Regular Meeting

Tuesday, February 24, 2015 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
   a. Award-Winning WHS Teens of Praise Performance under the direction of Tracee White
   b. Recognition--Victoria Huertas, BOE Student Representative
   c. Recognition--Windsor Education Foundation
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
   a. President's Report
   b. Finance Committee's Recommendation Regarding the 2015-2016 Financial Plan and Adoption of the 2015-2016 Financial Plan (Anticipated Action)
   c. School Liaison Reports
      1. Windsor High School
      2. Sage Park Middle School
      3. Clover Street School
      4. John F. Kennedy School
      5. Oliver Ellsworth School
      6. Poquonock School
6. **Superintendent's Report**
   a. Policy Adoptions, 1st Reading
      1. Proposed New P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
      2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children
      3. Revised P 4311.2 Family and Medical Leave
      4. Revised P 5113 Student Attendance and Truancy
      5. Revised P 1250 Visits to the Schools
   b. Curriculum Development, 2nd Reading
      1. Culinary Arts I
      2. Grade 9 Health
      3. Grade 10 Health
7. **Committee Reports**
   a. Policy Committee
   b. Long Range Planning Committee
   c. Finance Committee
8. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
9. **Approval of Minutes**
   a. January 13, 2015 Long Range Planning Committee
   b. January 13, 2015 Special Meeting
   c. January 22, 2015 Regular Meeting
   d. January 29, 2015 Public Forum w/Finance Committee
   e. February 3, 2015 Public Forum w/Finance Committee

f. February 5, 2015 Executive Committee
g. February 5, 2015 Policy Committee
10. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Curriculum Committee, Thursday, February 26, 2015 at 4:30 PM, L.P. Wilson Community Center, Room 17
b. BOE Technology Committee, Tuesday, February 26, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room
c. BOE Special Meeting, Tuesday, March 3, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room
d. BOE Long Range Planning Committee, Tuesday, March 10, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17
e. BOE Special Meeting, Tuesday, March 10, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room
f. Next BOE Regular Meeting is Tuesday, March 17, 2015, 7:00 PM, Town Hall, Council Chambers
11. **Audience to Visitors**
12. **Adjournment**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

PREPARED BY: Craig A. Cooke **PRESENTED BY:** Craig A. Cooke

ATTACHMENTS: WEF Mini-Grant Awards 2014-2015

SUBJECT: Windsor Education Foundation

BACKGROUND:

The Windsor Education Foundation (WEF) was established in April 2007. Its mission is to encourage community support for excellence in public education and to provide funding for innovative projects and programs in the Windsor Public Schools.

The Grant Review Committee looks for a variety of proposals from all grade levels and schools that:

- Are consistent with the Windsor Board of Education district and school goals
- Impact students with varying learning abilities
- Fall outside the regular operating budget
- Will ultimately impact/benefit a large number of individuals; in other words, the impact of the grant is not a one-time benefit to a single group of students, but may benefit additional students long term.
- Encourage professional collaboration.
- Promote school and community communication.

In the past eight years the WEF has raised $229,796 and awarded 79 grants to Windsor teachers This year the WEF has approved 15 grants totaling $18,235. All approved applications went toward furthering student learning and involving the schools in the community.

RECOMMENDATION:

That the BOE receive as information and for recognition.

Recommended by the Superintendent: _____

Agenda Item # 2C.

Windsor Education Foundation
Mini-Grant Awards
2014-2015

Applicant(s)	School	Grant Proposal	Amount Approved
Terry Faucher	Clover Street	The Write Words: Building an Ice Cream Shop—Author in Residence Dana Meachen Rau	$1500
Keva Griggs	Clover Street	The Write Words: Building an Ice Cream Shop—Author in Residence Dana Meachen Rau	$1500
Lisa Thomas	Clover Street	Multicultural Learning Through the Arts: Master Teaching Artist Won-Ldy Paye Project	$750
Lisa Thomas	Clover Street	Step Into a Masterpiece with Poetry and Music: State Troubador Thomasina Levy and author, Leslie Johnson Project	$1500
Lisa Thomas	Clover Street	Creative Expression through Poetic Arts: Poet-in-Residence Elizabeth Thomas	$1500
Julie Roebelen	J.F. Kennedy	Author-in-Residence with Lynda Mullaly Hunt	$1500
Julie Roebelen	J.F. Kennedy	JFK Weather Station	$1500
Julie Roebelen	J.F. Kennedy	Author Visits with Dana Meachen Rau	$750
Julie Roebelen	J.F. Kennedy	Multicultural Learning Through the Arts: Master Teaching Artist Won-Ldy Paye Project	$750
Kate Mazur	J.F. Kennedy	Field Experience for Future Educators	$1440
Michelle Carras	Windsor High	Coffee Shop: The Warrior Wake Up Project	$1220
Mary VanDerMeid	Windsor High	#DubAgainstHunger Project	$1000
Jeff Goodin	Windsor High	Summer Youth Employment Project	$1325
Dustin Ricci	Windsor High	STEAM Guitar Project	$1500
Peter Moore	Windsor High	Team Paragon Robotics	$500
		Total Awarded	$18,235

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

Prepared By: Craig A. Cooke **Presented By:** Ron Eleveld

Attachments:

Subject: Finance Committee's Recommendation Regarding the 2015-2016 Financial Plan and Adoption of the 2015-2016 Financial Plan (Anticipated Action)

BACKGROUND:

The Board of Education's Finance Committee held four separate meetings to review the budget in addition to holding two public forums. At its meeting on Monday, February 23rd, the Finance Committee comprised of Ronald Eleveld (Chair), Leonard Lockhart, Paul Panos and Cristina Santos (ex. officio) will vote on moving forward to the full Board of Education, the Superintendent's proposed budget. The amount and percentage will be shared with the Board of Education at the regular meeting on Tuesday, February 24, 2015.

STATUS:

N/A

RECOMMENDATION:

Will be provided at the regular meeting on Tuesday, February 24, 2015.

Recommended by the Superintendent: 2/12/15

Agenda Item # 5b.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

Prepared By: Craig A. Cooke **Presented By:** Paul Panos/Craig A. Cooke

Attachments:
1. Proposed New P 4600 Reports of Suspected Abuse or Neglect of Adults with An Intellectual Disability or Autism Spectrum Disorder
2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children
3. Revised P 4311.2 Family and Medical Leave
4. Revised P 5113 Student Attendance and Truancy
5. Revised P 1250 Visits to the Schools

Subject: Policy Adoptions, 1st Reading

BACKGROUND:

The Board of Education Policy Committee has reviewed the following policies and is bringing to the full Board as a 1st reading.

STATUS:

1. P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder is a new policy fulfilling legislative requirements for Boards of Education.
2. P 5141.4 Reports of Suspected Abuse or Neglect of Children will be revised to fulfill new legislative requirements.
3. P 4311.2 Family and Medical Leave will be revised to fulfill new legislative requirements.
4. P 5113 Student Attendance and Truancy will be revised to fulfill new legislative requirements.
5. P 1250 Visits to the Schools will be revised to provide further clarification and additional precautionary measures for schools to implement when allowing visitors into school buildings.

