Regular Meeting

Tuesday, October 20, 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--Elena Peters, Semifinalist in the 2016 National Merit Scholarship Program

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. WHS Overnight Field Trip Request to Paris, France--April break 2017 (1st Reading)
b. Athletic Eligibility Report
c. Discussion on District Residency Efforts
d. 2016/2017 Budget Development (Possible Action)

7. **Committee Reports**

a. Technology Committee
b. Long Range Planning Committee

8. **Consent Agenda**

a. Financial Report
b. Fiscal Year '15 Year End Balance
c. Enrollment Report
d. Food Service Report
e. Human Resources Report

9. **Approval of Minutes**

a. September 15, 2015 Regular Meeting
b. October 1, 2015 Technology Committee
c. October 5, 2015 Executive Committee
d. October 5, 2015 Special Meeting
e. October 6, 2015 Long Range Planning Committee

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

a. WPS Service Awards, Wednesday, October 28, 2015, 6:00 PM, Birch Meadow Banquet Facility
b. BOE Curriculum Committee, Thursday, November 5, 2015, 4:30 PM, LPW, Room 17.
c. Administration of Oath of Office for BOE Members, Monday, November 9, 2015, 6:00 PM, Town Hall Council Chambers
d. BOE Special Meeting (Organizational Meeting), Monday, November 9, 2015, 6:30 PM, Town Hall, Ludlow Room
e. Next BOE Regular Meeting is Tuesday, November 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: October 20, 2015

Prepared By: Dawn Hunter **Presented By:** Dawn Hunter & Gustave Afantchao

Attachments: Pertinent Information Related to the France Trip

Subject: WHS Overnight Field Trip Request to Paris, France April break 2017 (Dates to be secured after BOE 2016-2017 school calendar approval in April 2016) (1st Reading)

Background:

Students at Windsor High School were provided the opportunity to travel to France in 2010 and Canada in 2011, 2013, 2015 to experience firsthand French culture with Ms. Hunter as tour leader. Ms. Hunter and Mr. Afantchao would like to provide students with another opportunity to travel to France in 2017.

Status:

A proposed field trip in April 2017 to France is for students enrolled in all levels of French. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, the teachers have included the price with the All Inclusive Insurance that each student will be required to purchase in the event that the Board determines that it is unsafe to travel at the time of the trip.

Recommendation:

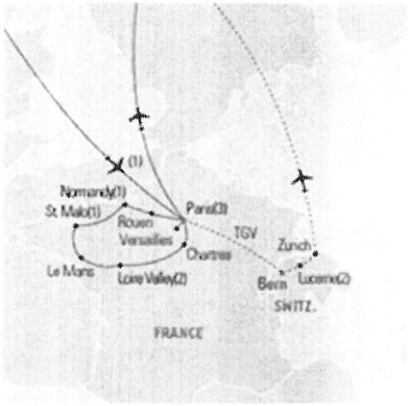
Move the Windsor Board of Education approve the proposed trip to France reserving the right to cancel if it feels that the safety of the students is at risk.

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

Agenda Item # 6a.

Paris & the Loire Valley

GROUP INFORMATION



Tour Center ID:

Hunter-4410

Departing From:

Boston

Departing From: Boston

Departing:

April 13, 2017

Returning:

April 21, 2017

Tour Fee increases on

November 1, 2015

YOU CAN SIGN UP AT:
http://www.explorica.com/Hunter-4410

BASIC TOUR ITINERARY (DETAILED INTINERARY BELOW)

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre Dame Cathedral visit, Île St. Louis, Latin Quarter visit

Louvre visit

Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, Ecole Militaire, Les Invalides, Conciergerie, Tuileries, Place Vendôme, Opera House

Optional Versailles guided excursion $80

State Apartments, Hall of Mirrors, Gardens of Versailles

Day 4 Paris--Loire Valley

Travel to Loire Valley (via Chartres & Chambord)
Chartres Cathedral visit
Château de Chambord photostop
Authentic French brasserie dinner

Day 5 Loire Valley castles

Loire châteaux tour director-led sightseeing
Azay-le-Rideau visit, Château de Chenonceau visit
Troglodyte Village guided visit
Dinner in Troglodyte Village

Day 6 Loire Valley--St. Malo

Travel to St. Malo
St. Malo interactive sightseeing activity
Church of St. Vincent, Tomb of Jacques Cartier
Crêperie dinner

Day 7 St. Malo--Normandy

Travel to Normandy
Mont-St-Michel monastery visit
D-Day beaches
Arromanches Museum visit

Day 8 Normandy--Paris

Travel to Paris via Rouen
Rouen tour director-led sightseeing
Cathedral visit, Old Clock
Seine River cruise

Day 9 End tour

BEST PRICE
guaranteed

Total Fee:* $2,904.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	$2,820.00
Weekend Supplement (Returning)	$35.00
Versailles guided excursion	$80.00
Travel Protection Plan	$108.00
On-Tour Tipping	$61.00
** 2017 Discount	-200.00
Total Fee*	**$2,904.00**
OR 17 monthly payments of	$161.53
After initial payment of	$158.00

* Tour Fee increases on Nov 1, 2015. tour fee will never change after sign-up.

** Only valid with voucher code 2017earlybird

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

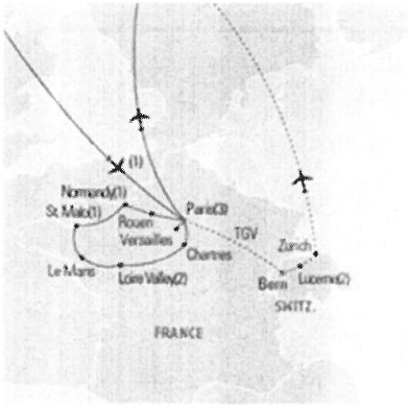
Adult Supplement	$130.00
Twin Room Upgrade	$245.00
Additional Adult Fee	$375.00

TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Seine Cruise
- Mt. Pilatus excursion on extension
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Paris & the Loire Valley

GROUP INFORMATION



Tour Center ID:

Hunter-4410

Departing From:

Boston

Departing From: Boston

Departing:

April 13, 2017

Returning:

April 21, 2017

Tour Fee increases on

November 1, 2015

YOU CAN SIGN UP AT:

http://www.explorica.com/Hunter-4410

TOUR ITINERARY (DETAILED)

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre Dame Cathedral visit, Île St. Louis, Latin Quarter visit

Louvre visit

Dinner in Latin Quarter

Details: Paris city walk

This city was made for walking. Stroll grand boulevards with sweeping views of the city, pristine parks with trees planted in perfect rows, and narrow streets crowded with vendors selling flowers, pastries and cheese. Then head to the Île de la Cité, a small island in the Seine, to see Notre Dame Cathedral.

