

# Board of Education Regular Meeting

Tuesday, January 18, 2022 6:00 PM

Zoom Meeting, 24 School Road, Weston, CT 06883-1623

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. PLEDGE OF ALLEGIANCE

## III. APPROVAL OF MINUTES

III.A. Meeting minutes from the December 20, 2021 Weston Board of Education Regular Meeting

III.B. Meeting minutes from the December 20, 2021 Weston Board of Executive Meeting

III.C. Meeting minutes from the December 17, 2021 Weston Board of Executive Meeting

## IV. PUBLIC COMMENT & LIVE STREAM

Join Zoom Meeting:

<https://us02web.zoom.us/j/89893175175?pwd=anUyWHEyYTVhb2FMQUZZWGM5Ni9hQT09>

Meeting ID: 898 9317 5175

Passcode: 307253

- We ask that only Weston residents who want to participate in public comment click on the Zoom link and join the Zoom meeting no earlier than 10 minutes before the meeting begins.
- Weston residents who wish to comment will be placed in a "waiting room" until the meeting officially starts.
- At that point, all participants will be let into the meeting, and the meeting will be locked.
- We ask that all participants make sure that their Zoom display names are correct and that their microphones are muted until called upon to speak.
- When residents are called, they should state their name and address prior to making their comment.
- Once public comment has concluded, all participants should disconnect from the Zoom meeting and continue watching the meeting via the YouTube stream.
- Link to YouTube live stream: <https://www.youtube.com/channel/UCfiS5TdWMVozkWFY1FS3knw>

## V. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

## VI. NEW BUSINESS

VI.A. Tecton Architects: Review of Staff Focus Groups

VI.B. Consent Agenda (new hires, resignations and retirements)

VI.C. Weston High School Principal Talent Acquisition Search

VI.D. Superintendent Evaluation Framework

VI.E. Financial Update

#### **VII. OLD BUSINESS**

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

VII.A.1. Policy 6146.2: Credit for Online Courses (second read)

#### **VIII. DISTRICT UPDATE**

VIII.A. Calendar Update

VIII.B. COVID-19 Update

VIII.C. Safety Update

VIII.D. Continuation of FY 23 Budget Discussion

#### **IX. COMMITTEE REPORTS**

IX.A. Communications Committee

IX.A.1. Discussion of Public Comment Policy at Regular Monthly BOE Meetings

IX.B. Curriculum Committee

IX.C. Financial, Facilities and Operations Committee

IX.D. Policy Committee

IX.E. Negotiations Committee

IX.F. CES

IX.G. CAFE

IX.H. Weston Education Foundation

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

X.A. Regular Session on February 14, 2022 at 6:00 p.m.

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

#### **XI. ADJOURNMENT**

**Board of Education Regular Meeting**

Monday, December 20, 2021 6:00 PM

Zoom Meeting

24 School Road

Weston, CT 06883-1623

I. CALL TO ORDER, VERIFICATION OF QUORUM

Meeting called to order at 6:14 PM. Unseconded with a motion by Anthony Pesco.

II. EXECUTIVE SESSION

III. RESUME PUBLIC SESSION

IV. PLEDGE OF ALLEGIANCE

V. RECOGNITION

A. Academic and Athletic Recognition

Ms. Givoni, Interim Principal at Weston High School, recognized academic achievements.

Mr. Berkowitz, Athletic Director at Weston High School, recognized athletic achievements.

Superintendent Wolak congratulated Mr. Berkowitz at Weston High School receiving the 2021 CIAC Michael's Cup recognition.

Motion to recognize the outstanding students on their academic and athletic achievements. Carried with a motion by Sharon Ferraro and a second by Taffy Miller.

B. Donation from the Weston High School Class of 1971

Superintendent Wolak recognized and acknowledged the donation from the Weston High School Class of 1971 to the Weston High School Student Government to be used for activities that promote friendship and community among all students. Ms. Givoni noted that the Class of 1971 was the first graduating class of Weston High School and held a 50th reunion in November where they collected donations..

Motion that the the Weston Board of Education recognize and accept the donation of \$950 from the Weston High School Class of 1971 to the Weston High School Student Government to use for activities that promote friendship and community among all students. Carried with a motion by Melissa Walker and a second by Bernie Kinglsey.

Yea: 7, Nay: 0

VI. APPROVAL OF MINUTES

A. Meeting minutes from the November 15, 2021 Weston Board of Education Regular Meeting

Move that the Weston Board of Education approve the minutes from the November 15, 2021 Board of Education Regular Meeting. Carried with a motion by Melissa Walker and a second by Sharon Ferraro.

Yea: 7, Nay: 0

VII. PUBLIC COMMENT

Join Zoom

Meeting: <https://us02web.zoom.us/j/88085609712?pwd=YnQ4bWZIVGFjb1pOdXVWaksrNDizZz09>

Meeting ID: 880 8560 9712

Passcode: 602695

- We ask that only Weston residents who want to participate in public comment click on the Zoom link and join the Zoom meeting no earlier than 10 minutes before the meeting begins.
- Weston residents who wish to comment will be placed in a "waiting room" until the meeting officially starts.
- At that point, all participants will be let into the meeting, and the meeting will be locked.
- We ask that all participants make sure that their Zoom display names are correct and that their microphones are muted until called upon to speak.
- When residents are called, they should state their name and address prior to making their comment.
- Once public comment has concluded, all participants should disconnect from the Zoom meeting and continue watching the meeting via the YouTube stream.

VIII.

No members of the public attended the meeting for public comment.

IX. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

X-period this year had a community-based theme and was very successful. Everyone involved had a great time. They also sold candy cane grams during the lunch periods and raised approximately \$300, a portion of the proceeds were donated to Person-to-Person. In addition, Person-to-Person was also the recipient of a holiday-themed gift giving initiative. SGA groups are being organized with different initiatives and one of them is focusing on supporting green initiatives in the school. The SGA provided feedback to the FOC which was very helpful to have from a student perspective.

X. NEW BUSINESS

A. Consent Agenda (new hires, resignations and retirements)

Superintendent Wolak asked the Board to acknowledge and accept the Consent Agenda. The list of new hires and resignations were read.

Move that the Weston Board of Education acknowledge and accept the Consent Agenda. Carried with a motion by Melissa Walker and a second by Bernie Kinglsey.

Yea: 7, Nay: 0

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

1. Discussion of Policy 6146.2 - Credit for Online Courses (first-read)

The policy committee presented a first-read of Policy 6416.2 Credit for Online Courses. This revision was an opportunity to look at online course requirements and how we account for the class with regard to the WHS transcript and GPA. The policy will be presented for a second-read at the next board meeting.

C. New Course Proposals at Weston High School

1. New Course Proposal - Sustainable Solutions

Dr. Craw, Assistant Superintendent of Curriculum & Instruction, presented the new proposed course for 2022-23 school year entitled, Sustainable Solutions. This course was presented and discussed in the November Curriculum Committee and is recommended for full Board approval.

Move that the Weston Board of Education approve the Sustainable Solutions course for FY 2023; Carried with a motion by Melissa Walker and a second by Sharon Ferraro.

Yea: 7, Nay: 0

2. New Course Proposal - Digital Illustration and Animation

Dr. Craw, Assistant Superintendent of Curriculum & Instruction, presented the new proposed course for 2022-23 school year entitled, Digital Illustration and Animation. This course was presented and discussed in the November Curriculum Committee and is recommended for full Board approval.

Move that the Weston Board of Education approve the Digital Illustration and Animation course for FY 2023. Carried with a motion by Taffy Miller and a second by David Felton.

Yea: 7, Nay: 0

3. New Course Proposal - English 12

Dr. Craw, Assistant Superintendent of Curriculum & Instruction, presented a new proposed course for 2022-23 school year entitled, Digital Illustration and Animation. This course was presented and discussed in the November Curriculum Committee and is recommended for full Board approval.

Move that the Weston Board of Education approve the revamped English 12 course for FY 2023. Carried with a motion by Melissa Walker and a second by Taffy Miller.

