

# Board of Education Regular Meeting

Tuesday, June 14, 2022 7:00 PM

Weston Middle School Library Learning Commons, 135 School Road, Weston, CT 06883

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. PLEDGE OF ALLEGIANCE

II.A. I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## III. RECOGNITION

III.A. Recognition of the 2021-2022 Student Representatives Carly Rutsky and Jake Rutsky

## IV. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

## V. APPROVAL OF MINUTES

V.A. Approval of meeting minutes from the May 16, 2022 Weston Board of Education Regular meeting

V.B. Approval of meeting minutes from the May 16, 2022 Weston Board of Education Executive meeting

V.C. Approval of meeting minutes from the June 6, 2022 Weston Board of Education Semi-Annual Recognition meeting.

## VI. PUBLIC COMMENT

## VII. NEW BUSINESS

VII.A. Discussion and vote on Consent Agenda (new hires, resignations and retirements)

VII.B. Introduction of new Weston High School Principal: Meghan Ward

VII.C. District Safety and Security

VII.D. Weston Board of Education Policies, Regulations, and Bylaws (first read)

VII.D.1. Discussion of a new policy series 6000 - Instruction: Policy for the Equitable Identification of Gifted and Talented Students

VII.E. Discussion and vote on 2022-2023 Board of Education regular meeting calendar

VII.F. Discussion and vote on adoption of kindergarten math program

## VIII. OLD BUSINESS

VIII.A. Discussion and vote on remote and in-person meeting schedule for Weston Board of Education meetings

## IX. DISTRICT UPDATE

IX.A. District Action Plan Spring Update

IX.B. Discussion and Vote on Two Additional  
Preschool Sections for 2022-2023

IX.C. Financial Update

IX.C.1. Discussion and vote on May 2022 Financial  
Report

IX.C.2. Discussion and vote on WMS bus loop and  
WHS parking lot paving.

IX.C.3. Discussion and vote on theater repairs

**X. COMMITTEE REPORTS**

X.A. Communications Committee

X.B. Curriculum Committee

X.C. Finance & Operations Committee

X.D. Policy Committee

X.E. Negotiations Committee

X.F. CES

X.G. CABE

X.H. Weston Education Foundation

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

XI.A. The next Weston Board of Education  
regular meeting will be Monday, September 19,  
2022.

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

**XII. ADJOURNMENT**

**Board of Education Regular Meeting**

Monday, May 16, 2022 7:00 PM  
Weston Middle School Library Learning Commons  
135 School Road  
Weston, CT 06883

**Present:** David Felton, Sharon Ferraro, Peter Gordon, Bernie Kingsley, Taffy Miller, Anthony Pesco, Melissa Walker. Present: 7.

- I. CALL TO ORDER, VERIFICATION OF QUORUM  
Additional attendees: Lisa Wolak, Superintendent; Kenneth Crow, Assistant Superintendent; Phillip Cross, Director of Finance & Facilities; Tracy Edwards, Director of Pupil Personnel Services; Daniel Divito, Director of Digital Learning & Technology; Juliane Givoni, WHS Interim Principal; Daniel Doak, WMS Principal; Patricia Falber, WIS Principal; Laura Kaddis, HES Principal.

Move that the Weston Board of Education Meeting be called to order, a quorum is present. Unseconded with a motion by Pesco, Anthony.

- II. PLEDGE OF ALLEGIANCE

III. **APPROVAL OF MINUTES**

- A. Meeting minutes from the April 21, 2022 Weston Board of Education Regular Meeting

Move that the Weston Board of Education approve the April 21, 2022 Board of Education meeting minutes. Carried with a motion by Walker, Melissa and a second by Miller, Taffy.

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

Yea: 7, Nay: 0

IV. PUBLIC COMMENT

Brenda Maggio, High Noon Road: Ms. Maggio spoke about the FY22 budget process, documents she stated were withheld and just recently made available via FOIA request, expressed her desire to have a meeting with BOE, was informed by Chair Pesco to reach out to the Board and request such.

Jim Maggio, High Noon Road: Mr. Maggio stated he agreed with everything Ms. Maggio said and asked when a meeting could be held to address issues. Taffy Miller stated the Board does not have private meetings. Chair Pesco said we heard public comments and will take comments under advisement.

Ellen Crafts, Norfield Road: Thanked the Board for their service and she understands how difficult a job it is. Thank Superintendent

Wolak for always addressing questions when asked.

V. **NEW BUSINESS**

- A. Consent Agenda (new hires, resignations and retirements)  
Lisa Wolak presented the consent agenda; welcomed new hires, acknowledged resignation and retirees and wished them well.

Move that the Weston Board of Education approve the Consent Agenda as presented. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

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

Yea: 7, Nay: 0

- B. Personnel Matter - Discussion and vote regarding 2022-2023 compensation for the following positions: Finance/Facilities Office Manager, Technology Coordinator, Payroll Coordinator, Vocational Specialist, Administrative Assistant-Superintendent, BCBA, Administrative Assistant-Assistant Superintendent, Accounts Payable/Accounts Receivable, Athletic Trainer, Bookkeeper HS, Administrative Assistant-Pupil Personnel Services, Data Analyst, Food Services Director, Nurse Supervisor.

Move that the Weston Board of Education approve a general wage increase of 2% for the positions listed above: Carried with a motion by Miller, Taffy and a second by Kingsley, Bernie.

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

Yea: 7, Nay: 0

- C. Annual Instructional Update 2021-2022  
Kenneth Crow presented an overview of the Annual Instructional Update which was presented during the most recent curriculum meeting. It was a rich discussion. The meeting was recorded and can be found on our website.

D. **Financial Update**

Phillip Cross presented the April '22 budget update.

The net month over month change is (\$132,502}. This will decrease the projected end of year balance to \$761,880. To mitigate the

FY22-23 budget, \$140,031 of this amount will be added to a non-lapsing account. This amount will pay for the third and final installment of the ERIP. The remaining balance after ERIP payment will be \$621,849.

Over the next two months, there will be fluctuations in all the categories.

Move that the Weston Board of Education approve the April '22 Financial Update Carried with a motion by Walker, Melissa and a second by Miller, Taffy.

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

Yea: 7, Nay: 0

1. Approval of the FY23 Operating and Capital Budgets  
Phillip Cross gave an update and recommended the Weston Board of Education approve the FY23 Operating Budget in the amount of \$56,391,182 (a 2.40% increase) as well as the approval of the FY23 Gross Capital Budget in the amount of \$1,097,956 to be offset by a capital reserve in the amount of (\$315,000) for a net Capital Budget of \$782,956. Both of these budgets were approved at the May 7 Referendum.
2. FY23 Budget Review  
Phil Cross noted that because notice of the rate increase was received after the BoF vote on the budget, we were unable to make a budget adjustment. He recommended that a request be made to the BoF to set aside funds in the non-lapsing account. These funds will be used to cover this unanticipated increase as well as any census change.  
  
Therefore, he made this recommendation and not opt to seek a special appropriation because of the impact that a special appropriation will have on the minimum budget requirement (MBR).
3. Approval of the FY23 PreK Tuition Rates  
Phillip Cross explained that the full rates for our integrated pre-school are established by the Pupil Services Department in collaboration with the Business Office. Per federal mandate, Weston's residents with special needs are admitted to the program tuition free. We are recommending that the 2022-23 tuition rate for Weston residents' children without special needs be increased by the approved budget percentage increase of 2.4% to \$7,118 from \$7,000.

Move that the Weston Board of Education approve the FY23 PreK Tuition Rate increase of 2.4% to \$7,118. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

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

Yea: 7, Nay: 0

4. Approval of the FY23 Tuition Rates for Non-Residents  
Phillip Cross explained that tuition rates for non-residents are increased annually by the approved budget percentage increase. For FY 23 the increase is 2.4%.

Move that the Weston Board of Education approve the 2.40% increase for FY23 Tuition Rates Non-Residents. Carried with a motion by Walker, Melissa and a second by Miller, Taffy.

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

Yea: 7, Nay: 0

5. Approval of the FY23 Utility and Facility Rental Rates  
Phillip Cross presented the recommended list of utility and facility rental related to FY23 with applicable increases.

Move that the Weston Board of Education approve the FY23 Utility and Facility Rental Rates as presented. Carried with a motion by Walker, Melissa and a second by Miller, Taffy.

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

Yea: 7, Nay: 0

- E. Discussion and vote on hybrid schedule for regular Board of Education meetings.

David Felton, chair of the communication committee, presented the board with a hybrid option. One regular meeting per quarter would be in-person and the other regular meetings would be virtual. The goal is for us to reach the greatest number of community members. No vote was taken at this time, allowing time for the public to weigh in. It will be discussed at the next board meeting.

## VI. DISTRICT UPDATE

Superintendent Wolak encouraged everyone to read the monthly district

updates that are set to all WPS families. They are also posted on our website. The podcast is also available on our website.

- Laura Kaddis: focus on earth day/recycling, maker space/library (one school/one book = read as a school community), incoming kindergarten tour (80 families RSVP, even more showed up)
- Patti Falber: chorus and orchestra concerts took place, people were so happy to be in person again, a band concert is also coming up, author visit, all the students cycled through, students asked a lot of questions, pto gave each student a copy of the book, incoming grade 3 parents will come in for tours and grade 5 students will be tour guides
- Dan Doak: battle of the books, PTO book fair (theme back to normal), sustainability (pollinator garden, camera that takes pictures and identifies birds), field trips have restarted again, career fair will be taking place again, robotex world championships in Dallas
- Juliane Givoni: sustainability/earth day/environmental issues are a focus, tree-planting (planted saplings), rising freshman forum (collaboration with ADAP), mandatory for all incoming grade 8 students focused on substance abuse, the junior/senior prom took place on May 13

## VII. COMMITTEE REPORTS

- A. Communications Committee
- B. Curriculum Committee
- C. Finance & Operations Committee
- D. Policy Committee
- E. Negotiations Committee
- F. CES
- G. CABE

H. Weston Education Foundation

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

A. Regular Session on June 20, 2022 at 7:00 PM.  
Conflict with the June 20 meeting date, looking at changing the date to June 14. We will confirm.

B. Review of Pending Agenda Items for Next Meeting

**IX. ADJOURNMENT**

The meeting was adjourned at 8:39. Motion by Taffy Miller

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

**Weston Board of Education Executive Session**

Monday, May 16, 2022 6:00 PM

Weston Middle School Conference Room (Think Tank)

135 School Road

Weston, CT 06883-1623

**Present:** David Felton, Sharon Ferraro, Peter Gordon, Bernie Kingsley, Taffy Miller, Anthony Pesco, Melissa Walker. Present: 7.

I. Call to Order, Verification of Quorum

Move to begin the May 16, 2022 Weston Board of Education executive meeting. Carried with a motion by Pesco, Anthony and a second by Kingsley, Bernie.