Details: Latin Quarter visit

Visit one of the original college towns. The famous Sorbonne is the first and most illustrious of French universities. It was originally founded by Robert de Sorbon in 1253 and was actually one of the smallest colleges, but became the richest and most respected of the colleges of the University of Paris. Since the Sorbonne's founding in the 1100s, the Left Bank has attracted not only intellectuals but also the cafés, bookstores and cinemas that tend to accompany them. It's also attracted its fair share of famous residents like Ernest Hemingway.

Details: Louvre visit

The world's largest art museum, the Louvre is housed in a Medieval fortress-turned-castle so grand it's worth a tour itself. You walk through the 71-foot glass pyramid designed by I.M. Pei and added in 1989, and step into another world--one with carved ceilings, deep-set windows, and so many architectural details you could spend a week just admiring the rooms. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with creepy sarcophagi, or the collection of Greek ceramics, one of the largest in the world. (Please note the Louvre is closed on Tuesdays.)

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries, Place Vendôme, Opera House

Optional: Versailles guided excursion $80

State Apartments, Hall of Mirrors, Gardens of Versailles

Details: Paris guided sightseeing tour

What's that huge white arch at the end of the Champs-Élysées? The Arc de Triomphe, commissioned by Napoleon in 1806 after his victory at Austerlitz. Your licensed local guide will elaborate on this, and other Parisian landmarks. See some of the most famous sites, including the ornate, 19th-century Opera, the Presidential residence, the ultra-chic shops of the Rue du Faubourg St-Honoré, and the gardens of the Tuileries. You'll pass the Place de la Concorde, where in the center you'll find the Obelisk of Luxor, a gift from Egypt in 1836, and the Place Vendôme, a huge square surrounded by 17th-century buildings. Spot chic locals (and tons of tourists) strolling the Champs-Élysées. Look up at the iron girders of the Eiffel Tower, built for the 1889 World's Fair to commemorate the centenary of the French Revolution. See Les Invalides (a refuge for war wounded), the École Militaire (Napoleon's alma mater), and the Conciergerie (the prison where Marie Antoinette was kept during the French Revolution).

Day 4 Paris--Loire Valley

Travel to Loire Valley (via Chartres & Chambord)

Chartres Cathedral visit

Château de Chambord photostop

Authentic French brasserie dinner

Details: Chartres Cathedral visit

Built on an ancient worshipping ground to house a piece of the Virgin Mary's veil (which is still on display), this 13th-century Gothic church is best known for its windows. With over 20,000 square feet of stained glass, visiting Chartres can be like walking around inside a large jewel. But don't spend all your time looking up—on the floor is the only surviving medieval labyrinth. The faithful travel the winding 300-yard path on their knees to reach the image of paradise at the centre. Ouch.

Day 5 Loire Valley castles

Loire châteaux tour director-led sightseeing

Azay-le-Rideau visit, Château de Chenonceau visit

Troglodyte Village guided visit

Dinner in Troglodyte Village

Details: Loire châteaux tour director-led sightseeing

France's aristocrats began building defensive castles in the Loire Valley in the 11th century. A few hundred years later, their descendants created pleasure palaces among the lush green forests and wandering waterways. Today, sumptuous Renaissance castles stud the banks of the silvery Loire River, the longest in France. First stop: Azay-le-Rideau. This castle's limestone turrets and slate spires are set on an island in the middle of the Indre River. Almost completely surrounded by water, the castle mixes Gothic and Renaissance styles to fairy-tale effect. But few castles can compete with Château de Chenonceau. Built on a series of arches over the Cher River, Chenonceau was designed by a woman in the 16th century. It was once inhabited by Catherine de Medicis, who commissioned the delicate spirals and the formal gardens, and had the bridge covered by a two-story stone gallery.

Details: Dinner in Troglodyte Village

Dug by men from the XIIth century onwards to extract the stone, "the tuffeau" destined for building. The Cave aux Moines was used as far back as the beginning of the XXth century to cultivate mushrooms. The beginning of the cave and the first metres of the galleries were used by people to live; that kind of living was called the "troglodytes". Here people and animals lived as a community.

Day 6 Loire Valley--St. Malo

Travel to St. Malo

St. Malo interactive sightseeing activity

Church of St. Vincent, Tomb of Jacques Cartier

Crêperie dinner

Details: St. Malo interactive sightseeing activity

For centuries, this walled seaport on the English Channel was known as the city of pirates. The pirates are gone, but the granite town remains, always seeming to be reaching towards the green-blue sea. With your Tour Director, embark on an interactive adventure that will bring St. Malo to life! Including a visit to the Cathedral St. Vincent, begun in the 11th century but not finished until the spire was mounted in 1987. It houses the tomb of Jacques Cartier, who discovered the St. Lawrence River and founded Quebec.

Details: Crêperie dinner

Indulge in one of France's most delicious culinary traditions—the crêpe. These thin pancakes can be wrapped around tasty fillings from fromage (cheese) to chicken. For dessert, have a sweet crêpe with chocolate, Nutella, or just a slathering of butter and a sprinkle of sugar.

Day 7 St. Malo--Normandy

Travel to Normandy

Mont-St-Michel monastery visit

D-Day beaches

Arromanches Museum visit

Details: Mont-St-Michel monastery visit

Perched high on a tidal island at the mouth of the Couesnon River, the Mont St-Michel Monastery rises impressively from behind the fortified walls of an old fort. Explore the narrow streets and old buildings before climbing to the center of the island to see the church itself.

