# Regular Meeting

Tuesday, March 17, 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. Recognition--Home Builders and Remodelers Association of Central CT Student Home Design Contest Winners: Morgan Hanks, 1st Prize, Danielle Gozzo, 3rd Prize, Tommy McAuliffe, "Thinking Outside the Box" Award with Dustin Ricci, WHS Technology Education Teacher

3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. 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. Block Scheduling Discussion
b. District SBAC and Science CAPT/CMT Preparations
c. Early Childhood Education Update (Possible Action)
d. Policy Adoptions, 2nd 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

e. Curriculum Development, 1st Reading

1. Wood Technology - Introduction
2. U.S. History

7. **Committee Reports**

a. Curriculum Committee
b. Long Range Planning Committee

8. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report

9. **Approval of Minutes**

a. February 10, 2015 Long Range Planning Committee
b. February 10, 2015 Finance Committee
c. February 23, 2015 Finance Committee
d. February 24, 2015 Regular Meeting
e. February 26, 2015 Curriculum Committee
f. March 2, 2015 Executive Committee

10. **Other Matters/Announcements/Regular BOE Meetings**

a. BOE Policy Committee, Monday, March 30, 2015 at 6:00 PM, L.P. Wilson Community Center, Room 17

b. BOE Special Meeting, Wednesday, April 1, 2015 at 6:30 PM, L.P. Wilson Community Center, Room 17

c. BOE Long Range Planning Committee, Tuesday, April 7, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17

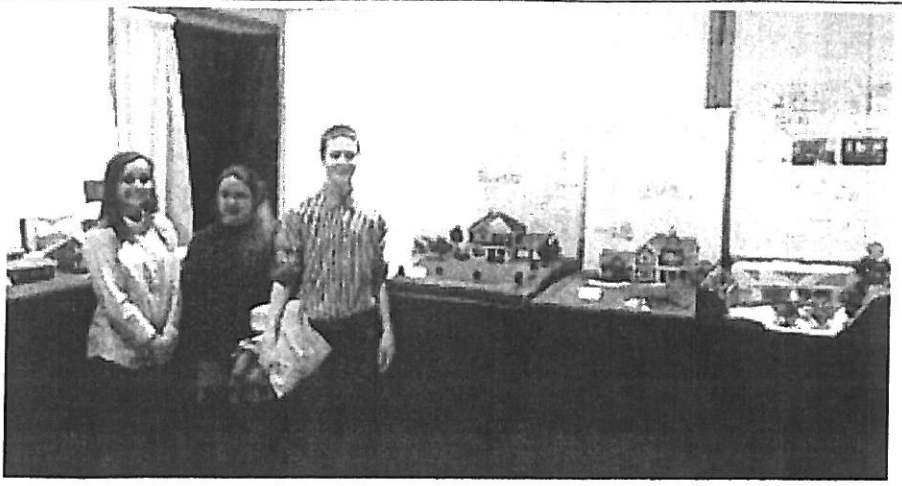
d. BOE Special Meeting, Tuesday, April 7, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room

e. Next BOE Regular Meeting is Tuesday, April 28, 2015, 7:00 PM, Town Hall, Council Chambers

11. **Audience to Visitors**

12. **Adjournment**

## WHS STUDENTS WIN AWARDS FOR THEIR WORK AT CONNECTICUT HOME SHOW



For more than 60 years the Home Builders & Remodelers Association of Central Connecticut has held a Student Home Design contest as part of the Connecticut Home & Remodeling Show. Starting in 1948, the Student Home Design Competition allows students from all Connecticut high schools the opportunity to demonstrate their creative and technical skills and to be recognized for their talents. Additionally, they are provided with the opportunity to win scholarships and awards. The Home Builders & Remodelers Association of Central Connecticut sponsors the Student Home Design Competition for students in grades 10 – 12 that are enrolled in design or drafting courses in public and technical high schools across the state.

Each student must include a scale model home with presentation drawings that meet specific criteria. This year's criteria was to design a three bedroom home not to exceed 2,000 square feet of floor space and the students must include three National Association of Home Builders Model Green Building Guidelines.

This year three students entered the contest, and all three won awards for their entries. . Morgan Hanks won first prize, $1000 and a $1500 scholarship, Danielle Gozzo won 3rd prize and $300, and Tommy McAuliffe won the "thinking outside the box" award and a $500 prize that goes back to the CAD program at WHS. There were 77 total entries into the contest and 11 awards given. Congratulations to all three, and their amazing representation of Windsor High school and the town of Windsor.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: March 17, 2015

**Prepared By:** Russell Sills

**Presented By:** Russell Sills, Chris Rau, Chris Todd, Kate Pointek, Dustin Ricci and Ericka Fangiullo

**Attachments:**

**Subject:** Update on Block Scheduling at WHS

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**Background:**

Windsor High has operated using an "A-B" block schedule since the fall of 2007. We are continually working to improve our instructional program and an examination of the master schedule is relevant at this time.

**Status:**

Teacher surveys, administrative review and a study committee working with an outside consultant in 2012-13 have been used to reflect on the effectiveness of the current schedule. The primary concern among all staff is the frequency of student contact, particularly when we factor in snow days and other unanticipated interruptions to the schedule.

**Recommendation:**

For information only.

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**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 6a.

2/28/15

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: March 17, 2015

**Prepared By:** Mary Anne Butler, Thomas Baird, Bonnie Fineman, Christine Tedisky **Presented By:** Mary Anne Butler

**Attachments:**

**Subject:** District SBAC and Science CAPT/CMT Preparations

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**Background:**

Windsor Public Schools will be conducting the first administration of the Connecticut Smarter Balanced Assessment in English Language Arts (ELA) and mathematics for students in grades 3-8 and grade 11.

**Status:**

CAPT/CMT testing will be held in March for the secondary and intermediate schools and Smarter Balanced Assessment testing will be held in May at the secondary and intermediate schools

**Recommendation:**

For informational purposes only.

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**Reviewed by:** Mary Anne Butler **Recommended by the Superintendent:**

**Agenda Item #** 6b.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 17, 2015

**Prepared By:** Craig Cooke **Presented By:** Craig Cooke

**Attachments:**

**Subject:** Early Childhood Education Update

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**Background:**

The District received official notification on March 4, 2015 from the State of Connecticut, Office of Early Childhood that Windsor has been awarded state funding through the Smart Start grant to expand its preschool programming.