Yea: 7, Nay: 0

D. 5th FY 2022 Financial Update

Mr. Cross, Director of Finance, said we are on target to have a balanced budget. Not ready to release any surplus funds at this time. We are running a deficit of \$51,564. However, he is confident we will find savings to cover this deficit. The internal services fund is trending slightly below.

Ms. Edwards, Director of Pupil Services, said there is an increase in social and emotional needs and there will be an impact on what they need from us to support them, which will have an impact on the remainder of this year as well as FY 23.

Move that the Weston Board of Education approve the November 2021 Financial Report. Carried with a motion by Melissa Walker and a second by Bernie Kinglsey.

Yea: 7, Nay: 0

XI. SUPERINTENDENT'S UPDATE

A. COVID-19 Update

Superintendent Wolak gave an update on the impact of COVID-19 within our district. There has been an increase in our dashboard. Many families would like us to go remote, however that option has not been given to us at the

state level and there is an issue as to whether those days would count towards the 180-day school requirement. We are continuing to offer the pool testing option to unvaccinated or fully-vaccinated K-6 students. After break we will add grades 7/8, and after midterms we will add grades 9-12. This is a state-funded program and only available to students, not staff. Right now we are staying the course, moving forward and doing the best we can.

B. Security Update

Superintendent Wolak said the safety of our students and staff is paramount - we make sure our staff know how to respond. Chairman Pesco said we cannot talk in public on specifics.

C. Budget Update

Superintendent Wolak indicated the budget will be presented to the public on Thursday, January 6, 2022.

XII. COMMITTEE REPORTS

A. Communications Committee

B. Curriculum Committee

C. Facilities, Finance & Operations

D. Policy Committee

1. Policy Committee Meeting Minutes - November 2, 2021

E. Negotiations Committee

F. CES

G. CABE

H. Weston Education Foundation

XIII. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION

A. Regular Session on January 18, 2022 at 6:00 p.m.

B. Review of Pending Agenda Items for Next Meeting

XIV. ADJOURNMENT

The meeting was adjourned at 7:53 PM.

Move to adjourn the December 20, 2021 Board of Education Meeting.  
Unseconded with a motion by Melissa Walker.

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Chairperson

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Superintendent

DRAFT

**Weston Board of Education Executive Session**

Monday, December 20 2021 5:00 PM  
Zoom Meeting  
24 School Road  
Weston, CT 06883-1623

David Felton: Present  
Sharon Ferraro: Present  
Peter Gordon: Present  
Bernie Kingsley: Present  
Taffy Miller: Present  
Anthony Pesco: Present  
Melissa Walker: Present

I. Call to Order, Verification of Quorum  
The Executive Session began at 5:15 PM

Move to enter Executive Session. Carried with a motion by Sharon Ferraro and a second by Melissa Walker.  
Yea: 7, Nay: 0

II. Discussion on Safety and Security  
The following individuals were invited to join this Executive Session:  
Lisa Wolak, Superintendent  
Phillip Cross, Director of Finance & Operations  
Mark Berkowitz, WHS Athletic Director  
Ed Henion, Weston Police Chief  
Joe Mogollon, SRO  
Jason Kim, SRO

III. Adjournment  
The Executive Session was adjourned at 6:08 PM

Move to end the December 20, 2022, 2021 Board of Education Executive Meeting. Carried with a motion by Melissa Walker and a second by Sharon Ferraro.  
Yea: 7, Nay: 0

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Chairperson

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Superintendent

**Weston Board of Education Executive Session**

Friday, December 17, 2021 8:15 AM

Zoom Meeting

24 School Road

Weston, CT 06883-1623

David Felton: Present  
Sharon Ferraro: Present  
Peter Gordon: Present  
Bernie Kingsley: Present  
Taffy Miller: Present  
Anthony Pesco: Present  
Melissa Walker: Present

- I. Call to Order, Verification of Quorum  
The Executive Session began at 8:17 AM

Move to enter Executive Session. Carried with a motion by Melissa Walker and a second by Taffy Miller.  
Yea: 7, Nay: 0

- II. Discussion of Superintendent Evaluation Process

- III. Adjournment

The Executive Session was adjourned at 9:13 AM..

Move to end the December 17, 2021 Board of Education Executive Meeting. Carried with a motion by Melissa Walker and a second by Sharon Ferraro.  
Yea: 7, Nay: 0

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Chairperson

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Superintendent

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Tecton Architects

**Submitted by:** Lisa Wolak

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

Presentation by Antonia Ciaverella of Tecton Architects given at the 01-18-2022 Board of Education Regular Meeting



**Tecton**  
ARCHITECTS

**BOE UPDATE**  
*THINK TANK SESSIONS*

WESTON, CT

January 18, 2022

**Created a video** to spark ideas around the impact of the educational environment on the student experience & the opportunities to transform existing spaces

## **Think Tank Sessions** with educators:

- **January 13, 2022** ~ *Think Tank with Teacher Reps from WMS & WIS on 5-8 grade configuration & visionary ideas*
- **January 18, 2022** ~ *Think Tank with Teacher Reps from HES & WIS on PK-1 grade configuration & visionary ideas*

## WHY IT MATTERS ~ QUALITY OF EDUCATIONAL ENVIRONMENTS

COLLABORATION SPACES



ADAPTABLE & RECONFIGURABLE



SPATIAL QUALITY + TECHNOLOGY

OWNERSHIP & PERSONALIZATION

SOCIAL ENRICHMENT



NATURE, INQUIRY



## WHY IT MATTERS ~ QUALITY OF EDUCATIONAL ENVIRONMENTS



### Why It Matters ~

On average, children spend...

EPA [https://www.epa.gov/schools/](https://www.epa.gov/schools)  
Harvard Schools for Health <https://schools.forhealth.org/>

### Whole Child Wellness~

WELL is for people...

### BUILDING COMPONENTS

AND THEIR  
EFFECTS  
ON

### HUMAN HEALTH

# STUDENT EXPERIENCE ~

## PROGRESSIVE LEARNING / PUBLIC & PRIVATE LEARNING AREAS



## PROGRESSIVE LEARNING / FLEXIBLE & EXPANDABLE SPACES



## PROGRESSIVE LEARNING / PERSONALIZATION & BELONGING



# TRANSFORMING SPACES ~



Tecton  
ARCHITECTS



## QUESTIONS / THINKING SMALL AND BIG

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## QUESTIONS / PROS & CONS OF 5-8 GRADE CONFIGURATION

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What would pr

Discuss "Neigh

look like?

If a 5-8 progr

New programs

## QUESTIONS / PROS & CONS OF PK-1 GRADE CONFIGURATION

What are the advantages?

What are the challenges?

Are there precedents that have worked well?

What infrastructure is required that might not currently exist, if any?

What infrastructure that currently exists could be shared?

What would programmatically need to change to make this successful?

Discuss "Neighborhoods", "Pods" – what does this ideally look like for early elementary?