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

Yea: 7, Nay: 0

II. Appointment of an impartial hearing officer for expulsion and residency issues for the 2021-22 school year.

III. Personnel Matter- Discussion on salary and contract term for 2022-2023 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, Human Resources Manager.

IV. Personnel Matter - Discussion and vote regarding 2022-2023 compensation for the following positions: Finance/Facilities Office Manager, Technology Coordinator, Payroll Coordinator, Vocational Specialist, Administrative Assistant-Superintendent, BCBA, Administrative Assistant-Assistant Superintendent, Accounts Payable/Accounts Receivable, Athletic Trainer, Bookkeeper HS, Administrative Assistant-Pupil Personnel Services, Data Analyst, Food Services Director, Nurse Supervisor..

V. Adjournment

Meeting adjourned at 7:02 PM.

Move that the Weston Board of Education executive meeting be adjourned. Carried with a motion by Ferraro, Sharon and a second by Miller, Taffy.

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

Yea: 7, Nay: 0

\_\_\_\_\_  
Chairperson

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Superintendent

DRAFT

**Board of Education Semi Annual Recognition**

Monday, June 6, 2022 7:00 PM  
Weston Middle School Library Learning Commons  
135 School Road  
Weston, CT 06883

**Absent:** Anthony Pesco, **Present:** David Felton, Sharon Ferraro, Peter Gordon, Bernie Kingsley, Taffy Miller, Melissa Walker. Present: 6, Absent: 1.

- I. CALL TO ORDER, VERIFICATION OF QUORUM  
Additional attendees: Superintendent Lisa Wolak, Assistant Superintendent Kenneth Craw, WHS Interim Principal Juliane Givoni, WMS Principal Daniel Doak, WIS Principal Patricia Falber and WHS Athletic Director Mark Berkowitz.

Move that the Weston Board of Education begin the June 6, 2022 Semi-Annual Recognition Meeting. Unseconded with a motion by Walker, Melissa.

- II. PLEDGE OF ALLEGIANCE

III. **RECOGNITION**

- A. Semi-Annual Recognition: Student Academic, Performing Arts and Athletic Achievements  
Melissa Walker welcomed everyone to the Semi-Annual Recognition meeting and said it's so nice to see everyone and acknowledge the accomplishments of our students. Superintendent Wolak welcomed everyone and agreed with Ms. Walker on how nice it is to see everyone and recognize our students and their families.

Dr. Craw began the presentation by welcoming everyone. Students were called to the podium and recognized by WHS Interim Principal Givoni, WMS Principal Doak, WIS Principal Falber and WHS Athletic Director Mark Berkowitz.

- IV. ADJOURNMENT  
The meeting adjourned at 7:39 PM.

Move that the June 6, 2022 Weston Board of Education Semi-Annual Recognition be adjourned. Unseconded with a motion by Miller, Taffy.

\_\_\_\_\_  
Chairperson

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Superintendent

DRAFT

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

X

**Information Only  
Action Requested**

**Agenda Item Subject:** Consent Agenda (REVISED 6.14.2022)

**Submitted by:** Lisa Wolak Barbiero

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

Consent agenda (new hires, resignations and retirements)

## INTEROFFICE MEMORANDUM

**TO:** LISA WOLAK  
**FROM:** TERRI – HUMAN RESOURCES  
**SUBJECT:** CONSENT AGENDA – BOE 6/14/2022 - REVISED  
**DATE:** 6/10/2022

### **NEW HIRES:**

- Sara Budde, (1.0) Spanish Teacher at WMS. Effective August 24, 2022. Replacing C. Mudie who resigned.
- Solimar Goodall, (1.0) Administrative Assistant at WIS. Effective August 26, 2022. Replacing L. Russo who retired

### **RETIREMENTS:**

- Emma Tramontana, (1.0) School Psychologist at HES. Effective at the end of the 2021-2022 school year after 26 years with Weston Public School.

### **TRANSFERS:**

- Bentley Callahan, (1.0) Math Teacher will move from WMS to WHS effective with the 2022-2023 school year. Replacing an employee who will be out for a 1-year LOA.

### **RESIGNATIONS:**

- Christine Auber, (1.0) Building Substitute. Effective 5/31/2022 for personal reasons.
- Laura Del Savio, (1.0) French Teacher at WHS. Effective at the end of the 2021-2022 school year. Took a position not in education.
- Renee Leekin, (1.0) Assistant Director of PPS. Effective at the end of the 2021-2022 school year for personal reasons.
- Gemma Richards, (1.0) ParaEducator at HES. Effective 5/20/2022 to return to school.
- Claire Roberts, (1.0) Lunch/Recess Monitor. Effective at the end of the 2021-2022 school year. For personal reasons.

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

X

**Information Only  
Action Requested**

**Agenda Item Subject:** WPS District Safety and Security

**Submitted by:** Lisa Wolak Barbiero

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

Discussion on the WPS district safety and security.



## WPS Safety and Security

The safety and well-being of Weston's students are the Weston Public School's highest priorities. WPS is fortunate to have strong partnerships with the [Town of Weston Weston Police Department](#), [Weston Emergency Medical Service \(EMS\)](#), and the [Weston Fire Department](#).

The following highlights provide an overview of our safety and security measures. Specific information and detailed plans are not always publicized as this could potentially compromise the safety of our staff and students.

- Our campus, comprising four schools, athletic fields, playgrounds and central office, are located on School Road adjacent to the Weston Police Department, EMS Headquarters, Weston Fire Department and Weston Town Hall.
- The district has two full-time School Resource Officers (SRO) assigned to our schools. The SROs participate in district professional development as well as specific SRO training. They are invaluable members of our learning community who have strong relationships with students and staff.
- An external safety officer patrols our mile-long campus every day. The Weston Police rotate this position so that every officer has a solid understanding of our schools. This includes building floor plans, daily operations and traffic patterns. Weston Police Officers visit our schools and central office frequently and are known by name.
- Our schools conduct safety drills throughout the school year with the support of the Weston Police and Fire Department. The Weston Police, Weston EMS, and Weston Fire use our schools to conduct training on how to manage active threats. District administrators participated in summer training with our town partners pre-pandemic with the intent to resume training post- pandemic.
- There is a [regional technical investigation unit \(TIU\)](#) on campus where police officers from neighboring towns routinely conduct digital forensics work. Our district benefits from the proximity of this facility because these officers are in a position to provide immediate support if called upon by the Weston Police in a time of emergency or crisis situation.
- District security specialists are present in all of our schools. Members of this team have extensive law enforcement experience and are well-trained in the district's safety protocols and procedures. One of their responsibilities is to screen visitors by using a visitor management system.

- Our schools are equipped with rapid notification systems that warn staff of an emergency event. Cameras are located in the interior and exterior of our schools and throughout our campus. Building entrances have exterior safety features including bollards, stone, and glass protection.
- Weston EMS provided [Stop the Bleed](#) training to Weston High School staff and all district nurses in 2020. The district and Weston EMS will partner to expand this program to all district staff so that they are able to provide life-saving care based on this basic training.
- A nurse is assigned to every school and reports to a district nursing supervisor located at Weston High School. All five nurses are certified in basic life support through the American Red Cross. Every school's health office is equipped with a crash cart of emergency response equipment and supplies including Stop the Bleed kits, an automated external defibrillator (AED), oxygen tank, epipens and portable first aid bags. Weston Middle School and Weston High School have narkan in case of drug overdose.
- The schools and central office have automated external defibrillators located throughout the buildings and on district athletic fields. Organizations that use our facilities and fields are provided with a handbook, the [Weston Campus Emergency Action Plan for Community Groups](#).
- Our schools have robust pupil personnel teams including counselors, psychologists, and social workers who are highly trained to support our students' social emotional well-being. Administrators, teachers, and pupil personnel staff at the elementary level are trained in [RULER](#) and administrators, teachers and pupil personnel staff at the middle school and high school are trained in [Dialectical Behavioral Therapy \(DBT\)](#) techniques that are designed to support all students.

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

X

**Information Only  
Action Requested**

**Agenda Item Subject:** Policy for the Equitable Identification of Gifted and Talented Student

**Submitted by:** Lisa Wolak Barbiero

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

Discussion on first read of the new policy: Policy for the Equitable Identification of Gifted and Talented Student



Series 6006185  
Instruction

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## POLICY FOR THE EQUITABLE IDENTIFICATION OF GIFTED AND TALENTED STUDENTS

The Weston Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Weston Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

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### I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented, means a group of certified or licensed professionals who represent each of the teaching, administrative, and pupil personnel staffs, and who participate equally in the decision making process.

### II. Referral

Any student enrolled in grades kindergarten through twelve, inclusive, in a District school may be referred to the PPT to determine eligibility as gifted and talented. A referral may come from any source, including the student's teacher, an administrator, the student's parent/guardian, or the student.

### **III. Evaluation and Identification**

The PPT shall be responsible for conducting evaluations and identifying whether students are eligible as gifted and talented, and shall meet, as needed during the school year to determine the eligibility of groups of children for whom evaluation and identification as gifted and talented are planned. When a child has been individually referred to the PPT for consideration as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with written notice of the referral.

The Board requires the use of multiple methods of identification of gifted and talented students. The PPT will use the following methods of evaluation in determining whether a student is eligible as gifted and talented:

Group Assessment. The PPT may use an appropriate standardized test administered to all students in a particular grade. In administering standardized tests, the PPT will use a locally normed cut score to identify students for consideration for gifted and talented classification. Parent/guardian consent is not required prior to the administration of a group assessment.

Individual Evaluation. Individual evaluations may be recommended by the PPT in appropriate circumstances, such as when there is a possibility of identifying the student as gifted and talented in areas that are not typically addressed by large-scale standardized tests, such as social studies, a technical discipline, music, creative arts, or performing arts. The PPT may also recommend an individual assessment for a student referred to the PPT for an evaluation when the student is in a grade level in which group assessments are not administered. Before a student is individually evaluated for identification as gifted or talented, the PPT must secure the written consent from a parent/guardian.

After the PPT has determined from an individual or group assessment that a student has potential for or has demonstrated extraordinary learning ability or outstanding talent in the creative arts, the student will be identified as gifted and talented only if the PPT determines that the child requires differentiated instruction or services beyond those provided in the general education program in order to realize the child's intellectual, creative or specific academic potential.

The results of the PPT meeting concerning a determination of the child's identification as gifted or talented shall be provided to the parent or guardian electronically or, if the District does not have the parent or guardian's e-mail address on file, in writing. Such notice shall include, but is not limited to, (1) an explanation of how such student was identified as gifted and talented; and (2) the contact information for (A)

the District employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District employee in charge of the provision of special education and related services, (B) the employee at the Connecticut State Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents or guardians of students related to gifted and talented students and, (C) any associations in the state that provide support to gifted and talented students.