The Board of Education received a presentation on early childhood education at its March 10, 2015 Special Meeting.

**Status:**

N/A

**Recommendation:**

1. "Move that the Board of Education request that the Town of Windsor make available the Roger Wolcott building to the Windsor Board of Education for educational purposes."

2. "Move that the Board of Education provide an estimate of preschool costs to the Town of Windsor as part of our budget request."

3. "Move the Board of Education direct Dr. Cooke to enter into conversations with Town officials regarding gauging the Town's commitment to having ECS funds from additional preschool students be provided to the Board, the $75,000 of town support for utilities being provided to the Board, and discussions on Wolcott building repairs and the CIP additional funding."

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**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 6C.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 17, 2015

**Prepared By:** Craig Cooke **Presented By:** Paul Panos/Craig 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, 2nd Reading

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**BACKGROUND:**

The Board of Education Policy Committee has reviewed the following policies and is recommending immediate adoption.

**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.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 6d.

# 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**: March 17, 2015

**Prepared By:** Mary Anne Butler **Presented By:** Mary Anne Butler

**Attachments:**

**Subject:** Introduction to Wood Technology, Grade 11, U.S. History

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**Background:**

Introduction to Wood Technology is an entry-level semester course which focuses on hand tool and machine tool woodworking skills.

Grade 11, U.S. History is a full-year course that examines domestic and international events and themes through the exploration of major political, economic, social, cultural and intellectual developments in the U. S. from 1870 to present.

**Status:**

Introduction to Wood Technology and Grade 11, U. S. History curricula were presented to the BOE Curriculum Committee on February 26, 2015.

**Recommendation:**

The Board approves Introduction to Wood Technology and Grade 11, U.S. History curricula as a 1st reading as presented.

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**Reviewed by:** MAB **Recommended by the Superintendent:**

**Agenda Item #** 6e.

2/28/15

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 17, 2015

**Prepared By:** Danielle Batchelder **Presented By:** Danielle Batchelder

**Attachments:** February 28, 2015 Financial Report

**Subject:** Financial Report

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**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 February 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 February 2015 | $ 4,025,147 |
| Expenditures through February 28, 2015 | $39,309,449 |

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**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 8a.

Windsor Public Schools
Financial Report
February 2015

| | 2014/2015 Budget | Expenditures YTD 2/28/15 | Encumbrance Projected Expense | Balance 2/28/15 Projected Balance 6/30/15 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 60,960 | 31,929 | 2,292 | 26,739 | **44%** |
| John F. Kennedy School | 93,356 | 36,516 | 4,584 | 52,256 | **56%** |
| Oliver Ellsworth School | 93,356 | 69,643 | 3,877 | 19,836 | **21%** |
| Poquonock School | 53,111 | 35,378 | 2,886 | 14,847 | **28%** |
| Sage Park Middle School | 224,644 | 173,354 | 10,506 | 40,784 | **18%** |
| Windsor High School | 468,512 | 297,437 | 36,309 | 134,766 | **29%** |
| Windsor High School Interscholastic Sports | 158,425 | 78,350 | 80,075 | 0 | **0%** |
| Athletic Coaches | 266,731 | 86,845 | 179,886 | 0 | **0%** |
| WHS Career & Technical Education | 123,607 | 95,778 | 5,518 | 22,311 | **18%** |
| Continuing Education | 63,550 | 28,391 | 104 | 35,055 | **55%** |
| Instructional Services Management | 143,405 | 48,360 | 8,285 | 86,760 | **60%** |
| Curriculum Management & Development | 69,640 | 34,211 | 1,909 | 33,520 | **48%** |
| Curriculum Mgt. & Dev. -Magnet School Tuition | 1,450,600 | 1,515,150 | 24,750 | (89,300) | **-6%** |
| Textbook Adoption | 87,500 | 12,345 | 18,791 | 56,364 | **64%** |
| Technology | 254,569 | 224,382 | 10,967 | 19,220 | **8%** |
| Technology - New Equipment | 241,886 | 277,901 | 675 | (36,690) | **-15%** |
| **Total Instructional Services** | **3,853,852** | **3,045,970** | **391,414** | **416,468** | **11%** |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 242,064 | 133,700 | 63,472 | 44,892 | **19%** |
| Special Education | 92,850 | 35,440 | 2,549 | 54,861 | **59%** |
| Special Education Tuition | 4,430,373 | 1,742,510 | 229,646 | 2,458,217 | **55%** |
| Policy & Planning | 147,350 | 105,459 | 4,314 | 37,577 | **26%** |
| Employee Personnel Services | 99,100 | 52,013 | 450 | 46,637 | **47%** |
| Financial Management | 161,200 | 144,018 | 5,110 | 12,072 | **7%** |
| Financial Services | 37,000 | 48,838 | 6,309 | (18,147) | **-49%** |
| Pupil Transportation & Safety | 3,999,900 | 2,145,782 | 2,350,773 | (496,655) | **-12%** |
| Physical Plant Services | 2,162,601 | 1,134,229 | 569,053 | 459,319 | **21%** |
| Major Maintenance | 286,000 | 240,692 | 21,936 | 23,372 | **8%** |
| L.P. Wilson Center | 254,800 | 18,315 | 87,790 | 148,695 | **58%** |
| Benefits | 11,099,700 | 5,558,511 | 154,916 | 5,386,273 | **49%** |
| Certified Salaries | 29,893,331 | 19,263,812 | 0 | 10,629,519 | **36%** |
| Non-Certified Salaries | 7,335,343 | 4,677,214 | 0 | 2,658,129 | **36%** |
| Regular Ed Tutor Salaries | 430,699 | 234,197 | 148,662 | 47,840 | **11%** |
| Special Ed Tutor Salaries | 195,600 | 214,363 | 180,726 | (199,489) | **-102%** |
| Substitute Salaries | 497,910 | 514,386 | 342,341 | (358,817) | **-72%** |
| **Total Education Support Services** | **61,365,821** | **36,263,479** | **4,168,047** | **20,934,295** | |
| **Total All Sites** | **65,219,673** | **39,309,449** | **4,559,461** | **21,350,763** | **33%** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 17, 2015

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

**Attachments:** Student Enrollment Summary Reports

**Subject:** Student Enrollment as of March 1, 2015

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**Background:**

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

**Status:**

**Recommendation:**

Informational

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**Reviewed by:** NOB **Recommended by the Superintendent:**