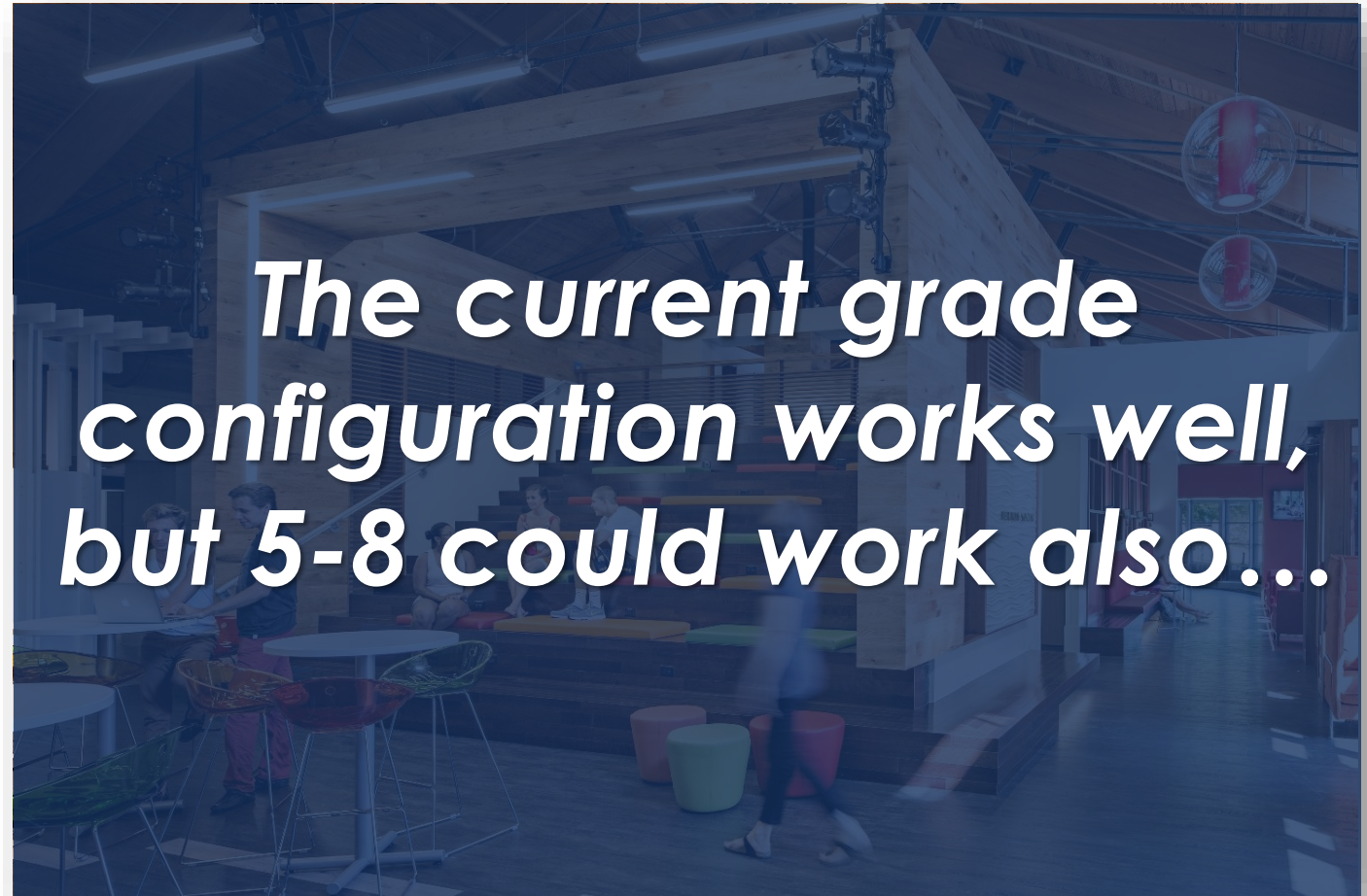
If a PK-1 program was implemented, what would this allow for educationally?  
New programs? New outdoor spaces? Collaboration? Resources?

## Advantages:

- **Less anxiety at the 5-6 transition:** already familiar with the school environment...
- **Access to programs they look forward to:** Robotics, Maker Tech

## Challenges:

- **Socially mature, behaviorally younger**
- **Natural transitions happen after 5<sup>th</sup> Grade:** 3-5 Curriculum, Math, Grade Structure...
- **Miss out on being School Leaders:** 5<sup>th</sup> Grade as top of school – empowering experience



## Programming:

- **Stage:** proper venue for performances...
- **VR/AR:** spaces / studio
- **Makerspace:** upgrade what's existing
- **Classroom Size:** Zones, Paras, 5<sup>th</sup> Gr. students are growing kids (20 vs 22-23)
- **Furniture:** need changes year to year
- **Project-Based Learning:** Colonial Crafts, ties to Social Studies
- **Gender Neutral Bathrooms**
- **SPED:** dedicated room nearby
- **Collaboration:** shared space to work on projects, present their work
- **Pods:** teacher workroom with copier, restrooms, water fountain

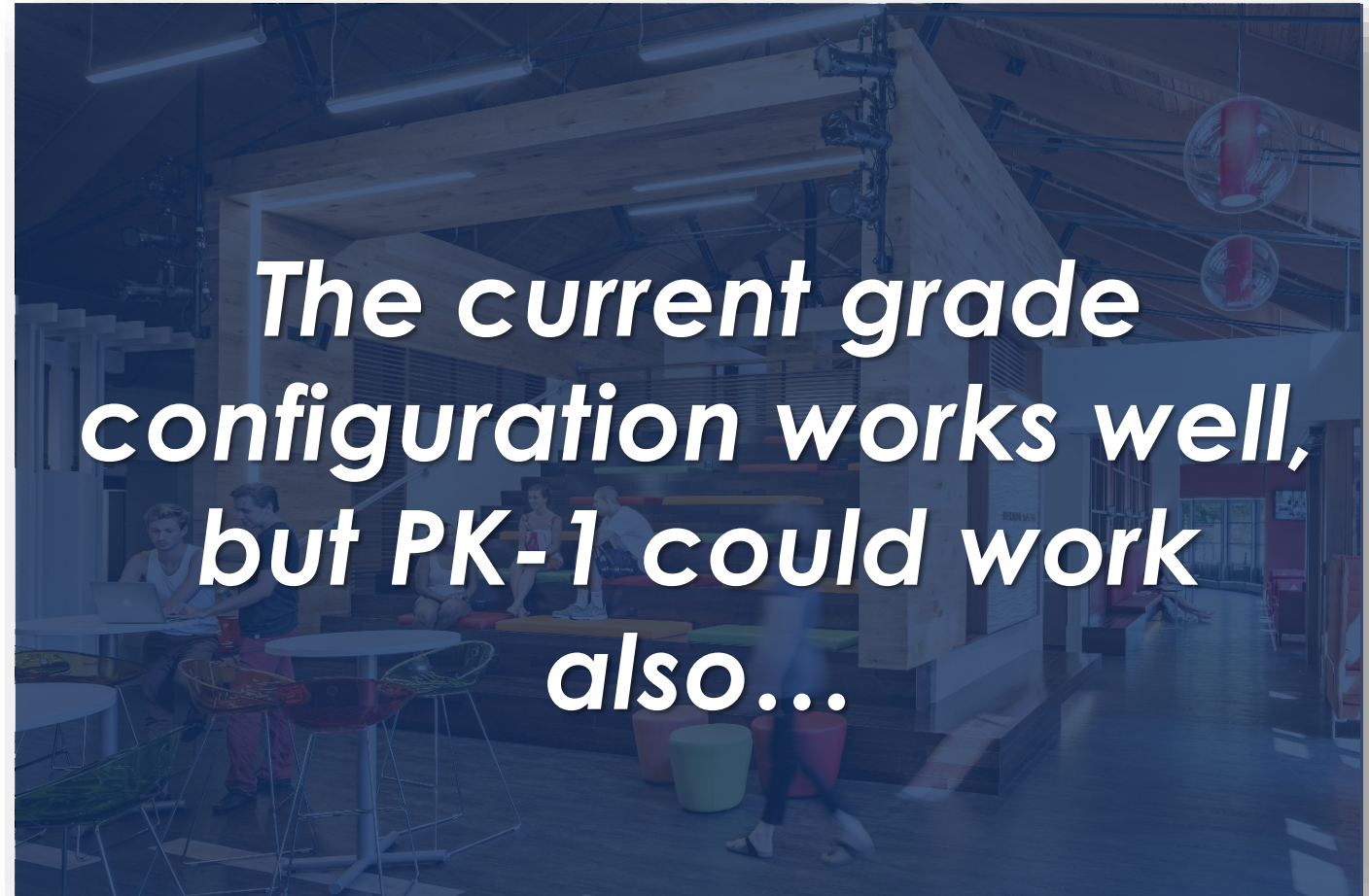


## Advantages:

- **Brings 2<sup>nd</sup> Gr into the 3-5 mix** and adds “playfulness”
- **Same/Similar need:** Classroom SF, infrastructure, playscapes

## Challenges:

- **Transition at 2<sup>nd</sup> Gr is already a challenge** – how would this impact a 1<sup>st</sup> Gr student?
- **Natural transitions** happen after 2<sup>nd</sup> Grade
- **2<sup>nd</sup> Gr example/projects** are good for 1<sup>st</sup> G to see



## Programming:

- **Storage:** more places to put away teaching materials and give space back to the classrooms/students
- **Prep/Material Storage:** dedicated rooms, nearby, to store & organize resources
- **Flexible Furniture:** tables vs. desks, moveable seating, everything on wheels
- **Communication:** fluidity between school buildings at transition years
- **Gathering:** space for the whole school to be together





**Tecton**  
ARCHITECTS

**THANK YOU!**

WESTON, CT

January 18, 2022

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Consent Agenda

**Submitted by:** Lisa Wolak

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

Recognize and accept the Consent Agenda (new hires, resignations and retirements) as presented.