RECOMMENDATION:

Move to approve P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, P 5141.4 Reports of Suspected Abuse or Neglect of Children, P 4311.2 Family and Medical Leave, P 5113 Student Attendance and Truancy and P 1250 Visits to the Schools as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 6a.

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Developmental Services' ("DDS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DDS' Division of Autism Spectrum Disorders Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists and licensed professional counselors.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from DDS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities. The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Director of the Office of Protection and Advocacy for Persons with Disabilities not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as set forth above.

a) If an employee who is not a statutory mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

(1) The employee shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services, directly to the Office of Protection and Advocacy for Persons with Disabilities.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) the name and address of the allegedly abused or neglected person;

b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;

c) information concerning the nature and extent of the abuse or neglect; and,

d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Office of Protection and Advocacy for Persons with Disabilities.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the Department of Developmental Services' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as

appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:
Connecticut General Statutes:
Section 46a-11a
Section 46a-11b et seq.
Public Act 14-165, "An Act Concerning Mandatory Reporting Of Abuse And Neglect Of Individuals With Autism Spectrum Disorder, The Definition Of Abuse, And The Department Of Developmental Services Abuse And Neglect Registry"

ADOPTED: _____
REVISED: _____

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

Connecticut General Statute § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm to report such suspicions to the appropriate authority.

In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education to require ALL EMPLOYEES of the Windsor Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with the procedures set forth below.

1. Scope of Policy

   This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Windsor Board of Education.

2. Definitions

   For the purposes of this policy:

   "Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

   "Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

   "School employee" (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. The term "statutory mandated reporter" includes all school employees, **as defined above, and any person who holds or is issued a coaching permit by the State Board of Educaiton, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.**

3. What Must Be Reported

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child:

a) has been abused or neglected;

b) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or

c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Windsor Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of ~~children~~ **Children** and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his or her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect then the employee shall notify the Superintendent or the Superintendent's designee directly.

(3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.

(5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) The names and addresses of the child and his/her parents or other person responsible for his/her care;

b) the age of the child;

c) the gender of the child;

d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;

g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse and neglect if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation

by the Department of Children and Families ("DCF"). In all other cases, ~~the Department of Children and Families ("DCF")~~ **DCF** shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.

c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

d) Any person reporting child abuse or neglect, or having any information relevant to alleged abuse or neglect, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

e) When the school district is conducting an investigation involving suspected abuse or neglect by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse or neglect to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse or Neglect by a School Employee ~~Holding a Certificate, Authorization or Permit Issued by the State Department of Education~~

a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report

from the Commissioner that he or she has reasonable cause to believe that a child has been abused or neglected by a school employee, as defined above, ~~who has been entrusted with the care of a child and who holds a certificate, permit or authorization issued by the State Board of Education; or~~ **and** has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization**, if any**.

c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee.

9. Evidence of Abuse or Neglect by ~~Any Other Employee or~~ **An** Independent Contractor of the Board of Education

~~a)~~ If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected by any ~~school employee, as defined above, or any other employee of the Board of Education or individual under the control of the Board, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.~~

~~b) If the individual is one~~ **individual** who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools.

~~c) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the local law enforcement agency, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by any employee of the Board of Education.~~

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

12. Non-discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect. **The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy**

or state law concerning suspected child abuse or neglect or testifying in any proceeding involving child abuse or neglect.

13. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

14. Training

a) All school employees, as defined above~~, hired by the Board on or after July 1, 2011,~~ shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

b) ~~On or before July 1, 2012, all school employees, as defined above, hired by the Board before July 1, 2011, shall complete the refresher training program developed and approved by the Commissioner of Children.~~

~~c)~~b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families **at least once every three years.**

15. Records

a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined above, employed by the Board, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.

b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of

superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

~~Public Act 11-93, *An Act Concerning the Response of School Districts and the Departments of Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children within a District*~~

Public Act 14-186 "An Act Concerning The Department of Children and Families And The Protection of Children"

Policy adopted: June 19, 2012

Section:	Personnel – Certified/Non-Certified	
Subject:	FAMILY AND MEDICAL LEAVE	P-4311.2

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The Windsor Board of Education recognizes its responsibility to provide leave to employees in situations of personal and family illness and in certain circumstances for child care. It provides for this need in its negotiated agreements with the various unions representing employees and in its policies relating to unaffiliated employees conditions of employment.

2. The Family and Medical Leave Act of 1993 (FMLA) addresses these concerns. It is the Board of Education policy to comply with the letter and spirit of Federal and State statutes.

3. The Board directs the Superintendent to develop an Administrative Regulation in order to implement appropriate family and medical leave provisions for all employees.

Legal Reference:

~~FMLA of 1993~~

Connecticut General Statutes:

Conn. Gen. Stat. §31-51rr

Regs. Conn. State Agencies 31-51rr-1, et seq.

Public Act 07-245 An Act Concerning Family and Medical Leave for Municipal Employees and the Applicability of Certain Statutory Provisions to Civil Union Status.

United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635

Policy Adopted: January 18, 2006

Students

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Public Act 14-198, An Act Concerning Excused Absences from School for Children of Service Members

ADOPTED: March 18, 2008
REVISED: June 18, 2013

Section: Community Relations

Subject: VISITS TO THE SCHOOLS P-1250

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

The Superintendent shall establish regulations which:

1. Encourage school visitations;

2. Provide for appropriate hospitality for visitors;

3. Channel expressions of approval and constructive criticism to the Board of Education;

4. Ensure that public visits will not hinder the educational program; and

5. Require all visitors to register in the principal's office upon arrival at the school.

Upon arrival, all visitors must ~~report directly to and sign~~ **comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing** in and out at the visitors' reception area of the school office, **prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.**

Although Board of Education members are encouraged to visit schools independently, they have no more authority than any other citizen.

Policy Adopted: July 13, 2005

ADOPTED: _____
REVISED: _____

~~December 2009~~ **July 2013**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

Prepared By: Mary Anne Butler **Presented By:** Darleen Klase, Mary Anne Butler

Attachments:

Subject: Curriculum Development, 2nd Reading: Culinary Arts I, Grade 9 Health, Grade 10 Health

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Background:

Culinary Arts I is a one semester course focusing on the basics of working in a professional kitchen and is a prerequisite for all other culinary arts courses. Topics covered are safety, sanitation, food cost and menu planning and culinary arts equipment operation.

Grade 9 Health is designed to deepen students' knowledge and awareness of the importance of developing and maintaining physical, emotional, and mental health.

Grade 10 Health engages students in lessons and skills-based activities to promote responsible decision-making and avoidance of risky behavior to prevent injury or disease. Topics covered could include human growth and development, nutrition, first aid, disease prevention, and substance abuse.

Status:

Culinary Arts I, Grade 9 Health and Grade 10 Health curricula were presented and approved as a 1st reading at the BOE Regular Meeting on January 22, 2015.

Recommendation:

The Board approves Culinary Arts I, Grade 9 Health and Grade 10 Health curricula as a 2nd reading as presented.

Recommended by the Superintendent: _____

Agenda Item # 6b.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: January 31, 2015 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report, which includes encumbrances, is for the month of January 2015.

