Tony Pesco, Chair
 - Melissa Walker, Vice Chair
 - Ruby Hedge, Secretary
- Cabinet
 - Ken Craw, Assistant Superintendent for C&I
 - Tracy Edwards, Director of PPS
 - Phil Cross, Director of Finance & Operations
 - Dan DiVito, Director of Digital Learning & Technology
- Principals
 - Lisa Wolak, High School (Upper School perspective)
 - Pattie Falber, WIS (Lower School perspective)
- Sheryl Zulkeski, Nursing Supervisor

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- Joseph Miceli, Sergeant, Weston Police Department, Emergency Operations Center (EOC)
- Teachers -- (WTA Selected)
 - Elizabeth Davies, High School (Upper School perspective)
 - Kate Graham, WIS (Lower School perspective)
- Staff -- (AFSCME Selected)
 - Jodi Sacchetta, High School (Upper School perspective)
 - Kristin McCarthy, HES (Lower School perspective)
- Parents -- (PTO Selected)
 - Eduardo Abreu, HES & WIS Parent Representative
 - Michelle Albright, WMS & WHS Parent Representative
 - Alison McElhone, WMS & WHS Parent Representative
 - Rina Shane, HES & WIS VDL Parent Representative
 - Lisa Lewis, WMS & WHS VDL Parent Representative

STAFF MEETINGS

The Safe Return Plan was presented for comment in staff and faculty meetings in each of Weston's four schools. It also was presented for comment with the Leadership Team (all district and building administrators).

BOARD OF EDUCATION MEETINGS

The Safe Return Plan was introduced generally at the May 17, 2021 meeting of the BOE. Members of the BOE also provided comments through the Fall 2020 Task Force. The final plan was shared with the BOE at the June 14, 2021 meeting.

POSTING ON WPS WEBSITE

A draft of the Safe Return Plan was posted on the WPS Website as of May 27, 2021 with opportunity provided for public comment.

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Update on Use of ESSER II Funding

Submitted by: Kenneth Crow

Document Summary/Purpose and/or Recommended Action:

This document summarizes enhancements to the K-5 CIL structure and math and reading intervention structure for 2021-2022 with the use of ESSER II grant funding.

Weston Public Schools
Update on Use of ESSER II Funds:
Enhancement to CIL and Intervention Structures
2021-22

ESSER II Funds will be used to address the academic needs of our students in the areas of math and language arts. Math has been identified as a high-level district priority for 2021-22 with a focus on enhancing K-8 resources, accelerating professional learning and providing targeted math intervention programs. For a detailed outline of the [Math Strategic Plan](#) please refer to the April 7, 2021 document presented to the Curriculum Committee.

Critical to this plan’s success is the addition of a .50 HES Math CIL position highlighted in table one below. Key reasons for establishing a .50 FTE position are as follows:

1. Math performance – The addition of a .50 HES Math CIL better supports the math strategic plan with coaching for the implementation of the new math resources and to provide the necessary professional learning support for differentiated instruction.
2. CIL model teacher support structure - Currently, the K-5 math CIL (Carolyn Vinton) supports approximately 50 general and special education teachers across two schools. By having Carolyn Vinton focus her efforts at WIS and hiring (internally) a new HES Math CIL, we are then able to provide improved teacher support.

Both Math CILs would serve approximately 25 teachers. This approach would mirror the model we currently have in place for literacy, with one CIL stationed at HES (Andrea Noble) and the other at WIS (Alex Bluestein).

Table 1: Enhanced K-5 CIL Structure with Grant Funding			
Literacy, Math & Science			
2021-22			
Subject	HES	WIS	Total K-5 Support
Literacy (Rdg, Writing, SS)	.50 FTE (Andrea Noble)	.50 CIL (Alex Bluestein)	1.0 FTE
Math	.50 FTE (TBD)	.50 CIL (Carolyn Vinton)	1.0 FTE
Science	.50 FTE across grades K-5 (Carolyn Vinton)		.50 FTE

Additional information regarding the benefits of enhancing the K-5 CIL math structure are outlined in the [June 9, 2021 document](#) presented to the Curriculum Committee.

The Esser II funds also support expanded intervention services in both reading and math. There will be an additional 1.7 FTE devoted specifically to math intervention. This is a significant increase at the K-5 level, which will support our youngest math students. Further, there is an additional .30 FTE increase in reading intervention for the 2021-22 school year. See table two below.

Table 2: Intervention Structure Reading & Math 2020-21 as compared to 2021-22					
Year	Subject	HES	WIS	WMS	Total
2020-21	Reading	2.0 FTE	2.0 FTE	1.7 FTE	5.7 FTE
2021-22	Reading	2.0 FTE	2.3 FTE (+.3)	1.7 FTE	6.0 FTE (+.3)
2020-21	Math	.6 FTE	.7 FTE	1.0	2.3 FTE
2021-22	Math	1.5 FTE (+.9)	1.5 FTE (+.8)	1.0 FTE	4.0 FTE (+1.7)

The district goal is to ensure that all K-8 students demonstrate personal growth in math and language arts as evidenced by classroom performance and on standardized measures, such as the NWEA Measure of Academic Progress, Fountas and Pinnell reading assessments and the Smarter Balanced assessments.

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Final Enrollment & VDL Count Update for 2020-21 School Year

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

With this posting for the June 14, 2021 BOE Meeting, we are providing **the final update on Enrollment and VDL counts for the 2020-21 school year**. This information may be a resource with any enrollment-related discussions or decisions.

We last reported to the BOE on May 28, 2021. Today's update is current as of June 9, 2021.

The attached enrollment chart documents that we have 2245 students, unchanged from May 28. We did not expect changes, since at this point in the year enrollment tends to be stable.

The attached VDL chart documents that the number of students in the VDL Program continued to drop as we headed to the end of the school year. As of June 9, we have 148 students in VDL, which represents 6.6 percent of the student population. For comparison, the VDL count on May 28 was 177, on May 14 was 212, on April 30 was 243 and on March 15 was 434. Three of the four schools decreased as of June 9, with the largest drop at WHS:

- HES held at 16 (4 percent of students);
- WIS fell from 30 to 26 (now 5.3 percent of students);
- WMS fell from 40 to 31 (now 5.5 percent of students);
- WHS dropped from 91 to 75 (now 9.1 percent of students).

A big thank you to Dan DiVito and June Curiano for working with each school's front office staff to provide the BOE this year's reporting on enrollment. It was a larger and more extended task due this year to the fluctuating impact of COVID-19 on enrollment and VDL Program participation.

**Detailed Information on Enrollment for Weston Public Schools 20-21
as of 06-09-21**

Incoming Grade	Confirmed Enrollment as of 10-1-20 as reported the State	Confirmed Enrollment as of 06-09-21	Pending in Infosnap 06-09-21	Total 20-21 as of 06-09-21	Milone & Macbroom Projected Enrollment 20-21	Number of Sections 20-21 Section Added to Grade 1 on 8-25-20	Average Class Size Based on Enrollment as of 10-1-20 (Total/Section)
K	122	130	0	130	120	7	18.6
1	142	144	0	144	144	8	18.0
2	131	126	0	126	124	6	21.0
3	145	141	1	142	144	7	20.3
4	176	178	1	179	169	8	22.4
5	172	175	1	176	174	8	22.0
6	172	173	0	173	178	NA	
7	190	191	0	191	194	NA	
8	196	195	0	195	189	NA	
9	198	193	0	193	206	NA	
10	194	189	0	189	194	NA	
11	207	209	0	209	206	NA	
12	204	201	0	201	205	NA	
TOTAL	2249	2245	3	2248	2247		

PK 3	7	14	0	14	NA	NA	NA
PK 4	17	18	1	19	NA	NA	NA

Notes:

* Enrollment remains fluid and is not final. **Additional updates will be provided every Friday through the start of school.**

**New students to the District are categorized as "pending" in Infosnap until all required documentation is received.

Most students in Infosnap will transition to confirmed enrollment.

Open Choice students are added in August. Number of new students will be added based upon request and class sizes.

8-25-20 Additional section in Grade 1 added.

Class Size Guidelines (Per BOE): K-1: Up to 20 Students Per Class

2-5: 20-24 Students Per Class

**Voluntary Distance Learning Opt-In
as of June 9, 2021**

Grade	# of Students for Voluntary Distance Learning	Total by School for Voluntary Distance Learning	Confirmed Enrollment as of 06-09-21	Confirmed Total Student Enrollment by School as of 06-09-21	% VDL by Class Size as of 06-09-21
PK	1 (not included below)	PK @ HES: 1 (not included below)			
K	3		130		2.3%
1	6		144		4.2%
2	7	HES: 16 (4% total population)	126	400	5.6%
	16				
3	7		141		5.0%
4	9		178		5.1%
5	10	WIS: 26 (5.3% total population)	175	494	5.7%
	26				
6	4		173		2.3%
7	16		191		8.4%
8	11	WMS: 31 (5.5% total population)	195	559	5.6%
	31				
9	13		193		6.7%
10	28		189		14.8%
11	14		209		6.7%
12	20	WHS: 75 (9.1% total population)	201	792	10.0%
	75				

148 (6.6% Total Population VDL Opt-In)

2245

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Enrollment Update

Submitted by: Kenneth Craw

Document Summary/Purpose and/or Recommended Action:

Current enrollment spreadsheet for fall 2021 for grades K-5.

Fall 2021 Enrollment as of June 11, 2021

Grade	Currently Enrolled for Fall	Returning Homeschooled Students Confirmed	Enrolled Students New to the District	Withdrawals	Total	Number of Sections Fall 2021	Average Class Size
PreK	14	N/A	14	N/A	28*	3	
K	104	3	N/A	N/A	107	7	15.3
1	130	12	6	1	149	8	18.6
2	144	0	5	2	151	7	21.6
3	126	10	10	0	146	6	24.3
4	141	3	5	2	151	7	21.6
5	178	1	8	2	189	8	23.6

*five more students are pending referral process

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Textbook Adoptions: Social Studies American Tapestry Elective Course

Submitted by: Kenneth Crow

Document Summary/Purpose and/or Recommended Action:

Textbook adoption forms for two texts selected for the social studies half-year elective course, American Tapestry. The forms cover the selection criteria, texts reviewed and recommended texts. Both texts are recommended for adoption.