If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the parent/guardian has a right to a hearing.

The District may identify up to ten (10) percent of the total student population for the District as gifted and talented.

#### **IV. Provision of Services**

The provision of services for gifted and talented students by the Board is discretionary.

*[Note: The Board may wish to include here specific details concerning the services provided within the District, if any, or direct the Superintendent or designee to develop administrative regulations detailing the services to be provided to gifted and talented students.]*

Legal Reference:

Conn. Gen. Stat. § 10-76a  
Conn. Gen. Stat. § 10-76xx

Conn. Agencies Regs. § 10-76a-1  
Conn. Agencies Regs. § 10-76a-2  
Conn. Agencies Regs. § 10-76d-1  
Conn. Agencies Regs. § 10-76d-9(c)

Connecticut State Department of Education, *Gifted and Talented Education: Guidance Regarding Identification and Service* (March 2019), available at <https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf>

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

5/20/2022

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

X

**Information Only  
Action Requested**

**Agenda Item Subject:** 2022-2023 Board of Education Meeting  
Schedule

**Submitted by:** Lisa Wolak Barbiero

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

Discussion and vote on proposed Board of Education 2022-2023 meeting schedule.



**WESTON PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**2022-2023 REGULAR MEETING SCHEDULE**

September	19
October	17
November	14
December	19
January	17
February	13
March	13
April	18
May	15
June	19

**2022-2023 SPECIAL MEETING SCHEDULE**

December	5	Semi-Annual Recognition*
June	5	Semi-Annual Recognition*

\* = in-person meeting

Additional in-person meeting dates TBD

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

**Information Only**

**Action Requested**

**Agenda Item Subject:** Discussion and vote on adoption of kindergarten math program

**Submitted by:** Kenneth Craw

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

New kindergarten math program, *Methodology*, to replace current kindergarten math resources. This program was piloted in two kindergarten classes for the 2021-22 school year. Textbook adoption was presented at the June 8 Curriculum Committee meeting. Adoption of the new text and resources is recommended.



## Weston Public Schools Textbook Adoption Form

**School:** Hurlbutt                      **Date:** 5/24/2022  
**Subject Area:** Math  
**Grade Level:** Kindergarten                      **Grades:** Kindergarten

### Committee Members:

Kelly DelVecchio - K-2 Math CIL
Laura Kaddis & Matthew Paylor - Administrators
Patti Grenier & Brie Guertin - Pilot Teachers
Eliza Tabacchi, Linda Caird, Lisa Gonzalez, Meg Robinson, Shannon O'Hara - Non-Pilot Teachers

### Selection criteria or parameters established for this textbook:

Program should:

- Be well aligned with both the content and practice standards of the Common Core State Standards for mathematics.
- Support Weston Public Schools district and school goals.
- Be developmentally appropriate.
- Be engaging and hands-on.
- Provide foundational skills that align with subsequent grade levels.
- Provide differentiated instruction to meet individual student needs.
- Provide teachers with appropriate support materials needed for successful implementation.

# Weston Public Schools Textbook Adoption Form

## Textbooks reviewed during the process:

**Title:** Methodology: Developing Roots  
**Author:** Sarah A.Schaefer & Cheri R. Gardner  
**Publisher:** Methodology  
**Publication Date:** 2020

**Title:** Math in Focus  
**Author:** Michelle Choo  
**Publisher:** Marshall Cavendish Education  
**Publication Date:** 2020

## Research Conducted:

As grades 1-8 were renewing the 2020 edition of *Math in Focus*, it was a good time to look at other options for kindergarten. In Singapore there is no kindergarten, therefore a kindergarten curriculum does not exist. In order to provide a *Math in Focus* option in America, a kindergarten program was developed to address the standards while maintaining the *Math in Focus* pedagogy. The kindergarten 2020 edition contains many of the same upgrades as the other grades and is workbook based. At this time, the *Math in Focus 2013 edition* is being used as a structure, adapted to be more developmentally appropriate with games and activities, and supplemented with math centers. Initial research done by the math CIL led to exploring *Methodology: Developing Roots*. The author of the program wrote it with a Montessori preschool background to bridge curriculum used at the elementary level to the Singapore philosophy. The Montessori philosophy is based on child exploration activities including purposeful play while still maintaining the Singapore pedagogy. Through the same pentagonal framework based on mathematical problem solving, math is taught through the CPA approach, concrete-pictorial-abstract, creating a seamless transition into *Math in Focus* and meets all of Connecticut core standards for kindergarten. Currently, Westport has adopted *Methodology: Developing Roots* for kindergarten across the district with a lot of success.

## Pilot:

*Methodology: Developing Roots* was piloted in two kindergarten classes in the 2021-22 school year. Prior to the start of school, training was provided to the math CIL, math interventionist, and the classroom teachers. Throughout the year, these teachers worked closely with each other and the math CIL, meeting each week to plan, reflect, and support one another. Ongoing conversations were helpful to sort out program similarities and differences. Every month the math CIL met virtually with the program developer and her team along with other districts who are using the program. This was a helpful forum to enable teachers and to get real-time training with concepts on the horizon. The five teachers who are still using *Math in Focus* were afforded the opportunity to visit these two classrooms to observe lessons and to look over the materials.

# Weston Public Schools Textbook Adoption Form

## Committee Recommendations:

The Committee recommends *Methodology: Developing Roots* be adopted for kindergarten.

**Title:** *Methodology: Developing Roots*

**Author:** Sarah A.Schaefer & Cheri R. Gardner

**Publisher:** Methodology

**Publication Date:** 2020

**Planned date of next edition:** unknown (updates were made in 2021 & 2022 prior to printing)

**DRP Score:** unknown

**Unit Cost:** \$49.99/student bundle -initial cost; \$28.99/student bundle-annual cost

**Number of texts being purchased:** 110 new bundles + 40 refresher bundles

**Total cost (including shipping):** \$9,624.60 (including teacher materials)

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

Both in content and pedagogy, *Methodology: Developing Roots* is an excellent fit for meeting the Common Core State Standards for mathematics through an age appropriate developmental approach. Its greatest strength is in its ability to create long-lasting mathematical behaviors and attitudes.

**Recommendation approved by:**

Kelly DelVecchio

**Date:** 5/25/2022

**CIL**

Laura Kaddis

**Date:** 5/31/2022

**Principal**

Kenneth Crow

**Date:** 6/1/2022

**Assistant Superintendent**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 14, 2022

**Information Only**  
**Action Requested**

X

**Agenda Item Subject:** WPS District Action Plan - Spring 2022 Update

**Submitted by:** Lisa Wolak Barbiero

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

Discussion on the WPS District Action Plan.

**Weston Public Schools  
District Goals 2021-22  
JUNE UPDATE**

This document was created at District Administration retreats and meetings and Board of Education retreats in July, August and September.

Curriculum & Instruction	Action Plan	Progress	Evidence Indicators of Success	Timeline
<p><b>MATH</b> <b>Ensure all students demonstrate growth and deepen their conceptual understanding of mathematical concepts so that they develop the requisite problem-solving skills.</b></p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 75% of our students, grades 3-8, will meet or exceed goal on the spring 2022 Smarter Balanced Assessment.</li> <li>• A minimum of 75% of our students 1-8 will be above the 61st</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize data to determine district, school and grade level cohort performance targets.</li> <li>• Align district, school, grade level goals, action steps and student performance targets.</li> <li>• Create a new math curriculum instructional leader (CIL) K-2 position to serve as coach for HES.</li> <li>• Increase math intervention support and revise math intervention (SRBI) approaches and processes, including progress monitoring and data analysis protocols</li> </ul>	<ul style="list-style-type: none"> <li>• District, school, and grade level cohort goals identified September 2021.</li> <li>• Goals approved by the BOE and posted on the district website.</li> <li>• Increased math SRBI staffing with Esser funding.</li> <li>• <a href="#">SRBI Handbook</a> completed including three tiered SRBI framework and math intervention approach</li> <li>• Provided professional development at the K-5 level on new math resources.</li> <li>• New Kindergarten</li> </ul>	<ul style="list-style-type: none"> <li>• Individual school action plans and grade level cohort targets on NWEA and Smarter Balance (SBA) fall/winter/spring.</li> <li>• Student performance on grade level assessments.</li> <li>• Student performance on fall/winter/spring NWEA and SBA assessments.</li> <li>• CIL coaching sessions.</li> <li>• CWT data.</li> <li>• IEP progress in math goals</li> <li>• Positive feedback staff and Students re: kindergarten Program <i>Methodology</i></li> </ul>	<p><a href="#">Goal Presentation: September BOE Meeting</a></p> <p>Curriculum Committee updates as needed. (Feb 2022)</p> <p>District <a href="#">Annual Instructional Update</a>, May 2022</p> <p>Kindergarten Pilot Update, Curriculum Subcommittee BOE June 2022</p> <p><b>Assessment Administration</b></p> <ul style="list-style-type: none"> <li>• <u>Fall</u>: baseline</li> <li>• <u>Winter</u>:</li> </ul>