**Agenda Item #** 8b.

# Windsor Public Schools
## Student Enrollment Report Recap
### March 1, 2015

| Enrollment in Windsor Public Schools | |
|---|---|
| Grades PreK-5 | 1,361 |
| Grades 6-8 | 679 |
| Grades 9-12 | 1,132 |
| **Total District Enrollment** | **3,172** |

| Windsor Students not in district schools | |
|---|---|
| Outside Placement/Private Placement(SPED) | 52 |
| Montessori Hartford CREC | 17 |
| Metropolitan Learning Center CREC | 155 |
| CREC Misc MAGNET SCHOOLS | 206 |
| Hartford Host Magnets | 193 |
| Misc Magnet Schools | 23 |
| Prince Tech | 13 |
| Cheney Tech | 17 |
| | **676** |
| **Total Windsor** | **3,848** |

**Windsor Public Schools**
**Student Enrollment Report**
**March 1, 2015**

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | | | 59 | | 59 |
| K | | 83 | | 120 | | 203 |
| 1 | | 75 | | 131 | | 206 |
| 2 | | 91 | | 136 | | 227 |
| 3 | | | 83 | | 131 | 214 |
| 4 | | | 86 | | 138 | 224 |
| 5 | | | 81 | | 147 | 228 |
| Subtotal K-5 | | | | | | 1302 |
| **Total** | **0** | **249** | **250** | **446** | **416** | **1,361** |

| Grade | Sage Park MS |
|---|---|
| 6 | 208 |
| 7 | 239 |
| 8 | 232 |
| | |
| **Total** | **679** |

| Grade | Windsor High |
|---|---|
| 9 | 303 |
| 10 | 263 |
| 11 | 271 |
| 12 | 295 |
| **Total** | **1,132** |