Weston Public Schools Textbook Adoption Form

School: WHS **Date:** 6/3/2021

Subject Area: Social Studies – American Tapestry: Multiculturalism in the US (new half-year elective course)

Grade Level: Secondary **Grades:** 10-12

Committee Members:

Lisa Wolak, WHS Principal
Christine Cincotta, 6-12 CIL (ELA)
Nicholas Torres, 6-12 CIL (Social Studies)

Selection criteria or parameters established for this textbook:

Historical and Contemporary Focus

- Historical content should be very recent (last 50 years) in order to avoid redundancy with American Studies/APUSH curricula
- Text should make connections between historical content and salient contemporary issues which motivate students to take this course

Engagement

- Connect with students' civic-mindedness
- Emphasize young people's contributions to US culture as participants, rather than observers

Rigor and Accessibility

- Support school and department goals to improve analytical reading skills
- Create appropriate challenge to foster growth in literacy
- Text should be organized in short/medium-length chunks, and take narrative form so that students find it enjoyable to read

Weston Public Schools

Textbook Adoption Form

Textbooks reviewed during the process:

Title: A Different Mirror for Young People: A History of Multicultural America
Author: Ronald Takaki
Publisher: Triangle Square
Publication Date: 2012

Title: On the Freedom Side: How Five Decades of Youth Activists Have Remixed American History
Author: Wesley C. Hogan
Publisher: University of North Carolina Press
Publication Date: 2019

Title: Racial and Ethnic Groups, 15th Ed.
Author: Richard T. Schaefer
Publisher: Pearson
Publication Date: 2019

Research Conducted:

(Survey of DRG, high performing districts in Fairfield County and in the Tri-State Consortium. List districts surveyed and text used if course is offered.)

District **Text**

This course is unique in DRG A. The other considered texts (Schaefer, Takaki) are used in outside districts with established multicultural studies courses. However, they did not meet the criteria established by this committee.

Pilot:

(If the text was piloted, please explain the process and include dates. If the textbook was not piloted, please explain the rationale for not piloting.)

Not piloted because course is not currently offered.
--

Weston Public Schools Textbook Adoption Form

Committee Recommendations:

The committee recommends On the Freedom Side: How Five Decades of Youth Activists Have Remixed American History because it newly published, meets the established criteria, and was written by an authoritative source on multicultural studies through documentary methodology.

Title: On the Freedom Side: How Five Decades of Youth Activists Have Remixed American History

Author: Wesley C. Hogan

Publisher: University of North Carolina Press

Publication Date: 2019

Planned date of next edition: unknown

DRP Score: 70+

Unit Cost: \$27.95

Number of texts being purchased: 30

Total cost (including shipping): \$838.50

Based on criteria established, explain why this textbook is being recommended for purchase.

This text meets all criteria outlined on page one. It focuses on recent history, which will minimize overlap with American Studies/APUSH content. The text demonstrates an awareness of the audience's interests by making connections between historical and contemporary events. It engages an audience of young people by focusing on the role of youth as change-makers in American society, and taps into students' civic-mindedness. Wesley C. Hogan is a research professor at Duke University, the current director of Duke's Center for Documentary Studies, and has worked in partnership with the SNCC Legacy Project. Her text is written in a way that is highly engaging, and is not constructed like a typical textbook. However, it is written at a late high school/early college level which will appropriately challenge our students' growth in critical reading skills.

Recommendation approved by:

Nicholas Torres

Date: June 3, 2021

CIL

Click here to enter text.

Date: Click here to enter a date.

Principal

Click here to enter text.

Date: Click here to enter a date.

Assistant Superintendent

Weston Public Schools

Textbook Adoption Form

Textbooks reviewed during the process:

Title: An African American and Latinx History of the United States
Author: Paul Ortiz
Publisher: Beacon Press
Publication Date: 2018

Title: Harvest of Empire: A History of Latinos in America
Author: Juan Gonzales
Publisher: Penguin Books
Publication Date: 2011

Title: We Are Here to Stay: Voices of Undocumented Young Adults
Author: Susan Kuklin
Publisher: Candlewick
Publication Date: 2019

Research Conducted:

(Survey of DRG, high performing districts in Fairfield County and in the Tri-State Consortium. List districts surveyed and text used if course is offered.)

District Text

This course is unique in DRG A. Harvest of Empire is included in CT SERC's outline for potential African American and Puerto Rican Studies texts, but is 10+ years old.

Pilot:

(If the text was piloted, please explain the process and include dates. If the textbook was not piloted, please explain the rationale for not piloting.)

Not piloted because course is not currently offered.
--

Weston Public Schools Textbook Adoption Form

Committee Recommendations:

The committee recommends We Are Here to Stay: Voices of Undocumented Young Adults because it has recently been revised, meets the established criteria, and provides students with primary source textual and photographic content related to the experience of undocumented youth.

Title: We Are Here to Stay: Voices of Undocumented Young Adults

Author: Susan Kuklin

Publisher: Candlewick

Publication Date: 2019

Planned date of next edition: unknown

DRP Score: 62-70

Unit Cost: \$14.69

Number of texts being purchased: 30

Total cost (including shipping): \$440.70

Based on criteria established, explain why this textbook is being recommended for purchase.

This text meets all criteria outlined on page one. It was originally set to publish in 2017, but was edited to reflect the most recent legal and policy changes regarding DACA. The text creates a window into the experience of “Dreamers” through their own accounts of living as undocumented immigrants in America. The young people in the book are still in the same general age range as our students, which students will find relevant and engaging. The book also provokes social and emotional themes such as empathy, respect, and ethics. Contrary to many books on this topic, We Are Here to Stay is focused on the humanity of individuals, rather than political implications of the immigrant experience. Finally, it is written for a high school audience and will appropriately challenge students’ literacy skills.

Recommendation approved by:

Nicholas Torres

Date: June 3, 2021

CIL

Click here to enter text.

Date: Click here to enter a date.

Principal

Click here to enter text.

Date: Click here to enter a date.

Assistant Superintendent

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Textbook Adoptions: Grade 8 Spanish

Submitted by: Kenneth Crow

Document Summary/Purpose and/or Recommended Action:

Textbook adoption form for a new Grade 8 Spanish text. The form covers the selection criteria, texts reviewed and recommended textbook for Grade 8 Spanish.



Weston Public Schools Textbook Adoption Form

School: WMS

Date: 6/1/2021

Subject Area: World Languages

Grade Level: 8th grade Spanish

Grades: 8th grade

Committee Members:

Mr. Dan Doak – WMS Principal
Mrs. Mercedes Fernandes – WL CIL K-12
Ms. Colleen Geel – 8th grade Spanish teacher
Mrs. Luiza Kosminsky – 7th grade Spanish teacher
Ms. Mayra Montalvan – 8th grade Sp. Substitute teacher

Selection criteria or parameters established for this textbook:

- Textbook must support and enhance the curriculum
- Textbook must provide authentic print and audio input
- Textbook must provide authentic communicative tasks that are engaging and age appropriate.
- Vocabulary must be current and relevant
- Tasks must be diverse, with some activities very simplistic and others leading into higher thinking application of learning
- Textbook presentation must be clear and succinct
- Textbook is accompanied by practice activities
- Textbook and activities are accessible online
- Textbook must support vertical articulation with WHS program

Weston Public Schools Textbook Adoption Form

Textbooks reviewed during the process:

Title: Auténtico
Author: Myriam Met – Peggy Paolo Boyles – Richard Sayers
Publisher: Savvas
Publication Date: 2018

Title: Espanol Santillana
Author: Dr. Miguel Santana – Dr. Lori Langer de Ramirez
Publisher: Vista Higher Learning
Publication Date: 2015

Title: Encuentros 1B
Author: Jose Blanco – Rafael de Cardenas Lopez
Publisher: Vista Higher Learning
Publication Date: 2022

Title: Senderos 1B
Author: José Blanco
Publisher: Vista Higher Learning
Publication Date: 2018

Research Conducted:

*(Survey of DRG, high performing districts in Fairfield County and in the Tri-State Consortium.
List districts surveyed and text used if course is offered.)*

District	Text
Wilton	No textbook
Westport	No textbook
Fairfield	Carnegie – EMC ancillary materials
New Canaan	No textbook but looking for online support program.

During the 2019-2020 school year, the WL CIL conducted research for available textbooks but did not identify a better option for replacement of our current textbook. The research continued into the 2020-21 school year when new options became available. The CIL has routinely attended the ACTFL and NECTFL conferences where she has met with several publishers and requested textbook samples to review. The CIL also conducted research in the DRG A schools to find out which textbooks they use (if any). During the course of the 2020-2021 school year the committee met to review and discuss the textbooks. The committee narrowed the selection to two textbooks: Aauténtico (Savvas) and Encuentros 1B (Vista Higher Learning).

Pilot:

(If the text was piloted, please explain the process and include dates. If the textbook was not piloted, please explain the rationale for not piloting.)

The textbook was piloted from mid-February to May 2021 by Ms. Geel and Ms. Montalvan in 8th grade Spanish classes. Students liked the new presentation of concepts, materials, and assessments. Ms. Geel and Ms. Montalvan piloted one chapter of the textbook and they piloted samples of the online activities, audiovisual materials, and assessments. The teachers reported that the communicative activities were highly authentic and engaging for the students, with relevant vocabulary, up-to-date authentic input, and succinct grammar presentations. Both the textbook and the online resources provided a clear framework for the students to practice and progress in their language skills.

Committee Recommendations:

Encuentros 1B supports and enhances the 8th curriculum. The units presented in the textbook match our curricular units; therefore, they are the ideal complement for students to achieve higher communicative proficiency. The units focus on highly cultural and authentic communicative tasks while embedding the new vocabulary and grammar to be acquired. The audiovisual and print materials are age appropriate, engaging, and up-to-date. The teacher's edition provides a variety of teaching suggestions including differentiated instruction for developing learners, expanding learners, special needs learners, and heritage learners. It also offers teaching suggestions for multiple intelligences, cooperative learning, Total Physical Response (TPR), and critical thinking skills. The companion website, Supersite, provides access to the e-book, practice activities, assessments, and gradebook.

Title: Encuentros 1B

Author: José Blanco

Publisher: Vista Higher Learning

Publication Date: 2022

Planned date of next edition: 2022

DRP Score: [Click here to enter text.](#)

Unit Cost: 134.95

Number of texts being purchased: 120

Total cost (including shipping): 14,656.58

Based on criteria established, explain why this textbook is being recommended for purchase.

This textbook meets the pre-established criteria and for all the reasons mentioned above, it will be a great resource to support our program.

Recommendation approved by:

Mercedes Fernandes

Date: 06-04-2021

CIL

[Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Principal

[Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Assistant Superintendent

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Information on WHS Music Trip to Festival Disney, Orlando FL, March 202

Submitted by: Kenneth Craw

Document Summary/Purpose and/or Recommended Action:

Field Trip forms for WHS Music Trip to Festival Disney in Orlando in March of 2022 for Board review and discussion.

Weston High School Music Department

Overnight Field Trip Request for Festival Disney, March 3 - 7 2022

April 22, 2021

Request:

The Weston High School music department would like to continue the tradition of providing our musical ensembles performance experiences at venues outside of the school district. This overnight trip will include students from several of our ensembles with a planned destination of Orlando and the Walt Disney World Resort for participation in performances in *Festival Disney*. Ensembles will participate in Disney master-led instrumental and vocal workshops including "Soundtrack Sessions" at the Disney Recording Studios. In this unique workshop, students will learn new repertoire and set their personal performance to a short Disney film using sound studio technology. They will also work with guest conductors in the "You're Instrumental" and "Disney Sings" workshops. Each group will perform on the Disney stage in concerts at Disney Springs. The trip schedule is outlined on the attached itinerary.