<p>percentile on the spring 2022 MAP assessment.</p> <ul style="list-style-type: none"> <li>• Freshman Algebra 1 students will demonstrate significant personal growth as measured by unit and MAP assessments.</li> </ul>	<p>to monitor student performance.</p> <ul style="list-style-type: none"> <li>• Participate in Tri-State Consortium evaluation in the area of math intervention.</li> <li>• Provide continuous professional development focused on high-quality math pedagogical practices.</li> <li>• Conduct school walkthroughs (CWT) focused on specific strategies and analyze CWT data to inform instruction.</li> </ul>	<p><u>Methodology pilot</u> implemented. teachers attended PD w/ Westport Public Schools</p> <ul style="list-style-type: none"> <li>• Individual teachers' goals focused on specific academic needs of students in classroom K-12. Beginning of the year and midyear admin/teacher review of goals and supporting data</li> <li>• Purchased additional Tableau software licenses and training of key math staff on data analytics.</li> <li>• Implemented Math Intervention Tracking System in PowerSchool</li> <li>• Classroom walk through protocols established by math CILS in late fall 2021</li> <li>• Over 200 learning walks conducted in math as of Feb 2022</li> <li>• Increased, targeted coaching by math CILS based on teachers' needs.</li> <li>• Math lab push in model implemented (WHS)</li> <li>• Proposal of new middle school teaming model and academic workshop in 2023 budget to increase academic support in math</li> </ul>		<p>progress</p> <ul style="list-style-type: none"> <li>• <u>Spring:</u> final analysis</li> <li>• <u>Sept-June:</u> Formative grade-level assessments</li> </ul>
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		<p>(extra help time, math workshop)</p> <ul style="list-style-type: none"> <li>• HES Math CIL included in the operating budget for 2022-23 school year.</li> <li>• Tri- State evaluation of Math SRBI has been postponed until 2022-23 school year</li> </ul>		
<p><b>READING</b></p> <p><b>Ensure all students read at grade level or higher by grade 3, and continue to develop their reading abilities in grades 4-12 using reading as a tool to understand content across instructional areas.</b></p> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 85% of our students, grades 3-8, will meet or exceed goal on the Smarter Balanced Assessment on the spring 2022 assessment.</li> <li>• A minimum of 75% of our students 2-8 will be</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize data to determine district, school and grade level cohort performance targets</li> <li>• Align district, school, grade level goals, action steps and student performance targets</li> <li>• Increase reading intervention support and revise reading intervention (SRBI) approaches and processes, including progress monitoring and data analysis protocols to monitor student performance.</li> <li>• Provide phonics training to grade 3 staff, extending the current phonics program from HES to ensure</li> </ul>	<ul style="list-style-type: none"> <li>• District, school, and grade level cohort goals identified September 2021.</li> <li>• Goals approved by the BOE and posted on the district website.</li> <li>• Increased reading SRBI staffing with Esser funding.</li> <li>• <a href="#">SRBI Handbook</a> completed including three tiered SRBI framework and reading intervention approach</li> <li>• Phonics training scheduled for August 2022 with the expansion of the <i>Foundations</i> program into grade 3 at WIS.</li> <li>• Completed several Teachers' College training</li> </ul>	<ul style="list-style-type: none"> <li>• Individual school action plans and grade level cohort targets on Fountas &amp; Pinnell, NWEA and Smarter Balanced fall/winter/spring.</li> <li>• Student performance on formative grade level assessments.</li> <li>• Student performance fall/winter/spring on NWEA and SBA.</li> <li>• CIL coaching sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Goal Presentation: September BOE Meeting</li> <li>• Curriculum Committee updates as needed</li> <li>• District <a href="#">Annual Instructional Update</a>, May 2022</li> </ul> <p><b>Assessment Administration</b></p> <ul style="list-style-type: none"> <li>• <u>Fall</u>: baseline</li> <li>• <u>Winter</u>: progress</li> <li>• <u>Spring</u>: final analysis</li> <li>• <u>Sep-Jun</u>: Formative grade-level</li> </ul>

<p>above the 60th percentile on the spring 2022 MAP assessment.</p>	<p>consistency across buildings</p> <ul style="list-style-type: none"> <li>• Provide continuous professional development focused on high-quality literacy pedagogical practices. .</li> </ul>	<p>days in grades K-5. Coaching focused on small group instruction strategies.</p> <ul style="list-style-type: none"> <li>• Individual teachers' goals focused on specific academic needs of students in classroom K-12. Beginning of the year and midyear admin/teacher review of goals and supporting data</li> <li>• Purchase of additional Tableau software licenses and training of key math staff on data analytics.</li> </ul>		<p>assessments</p>
<p><b>PORTRAIT OF A GRADUATE</b>  <b>Ensure that the Class of 2023 meets the graduation requirement of a mastery based portfolio.</b></p>	<ul style="list-style-type: none"> <li>• Design and develop criteria for Portrait of a Graduate.</li> <li>• Identify specific competencies that WHS graduates must demonstrate upon graduation.</li> <li>• Review, revise, design and/or develop specific assessments aligned to these competencies.</li> <li>• Utilize WHS Advisory to support students.</li> <li>• Establish protocols for an electronic portfolio to house examples of work that demonstrate student mastery of each of the six competencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Competencies identified.</li> <li>• Presented to BOE curriculum subcommittee fall 20</li> <li>• Policy passed aligning graduation requirements to state mandates.</li> <li>• 2023 Budget developed to support initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• E-portfolios completed prior to graduation</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Committee Presentation, September 2021.</li> <li>• Goal Presentation: September BOE Meeting.</li> <li>• Policy Committee Presentation, Oct 2022.</li> <li>• Curriculum Committee updates as needed.</li> <li>• District <a href="#">Annual Instructional Update</a>, May</li> </ul>

	<ul style="list-style-type: none"> <li>• Create a student personal statement component that addresses who the student is as a learner, what his or her journey has been, and what all this means for their future.</li> </ul>			2022.
<b>SUSTAINABILITY</b> <b>Promote green initiatives across schools to educate all WPS students in environmental awareness</b>	<ul style="list-style-type: none"> <li>• Document current academic and co-curricular programs that focus on specific sustainability goals (Curriculum Leadership Council)</li> <li>• Identify sustainability goals that need additional focus</li> <li>• Design a plan that reflects current and future initiatives and needed supports</li> <li>• Partner with town sustainability committee to enhance green initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation completed</li> <li>• Green Teams at all schools that implement different initiatives- WHS Green Team donation to Weston Warm Up Fund</li> <li>• New course Sustainable Living offered for 2022-23 school year</li> </ul>	<ul style="list-style-type: none"> <li>• District mapping of sustainability goals</li> <li>• Units/lessons/tasks related to specific goals</li> <li>• Projects in partnership with town efforts including bottle and can collection</li> </ul>	Goal Presentation: September BOE Meeting Curriculum Committee updates as needed
<b>Healthy Learning Environment</b>	<b>Action Plan</b>	<b>Progress</b>	<b>Evidence Indicators of Success</b>	<b>Timeline</b>
<b>Promote an inclusive climate that honors the uniqueness of every individual independent of race, skin color, religion, disability, gender identity,</b>	<ul style="list-style-type: none"> <li>• Conduct climate survey grades 6-12 (Fall 2021) in partnership with ADAP</li> <li>• Create, align, and document advisory program grades 6-12</li> </ul>	<ul style="list-style-type: none"> <li>• Developmental Relationships Survey given grades 7-12 in fall 2021.</li> <li>• Preliminary results shared at</li> <li>• Board Curriculum subcommittee and Board of</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory Plan 6-12</li> <li>• PBIS initiatives Pre-K-5 including assemblies and community meetings</li> <li>• Wingman Implementation WMS</li> </ul>	Goal Presentation: September BOE Meeting Curriculum Committee updates as needed

<p><b>sexual orientation or other perceived differences.</b></p>	<ul style="list-style-type: none"> <li>• Implement Wingman Program (WMS) at scale</li> <li>• Continue to implement Positive Behavioral Intervention and Supports (PBIS) to promote school safety and good behavior. including community meetings, school assemblies,</li> <li>• Strengthen students ability to read and analyze texts that are culturally diverse</li> <li>• Offer WHS American Tapestry semester elective</li> <li>• Ensure a robust co-curricular program including clubs and programs designed to support students, grades 6-12</li> </ul>	<p>Ed Feb 2022.</p> <ul style="list-style-type: none"> <li>• Full Board of Ed presentation scheduled for April 2022</li> <li>• Parent presentation with consultant Dr. Kaplan scheduled February 23</li> <li>• All school assemblies held monthly- first friday school spirit days, morning pride announcements, snowing kindness initiative (WIS)</li> <li>• Honeycomb initiative celebrations for being safe, kind, responsible (HES)</li> <li>• Class and Staff Charters created (HES/WIS)</li> <li>• Advisory lessons on mindfulness, school spirit, wingman assembly presented as of March 2022</li> <li>• New Course- African American and Latino Studies (state mandated course) approved and in 2023 WHS Program of Studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Developmental Relationships &amp; Drug/Alcohol Survey Results <a href="#">presentation</a> shared at April BOE meeting</li> <li>• Social Emotional Learning-Next Steps <a href="#">presentation</a> shared at April BOE meeting</li> </ul>	
<p><b>Pupil Personnel Services</b></p>	<p><b>Action Plan</b></p>	<p><b>Progress</b></p>	<p><b>Evidence Indicators of Success</b></p>	<p><b>Timeline</b></p>

<p><b>Provide targeted social-emotional learning support to students, Pre-K-grade 12.</b></p>	<ul style="list-style-type: none"> <li>• Provide DBT training to new pupil services staff</li> <li>• Continue implementation of RULER (K-5) and DBT (6-12)</li> <li>• Review and revise SRBI approach and process for social-emotional skills and behavior support</li> <li>• Support voluntary distance learners transition to in-person instruction</li> <li>• Analyze case studies with District Consultant to refine support protocols and processes</li> </ul>	<ul style="list-style-type: none"> <li>• DBT training provided to new social workers and administrators in Summer 2021</li> <li>• RULER and DBT implementation continued including DBT consults on an ongoing basis at both the MS and HS to support implementation of program</li> <li>• SRBI process completed; social-emotional-behavioral support will be addressed in 22-23 school year</li> <li>• Voluntary distance learners were supported in their transition by schoolwide programs and school staff at the start of the school year</li> <li>• Monthly consultation for the mental health teams</li> </ul>	<ul style="list-style-type: none"> <li>• SRBI revised protocols</li> <li>• DBT lessons for health, advisory and counseling in grades 6-12</li> <li>• Implementation of RULER K-5</li> <li>• Building level processes to support VDL students returning to in person instruction</li> <li>• Enhanced capacity of mental health staff to meet the social-emotional needs of students within the district</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Curriculum Committee updates as needed</p>
<p><b>Implement the WHS Alternative Pathways Program</b></p>	<ul style="list-style-type: none"> <li>• Create in-school program focusing on meeting students' social emotional needs in an alternative environment</li> <li>• Develop individualized, flexible academic programs to ensure that students meet graduation requirements</li> <li>• Provide comprehensive counseling support in both individual and group settings</li> </ul>	<ul style="list-style-type: none"> <li>• The <i>Pathways</i> program was launched this school year and successes have been highlighted in Curriculum Committee and BOE meetings (increased attendance, increased participation, significant improvement in grades)</li> <li>• CILS created a model that allows for differentiation at all levels and all students are earning credits for their classes</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Academic Performance</li> <li>• Student engagement in counseling and social-emotional support</li> <li>• Family participation</li> <li>• Exit rate for students returning to general education</li> <li>• Graduation rates</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Winter Update 2022</p> <p>District Instructional Update, May 2022</p>