| **Total District Enrollment** | **3,172** |
|---|---|

**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 | 18 | | | |
| 2 | W Dever | | | | 17 | 17 | 17 | 16 | 15 | 15 | 15 | | | |
| 3 | M Scott | | | | 17 | 17 | 17 | 18 | 18 | 17 | 16 | | | |
| 22 | L Roche | | | | 17 | 17 | 16 | 16 | 15 | 15 | 15 | | | |
| 24 | L Corrao | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | | |
| | | **Total** | **69** | | **87** | **87** | **86** | **87** | **85** | **84** | **83** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | | **Grade 1** | | | | | | | | | | | | |
| 15 | E Velez | | | | 18 | 18 | 18 | 19 | 19 | 19 | 19 | | | |
| 16 | L Bishop | | | | 19 | 19 | 19 | 20 | 19 | 19 | 19 | | | |
| 17 | K Stoll | | | | 18 | 18 | 18 | 18 | 19 | 19 | 19 | | | |
| 18 | M Macaluso | | | | 17 | 18 | 18 | 19 | 18 | 18 | 18 | | | |
| | | | | | | | | | | | | | | |
| | | **Total** | **79** | | **72** | **73** | **73** | **76** | **75** | **75** | **75** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 8 | R Brown | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 9 | S Trummel | | | | 19 | 19 | 19 | 20 | 20 | 20 | 20 | | | |
| 11 | J Delsky | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 12 | K Richards | | | | 19 | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 13 | L Huntington | | | | 18 | 18 | 18 | 18 | 17 | 17 | 17 | | | |
| | | **Total** | **94** | | **92** | **91** | **91** | **92** | **91** | **91** | **91** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | **Poquonock** | **Totals** | **242** | | **251** | **251** | **250** | **255** | **251** | **250** | **249** | **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 | 16 | | | |
| 9 | S Michalic | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 11 | J Darrell | | | | 16 | 18 | 17 | 17 | 17 | 17 | 17 | | | |
| 12 | J Murray | | | | 15 | 15 | 15 | 15 | 15 | 16 | 16 | | | |
| 14 | S Podgurski | | | | 17 | 16 | 16 | 16 | 16 | 16 | 16 | | | |
| | | **Total** | **88** | | **83** | **82** | **81** | **81** | **81** | **82** | **83** | **0** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | | |
| 13 | L Arseneault | | | | 16 | 17 | 18 | 17 | 17 | 17 | 17 | | | |
| 15 | K Sutton | | | | 18 | 18 | 17 | 18 | 18 | 17 | 17 | | | |
| 16 | L Schoenwolff | | | | 18 | 18 | 17 | 17 | 17 | 18 | 18 | | | |
| 17 | C Nowsch | | | | 17 | 18 | 17 | 17 | 17 | 17 | 17 | | | |
| 18 | D Williams | | | | 16 | 17 | 17 | 17 | 17 | 17 | 17 | | | |
| | | **Total** | **78** | | **85** | **88** | **86** | **86** | **86** | **86** | **86** | **0** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | | |
| 20 | P Reale | | | | 16 | 16 | 15 | 15 | 15 | 15 | 15 | | | |
| 22 | K LePage | | | | 17 | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| 24 | S Lewis | | | | 14 | 17 | 16 | 16 | 16 | 16 | 15 | | | |
| 26 | C Lindsley | | | | 16 | 16 | 16 | 16 | 16 | 16 | 16 | | | |
| 27 | E Chartier | | | | 17 | 17 | 18 | 18 | 18 | 18 | 18 | | | |
| | | **Total** | **80** | | **80** | **82** | **81** | **82** | **82** | **82** | **81** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **246** | | **248** | **252** | **248** | **249** | **249** | **250** | **250** | **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 | 17 | | | |
| 20 | L Butterick | | | | 18 | 17 | 17 | 17 | 17 | 17 | 17 | | | |
| 21 | J Addie | | | | 16 | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| 22 | A Zawistowski | | | | 16 | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| 24 | A Bartholomew | | | | 19 | 19 | 19 | 19 | 19 | 19 | 18 | | | |
| 25 | J Poole | | | | 17 | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| 26 | S Marcello | | | | 17 | 16 | 16 | 16 | 17 | 17 | 17 | | | |
| | | **Total** | **128** | | **119** | **116** | **117** | **120** | **121** | **121** | **120** | **0** | 0 | **0** |
| 11 | S Rucker | **Grade 1** | | | 19 | 18 | 18 | 17 | 16 | 16 | 16 | | | |
| 12 | K Freeman | | | | 20 | 19 | 19 | 19 | 19 | 19 | 20 | | | |
| 13 | B Mayo | | | | 19 | 19 | 19 | 19 | 19 | 19 | 20 | | | |
| 14 | K Furie | | | | 19 | 18 | 17 | 17 | 17 | 18 | 18 | | | |
| 15 | T Strickland | | | | 21 | 19 | 17 | 17 | 17 | 17 | 18 | | | |
| 16 | L Rumrill | | | | 20 | 21 | 20 | 20 | 20 | 20 | 20 | | | |
| 17 | K Strempfer | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | | |
| | | **Total** | **143** | | **137** | **133** | **129** | **128** | **127** | **128** | **131** | **0** | **0** | **0** |
| | | **Grade 2** | | | | | | | | | | | | |
| 1 | J Olander | | | | 20 | 19 | 19 | 19 | 19 | 19 | 20 | | | |
| 2 | J Goicochea | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | | |
| 3 | K Sandsmark | | | | 19 | 19 | 21 | 20 | 20 | 20 | 20 | | | |
| 5 | L Volz | | | | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | | |
| 6 | S Martinson | | | | 18 | 19 | 19 | 19 | 19 | 19 | 20 | | | |
| 7 | L Neil | | | | 19 | 19 | 19 | 20 | 20 | 19 | 19 | | | |
| 8 | D Jaworski | | | | 20 | 19 | 18 | 18 | 18 | 18 | 18 | | | |
| | | **Total** | **145** | | **135** | **134** | **135** | **135** | **135** | **134** | **136** | **0** | **0** | **0** |
| 5 & 10 | Pre K Sped | | | | | | | | | | | | | |
| | & Peer | | | | 45 | 49 | 53 | 55 | 55 | 58 | 59 | | | |
| | | | | | | | | | | | | | | |
| | | **Total** | **46** | | **45** | **49** | **53** | **55** | **55** | **58** | **59** | | | |
| | **Ellsworth** | **Total** | **462** | | **436** | **432** | **434** | **438** | **438** | **441** | **446** | **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 | 18 | | | |
| 2 | J Herner | | | | 18 | 17 | 17 | 17 | 17 | 18 | 18 | | | |
| 3 | A Moyal | | | | 17 | 19 | 20 | 20 | 20 | 20 | 20 | | | |
| 4 | D Ghanesh-May | | | | 19 | 19 | 19 | 19 | 20 | 20 | 20 | | | |
| 5 | L Macaluso | | | | 19 | 19 | 19 | 19 | 18 | 18 | 18 | | | |
| 6 | M Johnston | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | | |
| 8 | V Vaicunas | | | | 20 | 19 | 19 | 19 | 18 | 18 | 18 | | | |
| | | **Total** | **139** | | **130** | **130** | **131** | **131** | **130** | **131** | **131** | **0** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | | |
| 7 | S Silliman | | | | 19 | 19 | 19 | 20 | 20 | 20 | 20 | | | |
| 9 | R Tomkowit | | | | 21 | 21 | 20 | 17 | 18 | 19 | 19 | | | |
| 10 | S Smith | | | | 19 | 20 | 21 | 20 | 20 | 20 | 20 | | | |
| 12 | B Emerson | | | | 18 | 18 | 19 | 19 | 19 | 19 | 20 | | | |
| 14 | S Brown | | | | 20 | 20 | 20 | 21 | 21 | 20 | 20 | | | |
| 15 | N Donzella | | | | 21 | 20 | 19 | 20 | 20 | 20 | 20 | | | |
| 18 | A Caselli | | | | 20 | 20 | 20 | 20 | 20 | 20 | 19 | | | |
| | | **Total** | **135** | | **138** | **138** | **138** | **137** | **138** | **138** | **138** | **0** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | | |
| 19 | S Fye | | | | 22 | 22 | 22 | 22 | 22 | 22 | 21 | | | |
| 20 | S Paley | | | | 21 | 22 | 21 | 22 | 23 | 22 | 22 | | | |
| 24 | J Nolte | | | | 21 | 21 | 21 | 21 | 21 | 21 | 20 | | | |
| 25 | D Mosher | | | | 20 | 20 | 21 | 21 | 20 | 20 | 19 | | | |
| 26 | K Bowman | | | | 23 | 22 | 22 | 22 | 22 | 22 | 23 | | | |
| 27 | R Grimes | | | | 22 | 22 | 22 | 22 | 21 | 21 | 22 | | | |
| 28 | O Walker | | | | 21 | 21 | 22 | 22 | 22 | 21 | 20 | | | |
| | | **Total** | **149** | | **150** | **150** | **151** | **152** | **151** | **149** | **147** | **0** | **0** | **0** |
| | **Kennedy** | **Total** | **423** | | **418** | **418** | **420** | **420** | **419** | **418** | **416** | **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 | 72 | | | | 5 | 14.4 |
| Team 2 | | | | **70** | 68 | 68 | 68 | 68 | 69 | 69 | | | | 5 | 13.8 |
| Team 3 | | | | **64** | 62 | 64 | 65 | 66 | 64 | 66 | | | | 4 | 16.5 |
| | **Total** | **201** | | **203** | **202** | **204** | **205** | **206** | **205** | **207** | | | | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | **77** | 77 | 77 | 77 | 77 | 77 | 77 | | | | 5 | 15.4 |
| Team 5 | | | | **79** | 78 | 80 | 79 | 79 | 79 | 79 | | | | 4 | 19.75 |
| Team 6 | | | | **79** | 80 | 80 | 80 | 81 | 81 | 80 | | | | 5 | 16 |
| | **Total** | **237** | | **235** | **235** | **237** | **236** | **237** | **237** | **236** | | | | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | **75** | 76 | 76 | 75 | 75 | 77 | 75 | | | | 4 | 18.75 |
| Team 8 | | | | **74** | 75 | 75 | 75 | 75 | 76 | 80 | | | | 5 | 16 |
| Team 9 | | | | **77** | 74 | 75 | 76 | 77 | 76 | 76 | | | | 5 | 15.2 |
| | | | | | | | | | | | | | | | |
| | **Total** | **241** | | **226** | **225** | **226** | **226** | **227** | **229** | **231** | **0** | **0** | **0** | | |
| **SPARK** | | | | **9** | **9** | **9** | **9** | **9** | **9** | **5** | | | | | |
| **Sage Park** | **Total** | **679** | | **673** | **671** | **676** | **676** | **679** | **680** | **679** | **0** | **0** | **0** | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

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 | 303 | | | |
| | | | | | | | | | | | | |
| **Grade 10** | **267** | | 258 | 260 | 258 | 256 | 256 | 257 | 263 | | | |
| | | | | | | | | | | | | |
| **Grade 11** | **251** | | 267 | 265 | 265 | 266 | 265 | 268 | 271 | | | |
| | | | | | | | | | | | | |
| **Grade 12** | **289** | | 288 | 287 | 290 | 287 | 287 | 290 | 295 | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1084** | | **1126** | **1121** | **1124** | **1120** | **1120** | **1131** | **1132** | **0** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: March 17, 2015

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

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations - February 2015

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**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. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our third year of the Seamless Summer feeding program serving breakfast to our summer school students at John F. Kennedy School and CREC Metropolitan Learning Center serving breakfast and snack. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex and Goslee Pool during summer break. We are 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 all our programs.