Details: D-Day beaches

See the D-Day beaches where on June 6, 1944, thousands of Allied troops landed in an effort to recapture the coast from Germany. All along the beaches, deserted German bunkers have been turned into memorials and the stark white crosses and stars that mark the cemeteries are grim reminders of the war.

Details: Arromanches Museum visit

Ingenious military engineering allowed the Allied forces to land at Arromanches on D-Day. Barges towed 600,000 tons of concrete across the English Channel, sinking them to create an artificial harbor, and then 33 jetties and 10 miles of floating roadways allowed the troops to land in France. Learn about this feat and other at the Arromanches Museum, where dioramas, interactive displays, and models detail the Allied landing.

Day 8 Normandy--Paris

Travel to Paris via Rouen

Rouen tour director-led sightseeing

Cathedral visit, Old Clock

Seine River cruise

Details: Rouen tour director-led sightseeing

Like Paris, the port city of Rouen is divided in two by the Seine. Your Tour Director will take you through the medieval cobblestone streets of the city where Joan of Arc was burned in 1431. See the Old Clock surrounded by half-timbered houses and shops, and visit Notre Dame cathedral, a favorite subject of Claude Monet. With its lacy Gothic façade and mismatched spires,

Rouen's cathedral is one of the most compelling in France. Hitler certainly thought so—the first time it caught fire in WWII, he ordered his troops to save it. See the inspired interior, with its columns topped by carved faces, and learn about the history of the church. Fun fact: one of the steeples is called the Tour de Beurre. It was built with money donated by a group of wealthy people who wanted to eat butter during Lent.

Details: Seine River cruise

See the city from the water on an hour-long cruise along the River Seine. The Seine cuts right through Paris, dividing the city in half. See the Eiffel tower rising up on the Left Bank, the walls of the Louvre on the Right Bank. A guide will point out other monuments and architectural marvels as you pass, many of which are illuminated by clear white light at night.

Day 9 End tour

BEST PRICE
guaranteed

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School Board Packet

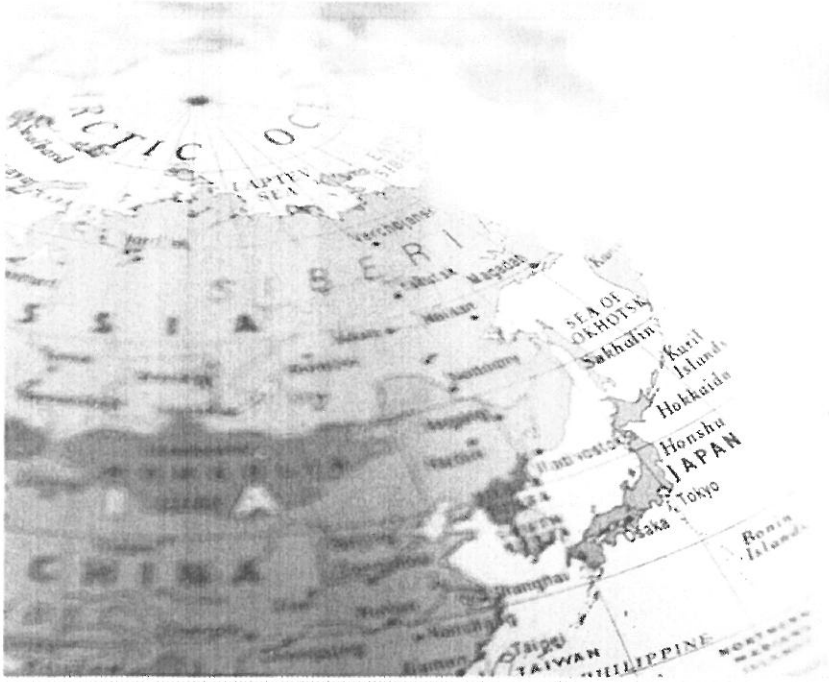
Paris & the Loire Valley Tour

April 13, 2017 - April 21, 2017

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travel learn

Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. An educational adventure for both you and your students.

Before we begin, please review a little more about us:

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

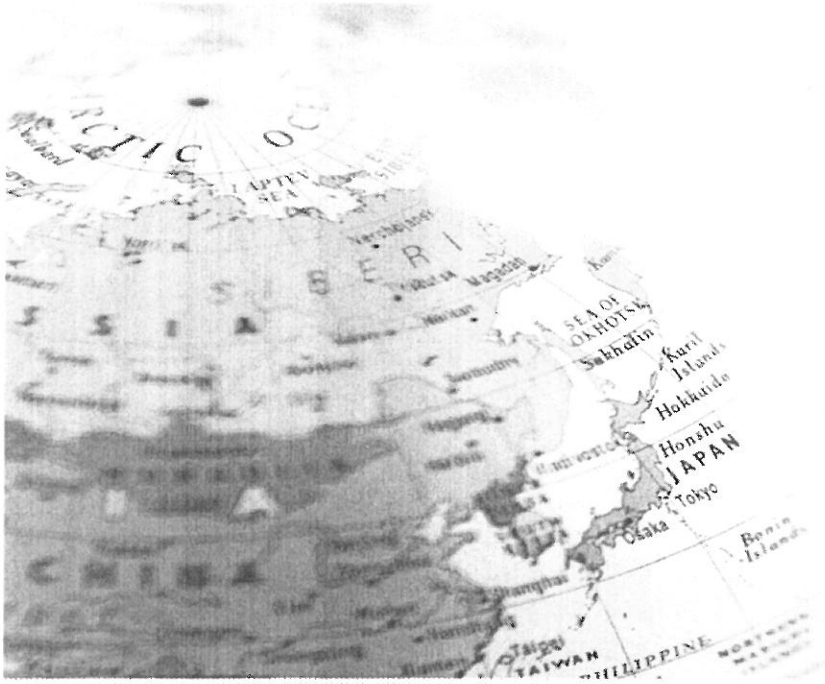
Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

Join more than 750,000 teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,
Matt Wertz
President & CEO

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Hotel Information

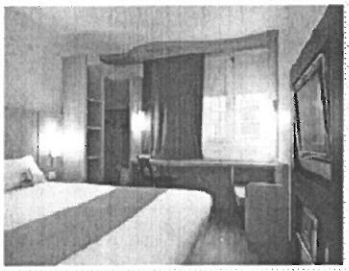
Even though you'll be far from home, your comfort won't be compromised. Because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable, and convenient to the city. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality, and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Paying adults (23 or older) are roomed in twin/double accommodations and charged the $35 per night double/twin rooming supplement $75 per night for cruises and ferries). The cost for adults to upgrade to a single room is $70/night.