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INTEROFFICE MEMORANDUM

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TO: LISA WOLAK

FROM: TERRI – HUMAN RESOURCES

SUBJECT: CONSENT AGENDA – BOE 1/18/2022

DATE: 1/11/2022

**NEW HIRES:**

- Eliana Chervin, (1.0) Special Education Teacher at HES. Effective 1/3/2022. Replacing A. McLeod who resigned.
- Robert Fuda, (1.0) Custodian at WMS. Effective 1/3/2022. Replacing H. O'Campo who retired.
- Dr. Renee Leekin, (1.0) Assistant Director of Special Education – K-5. Effective 2/14/2022. Replacing M. Courter who resigned.
- Gemma Richards, (1.0) ParaEducator at HES. Effective 12/22/2021. Replacing J. Merced who resigned.

**RESIGNATIONS:**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Weston High School Principal Talent Acquisition Plan

**Submitted by:** Lisa Wolak

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

Discussion on the Weston High School Principal Talent Acquisition Plan



# Memo

**To:** Lisa Wolak  
**From:** Terri Kavanagh  
**Date:** 1/12//2022  
**Re:** Weston High School Principal Talent Acquisition Plan

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## TimeLine

2/4/2022 Post Position Internally for 10 days as required by contract

2/18/2022 Post Position Externally – District, CTREAP, NESDEC

2/14 – 2/18 Hold Focus Groups

- Parents/ Guardians/Community – Superintendent & Assistant Superintendent
- Students – Superintendent & Assistant Superintendent
- Staff – Superintendent & Human Resource Manager

2/14 – 2/18 Distribute Survey's - Online

- BOE
- Parent/Staff

3/4 Position Closes

## Committee

- Superintendent
- Administrators (2)
- Parent/ BOE Member
- Assistant Super
- HR Manager
- Teachers (2)

## Process

3/4 - 3/7	Resume Review – Human Resources/ Superintendent
3/14 – 3/18	Interview – 1 <sup>st</sup> Round – Committee
3/21 – 3/25	Interview – 2 <sup>nd</sup> Round - Committee
3/28 – 4/1	Final Interviews - TBD
Week of 4/4 -	Reference Checks – Human Resources/Administration
Week of 4/18	New Hire Press Release – Internal/ Community

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Superintendent Evaluation Framework

**Submitted by:** Anthony Pesco

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

Discussion and approval of the Superintendent Evaluation Framework

# **Superintendent of Schools Evaluation Framework**

Weston Public Schools

Weston, Connecticut

## **Evaluation of the Superintendent**

This document provides framework and timeline for the annual review of the performance of the Superintendent of Schools.

While the Board of Education and Superintendent have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board of Education's Chief Executive Officer, Connecticut Education Law (C.G.S. 10-157(a)) requires the Superintendent of Schools' job performance be evaluated annually. Whether written or oral, the annual evaluation of the school district's Chief Executive Officer is one of the most important responsibilities of every Board of Education.

Student achievement across all areas is important and must be assessed in multiple ways. Therefore, growth in student achievement has to be a factor in the assessment of the Superintendent's evaluations. All of the leadership performance areas and specific areas of responsibility outlined in this document should be considered. Indicators related to student academic achievement are necessary, but not sufficient to make final determinations about the Superintendent's job performance.

The following is a process and timeline for the annual evaluation of the Superintendent of Schools. It is important to note that the recommended timeline is based upon a traditional evaluation year model (July-June). The recommended Leadership Team (Board and Superintendent of Schools) meetings can and should be conducted in Executive Session because they pertain to Board of Education Self-Evaluation and Personnel.

The Connecticut Freedom of Information law allows for the discussion in executive session of "personnel matters," which includes "the appointment, employment, performance, evaluation, health or dismissal of a public official or employee, provided that such individual may require that discussion be held at an open meeting" (Connecticut General Statute Section 1-200(6)). Under this provision the superintendent's evaluation, as well as the performance of one or more Board of Education members, are appropriate topics for executive session. District goals, procedures, policies and data are NOT appropriate subjects for executive session under the FOI law. All votes must be taken in public – only discussion can occur in executive session.

# **Superintendent Evaluation Process**

## **Beginning of New Evaluation Year Meeting – July/September**

**Step 1:** The Board conducts its self-evaluation (see section on Board self-evaluation) and goal-setting.

**Step 2:** The district Leadership Team (Superintendent and Board members) meets to discuss goals and objectives. Any discussion of district goals must be held in public. This structured conversation is intended to serve as a goal/priority setting session for the district's Leadership Team for the upcoming school year.

**Step 3:** In Executive Session the Board of Education has an opportunity to candidly discuss with the Superintendent their performance goals for the year. Some of these will have been reflected in the most recent evaluation of the Superintendent's performance. This discussion should also include the process and format by which the Superintendent's performance will be evaluated.

## **Mid Year Evaluation Meeting – December / January**

**Step 1:** The Board reviews its performance in light of previously established goals.

**Step 2:** The Leadership Team meets again in Executive Session to informally discuss their progress on goals and objectives established in July/August. This session also provides the Leadership Team with an opportunity to identify and strategize about new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

**Step 3:** During this same discussion, the Board of Education provide targeted informal feedback to the Superintendent about his/her effectiveness vis-à-vis the previously established goals and objectives. The purpose of this informal feedback session is to assess the Superintendent's midyear performance and provide him/her with an opportunity to properly respond to any Board of Education concerns and avoid unnecessary performance evaluation "surprises" at year's end.

## **End of the Year Evaluation of the Superintendent – May / June**

**Step 1:** The Superintendent shares a verbal "Year in Review" self-assessment with the Board of Education in Executive Session. This self-assessment may be supplemented by submitting documentation as a formal narrative with the understanding that any such written documentation would not be confidential. This document serves as evidentiary documentation regarding the Superintendent's job performance and should aid the Board of Education in completing a comprehensive and fair evaluation of the Superintendent.

**Step 2:** The Board of Education conducts the evaluation of the Superintendent of Schools according to Board of Education Policy in Executive Session unless the Superintendent exercises his/her statutory right to require that such discussion be held in open session. The result of the

Board of Education's Executive Session discussion regarding the Superintendent's performance should be either a written or verbal draft performance evaluation of the Superintendent of Schools.

**Step 3:** A meeting in Executive Session is scheduled by the Board of Education between the Superintendent and the Board of Education, according to Board of Education Policy and Superintendent's contract. The purpose of this follow-up meeting is to share and discuss the Board of Education's draft evaluation with the Superintendent. This session serves as a final opportunity for candid discussion between the Board of Education and the Superintendent prior to the completion of the formal performance evaluation.

**Step 4:** The formal performance evaluation is completed and presented to the Superintendent of Schools by a representative(s) of the Board of Education according to Board of Education Policy and Superintendent's contract.

