

Board of Education Regular Meeting

Tuesday, April 18, 2023 6:00 PM

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

I. CALL TO ORDER, VERIFICATION OF QUORUM

II. PLEDGE OF ALLEGIANCE

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. APPROVAL OF MINUTES

III.A. Meeting minutes from the March 13, 2023 Weston Board of Education Regular Meeting

IV. STUDENT BOARD OF EDUCATION REPRESENTATIVE UPDATE

V. PUBLIC COMMENT

VI. NEW BUSINESS

VI.A. Safety and Security on the WPS Campus

VI.B. Weston Board of Education Policies, Regulations, and Bylaws (first read)

VI.B.1. Discussion: 1325 - Advertising and Promotion

VI.B.2. Discussion: 5141.5 - Suicide Prevention

VII. OLD BUSINESS

VII.A. Weston Board of Education Policies, Regulations, and Bylaws (second read)

VII.A.1. Discussion and vote: 6153 - Field Trips and Community Service

VII.A.2. Discussion and vote: 3280 - Gifts, Grants and Bequests to the District

VIII. DISTRICT UPDATES

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

VIII.B. Superintendent Update

VIII.C. Pupil Personnel Services and Special Education Update

VIII.D. Finance and Operations Update

IX. COMMITTEE REPORTS (approved committee minutes and committee chair update, if any)

IX.A. Communications Committee

IX.B. Connecticut Association of Boards of Education (CABE)

IX.C. Cooperative Educational Services (CES)

IX.D. Curriculum Committee

IX.E. Educational Optimization Committee (EOC)

IX.F. Finance & Operations Committee

IX.G. Negotiations Committee

IX.H. Policy Committee

IX.I. Weston Education Foundation (WEF)

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

X.A. The next regular session of the Weston Board of Education will be May 15, 2023 6:00 PM. This meeting will be remote and will be live streamed.

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

XI. ADJOURNMENT

Board of Education Regular Meeting

Monday, March 13, 2023 6:00 PM

Remote Session

Additional Attendees:

Lisa Barbiero, Superintendent of Schools
Tina Henckel, Assistant Superintendent
Phillip Cross, Director of Finance and Facilities
Tracy Edwards, Director of Pupil Personnel Services
Daniel DiVito, Director of Digital Learning and Technology
Building Principals: Meghan Ward, Daniel Doak and Laura Kaddis

Present: Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 7.

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

Meeting began at 6:01 PM

Steven Ezzes indicated this meeting was originally set to be in-person but due to potential weather problems, it was changed to zoom. The April 18 meeting will be changed from remote to in-person.

A quorum has been met. Move that the Weston Board of Education begin the meeting. Unseconded with a motion by Ezzes, Steven.

II. **PLEDGE OF ALLEGIANCE**

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

III. **APPROVAL OF MINUTES**

A. **Meeting minutes from the February 13, 2023 Weston Board of Education Regular Meeting**

Move that the Weston Board of Education approve the February 13, 2023 Board of Education meeting minutes. Carried with a motion by Ferraro, Sharon and a second by Kingsley, Bernie.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

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

A. **Discussion with WHS Student Board of Education Representatives**

Emma McCarthy and Joshua Metviner gave an update on the SOUPer Bowl Drive. Weston High School, Weston Middle School and Weston Intermediate School all participated and collectively they

acquired 1,000lbs of food that was donated to Person-to-Person. The new initiative at WHS, which is currently underway, is the Swap & Shop. They also mentioned that seniors will begin presenting their Portrait of the Graduate portfolios.

V. **PUBLIC COMMENT**

No members of the public requested to speak during public comment.

VI. **NEW BUSINESS**

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

Superintendent Barbiero presented read through the names and asked the board to accept the consent agenda as presented.

Move that the Weston Board of Education accept the consent agenda as presented. Carried with a motion by Walker, Melissa and a second by Hoepfner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

B. **Portrait of the Graduate**

Meghan Ward, principal of WHS provided a brief overview of the Portrait of the Graduate portfolio. There is a mastery based one-credit assessment required by the state for all graduates. WHS determined that our graduates would fulfill that credit by the Portrait of the Graduate. The components of the portfolio are comprised of the following competencies

- thinks critically
- communicates with purpose
- expresses creativity
- solves problems
- cares for others
- cares for self

Time during Advisory was used to work on their portfolio. The senior POG discussions will be conducted March 15-17, to a group of panelists.