EXAMPLE OF A HOTEL WE USE:

Hotel Ibis Paris Porte d'Italie



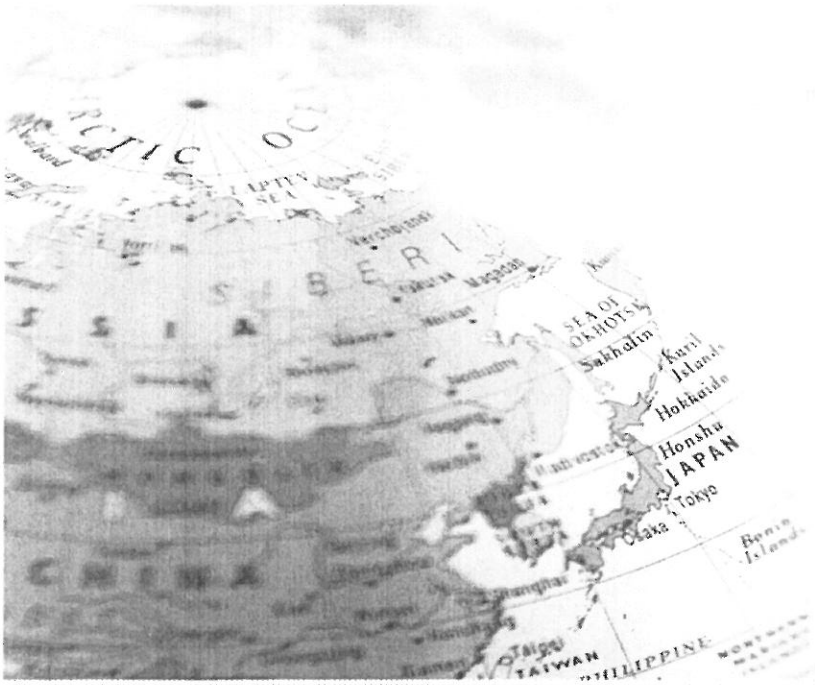
Hotel Ibis Paris Porte d'Italie has 283 rooms with free Wi-Fi and a covered car park. The Ibis Paris Porte d'Italie hotel welcomes you in the heart of Gentilly at the "La Table" restaurant. Fast access from Paris Orly Airport and the A6 highway. Close to the Charlety stadium and Porte de Versailles exhibition center.

Group Leader Evaluations

"The location was perfect."

"Awesome staff, good breakfast, great location! Rooms were spacious, clean and comfortable."

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Meal Information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary. Explorica makes sure all travelers get a unique experience through their meals, such as a tapas dinner in Spain, crepes in France or wienershnitzel in Germany.

Tour Director

Your Tour Director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. The Tour Director can also provide very general information and suggestions for your free time. Local guides are your resource for detailed destination information.

Communication on Tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our England and Scotland tour April, 2013:

> "Day 3 - We left our hotel near Glasgow and headed up north into the Trossachs National Park to make our first stop in the village of Luss on the banks of Loch Lomond. We walked down to the and along the beach and up through the village. Next we followed the sides of the loch all the way up, making some photo stops along the way until we came to a rest-stop called 'The Green Welly' where we made a lunch break. This afternoon we arrived in the very heart of the highlands, driving across the barren landscape and making a photo stop in the Glencoe valley, scene of the Glencoe Massacre back in 1692. We learnt about the clan difficulties at the time and the Jacobite movement. Next we got great views of the UK's highest mountain, Ben Nevis, as we headed around the western coast and across the Grampian mountains. We stopped in some cute highland villages and saw a game of Shinty (like a kind of highland hockey). We've arrived at the hotel now, our base for exploring more of the Highlands tomorrow!"

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Company Information and Safety

›All Tour Directors come highly recommended with at least 5 years work experience in the industry.

›Explorica has a $5 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

›Explorica offers each traveler the option to purchase the Travel Protection Plan at $12/day or $18/day for the Travel Protection Plan Plus.

›We are a member of USTOA: United States Tour Operators Association $1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica Inc., is required to post $1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, you should understand that the $1 Million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to information@ustoa.com or by visiting their website at www.USTOA.com.

›In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA)

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Liability Policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number-one priority and that we have policies and procedures in place to protect the school, school district, teachers, and participants involved with this tour.

Explorica has a $5 million liability policy with AIG/Lexington Insurance Company that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants. For additional information on our liability insurance, or to receive evidence of our insurance coverage, please contact our insurance broker, Judy Doble of Wells Fargo Acordia, at 617.204.2517.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip. If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,
Dan Kellerd
Executive VP Operations

145 Tremont Street, 6th fl. Boston, MA 02111 tel: 1.888.310.7121 fax: 1.888.310.7088

79935

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/3/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Commercial Lines - (866) 597-9827 Wells Fargo Insurance Services USA, Inc. 699 Boylston St, 6th Floor Boston, MA 02116	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Steadfast Insurance Company	26387
INSURER B:	Hartford Casualty Insurance Company	29424
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Explorica, Inc
145 Tremont Street
6th Floor
Boston, MA 02111