Purpose and relation to the Curriculum:

To prepare concert repertoire for masterclasses with music professionals at Disney
To prepare a concert and perform in the Disney Resort.
To experience recording in a professional sound studio and work with Disney conductors.
To visit the Disney parks and enjoy professional Disney performances.

Depart/Return: Thursday, March 3, 2022 at 2:30pm / Monday, March 7, 2022 11:00pm

Chaperones: Liz Morris, Choral Director and Music CIL, Meghan Stewart, Orchestra Director, Steve Fasoli, Band Director, 3 additional staff members (TBD) and a registered nurse.

Minimum number of students: approximately 80 - 100

Cost Estimate per Person:

100 paying participants	\$1400 (anticipated)
7- 8 chaperones	\$0

Transportation: Coach bus to local airport, airline flight TBD, Coach buses for transportation in Orlando

Lodging: Disney Resort Hotel

State Department Checks: There are no travel advisories currently posted for Orlando, FL for American travelers. With the current pandemic, we anticipate that there will be some safety requirements for travel and performance.

Weston Public Schools

Weston, Connecticut

Music Department Trip: Disney World Orlando, March 3-7, 2022

****This page must be returned with the deposit check****

Child Full Legal Name: _____ Child Date of Birth: _____

Parent/Guardian #1 Name: _____

Parent/Guardian #1 Phone Number: _____ Call / Text

Parent/Guardian #2 Name: _____

Parent/Guardian #2 Phone Number: _____ Call / Text

Parent/Guardian Email address(es): _____

Other Emergency Contact(s)- name, relationship, contact phone number: _____

I give permission for my child to travel as per the included itinerary for a Weston High School Field Trip to Walt Disney World, Orlando, Florida. I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary actions may be taken upon the student's return to Weston High School (including suspension from school).

Parent/Guardian Signature

Date

To help ensure an enjoyable and safe trip for both students and chaperones, I give permission for my child's luggage to be inspected.

Parent/Guardian Signature

Date

We, the student and parents/guardians listed above, understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary actions may be taken upon the student's return to Weston High School (including suspension from school). By signing below, the student commits to following the rules outlined by the Student Handbook, and following any and all directions given by the chaperones of the trip.

Student Signature

Date

Parent/Guardian Signature

Date

Weston Public Schools

Weston, Connecticut

Music Department Trip Medical Form (Part 1 of 2)

Child Name: _____ Date of Birth: _____

Health Insurance Provider: _____ Policy/ID# _____

Policy Holder: _____

Child's Physician Name and Contact Number:

Consent:

- I give permission for chaperones to approve emergency medical treatment if parents/guardians cannot be reached.
- I understand that it is my responsibility to provide medical insurance for my son/daughter while on this field trip.
- I will not hold the Weston School System or the Town of Weston liable for any accidents occurring outside of appropriately chaperoned areas.

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date

*****PLEASE SEE PART 2 FOR PRESCRIPTION / OVER-THE-COUNTER MEDICATION INFORMATION*****

Weston Public Schools

Weston, Connecticut

Music Department Trip Medical Form (Part 2 of 2)

Prescription Medication and Over-The-Counter Medication

Physician's Signature REQUIRED where any medication is to be carried/administered.

Child Name: _____ Date of Birth: _____

Medication Administration: Please select one of the following:

Not Applicable (No prescription medication to be administered to the student listed above. No Physician Signature required.)

Student listed above may carry and administer their prescription medication by themselves, without the presence of an approved chaperone. (Physician signature required below).

Student listed above may NOT carry or administer their prescription medication: it must be carried/administered by an approved chaperone. (Physician signature required below).

Prescription Medication(s), purpose, and dosage instructions: _____

Over-the-Counter Medications: _____

Physician signature

Date

Other Medical Information: Are there any other medical conditions that we should know about for the purposes of travel? (i.e. recent surgeries, mild allergies, dietary restrictions, travel anxieties, etc.) _____

Bennett Student Travel, Inc.

Post Office Box 2205
7188 - Phone
Fitchburg, Massachusetts 01420
1579 - Fax

978-342-

978-342-

email:
dougbenett64@hotmail.com

SCHOOL ADMINISTRATION INFORMATION PACKET

**To: Elizabeth Morris
Weston High School**

**From Doug Bennett
Bennett Student Travel, Inc.**

Date: April 26, 2021

**Re: Weston High School Music Department
Walt Disney World Trip
March 3-7, 2022**

Enclosed, please find our proposal for coordinating the travel arrangements for the Weston High School Music Department's proposed trip to Walt Disney World in March 2022.

This proposal details how we would accommodate your group while at Walt Disney World. Although we have tried to be as specific as we could with each of the details of your trip, please feel free to contact me at any time about questions that you may have.

Thank you for selecting our company to arrange your upcoming trip to Walt Disney World again. We look forward to working with Weston High School again in 2022.

Please call me at any time if you have any questions.

BENNETT STUDENT TRAVEL, INC.

Post Office Box 2205
Fitchburg, Massachusetts 01420

978-342-7188 - Phone
978-342-1579 - Fax
email: dougbennett64@hotmail.com

Weston High School Music Dept. Walt Disney World Trip

March 3-7, 2022

Full Package Includes:

**Bus Transportation from Weston to/from the Airport
Round-Trip Air Fare to/from Orlando, Florida
4 Nights Hotel Accommodations
All Bus Transportation in Florida
4-Day Admission Ticket to Walt Disney World
Performances at Walt Disney World
Disney's Instrumental and Vocal Workshops
4 Breakfasts and 5 Dinners
All Travel Arrangements and Services
All Taxes and Gratuities**

Student Price: \$1543.00 - Quad Occupancy

Note - The prices listed above are estimated for 2022. The final trip prices cannot be set until the airline tickets have been booked and deposited and the final number of students attending the trip has been determined.

Payment Schedule

		Due From Students -----	Due to Bennett Student Travel -----
Payment #1	\$200.00 per person	06/10/21	06/15/21
Payment #2	\$200.00 per person	09/10/21	09/15/21
Payment #3	\$200.00 per person	10/10/21	10/15/21
Payment #4	\$200.00 per person	11/10/21	11/15/21
Payment #5	\$200.00 per person	12/10/21	12/15/21
Payment #6	Balance Due	01/10/22	01/15/22

Other Deadlines

We need an exact number of participants	12/10/21
The Rooming List is due in our office	12/20/21
Final changes made to the Rooming List	01/10/22

Monthly reviews will be conducted between the group leader and our company. These reviews can be conducted by telephone or in person.

All travel documents, schedules, etc. will be delivered to the group two weeks prior to the departure date.

A final information meeting is recommended between the directors, the chaperones, and our staff just before the trip to review the schedule in detail and answer any questions from the chaperones.

Travel Escorts and On-Site Services

There is a unique advantage for a group to hire our company to manage the detailed arrangements for their trip. No other travel company provides this type of service the way we do.

We will send 1 or 2 trained travel professionals along with your group to facilitate the various components of your group trip. These staff members travel with the group and stay with the group in the same room block as the students and chaperones. These escorts work behind the scenes during the trip arriving before the group at airports, hotels, theme parks, and performance venues.

By doing this, room keys will always be ready on time, buses will never arrive late, and airport glitches are quickly and efficiently handled by our staff, not by the chaperones or group leaders.

The most beneficial aspect of this service is that there are no additional costs associated with it. This is part of the service that we provide to each group.

Cancellation Penalties

There are many factors to consider when discussing the topic of cancellation penalties for a group.

Many items in this program are priced out based on 108 students, staff, and chaperones contributing to their costs. Should the number of paying students drop below 100, then these costs would need to be spread out over a smaller number thus increasing the per person price for the trip. Therefore, the amount of the penalty per person would need to be high enough to prevent an increase from being passed on to those students remaining on the trip. With this in mind, we have established the following cancellation policies.

Cancellation of Individuals

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jun 15, 2021	-	No Penalty
Jun 16, 2021	to	Sep 30, 2021	-	\$100.00 Penalty Per Person
Oct 1, 2021	to	Oct 31, 2021	-	\$300.00 Penalty Per Person
Nov 1, 2021	to	Nov 30, 2021	-	\$500.00 Penalty Per Person
Dec 1, 2021	to	Dec 31, 2021	-	\$750.00 Penalty Per Person
Jan 1, 2022	to	Jan 31, 2022	-	\$950.00 Penalty Per Person
Feb 1, 2022	to	Mar 7, 2022	-	Full Amount Paid Penalty

Cancellation of the Entire Group

If the entire group needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jun 15, 2021	-	No Penalty
Jun 16, 2021	to	Sep 30, 2021	-	\$100.00 Penalty Per Person
Oct 1, 2021	to	Oct 31, 2021	-	\$200.00 Penalty Per Person
Nov 1, 2021	to	Nov 30, 2021	-	\$400.00 Penalty Per Person
Dec 1, 2021	to	Dec 31, 2021	-	\$650.00 Penalty Per Person
Jan 1, 2022	to	Jan 31, 2022	-	\$850.00 Penalty Per Person
Feb 1, 2022	to	Mar 7, 2022	-	Full Amount Paid Penalty

Optional cancellation insurance is available to individuals at an additional cost. This insurance would provide for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered physical illness or an injury. Please note that this insurance will not provide coverage for a cancellation due to a pandemic or an epidemic. Further details about this insurance are available by contacting Doug Bennett at Bennett Student Travel, Inc. at 978-342-7188.

Weston High School Music Department

Disney World Trip - Tentative Schedule

Thursday **March 3, 2022**

Load the buses after school at Weston High School
The buses will bring the group from Weston High School to the airport
There will be time to buy dinner at the airport - \$15 cash provided
Fly to Orlando, Florida in the evening
The buses will bring the group to Disney's Pop Century Resort Hotel

Friday **March 4, 2022**

Breakfast at the hotel - \$15 cash provided
Bus from the hotel to Disney's Epcot
Admission into Disney's Epcot
Lunch is on your own in the park - Not Included
Disney's "You're Instrumental" workshop
Disney's "Disney Sings" workshop
Dinner is on your own in the park - \$15 cash provided
Watch the fireworks show - Illuminations!
Bus from Epcot to the hotel

TBA
TBA

Saturday **March 5, 2022**

Breakfast at the hotel - \$15 cash provided
Bus from the hotel to Disney's Magic Kingdom
Admission into Disney's Magic Kingdom
Lunch is on your own in the park - Not Included
Dinner is on your own in the park - \$15 cash provided
Watch the Magic Kingdom fireworks show
Bus from the Magic Kingdom to the hotel

Sunday **March 6, 2022**

Breakfast at the hotel - \$15 cash provided
Bus from the hotel to Disney's Hollywood Studios
Admission into Disney's Hollywood Studios
Lunch is on your own in the park - Not Included
The Weston High School Concert Band will perform
The Weston High School Orchestra will perform
The Weston High School Choir will perform
Dinner is on your own in the park - \$15 cash provided
Bus from Hollywood Studios to the hotel

TBA
TBA
TBA

Monday **March 7, 2022**

Breakfast at the hotel - \$15 cash provided
Bus from the hotel to Disney's Animal Kingdom
Admission into Disney's Animal Kingdom
Lunch is on your own in the park - Not Included
Bus from Disney's Animal Kingdom to the Orlando Airport
Dinner is on your own at the Orlando Airport - \$15 cash provided
Fly home from Orlando
The buses will bring the group back to Weston High School

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

Information Only

Action Requested

Agenda Item Subject: Sustainability, 3527

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

This is the first reading of Sustainability Policy 3527. This would be a new policy for the Weston Public Schools. The draft has been developed over several months by the BOE Policy Committee in consultation with leaders of the WPS Sustainability Committee, in particular Michael Aitkenhead and Matt Filip. WPS Legal Counsel also has reviewed the draft. Between the BOE's First and Second Read, we will seek additional reviews from the Sustainability Committee and other interested parties in the Town of Weston.