C. **Pupil Personnel Services and Special Education Update**

Tracy Edwards, Director of Pupil Personnel Services provided an

update on the Pupil Services/Special Education department. Amy Speiser has been hired as an Assistant Director of Pupil Services. A communication was sent to WPS families and staff announcing the hire. This is a newly formed position and will be working with grades 4-8. A lot of planning is taking place around the transition at WIS and WMS. A school counselor at WIS is retiring and we will be transitioning this position to a social worker for this opening. This transition was recently implemented at HES and has been working well. A social worker has some different training in the areas of mental health and working with family systems. The next SPED parent meeting will be on Tuesday, March 21 and this meeting will focus on reading an IEP in CTSEDS.

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

1. Discussion of 6153 - Field Trips and Community Service

Tina Henckel, Assistant Superintendent, presented the first-read of this policy. Language was cleaned up as well as defining field trips (day, overnight, international trips). It's important to ensure that field trips are directly aligned to the curriculum and seen as an extension of the educational opportunities to enhance the curriculum. A clear step-by-step process for approval has been created. This policy will be brought back to the board for a second read at the April meeting.

2. Discussion of 3280 - Gifts, Grants and Bequests to the District

Lisa Barbiero, Superintendent, presented this policy to the board. It hadn't been revised in 16 years and it was time to update the language. These updates are very clear about the acceptance of gifts and how they are received. The gifts need to align with the mission and vision of the district and not create operational costs. This policy will be brought back to the board for a second read at the April board meeting.

E. Finance and Operations Update

1. Discussion and vote on February 2023 Financial Report

Phillip Cross, Director of Finance, presented the February 2023 financial update including internal services fund (for dental) and recommended approval of the report. Move that the Weston Board of Education approve the February 2023 financial update as presented. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

VII. **OLD BUSINESS**

A. **Weston Board of Education Policies, Regulations, and Bylaws
(second read)**

1. **Discussion and vote on 5136 Use of Privately Owned Technology Devices By Students**

Daniel DiVito, Director of Digital Learning & Technology, reviewed the changes to the policy. This policy was reviewed for a first read at the February board meeting and is being brought back for a second read today. Mr. DiVito reiterated that the changes to the policy are focused on making the language more explicit relating to smart watches and other wearable technology and cover remote learning as well as in school. A discussion took place about the policy being too broad with regard to the search protocol. Superintendent Barbiero clarified that a search of any device would not be conducted unless there is a reason with cause.

Move that the Weston Board of Education approve Policy 5136: Use of Privately Owned Technology Devices By Students, as presented. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

David Felton: Nay, Steven Ezzes: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 6, Nay: 1

B. **K-1 Reading Update**

Assistant Superintendent Henckel gave an update on the winter academic progress report at the February board meeting. However, the K-1 reading data was not complete at that time and wasn't included. The Fountas and Pinnell data has now been analyzed and those pages have been updated in the report (pages 14-16). Individual student growth plans are being created to assist in their growth plan for end of year performance.

Our Professional Development Day on March 20 will offer areas of focus on small group training, differentiated instruction and how to manage that within the classroom, as well as looking at assessments and how to unpack those assessments to create instructional plans for students.

VIII. **SUPERINTENDENT'S REPORT**

Superintendent Barbiero discussed a recent visit to Wilton Public Schools to learn more about how they handle composting in conjunction with our sustainable solutions initiatives. Principal Ward gave an overview of the Wilton visit. The takeaway was that the lower schools are very focused on recycling and composting, and it appears that the initiative in Wilton is more adult driven. Here in Weston,

the initiative is driven by students, which should have a greater impact with the students. With regard to safety and security and drills, a meeting was held recently regarding reunification drills. There is a training session that will be attended next week which will provide more information for us. WIS ShowStoppers just completed their show and WHS Company's show will take place at the end of March. Superintendent Barbiero also mentioned that they presented the budget to the Board of Finance and the budget process is continuing along. Assistant Superintendent Henckel gave an overview of the Professional Development Day planned for March 20. There are 45 sessions being offered throughout the day. The Tri-State committee will be visiting at the end of the month.

IX. **COMMITTEE REPORTS (approved committee minutes and committee chair update, if any)**

- A. **Communications Committee**
- B. **Curriculum Committee**
- C. **Finance & Operations Committee**
- D. **Policy Committee**
- E. **Negotiations Committee**
- F. **CES**
- G. **CABE**
- H. **Weston Education Foundation**

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

- A. **The next regular session of the Weston Board of Education will be Tuesday, April 18, 2023 at 6:00 PM. This meeting will be remote and live streamed.**

The April 18 has been changed from remote to in-person.