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for January 2015	$ 6,899,288
Expenditures through January 31, 2015	$35,284,302

Recommended by the Superintendent: _____

Agenda Item # 8a.

Windsor Public Schools
Financial Report
January 31, 2015

	2014/2015 Budget	Expenditures YTD 1/31/15	Encumbrance Projected Expense	Balance 1/31/15 Projected Balance 6/30/15	% Balance
Instructional Services					
Clover Street School	60,960	28,299	4,200	28,461	**47%**
John F. Kennedy School	93,356	31,390	7,922	54,044	**58%**
Oliver Ellsworth School	93,356	67,169	1,219	24,968	**27%**
Poquonock School	53,111	30,208	6,959	15,944	**30%**
Sage Park Middle School	224,644	149,170	24,826	50,648	**23%**
Windsor High School	468,512	254,057	73,672	140,783	**30%**
Windsor High School Interscholastic Sports	158,425	67,458	90,967	0	**0%**
Athletic Coaches	266,731	86,845	179,886	0	**0%**
WHS Career & Technical Education	124,607	88,999	11,640	23,968	**19%**
Continuing Education	63,550	28,391	40	35,119	**55%**
Instructional Services Management	143,405	39,397	11,995	92,013	**64%**
Curriculum Management & Development	69,640	67,232	1,038	1,370	**2%**
Curriculum Mgt. & Dev. -Magnet School Tuition	1,450,600	1,480,220	75,000	(104,620)	**-7%**
Textbook Adoption	87,500	11,195	19,848	56,457	**65%**
Technology	254,569	209,489	25,267	19,813	**8%**
Technology - New Equipment	241,886	277,901	0	(36,015)	**-15%**
Total Instructional Services	**3,854,852**	**2,917,420**	**534,479**	**402,953**	**10%**
Education Support Services					
Pupil Personnel Services	242,064	111,675	67,250	63,139	**26%**
Special Education	92,850	29,527	6,999	56,324	**61%**
Special Education Tuition	4,430,373	1,612,058	2,718,356	99,959	**2%**
Policy & Planning	147,350	95,836	7,113	44,401	**30%**
Employee Personnel Services	99,100	47,662	1,859	49,579	**50%**
Financial Management	161,200	122,550	26,578	12,072	**7%**
Financial Services	37,000	41,359	13,771	(18,130)	**-49%**
Pupil Transportation & Safety	3,999,900	1,984,290	452,435	1,563,175	**39%**
Physical Plant Services	2,162,601	941,966	696,656	523,979	**24%**
Major Maintenance	286,000	231,068	6,209	48,723	**17%**
L.P. Wilson Center	254,800	102,452	105,766	46,582	**18%**
Benefits	11,099,700	5,482,183	166,452	5,451,065	**49%**
Certified Salaries	29,893,331	16,684,985	0	13,208,346	**44%**
Non-Certified Salaries	7,335,343	4,059,660	0	3,275,683	**45%**
Regular Ed Tutor Salaries	430,699	200,340	170,000	60,359	**14%**
Special Ed Tutor Salaries	195,600	176,537	132,266	(113,203)	**-58%**
Substitute Salaries	497,910	442,734	498,802	(443,626)	**-89%**
Total Education Support Services	**61,365,821**	**32,366,882**	**5,070,512**	**23,928,427**	
Total All Sites	**65,220,673**	**35,284,302**	**5,604,991**	**24,331,380**	**37%**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

Prepared By: Jeanne Woodstock **Presented By:** Danielle Batchelder

Attachments: Student Enrollment Summary Reports

Subject: Student Enrollment as of 2/1/2015

Attached are the official enrollment figures as of February 1, 2015. Mrs. Batchelder will answer any questions.

Recommendation: Informational

Reviewed by: Danielle Batchelder **Recommended by the Superintendent:**

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
February 1, 2015

Enrollment in Windsor Public Schools	
Grades PreK-5	1,359
Grades 6-8	680
Grades 9-12	1,131
Total District Enrollment	**3,170**

Windsor Students not in district schools	
Outside Placement/Private Placement(SPED)	51
Montessori Hartford CREC	17
Metropolitan Learning Center CREC	155
CREC Misc MAGNET SCHOOLS	205
Hartford Host Magnets	192
Misc Magnet Schools	23
Prince Tech	13
Cheney Tech	17
	673
Total Windsor	**3,843**

Windsor Public Schools
Student Enrollment Report
February 1, 2015

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K				58		58
K		84		121		205
1		75		128		203
2		91		134		225
3			82		131	213
4			86		138	224
5			82		149	231
Subtotal K-5						1301
Total	**0**	**250**	**250**	**441**	**418**	**1,359**

Grade	Sage Park MS
6	206
7	240
8	234
Total	**680**

Grade	Windsor High
9	316
10	257
11	268
12	290
Total	**1,131**

Total District Enrollment	**3,170**

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2014-2015

	Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**277**		313	309	311	311	312	316				
Grade 10	**267**		258	260	258	256	256	257				
Grade 11	**251**		267	265	265	266	265	268				
Grade 12	**289**		288	287	290	287	287	290				
Windsor High Total	**1084**		**1126**	**1121**	**1124**	**1120**	**1120**	**1131**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2014-15

		Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1				**69**	72	72	72	72	72					5	14.4
Team 2				**70**	68	68	68	68	69					5	13.8
Team 3				**64**	62	64	65	66	64					4	16
	Total	**201**		**203**	**202**	**204**	**205**	**206**	**205**						
Grade 7															
Team 4				**77**	77	77	77	77	77					5	15.4
Team 5				**79**	78	80	79	79	79					4	19.75
Team 6				**79**	80	80	80	81	81					5	16.2
	Total	**237**		**235**	**235**	**237**	**236**	**237**	**237**						
Grade 8															
Team 7				**75**	76	76	75	75	77					4	19.25
Team 8				**74**	75	75	75	75	76					5	15.2
Team 9				**77**	74	75	76	77	76					5	15.2
	Total	**241**		**226**	**225**	**226**	**226**	**227**	**229**	**0**	**0**	**0**	**0**		
SPARK				**9**	**9**	**9**	**9**	**9**	**9**						
Sage Park	**Total**	**679**		**673**	**671**	**676**	**676**	**679**	**680**	**0**	**0**	**0**	**0**		

POQUONOCK SCHOOL

ENROLLMENT REPORT
2014-2015

Room #	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
1	C McCann				17	17	17	18	18	18				
2	W Dever				17	17	17	16	15	15				
3	M Scott				17	17	17	18	18	17				
22	L Roche				17	17	16	16	15	15				
24	L Corrao				19	19	19	19	19	19				
		Total	**69**		**87**	**87**	**86**	**87**	**85**	**84**	**0**	**0**	**0**	**0**
		Grade 1												
15	E Velez				18	18	18	19	19	19				
16	L Bishop				19	19	19	20	19	19				
17	K Stoll				18	18	18	18	19	19				
18	M Macaluso				17	18	18	19	18	18				
		Total	**79**		**72**	**73**	**73**	**76**	**75**	**75**	**0**	**0**	**0**	**0**
		Grade 2												
8	R Brown				18	18	18	18	18	18				
9	S Trummel				19	19	19	20	20	20				
11	J Delsky				18	18	18	18	18	18				
12	K Richards				19	18	18	18	18	18				
13	L Huntington				18	18	18	18	17	17				
		Total	**94**		**92**	**91**	**91**	**92**	**91**	**91**	**0**	**0**	**0**	**0**
	Poquonock	**Totals**	**242**		**251**	**251**	**250**	**255**	**251**	**250**	**0**	**0**	**0**	**0**