Sustainability (3527)

Vision:

The Weston Board of Education (the “Board”) is committed to environmental mindfulness and stewardship with respect to the buildings, facilities, and activities of the Weston Public Schools. The Board seeks to instill in our students, staff, and school community respect and care for the environment. In promoting global citizenship, the Board is committed to incorporating these principles into our planning, decision-making, and procedures. In addition, incorporating sustainable practices into the operation of the Weston Public Schools can have a positive impact on the health of school community members, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

Objectives:

Consistent with the vision outlined above, the Board identifies the following areas of focus for incorporating sustainable practices into the operation of the Weston Public Schools:

1. Reducing energy and electricity usage
2. Reducing food and yard waste
3. Reducing waste through reducing consumption and using reusable items
4. Recycling
5. Reducing automobile usage to improve air quality and reduce fossil fuel consumption
6. Reducing the negative environmental impact of our food choices
7. Promoting green cleaning
8. Restoring natural habitats (through reducing chemical treatments and restoring native species, where feasible)
9. Planting seeds
10. Conserving water
11. Increasing environmental awareness and activities in areas not specified above, as appropriate
12. Educating our students on environmental issues

Implementation:

The Board directs the Superintendent or designee(s) to establish a multi-year plan reflecting the areas of focus set forth above (the “Sustainability Plan”). The Sustainability Plan shall include, without limitation, goals for each year of the Sustainability Plan that are specific, measurable, achievable, relevant, and time-bound. Such goals shall take into account the provisions of other relevant Board policies and administrative regulations, including, without limitation, Policy 3524.1 (Pesticide Application); Policy 3525 (Energy Management Conservation); and Policy & Regulation 3526 (Green Cleaning Program).

Monitoring and Evaluation:

Board personnel, as assigned by the Superintendent or designee(s), shall meet at least once annually to (1) review the progress toward meeting the goals set forth in the Sustainability Plan and (2) consider whether any modifications to the Sustainability Plan and/or the goals therein

are necessary and/or appropriate. The Superintendent and/or designee(s) shall report to the Board at least once annually on (1) the progress toward meeting the goals set forth in the Sustainability Plan and (2) any modifications made to the Sustainability Plan and/or the goals therein.

Cross References:

Policy 3524.1 (Pesticide Application)

Policy 3525 (Energy Management Conservation Policy)

Policy & Regulation 3526 (Green Cleaning Program)

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 6/14/21

Information Only

Action Requested

Agenda Item Subject: Approval of the May 2021 Financial Report

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Following is the 11th FY21 (May 2021) Financial Report Including Internal Services Fund (for Dental). 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>



June 11, 2021

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: FY 20-21 Financial Report as of May 31, 2021

Below is a summary report of the FY 21 Budget through May 31, 2021.

Object Series	FY 21 Adjusted Budget	FY 21 YTD Actuals	FY 21 Encumbrance	FY 21 Anticipated	FY 21 Projected to EOY	FY 21 Balance Available	Previous Month Balance
Salaries (1000's)	33,082,118	26,604,867	5,537,716	480,240	32,622,824	459,294	458,489
Benefits (2000's)	9,666,960	9,266,866	319,991	310,107	9,896,965	(230,005)	(240,490)
Professional Services	1,517,445	1,101,134	260,324	128,824	1,490,282	27,163	27,163
Property Services	2,139,034	1,591,392	410,383	122,586	2,124,362	14,672	14,672
Other Services (5000s)	5,858,228	4,367,667	1,236,029	22,486	5,626,182	232,046	205,040
Supplies (6000s)	2,691,613	2,057,654	614,966	166,678	2,839,298	(147,685)	(140,526)
Equipment (7000s)	219,008	266,440	109,445	130,626	506,511	(287,503)	(163,964)
Other Objects (8000s)	119,424	96,703	4,937	17,784	119,424	-	-
Revenue (9000s)	(1,132,387)	(1,269,453)	6,880	(51,456)	(1,314,028)	181,641	(24,948)
Total	\$54,161,443	\$44,083,271	\$8,500,670	\$1,327,877	\$53,911,818	\$249,625	\$135,436

Summary:

While there was some fluctuation in a few object codes, the end of year projection for FY 21 continues to show a surplus.

Last month we discussed investments that we will be making to upgrade instruments and equipment. In addition to those investments, the current projection includes two new items:

- 1) Middle School meeting space audio upgrade – \$35,000
- 2) Accelerated purchase of twenty (20) smart displays - \$64,000

The other significant change this month is excess cost reimbursement. The total reimbursement was \$208,885 more than budgeted. This is attributed to two factors:

- 1) Individual per pupil cost in excess of 4.5 times of the previous year per pupil expenditures or, \$104,721 and
- 2) The final reimbursement rate.

The excess cost grant is fixed. Because of this, the final reimbursement rate is determined by the total statewide request. On average, the reimbursement percentage is between 65% and 70%. This year our reimbursement was approximately 80%.

Month over Month Changes:

Salaries – \$806:

- Decrease in anticipated expenditures- (Bus aides, Stipends, etc.) - \$19,341
- Other coverage and duties – **(\$18,535)**

Benefits –\$10,486

- Health Insurance and Premium cost share -\$36,549. Allowance for any new coverage released.
- Life & Disability – \$3,624
- Sick Bank – **(\$22,500)** - Final amount to be determined
- Unemployment compensation – **(\$7,187).**

Other Services – \$27,006

- Out of District Transportation - \$2,777
- Out of District Tuition - \$24,229

Materials – **(\$7,156)**

- Books – **(\$10,749)**
- Software - \$3,593

Equipment- (\$123,539)

Investment:

- Middle School meeting space audio upgrade -\$35,000
- Accelerated purchase of twenty (30) smart displays - \$96,000
- Other (\$7,461)

Revenue Offset- \$206,589

- Excess Cost Reimbursement - \$208,85
- Reduction in parking fees - (\$2,500)
- Other -\$204

WESTON PUBLIC SCHOOLS		
INTERNAL SERVICES FUND		
FOR HEALTH BENEFITS PROGRAM		
		6/11/2021
Fiscal Year Ended		2021
STATEMENT OF REVENUES AND EXPENDITURES		
Fund Balance -July 1, 2020		\$ 1,157,506
Revenues:		
General Fund Appropriation		\$ -
Reimbursements		\$ -
Total Contributions		\$ -
Total Revenues (A)		<u>\$ -</u>
Budgeted Expenditures		
Delta Dental:		
Claims		\$ 374,355
Administrative Fees		\$ 22,545
Total Health Plan Costs (B)		\$ 396,900
Net Change (A-B)		<u>\$ (396,900)</u>
Fund balance June 30, 2021 (Estimated)		\$ 760,606
Delta Dental- Actual Claims		
Month	Claims & Fees	
July	26,882	
August	29,651	
September	28,020	
October	30,374	
November	24,830	
December	25,407	
January	26,305	
February	34,399	
March	33,385	
April	25,399	
May	34,640	
Total	\$ 319,293	
Actual YTD Spend Rate	80.4%	
Theoretical YTD Spend Rate	91.7%	
YTD Theoretical variance %	-11.2%	
YTD Theoretical variance \$	\$ 44,532	

WESTON PUBLIC SCHOOLS

FY21 FINANCIAL REPORT

May-21

Period: 11 of 12

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	YTD	Encumbered	Anticipated	Projected	Balance
Expense	Expense	Expense			Budget	Transfers	Budget	Expended			To EOY	Available
				Salaries & Wages (1000s)								
2,710,109	2,958,120	2,940,692	1110	Administrators	2,832,305	15,933	2,848,238	2,512,232	209,008		2,721,241	126,997
13,752,057	14,000,983	14,458,759	1111	Regular Ed. Teachers	14,375,732		14,375,732	11,192,673	2,876,057		14,068,730	307,002
2,226,605	2,261,144	2,279,850	1112	Special Ed. Teachers	2,364,062		2,364,062	1,875,280	497,460		2,372,739	(8,677)
1,096,676	1,100,515	1,020,707	1113	Guidance	1,061,845		1,061,845	794,612	237,287		1,031,899	29,946
442,412	441,883	472,621	1114	Psychologist	535,766		535,766	398,160	104,976		503,136	32,630
70,541	146,140	193,946	1115	Social Worker	161,848		161,848	135,454	26,930		162,383	(535)
514,611	544,236	517,368	1116	Speech & Hearing	591,674		591,674	468,025	88,358		556,383	35,291
712,850	766,769	758,161	1117	Academic Assistants	1,139,153		1,139,153	826,105	218,247	6,387	1,050,739	88,414
198,176	201,820	205,471	1118	Talented & Gifted	198,569		198,569	177,517	32,770		210,287	(11,718)
386,123	508,457	399,004	1119	Library/Media	412,193		412,193	333,594	78,599		412,193	-
116,665	117,832	59,505	1135	Transition Coordinator	60,457		60,457	38,532	11,560		50,092	10,365
817,750	827,912	824,102	1139	Certified Stipends	878,090		878,090	573,349	36,294	187,942	797,586	80,504
570,587	557,734	584,428	1140	Academic Leader (CIL's)	583,975		583,975	468,360	115,615		583,975	-
3,550	1,136	371	1141	Mentor Teacher	3,000		3,000	0	0	3,000	3,000	-
180,922	260,096	272,612	1142	Behavioral Analyst	277,765		277,765	235,003	42,905		277,908	(143)
-	-	44,359	1145	English Language Learner	45,069		45,069	34,668	10,400		45,069	0.24
\$ 23,799,635	\$ 24,694,776	\$ 25,031,956		Sub-Total Certified Salaries	\$ 25,521,503	\$ 15,933	\$ 25,537,436	\$ 20,063,565	\$ 4,586,465	\$ 197,329	\$ 24,847,359	690,077
					1.96%			78.6%	18.0%	0.8%	97.3%	2.7%
				Other Certified Salaries								
105,560	78,442	55,905	1131	Homebound Tutor	114,500		114,500	20,962	-	8,058	29,020	85,480
-	-	-	1136	Degree Level Change	63,520		63,520	-	-		-	63,520
242,496	235,636	147,029	1137	Substitute Teacher	296,801		296,801	133,157	-	38,644	171,801	125,000
157,440	174,525	185,735	1138	Summer Work -Certified Staff	162,300		162,300	232,110	-	-	232,110	(69,810)
122,719	137,378	136,838	1143	Building Substitutes	203,175		203,175	90,125	33,313	-	123,438	79,738
207,673	108,364	208,344	1144	Long term Substitute	-		-	497,442	121,682	-	619,124	(619,124)
\$ 835,889	\$ 734,345	\$ 733,851		Sub-Total Other Certified Salaries	\$ 840,296	\$ -	\$ 840,296	\$ 973,796	\$ 154,994	\$ 46,702	\$ 1,175,493	\$ (335,197)