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

XI. **ADJOURNMENT**

The meeting adjourned at 8:10 PM.

Move that the Weston Board of Education adjourn the March 13, 2023 meeting. Carried with a motion by Felton, David and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

Respectfully submitted by:

Jodi Sacchetta, Board Clerk

Chairperson

Superintendent

DRAFT

Policy - Advertising and Promotion

The Board of Education has a responsibility to protect students from possible exploitation by private interests and other organizations through exposure to advertising and promotions ("advertising") within the school environment. Because marketing and advertising materials are a pervasive element in our culture, it is not feasible to strictly prohibit the indirect or incidental advertisement of products and services to our students and parents. However, direct, non-incidental advertising in District schools and facilities, and on District grounds, is prohibited except as provided in this Policy.

1. Advertising by School, Staff, and Students

Any advertising by the school, staff, or students of school events and activities must be done in a thoughtful, careful, and respectful manner consistent with the educational goals of the District. Advertising must not disrupt the educational process. The Superintendent or ~~his/her~~ their designee may limit or prohibit such advertising in District schools and facilities, and on District grounds, if it is not consistent with the educational goals of the District, does not comply with other Board policies, regulations, and/or the law, is disruptive to the educational process, or is not in the best interests of students.

2. Advertising by Private Interests and Other Organizations

The Superintendent, or ~~his/her~~ their designee, must approve advertising by private interests and other organizations on District grounds and in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications. Advertising must meet the educational goals of the District, must meet the requirements of other Board policies, regulations, and the law, must not disrupt the educational process, and must be in the best interests of the students. The approval of advertising does not imply that the Board or the school administration endorses the product, services or item being advertised.

a. **Outdoor Advertising**

Advertising under this Section is not permitted indoors. Approved advertising by private interests or outside organizations must be confined to the ~~Football Field~~ Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field. Only these locations have been approved for banner placement. There shall be no more than a total of twenty (20) banners in place at any time on each field with the specific locations, specific size, and duration of display for such banners to be approved and identified by the Superintendent or their designee.

The approval for outdoor advertising must state precisely where the advertising is to be placed, the duration during which the advertising will be permitted, and the size of such advertising. Advertising of private interests and other organizations will not be permitted outside the specific areas approved by the

Superintendent or their designee.

Outside of the following, all other request default to the Superintendent or their designee for approval:

- Gridiron Club has right of first refusal for the Stadium Field in the fall,
- The Booster Club has right of first refusal for the Lower Turf in the fall
- The Booster Club has right of first refusal for the Lower Turf and the Stadium field in the spring,
- The Diamond Club has right of first refusal for the Varsity Baseball Field in the spring, and
- The softball team has right of first refusal for the Varsity Softball North House Field in the spring.

Temporary, occasional, outdoor advertising beyond the ~~Football Field and the Varsity Field~~ Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field as described above may only be displayed with the permission of the Superintendent or their designee.

Outside banners must be taken down at the conclusion of each high school season (fall, winters, spring, summer) and may not be put back up until at least one season has passed.

b. Advertising in Printed Materials

Advertising in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications must be approved by the Superintendent or ~~his/her~~ their designee.

3. Audio, Video, and Digital Advertising

Any advertising by the school, staff, ~~or~~ students or private interests and other organizations utilizing school public address systems, Trojan TV, Channel 78, or any other audio, video, and digital medium operated by the District (including computers and computer networks) ("District Media") of school events and activities must be done in a thoughtful, careful, and respectful manner. The Superintendent or ~~his/her~~ their designee may limit or prohibit such advertising if it is not consistent with the educational goals of the District, does not meet the requirements of other Board policies, regulations, and/or the law, disrupts the education process, and/or is not in the best interests of students. ~~÷~~

~~District Media may not be utilized for advertising by private interests and other organizations.~~

4. Removal of Advertising

Advertising that is in violation of this Policy, or is in violation of the terms of a written approval from the Superintendent or ~~his/her~~ their designee, will be removed by the District.