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

**Status:** Financial Report for February 2015

**Recommendation:** Informational only.

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**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 8C.

# Windsor School Food Service
## Financial Statement
## February 2015

| REVENUE | February 2014 | 7/1/13 - YTD | February 2015 | 7/1/14 - YTD |
|---|---|---|---|---|
| SALES | $72,789.76 | $702,570.02 | $80,446.40 | $676,672.94 |
| REIMBURSEMENTS - STATE | | 80,535.00 | | 77,070.00 |
| ACCOUNTS RECEIVEABLE | 57,443.50 | 537,911.15 | 70,847.90 | 591,823.28 |
| CLOC | 4,687.00 | 111,949.00 | | 105,548.00 |
| INTEREST/Ret Ck Fees | 52.50 | 279.70 | 18.77 | 166.13 |
| MISC. (Rebates) | 16.00 | 3,940.53 | 361.50 | 6,063.61 |
| 6 CENTS Certification | 1,851.00 | 17,265.90 | 2,069.70 | 16,674.60 |
| **REVENUE TOTALS** | **$136,839.76** | **$1,454,451.30** | **$153,744.27** | **$1,474,018.56** |

| EXPENSES | | | | |
|---|---|---|---|---|
| WAGES | $70,971.65 | $476,225.06 | $63,519.20 | $479,776.79 |
| PAYROLL TAXES | 5,198.38 | 35,140.19 | 4,651.11 | 35,442.49 |
| BENEFITS | 6,387.01 | 61,742.06 | 6,621.30 | 56,116.72 |
| FOOD/MILK | 84,907.32 | 824,589.50 | 85,490.76 | 746,911.33 |
| PAPER | 2,303.30 | 31,251.08 | 3,570.32 | 32,117.64 |
| TRUCK | 926.15 | 7,195.83 | 1,115.15 | 8,425.83 |
| SUPPLIES | 150.00 | 3,495.05 | 303.02 | 956.37 |
| EQUIPMENT | | 14,367.26 | | 17,045.12 |
| SERVICES | 438.95 | 4,417.91 | 859.70 | 3,190.21 |
| **EXPENSE TOTALS** | **$171,282.76** | **$1,458,423.94** | **$166,130.56** | **$1,379,982.50** |

| | | |
|---|---|---|
| **NET INCOME** | **($3,972.64)** | **$94,036.06** |
| **INVENTORY** | **$25,000.00** | **$25,000.00** |
| **OPENING BALANCE 7/1** | **$12,742.89** | **$12,730.37** |
| **COMPUTED OPERATING POSITION** | **33,770.25** | **131,766.43** |

February 2015
Program Participation

| WHS | Feb 2014 | Feb 2015 |
|---|---|---|
| DAYS | 10 | 13 |
| SALES | $15,780.61 | $20,824.45 |
| AVERAGE | $1,578.06 | $1,601.88 |

| Reimbursable Meals | Average LUNCH per day | Serving Days 13 |
|---|---|---|
| ELEMENTARY | 1011 | 875 |
| MLC | 472 | 418 |
| MPTP 2013//Museum Academy 2014 | 172 | 239 |
| SPMS | 516 | 419 |
| WHS | 551 | 535 |

| Reimbursable Meals | Average BREAKFAST per day | Serving Days 13 |
|---|---|---|
| ELEMENTARY | 308 | 316 |
| MLC | 100 | 121 |
| MPTP 2013/Museum Academy 2014 | 70 | 121 |
| SPMS | 73 | 63 |
| WHS | 136 | 153 |

| Reimbursable Meals | Average SNACK per day |
|---|---|
| Treehouse Program | 79 |
| Museum Academy | 64 |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 17, 2015

**Prepared By:** Terrell M. Hill, Assistant Superintendent for Human Resources **Presented By:** Terrell M. Hill

**Attachments:** None

**Subject:** Human Resources Report for February 1, 2015 – February 28, 2015

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## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Carla Brigandi | Challenge Resource Teacher | Windsor High |
| Ariel Gonzales | Lunchroom Monitor | Ellsworth |
| Michelle Nash | Special Education Paraprofessional | Clover |
| Victoria Wilkosz | Grade 7 Language Arts Teacher | Sage Park |

## RETIREMENTS

| | | |
|---|---|---|
| Diane Cardone | Special Education Paraprofessional | Sage Park |

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Linda Benoit | From: Elementary Cook | Sage Park |
| | To: Elementary Cook | Windsor High |
| Jean Coffin | From: Part-time Elementary Cook | Windsor High |
| | To: Full-time Elementary Cook | Poquonock |
| Marla Knight | From: Elementary Cook | Poquonock |
| | To: Elementary Cook | Sage Park |

## HIRES

| | | |
|---|---|---|
| Erin McVeigh | Regular Education Tutor | Kennedy |
| Norma Poole | Lunchroom Monitor | Poquonock |

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**Reviewed by:** Terrell M. Hill **Recommended by the Superintendent:** [signature]

**Agenda Item #** 8d.

# Windsor Board of Education
# Long Range Planning Committee
# Unapproved Minutes

Tuesday, February 10, 2015 5:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 10, 2015 Long Range Planning Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 5:00 PM:**

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

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 5:05 PM
Ms. Darleen Klase was updated to present at: 5:09 PM

**1. Call to Order, Pledge to the Flag and Moment of Silence**

Discussion:
The meeting was called to order by Mr. Lockhart at 5:00 pm with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Mary Anne Butler, Director of Business Services Danielle Batchelder

**2. Audience to Visitors**

Discussion:
None

**3. Review List of Items and Plan for Future Discussions**

Discussion:
Dr. Cooke reviewed the proposed and agreed upon forthcoming committee meeting dates. Alternative Education Program (item 6) will be discussed at the March meeting and Facilities/Enrollment Projections (item 13), will be April's topic of discussion.