WESTON PUBLIC SCHOOLS

FY21 FINANCIAL REPORT

May-21

Period: 11 of 12

2017-2018 Year-End Expense	2018-2019 Year-End Expense	2019-2020 Year-End Expense	Object Code	Description	2020-2021 Adopted Budget	2020-2021 Budget Transfers	2020-2021 Adjusted Budget	2020-2021 YTD Expended	2020-2021 Encumbered	2020-2021 Anticipated	2020-2021 Projected To EOY	2020-2021 Balance Available
				Non-Certified Salaries								
433,451	402,812	406,422	1210	Non-Cert. Supervisors	386,318	1,503	387,821	332,004	41,107	-	373,111	14,710
207,030	165,325	215,220	1211	Nurses	214,994	7,363	222,357	194,368	40,862	-	235,230	(12,873)
276,310	282,664	295,567	1215	Occupational Therapist	300,400	6,193	306,593	250,766	55,827	-	306,593	0
1,418,767	1,385,590	1,267,185	1221	Secretarial	1,207,649	31,124	1,238,773	1,028,703	132,981	37,246	1,198,930	39,843
1,600,146	1,681,669	1,761,865	1231	Para Educators	1,787,821	63,724	1,851,545	1,580,615	255,196	15,734	1,851,545	-
173,417	185,209	165,721	1234	Bus Aides	200,000		200,000	109,458	-	18,201	127,659	72,341
459,069	523,875	525,426	1235	Technicians	475,183	16,486	491,669	531,245	62,665	8,763	602,673	(111,004)
57,251	58,429	61,021	1237	Vocational Specialist	61,196		61,196	52,336	8,852	-	61,188	8
308,175	236,482	239,373	1241	Safety Monitors	246,804		246,804	212,454	33,877	-	246,331	473
501,950	483,773	476,898	1251	Custodians	495,354	5,975	501,329	429,840	68,774	-	498,614	2,715
505,234	538,862	455,850	1261	Maintenance Mechanics & Grounds	528,562		528,562	422,794	70,248	-	493,041	35,521
233,526	231,798	241,248	1269/80	Non Certified Stipends	269,493		269,493	184,808	25,868	58,817	269,493	-
\$ 6,174,327	\$ 6,176,488	\$ 6,111,794		Sub-Total Non-Certified Salaries	\$ 6,173,774	\$ 132,368	\$ 6,306,142	\$ 5,329,391	\$ 796,257	\$ 138,761	\$ 6,264,409	\$ 41,733
								84.5%	12.6%	2.2%	99.3%	0.7%
				Other Non-Certified Salaries								
53,161	77,702	50,209	1213/1223/ 1233	Non-Certified Substitutes	42,500		42,500	21,184	-	13,705	34,889	7,611
199,304	217,202	163,643	1212/22/38 /42/52/62	Overtime	203,700		203,700	113,185	-	75,515	188,700	15,000
106,823	121,616	155,964	1268	Summer Work-Non-Cert.	171,974		171,974	103,745	-	8,229	111,974	60,000
-	-	-	1160	Turnover Savings	(51,736)		(51,736)	-	-	-	-	(51,736)
-	-	-	1270	Salary Differential	180,107	(148,301)	31,806	-	-	-	-	31,806
192,114	264,365	202	1295	School Van Drivers	-	-	-	-	-	-	-	-
\$ 551,402	\$ 680,885	\$ 370,019		Sub-Total Other Salaries	\$ 546,545	\$ (148,301)	\$ 398,244	\$ 238,115	\$ -	\$ 97,448	\$ 335,563	62,681
								59.8%	0.0%	24.5%	84.3%	15.7%
\$ 31,361,252	\$ 32,286,495	\$ 32,247,621		TOTAL SALARIES	\$ 33,082,118	\$ -	\$ 33,082,118	\$ 26,604,867	\$ 5,537,716	\$ 480,240	\$ 32,622,824	\$ 459,294
					2.59%			80.4%	16.7%	1.5%	98.6%	1.4%

WESTON PUBLIC SCHOOLS

FY21 FINANCIAL REPORT

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Period: 11 of 12

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	YTD	Encumbered	Anticipated	Projected	Balance
Expense	Expense	Expense			Budget	Transfers	Budget	Expended			To EOY	Available
				Benefits (2000's)								
6,774,346	7,478,831	7,790,363	2000	Health Insurance	8,427,683		8,427,683	8,324,773	-	-	8,324,773	102,910
-	(1,302,538)	(1,361,419)	2022	Premium Cost Share	(1,456,511)		(1,456,511)	(1,295,932)	-	(138,000)	(1,433,932)	(22,579)
531,929	575,004	552,072	2001	Social Security	568,052		568,052	463,119	-	107,477	570,596	(2,544)
437,603	465,995	460,986	2002	Medicare	475,994		475,994	376,970	-	89,195	466,165	9,829
185,677	248,136	205,411	2003	Workers Compensation	210,420		210,420	175,279	-	-	175,279	35,141
10,934	7,395	60,043	2004	Unemployment Compensation	49,066		49,066	56,879	14,374	-	71,253	(22,187)
167,347	247,561	315,665	2005	Early Retirement Incentive	193,508		193,508	192,995	275,587	-	468,582	(275,074)
897,648	922,605	1,088,303	2007	Pension Contributions	1,006,596		1,006,596	909,255	30,030	131,436	1,070,721	(64,125)
57,711	70,000	58,565	2010	Tuition Reimbursement	80,000		80,000	-	-	75,000	75,000	5,000
91,559	59,261	58,635	2011	Life Insurance	59,652		59,652	57,824	-	-	57,824	1,828
18,551	4,607	6,290	2012	Disability Insurance	7,500		7,500	5,704	-	-	5,704	1,796
81,600	-	24,556	2014	Sick Bank	45,000		45,000	-	-	45,000	45,000	-
\$9,254,905	8,776,857	\$9,259,470		TOTAL BENEFITS	\$9,666,960	\$0	\$9,666,960	\$9,266,866	\$319,991	\$310,107	\$9,896,965	(\$230,005)
					4.40%			95.9%	3.3%	3.2%	102.4%	
				Professional & Technical Services (3000s)								
352,315	271,992	195,184	3210	Contracted Services Educational	335,700		335,700	161,369	31,228	28,103	220,700	115,000
148,499	141,932	265,218	3220/3221	Consulting Services	276,130		276,130	128,057	15,299	26,834	170,189	105,941
97,163	92,231	80,956	3235	Testing	97,450		97,450	51,753	27,705	17,992	97,450	-
169,507	183,616	217,617	3239	Other Pupil Services	182,085		182,085	178,445	26,523	-	204,968	(22,883)
17,421	75,010	72,230	3303	Management Services	66,205		66,205	129,190	41,325	-	170,514	(104,309)
2,965	4,615	2,335	3304	License Fees-Facilities	3,500		3,500	1,135	1,440	-	2,575	925
73,720	95,587	186,270	3306	Legal Fees- Districtwide	130,000		130,000	131,680	22,821	-	154,500	(24,500)
94,710	197,578	237,145		Legal Fees-SPED	150,000		150,000	173,690	47,110	-	220,800	(70,800)
58,414	88,934	68,638	3308	Police/Fire	104,230		104,230	61,898	34,543	-	96,441	7,789
98,758	169,754	148,442	3309	Professional Technical Services	120,228		120,228	62,000	12,333	45,896	120,228	-
47,439	48,649	52,049	3310	Sports Officials	51,917		51,917	21,917	-	10,000	31,917	20,000
\$ 1,160,911	1,369,896	\$ 1,526,084		TOTAL PROF. & TECH SERVICES	\$ 1,517,445	\$ -	\$ 1,517,445	\$ 1,101,134	\$ 260,324	\$ 128,824	\$ 1,490,282	\$ 27,163
								72.6%	17.2%	8.5%	98.2%	

WESTON PUBLIC SCHOOLS

FY21 FINANCIAL REPORT

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Period: 11 of 12

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	YTD	Encumbered	Anticipated	Projected	Balance
Expense	Expense	Expense			Budget	Transfers	Budget	Expended			To EOY	Available
				Property Services (4000s)								
591,856	597,775	746,875	4200	Cleaning Services	806,715		806,715	749,207	112,739	-	861,945	(55,230)
48,424	49,293	40,741	4202	Rubbish Removal	57,771		57,771	34,339	15,054	-	49,393	8,378
136,937	106,598	95,688	4302	Equipment Repairs	152,922		152,922	32,803	38,776	-	71,579	81,343
477,495	386,336	260,100	4400	Equipment Rental	135,325		135,325	115,153	46,782	-	161,935	(26,610)
4,156	4,277	4,397	4401	Rental of Facilities	4,675		4,675	4,212	260	-	4,472	203
183,339	210,868	198,222	4500	Repair Allowance	213,000		213,000	74,623	9,189	11,776	95,588	117,412
40,667	571,695	122,560	4509	Septic Cleaning	40,000		40,000	42,450	41,715	-	84,165	(44,165)
1,440	-	-	4510	Asbestos Abatement	-		-	-	-	-	-	-
30,156	41,369	30,540	4514	Fire Alarm System	27,000		27,000	58,247	7,964	-	66,211	(39,211)
127,771	89,579	93,262	4518	Sewer System Plant Maintenance	96,889		96,889	88,815	8,074	-	96,889	-
50,729	50,316	120,757	4520	Service Contracts	142,688		142,688	103,954	25,634	13,101	142,688	-
58,329	64,609	60,393	4530	Parks & Recreation	67,579		67,579	35,857	31,722	-	67,579	-
1,234	8,550	2,010	4533	Glass Replacement	-		-	-	-	-	-	-
12,535	13,330	0	4534	Roof Repair	17,000		17,000	-	-	17,000	17,000	-
20,310	21,020	21,756	4539	Energy Management System	22,517		22,517	22,817	-	-	22,817	(300)
2,944	13,366	145,134	4540	Athletic Facilities Repairs	20,000		20,000	2,087	3,365	14,548	20,000	-
28,851	125,157	181,299	42/4550	Contracted Services	204,270		204,270	103,245	33,148	38,866	175,259	29,011
11,300	10,500	4,800	4543	Paving	11,300		11,300	-	-	11,300	11,300	-
13,456	39,151	17,370	4600	Special Projects	-		-	21,000	35,540	-	56,540	(56,540)
6,316	9,456	12,730	4602	Tree Service	7,500		7,500	3,075	400	4,025	7,500	-
-	-	9,032	4604	Snow Plowing	12,500		12,500	9,450	-	-	9,450	3,050
270	1,178	1,081	4605	Signage	2,500		2,500	1,252	18	1,229	2,500	-
(1,331)	(1,331)	8,011	4606	Sprinkler Repairs	9,500		9,500	4,319	-	5,182	9,500	-
1,840	334	7,398	4610	Playground Repairs	-		-	-	-	-	-	-
24,135	20,031	81,552	4701	Security System Monitoring	78,883		78,883	81,552	-	-	81,552	(2,669)
3,632	5,620	9,966	4702	Locks/Keys	8,500		8,500	2,936	4	5,560	8,500	-
\$ 1,876,793	2,439,077	\$ 2,275,674		TOTAL PROPERTY SERVICES	\$ 2,139,034	\$ -	\$ 2,139,034	\$ 1,591,392	\$ 410,383	\$ 122,586	\$ 2,124,362	\$ 14,672
								74.4%	19.2%	5.7%	99.3%	