Legal Reference:

Connecticut General Statutes Section 10-220 Duties of Boards of Education
Connecticut General Statutes 10-239 Use of School Facilities for Other Purposes
Board of Education Policy 1330 Use of School Facilities
Board of Education Policy 3280 Gifts, Grants, and Bequests to the District

Policy adopted: March 19, 2012

Policy revised: , 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

DRAFT

**ADMINISTRATIVE REGULATIONS
REGARDING
SUICIDE PREVENTION AND INTERVENTION**

Management of Suicidal Risk

The school cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, the Weston Board of Education (the "Board") is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or is seriously considering attempting suicide. The following procedures shall be implemented toward this end.

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or their designee. This must be done even if the student has confided in the staff member and asked that their communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Services (PPS) administrator.
- II. A PPS staff member (*e.g.*, a social worker or psychologist) shall complete a risk assessment, consider available background information and determine whether the student is at "moderate risk" or "high risk."
- III. If the student is preliminarily assessed to be "moderate risk":
 6. The PPS staff member shall notify the student's parent/guardian the same day or otherwise as soon as possible by calling each contact available to the school.
 - B. During the conversation with the student's parent/guardian, the PPS staff member shall discuss with the parent/guardian:
 1. the seriousness of the situation
 2. the potential need for any evaluations of the student
 6. the need for continued monitoring of the student at home;
 6. referral to appropriate professional services outside the school system if the student is not already receiving support;

- 5. request for the parent/guardian to sign a release of information form permitting communication between the student's therapist (if any) and any other appropriate individuals; and
 - 5. the student's access to ongoing counseling within the school.
- C. The PPS staff member shall document in writing the course of events, including what transpired during the staff member's conversation with the student's parent/guardian and the outcome.
 - D. The PPS staff member may notify other staff or any other appropriate agencies as necessary to protect the student and others, and may take any other steps they deem appropriate in light of the circumstances (*e.g.*, referral to appropriate outside agencies or school-based teams and/or staff).
 - E. The PPS staff member or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.
- IV. If the student is preliminarily assessed to be at "high risk":
- A. The PPS staff member shall ensure that the student is not left alone.
 - B. The PPS staff member shall notify the principal or their designee, who in turn will contact the student's parent/guardian. During the conversation with the student's parent/guardian, the principal or their designee shall discuss with the parent/guardian:
 - 6. the seriousness of the situation;
 - 6. the steps the PPS staff members are taking in response to the preliminary assessment that the student is at "high risk";
 - 6. the need for continued monitoring of the student at home at any such time that the student returns home;
 - 6. referral to appropriate professional services outside the school system if the student is not already receiving support;
 - 5. request for the parent/guardian to sign a release of information form permitting communication between the student's therapist (if any) and any other appropriate individuals; and

6. the student's access to ongoing counseling within the school to support the student's access to school.
- C. The principal or designee shall call 911 to arrange for transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (*e.g.*, ambulance or police cruiser).
 - D. The student shall be monitored by PPS staff until transfer to a higher level of care is complete.
 - E. The PPS staff member shall document in writing the course of events and may take any other steps they deem appropriate in light of the circumstances (*e.g.*, referral to appropriate outside agencies or school-based teams and/or staff).
 - F. The PPS staff member shall inform the principal or their designee of the course of the events and the outcome.
 - G. The PPS staff member may notify any other staff, as necessary to protect the student and others.
 - H. When a student assessed to have been at "high risk" returns to the school, the PPS staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, as necessary.

Suicide Education/Prevention - Students and Staff

- I. As part of the Weston Public Schools' Health Education Curriculum and Developmental Guidance Curriculum, students will be educated in developmentally appropriate ways regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.
- II. Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.

Legal Reference:

Connecticut General Statutes § 10-221(e)

ADOPTED: October 1, 1990
REVISED: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

SHIPMAN DRAFT

FIELD TRIPS AND COMMUNITY SERVICE

The Weston Board of Education encourages and sanctions student trips or other out-of-district school activities (~~including~~includes **co-curricular activities**), including participation in community civic projects and international travel that is aligned ~~related~~ **to the curriculum** and of value in helping achieve each participating student's educational objectives.

Curricular field trips are an extension of the classroom and primarily include events or activities through which students leave school grounds, typically during the school day for part or all of the trip.

Co-curricular field trips are educational, cultural, and/or recreational in nature that occur outside of the school day, and may emerge from an approved extracurricular club, organization, program or activity.

All school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools to another location.