**4. Alliance Grant Status**

Discussion:
Mary Anne Butler gave a PowerPoint presentation on the status of the Alliance Grant.

**5. Adjournment**

**Motion Passed:** Move to adjourn meeting at 5:50 pm passed 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
# Finance Committee
# Unapproved Minutes

Tuesday, February 10, 2015 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 10, 2015 Finance Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:35 PM:**

Present Board Members:
Mr. Ronald Eleveld
Mr. Leonard Lockhart
Mr. Paul Panos
Ms. Cristina Santos

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

Discussion:
The meeting was called to order by Mr. Eleveld at 6:35 pm 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, Assistant Superintendent for Instructional Services Mary Anne Butler, Director of Business Services Danielle Batchelder, Board of Education members Ken Williams, Darlene Klase, Melissa Rizzo-Holmes.

**2. Audience to Visitors**

Discussion:
Ms. Rosie Miskavitch of 20 Coach Circle, expressed her concerns regarding classroom paraprofessional budget cuts and interrupted instructional time for certified staff to receive Professional Development.

**3. Discussion of the 2015-2016 Budget Proposal**

Discussion:
2015-2016 Budget line item breakouts and revisions were presented by Dr. Cooke and Danielle Batchelder, which were previously requested by the committee.
The following sites were reviewed:
Detailed - Technology
Detailed - Summary Budget Page ix
Detailed - Approved FY 14 Budget vs. Actual FY 14 Budget
Site 41 Instructional Services
Site 76, Technology
Site 73, Pupil Services
Site 74, Special Education
To be reviewed in next meeting: additional breakdown of budgetary line items to reflect tutor costs of both Special Education vs. Regular Education

**4. Audience to Visitors**

Discussion:
None.

**5. Adjournment**

**Motion Passed:** Move to adjourn meeting at 9:57 pm. passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Yes
Mr. Leonard Lockhart Yes
Mr. Paul Panos Yes
Ms. Cristina Santos Yes

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

# Windsor Board of Education
# Finance Committee
# Unapproved Minutes

Monday, February 23, 2015 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 23, 2015 Finance Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:30 PM:**

Present Board Members:
Mr. Ronald Eleveld
Mr. Leonard Lockhart
Mr. Paul Panos
Ms. Cristina Santos

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

Discussion:
The meeting was called to order by Mr. Eleveld at 6:30 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance were: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Mary Anne Butler, Business Director, Danielle Batchelder. Board members Kenneth Williams, Michaela Fissel and Melissa Rizzo-Holmes were also in attendance.

**2. Audience to Visitors**

Discussion:
Rosi Miskavitch, 20 Coach Circle, shared paraprofessional research articles on instructional and non-instructional contributions in classrooms.

**3. Discussion of the 2015-2016 Budget Proposal**

Discussion:
Discussion:
Dr. Cooke and Danielle Batchelder reviewed and provided details regarding the following budgetary line items; Windsor High's alternative programs, Windsor transportation to CREC and magnet schools, L.P.Wilson solar panels, and residency.

**Motion Failed:** Move the committee present the proposed 2015-2016 budget in its truest form to the Board of Education full membership failed with a motion by Mr. Leonard Lockhart and a second by Ms. Cristina Santos.
Mr. Ronald Eleveld No
Mr. Leonard Lockhart Yes
Mr. Paul Panos No
Ms. Cristina Santos Yes

**4. Audience to Visitors**

Discussion:
Rosi Miskavitch, 20 Coach Circle, stated the finance committee should consider getting citizens involved early and working in collaboration to establish next year's budget. Transparency of budgetary line items and the use of technology would assist the community and keep public aware of how funds are being used.

Bradshaw Smith, 23 Ludlow Road, stated student population has steadily declined over the years, however, administration continues to increase which he cannot support.

**5. Adjournment**

**Motion Passed:** Move to adjourn at 8:11 p.m. passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Yes
Mr. Leonard Lockhart Yes
Mr. Paul Panos Yes
Ms. Cristina Santos Yes

_____
Melissa Rizzo Holmes, Secretary
Windsor Board of Education

# Windsor Board of Education
# Regular Meeting
# Unapproved Minutes
Tuesday, February 24, 2015 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the February 24, 2015 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:00 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

**1. Call to Order, Pledge to the Flag and Moment of Silence**
Discussion:
The meeting was called to order by Ms. Santos at 7:01 p.m. 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, Assistant Superintendent for Instructional Services Mary Anne Butler, and Student Representative Victoria Huertas.

**2. Recognitions/Acknowledgements**
**2.a. Award-Winning WHS Teens of Praise Performance under the direction of Tracee White**
Discussion:
Dr. Cooke introduced the Windsor High School Teens of Praise Gospel Choir under the direction of Tracee G. White; the Choir performed three selections.

**2.b. Recognition--Victoria Huertas, BOE Student Representative**
Discussion:
Dr. Cooke introduced the Windsor High School Student Representative for the spring semester, Victoria Huertas, and welcomed her to her to the Board.

**2.c. Recognition--Windsor Education Foundation**
Discussion:
Dr. Cooke recognized the grants awarded by the Windsor Education Foundation and gave the history of their funding for innovative projects and programs in the Windsor Public Schools. Dr. Cooke introduced Maureen Parker and Heidi Sirota, who spoke on the history and activities of the WEF.

**3. Audience to Visitors**
Discussion:
Paula Verrier, 892 Matianuck Avenue spoke on behalf of herself and as President of the Paraprofessional Union and asked the Board to reconsider cutting the Kindergarten paraprofessionals.

Amanda Wallick, 782 Stone Road, attends Windsor High School in the morning, and Glastonbury AgriScience in the afternoon; she spoke about her experience and the opportunities it has given her.

Alvin Bingham, 64 Faneuil Street, spoke against the proposed elimination of the residency officer position.

Keith Samolyk, Palisado Avenue, presented information regarding historical data on enrollment and expenditures.

Jennie Curley, 101 Hillcrest Road, asked the Board to reconsider the reduction of the paraprofessionals.