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2017-2018 Year-End Expense	2018-2019 Year-End Expense	2019-2020 Year-End Expense	Object Code	Description	2020-2021 Adopted Budget	2020-2021 Budget Transfers	2020-2021 Adjusted Budget	2020-2021 YTD Expended	2020-2021 Encumbered	2020-2021 Anticipated	2020-2021 Projected To EOY	2020-2021 Balance Available
				Other Services (5000s)								
1,259,414	1,305,393	1,252,415	5100	Regular Transportation	1,521,003		1,521,003	1,490,826	21,827	-	1,512,653	8,350
99,873	85,138	685,161	5101	SPED Transportation	761,568		761,568	414,201	197,501	-	611,702	149,866
86,523	90,340	61,557	5104	Athletic Transportation	95,587		95,587	48,184	38,016	-	86,200	9,387
8,322	11,237	6,816	5105	Extra-Curricular Transportation	12,938		12,938	-	-	-	-	12,938
108,543	93,719	70,605	5200	General Liability Insurance	93,508		93,508	89,784	-	-	89,784	3,724
24,322	22,529	16,650	5202	Athletic Insurance	19,242		19,242	16,650	-	-	16,650	2,592
104,074	110,645	96,485	5205	Property Insurance	108,581		108,581	97,536	-	-	97,536	11,045
170,078	115,430	91,922	5300	Communications	91,355		91,355	73,653	16,745	957	91,355	-
28,367	28,676	32,786	5400	Postage	33,137		33,137	29,107	4,193	-	33,301	(164)
2,365	4,099	5,964	5500	Advertising	6,000		6,000	2,986	150	2,864	6,000	-
15,602	14,991	16,281	5501	Printing	29,545		29,545	9,459	2,700	3,000	15,159	14,386
3,074,632	2,784,992	2,386,297	5600	Tuition - Out of District	2,726,060		2,726,060	1,783,334	949,693	-	2,733,027	(6,967)
275,000	280,500	286,110	5605	Tuition - ESS Contract	293,000		293,000	286,110	-	-	286,110	6,890
34,747	41,687	44,827	5800,5802- 5880	Travel & Conference	47,919		47,919	17,611	4,368	5,940	27,919	20,000
26,429	12,868	8,258	5801	Mileage Reimbursement	11,365		11,365	5,606	-	5,759	11,365	-
25,175	15,172	2,528	5900	Other Purchased Services	7,421		7,421	2,618	836	3,967	7,421	-
\$ 5,343,467	5,017,416	\$ 5,064,662		TOAL OTHER SERVICES	\$ 5,858,228	\$ -	\$ 5,858,228	\$ 4,367,667	\$ 1,236,029	\$ 22,486	\$ 5,626,182	\$ 232,046
								74.6%	21.1%	0.4%	96.0%	
				Supplies & Materials (6000's)								
389,792	490,336	449,521	6110	Materials	479,278		479,278	323,835	106,719	48,725	479,278	-
29,378	26,770	21,452	6120	Office Materials	35,326		35,326	12,817	6,780	5,729	25,326	10,000
145,563	183,156	143,209	6130	Maintenance Materials	181,624		181,624	84,568	31,911	65,145	181,624	-
80,236	59,514	88,739	6131	Custodial Materials	78,348		78,348	31,714	28,721	17,913	78,348	-
20,229	18,616	16,200	6132	Security Materials	20,684		20,684	7,583	7,300	5,801	20,684	-
382,771	463,940	467,463	6140	Software	511,112		511,112	494,777	11,307	-	506,084	5,027
78,212	103,121	91,051	6270	Diesel Fuel	78,092		78,092	52,535	33,338	-	85,874	(7,782)
143,439	153,849	163,396	6410	Books	170,536		170,536	152,326	174,341	-	326,666	(156,131)
409,902	379,379	338,642	6510	Heating Oil	402,574		402,574	325,809	58,800	17,965	402,574	-
845,158	646,742	619,849	6520	Electricity	730,039		730,039	570,258	154,381	5,399	730,039	-
3,707	1,988	1,745	6530	Propane gas	4,000		4,000	1,431	1,369	-	2,800	1,200
\$ 2,528,387	2,527,412	\$ 2,401,268		TOTAL SUPPLIES & MATERIALS	\$ 2,691,613	\$ -	\$ 2,691,613	\$ 2,057,654	\$ 614,966	\$ 166,678	\$ 2,839,298	\$ (147,685)
								76.4%	22.8%	6.2%	105.5%	

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2017-2018 Year-End Expense	2018-2019 Year-End Expense	2019-2020 Year-End Expense	Object Code	Description	2020-2021 Adopted Budget	2020-2021 Budget Transfers	2020-2021 Adjusted Budget	2020-2021 YTD Expended	2020-2021 Encumbered	2020-2021 Anticipated	2020-2021 Projected To EOY	2020-2021 Balance Available
				Equipment (7000's)								
419,131	491,849	472,391	7300	Equipment	219,008		219,008	266,440	109,445	130,626	506,511	(287,503)
\$ 419,131	\$ 491,849	\$ 472,391		TOTAL EQUIPMENT	\$ 219,008	\$ -	\$ 219,008	\$ 266,440	\$ 109,445	\$ 130,626	\$ 506,511	\$ (287,503)
								121.7%	50.0%	59.6%	231.3%	
				Other Objects (8000's)								
83,509	80,845	91,658	8100	Dues, Fees and Memberships	92,029		92,029	80,424	515	11,090	92,029	-
19,461	25,969	21,888	8900	Other Objects	27,395		27,395	16,279	4,422	6,694	27,395	-
\$ 102,970	\$ 106,814	\$ 113,546		TOTAL OTHER OBJECTS	\$ 119,424	\$ -	\$ 119,424	\$ 96,703	\$ 4,937	\$ 17,784	\$ 119,424	\$ -
								81.0%	4.1%	14.9%	100.0%	
				Revenues (9000's)								
(62,086)	(124,228)	(102,106)	9200	Technology Revenue	(74,207)		(74,207)	(19,906)	-	(7,339)	(27,245)	(46,962)
(77,102)	(73,440)	(60,515)	9201	Participation Fees, Athletics	(86,490)		(86,490)	(68,800)	6,880		(61,920)	(24,570)
(16,318)	(20,127)	(15,914)	9202	Gate Receipts, Athletics	(14,500)		(14,500)	-	-	-	0	(14,500)
-	-	-	9204	Transportation Credits	-		-	(134,377)	-	-	(134,377)	134,377
(706,015)	(578,611)	(655,410)	9205	Excess Cost SPED	(650,455)		(650,455)	(859,340)	-	0	(859,340)	208,885
(87,500)	(87,101)	(89,626)	9206	Pre School Tuition SPED	(105,000)		(105,000)	(74,625)	-	-	(74,625)	(30,375)
(43,584)	(28,822)	(68,171)	9207	Regular Ed. Tuition	(30,304)		(30,304)	(75,297)	-	(985)	(76,283)	45,979
(38,350)	(44,580)	(46,817)	9208	Revenue from Town for Fields	(42,681)		(42,681)	(29,818)	-	(12,863)	(42,681)	0
(30,000)	(30,000)	(39,600)	9209	Parking Fees	(45,000)		(45,000)	0	-	(20,000)	(20,000)	(25,000)
-	(65,983)	(24,112)	9210	Theater Receipts	(60,250)		(60,250)	(2,182)	-	(10,268)	(12,450)	(47,800)
(17,500)	(15,500)	(2,706)	9212	Facility Use Rental	(17,500)		(17,500)	0	-	0	0	(17,500)
-	(690)	(6,947)	9215	Medicaid Revenue	(6,000)		(6,000)	(5,107)	-		(5,107)	(893)
(\$1,078,455)	(\$1,069,082)	(\$1,111,924)			(\$1,132,387)	\$0	(\$1,132,387)	(\$1,269,453)	\$6,880	(\$51,456)	(\$1,314,028)	\$181,641
\$ 50,969,360	51,946,734	\$ 52,248,792		GRAND TOTAL	\$ 54,161,443	\$ -	\$ 54,161,443	\$ 44,083,271	\$ 8,500,670	\$ 1,327,877	\$ 53,911,818	\$ 249,625
								81.39%	15.70%	2.45%	99.54%	0.46%

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

- Information Only**
- Action Requested**

Agenda Item Subject: Soliciting Prices (Bids and Quotations,
3323

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

This is the second reading, all changes suggested by Shipman
and Goodwin.

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

Business

Soliciting Prices (Bids and Quotations)

I. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (\$15,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$15,000 or more must be made by sealed competitive bid. As set forth below, such purchases in an amount less than \$15,000 may be awarded by the Superintendent or his/her designee. Such purchases in the amount of \$15,000 or more must be awarded by the Board.

General Services include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a newspaper in the Town of Weston. At least five (5) calendar days must intervene between the date of the last newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of less than \$15,000 (if the competitive bid process was used), the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of \$15,000 or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show "Weston Public Schools" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder").

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the

bidder for the Board or for other government agencies, including the quality and degree of satisfaction with the work performed.

- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Weston, the award will be made to the local bidder.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures. The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

II. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least

\$1,000 but less than \$15,000. Purchases of goods or services which involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements.

III. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$7,500 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$7,500 to \$15,000)

Purchases of Special or Professional Services for at least \$7,500 or amount set by the Board of Education but less than \$15,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$15,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$15,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts for \$15,000 or more shall be approved by the Board.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

IV. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board ("Waiver"). The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

“The Superintendent of Schools or his/her designee, or the Board of Education, in his/her/its sole determination, may initiate a Waiver for any of the above-listed reasons. Upon approving such a Waiver, the Superintendent of Schools or his/her designee, or the Board of Education, must, in writing, state the reason(s) for the approval.”

V. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

VI. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this manual.