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT

2014-2015

Room#	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	**Kindergarten**			16	16	17	17	17	17				
20	L Butterick				18	17	17	17	17	17				
21	J Addie				16	16	16	17	17	17				
22	A Zawistowski				16	16	16	17	17	17				
24	A Bartholomew				19	19	19	19	19	19				
25	J Poole				17	16	16	17	17	17				
26	S Marcello				17	16	16	16	17	17				
		Total	**128**		**119**	**116**	**117**	**120**	**121**	**121**	**0**	**0**	**0**	**0**
11	S Rucker	**Grade 1**			19	18	18	17	16	16				
12	K Freeman				20	19	19	19	19	19				
13	B Mayo				19	19	19	19	19	19				
14	K Furie				19	18	17	17	17	18				
15	T Strickland				21	19	17	17	17	17				
16	L Rumrill				20	21	20	20	20	20				
17	K Strempfer				19	19	19	19	19	19				
		Total	**143**		**137**	**133**	**129**	**128**	**127**	**128**	**0**	**0**	**0**	**0**
		Grade 2												
1	J Olander				20	19	19	19	19	19				
2	J Goicochea				19	19	19	19	19	19				
3	K Sandsmark				19	19	21	20	20	20				
5	L Volz				20	20	20	20	20	20				
6	S Martinson				18	19	19	19	19	19				
7	L Neil				19	19	19	20	20	19				
8	D Jaworski				20	19	18	18	18	18				
		Total	**145**		**135**	**134**	**135**	**135**	**135**	**134**	**0**	**0**	**0**	**0**
5 & 10	Pre K Sped													
	& Peer				45	49	53	55	55	58				
		Total	**46**		**45**	**49**	**53**	**55**	**55**	**58**				
	Ellsworth	**Total**	**462**		**436**	**432**	**434**	**438**	**438**	**441**	**0**	**0**	**0**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2014-2015

Room#	Teacher		Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	A Sanchez				17	15	15	15	15	15				
9	S Michalic				18	18	18	18	18	18				
11	J Darrell				16	18	17	17	17	17				
12	J Murray				15	15	15	15	15	16				
14	S Podgurski				17	16	16	16	16	16				
		Total	**88**		**83**	**82**	**81**	**81**	**81**	**82**	**0**	**0**	**0**	**0**
		Grade 4												
13	L Arseneault				16	17	18	17	17	17				
15	K Sutton				18	18	17	18	18	17				
16	L Schoenwolff				18	18	17	17	17	18				
17	C Nowsch				17	18	17	17	17	17				
18	D Williams				16	17	17	17	17	17				
		Total	**78**		**85**	**88**	**86**	**86**	**86**	**86**	**0**	**0**	**0**	**0**
		Grade 5												
20	P Reale				16	16	15	15	15	15				
22	K LePage				17	16	16	17	17	17				
24	S Lewis				14	17	16	16	16	16				
26	C Lindsley				16	16	16	16	16	16				
27	E Chartier				17	17	18	18	18	18				
		Total	**80**		**80**	**82**	**81**	**82**	**82**	**82**	**0**	**0**	**0**	**0**
	Clover	**TOTAL**	**246**		**248**	**252**	**248**	**249**	**249**	**250**	**0**	**0**	**0**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2014-15

Room#	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	K Mazur				18	18	18	18	18	18				
2	J Herner				18	17	17	17	17	18				
3	A Moyal				17	19	20	20	20	20				
4	D Ghanesh-May				19	19	19	19	20	20				
5	L Macaluso				19	19	19	19	18	18				
6	M Johnston				19	19	19	19	19	19				
8	V Vaicunas				20	19	19	19	18	18				
		Total	**139**		**130**	**130**	**131**	**131**	**130**	**131**	**0**	**0**	**0**	**0**
		Grade 4												
7	S Silliman				19	19	19	20	20	20				
9	R Tomkowit				21	21	20	17	18	19				
10	S Smith				19	20	21	20	20	20				
12	B Emerson				18	18	19	19	19	19				
14	S Brown				20	20	20	21	21	20				
15	N Donzella				21	20	19	20	20	20				
18	A Caselli				20	20	20	20	20	20				
		Total	**135**		**138**	**138**	**138**	**137**	**138**	**138**	**0**	**0**	**0**	**0**
		Grade 5												
19	S Fye				22	22	22	22	22	22				
20	S Paley				21	22	21	22	23	22				
24	J Nolte				21	21	21	21	21	21				
25	D Mosher				20	20	21	21	20	20				
26	K Bowman				23	22	22	22	22	22				
27	R Grimes				22	22	22	22	21	21				
28	O Walker				21	21	22	22	22	21				
		Total	**149**		**150**	**150**	**151**	**152**	**151**	**149**	**0**	**0**	**0**	**0**
	Kennedy	**Total**	**423**		**418**	**418**	**420**	**420**	**419**	**418**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION

Agenda Item

For Consideration by the Board of Education at the Meeting of: February 24, 2015

Prepared by: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

SUBJECT: Statement on Cafeteria Operations – January 2015

BACKGROUND: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center and Museum Academy. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School, and the two CREC schools, Metropolitan Learning Center and Museum Academy. We operated our third year of the Seamless Summer Feeding program serving breakfast at John F. Kennedy School in July 2014. We operated a Summer Food Service Program of lunch and snack which yields a higher reimbursement from the federal government at Deerfield Apartment Complex and Goslee Pool for the end of June, all of July and August 2014 as well as breakfast and snack for CREC Metropolitan Learning Center summer school. We operate the After-School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. Windsor School Food Service is complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in both the breakfast, lunch and snack programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

STATUS: Attached is a Financial Report for January 2015.

RECOMMENDATION: Informational only.

Recommended by the Superintendent: _____

Agenda Item # 8c.