## **Superintendent's Evaluation Timeline**

Summer	Board and Superintendent Discuss and Identify District Goals  Based on the Discussion the Superintendent (and others as needed) Drafts Annual Performance Goals and District Goals
Fall	Board of Education Reviews and Considers Approval of Annual District Goals
January	Mid-year review of Board Goals and Superintendent Performance Goals Informal discussion regarding Superintendent Performance
May/June	Superintendent Evaluation Session Superintendent presents information/data on both District Improvement Goals and Superintendent Performance Standards BOE evaluates Superintendent's job performance based on the information presented.

## **Superintendent's Evaluation Framework**

The Superintendent evaluation framework consists of two separate dimensions to the evaluation process:

- (1) Progress against the annual District Goals
- (2) Evaluation based on the Superintendent Competency Framework

## **Superintendent's Annual Performance Goals and/or District Goals**

The District Goals are in fact the superintendent's goals. The superintendent will provide the board at mid-year and end of year a summary of performance against each of the district goals that were established at the beginning of the school year (see Superintendent and Board Review Template). The review of progress towards the district goals is a critical component of the Superintendent evaluation and reflects the progress made in student achievement, educational leadership, organizational management and community relations

## **Superintendent Competency Framework-Leadership Performance Standards**

### **1. Develops and Implements Vision that Inspires Action and Commitment**

- 1.1 Works with the Board of Education to develop a compelling vision that puts improving teaching and student learning at its core and reflects the community's values, beliefs and highest aspirations for its children.
- 1.2 Articulates to all stakeholders the importance of achieving the vision
- 1.3 Secures commitment from all stakeholders to act up on the vision of what the district must become
- 1.4 Creates urgency for action and consensus around key solutions, catalyzing action when consensus is unlikely
- 1.5 Continuously demonstrates through communication, leadership routines and professional practices the importance of achieving the vision.

### **2. Develops and Implements a District Leadership Theory of Action that Guides Decision Making**

- 2.1 Articulates and acts upon an overarching theory of action that communicates the underlying rationale for how the district will achieve its vision.
- 2.2 Articulates and tests theories of action for all major aspects of the district's improvement work.
- 2.3 Executes a district leadership theory of action to build district coherence and alignment

### **3. Aligns Resources to Drive a District-Wide Strategy for Improving the Performance of all Students**

- 3.1 Examines a wide range of data to determine root causes of areas of concern related to improving teaching and learning
- 3.2 Involves key stakeholders in developing strategies to address areas of concern.
- 3.3 Focuses on a small number of high-leverage strategies aligned with the theory of action.
- 3.4 Leads a budget development process that results in systems and support for integrated district improvement strategies.

#### **4. Results and Improvement Orientation that Addresses both Accountability and Capacity- Building**

- 4.1 Guides leadership teams to develop and maintain meaningful and measurable goals for professional practice and student learning at the district and school level
- 4.2 Establishes an aligned, district-wide improvement cycle based on diagnosis, planning, implementation, and monitoring.
- 4.3 Establishes accountability for improvement at the district, school and classroom level

#### **5. Demonstrates Leadership Grounded in BOE and Superintendent Collaborative Governance.**

- 5.1 Works with the Board to establish district goals and systems and processes for monitoring progress over time
- 5.2 Works in cooperation with the Board of Education to engage and inform of progress toward goals
- 5.3 Works with the Board of Education to regularly assess and to clarify the roles and responsibilities of the Board and superintendent in the areas of policy, management and collaborative governance
- 5.4 Demonstrates strong support and advocacy for Board approved district goals in various public settings

#### **6. Establishes Structures and Processes that Sustain a Culture of Continuous Improvement and Accountability**

- 6.1 Holds all district leaders responsible for developing and sustaining a strong professional culture characterized by shared responsibility
- 6.2 Invests in developing the capacity of teachers and leaders to improve performance over time
- 6.3 Demonstrates a strong commitment to professional learning at all levels of the organization

## **7. Purposely Aligns Systems and Structures that Support the District Theory of Action and Strategic Operating Plan**

- 7.1 Develops and oversees a comprehensive approach to human capital that aligns to district vision, strategy and goals
- 7.2 Establishes and implements a strategic approach to resource allocation and budget management
- 7.3 Ensures effective management of the districts' core functions

## **8. Possesses Personal Leadership Competencies Associated with Effective District Leadership**

- 8.1 Demonstrates belief that every student can achieve at high levels and demonstrates an urgency to improve student achievement
- 8.2 Manages resistance to change and engages in difficult conversations to maintain consistent focus on high levels of achievement
- 8.3 Builds trusting, respectful relationships to improve student learning
- 8.4 Explores how identity and life experiences have shaped assumptions and unconscious biases; Works to increase self-awareness in order to have a positive impact
- 8.5 Effectively anticipates and responds to challenges and remains focused on the vision of high expectations when faced with adversity
- 8.6 Uses consensus building and negotiation strategies and conflict resolution skills to lead to authentic stakeholder engagement

# Appendix I - Superintendent and Board Review Template

## Review of District Goals

Goal Description	District Progress Towards Goal	Board Comment (Including Score*)
Goal 1		
Goal 2		
.....		

## Review of Competency Framework

1. Develops and Implements Vision that inspires Action and Commitment

Superintendent Reflections	Board Reflections (Including Score*)

2. Develops and Implements a District Improvement Plan that Guides Decision Making

Superintendent Reflections	Board Reflections (Including Score*)

3. Aligns Resources to Drive a District-wide Strategy for Improving the Performance of All Students

Superintendent Reflections	Board Reflections (Including Score*)

4. Demonstrates a Results and Improvement Orientation that Addresses both Accountability and Capacity Building

Superintendent Reflections	Board Reflections (Including Score*)

5. Demonstrates Leadership Grounded in Collaborative Governance

Superintendent Reflections	Board Reflections (Including Score*)

6. Establishes Structures and Processes that Sustain a Culture of Continuous Improvement and Accountability

Superintendent Reflections	Board Reflections (Including Score*)

7. Purposely Aligns Systems and Structures that Support the District Improvement Plan and Strategic Operating Plan

Superintendent Reflections	Board Reflections (Including Score*)

8. Possesses Personal Leadership Competencies Associated with Effective Leadership

Superintendent Reflections	Board Reflections (Including Score*)

\*Scoring on a 1,2,3,4,5 scale where 1= Significantly Below Expectations, 3=Meeting Expectations and 5=Significantly Above Expectations.

**Evaluation Summary:**

Recommendations and Commendations:

Primary Focus Areas for the next evaluation period:

Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_

BOE Chairperson Signature \_\_\_\_\_ Date: \_\_\_\_\_

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 1/18/22

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the December 2021 Financial Report

**Submitted by:** Phillip Cross

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

**Following is the 6th FY22 (December 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>



January 14, 2022

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: December Financial Report for FY 21-22

Below is a summary report of the FY 22 Budget through December 31, 2021.

Object Series	FY 22 Adjusted Budget	FY 22 YTD Actuals	FY 22 Encumbrance	FY 22 Anticipated	FY 22 Projected to EOY	FY 22 Balance Available	Previous Month Balance
Salaries (1000's)	33,625,349	13,844,498	17,888,164	1,627,580	33,360,242	265,107	265,107
Benefits (2000's)	10,005,820	5,553,192	3,897,829	489,873	9,940,894	64,926	(149,718)
Professional Services	1,570,858	448,714	761,803	360,341	1,570,858	-	-
Property Services	2,218,193	821,313	923,451	459,434	2,204,198	13,995	-
Other Services (5000s)	6,202,448	2,143,564	3,588,286	468,227	6,200,077	2,371	-
Supplies (6000s)	2,500,140	1,096,100	1,098,854	305,186	2,500,140	-	-
Equipment (7000s)	127,750	294,527	11,348	(11,173)	294,702	(166,952)	(166,952)
Other Objects (8000s)	122,205	87,204	10,340	24,661	122,205	-	-
Revenue (9000s)	(1,302,675)	(234,531)	8,649	(959,043)	(1,184,925)	(117,750)	-
<b>Total</b>	<b>\$55,070,090</b>	<b>\$24,054,582</b>	<b>\$28,188,724</b>	<b>\$2,765,086</b>	<b>\$55,008,392</b>	<b>\$61,697</b>	<b>(\$51,564)</b>

**Month over Month Changes:**

The total month over month change is \$113,260. When offset against the previously reported projected deficit of (\$51,564), the projected end of year balance is \$61,697. Although the month over month change reflects a projected end of year surplus, we remain mindful of uncertainties that still exist that could change the projection

**Benefits – \$214,645**

- Health Insurance (Net) - \$199,051 - Our current & projected health insurance census is lower than budgeted
- Workers Compensation - \$15,594

**Property Services - \$13,995**

- Cleaning services – \$13,995. Department of Emergency Services reimbursement for FY 20-21 COVID expenditures.