It is recognized that a school-sponsored field trip may be defined as:

1. Day Field Trips: A trip that is taken for a day to visit a museum or other location related to the instructional program. This includes travel outside of the state of Connecticut.
2. Overnight Field Trips: A trip that is taken for more than one day and may include travel outside of the state of Connecticut.
3. International Field Trips: A trip students and certified school personnel take outside of the continental United States. Trips abroad are subject to additional requirements for approval.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students and **assure equal access for all students.**

The administration may place restrictions upon a student's participation when in the staff's judgment the student's welfare or the welfare of others requires it.

In case of an emergency or an unanticipated danger, a planned field trip may be cancelled at the discretion of the Superintendent, the school principal or designee. In the event of this cause for cancellation, the district is not responsible for the loss of fees or payments incurred by families if expended monies cannot be recovered. The safety of the students is paramount.

Field trips are an extension of the classroom. Therefore, and all school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools, to another location.

On all field trips sponsored by Weston Public Schools, all school policies and Board of Education rules and regulations are in force.

All student field trips shall require prior written approval by the building principal and Assistant Superintendent before publication. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board prior to publication and collection of funds.

All student field trips that require public solicitation of funds, shall require Board approval prior to any fundraising by involved students or other on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 1324) and any administrative regulations implementing such Board Policy.

The Superintendent or his/her designee is authorized to develop administrative regulations to implement this policy. The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

Policy adopted: March 5, 199

Policy revised: April 27, 2004

Policy revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND COMMUNITY SERVICE

The Board of Education considers student trips and excursions made for educational purposes as a part of the Weston school program. The Board accepts responsibility only for trips that have been approved in accordance with this regulation.

Procedures for Approval of Trips

All school-sponsored field trips **must** be approved by the building principal and Assistant Superintendent. Teachers may tentatively explore possible trips with students in order to assess interest, but **must** make it clear that such trips are subject to administrative approval. No definite plans or solicitation of funds shall be made prior to administrative approval.

Teachers are responsible for following field trip guidelines and for filing field trip approval requests **according to the required timeline, as well as** for the regulations to be followed concerning transportation, collection of money for the trip from students, safety, insurance coverage, etc. Specific information covering these areas shall be available to teachers from the business office and school.

Day Trips (including ‘Walking Trips’)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 6 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal ~~or athletic director.~~

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent’s office at least **35 school days prior** to the date of the field trip.

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- **Review the chaperone-to-student ratio of 1:10-15 (may be adjusted by the school administrator based on students’ age and destination of the trip)**

- ~~Review the chaperone to student ratio ensuring 1:10-15~~

Step 5: Once approved by the Assistant Superintendent, the forms will be submitted within **5 school days** to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage

Step 6: If approved, the Finance and Operations office will make and distribute copies of the forms within **5 school days** to:

- Principal ~~or Athletic Director~~
- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources
- Assistant Superintendent

Step 7: The dates of the approved Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Overnight Trip (including International)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 9 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal ~~or athletic director~~.

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent's office at least 6 months prior to the date of the field trip. (*International trips 8 months)

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- Review the chaperone-to-student ratio of 1:7 (may be adjusted by the school administrator based on students' age and destination of the trip)
- ~~Review the chaperone to student ratio ensuring 1:7 (subject to administration review)~~

Step 5: After pre-approval is provided by the Assistant Superintendent, the forms go to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage
- Determine if a nurse is required on the trip

Step 6: After pre-approval is provided by the Finance and Operations department the packet is returned to the Assistant Superintendent.

Step 7: The pre-approved overnight field trip documentation is presented to the Board of Education Curriculum Subcommittee.

Step 8: The overnight field trip documentation is presented at the monthly full Board of Education meeting for final approval.

Step 9: A final copy of the overnight field trip documentation will be provided to: Principal, or Athletic Director

- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources

Step 10: The dates of the approved Overnight Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Use of Chartered Buses

All chartered buses used for Weston field trips must be appropriately registered with the State Motor Vehicle Department and appropriately insured.

Use of Private Automobiles on School Trips

The use of private automobiles on school trips is discouraged under normal circumstances.

When private vehicles need to be used, they shall be used only under the following conditions:

1. The process for approval of field trips has been followed.
2. Students are not drivers.
3. Seatbelts are provided for all passengers.
4. The licensed driver submits the “Verification of Liability Insurance” form and the “Verification of Driver Record” form prior to the trip.