		<ul style="list-style-type: none"> <li>Data supported students were more engaged in group and individual counseling within the program</li> <li>Additional staffing- .8 academic FTE- requested in 2023 budget to accommodate expansion of program.</li> </ul>		
Special Education	Action Plan	Progress	Evidence Indicators of Success	Timeline
<b>Improve academic performance for all special education students in the areas of reading and math as evidenced by personal growth on district and standardized assessments (i.e. NWEA, SBA)</b>	<ul style="list-style-type: none"> <li>Analyze performance data of individual students to inform instructional planning and goal setting</li> </ul>	<ul style="list-style-type: none"> <li>SPED teachers and related service providers created data-driven goals, and classroom, standardized assessment and IEP data is being monitored on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Progress monitoring per IEPs</li> <li>Individual special education teacher and related service provider goals linked to student performance outcomes</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Curriculum Committee updates as needed</p>
	<ul style="list-style-type: none"> <li>Review and revise all transition practices and protocols between schools</li> <li>Collaboration amongst WHS transition coordinator and SPED team to ensure appropriate post- secondary planning and opportunities</li> <li>Increase opportunities for transition activities and assessments</li> <li>Incorporate Futures planning meetings for eligible students</li> </ul>	<ul style="list-style-type: none"> <li>Transition practices outlined for Spring 2022</li> <li>8th grade parent video presentation sent to all 8th grade families and Q and A session held in February 2022.</li> <li>Transition Coordinator implemented strategies to improve student participation in PPT meetings, provide information/training to families and plan for</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of transition process age three through 22</li> <li>Individual goals developed for students to align special education and transition activities</li> <li>Implementation of new transition assessments</li> <li>Implementation of new transition activities that increase connections in the community</li> <li>Futures planning meetings</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Curriculum Committee updates as needed</p>

		<p>individual students through the assessment and IEP process</p> <ul style="list-style-type: none"> <li>• Futures planning meetings implemented</li> </ul>	<p>for targeted outcomes for students</p> <ul style="list-style-type: none"> <li>• Positive parent and school team feedback re: future planning meetings</li> </ul>	
<p><b>Develop a process and training schedule to support the transition to the new IEP data system effective July 1, 2022</b></p>	<ul style="list-style-type: none"> <li>• Engage staff in professional development to support the new system</li> <li>• Transition all documents to the new system</li> <li>• Develop checklists and processes to be implemented district wide for IEP development</li> </ul>	<ul style="list-style-type: none"> <li>• Team leaders and administrators participated in an IEP Quality Training Series by the State</li> <li>• Director participated in informational sessions about the new data system</li> <li>• The State will transition three years of documents for the district through our current provider. District developed a system for transferring historical records during the 22-23 school year</li> <li>• The State and new IEP system (CT-SEDS) provided training videos and checklists to all districts as district moves closer to implementation on July 1</li> </ul>	<ul style="list-style-type: none"> <li>• All special education staff will complete the training modules developed by the State</li> <li>• All IEP Direct documents will be backed up to a central system</li> <li>• User guide developed to support staff in implementing the new IEP system</li> </ul>	<p>Goal Presentation: September BOE Meeting</p>
<p><b>Develop and implement a coordinated and coherent process for special education procedures districtwide</b></p>	<ul style="list-style-type: none"> <li>• Organize IEP filing system</li> <li>• Develop coherent and aligned assessment practices districtwide</li> <li>• Develop district wide IEP processes and procedures for PPTs and IEP development</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment practices discussed and reviewed districtwide</li> <li>• IEP development in the current system has discussed and reviewed districtwide to ensure that team members have a</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent filing system for all students district wide</li> <li>• Best practices document for special education assessments</li> <li>• District wide processes and procedures for PPT meetings and IEP</li> </ul>	<p>Goal Presentation: September BOE Meeting</p>

Technology	Action Plan	Progress	Evidence Indicators of Success	Timeline
<p><b>EDUCATIONAL: Provide key data analytics at scale to drive district goals and outcomes</b></p>	<ul style="list-style-type: none"> <li>Collaborate with Administration on District and School Level Goals and provide Tableau Data Visualizations that help support goal implementation</li> <li>Partner with Curriculum and Instructional Leaders (CILs) to provide department, grade level, course data analytics tailored to specific instructional outcomes</li> <li>Provide appropriate training on navigating Tableau and creating specific filters to assist with granular data analysis</li> </ul>	<ul style="list-style-type: none"> <li>Additional Tableau data accounts purchased in November and January 2022 to increase teacher access.</li> <li>Created additional data visualizations based on feedback from CILs and Administration to better inform staff on assessment and curricular data</li> <li>Director of Technology met with individually, and in groups, with Tableau users to ensure they are properly trained in the use of Tableau, filters, and exporting of data</li> </ul>	<ul style="list-style-type: none"> <li>Individual School Action Plans and grade level cohort targets on NWEA and Smarter Balance fall/winter/spring</li> <li>Student performance on grade level assessments</li> <li>Student performance Fall/Winter/Spring on NWEA and SBA</li> <li>Individual teacher goals linked to specific student performance outcomes</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Curriculum Committee updates as needed</p> <p><a href="#">Annual Instructional Update</a>, May 2022</p>
<p><b>EDUCATIONAL: Continue to leverage high quality digital tools and resources to meet the diverse needs of students</b></p>	<ul style="list-style-type: none"> <li>Connect technology best practices to differentiation focused learning</li> <li>Provide digital learning professional learning opportunities based on feedback from staff</li> <li>Create a Professional Learning Team Drive containing curated content for each school</li> </ul>	<ul style="list-style-type: none"> <li>Continued to implement latest user synchronization tools for seamless login and transition from program to program</li> </ul>	<ul style="list-style-type: none"> <li>Technology resources successfully implemented in classrooms</li> <li>Feedback loop of staff requesting more in depth technology Professional Learning Opportunities</li> </ul>	<p>Goal Presentation: September BOE Meeting</p> <p>Curriculum Committee updates As needed</p> <p><a href="#">Annual Instructional Update</a>, May 2022</p>

<p><b>INFRASTRUCTURE: Provide high quality technology to staff and students to support teaching and learning</b></p>	<ul style="list-style-type: none"> <li>• Roll out 275 new Microsoft Surface Laptops to staff before the first day for students</li> <li>• Replace 30-60 aging SmartBoards with 75" Smart Displays</li> <li>• Implement robust password policies across the district</li> <li>• Require routine password changes for staff</li> <li>• Require students password changes at building change grade levels - 3rd, 6th, and 9th grade.</li> <li>• Review and provide training to staff on how to identify phishing scams</li> <li>• Review and coordinate Disaster Recovery Protocols (DRP)</li> </ul>	<ul style="list-style-type: none"> <li>• Rolled out all new staff laptops in August</li> <li>• Replaced 40 SmartBoards with Smart Displays in August and Octobers</li> <li>• Worked with Novus, the district network management company, to ensure a Disaster Recovery Protocol is in place in case of cyber attack or natural disaster.</li> <li>• Central Office Admin staff met with Chief of Police and Captain to review DRP in March 2022.</li> <li>• Created and implemented a new log in/log out system for WHS open campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction of Technology work orders</li> <li>• Increased staff awareness of Phishing schemes and other potential security issues</li> <li>• Successful implementation of new log in/log out system for WHS open campus</li> </ul>	<p><b>Laptops:</b> Beginning of school year <b>Smartboards:</b> As equipment becomes available for purchase (global chip shortage)</p>
<p><b>Human Resources</b></p>	<p><b>Action Plan</b></p>	<p><b>Progress</b></p>	<p><b>Evidence Indicators of Success</b></p>	<p><b>Timeline</b></p>
<p><b>Review district recruiting practices to ensure recruiting partnerships with organizations and candidates, that promote an inclusive climate that honors the uniqueness of every individual independent of race, skin color, religion,</b></p>	<ul style="list-style-type: none"> <li>• Evaluate &amp; expand recruitment partnerships to increase pool of candidates for open positions</li> <li>• Evaluate and improve district diversity recruiting to ensure alignment with the district diversity goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased postings on CTREAP.</li> <li>• Registered for the UCONN recruiting job fair on April 7, 2022.</li> <li>• Added a direct ICON on the district home page to streamline the application process for candidates.</li> <li>• Utilized State Department of Education Certification lists</li> </ul>	<p>Hiring of new staff including new WHS Principal handled by district</p>	<p>Year-round evaluation of candidate pool</p> <p>December to establish and evaluate relationships</p>

<p><b>disability, gender identity, sexual orientation or other perceived differences.</b></p>		<p>to email targeted recruitment emails to both passive and active candidates for Special Education positions.</p> <ul style="list-style-type: none"> <li>• Partnered with NemNet - Diversity in Education recruiting site to post district positions.</li> <li>• Participated in the CREC (Capital Region Educational Council) for the MTR - Minority Teacher Recruiting Career and Recruitment Job Fair - Spring 2022</li> </ul>		
<p><b>Review hiring processes</b></p>	<ul style="list-style-type: none"> <li>• Ensure WPS Staff serving on interview committees have been DEI trained or informed</li> <li>• Ensure fair and equitable hiring process: <ul style="list-style-type: none"> <li>○ Flexibility in interviewing times</li> <li>○ Standardized interview questions and process</li> </ul> </li> <li>• Maintain and Expand advertising to ensure use of media targeted to a diverse population</li> <li>• Utilize district social media to expand community partnerships in hiring.</li> </ul>	<ul style="list-style-type: none"> <li>• Employed all available methods for interviewing to ensure maximum candidates could be interviewed - in person, virtual, phone screens.</li> <li>• NemNet partnership/ CREC MTR partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Members of interview committees</li> <li>• Interview questions</li> <li>• Social media postings</li> </ul>	<p>Year End for the start of the 2022-2023 school year.</p>
<p><b>Review and revise evaluation plan for</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with AFSCME to revise plan to provide clear</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed current plan and made a list of suggested</li> </ul>	<p>Revised plan</p>	<p>To be completed by June 2022</p>

<b>non-certified staff</b>	expectations and feedback for improvement	updates.		
<b>Ensure that all district job descriptions are up to date</b>	<ul style="list-style-type: none"> <li>Identify descriptions that need updating</li> <li>Review job descriptions provided by CAFE</li> <li>Rewrite job descriptions to accurately reflect professional responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Identified 85% of Job descriptions to be updated</li> <li>CAFE does not provide Job Descriptions. Identified options such as SHRM that will provide general education specific job descriptions. Also began a partnership with DRG A HR colleagues to share job descriptions.</li> <li>Ongoing</li> </ul>	Job descriptions	2 year goal to be completed by June 2023
<b>Finance</b>	<b>Action Plan</b>	<b>Progress</b>	<b>Evidence Indicators of Success</b>	<b>Timeline</b>
<b>Develop a long range budget that will enable the district to achieve its strategic academic goals through the lens of academic return on investment and maximizing financial resources</b>	<ul style="list-style-type: none"> <li>Continuously review expenditures for cost savings recommendations</li> <li>Study enrollment projections and implications to staffing and facilities</li> <li>Create a multi year budget (2022-2025)</li> <li>Analyze potential scenarios of budget reductions and their effects to teaching and learning and district operations</li> <li>Maximize use of ESSR funds to support teaching and learning</li> <li>Engage in discussions with</li> </ul>	<ul style="list-style-type: none"> <li>Contracted 2 consultants to study enrollment projections. BOE presentation November 2021</li> <li>2023 Budget designed through Academic return on investment specifically in reduction/reallocations of staff and maximizing ESSER Funds</li> <li>Fall and winter meetings with First Selectwoman and Town Administrator</li> <li>Multi-year budget was presented and discussed during budget deliberations</li> </ul>	<ul style="list-style-type: none"> <li>Analysis and discussions with BOE finance committee</li> <li>Budget that reflects cost savings and a multi-year outlook</li> <li><a href="#">Enrollment presentation to BOE</a> during budget process</li> <li>Report to BOE on the feasibility of shared services with the town.</li> <li><a href="#">2022-2023 Budget</a> approved by all town boards without reductions</li> </ul>	<p>Budget Timeline</p> <ul style="list-style-type: none"> <li>September - Budget workshop to debrief budget and review 22/23 process</li> <li>October - Schools/Departments schedule meetings w/Director of Finance &amp; Operations</li> <li>December - Leadership team discuss</li> </ul>