ADOPTED: February 5, 1990*

REVISED: July 20, 2015**

January 25, 2016

*As Administrative Regulation 3323

**As Policy 3323

WESTON PUBLIC SCHOOLS
Weston, Connecticut

APPENDIX A

Procurement Standards for the Acquisition of Property or Services Under a Federal Award 2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	Procurements by States	
	When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.	A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.
200.318	General Procurement Standards	
200.318(a)	The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.

200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. <i>See Code of Conduct Governing Procurements Under a Federal Award.</i>
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or subsidiary organizations, if any.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives,	The Board must avoid acquisition of unnecessary or duplicative items.

	and any other appropriate analysis to determine the most economical approach.	
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity	The Board may only use time-and-materials type contracts in limited circumstances.

	is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.
200.319	Competition	
200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board

	<p>excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</p>	<p>must avoid practices that are restrictive of competition.</p>
200.319(c)	<p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>	<p>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</p>
200.319(d)	<p>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>	<p>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</p>

200.319(e)	The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.	The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.
200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
200.320	Methods of Procurement to be Followed	
200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.	The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	(1) Micro-purchases— (i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. (ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or

<p>history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p> <p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <ul style="list-style-type: none">(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,(C) For public institutions, a higher threshold consistent with State law. <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	<p>other information and documents its files accordingly.</p>
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200.320(a)(2)	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</p>	<p>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.</p>
200.320(b)	<p>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with <u>§ 200.319</u> or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</p>	<p>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</p>
200.320(b)(1)	<p>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are</p>	<p>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or</p>

	<p>willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	<p>more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</p>
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</p>

	whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.	
200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.
200.321	Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms	
200.321(a)	The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.	The Board must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
200.321(b)	Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business	Affirmative steps include, among other things, placing qualified small and minority businesses and

	enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.
200.322	Domestic Preferences for Procurements	
200.322(a)	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
200.323	Procurement of Recovered Materials	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of	The Board must follow standards in procuring certain items over \$10,000

	<p>the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p>	<p>to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>
200.324	Contract Cost and Price	
200.324(a)	<p>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.</p>	<p>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</p>
200.324(b)	<p>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.</p>	<p>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</p>
200.324(c)	<p>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</p>	<p>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</p>

200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
200.325	Federal Awarding Agency or Pass-Through Entity Review	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through	The Board is exempt from pre-procurement review if the Federal

	<p>entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency’s right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</p>	<p>awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.</p>
200.326	Bonding Requirements	
200.326	<p>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board’s bonding requirements if it determines that its interest is adequately protected.</p>
200.326(a)	<p>A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.</p>	<p>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</p>
200.326(b)	<p>A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a</p>	<p>The Board must require a performance bond for 100% of the</p>

	contract to secure fulfillment of all the contractor's obligations under such contract.	contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.327	Contract Provisions	
200.327	The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: June 14, 2021

- Information Only**
- Action Requested**

Agenda Item Subject: School Lunch Service, 3542

Submitted by: William McKersie

Document Summary/Purpose and/or Recommended Action:

This is the second reading, all changes to reflect title/staff updates and suggested changes by Shipman and Goodwin.

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

Non-Instructional Operations

School Lunch Service

School lunch service shall be provided in all schools having cafeterias. This service shall be under the supervision of the food service director who shall be responsible to the ~~business manager~~, **Director of Finance and Operations**. The food service director shall be hired under specific job specifications and approved by the Board of Education.

Aims

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. Wherever cafeteria facilities exist to provide nutritionally balanced and attractive lunches, on a nonprofit basis, available to all pupils with sufficient time allowed for eating.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on recommendation of the Principal and school nurse.

Facilities

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.
2. A carefully planned, well-equipped kitchen adjacent to each dining area;
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

School Lunch Service

Maintenance of Sanitary Conditions

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times.

The ~~food service director~~ **management company** shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

~~All cafeteria workers shall be required to have a physical examination at the time of employment and periodically as requested by the school medical advisor.~~

Financing

The school lunch program shall be financed as follows:

1. Insofar as possible, school cafeterias shall be operated on a self-sustaining basis. A monthly financial report shall be submitted to the ~~business manager~~ **Director of Finance and Operations**.
2. Prices of school lunches shall be determined by the Superintendent on a nonprofit basis in accordance with prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
3. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a revolving fund, which shall be maintained under the control of the ~~business manager~~ **Director of Finance and Operations** or his/her designee and into which all receipts from sales and ~~federal cash grants~~ shall be paid. This fund shall be subject to annual audit by the town auditor.
4. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.

Non-Instructional Operations

Purposes and Facilities: Food Service

The school lunch program shall be an integral part of the total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the students.

To accomplish this objective with appropriate economy, the administration of the food services program will be coordinated in the office of the Superintendent or his/her designee. Business functions to be centralized will include ~~central purchasing of food and supplies, a district wide salary schedule for all food service employees,~~ centrally planned menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of each school principal, subject to advice, counsel and direction from the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs

Policy adopted: February 5, 1990

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Curriculum Committee Meeting

April 7, 2021 9:00 a.m.

Via Zoom Dial In: 1 646-558-8656 Code: 624214

1. Call to Order

The meeting was called to order at 9:00 am

Present Committee Members:

Taffy Miller (Chairperson), Gina Albert, Hillary Koyner

Present Administration:

Kenneth Craw, Ed.D., Assistant Superintendent; Phillip Cross, Director of Finance and Operations; Lisa Wolak, WHS Principal; Janine Russo; CIL 6-8 Math; Carolyn Vinton, CIL L-5 Math and Science

2. Information and Discussion on Strategic Plan for Math Instruction 2021-22

Discussion:

Dr. Craw presented on the WPS Strategic Planning for Mathematics report.

- Math MAP testing results for grades 1-8 were examined comparing the previous year-to-year results as well as cohort comparisons.
- Dr. Craw reviewed six key strategies for addressing learning lag in math in 2021-22. Namely—setting goals for student growth, increasing math intervention personnel, providing the most up-to-date resources, professional learning for teachers, in-person summer learning for grades 1-8, and scheduling an external evaluation of our math intervention program.
- It was noted that the overall strategy is to create a positive atmosphere for continual teacher professional learning support and an enthusiastic urgency for student growth.

3. Information and Discussion on Summer Academy 2021

Discussion:

- Part of the strategic plan for addressing learning lag in reading and math is the implementation of a Summer Academy.
- While students who are currently receiving math or reading intervention are encouraged to attend Summer Academy, the program is open to all students entering grades 1-8.
- There is a fee to attend and registration is on a first-come, first-served basis.
- About one-third of those who were surveyed will require transportation. The District may possibly need to add two additional buses for the summertime (over the amount already in place for ESY).
- Committee members inquired about assessing student growth during Summer Academy and possibly measuring the overall impact for students who participate.

4. Information and Discussion on ESSER II Grant Application

Discussion:

- The ESSER II grant funds will be used to address learning loss due to the pandemic.
- Funds will be used to augment intervention staff across grades K-8. Two of the intervention positions that were part-time will become full-time.
- This grant funding will be used for the 2021-22 and 2022-23 school years.
- Summer Academy will be partially supported by ESSER II funds.

5. Approval of March 2021 Minutes

Motion Passed: With a motion Taffy Miller and second by Gina Albert, the March 2021 minutes were approved.

3 Yeas - 0 Nays.

6. Other curricular issues

Discussion:

The Committee discussed the format Annual Instructional Update presentation that is scheduled for the next meeting on May 12, 2021.

Meeting was adjourned at 10:29 a.m.

Respectfully submitted,

June Curiano

Curriculum Committee Meeting

May 12, 2021 9:00 a.m.

Via Zoom Dial In: 1 646-558-8656 Code: 571634

1. Call to Order

The meeting was called to order at 9:03 am

Present Committee Members:

Taffy Miller (Chairperson), Gina Albert, Hillary Koyner

Present Administration:

William McKersie, Ph.D., Superintendent; Kenneth Craw, Ed.D., Assistant Superintendent; Dan DiVito, Director of Digital Learning & Technology; Tracy Edwards, Director of Pupil Personnel Services; Lisa Wolak, WHS Principal; Dan Doak, WMS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal; Andrea Noble, CIL K-5 ELA and Social Studies; Alex Bluestein, CIL K-5 ELA and Social Studies; Carolyn Vinton, CIL K-5 Math and Science; Janine Russo, CIL 6-8 Math; Jamie Charles, CIL 6-8 Science & Technology; Christine Cincotta, CIL 6-8 ELA; Nicholas Torres, CIL 6-8 Social Studies; Mercedes Fernandes, CIL K-12 World Language; Patty Powers, CIL K-12 Physical Education & Health; Elizabeth Morris, CIL K-12 Performing Arts; Sydney Girardi, CIL K-12 Visual Arts

Members of the Public:

Anthony Pesco, Melissa Walker

1. Presentation of 2020-2021 Annual Instructional Update

Discussion:

- Dr. Craw reviewed the outline for the presentation and spoke on the fluctuations in trends in the data due to the pandemic.
- Mr. DiVito presented on the reading and math cohort data comparing the 2019-20 to 2020-21 school years. He reviewed the data charts by grade. Board members asked questions relative to the data.
- Ms. Noble, Ms. Bluestein and Ms. Cincotta addressed questions from the Board and spoke on strategies for differentiating lessons to meet the needs of all learners.
- Board members expressed concerns for grade 2 and grade 5 students who will transition to their respective next schools and asked about options for parents to work with their children over the summer. Math and ELA CILs Bluestein, Noble, Vinton and Russo reviewed opportunities that are available with the committee.
- The Committee discussed having a Web Page that organizes all the summer opportunities so that a parent with students in more than one school has the information in one place.
- Dr. Craw presented on the Implications and Strategies for Addressing Trends in Performance draft document. A key part of the strategy for addressing learning loss is collecting and analyzing data and reviewing in grade level teams and departments meetings.

The data will be used to work with intervention teachers to create timely plans for SRBI students, as well as support teachers in creating differentiation in the classroom for individual student needs.

- Grade 6-8 Mathematics CIL, Janine Russo expressed that the curriculum taught during this pandemic year did not sacrifice foundational skills. The challenge was in content depth and math “behaviors” such as classroom collaborations. Grade K-5 ELA and Social Studies CIL, Alex Bluestein agreed that all of the curriculum was taught, but next year teachers will focus on layering and depth of skills.
- Grade 6-8 Science CIL, Jamie Charles shared information on new resources that were made available this year to support instruction. The 6-12 science students covered all of the content but missed the hands-on experience. The new technology helped support the inquiry process and enhanced their experience given the remote nature of the classroom.
- World Language CIL, Mercedes Fernandes spoke on reinstating the depth of skills for world language learners and summer enrichment opportunities. Teachers will be trained to meet the students where they are.
- Grade K-12 Physical Education and Health CIL, Patty Powers addressed a Board question regarding the role of technology that was developed during the pandemic and how it may advance and enhance learning going forward. She spoke on the increased opportunity to use flipped classroom approach and how the incorporation of technology provided for better home fitness expectations, better performance assessments, and an ease in having students respond to sensitive discussion topics. Other CILs agreed and spoke on flipped classroom and credited it for the ability to keep content moving forward.
- Committee members and administration discussed a greater acceptance among teachers to use technology tools while keeping a balance with in-person classroom skills.
- The Committee expressed appreciation and admiration of the faculty for all of their hard work especially during this challenging year.