Regulation approved: September 21, 1992

Regulation revised: April 27, 2004

Regulation revised: _____, 2023

DRAFT

GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Purpose and Overview

The Weston Public Schools have benefited from the generosity of third party groups, organizations, and individuals who have made gifts, grants, and bequests to the school district ("Gifts") - monetary contributions as well as physical objects - through fundraising initiatives or otherwise. Gifts may be received from a number of benefactors including school-based organizations, students and their families, community members, outside individuals, organizations, booster clubs, foundations, governmental agencies, employees, agencies, or any number of other sources.

The Board of Education recognizes that Gifts and fundraising initiatives can enhance the educational experience, but that Gift-giving and fundraising require close oversight by the Superintendent to ensure that they are consistent with the Board's educational objectives and policies and applicable law. The Board of Education further recognizes its legal responsibility to provide facilities, equipment, supplies, materials, and staff adequate to maintain its regular instructional program, and cannot, therefore, accept Gifts which could be interpreted as an assumption of this function on the part of the donor. The Board reserves the right, then, to specify the manner in which Gifts are made, to define the type of Gift which it considers appropriate, to reject those which it deems inappropriate, unsuitable, and/or in conflict with the Board's educational objectives and/or policies and/or applicable law, and to remove, dispose of, or modify those that become unwanted or obsolete as conditions warrant.

Types of Gifts Encouraged and Discouraged

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

Gifts which seek to provide enhancements to the educational or extracurricular experience of the Board's students should be appropriately encouraged, as should Gifts which duplicate certain material resources and, therefore, accelerate the attainment of educational goals. In general, the Board of Education will not accept Gifts that are inconsistent with the policies, practices, programs, standards, and interests of the Board and its schools and/or applicable law (including, without limitation, the requirement that school districts operating or sponsoring athletic programs provide equal athletic opportunities for members of both sexes). Moreover, Gifts that will add to the ongoing maintenance requirements of the schools are not encouraged.

Receipt, Acknowledgement, Acceptance, and Reporting of Gifts

Monies received by the Board of Education as Gifts through fundraising efforts or otherwise are public funds and must be safeguarded accordingly. Therefore, the Superintendent or his/her designee shall establish school activity funds to handle such funds, and such funds must be deposited in the appropriate school activity fund(s). All applicable Board of Education policies must be followed when funds are to be raised through the use of students and Board facilities. All Gifts shall become school district property.

Any Gift valued ~~at under \$499.99~~ \$1,000 or less must be approved by the Superintendent or building principal before being accepted and meet criteria established by the administrative regulations established in accordance with this policy. Any Gift valued at ~~\$500-\$1,000 to \$3,000~~ 2,000 must be approved by the Superintendent before being accepted and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent shall inform the Board of Education of any Gift valued at ~~\$500-\$1,000~~ or more that has been accepted by the district. Any Gift valued at ~~\$2,000 or more than \$3,000~~ must be approved by the Board of Education before being accepted and meet criteria established by the administrative regulations established in accordance with this policy.

The Board of Education, Superintendent, and/or building principal (as applicable) shall acknowledge and express appreciation for all Gifts whether accepted or not. Any Gift rejected by the Board of Education, Superintendent, and/or building principal (as applicable) shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such Gift.

All Gifts made to the Weston Public Schools come under the direction and control of the Board of Education and are subject to the same regulations that govern the use of district resources.

The Superintendent shall develop administrative regulations governing the procedures for evaluating Gifts and fundraising initiatives intended to benefit the Weston Public Schools.

Legal Reference:

Conn. Gen. Stal. § 10-237

Policy Adopted: February 5, 1990

Policy Revised: July 16, 2007

Policy Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

ADMINISTRATIVE REGULATIONS
GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Consultation:

Potential donors to the system as a whole consult with the Superintendent. Donors to individual schools consult the Principal. The Superintendent or Principals determine if the gift is desired, or, if cash, how the gift will be used.

Gifts Valued ~~\$499 and~~ Under \$1,000:

1. Minor gifts valued ~~\$499 or~~ under \$1,000 require approval by the Superintendent or building principal before being accepted however, do not require formal action by the Board of Education
2. The Superintendent should be informed of all gifts.
3. Minor gifts that have an impact on the curriculum, introduce new programs or procedures, produce inequity among the schools or add equipment that would incur further costs to the school system require approval of the Superintendent.