**Other Services - \$2,371**

- Net liability, property & athletics insurance savings.

**Revenue Offset - \$117,750:**

- Excess Cost reimbursement –\$117,750. For FY 22-23, expenditures that are above \$106,263 qualifies for excess cost reimbursement from the State. Based on previous year's rates, we estimate that those costs will be reimbursed at a 70% rate.

Based on our preliminary submittal in December, our excess cost reimbursement will be less than budgeted. This is due in part to projected expenditures to year-end that are less than budgeted.

We will be submitting a final report at the end of February. This report will reflect revised and additional estimated expenditures due by March 1, 2022. At that time, we will have a more accurate estimate as to the final reimbursement amount.

**Note on Other Revenue Offset:**

- There is a strong possibility that we will not receive the budgeted amounts for the following revenue offsets:
  - Gate Receipts
  - Parking Fees
  - Theater Receipts

**Internal Services Fund**

There was a significant increase in claims for December. We typically see an increase in claims when employees are on a break.

We are trending 2.1% below our theoretical spend rate.

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

Fiscal Year Ended 2022

**STATEMENT OF REVENUES AND EXPENDITURES**

Fund Balance -July 1, 2021 (Unaudited) \$ 810,666

Revenues:

General Fund Appropriation	\$ -
Reimbursements	\$ -
Total Contributions	\$ -

Total Revenues (A) \$ -

Budgeted Expenditures

Delta Dental:

Claims	\$ 397,726
Administrative Fees	\$ 23,954
Total Health Plan Costs (B)	\$ 421,680

Net Change (A-B) \$ (421,680)

Fund balance June 30, 2022 (Estimated) \$ 388,986

**Delta Dental- Actual Claims**

Month	Claims & Fees
July	28,735
August	32,487
September	37,735
October	27,212
November	26,204
December	49,830
<b>Total</b>	<b>\$ 202,203</b>

Actual YTD Spend Rate	47.9%
Theoretical YTD Spend Rate	50.0%
YTD Theoretical variance %	-2.1%
YTD Theoretical variance \$	\$ 8,695

WESTON PUBLIC SCHOOLS  
FY22 FINANCIAL REPORT

December 31, 2021

Period: 6 of 12

2018-2019 Year-End Expense	2019-2020 Year-End Expense	2020-2021 Year-End Expense	Object Code	Description	2021-2022 Adopted Budget	2021-2022 Budget Transfers	2021-2022 Adjusted Budget	2021-2022 YTD Expended	2021-2022 Encumbered	2021-2022 Anticipated	2021-2022 Projected To EOY	2021-2022 Balance Available
				<b>Salaries &amp; Wages (1000s)</b>								
2,958,120	2,940,692	2,721,241	1110	Administrators	2,884,435		2,884,435	1,508,953	1,408,488	-	2,917,441	(33,006)
14,000,983	14,458,759	13,925,352	1111	Regular Ed. Teachers	14,672,295		14,672,295	5,804,570	8,802,911	64,814	14,672,295	-
2,261,144	2,279,850	2,372,055	1112	Special Ed. Teachers	2,431,872		2,431,872	917,770	1,425,903	88,200	2,431,872	-
1,100,515	1,020,707	1,031,899	1113	Guidance	1,059,981		1,059,981	386,944	612,601	-	999,545	60,436
441,883	472,621	503,136	1114	Psychologist	512,216		512,216	202,437	309,780	-	512,216	-
146,140	193,946	162,383	1115	Social Worker	240,713		240,713	98,014	142,703	-	240,716	(3)
544,236	517,368	555,781	1116	Speech & Hearing	586,443		586,443	222,457	320,677	(1,548)	541,586	44,857
766,769	758,161	1,046,642	1117	Academic Assistants	1,237,002		1,237,002	462,658	682,654	63,574	1,208,887	28,115
201,820	205,471	210,287	1118	Talented & Gifted	201,026		201,026	70,072	99,614	-	169,686	31,340
508,457	399,004	412,193	1119	Library/Media	419,199		419,199	163,624	239,953	-	403,577	15,622
117,832	59,505	47,413	1135	Transition Coordinator	51,760		51,760	17,918	28,669	-	46,587	5,173
827,912	824,102	785,011	1139	Certified Stipends	864,406		864,406	318,843	109,359	436,204	864,406	-
557,734	584,428	577,980	1140	Academic Leader (CIL's)	596,640		596,640	240,789	356,826	(10,626)	586,990	9,650
1,136	371	1,779	1141	Mentor Teacher	3,000		3,000	0	0	3,000	3,000	-
260,096	272,612	277,908	1142	Behavioral Analyst	283,330		283,330	94,988	136,686	-	231,674	51,656
-	44,359	45,069	1145	English Language Learner	45,855		45,855	17,629	28,206	0	45,835	20
\$ 24,694,776	\$ 25,031,956	\$ 24,676,129		<b>Sub-Total Certified Salaries</b>	\$ 26,090,173	\$ -	\$ 26,090,173	\$ 10,527,665	\$ 14,705,029	\$ 643,619	\$ 25,876,313	213,860
					5.73%			40.4%	56.4%	2.5%	99.2%	0.8%
				<b>Other Certified Salaries</b>								
78,442	55,905	28,996	1131	Homebound Tutor	114,500		114,500	16,476	-	98,024	114,500	-
-	-	-	1136	Degree Level Change	63,520		63,520	-	-	15,560	15,560	47,960
235,636	147,029	164,963	1137	Substitute Teacher	178,801		178,801	91,150	-	87,651	178,801	-
174,525	185,735	243,990	1138	Summer Work - Certified Staff	164,800		164,800	202,502	-	(21,604)	180,897	(16,097)
137,378	136,838	106,600	1143	Building Substitutes	203,175		203,175	42,563	83,875	76,738	203,175	-
108,364	208,344	608,730	1144	Long term Substitute	118,000		118,000	60,018	-	57,982	118,000	-
-	-	-	1160	Turnover Savings	(115,000)		(115,000)	-	-	-	-	(115,000)
\$ 734,345	\$ 733,851	\$ 1,153,278		<b>Sub-Total Other Certified Salaries</b>	\$ 727,796	\$ -	\$ 727,796	\$ 412,708	\$ 83,875	\$ 314,350	\$ 810,933	(\$83,137)