COVERAGES CERTIFICATE NUMBER: 8119763 REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			EOL9474195-05	09/01/14	09/01/15	EACH OCCURRENCE	$ 5000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50000
							MED EXP (Any one person)	$ 1000
							PERSONAL & ADV INJURY	$ 5000000
							GENERAL AGGREGATE	$ 5000000
							PRODUCTS - COMP/OP AGG	$ 0
							PER OCCR DEDUCTIBLE	$ 25000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [X] HIRED AUTOS SCHEDULED AUTOS [X] NON-OWNED AUTOS			EOL9474195-05	09/01/14	09/01/15	COMBINED SINGLE LIMIT (Ea accident)	$ 5000000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYER'S' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [N] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			08WECRH8114	09/01/14	09/01/15	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1000000
							E.L. DISEASE - EA EMPLOYEE	$ 1000000
							E.L. DISEASE - POLICY LIMIT	$ 1000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER

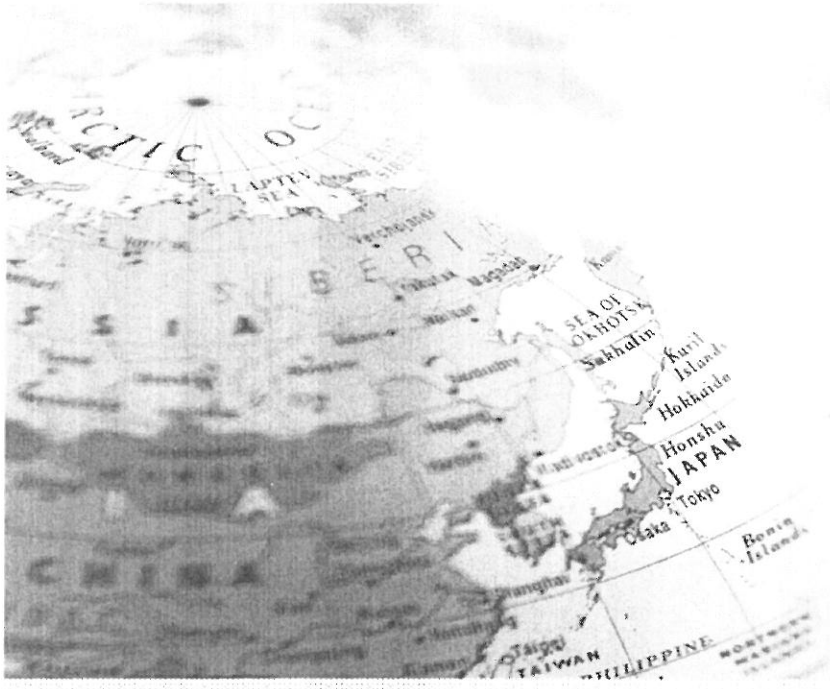
Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Payment Options

FULL PAYMENT

Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN

Pay your $50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

4-STEP MANUAL PLAN

Pay your $99 deposit upon enrollment, and then pay $500 toward your balance 30 days later. At 120 days prior to departure 75% of the balance is due. At 75 days prior to departure the remainder of the balance is due. You must make each payment manually.

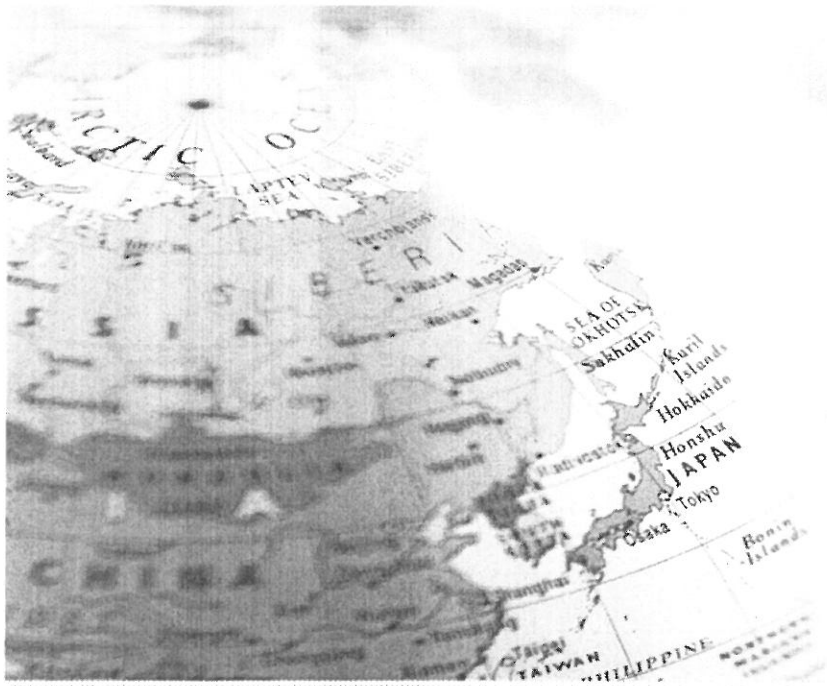
GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a $50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a $30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a $30 non-refundable fee.

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Insurance Policy

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN (*INCLUDED IN THE PRICE OF THIS TOUR)

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

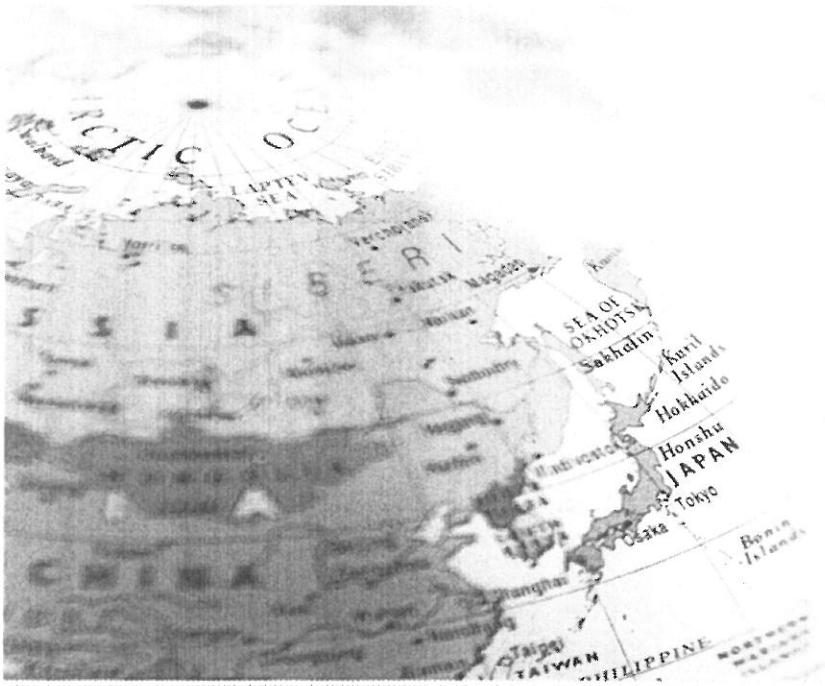
Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