	<p>Stakeholders including first selectwoman and town administrator to determine potential shared services</p> <ul style="list-style-type: none"> <li>Analyze different insurance options For cost efficiency in preparation for union negotiations for fiscal year 2023-24</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>District administrators and BOE negotiations team met with insurance consultant to discuss insurance options in preparation for negotiations with the WTA summer 2022.</li> </ul>		<p>draft of budget</p> <ul style="list-style-type: none"> <li>January - Administrative budget request delivered to BOE</li> <li>January - Approval/adopt ion of of FY23 recommended operating budget</li> <li>March - Board of Finance reviews budget</li> <li>April - ATBM</li> </ul>
	<ul style="list-style-type: none"> <li>Examine Out- of District Transportation to examine cost efficiency</li> <li>Review current Sped transportation and analyze in-house transportation as cost savings measure transportation routes and costs</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing review and analysis comparing third party transportation provider vs. district managed operation</li> </ul>	<ul style="list-style-type: none"> <li>Periodic analysis and discussions with the BOE finance committee</li> <li>Continue to explore partnerships with other districts</li> </ul>	2021-22 school year
<b>Safety and Security</b>	<b>Action Plan</b>	<b>Progress</b>	<b>Evidence Indicators of Success</b>	<b>Timeline</b>
<b>Ensure the safety of students and staff</b>	<ul style="list-style-type: none"> <li>Revise Covid Plan 2021-2022</li> <li>Ensure that appropriate health protocols are in place with special focus on students Pre-K-grade 6</li> </ul>	<ul style="list-style-type: none"> <li>Plan continually revised- last revision March 2022</li> <li>COVID liaison meetings held Weekly District meetings held with health department and medical advisor weekly</li> </ul>	<ul style="list-style-type: none"> <li>Return to School Plan</li> <li>Hepa Filters deployed in elementary classrooms</li> <li>Decreased number of quarantined and COVID</li> </ul>	2021-22 school year

	<ul style="list-style-type: none"> <li>(unvaccinated)</li> <li>Enforce all Governor mandates including vaccinations for all staff</li> <li>Meet regularly with Westport Weston Health District and Medical Advisor to review safe practices and revise as needed</li> <li>Update security protocols to reflect current COVID situations as needed</li> <li>Update COVID dashboard for district families</li> <li>Manage traffic flow at drop off and pick up</li> </ul>	<ul style="list-style-type: none"> <li>New mask policy approved by BOE Feb 2022</li> <li>Meetings throughout the year with district administration and Weston Police under direction of Chief Henion to improve</li> </ul>	<ul style="list-style-type: none"> <li>positive cases</li> <li>Completion of all necessary safety drills</li> <li>Signage posted throughout campus</li> <li><a href="#">Emergency Handbook</a> created, posted, and distributed for community groups</li> <li><a href="#">Safety and Security Link</a> created on district website</li> <li>Meetings with Fire, Police, EMS prior to Memorial Day weekend events, moving up and graduation 2022.</li> </ul>	
Facilities/Operations	Action Plan	Progress	Evidence Indicators of Success	Timeline
<p><b>Collaborate with the First Selectwoman and Town of Weston Facilities Optimization Committee to create a future plan for town and school facilities that support the district mission</b></p>	<ul style="list-style-type: none"> <li>Support the committee and architectural firm with information needed for analysis and planning</li> <li>Collaborate with the first selectwoman and committee on the action plan developed for this process</li> <li>Collaborate with the Board of Education, Town Administrator and Building Committee to create a revised capital improvement plan aligned with the facilities optimization work.</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent, BOE chair and Finance Director attended FOC weekly work sessions and meetings of the FOC including two of three community conversations</li> <li>Meetings held and feedback gathered from teachers and building admin teams Feb 2022</li> <li>Special BOE meeting scheduled for March 24</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations by architectural firm</li> <li><a href="#">Revised capital</a> improvement plan</li> </ul>	2021-22 school year

Board of Education/ Superintendent	Action Plan	Progress	Evidence Indicators of Success	Timeline
<p><b>Improve district communication to all stakeholders</b></p>	<ul style="list-style-type: none"> <li>• Establish and post communication protocols for district and schools (superintendent)</li> <li>• Ensure that the district website is up to date and user friendly (Director of Technology)</li> <li>• Promote teaching and learning through Instagram, facebook and monthly newsletters (Superintendent and building administration)</li> <li>• Continue BOE training of new members to their roles and orient them to their responsibilities on assigned committees</li> </ul>	<ul style="list-style-type: none"> <li>• Posted communication protocols on all school websites</li> <li>• Monthly newsletters including Superintendent's page</li> <li>• Podcast created What's Up in the Weston Public Schools</li> <li>• Increased instagram presence with 1069 followers as of 3/22</li> <li>• State of The Schools Public Document to be mailed early fall 2022</li> </ul>	<p><a href="#">What's Up In the Weston Public Schools podcasts</a></p> <p>BOE retreat August/Sept 2022</p>	<ul style="list-style-type: none"> <li>• September 2021</li> <li>• September 2021</li> <li>• September 2021-June 2022</li> </ul>

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/14/22

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the May 2022 Financial Report

**Submitted by:** Phillip Cross

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

Following is the eleventh FY22 (May 2022) 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 10, 2022

TO: BOE Financial, Facilities and Operations Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: May Financial Report for FY 21-22

Below is a summary report of the FY 22 Budget through May 31, 2022.

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	26,729,813	5,609,806	486,734	32,826,353	798,996	754,632
Benefits (2000's)	10,005,820	9,185,658	221,411	303,406	9,710,475	295,345	252,610
Professional Services	1,570,858	1,090,053	415,298	56,500	1,561,851	9,007.45	84,920
Property Services	2,218,193	1,497,681	476,713	191,446	2,165,840	52,353	52,352
Other Services (5000s)	6,202,448	4,717,080	1,140,852	153,319	6,011,251	191,197	132,648
Supplies (6000s)	2,500,140	2,165,415	378,700	50,298	2,594,413	(94,273)	(85,032)
Equipment (7000s)	127,750	306,039	93,406	-	399,445	(271,695)	(246,991)
Other Objects (8000s)	122,205	102,323	5,946	13,936	122,205	-	-
Revenue (9000s)	(1,302,675)	(736,166)	8,200	(591,554)	(1,319,520)	16,844	(183,260)
<b>Total</b>	<b>\$55,070,090</b>	<b>\$45,057,897</b>	<b>\$8,350,331</b>	<b>\$664,085</b>	<b>\$54,072,313</b>	<b>\$997,776</b>	<b>\$761,880</b>

**Month over Month Changes:**

The net month over month change is \$235,895. This will increase the projected end of year balance to \$997,776. To mitigate the FY22-23 budget, \$140,031 of this amount will be added to a non-lapsing account. This amount will pay for the third and final installment of the ERIP. The remaining balance after ERIP payment will be \$857,745.

**Salaries - \$44,364**

- FML \$31,372 - Salary now paid from sick bank-object code 2014
- Other FML - \$20,840
- Workers Comp Reimbursement –\$ 4,131
- Turnover Savings – \$7,061
- Substitutes - (\$19,040)

**Benefits - \$42,735**

- Health Insurance \$74,836 - Release of anticipated hold.
- Unemployment Compensation - \$12,066 -Reduced encumbrance to year-end based on current claims.
- Sick Bank – (\$44,167)

**Professional Services – (\$75,913)**

- New and increased purchase orders for several departments. The services include Evaluation, Social Worker, Assessments, Technology Services, etc.

**Other Purchase Service – \$58,549**

- SPED Transportation - \$58,549 – Attendance Adjustment.

**Supplies & Materials - (\$9,241)**

- Pre-purchase of textbooks.
- Software Module for Munis.

**Equipment - (\$24,703)**

- Grounds - \$12,089
- Instrument Storage - \$12,614

**Revenue Offset – \$200,104**

- Participation Fee - \$3,850- Greater than budget
- Excess Cost Reimbursement – \$196,254  
In December we conservatively reported that based on our preliminary submission for excess cost, our reimbursement will be less than budgeted by \$117,750. Our most recent submission for end of year expenditures was more in line with our budget.

Based on the estimated May reimbursement, we will receive \$498,003 for a total reimbursement of \$872,608. The May payment was adjusted to reflect the increase in the projected end of year expenditures. In addition, the reimbursement rate was 80.03% compared to 70% budgeted. The combined effect is a better than anticipated excess cost reimbursement of \$78,534. After subtracting the \$60,168 payment to the State for FY 20-21 overpayment, the net reimbursement is \$812,440 or \$18,366 greater than budget.

Excess Cost Submission		
Budgeted	Actual	Actual Vs. Budget
1,134,392	1,090,335	(44,057)

Excess Cost Reimbursement		
Budgeted -70%	Actual - 80%	Actual Vs. Budget
794,074	872,608	78,534
Payment to State		(60,168)
Net		18,366

o **End of Year Adjustment**

Based on an initial review, we do not anticipate that the State will make a significant EOY adjustment when they do the annual review in April of 2023. We will notify the Board if there will be any changes at the conclusion of the FY 22-23 audit in December 2023.

**Internal Services Fund**

Dental Claims are trending as anticipated.