**WESTON PUBLIC SCHOOLS  
FY22 FINANCIAL REPORT**

December 31, 2021

Period: 6 of 12

2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022
Year-End	Year-End	Year-End	Adopted	Budget	Transfers	Adjusted	YTD	Encumbered	Anticipated	Projected	Balance	Available	To EOY	Available
Expense	Expense	Expense	Budget	Description	Object Code	Budget	Expended	Budget	Expended	Budget	YTD	Expended	To EOY	Available
597,775	746,875	848,529	883,031	Property Services (4000s)										
49,293	40,741	39,855	49,825	Cleaning Services	4200	883,031	418,944	440,744	9,348	869,036	13,995			
106,598	95,688	68,366	151,239	Rubbish Removal	4202	49,825	16,036	33,789	0	49,825	-			
386,336	260,100	150,940	153,963	Equipment Repairs	4302	151,239	20,102	36,860	94,277	151,239	-			
4,277	4,397	4,924	4,675	Rental of Facilities	4400	153,963	61,755	89,928	2,280	153,963	-			
210,868	198,222	123,415	200,000	Repair Allowance	4500	4,675	1,485	3,303	(113)	4,675	-			
571,695	122,560	70,923	-	Septic Cleaning	4509	200,000	18,593	17,342	164,065	200,000	-			
41,369	30,540	64,302	32,000	Fire Alarm System	4514	32,000	2,574	5,526	23,900	32,000	-			
89,579	93,262	96,889	160,764	Sewer System Plant Maintenance	4518	160,764	59,199	101,566	-	160,764	-			
50,316	120,757	121,482	142,688	Service Contracts	4520	142,688	55,838	65,366	21,484	142,688	-			
64,609	60,393	58,389	67,579	Parks & Recreation	4530	67,579	13,933	53,646	-	67,579	-			
8,550	2,010	-	-	Glass Replacement	4533	-	-	-	-	-	-			
13,330	-	-	12,000	Roof Repair	4534	12,000	-	-	12,000	12,000	-			
21,020	21,756	23,746	24,724	Energy Management System	4539	24,724	23,562	326	836	24,724	-			
12,035	153,145	13,835	29,500	Athletic Facilities Repairs	4540	29,500	4,203	4,132	21,164	29,500	-			
125,157	181,299	143,652	186,270	Contracted Services	4541-42/4550	186,270	64,686	45,001	76,582	186,270	-			
10,500	4,800	-	9,800	Paving	4543	9,800	-	-	9,800	9,800	-			
39,151	17,370	53,702	-	Special Projects	4600	-	-	-	-	-	-			
9,456	12,730	3,475	7,500	Tree Service	4602	7,500	-	-	7,500	7,500	-			
-	9,032	9,450	10,500	Snow Plowing	4604	10,500	-	-	10,500	10,500	-			
1,178	1,081	1,252	1,500	Signage	4605	1,500	802	-	698	1,500	-			
334	7,398	-	-	Playground Repairs	4610	-	-	-	-	-	-			
20,031	81,552	81,552	82,135	Security System Monitoring	4701	82,135	59,100	22,451	583	82,135	-			
5,620	9,966	5,936	8,500	Locks/Keys	4702	8,500	500	3,472	4,528	8,500	-			
<b>2,439,077</b>	<b>\$ 2,275,674</b>	<b>\$ 1,984,614</b>	<b>\$ 2,218,193</b>	<b>TOTAL PROPERTY SERVICES</b>		<b>\$ 2,218,193</b>	<b>\$ 821,313</b>	<b>\$ 923,451</b>	<b>\$ 459,434</b>	<b>\$ 2,204,198</b>	<b>\$ 13,995</b>		<b>\$ 2,204,198</b>	<b>\$ 13,995</b>
							37.0%	41.6%	20.7%	99.4%				

**WESTON PUBLIC SCHOOLS**  
**FY22 FINANCIAL REPORT**  
 December 31, 2021  
 Period: 6 of 12

2018-2019	2019-2020	2020-2021	Object Code	Description	2021-2022 Adopted Budget	2021-2022 Budget Transfers	2021-2022 Adjusted Budget	2021-2022 YTD Expended	2021-2022 Encumbered	2021-2022 Anticipated	2021-2022 Projected To EOY	2021-2022 Balance Available
1,305,393	1,252,415	1,509,158	5100	Other Services (5000's)								
85,138	685,161	490,473	5101	Regular Transportation	1,582,458		1,582,458	780,664	807,695	(5,902)	1,582,458	-
90,340	61,557	54,105	5104	SPED Transportation	778,444		778,444	334,688	409,415	34,340	778,444	-
11,237	6,816	-	5105	Athletic Transportation	101,546		101,546	14,242	78,104	9,200	101,546	-
103,121	91,051	67,457	5112	Extra-Curricular Transportation	17,020		17,020	51	-	16,969	17,020	-
93,719	70,605	89,784	5200	Diesel & Gasoline	83,988		83,988	22,629	48,744	12,615	83,988	-
22,529	16,650	16,650	5202	General Liability Insurance	103,389		103,389	22,899	81,783	-	104,682	(1,293)
110,645	96,485	97,536	5205	Athletic Insurance	17,483		17,483	15,525	-	-	15,525	1,958
115,430	91,922	87,620	5300	Property Insurance	102,413		102,413	100,707	-	-	100,707	1,706
28,676	32,786	30,801	5400	Communications	91,355		91,355	36,709	49,860	4,786	91,355	-
4,099	5,964	2,592	5500	Postage	33,144		33,144	16,062	16,337	744,82	33,144	-
14,991	16,281	14,386	5501	Advertising	6,000		6,000	615	-	5,385	6,000	-
1,224,097	1,143,427	1,528,352	5600	Printing	29,989		29,989	10,015	3,434	16,540	29,989	-
1,560,894	1,242,870	1,044,742	5601	Out of District Tuition	2,048,562		2,048,562	686,616	1,308,031	53,915	2,048,562	-
280,500	286,110	286,110	5605	Tuition Settlements	1,150,000		1,150,000	91,001	777,569	281,431	1,150,000	-
			5800.580	Tuition - ESS Contract	(5,860)		(5,860)			(5,860)		-
41,687	44,827	29,716	2-5880	Travel & Conference	44,312		44,312	9,318	3,555	31,439	44,312	-
12,868	8,258	6,106	5801	Mileage Reimbursement	11,365		11,365	1,200	-	10,165	11,365	-
15,172	2,528	3,190	5900	Other Purchased Services	6,840		6,840	622	3,759	2,459	6,840	-
<b>5,120,537</b>	<b>\$ 5,155,714</b>	<b>\$ 5,358,780</b>		<b>TOTAL OTHER SERVICES</b>	<b>\$ 6,202,448</b>	<b>\$ -</b>	<b>\$ 6,202,448</b>	<b>\$ 2,143,564</b>	<b>\$ 3,588,286</b>	<b>\$ 466,227</b>	<b>\$ 6,200,077</b>	<b>\$ 2,371</b>
								34.6%	57.9%	7.5%	100.0%	
490,336	449,521	418,014	6110	Supplies & Materials (6000's)								
26,770	21,452	17,064	6120	Materials	482,112		482,112	142,616	176,388	163,108	482,112	-
183,156	143,209	144,591	6130	Office Materials	33,465		33,465	4,627	17,345	11,493	33,465	-
59,514	88,739	38,155	6131	Maintenance Materials	181,624		181,624	51,129	53,638	76,857	181,624	-
18,616	16,200	12,891	6132	Custodial Materials	78,348		78,348	37,609	26,572	14,168	78,348	-
463,940	467,463	489,133	6140	Security Materials	17,184		17,184	11,615	4,165	1,404	17,184	-
153,849	163,396	324,134	6410	Software	517,976		517,976	454,996	59,744	3,237	517,976	-
379,379	338,642	358,623	6510	Books	105,220		105,220	35,311	35,189	34,720	105,220	-
646,742	619,849	705,182	6520	Heating Oil	402,574		402,574	66,327	336,247	-	402,574	-
1,988	1,745	1,431	6530	Electricity	678,638		678,638	291,091	387,547	-	678,638	-
<b>2,424,290</b>	<b>\$ 2,310,217</b>	<b>\$ 2,509,218</b>		<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$ 2,500,140</b>	<b>\$ -</b>	<b>\$ 2,500,140</b>	<b>\$ 1,096,100</b>	<b>\$ 1,098,854</b>	<b>\$ 305,186</b>	<b>\$ 2,500,140</b>	<b>\$ -</b>
								43.8%	44.0%	12.2%	100.0%	



**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Policy 6146.2: Credit for Online Courses (second read)

**Submitted by:** Lisa Wolak

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

Discussion and vote to approve the second read of Policy 6146.2: Credit for Online Courses.

**Instruction****Credit for Online Courses**

The Weston Board of Education recognizes the importance of digital learning in education and the growing value and use of online coursework. In that regard, and in accordance with Connecticut General Statutes § 10-221a, the Board sanctions the receipt of online course credit, including credit to be used toward high school graduation requirements, in accordance with this policy.