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Insurance Policy Cont.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

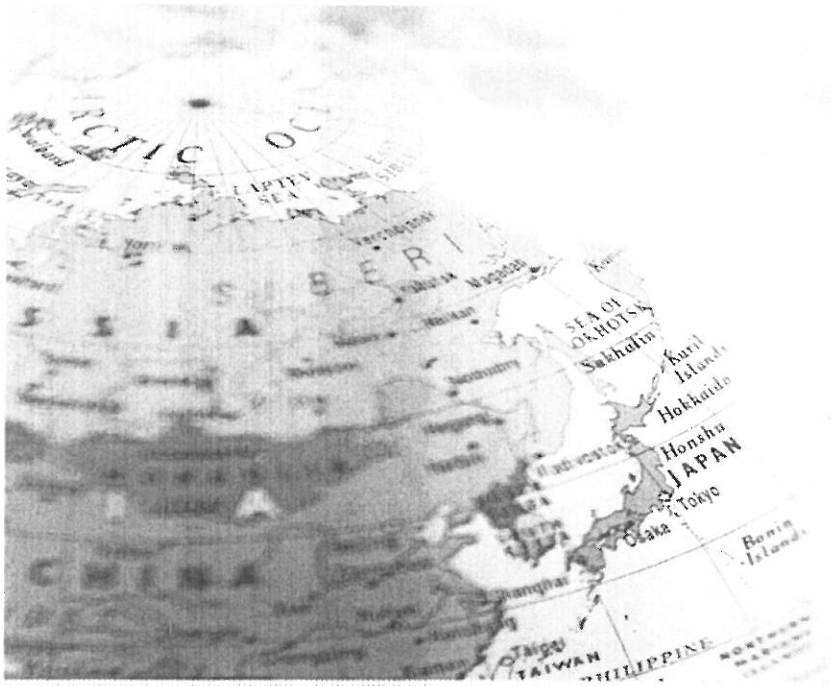
TRAVEL DELAY

Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.

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Insurance Policy Cont.

BAGGAGE & PERSONAL EFFECTS

Coverage up to $2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

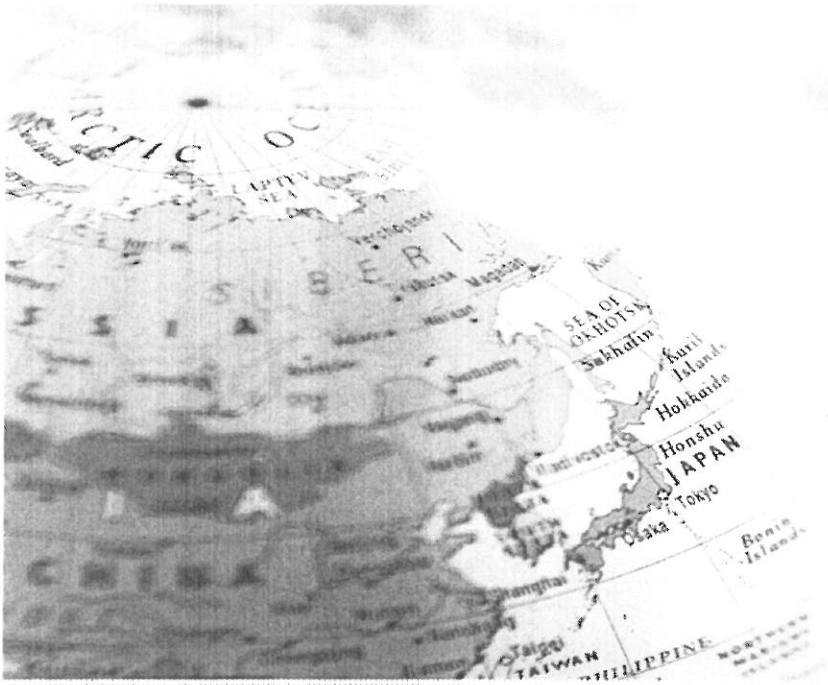
The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

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Positive Feedback

After every tour Explorica asks our Group Leaders to create an evaluation to judge our overall pre tour, during tour, and post tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Often times we are given such positive feedback that we want to share it with potential Explorica group leaders.

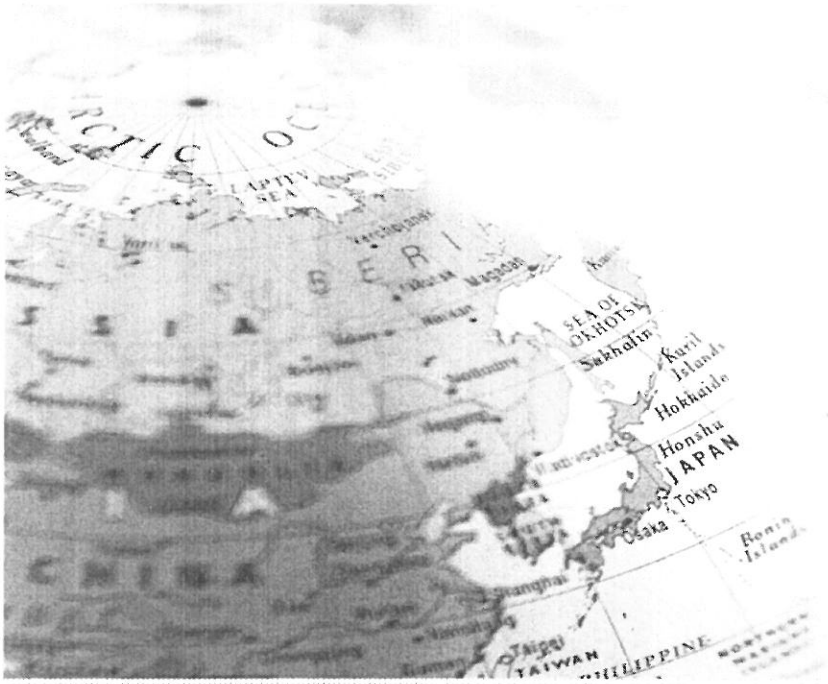
Linda L., English & German Teacher, Bowdoin, ME
My students had the time of their lives on this trip. Our Tour Director was so knowledgable and incredible that Berlin, Prague and Munich just came alive during these ten days. What an experience!!!