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

6/10/2022

Fiscal Year Ended	2022
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>	
Fund Balance -July 1, 2021 (Unaudited)	\$ 810,666
Revenues:	
General Fund Appropriation	\$ -
Reimbursements	\$ -
Total Contributions	\$ -
Total Revenues (A)	<u>\$ -</u>
Budgeted Expenditures	
Delta Dental:	
Claims	\$ 397,726
Administrative Fees	\$ 23,954
Total Health Plan Costs (B)	<u>\$ 421,680</u>
Net Change (A-B)	<u>\$ (421,680)</u>
Fund balance June 30, 2022 (Estimated)	<u>\$ 388,986</u>

Delta Dental- Actual Claims	
Month	Claims & Fees
July	28,735
August	32,487
September	37,735
October	27,212
November	26,204
December	47,939
January	34,334
February	28,894
March	32,352
April	37,929
May	27,191
<b>Total</b>	<b><u>\$ 361,013</u></b>

Actual YTD Spend Rate	85.6%
Theoretical YTD Spend Rate	91.7%
YTD Theoretical variance %	-6.1%
YTD Theoretical variance \$	<b>\$ 25,630</b>







WESTON PUBLIC SCHOOLS  
FY22 FINANCIAL REPORT

As of May 31, 2022  
Period: 11 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
597,775	746,875	848,529	4200	Property Services (4000s)	883,031	-	883,031	776,746	82,942	-	859,688	23,343
49,293	40,741	39,855	4202	Cleaning Services	49,825	-	49,825	38,217	9,035	2,573	49,825	-
106,398	95,688	68,366	4302	Rubbish Removal	151,239	-	151,239	55,617	43,257	22,365	121,239	30,000
386,336	260,100	150,940	4400	Equipment Repairs	153,963	-	153,963	121,599	37,288	-	158,887	(4,924)
210,868	4,277	4,924	4401	Equipment Rental	4,675	-	4,675	4,356	432	-	4,788	(113)
571,695	198,222	123,415	4500	Rental of Facilities	200,000	-	200,000	25,562	4,920	69,518	100,000	100,000
41,369	122,560	70,923	4509	Repair Allowance	-	-	-	-	-	-	-	-
89,579	93,262	64,302	4514	Septic Cleaning	32,000	-	32,000	24,574	750	6,676	32,000	-
50,316	30,540	96,889	4518	Fire Alarm System	160,764	-	160,764	72,956	87,808	-	160,764	-
64,609	120,757	121,482	4520	Sewer System Plant Maintenance	142,688	-	142,688	99,188	27,482	16,018	142,688	-
8,550	60,393	58,389	4530	Service Contracts	67,579	-	67,579	31,638	35,941	-	67,579	-
13,330	2,010	-	4533	Parks & Recreation	-	-	-	-	-	-	-	-
21,020	-	-	4534	Glass Replacement	12,000	-	12,000	-	-	12,000	12,000	-
12,035	21,756	23,746	4539	Roof Repair	24,724	-	24,724	24,803	-	-	24,803	(79)
125,157	153,145	13,835	4540	Energy Management System	29,500	-	29,500	9,358	7,029	13,113	29,500	-
10,500	181,298	143,652	4541-42/4550	Athletic Facilities Repairs	186,270	-	186,270	109,108	47,135	30,027	186,270	-
39,151	4,800	-	4543	Contracted Services	9,800	-	9,800	-	-	9,800	9,800	-
9,456	17,370	53,702	4600	Paving	-	-	-	20,322	38,686	-	58,928	(58,928)
-	12,730	3,475	4602	Special Projects	7,500	-	7,500	-	-	7,500	7,500	-
1,178	9,032	9,450	4604	Tree Service	10,500	-	10,500	2,366	-	-	2,366	8,134
334	1,081	1,252	4605	Snow Plowing	1,500	-	1,500	802	-	698	1,500	-
20,031	7,398	-	4610	Signage	-	-	-	-	-	-	-	-
5,620	81,552	81,552	4701	Playground Repairs	82,135	-	82,135	78,127	49,088	-	127,215	(45,080)
2,499,077	9,966	5,936	4702	Security System Monitoring	8,500	-	8,500	2,942	5,000	-	8,500	-
	2,275,674	1,984,614		Locks/Keys	2,218,193	-	2,218,193	1,497,681	476,713	191,446	2,165,840	52,353
				TOTAL PROPERTY SERVICES	\$ 2,218,193	\$ -	\$ 2,218,193	\$ 1,497,681	\$ 476,713	\$ 191,446	\$ 2,165,840	\$ 52,353
								67.5%	21.5%	8.6%	97.6%	





**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/14/22

**Information Only**

**Action Requested**

**Agenda Item Subject:** Parking Lot Paving

**Submitted by:** Phillip Cross

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

Both the WMS and WHS parking lots are in need of paving. We are recommending moving forward with the project and having a discussion with the Board of Finance to use left-over funds from FY 21/22 to cover the cost.

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

**WESTON BOARD OF EDUCATION**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/14/22

**Information Only**

**Action Requested**

**Agenda Item Subject:** Theater Repairs

**Submitted by:** Phillip Cross

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

The hoists in the high school auditorium need to be replaced. We are recommending moving forward with replacing them and using left-over funds from FY 21/22 to cover the cost.

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

## **Communications Committee Meeting**

Tuesday, May 17, 2022 9:00 AM

Via Google Meet

### Present Committee Members:

David Felton (Chairperson), Taffy Miller, Sharon Ferraro

### Present Administration:

Lisa Wolak, Superintendent; Dan Divito, Director of Technology and Digital Learning

## **1. Call to order**

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

## **2. Approval of Minutes**

**Motion Passed:** Move that the Communications Committee approve the April 2022 meeting minutes. This motion was made by Sharon Ferraro and seconded by Taffy Miller.

3 Yeas – 0 Nays

## **3. WPS Podcast**

Discussion:

- Ms. Wolak discussed the topics of the next two podcasts and gave some brief highlights.

## **4. Facebook Scheduled Postings**

Discussion:

- Mr. DiVito reported on scheduled postings of BOE meetings through Facebook. Parents/community members who want to receive notifications should subscribe to the WPS Facebook page.
- Committee members suggested sending a communication via the PTO on how to subscribe and receive notifications via the WPS Facebook page.
- The Committee discussed other methods of reaching people such as subscribing to the WPS District calendar as well as other social media platforms, but ultimately decided that it was better to do one or two well than get involved in too many platform choices.

## **5. Discussion on Live Streaming/Recording BOE Meetings**

Discussion:

- Mr. DiVito reported on the live-stream recording from the in-person Board of Education meeting on May 16. The Committee discussed the camera quality as well as the camera operator function. Mr. DiVito gave statistics on viewership of the live-stream video.

- The Committee discussed the State-outlined parameters for providing live-stream video. Namely, there is no obligation to provide live-stream video of meetings that are in-person or hybrid, only when meetings are 100% remote.
- The Committee discussed wiring for the tri-caster in order to use the projector on the Zoom screen, among other applications. They also discussed conducting a test run on a device provided by Mr. Felton for HDMI.
- They also discussed whether it was feasible to bring in a Board member to participate interactively on Zoom.

## 6. Other Communications Issues

Discussion:

- Ms. Wolak gave an update on a community mailing she is working on and the timing. She spoke on moving the mailing to September rather than this spring.
- Committee members briefly discussed the timing. The goal will be to send it by the third week of September 2022.

Meeting adjourned at 9:55 a.m.

Respectfully submitted,

June Curiano

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Chairperson

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Superintendent

## **Curriculum Committee Meeting**

April 6, 2022, 9:00 a.m.

Via Google Meet

### Present Committee Members:

Bernadette Kingsley (Chairperson), David Felton, Taffy Miller

### Present Administration:

Kenneth Craw, Ed.D., Assistant Superintendent; Juliane Givoni, WHS Interim Principal; Dan Doak, WMS Principal; Dan DiVito, Director of Digital Learning and Technology; Alex Bluestein, CIL 3-5 ELA and Social Studies

### Members of the Public:

Kristana Esslinger

## **1. Call to Order**

The meeting called to order at 9:03 a.m.

## **2. Discussion of AP and Honors courses, placement and appeal processes**

### Discussion:

- Ms. Givoni described the steps for student course placement for those students who wish to enroll in a course for which they need further recommendation. The rate of approval of requests is about 65-70%. She explained that the administration tries to strike a balance between giving the student an opportunity to take on a challenge and not setting them up for failure.
- In the last five years, Weston High School has worked to increase access to AP courses. AP participation has improved not only due to the waiver process but also due to the increase in AP offerings.
- Ms. Kingsley inquired about tracking AP access by subgroups. Ms. Givoni reported that they track the outcomes of those who made requests as to whether the waiver was appropriate for the individual.

## **3. Follow up on reading and math goals and action steps**

### Discussion:

- Ms. Bluestein gave a presentation regarding extending the Foundations curriculum into third grade as part of the District's comprehensive literacy program.
- The grade 3 Foundations program focuses on both word decoding and spelling, and meets the anticipated 2023-24 State of Connecticut requirement for structured literacy in grades K-3.

- Ms. Bluestein reviewed the teacher training proposed for the fall as well as follow up sessions included in the implementation.
- The start-up costs include teacher’s guides, instructional materials and consumable materials as well as training sessions. ESSER grant funds have been set aside to cover these costs.
- Dr. Craw gave a presentation on longitudinal data for MAP scores in reading and math.
- The Committee discussed the data and asked about indicators that would give information on how the district arrived where they are now.

#### **4. Information on next steps regarding the Developmental Relationships Survey and presentation at the April 21 BOE meeting**

Discussion:

- The public presentation of the Developmental Relationships survey results will be presented at the next Board of Education meeting. In addition to what was presented at the Curriculum Committee a few months ago, it will include longitudinal information to show trend over time.
- Mr. Felton asked questions relating to the preparedness of the presenters in addressing concerns from the public during the meeting.

#### **5. Approval of March 2022 minutes**

Motion Passed: Move that the Curriculum Committee approve the March 2022 meeting minutes. This motion was made by David Felton and seconded by Taffy Miller.

**3 Yeas – 0 Nays**

#### **6. Other curricular issues**

Discussion:

No other curricular issues were put forth for discussion.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,

June Curiano

## **Curriculum Committee Meeting**

May 11, 2021 9:00 a.m.

Weston Intermediate School, Room 118

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

The meeting called to order at 9:03 am

#### Present Committee Members:

Bernie Kingsley (Chairperson), Taffy Miller, David Felton

#### Present Administration:

Lisa Wolak, Superintendent; Kenneth Craw, Ed.D., Assistant Superintendent; Dan DiVito, Director of Digital Learning & Technology; Tracy Edwards, Director of Pupil Personnel Services; Juli Givoni, WHS Interim 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; Kelly Delvecchio, CIL K-2 Math; Carolyn Vinton, CIL 3-5 Math and K-5 Science; Janine Russo, CIL 6-12 Math; Jamie Charles, CIL 6-12 Science & Technology; Jessica DiBuono, Ph.D., CIL 6-12 English; Nicholas Torres, CIL 6-12 Social Studies; Mercedes Fernandes, CIL K-12 World Language; Patty Powers, CIL K-12 Physical Education & Health; Elizabeth Morris, CIL K-12 Performing Arts

#### Members of the Public:

Phillip Cross, Peter Gordon

### **1. Presentation of 2021-2022 Annual Instructional Update**

Discussion:

- Mathematics, Grades K-5, was presented by Carolyn Vinton and Kelly Delvecchio. A question was raised by a committee member regarding changes made to address pre-COVID decline in math scores, however the CIL pointed out that math scores for this age group were strong before the pandemic and that grade 5 was the second highest in the DRG. The Committee also inquired about the role of standardized testing and how it informs instruction.
- Janine Russo presented mathematics, Grades 6-12. The same question about decline in math scores was posed and the CIL spoke to the changes implemented to address the decline. These changes included expanded math intervention and a change in grade 6 teaching personnel to a 7-12 math certification rather than 4-8 teaching certification. The CIL described the current system of placement for middle school math students. She also spoke on updating the math resources for grades 6-8 by piloting new materials next fall.
- Carolyn Vinton presented Science, Grades K-5. A question was raised regarding gender differences in science scores and learning engagement. Ms. Vinton said she had not previously seen gender differences in the results, but would look at the gender breakdown.