Bradshaw Smith, 23 Ludlow Street, spoke against the proposed budget.

Beth O'Shea, 20 Laurel Avenue, spoke in support of paraprofessional positions.

**4. Student Representative Report**
Discussion:
Miss Huertas reported on activities at Windsor High School including Poetry Out Loud, AP Info Night and the student panel that was included this year, Kristen Hopkins' presentation, MoTown night, Scott Driscoll's presentation on internet safety. Upcoming events include Robotics competing on March 6 and 7, and the Feeding Children Everywhere event on March 28.

**5. Board of Education**
**5.a. President's Report**
Discussion:
Ms. Santos thanked the Windsor Education Foundation for their support to Windsor educators, and encouraged the community to support their efforts. Ms. Santos extended thanks to Tracee White and the Teens of Praise, and extended regards to Don Jepsen on the loss of his mother, and Don Trinks on the loss of his father.

**5.b. Finance Committee's Recommendation Regarding the 2015-2016 Financial Plan and Adoption of the 2015-2016 Financial Plan (Anticipated Action)**
Discussion:
Mr. Eleveld, Chairman of the Finance Committee, reported that the Committee does not have a recommendation regarding the 2015-2016 budget. Mr. Eleveld reported the Committee had asked Dr. Cooke to review some of the changes in the budget format.

Dr. Cooke gave a brief overview of the following changes to the budget:
-Addition of a third column titled "Adopted 2014-15 Budget"
-The Actual budget 2014-2015 and Proposed 2015-2016 columns on the Summary Page (ix) is calculated differently than in prior years.
-Compensation is broken out in a more detailed format in the 2015-2016 budget book.
-Grants
-Technology Increase

**Motion to Amend Passed:** To amend the motion from: "Motion that the Board of Education accept the proposed 2015-2016 budget as proposed by Dr. Cooke with a 3.28% increase" to: "Motion that the Windsor Board of Education accept the proposed 2015-2016 budget as presented, and in addition add $20,000 for school residency investigation and add $480,000 to add 12 kindergarten paraprofessionals back into the budget, with no cuts to the budget presented for a 4.05% increase" passed with a motion by Mr. Leonard Lockhart and a second by Mr. Kenneth Williams.
Mr. Ronald Eleveld No
Ms. Michaela Fissel No
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Ms. Melissa Rizzo Holmes No
Ms. Cristina Santos Yes

Mr. Kenneth Williams Yes

**Motion to Amend Failed:** To amend the motion from: "Motion that the Windsor Board of Education accept the proposed 2015-2016 budget as presented, and in addition add $20,000 for school residency investigation and add $480,000 to add 12 kindergarten paraprofessionals back into the budget, with no cuts to the budget presented for a 4.05% increase" to: "Motion that the Windsor Board of Education accept the proposed 2015-2016 budget as presented, with the following changes: Add 12 paraprofessionals (+$480,000), reduce 3 FTE at the high school (-$165,000), reduction of insurance for 3 FTE at high the high school (-$60,000), move School & Community Resource Coordinator to the Alliance Grant (-$70,000), reduce one safety assistant at the high school (-$20,000), reduce two additional kindergarten teachers with insurance (-$150,000), add back Residency Officer (+$55,000), reduce one reading teacher with insurance (-$70,000) for a reduction of $55,000" failed with a motion by Ms. Michaela Fissel and a second by Mr. Ronald Eleveld.

Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase No
Mr. Leonard Lockhart No
Mr. Richard O'Reilly No
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos No
Mr. Kenneth Williams No

**Motion Passed:** Motion that the Windsor Board of Education accept the proposed 2015-2016 budget as presented, and in addition add $20,000 for school residency investigation and add $480,000 to add 12 kindergarten paraprofessionals back into the budget, with no cuts to the budget presented for a 4.05% increase passed with a motion by Mr. Leonard Lockhart and a second by Mr. Kenneth Williams.

Mr. Ronald Eleveld No
Ms. Michaela Fissel No
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Ms. Melissa Rizzo Holmes No
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

**5.c. School Liaison Reports**

**5.c.1. Windsor High School**

Discussion:

Mr. O'Reilly reported he had attended the School Governance Council meeting the prior evening. The group discussed the budget impact to the high school including 1:1 Chromebooks, study groups on Saturdays, SAT prep funding/SAT support; members expressed concern about the date and location of graduation because of snow; there is a need for a community member for the School Governance Council. There is discussion for a parent orientation night for each grade; the school is in the middle of the course selection process for next year. Mrs. Jenkins reported on a Great Debate at the Bushnell on March 21, Mr. Sills will follow up.

**5.c.2. Sage Park Middle School**

Discussion:

Mr. Williams reported the link to school climate surveys are on the website and encouraged all students and staff to participate, and reported on upcoming events, including final payment dates for the Cape Cod and Washington, D.C. field trips.

**5.c.3. Clover Street School**

Discussion:

No report.

**5.c.4. John F. Kennedy School**
Discussion:
Ms. Fissel reported on Read Across America, the upcoming Game night, SBAC parent meeting, and visiting story tellers and authors.

**5.c.5. Oliver Ellsworth School**
Discussion:
No report.

**Motion Passed:** Motion to extend the time of the meeting from 10:30 p.m. to 11:00 p.m. passed with a motion by Mr. Paul Panos 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 Abstain
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

**5.c.6. Poquonock School**
Discussion:
Mr. Panos reported on the Jump Rope for Heart fundraiser, the upcoming bowling night, Read Across America Day, and upcoming parent conferences.

**6. Superintendent's Report**
**6.a. Policy Adoptions, 1st Reading**
**6.a.1. Proposed New P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder**
**6.a.2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children**
**6.a.3. Revised P 4311.2 Family and Medical Leave**
**6.a.4. Revised P 5113 Student Attendance and Truancy**
**6.a.5. Revised P 1250 Visits to the Schools**

**Motion Passed:** Motion to approve P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, P 5141.1 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 passed with a motion by Mr. Paul Panos and a second by Ms. Melissa Rizzo Holmes.
Mr. Ronald Eleveld Yes
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.b. Curriculum Development, 2nd Reading**
**6.b.1. Culinary Arts I**
**6.b.2. Grade 9 Health**
**6.b.3. Grade 10 Health**

**Motion Passed:** Motion that the Board approves Culinary Arts 1, Grade 9 Health, and Grate 10 Health curricula as a 2nd reading as presented passed with a motion by Ms. Darleen Klase and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Yes
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

**7. Committee Reports**
**7.a. Policy Committee**
Discussion:
Mr. Panos reported the Committee had discussed the policies presented for 1st reading, and also had discussions on retention; Dr. Cooke is to return with a suggested revision to the AR on retention.