**Pre-approval**

To receive credit for online courses, including credit to be used toward high school graduation requirements, ~~which are not otherwise offered by the high school,~~ students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the following requirements are met:

1. The course is not offered at Weston High School, the course is not available due to scheduling conflict, or the course is being requested as a means of accelerating a sequence;
- 1.2. ~~The~~ workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
- 2.3. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
- 3.4. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards, or virtual labs;
- 4.5. The program of instruction for such online coursework is planned, ongoing, and systematic;
- 5.6. The courses are:
  - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
  - b. offered by institutions of higher education that are accredited by the Connecticut Board of Regents for Higher Education or

| regionally accredited; ~~and~~

6.7. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

### **Additional Requirements**

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade from the provider of the course. The course will be recorded on the institution's student's transcript and attached to the official Weston High School transcript on a pass/fail basis.

Any expense incurred for taking the online course shall be the responsibility of the student and shall not be the responsibility of the Board of Education. Exceptions may be granted by the Director of Pupil Services.

### Legal References

Connecticut General Statutes § 10-221a.

APPROVED: January 22, 2018

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Instruction**

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2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards, or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing, and systematic;
5. The courses are:
  - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
  - b. offered by institutions of higher education that are accredited by the Connecticut Board of Regents for Higher Education or regionally accredited; and

6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

**Additional Requirements**

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade from the provider of the course. The course will be recorded on the student's transcript on a pass/fail basis.

Any expense incurred for taking the online course shall be the responsibility of the student and shall not be the responsibility of the Board of Education.

Legal References

Connecticut General Statutes § 10-221a.

APPROVED: January 22, 2018

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** January 18, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Continuation of FY 23 Budget Discussion

**Submitted by:** Kenneth Craw

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

Additional information requested regarding the FY23 budget.

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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF EDUCATION

**CC:** LISA WOLAK

**FROM:** KENNETH CRAW

**SUBJECT:** FY 23 BUDGET

**DATE:** 1/14/2022

Attached is additional information requested regarding the FY 23 budget.

**DRG A Class Size**

	<b>Darien</b>	<b>NC</b>	<b>Wilton</b>	<b>Weston</b>	<b>ER9</b>	<b>Westport</b>	<b>Ridgefield</b>
<b>Elementary class size guideline or cap</b>	<p>K - 1: 18-22</p> <p>Gr 2 - 3: 19-23</p> <p>Gr 4-5: 20-24</p>	<p>K-3 guidelines are 16-20 and grades 4-8 are 20-24. There are times we might go over, but we are never under.</p>	<p>In K-1: range of 18-25 with an average of 23; grades 2-5 range of 20-30 with an average of 25</p> <p>Most classes are much smaller than the guidelines</p>	<p>K-1: 18-20</p> <p>Grades 2-5: 20-24</p>	<p>No formal policy. K-1: Try to keep 20 and under</p> <p>Gr 2-3: Up to 22</p> <p>Gr 4-5: Up to 25</p>	<p>K-2 = 22</p> <p>Gr 3-5 = 25</p>	<p>K-1 = Up to 20</p> <p>Gr. 2-12 = Up to 25</p>
	<b>Darien</b>	<b>NC</b>	<b>Wilton</b>	<b>Weston</b>	<b>ER9</b>	<b>Westport</b>	<b>Ridgefield</b>
<b>Middle school and HS class size guidelines</b>	<p>Gr 6-12: below 18-24</p>	<p>Gr 4-8 = 20-24</p> <p>Gr 9-12 = 20-24 adjusted as needed due to sections, etc.</p>	<p>Gr 6-12: the class size planning range for non-lab classes is 10-40 with an average of 25; the planning average for labs is 20.</p>	<p>Gr 6-12; Aim for 24, classes may be over that number from time to time due to scheduling constraints. Chemistry is a lower number due to constraints of the lab.</p>	<p>Gr 6-12: Up to 30, 25 around average for middle level (at high school level, highly dependent on course with range from low teens to high 20s)</p>	<p>Gr 6-8 = 110 on a team max (divide by 4)</p> <p>Gr 9-12 = try not to go above 25, but it happens for various scheduling/ staffing reasons.</p>	<p>Gr 2-12 = Up to 25</p>

**Minutes**  
**Financial, Facilities & Operations Committee**  
**December 10, 2021**

Present:

Anthony Pesco, Committee Chair  
Melissa Walker, Committee Member  
Peter Gordon, Committee Member  
Lisa Wolak, Superintendent of Schools  
Phil Cross, Director of Finance and Operations  
Mike DelMastro, Director of Facilities

Guests:

Tracy Edwards, Director of Pupil Personnel Services  
Richard Wolf, Weston Building Committee

The meeting was called to order by Mr. Pesco at 9:02 a.m.

This was the first meeting of the Financial, Facilities & Operations Committee, which combines the Facilities and Finance Committees into one.

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

- Mr. DelMastro reported that everything has been proceeding well since the last meeting and there haven't been any issues to speak of. Since temperatures have been moderate, circulating fresh air into the buildings has not been a problem. When temperatures stay below freezing during the day the fresh air dampers will need to be partially closed to avoid damaging the coils, but they will still be open enough to get fresh air into the buildings.
- Regarding the rainwater which seems to be filtering through the Zenon plant, Mr. DelMastro reported that Veolia is in the process of creating an analysis to discover where the water is coming from. Also, regarding the Senior Center roof at the elementary school, Mr. DelMastro informed the Committee that a roof replacement is not needed, and he contacted a roofer who is currently working on a proposal for repairs.
- Mr. DelMastro informed the Committee that one of the middle school custodians is leaving at the end December, and the District is currently in the process of hiring a replacement.

The Committee discussed the following items regarding FY23 Capital Projects:

- Mr. DelMastro walked the Committee through a draft copy of the FY23 Capital budget which listed the District's capital improvement recommendations for FY23 through 26. While the list included projects for the middle and elementary schools, the Committee agreed that those projects may be postponed pending the findings of the Town's Facilities Optimization Committee. Mr. DelMastro added that regarding the replacement of the air handler unit in the old gym at the high school, he's expecting the contractor to have an analysis by the end of the year.

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

- Mr. Pesco reported that work between Tecton and District administration and staff has begun. Ms. Wolak added that focus groups have been formed, including with staff members that have worked in districts with various grade configurations within individual buildings, to meet with Tecton in January. Additionally, public tours of the schools are scheduled for January. Mr. Wolf added that even if the middle school remains open, the fact that the building is dated and needs major work, can't be ignored.

The Committee discussed the following items regarding a SPED/PPS Update:

- Ms. Edwards reported that it has been an exceptionally complex school year for SPED, with no signs of slowing down, and it has been more complex than anticipated. In the realm of social and emotional needs, students are still very much feeling the affects of the pandemic, especially at the high school. Students are experiencing a lot of stress, leading to emotional issues, which in turn is leading to increased SPED and 504 referrals. The district is continuing to work through these issues on a case-by-case basis. During the budget process, there will be more programmatic aspects which will be brought forward than in the past.
- Regarding the Alternative Pathways program, Ms. Edwards reported that the program is a major success. Ms. Wolak added that a majority the students in the program are doing great academically and attendance in the program has also been very strong.

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

- Mr. Cross reported that he is optimistic that the District will end the year with a balanced budget. He added that the health insurance account could end with a surplus, as the current medical census is lower than anticipated. Barring any qualifying, life-

changing events, net medical premiums will be lower than budgeted by at least \$100,000. Mr. Cross also added that the District will see an increase in dental claims for next year, and he's currently investigating options to mitigate this.

- Regarding the internal services fund, Mr. Cross reported that the District is currently trending 5.5%, or \$23,371, better than the theoretical spend rate.
- Mr. Cross informed that Committee that there are concerns with unilateral placements, and the impact they will have on the budget, but the District is working closely with its attorney on this matter.

The Committee discussed the following regarding approval of the November Facilities minutes and October Finance minutes:

- Both sets of minutes were approved without changes.

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