Gifts Valued ~~\$500 to \$2,000~~ \$1,000 to \$3,000:

1. All gifts valued from ~~\$499 to \$2000~~ \$1,000 to \$3,000 require approval by the Superintendent and formal acceptance by the Board of Education.
2. The Principal should submit documentation to the Superintendent to include identification of the donor, the amount of the gift (or, if tangible goods rather than cash, an itemized of the gift) and its potential use.
3. If the Superintendent approves, gifts will be placed on a Board agenda for formal acceptance

Gifts Valued Over ~~\$2,000~~ \$3,000

1. All gifts valued at over ~~\$2000~~ \$3,000 must be approved by the Board of Education before being accepted.
2. The Principal should submit documentation to the Superintendent to include identification of the donor, the amount of the gift (or, if tangible goods rather than cash, an itemized of the gift) and its potential use.
3. If the Superintendent approves, gifts will be placed on a Board agenda for approval.
4. If the Board approves, the gift can be accepted from the donor.

Acquisition of Designated Items:

Except in special cases approved by the Superintendent, although funds may be designated for certain purposes, gifts should be given in the form of funds, and actual items to be purchased should be selected by school personnel in consultation with the gift-giver.

Purchase:

Board of Education purchasing procedures, including bidding, when required, should be used for all acquisitions.

Regulation Adopted: February 5, 1990
Regulation Revised: July 16, 2007
Regulation Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

DRAFT

INTEROFFICE MEMORANDUM

To: Lisa Barbiero
From: Ann Leffert - Interim Director of Human Resources
Subject: Consent Agenda – BOE MTG 4/17/2023
Date: 4/3/2023

NEW HIRES:

- Jose Gorron (1.0) Maintenance Groundskeeper. Effective 4/3/2023.
- Tony Iannone (1.0) Maintenance Groundskeeper. Effective 4/3/2023.
- Ann Leffert Interim Director of Human Resources. Effective 3/2/2023.

RETIREMENTS:

- Tobey Levine (1.0) ParaEducator at WIS. Effective 3/28/2023.

RESIGNATIONS:

- Ashley Roder (1.0) ParaEducator at WIS. Effective 3/28/2023. Expiration of leave.
- Pedro Pacheo (1.0) Maintenance Groundskeeper. Moved out of state.

TRANSFERS:

- None

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 4/18/23

Information Only

Action Requested

Agenda Item Subject: FY24 Budget Adjustments

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Following, for your information, are the FY24 operating and capital budget adjustments implemented after the Board of Finance meetings.

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

FY 2023-2024 Operating and Capital Budget Adjustments

Based on recent developments, I am proposing a net \$102,535 reduction to the FY 24 operating budget and a \$23,140 reduction to the capital budget. With this reduction, the requested budget will be \$57,945,055 or a 2.76% increase.

In summary the operating budget changes are:

- Electricity - We have signed a new electricity contract that is lower than previously budgeted.
- Copy Paper – Based on current pricing trends, we are increasing the copy paper budget.
- Pension Contribution – The state has indicated that the employer contribution for the next fiscal year will be 19.57%. We had budgeted an 18.26% increase.
- Health Insurance – This includes a contribution increase from the OPEB trust account and lower premiums.
- Diesel - The Town recently locked in a lower than budgeted per gallon rate.
- Salary differential – Placeholder.

The capital budget change is:

- The Installation of Electric Car Charging Station will be paid from the FY 23 operating budget – (\$23,140).

FY 23-24 Operating Budget Proposed Adjustments			
Operating Budget:			
FY 22-23 Adopted Budget		\$ 56,391,183	
FY 23-24 Requested Budget as of 1-23-23		\$ 58,047,590	2.94%
Utilities - Electricity	(78,102)		
Copy Paper Increase	12,000		
State Pension Cost Increase (CMERS)	79,577		
Health Insurance	(120,700)		
Diesel	(35,310)		
Salary Differential	40,000		
		(102,535)	
Total Adjustment		\$ (102,535)	-0.18%
FY 23-24 Revised Budget Request		\$ 57,945,055	2.76%
FY 23-24 Increase		\$ 1,553,872	2.76%

FY 23-24 Proposed Capital Budget Adjustments

Capital Budget:		
Approved Capital Budget		\$ 856,590
<u>Items to be funded by FY 22-23 Surplus</u>		
Item #4 WHS: Replace LED Lighting in D & E Wings	TBD	
Item #7 District Wide: Installation of Electric Car Charging Station	23,140	
To Proposed Changes		(23,140)
Revised Capital Request		<u>\$ 833,450</u>

Communications Committee Meeting

Friday, March 3, 2023

Via Google Meet

Present Committee Members:

David Felton (Chairperson), Chad Hoepfner

Present Administration:

Dan Divito, Director of Technology and Digital Learning

1. Call to order

The meeting was called to order at 9:06 a.m.