- Jamie Charles presented Science, Grades 6-12. She reported that teachers worked on addressing any struggles in key concepts and putting together strategies to encourage mastery. The Committee asked about 21<sup>st</sup> century learning and the CIL explained that the focus is on bringing real-world science into the classroom and developing proper experiment and research methods.
- Tracy Edwards presented Special Education and Pupil Services. She spoke on initiatives that have been put in place to help students transition back this year and reported that there has been an increased need of services for students across the district. She also spoke on the success of Alternative Pathways program and some changes going forward.
- Jamie Charles presented Technology, Grades 6-12. She highlighted the course offerings and spoke on some of the challenges with Project Lead the Way courses at the high school as well as scheduling challenges in the middle school. A committee member inquired about vocational and hands on skills in technology courses for students who may not choose a college path. Ms. Charles and Ms. Givoni spoke on the skills embedded in not only technology courses, but also a variety of subjects such as physics, music technology and photography courses.
- Andrea Noble and Alex Bluestein presented Language Arts, Grades K-5. Mrs. Noble spoke on some unique challenges this year with K-2 language arts and the importance of building foundational skills. Mrs. Bluestein spoke on the process of digging down into the data for each student and creating a growth trajectory for each student. She also spoke on impact of the pandemic, the learning strides attained, and plans going forward. Both CILs reported on the tremendous work their teachers did in helping their students achieve and exceed learning goals.
- Jessica DiBuono presented English, Grades 6-12. Ms. DiBuono reported on changes in data analysis and on helping students make and achieve goals for themselves. The committee discussed opportunities for cross-curricular skills.
- Social Studies, Grades K-5 was presented by Andrea Noble and Alex Bluestein. Ms. Noble gave an overview of the K-2 program and spoke of how the program builds in opportunities for social-emotional learning. Ms. Bluestein gave an overview of the grade 3-5 program and spoke on integrated social studies units.
- Nick Torres presented Social Studies, Grades 6-12. Mr. Torres spoke on getting back to the full content of the curriculum across all grades and skill development in writing and researching and source analysis. He stated that in returning to the public presentation portion of the curriculum, there was a significant skill gap after the past two years. He reported an increase in anxiety never seen before and how teachers worked hard to address this.
- Mercedes Fernandes presented World Language, Grades K-12. She reported that teachers spent time revising assessments to more frequent formative assessments in support of students returning to in-person learning. She also spoke on connections to other subjects through world language and the robust enrollment of the world language program.
- The Visual Arts CIL, Kate O’Keefe was not able to attend. Board members may send her an email with any questions on the report.

- Liz Morris presented Performing Arts, Grades K-12. She spoke on the challenges in getting back to the full curriculum but noted that there was no decline in enrollment.
- Patty Powers presented Health/Physical Education, Grades K-12. Ms. Powers reported that the department met their goal of delivering a full curriculum this year with the exception of swimming. She spoke on the achievement of building social-emotional skills in the PE curriculum as well as dialectical and communication skills in the health curriculum. She addressed questions about time blocks for health and PE in grades 6-8.

### **3. Adjournment**

Meeting was adjourned at 11:37 a.m.

Respectfully submitted,

June Curiano

**Minutes**  
**Financial, Facilities & Operations Committee**  
**May 13, 2022**

Present:

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

Absent:

Lisa Wolak, Superintendent of Schools

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

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

- Mr. DelMastro reported that the grounds department continues to work on beautifying the campus and mowing began the previous week. He added that all buildings are currently being switched over to air conditioning. Mr. DelMastro also reported that the duct cleaning at the elementary school has been completed and nothing out of the ordinary was found. The contractor is currently working on a final report. Also, DPW has repaired several potholes on School Rd. and in campus parking lots. There are still three lots – the senior lot, the front of the middle school and the teacher lot at the school – that may require more work. If the patchwork that was done doesn't last, then it would be beneficial to redo those lots. Depending on the cost, the paving might be able to be covered as part of the operating budget. If not, then the District will need to request money from the Board of Finance.

The Committee discussed the following items regarding in-district transportation:

- Mr. Cross informed the Committee that the District is continuing to experience a driver shortage with several bus routes needing to be combined over the past few months. In addition to the driver shortage, charter requests for after school athletic activities has added to the need to combine routes. For the most part, combining the runs has not impacted the pick-up or drop-off times for students. Mr. Cross added that the District recently purchased a new pick-up truck for the grounds department to replace the 17-

year-old vehicle they had been using and which was in very bad condition. Because of the condition the old truck was in, selling it is not a viable option, so Mr. Cross would like to donate the vehicle to charity. The Committee agreed with this approach.

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

- Mr. Pesco reported that there wasn't much to report since the previous month's meeting. Tecton is scheduled to pass along their final recommendation to the Board of Education, Board of Finance and Board of Selectmen and that will probably be the last meeting of the Optimization Committee. The Board of Education will need to review the recommendations and then work further with Tecton.

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

- Mr. Cross informed the Committee that the current end-of-year balance is \$761,880, which is \$132,502 less than the previous month's balance. To mitigate the FY23 budget, \$140,031 of this amount will be added to a non-lapsing account. This amount will pay for the third and final installment of the ERIP. The remaining balance after the ERIP payment will be \$621,849. The month over month change in the end of year balance is due to several things, including an increased need for substitute teachers, unanticipated out of district transportation, additional smart displays that need to be replaced, and pre-purchasing of textbooks. Additionally, expected revenue from theater receipts, Medicaid and Excess Cost Reimbursement is less than anticipated.
- Mr. Cross added that the final payment for the security equipment upgrade that was implemented several years ago is due next year. He would like to pay off the entire amount this year. The Committee agreed to this plan.
- Mr. Cross reported that the Internal Services Fund continues to trend as anticipated and the estimated fund balance for the end of the year is \$333,822.

The Committee discussed the following regarding the FY23 budget:

- Mr. Cross informed the Committee that on April 20 the District received the final July 1 rate renewal for the State Partnership Plan. The premium increase will be 10% for active members, 2.9% for retirees under 65 and 2.4% for retirees over 65. Among the reasons provided for the change from the preliminary to the final rate are, increase in claims, increases in COVID-related experience and increases in elective procedures. The District's FY23 requested budget assumed an 8% increase for both active members and retirees. Based on the final rates, health insurance costs will increase by a gross of \$167,950, and the employee cost share will increase by \$35,125 for a net additional cost

to the Board of \$132,825. This additional cost will increase the year over year health insurance premium to \$407,870 (net) or 5.52%. Any increase to the census will increase the cost to the Board. Because notice of the rate increase was received after the Board of Finance voted on the budget, the Board was unable to make a budget adjustment. Mr. Cross recommend that a request be made to the Board of Finance to set aside funds in the non-lapsing account. These funds will be used to cover this unanticipated increase as well as any census change. He recommended this option instead of seeking a special appropriation because of the impact that a special appropriation will have on the minimum budget requirement.

The Committee discussed the following regarding the FY23 pre-school tuition rates:

- Mr. Cross recommended increasing the FY23 pre-school tuition rates for non-SPED students by the approved budget percentage increase of 2.4% to \$7,118 from the current \$7,000. The Committee agreed to the increase and agreed to bring it to the full Board for approval.

The Committee discussed the following regarding the FY23 tuition rates for non-residents:

- Mr. Cross recommended increasing the FY23 non-resident tuition rates by the approved budget percentage increase of 2.4. The Committee agreed to the increase and agreed to bring it to the full Board for approval.

The Committee discussed the following regarding the FY23 utility and user fees for facility rentals:

- Mr. Cross recommended increasing the FY23 utility and user fees by the March 2022 CPI of 5%. The Committee agreed to the increase and agreed to bring it to the full Board for approval.

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

- The Committee approved the April minutes without any changes.

There being no further business to discuss, the meeting adjourned at 9:54 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

## **Policy Committee Meeting Template**

Tuesday, April 5, 2022 8:30 AM

Remote Session

### I. Call to Order, Verification of Quorum

Additional attendees:

Lisa Wolak, Superintendent

Jodi Sacchetta, Committee Board Clerk

Move that the April 5, 2022 Policy Committee meeting be called to order at 8:39 AM Unseconded with a motion by Melissa Walker.

### II. Approval of Minutes

#### A. Approval of minutes from the February 22, 2022 Policy Committee Meeting.

Move that the Policy Committee approve the February 22, 2022 meeting minutes. Carried with a motion by Sharon Ferraro and a second by Peter Gordon.

Yea: 3, Nay: 0

### III. Discussion of policies, regulations, and bylaws

#### A. Discussion and first read of Policy 5131.911

The Policy Committee is going to go through the most recent policies and make the necessary changes with regard to inclusive language.

Red-line changes were made to Policy 5131.911 Bullying Prevention and Intervention. The members renewed the proposed changes and suggested a few more changes. They were in agreement with the updates and agreed to move forward with presenting the Policy to the BOE for first-read at the April Board of Education Meeting.

#### B. Discussion and first read of Regulation R5131.911

The red-line changes to Regulation 5131.911 Safe Climate Plan were reviewed. The members renewed the proposed changes and suggested a few more changes. They were in agreement with the updates and agreed to move forward with presenting the Regulation to the BOE for first-read at the April Board of Education Meeting.

#### C. Discussion regarding Visitor/Observation policy

It was recommended that we review an Observation Policy. This policy will set parameters around classroom observations. The committee reviewed the CAFE and Shipman sample policies. Superintendent Wolak will review these documents with Tracy Edwards, our Director of Pupil Personnel Services, and come up with a document to bring back to the committee for review.

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

The committee will review Policy 5114: Student Discipline at the next meeting.

V. Adjournment

The Policy Committee meeting was adjourned at 9:10 am.

Move that the meeting be adjourned. Carried with a motion by Sharon Ferraro and a second by Peter Gordon.

Yea: 3, Nay: 0

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Chairperson

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Superintendent