Michelle D., Coburg, ON
Well-organized, educational and safe travel—I couldn't ask for more! I have students knocking on my door the first day back asking "where is the trip next year?".

Joe H., Spanish Teacher, Chandler, AZ
I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study about?!

Kathleen W., French Teacher, Higganum, CT
A wonderful experience for the students, especially hitting Carnivale in Venice. Our Tour Director enlivened the whole trip with his wit, charm and depth of knowledge.

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Tour Specifics

TOUR ITINERARY:

Day 1 Start Tour

Day 2 Bonjour Paris
- Meet your Tour Director and check into hotel
- Paris City Walk: *Ile de la Cité, Notre Dame Cathedral visit, Ile St. Louis, Latin Quarter visit*
- Louvre visit
- Dinner in Latin Quarter

Day 3 Paris Landmarks
- Paris Guided Sightseeing: *Tour Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries, Place Vendôme, Opera House*
- Versailles Guided Excursion : *State Apartments, Hall of Mirrors, Gardens of Versailles*

Day 4 Paris--Loire Valley
- Travel to Loire Valley
- Chartres Cathedral visit
- Château de Chambord photostop
- Authentic French Brasserie Dinner

Day 5 Loire Valley Castles
- Loire Châteaux Tour Director-Led Sightseeing Tour: *Azay-le-Rideau visit, Château de Chenonceau visit*
- Guided visit to Troglodyte Village
- Dinner in Troglodyte Village

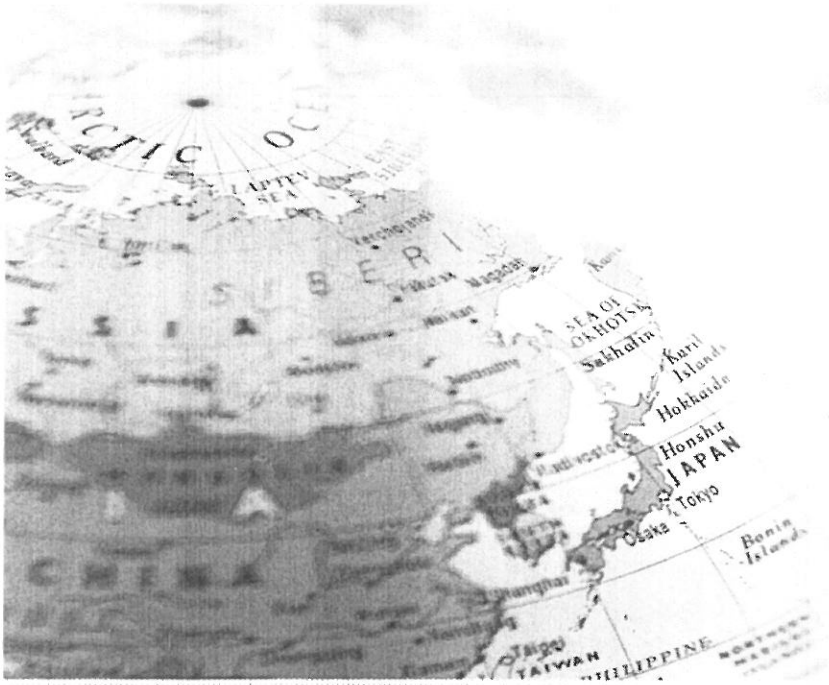
Day 6 Loire Valley--St. Malo
- Travel to St. Malo
- St. Malo Interactive Sightseeing Activity: *Church of St. Vincent, Tomb of Jacques Cartier*
- Dinner at a crêperie

Day 7 St. Malo--Normandy
- Travel to Normandy
- Mont-St-Michel Monastery visit
- D-Day beaches
- Arromanches Museum visit

Day 8 Normandy--Paris
- Travel to Paris via Rouen
- Rouen Tour Director-Led Sightseeing Tour: *Cathedral visit, Old Clock*
- Seine River Sightseeing Cruise

Day 9 End Tour

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travel learn

Supporting Documents

This School Board Packet should be submitted with the following supporting documents:

- Official Price Quote
- Student Application
- Student/Parent Agreement & Release Form
- Explorica's Terms & Conditions

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WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

Prepared By: Steve Risser **Presented By:** Steve Risser

Attachments: Memo to Superintendent and BOE, Athletic Report, Academic Homework Assistance Program

Subject: Athletic Eligibility Report

Background:

A report summarizing academic eligibility results for Windsor High School students participating in extracurricular events for the 2014-2015 academic year.

The existing BOE policy cites that WHS students must maintain a minimum 71.0 grade point average and not receive more than 1 "F" in the previous quarterly marking period to participate in interscholastic athletics and/or in a leadership position in a school sponsored club or organization in the current marking period. This academic standard is significantly higher and more rigorous that the state standard applied by the Connecticut Association of Schools (CAS) and the Connecticut Interscholastic Athletic Conference (CIAC) which our WHS student-athletes also must meet to be eligible to compete in game competitions.