2. Approval of Minutes

Motion Passed: Move that the Communications Committee approve the February 2023 meeting minutes. This motion was made by Chad Hoepfner and seconded by David Felton.

2 Yeas – 0 Nays

3. New Website Discussion

Discussion:

- The new website officially went live on Monday, February 27.
- The Committee discussed the visibility and layout when using a phone or iPad/tablet to scroll through the website.
- The Committee discussed the upcoming events feature on the main page and discussed the number of events that should be displayed and the sizing of the display.
- The use of the district Instagram images for the main page was also discussed. Committee members suggested perhaps utilizing another tool for uploading images to the website

Meeting adjourned at 9:44 a.m.

Respectfully submitted,

June Curiano

Curriculum Committee Meeting

February 14, 3:00 p.m.

Via Google Meet

Present Committee Members:

Bernadette Kingsley (Chairperson), Chad Hoepfner, David Felton

Present Administration:

Tina Henckel, Ed.D, Assistant Superintendent; Tracy Edwards, Director of Pupil Personnel Services; Meghan Ward, WHS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal; Meredith Starzyk, WHS Director of Counseling; Patty Powers, K-12 Health and Physical Education CIL; Nick Torres, 6-12 Social Studies CIL

1. Call to Order

The meeting called to order at 3:06 p.m.

Discussion:

Dr. Henckel reviewed the general purpose of the Curriculum Committee meetings and reviewed the virtual meeting norms.

2. Approval of January 2023 minutes

Motion Passed: Move that the Curriculum Committee approve the January 2023 meeting minutes. This motion made by David Felton and seconded by Bernie Kingsley.

2 Yeas – 0 Nays

3. Curriculum and Instruction Updates

Discussion:

- Social Studies
 - Mr. Torres spoke on the upcoming release of K-12 social studies standards in June 2023. He explained that the state will publish a model curricula that will not be prescriptive, but more of a guideline. He stated that the curriculum revision process will be more than enough to implement the new standards.
 - Mr. Torres also reported on the new statutory requirements for grades 6-12. In July 2023, the state will require every school district to offer a curriculum that includes indigenous American studies. A stand-alone course will not be required. The State of Connecticut is requiring districts to bring the study of Native American studies with a focus on the Eastern Woodland tribes into the existing curriculum. He stated that this addition to the curriculum fits best into the grade 8 social studies course.
 - The other part of the legislation is the implementation of Asian-American and Pacific Islander studies by July 2025. He stated that this fits well into the grade 11 American History curriculum. The existing course already focuses on these themes, and the social

studies department will look at what they are doing well and make improvements. The State is also supposed to release curriculum guidelines.

- Committee members asked about interdisciplinary learning opportunities across different curricula.
- The committee also discussed professional development opportunities for staff.
- **Special Education**
 - Dr. Henckel defined the CASEL framework for applying evidence-based social-emotional learning (SEL) supports in school communities. She also reviewed the common terms used in SEL such as RULER, DBT and CBT.
 - Principal Kaddis spoke on how Hurlbutt Elementary aligns SEL into the curriculum.
 - Principal Falber described how SEL is incorporated into the classroom as well as whole-school initiatives and activities.
 - Ms. Powers spoke on K-12 health education initiatives. The department works to make experiences more authentic. She reviewed how the DBT skills are incorporated in the curriculum at each level.
 - Guidance counselors in both the middle and high schools work on DBT with staff and meet with classrooms/groups regularly.
 - Principal Ward reported on Link Crew, a grade 9 transition program that provides support for grade 9 students as well as a leadership opportunity for grade 11-12 students. She emphasized the importance of development and continuance of DBT from the lower grades into the secondary grades.
 - The committee discussed parent resources and suggested creating a repository of resources on the new website.
- **Summer AI Camp Opportunity**
 - Dr. Henckel stated she has been exploring opportunities for enrichment and summer camp. AI-camp.org is a virtual camp for high school students. The camp would focus on increasing students' knowledge on coding. She will work with Megan Ward on communicating these opportunities.

4. Next Meeting Topics

- Innovation: Future Ready Schools Framework

5. Adjournment

Meeting adjourned at 4:36 p.m.

Respectfully submitted,

June Curiano