Windsor School Food Service
Program Participation
January 2015

WHS	Jan 2014	Jan 2015
DAYS	16 exam week	17 exam week
SALES	$26,054.42	$22,457.84
AVERAGE	$1,628.40	$1,321.05

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	992	887
MLC	423	438
MPTP 2013//Museum Academy 2014	173	232
SPMS	516	429
WHS	538	591

Reimbursable Meals	Average BREAKFAST per day	
# OF DAYS	19	17
ELEMENTARY	315	328
MLC	108	116
MPTP 2013/Museum Academy 2014	66	132
SPMS	82	66
WHS	137	151

Reimbursable Meals	Average SNACK per day
Treehouse Program	85
Museum Academy	60

Windsor School Food Service
Financial Statement
January 2015

REVENUE	January 2014	7/1/13 - YTD	January 2015	7/1/14-YTD
SALES	$106,979.87	$629,780.26	$94,811.14	$595,283.34
REIMBURSEMENTS - STATE		80,535.00	34,953.00	77,070.00
ACCOUNTS RECEIVEABLE	88,700.31	480,467.65	82,250.77	520,959.68
CLOC		107,262.00		105,548.00
INTEREST/Ret Ck Fees	150.00	227.20	34.00	147.36
MISC. (Rebates)	1,701.00	3,924.53	594.53	5,702.11
6 CENTS Certification	2,904.24	15,414.90	2,372.04	14,604.90
REVENUE TOTALS	**$200,435.42**	**$1,317,611.54**	**$215,015.48**	**$1,319,315.39**
EXPENSES				
WAGES	$54,018.63	$405,253.41	$61,677.16	$416,257.59
PAYROLL TAXES	3,892.81	29,941.81	4,495.85	30,791.38
BENEFITS	6,906.76	55,355.05	6,621.30	49,495.42
FOOD/MILK	122,361.99	739,682.18	106,058.18	661,471.63
PAPER	4,730.60	28,947.78	2,968.00	28,547.32
TRUCK	926.15	6,269.68	926.15	7,310.68
SUPPLIES	4.97	3,345.05		653.35
EQUIPMENT	474.19	14,367.26	239.84	17,045.12
SERVICES	346.31	3,978.96	559.53	2,330.51
EXPENSE TOTALS	**$193,662.41**	**$1,287,141.18**	**$183,546.01**	**$1,213,903.00**
NET INCOME	**$6,773.01**	**$30,470.36**	**$31,469.47**	**$105,412.39**
INVENTORY		**$25,000.00**		**$20,000.00**
OPENING BALANCE 7/1		**$12,742.89**		**$12,730.37**
COMPUTED OPERATING POSITION		**$68,213.25**		**$138,142.76**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: February 24, 2015

PREPARED BY: Terrell M. Hill
Assistant Superintendent for Human Resources

PRESENTED BY: Terrell M. Hill

SUBJECT: Human Resources Report – January 1, 2015 – January 31, 2015

ATTACHMENTS: None

RESIGNATIONS/SEPARATIONS

Jessica Harvey	Occupational Therapist	Ellsworth
Shanique Russell-Francois	Special Education Paraprofessional	Sage Park

RETIREMENTS

Nancy Maloney	Employee Benefits Coordinator	L.P. Wilson
Susan McCooe	Special Education Teacher	Clover
Loretta Orzechowski	Math Grade 8 Teacher	Sage Park

TRANSFERS/REASSIGNMENTS

Meghan Kearney	From: Tutor	Kennedy
	To: Long Term Substitute Reading Teacher	Kennedy
Kimberly McDowell	From: Long Term Substitute English Teacher	Windsor High
	To: English Teacher	Windsor High
Julie McGovern	From: Building Substitute Teacher	Kennedy
	To: Grade 4 Teacher	Kennedy
Alicia Rossi	From: Special Education Paraprofessional	Ellsworth
	To: Speech & Language Pathology Assistant	Ellsworth
Monique Willis	From: Safety Monitor	Sage Park
	To: Reception Support Assistant	Sage Park

HIRES

Robert Cooper	Long Term Substitute English Teacher	Windsor High
Todd Cuhna	English Department Chair (.6 FTE)/ English Teacher (.4 FTE)	Windsor High
Michele Davis	Special Education Paraprofessional	Sage Park
Kaitlin Diesner	Science Teacher	Windsor High
Cedric Green	Special Education Paraprofessional	Sage Park
Colleen Harrison	Special Education Tutor	L.P. Wilson/SPARK
Caitlin Leffingwell	Special Education Tutor	L.P. Wilson/SPARK
Nancy Medina	Special Education Tutor	Ellsworth
Barbara O'Neil	Long Term Substitute French Teacher	Sage Park

Reviewed by: _____ Recommended by the Superintendent: _____

Agenda Item # 8d.

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Tuesday, January 13, 2015 5:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the January 13, 2015 Long Range Planning Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 5:01 PM:

Present Board Members:
Ms. Darleen Klase
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 5:01 p.m. by Mr. Lockhart with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Craig Cooke

2. Audience to Visitors
Discussion:
None.

3. Receive the Charge
Discussion:
The Proposed Charge for the Committee: "A standing committee on long-range planning to have cognizance over strategic planning for district operations and finance" was discussed and accepted.

4. Review List of Items
Discussion:
The proposed list of items was reviewed and discussed. Items will remain with Committee or be referred, as follows:

1. Family partnership efforts - Committee
2. Long range enrollment projections - Committee
3. Marketing efforts - refer to Superintendent; ask the Technology Committee to look at marketing through social media and data-metrics as to usage
4. World language in elementary schools - Committee
5. Pre-Kindergarten - Committee, pending outcome of grant application
6. Alternative education programs - Committee
7. Extended day/extended year - Committee
8. School security - referred to Administration
9. Achievement gap, specifically as impacts students of color/minorities - Committee
10. Schools within schools - referred to Administration
11. Lack of science training in the elementary level - referred to Administration
12. Mental health/substance abuse education/initiative district-wide - Committee
13. Facilities/enrollment/comfort and related issues - Committee, to be linked with Item #2
14. Alliance District status, the impact on the town's ability to sell homes and attract new residents, and how to move out of status - Committee; also, Dr. Cooke will begin addressing with Finance Committee

5. Committee Meeting Schedule Through June
Discussion:
A list of proposed meeting dates was reviewed. Members are to notify Mr. Lockhart of any conflicts they identify.

6. Adjournment
Motion Passed: The meeting adjourned at 6:20 p.m. with a motion by Ms. Melissa Rizzo Holmes and a second by Ms. Darleen Klase.
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, January 13, 2015 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 13, 2015 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:31 PM:

Present Board Members:
Mr. Ronald Eleveld
Ms. Michaela Fissel
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos
Mr. Kenneth Williams

Mr. O'Reilly left the meeting at 8:49 p.m.

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 6:35 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Craig Cooke.

2. Audience to Visitors
Discussion:
None.

3. Presentation on Educational Technology in Windsor
Discussion:
Mr. Couture introduced the presentation on educational technology in Windsor. He explained the Techtonic Summit teacher training structure and introduced the team of teachers presenting on the use of technology in the classroom:

Blanca Jaramillo, World Language Teacher at WHS
Derrith Green, Library Media Specialist at WHS
Jennifer Anderson, Social Studies Teacher at WHS
Steve Rodonis, District Technology Teacher
Rachel Bray, Library Media Specialist at SPMS
Pam Kancler, Assistive Technology for the district
Rebecca Zenczak, District Technology Teacher
Bunny Lewis, 5th Grade Teacher at Clover Street
Katrina Palazzolo-Wicks, District Technology Teacher

Teachers presented on a variety of educational technology used in the classroom.

Mr. Couture responded to questions from Board members.

4. Information Regarding the State of CT Technology Grant
Discussion:
Mr. Couture reported that the State of Connecticut had just released a District Technology Upgrade Grant, and that the District is going to apply for the grant as before; the application deadline is February 13. He explained about E-rate, funded by the federal government, and the changes in what E-rate reimbursements can be used for. He reviewed the proposed funding for wireless, network and device expansion funding based on the 2015 Technology Grant v. E-rate. He also reported that the last grant was released at $10,000,000 to be awarded and the state actually released $24,000,000.