3. Other curricular issues

Discussion:

No other issues were put forth.

Meeting was adjourned at 10:42 a.m.

Respectfully submitted,

June Curiano

**Minutes
Facilities Committee
June 4, 2021**

Present:

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

Absent:

Dr. William McKersie, Superintendent of Schools

Guests:

Richard Wolf, Weston Building Committee

The meeting was called to order by Mr. Pesco at 9:03 a.m.

The Committee discussed the following items regarding and update of facilities and grounds maintenance:

- Mr. DelMastro reported that everything has been going well. There were a few breakdowns in the HVAC systems, but repairs were made quickly. He added that the District is being proactive with the heatwave that's anticipated for the following week and he will be monitoring the energy management system over the weekend and during the heatwave. The District has several portable air conditioning units that can be moved to rooms that require it, and additionally, students can be moved from non-cooled rooms to those that are. He also reported that the facilities staff has been preparing for end-of-year activities and summer work.

The Committee discussed the following items regarding capital projects:

- Mr. DelMastro informed the Committee that the equipment for the high school old gym air handler unit replacement project is currently being ordered by the Town Administrator, and the project should begin by the end of July. Mr. Wolf confirmed that the Town Administrator was in the process of ordering the equipment, and that there is a walk-thru for the project scheduled for June 11th. Mr. DelMastro is going to confirm with the Town Administrator that the intermediate school window school repair project is

also proceeding as planned and that the project has gone out to bid. Mr. Wolf added that there is a scheduled walk-thru for the intermediate school project for later that day.

- Regarding projects that were originally designated as capital projects but have been moved to the operating budget, Mr. DelMastro reported that the generator for the bus garage has been ordered, the sound dampening tiles for the music rooms in the high school and middle school have been ordered, the cost for the second phase of sound dampening tiles required at the high school is being worked on, and the concrete pad for the high school oil tank has been installed.

The Committee discussed the following items regarding the Town of Weston Optimization Committee:

- Mr. Pesco reported that the Optimization Committee has completed the RFP process to find a consultant for the project. Funding for the study has not been approved yet, but the previous evening the Board of Selectmen approved the project moving forward to the Board of Finance. Once the Board of Finance approves funding, approximately \$100,000, the study can commence. Once the project is funded, the Board of Education will need to work closely with the consultant in order to determine what the school piece of the project will look like and to determine if the District can operate successfully as a three school campus. If the District does move to three buildings, then a determination needs to be made as to how the fourth building will be used by the Town. If the District maintains four buildings, then major renovations need to be planned for the middle school. Whichever option is chosen, a significant amount of bonding will be required. Mr. Pesco added that the Board of Education will need to look at what education is going to look like moving forward, and what delivering education means in the 21st century.

The Committee discussed the following items regarding a transportation update:

- Mr. Cross updated the Committee on the implementation of the First View bus tracking APP. Due to the fact that bus ridership was down this year because of COVID, it really wasn't a good time to test the APP, but the goal is to have it operational by the first quarter of the next school year. The first step would be to run it with a test group of parents, and if that works well, then launch a broader roll out.

The Committee discussed the following items regarding approval of the April minutes:

- The Committee approved the April minutes.

The Committee discussed the following items regarding other business:

- Mr. Cross reported that now that the District is transitioning back to in-person meetings, there is an opportunity to purchase new audio equipment for the middle school library,

where the monthly Board meetings are held. Cost for the new equipment is approximately \$35,000. Mr. Pesco added that Committee meetings should still be held remotely, but the Board meetings should be conducted in person. He agreed that the sound during the Board meetings is terrible, and needs to be improved. All agreed that if new equipment is ordered, it should be able to carry the District into the future, and allow for hybrid meetings in case some members of the Board would prefer to join remotely. The Committee agreed to move forward with at least issuing an RFP for the system, and then discussing further.

There being no further business to discuss, the Committee adjourned at 10:00 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

Minutes
Finance Committee
May 14, 2021

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:

Lisa Wolak, WHS Principal

Public:

Anthony Pesco, Weston Resident

The meeting was called to order by Ms. Hedge at 9:04 a.m.

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

- Mr. Cross reported that he is still anticipating a positive end of year balance of \$135,438. He reported that purchase orders and anticipated expenditures have been reduced. These reductions will allow the District to mitigate the FY22 budget as well as make investments in other areas. Salary savings total \$50,508, while savings in professional services, property services and other services are \$91,000, \$56,166 and \$62,384 respectively. The reductions have also allowed the District to make an early payment on the final installment of the 2019 ERIP (early retirement incentive program) offering, so instead of paying it out next year, it will be paid this year. Additionally, the District can also make the first payment of the new ERIP offering this year, instead of waiting until next year. Among the investments that the District can make include replacing music equipment district-wide, purchasing new high school gym equipment, purchasing some needed facilities equipment, and purchasing new grades 1 and 2 Math in Focus books to better align the District.

- Mr. Cross reported that the District was able to cover unanticipated COVID related tech material purchases from anticipated savings in other areas. Additionally, the District was

also able to cover unanticipated COVID related software costs from anticipated savings in the software account.

- Regarding the ISF, Mr. Cross reported that account continues to trend favorably, and the actual claims for the year are \$284,663 and the estimated year end fund balance is \$760,606.

The Committee discussed the following items regarding the FY22 tuition rates for non-residents:

- Mr. Cross shared with the Committee the suggested rates for non-resident tuition for the 2021-2022 fiscal year. Rates are increased annually by the approved budget percentage increase. For FY22, the increase will be 1.68%. The Committee agreed to bring these rates to the full Board for approval. They also inquired about PreK tuition and if that would be increased as well. Mr. Cross suggested increasing PreK rates by the approved budget percentage increase as well, but will also reach out to several local PreK schools to see what their annual rates are.

The Committee discussed the following items regarding the FY22 utility and user fees for facility rentals:

- Mr. Cross shared with the Committee the suggested rates for FY22 regarding building use fees. As in the past, the rate increase is based on the annual CPI. The increase for FY22 is 1.6%. The Committee agreed to bring these rates to the full Board for approval.

The Committee discussed the following items regarding the planned disposal of equipment and vehicles:

- Mr. Cross reported that the District had some vehicles that are not currently being used, and he would like to sell them. These include two SUVs, two small buses, and a large lawn mower. The Committee agreed with the selling of the vehicles, but suggested that the District check with the Town first, to ensure that they didn't have a need for either the SUVs or the lawn mower. Mr. Cross agreed to reach out to the Town before putting anything up for sale.

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

- The Committee approved the April minutes.

The Committee discussed the following regarding other business:

- Mr. Cross reported that First Student recently replaced eight buses with new ones, bringing the total number of new buses up to 18. 11 buses were replaced last year. There are an additional three buses remaining to be replaced. Mr. Cross added that First Student was purchased by another entity, but the District shouldn't see any operational changes. He will touch base with First Student to see if the District is able to get out of its contract earlier than scheduled just in case service levels deteriorate.
- Ms. Wolak informed the Committee that the third grade class for FY22 is only one student away from maxing out, so the District will need to keep an eye on that.

There being no further business to discuss, the meeting adjourned at 10:30 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

Policy Committee Meeting

May 4, 2021 - Via Zoom

Members Present:

Melissa Walker

Hillary Koyner

1. Call to Order

Melissa Walker called the meeting to order at 8:32am. In attendance, William McKersie, Ph.D., Superintendent of Schools, Lisa Wolak, Principal, WHS, In-Coming Superintendent, and Jen Ryan, HR Manager

2. Approval of Minutes

Discussion:

April Minutes were approved.

3. Discussion of policies, regulations, and bylaws

3.A. Sustainability Policy Update

Discussion: Dr. McKersie updated the committee on the current status of the draft Sustainability Policy. The policy and back up information was shared with Ms. Jessica Richman Smith of Shipman and Goodwin for a review from a legal perspective. After a review, Ms. Smith will either attend the next policy meeting or contact Ms. Walker. The committee was asked to review all of WPS policies and regulations to see if any additional ones related to sustainability.

3.B. School Lunch Service (3542)

Discussion: Ms. Ryan presented the committee with the updated School Lunch Service policy. The updates were made to reflect title changes and changes in procedures. Mr. Phillip Cross (Director of Finance and Operations) reviewed and approved of the changes. This will go to the May Board meeting for a first reading.

3.C. Soliciting Prices (Bids & Quotations) (3323)

Discussion: Ms. Ryan introduced the changes to policy 3323. She explained that all changes were suggested by Shipman and Goodwin. Mr. Cross reviewed and approved of the changes. This will go to the May Board meeting for a first reading, with Mr. Cross helping to explain briefly the changes.

3. D. Plan for Minority Staff Recruitment (4111.1)

Discussion: Ms. Ryan presented the one update to the Minority Staff Recruitment Policy. The committee asked for the policy to be discussed at the June meeting, in order to review the District's Diversity Hiring Recruitment plan, as well as the State statutes and Shipman and Goodwin's suggestions that relate to minority recruitment. The committee asked that all material be sent prior to the June meeting.

Discussion of policies, regulations, and bylaws in future meetings

Discussion: The committee was presented with a list of policies and regulations

that need updating. The committee decided to focus on the following for the next few meetings:

- Graduation Requirements - this will be presented to the committee in the fall.
- Special Education policies and regulations if ready
- Facilities policies and regulations (Facilities Use, Energy)

5. Adjourn 9:10 am

DRAFT

Policy Committee Meeting

June 1, 2021 - Via Zoom

Members Present:

Melissa Walker

Hillary Koyner

Taffy Miller

1. Call to Order

Melissa Walker called the meeting to order at 9:04am. In attendance, William McKersie, Ph.D., Superintendent of Schools, Lisa Wolak, Principal, WHS, In-Coming Superintendent, Michael Aitkenhead, WHS Teacher, Tammy Roberts, Interim Admin Assistant to Superintendent, and Jodi Sacchetta, Admin Assistant to WHS Principal

2. Approval of Minutes

Discussion:

May Minutes were approved.

3. Discussion of policies, regulations, and bylaws

3.A. Sustainability Policy Update

Discussion: A continued discussion took place on the new Sustainability Policy that Ms. Walker drafted and Ms. Jessica Richman Smith of Shipman and Goodwin reviewed from a legal perspective. The draft was reviewed and discussed and the first read should be ready by the next board meeting. Mr. Aitkenhead will share with the Green Team.

4. Minority Recruitment Policy (4111.1)

Discussion: Topic was not discussed, due to adjourned meeting.

5. Discussion of policies, regulations, and bylaws in future meetings

Discussion: Topic was not discussed, due to adjourned meeting.

- Graduation Requirements - this will be presented to the committee in the fall.
- Use of School Facilities
- Energy Management Conservation

6. Adjourn 10:02 am