**7.b. Long Range Planning Committee**
Discussion:
Mr. Lockhart reported that Mrs. Butler presented at their last meeting on the status of the district as an Alliance District and the progress being made as a district. The Committee has asked Mrs. Butler to expand on the presentation and present it to the full Board at an upcoming meeting.

**7.c. Finance Committee**
Discussion:
Mr. Eleveld requested that the Finance Committee meet between now and June to discuss and review some of the budget suggestions presented at the meeting.

**8. Consent Agenda**
**8.a. Financial Report**
Discussion:
Expenditures for January 2015 $6,899,288
Expenditures through January 31, 2015 $35,284,302

**8.b. Enrollment Report**
**8.c. Food Service Report**
**8.d. Human Resources Report**

**Motion Passed:** Motion to accept Items 8.a., 8.b, and 8.c of the Consent Agenda passed with a motion by Mr. Paul Panos and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Yes
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

**Motion Passed:** Motion to accept Item 8.d of the Consent Agenda passed with a motion by Mr. Paul Panos and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Yes
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. Approval of Minutes**
**9.a. January 13, 2015 Long Range Planning Committee**
**9.b. January 13, 2015 Special Meeting**
**9.c. January 22, 2015 Regular Meeting**
**9.d. January 29, 2015 Public Forum w/Finance Committee**
**9.e. February 3, 2015 Public Forum w/Finance Committee**
**9.f. February 5, 2015 Executive Committee**
**9.g. February 5, 2015 Policy Committee**

**Motion Passed:** Motion by Ms. Rizzo Holmes to accept the minutes of the January 13, 2015 Long Range Planning Committee, January 22, 2015 Regular Meeting, February 3, 2015 Public Forum w/Finance Committee, February 5, 2015 Executive Committee and February 5, 2015 Policy Committee meetings as presented passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Leonard Lockhart.
Mr. Ronald Eleveld Yes
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

**Motion Passed:** Motion to accept the minutes of the January 13, 2015 Special Meeting as presented, and the January 29, 2015 Public Forum w/Finance Committee corrected to reflect "No vote" for Ms. Rizzo Holmes under Item 10, Adjournment, passed with a motion by Ms. Melissa Rizzo Holmes and a second by Ms. Darleen Klase.
Mr. Ronald Eleveld Yes
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. Other Matters/Announcements/Regular BOE Meetings**
**10.a. BOE Curriculum Committee, Thursday, February 26, 2015 at 4:30 PM, L.P. Wilson Community Center, Room 17**
**10.b. BOE Technology Committee, Tuesday, February 26, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room**
**10.c. BOE Special Meeting, Tuesday, March 3, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room**
**10.d. BOE Long Range Planning Committee, Tuesday, March 10, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17**
**10.e. BOE Special Meeting, Tuesday, March 10, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room**
**10.f. Next BOE Regular Meeting is Tuesday, March 17, 2015, 7:00 PM, Town Hall, Council Chambers**

**11. Audience to Visitors**
Discussion:
None.

**12. Adjournment**
**Motion Passed:** The meeting adjourned at 10:55 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 Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

# Windsor Board of Education
# Curriculum Committee
# Unapproved Minutes

Thursday, February 26, 2015 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 26, 2015 Curriculum Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 4:30 PM:**

Present Board Members:
Ms. Michaela Fissel
Ms. Darleen Klase
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

**1. Call to Order, Pledge to the Flag and Moment of Silence**

Discussion:
Darleen Klase called the meeting to order at 4:30 p.m. with the Pledge of Allegiance and a Moment of Silence. Also in attendance were Superintendent Dr. Craig Cooke and Assistant Superintendent for Instructional Services Mary Anne Butler.

**2. Audience to Visitors**

Discussion:
None

**3. Wood Technology - Introduction**

Discussion:
Deb Maccarone presented the Introduction to Wood Technology curriculum. The course is open to students in grades 9-12. The course introduces students to the use of hand and machine tools with an emphasis on safety protocols. The committee recommended moving the curriculum forward to the full Board for a first reading.

**4. Health Grades 11 and 12**

Discussion:
Christine Tedisky presented the health modules for grades 11 and 12. These will be implemented within an extended Advisory Meeting by certified health instructors to comply with state regulations.

**5. U.S. History**

Discussion:
Nancy Crilly-Kirk, Andrew Folsom, and David Topitzer presented the grade 11 U.S. History curriculum. The committee recommended moving the curriculum forward to the full Board for a first reading.

**6. Windsor PD Model (Inquiry Circles)**

Discussion:
Christine Tedisky and Tangular Irby overviewed the professional development offering entitled, "Inquiry Circles" with the committee. The committee engaged in practicing part of the four step process. This two part workshop was presented to 20 secondary teachers during the district professional development days.

**7. Level 1 HS Credit--SPMS Students**

Discussion:
No Discussion

**8. Adjournment**

Discussion:
Move to adjourn the meeting at 6:02 p.m.

**Motion Passed:** Move to adjourn the meeting at 6:02 p.m. passed with a motion by Ms. Melissa Rizzo Holmes and a second by Ms. Michaela Fissel.
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

# Windsor Board of Education
# Executive Committee
# Unapproved Minutes

Monday, March 2, 2015 4:30 PM
L.P. Wilson Community Center, Supt. Conference Room

The following are the unapproved minutes of the March 2, 2015 Executive Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 4:30 PM:**

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

Updated Attendance:
Mr. Paul Panos was updated to present at: 4:35 PM

**1. Call to Order**

Discussion:
Cristina Santos called the meeting to order at 4:30 PM. Superintendent of Schools Dr. Craig Cooke was also in attendance.

**2. Set the agenda for the Regular Board Meeting on Tuesday, March 17, 2015**

Discussion:
The committee set the agenda for the Regular Board Meeting on Tuesday, March 17, 2015.

**3. Discussion on Setting Graduation Date**

Discussion:
The committee discussed setting the graduation date.

**4. Miscellaneous**

**5. Adjournment**

Discussion:
The meeting was adjourned at 5:25 PM.

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education