Dr. Cooke reported they are asking to submit the grant application and not have it at a Board meeting because of the application deadline. The grant will be an agenda item for the meeting on Thursday, January 22 and any additional questions Board members have can be addressed.

Discussion ensued. Ms. Rizzo-Holmes requested Board members receive a copy of the draft grant application as part of the Board packet for Thursday's meeting.

5. Announcements
Discussion:
None.

6. Adjournment
Motion Passed: The meeting adjourned at 9:01 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Kenneth Williams.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Thursday, January 22, 2015 6:30 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the January 22, 2015 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Michaela Fissel
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos
Mr. Kenneth Williams

Absent Board Members:
Mr. Ronald Eleveld

Updated Attendance:
Ms. Michaela Fissel was updated to present at: 7:25 PM
Mr. Richard O'Reilly was updated to present at: 6:38 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 6:30 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Educational Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Mary Anne Butler, Director of Business Services Danielle Batchelder and Student Representative Brandon Monroe.

2. Superintendent Presents 2015-2016 Budget Proposal
Discussion:
Dr. Cooke presented the 2015-2016 proposed budget.

3. Public Forum on 2015-2016 Budget
Discussion:
The Public Forum on the 2015-2016 budget opened at 7:25 p.m. There was no public comment.

Motion Passed: Motion that agenda item 5 move up and item 4 move down passed with a motion by Ms. Darleen Klase and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes

Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

5. Recognitions/Acknowledgements
5.a. Recognition--Sage Park Middle School's 2014-2015 National Geographic Geography Bee Champions 1st Place: Amelia Chowaniec (6th grade) 2nd Place: Ezekiel Rivera (7th grade) and 3rd Place: Nathan Steinberg (8th grade)
Discussion:
Dr. Cooke introduced and recognized the Sage Park Middle School 2014-2015 National Geographic Geography Bee Champions and their families, along with Jenna Collins, the teacher who coordinated the event.

5.b. Recognition--Brandon Monroe, BOE Student Representative
Discussion:
Ms. Santos and Dr. Cooke presented Brandon Monroe with a Certificate of Recognition for his work at Student representative to the Board of Education for the 1st semester.

4. THE REGULAR MEETING WILL CONTINUE IMMEDIATELY FOLLOWING THE PUBLIC FORUM AND A 5 MINUTE RECESS

The meeting recessed at 7:34 p.m.

The meeting reconvened at 7:43 p.m.

Discussion:
Mr. Lockhart raised point of order that typically the Board President gives a report it and is not listed on the agenda.

Motion Passed: Motion to add 8.c., President's Report, passed with a motion by Mr. Leonard Lockhart and a second by Ms. Darleen Klase.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

6. Audience to Visitors
Discussion:
None.

7. Student Representative Report
Discussion:
Mr. Monroe reported on a variety of events at WHS including the band concert, Northern Regionals, and Building Minds Forever. He reported that former WHS alumnus Kristen Hopkins will be a motivational speaker and presenting on her book on February 5 in the evening.

Mr. Williams asked about students participating in the WIN-TV Ollies and the student support. Mr. Monroe reported he and other students played as a jazz combo, and the WHS Culinary Arts students prepared the food.

8. Board of Education
8.a. Proposed 2015-2016 School Calendar (2nd Reading)
Discussion:

Mr. Hill presented the proposed 2015-2016 school calendar for the 2nd reading. He reported the only change from the 1st reading was one date correction.

Motion Passed: Motion to adopt the 2015-2016 calendar as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

8.b. School Liaison Reports
8.b.1. Windsor High School
Discussion:
Ms. Klase reported that the high school has brought up the site so that students who have the community service graduation requirement can sign up for volunteer hours. She reported there was a presentation on the JROTC program, with about 30 people there; there was a lot of interest in the program. The Colonel who presented is the instructor and he is on site at WHS, and she suggested parents make an appointment to see him if there are questions on the program. She reported the School Governance Council will meet next week. Mr. O'Reilly reported there is a limited number of space for students in the JROTC program and information is on the WHS website.

8.b.2. Sage Park Middle School
Discussion:
Ms. Rizzo-Holmes reported Sage Park has a talent show coming up on February 3, and that next Wednesday and Thursday there are mandatory meetings for students planning to go on the Washington, D.C. field trip.

8.b.3. Clover Street School
Discussion:
No report. The School Governance Council meeting was snowed out.

8.b.4. John F. Kennedy School
Discussion:
Ms. Fissel reported that multiple JFK teachers received WEA grants this year, Mrs. Ravenola has a Twitter account, #theprincipaljfk, and that Sage Park presented to 5th grade parents and students what to expect coming into 6th grade. Monday is the winter band/chorus concert; February 27 is JFK Game Night.

8.b.5. Oliver Ellsworth School
Discussion:
No report.

8.b.6. Poquonock School
Discussion:
Mr. Panos reported the winter concert was January 8, next Wednesday is Family Math Night, Poquonock is currently participating in a community service activity "Warm Friend" collecting hats, mittens, gloves and socks. The upcoming PTO meeting will be at Clover Street.

8.c. President's Report
Ms. Santos wished all a Happy New Year, and reported 2015 is off to a positive start. She also reported that on January 15 the Windsor Historical Society hosted the exhibit opening of "Building Bridges: Windsor Walks" the exhibit by WHS pre-AP art students that is a collaboration with the Historical Society. She encouraged all to attend the exhibit, which runs through the beginning of March.

9. Superintendent's Report
Discussion:
Dr. Cooke reported the WEF grants have been released and the information will be posted on the website. He thanked Mr. Monroe for his service on the Board, and recognized his leadership skills. He reported WHS exams finish on Friday ending semester 1. He reported the AFJROTC program does not have a requirement to go into the military, less than 20% of students nationally do, and it is a tremendous leadership opportunity for our students interested in aerospace as a field; contact Colonial Gunning to schedule an appointment. He reported to check the website Saturday morning for the status of the Public Forum/Finance Committee meeting because of pending weather.

9.a. School Security
Discussion:
Mr. Hill and Ms. Batchelder reported on the Raptor Technologies visitor management system program that will be installed at all schools in the district. Discussion ensued. The Policy Committee will review the policy on visitors to school buildings.

9.b. Budget Assumptions FY 2016 (2nd Reading)
Discussion:
Ms. Batchelder reported that nothing had been added since the 1st reading.

Ms. Fissel stated she would not be supporting the motion without the assumption that support of early childhood education is included.

Motion Passed: Motion that the Board of Education accept for a 2nd reading the Budget Assumptions for 2015-2016 passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel No
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9.c. Technology Grant
Discussion:
Dr. Cooke presented information on the Technology Grant application.

Motion Passed: Motion to approve the signing of the Technology Grant application by the Board of Education President passed with a motion by Mr. Richard O'Reilly and a second by Mr. Kenneth Williams.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9.d. Curriculum Development (2nd Reading)
9.d.1. Grade 6 Health

Motion Passed: Motion that the Board approves Grade 6 Health as a 2nd reading as presented passed with a motion by Ms. Darleen Klase and a second by Ms. Melissa Rizzo Holmes.
Mr. Ronald Eleveld Absent

Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9.e. Curriculum Development (1st Reading)
9.e.1. Culinary Arts I
9.e.2. Grade 9 Health
9.e.3. Grade 10 Health

Motion Passed: Motion that the Board approves Culinary Arts I, Grade 9 Health and Grade 10 Health curricula as a 1st reading as presented passed with a motion by Ms. Darleen Klase and a second by Ms. Melissa Rizzo Holmes.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9.f. Policy Adoption (2nd Reading)
9.f.1. Proposed New Policy 6114.7 School Security and Safety
9.f.2. Proposed Revised Policy 1212 School Volunteers

Motion Passed: Motion to approve the policies Policy 6114.7 School Security and Safety and Policy 1212 School Volunteers passed with a motion by Mr. Paul Panos and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

10. Committee Reports
10.a. Curriculum Committee
Discussion:
No report.

10.b. Policy Committee
Discussion:
Mr. Panos reported the next meeting is this coming Monday at 6:00 p.m. in Room 17 at L.P. Wilson.

10.c. Technology Committee
Discussion:
No report.

10.d. Long Range Planning Committee
Discussion:
Mr. Lockhart reported that the Committee received and accepted its charge: "A standing committee on long-range planning to have cognizance over strategic planning for district operations and finance." The Committee reviewed the list of 14 items, allocated certain things to the Committee and certain things to the District. Meeting dates will be released shortly and the entire Board of Education is invited to participate in the process.

10.e. Finance Committee
Discussion:
No report.

11. Consent Agenda
11.b. Enrollment Report
11.c. Food Service Report
11.d. Human Resources Report

Motion Passed: Motion that items b, Enrollment Report, c, Food Services Report, and d, Human Resources Report, of the Consent Agenda be accepted as presented passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

11.a. Financial Report

Motion Passed: Motion to accept item A, Financial Report as presented passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

12. Approval of Minutes
12.a. December 8, 2014 Finance Committee
12.b. December 9, 2014 Special Meeting
12.d. December 18, 2014 Curriculum Committee
12.e. January 5, 2015 Executive Committee

Motion Passed: Motion to accept the minutes of the December 8, 2014 Finance Committee meeting, December 9, 2014 Special Meeting, December 18, 2014 Curriculum Meeting, and January 5, 2015 Executive Committee Meeting as presented passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes

Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

12.c. December 16, 2014 Regular Meeting
Discussion:
Ms. Santos requested the following corrections to the minutes of the December 16, 2014 Regular Meeting: Item 7, Mr. Panos seconded the motion by Mr. Lockhart to extend the meeting; page 2, the speaker who talked about the "NECPA" accredited program, "NECPA" should be "NAEYC"; and under item 6.f., Capital Improvement Plan "Tow" should be "Town."

Motion Passed: Motion to accept the minutes of the December 16, 2014 Regular Meeting as corrected passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Absent
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

13. Other Matters/Announcements/Regular BOE Meetings
13.a. Public Forum on 2015-2016 Proposed Budget followed by Finance Committee Meeting, Saturday, January 24, 2015 at 10:00 AM, L.P. Wilson Community Center, Board Room
13.b. BOE Policy Committee Meeting, Monday, January 26, 2015 at 6:00 PM, L.P. Wilson Community Center, Room 17
13.c. Public Forum on 2015-2016 Proposed Budget followed by Finance Committee Meeting on Tuesday, January 27, 2015 at 6:00 PM, L.P. Wilson Community Center, Board Room
13.d. Public Forum on 2015-2016 Proposed Budget followed by Finance Committee Meeting on Tuesday, February 3, 2015 at 6:00 PM, L.P. Wilson Community Center, Board Room
13.e. BOE Long Range Planning Committee Meeting, Tuesday, February 10, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17
13.f. BOE Finance Committee Meeting (if needed), Tuesday, February 10, 2015 at 6:30 PM, L.P. Wilson Community Center, Room 17
13.g. Next BOE Regular Meeting is Tuesday, February 24, 2015 at 7:00 PM, Town Hall, Council Chambers
Discussion:
Ms. Fissel is unable to attend the meeting the following Tuesday; Ms. Klase is unable to attend the January 24 meeting. Mr. O'Reilly encouraged as many members of the public as possible to attend the public forums and Finance Committee meetings and have their voices heard; Ms. Santos listed the dates and times of the public forums and encouraged the public to attend.

14. Audience to Visitors
Discussion:
None.

15. Adjournment

Motion Passed: The meeting adjourned at 8:51 p.m. passed with a motion by Mr. Paul Panos and a second by Mr. Kenneth Williams.
Mr. Ronald Eleveld Absent

Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
BOE Special Meeting/Public Forum with Finance Committee Immediately Following
Unapproved Minutes

Thursday, January 29, 2015 6:00 PM
L.P. Wilson Community Center,
Public Forum, Board Room; Finance Committee, Room 17

The following are the unapproved minutes of the January 29, 2015 BOE Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:01 PM:

Present Board Members:
Mr. Ronald Eleveld
Ms. Michaela Fissel
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos
Mr. Kenneth Williams

Absent Board Members:
Mr. Richard O'Reilly

1. Call to Order, Pledge of Allegiance, Moment of Silence

Discussion:
The public forum was called to order at 6:01 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Educational Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill and Director of Business Services Danielle Batchelder.

2. Public Forum on Superintendent of Schools Proposed 2015-2016 Budget
Discussion:
Paula Verrier, 892 Matianuck Avenue, asked the Board not to cut the Kindergarten and Special Education paraprofessional positions from the budget.

Jennie Curley, 101 Hillcrest Road, spoke in support of keeping the paraprofessional positions proposed to be cut from the budget.

Robin Cramer, 55 Mayflower Road, spoke in support of keeping the paraprofessional positions proposed to be cut from the budget.

Kay Nowiszewski, 64 Alden Road, spoke in support of keeping the paraprofessional positions proposed to be cut from the budget.

3. Adjournment

Motion Passed: The public forum adjourned at 6:17 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

4. A MEETING OF THE BOE FINANCE COMMITTEE WILL IMMEDIATELY FOLLOW THE ADJOURNMENT OF THE PUBLIC FORUM.

5. Finance Committee Meeting

6. Call to Order, Pledge of Allegiance, Moment of Silence
Discussion:
The meeting was called to order at 6:25 p.m. by Mr. Eleveld, Chairman of the Finance Committee, with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Educational Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, and Board of Education members Ken Williams, Darlene Klase, Michaela Fissel, Melissa Rizzo-Holmes.

7. Audience to Visitors
Discussion:
None.

8. Discussion of the 2015-2016 Budget Proposal
Discussion:
The following site budget proposals were reviewed and discussed:
Windsor Elementary Schools (Oliver Ellsworth, Poquonock, Clover Street and John F. Kennedy

The public was allowed to address questions regarding the proposed elementary budgets. Donna Tata, 12 Wilton Road, questioned the proposed cut to paraprofessionals.

The meeting recessed at 7:53 p.m.
The meeting reconvened at 8:02 p.m.

Discussion on site budget proposals continued:

Sage Park Middle School, Site 53
Windsor High School, Site 61
Interscholastic Sports, Site 62
WHS Career & Technical Education, Site 63
Continuing Education, Site 71

9. Audience to Visitors
Discussion:
None.

10. Adjournment
Motion Passed: The meeting adjourned at 9:02 passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel No vote
Ms. Darleen Klase No vote
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams No vote

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting/Public Forum with Finance Committee Immediately Following
Unapproved Minutes

Tuesday, February 3, 2015 6:00 PM

Public Forum, L.P. Wilson Community Center, Board Room; Finance Committee, Room 17

The following are the unapproved minutes of the February 3, 2015 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Ronald Eleveld
Ms. Michaela Fissel
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos
Mr. Kenneth Williams

Updated Attendance:
Mr. Richard O'Reilly was updated to present at: 6:46 PM
Mr. Paul Panos was updated to present at: 6:03 PM

1. Call to Order, Pledge of Allegiance, Moment of Silence
Discussion:
The meeting was called to order at 6:00 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Chief Information and Technology Officer Douglas Couture.

2. Public Forum (concentration on Long Range Planning and Budget Proposal)(limited to 7:00 PM)--The Board welcomes public participation on any topic and asks that speakers please limit their comments to 5 minutes.
Discussion:
Deborah Ouellette spoke against decreasing the nursing budget.

Wendy Deiver, Conestoga Street, spoke in support of paraprofessionals in the Kindergarten classroom and in support of opening Roger Wolcott as an early childhood education center.

Rosi Miskavitch, 20 Coach Circle, encouraged parent involvement in the budget process, and spoke in support of retaining Kindergarten and Special Education paraprofessionals.

Keith Samolyk, 1150 Palisado Avenue, exhibited a graph charting the Board of Education budget for 15 years, and asked the Board to identify waste and redundancy in the budget and eliminate it.

Lisa Bress, 175 Alcott Drive, spoke in support of early childhood and Special Education paraprofessionals and asked the Board to reconsider removing them from the classroom.

Kristen Fonfara spoke in support of retaining Kindergarten and Special Education paraprofessionals.

3. Adjournment

Motion Passed: The meeting adjourned at 6:27 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

4. A MEETING OF THE BOE FINANCE COMMITTEE WILL IMMEDIATELY FOLLOW THE ADJOURNMENT OF THE PUBLIC FORUM.

5. Finance Committee Meeting

6. Call to Order, Pledge of Allegiance, Moment of Silence
Discussion:
The meeting was called to order at 6:33 p.m. by Mr. Eleveld, Chairman of the Finance Committee, with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Chief Information and Technology Officer Douglas Couture, Board of Education members Ken Williams, Darlene Klase, Michaela Fissel, Melissa Rizzo-Holmes, and Richard O'Reilly (6:46 p.m.).

7. Audience to Visitors
Discussion:
Cristina Santos, 65 Winthrop Road, addressed the graph submitted during the Public Forum, citing errors in enrollment, asking that the Committee carefully review the numbers used.

Rosi Miskavitch, 20 Coach Circle, requested that the Board take the graph submitted and check to make sure it is as accurate as possible.

8. Discussion of the 2015-2016 Budget Proposal
Discussion:
Dr. Cooke and the Committee reviewed the responses to questions from the prior Committee meeting and via email:
Question 1 - Technology
Question 2 - Summary Budget Page ix
Question 3 - Approved FY 14 Budget vs. Actual FY 14 Budget
Question 4 - Paraprofessional Savings
Question 5 - 14:1 Ratio in Kindergarten
Question 6 - Art Budget at Sage Park
Question 7 - FTE's at High School
Question 8 - FTE's for WHS Career & Technical Education
Question 9 - Continuing Education
Question 10 - Reduction in Curriculum Supervisors
Question 11 - 6% Roll Over Budget
Question 12 - Saturday Advanced Placement

The meeting recessed at 8:03 p.m. The meeting reconvened at 8:12 p.m.

Site 41 will be reviewed at the next meeting.

The following sites were reviewed:
Site 76, Technology
Site 73, Pupil Services
Site 74, Special Education

9. Audience to Visitors
Discussion:
None.

10. Adjournment

Motion Passed: The meeting adjourned at 9:51 p.m. with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel No vote
Ms. Darleen Klase No vote
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly No vote
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes No vote
Ms. Cristina Santos Yes
Mr. Kenneth Williams No vote

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Executive Committee
Unapproved Minutes

Thursday, February 5, 2015 6:15 PM
L.P. Wilson Community Center, Supt. Conference Room

The following are the unapproved minutes of the February 5, 2015 Executive Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:15 PM:

Present Board Members:
Ms. Darleen Klase
Mr. Paul Panos
Ms. Cristina Santos

1. Call to Order

Discussion:
Cristina Santos called the meeting to order at 6:15 PM. Superintendent of Schools Craig A. Cooke was also in attendance.

2. Set the agenda for the Regular Board Meeting on Tuesday, February 24, 2015

Discussion:
The committee discussed and set the agenda for Tuesday, February 24, 2015.

3. Miscellaneous

4. Adjournment

Motion Passed: Move to adjourn the meeting at 6:50 PM passed with a motion by Mr. Paul Panos and a second by Ms. Darleen Klase.
Ms. Darleen Klase Yes
Mr. Paul Panos Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Policy Committee
Unapproved Minutes

Thursday, February 5, 2015 7:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 5, 2015 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

1. Call to Order, Pledge of Allegiance, Moment of Silence

Discussion:
Paul Panos called the meeting to order at 7:00 PM. Also in attendance was Superintendent of Schools Craig A. Cooke and Assistant Superintendent for Human Resources Terrell Hill.

2. Audience to Visitors

Discussion:
Board member Michaela Fissel, 25 Phelps Street, spoke regarding policy on retention encouraging a review of the policy. She also spoke on the construction of the agenda.

3. Review Proposed New P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder

Discussion:
The committee reviewed proposed new P 4600 and will move it to the full Board of Education at the February 24, 2015 meeting.

4. Review Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children

Discussion:
The committee reviewed P 5141.4 and will move it to the full Board of Education at the February 24, 2015 meeting.

5. Review Revised P/AR 4311.2 Family and Medical Leave

Discussion:
The committee reviewed P/AR 4311.2 and will move it to the full Board of Education at the February 24, 2015 meeting.

6. Continue Discussion on Revised P/AR 5113 Student Attendance and Truancy

Discussion:
The committee reviewed P/AR 5113 and will move it to the full Board of Education at the February 24, 2015 meeting.

7. Continue Discussion on Revised P/AR 5123 Promotion and Retention

Discussion:
The committee discussed P/AR 5123 and will continue the discussion at their next meeting.

8. Review P/AR 1250 Visits to School

Discussion:
The committee reviewed P/AR 1250 and will move it to the full Board of Education at the February 24, 2015 meeting.

9. Discuss P 1110.1 Parent Involvement

Discussion:
The committee discussed P 1110.1.

10. Discuss BL 9323 Construction of Agenda and Posting of Agenda

Discussion:
The committee discussed BL 9323.

11. Miscellaneous

12. Adjournment

Motion Passed: Move to adjourn the meeting at 9:00 PM passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Richard O'Reilly.
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education