This report includes an update on the after school study hall/tutoring program (named the SEC-Student Enrichment Center) to assist and support all WHS students in improving their academic performance and maintaining their academic eligibility to participate in extracurricular activities.

Status:

N/A

Recommendation:

For information only.

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

Agenda Item # 6b.

WINDSOR
PUBLIC SCHOOLS

To: Dr. Craig Cooke, Superintendent of Schools, Windsor Public Schools
Members of the Windsor Board of Education

From: Steve Risser, WPS Director of Athletics/ WHS Academic Eligibility Advisor

Re: Academic Eligibility Report for WHS Students for the 2014-2015 Academic Year

Date: October 13, 2015

Please find attached the following information regarding the academic eligibility policy for participation in BOE sponsored interscholastic athletics or to serve in leadership positions in other extra-curricular activities (school-sponsored clubs and organizations) currently implemented at Windsor High School.

1) Review of the standard and calculation of academic eligibility at Windsor High School. (Regulation approved April 2009). Presently, there are no academic eligibility regulations for participation in extracurricular activities at Sage Park Middle School.
2) Summary of the academic ineligibility results for Windsor High School students participating in interscholastic sports and/or leadership roles in extracurricular activities for the 2014-2015 academic year in comparison to the results from 2009-2010 when the eligibility policy was amended to reflect more rigorous academic standards.
3) Description of after school academic homework assistance program available to all WHS students, especially recommended for those pupils who have been notified as being in danger of becoming ineligible for participation in the aforementioned extracurricular activities.

Please advise with any questions. Thank you for your time and attention.

2014-2015 SEASON SPORT-BY SPORT	# ATHLETES INELIGIBLE 2014-2015	# ROSTERED ATHLETES 2014-2015	% ATHLETES INELIGIBLE 2014-2015	% ATHLETES INELIGIBLE 2009-2010
FALL SPORTS				
X-Country (B/G)	0	33	0.00%	1.8% 1/51
Cheerleading	2	32	6.30%	0.0% 0/32
Football	3	77	3.90%	14.7% 10/68
Field Hockey	0	29	0.00%	6.7% 2/30
Boys Soccer	1	39	2.60%	8.3% 4/48
Girls Soccer	0	33	0.00%	0.0% 0/25
Girls Swim/Dive	0	28	0.00%	4.2% 1/24
Volleyball	1	36	0.00%	2.9% 1/35
FALL TOTALS	***6***	***307***	***2.00%***	***6.0% 19/319***
WINTER SPORTS				
Boys Basketball	4	36	11.10%	11.4% 4/35
Girls Basketball	2	26	7.70%	6.3% 2/32
Cheerleading	2	35	5.70%	5.7% 2/35
Ice Hockey	0	5	0.00%	25.0% 3/12
Boys IndoorTrack	2	28	7.10%	8.0% 2/25
Girls Indoor Track	0	27	0.00%	0.0% 0/27
Boys Swim/Dive	3	19	15.80%	0.0% 0/25
Wrestling	1	14	7.10%	23.1% 3/13
WINTER TOTALS	***14***	***190***	***7.40%***	***7.8% 16/204***
SPRING SPORTS				
Baseball	0	35	0.00%	5.1% 2/39
Golf	6	20	30.00%	0.0% 0/13
Boys Lacrosse	0	29	0.00%	12.5% 3/24
Girls Lacrosse	2	63	3.20%	1.8% 1/55
Softball	1	27	3.70%	0.0% 0/23
Boys Tennis	0	18	0.00%	0.0% 0/13
Girls Tennis	1	24	4.20%	0.0% 0/18
Boys Track	4	56	7.10%	4.2% 2/48
Girls Track	3	47	6.40%	2.3% 2/43
SPRING TOTALS	***17***	***319***	***5.30%***	**3.6% 10/276**
All Club Leaders remained eligible in 2014-2015				2 club leaders ineligible
2014-2015 Totals	***37***	***816***	***4.50%***	**5.6%** 45/799

Academic Homework Assistance Program

(SEC-Student Enrichment Center)

The following is a description of the after school academic homework assistance program recognized as the SEC (Student Enrichment Center) which is currently in place at Windsor High School in order to provide academic assistance and support to WHS students in maintaining eligibility to participate in interscholastic athletics and/or in a leadership role in other extra-curricular activities. The Student Enrichment Center is open to all WHS students.

- The program is offered immediately after school dismisses on Mondays, Wednesdays, and Thursdays starting at 2:30pm and ending at 3:40pm. These three (3) weekdays have been selected due to the availability of late busses at 4pm.

- The program is staffed with four (4) WHS certified instructors in the subjects of Mathematics, English, Science, and Social Studies. Frequently, instruction assistance in foreign languages is provided as well.

- Students identified as being in danger of becoming ineligible (with a 75.0 average or below in all of their classes and/or currently failing a class are strongly encouraged to regularly attend the after school academic homework assistance program. It is the program's goal for 2014-2015 to have over 80% of students in jeopardy of losing academic eligibility regularly attending the program.

- The academic homework assistance program is available to all WHS students whom are in need of academic support, not only those in risk of becoming ineligible for extracurricular activities.

- The students attending the program follow a sign in and sign out process establishing a record of attendance. However, attendance at the program does not preclude students from making specific individual appointments for academic assistance with their individual classroom teachers during this time. In fact, this activity is encouraged for those attending the academic homework assistance program on a regular basis.

- Research conducted during the 2014-2015 school year showed over 75% of WHS students who attended the after school academic homework assistance program on a regular basis improved their grades' performance in the following quarterly marking period.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

Prepared By: Craig Cooke **Presented By:** Danielle Batchelder/Kelvan Kearse

Attachments: Residency Investigation Report, Residency Guidelines

Subject: Discussion on District Residency Efforts

BACKGROUND:

Members of the Board requested a discussion on the district's residency efforts.

STATUS:

N/A

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent: Craig Cooke

Agenda Item # 6C.

Windsor Public Schools

Residency Investigation Report

Breakdown by school

September 14, 2015 - October 14, 2015

School	Student Cases Referred	Student Cases Closed--------- Withdrawal	Residency Confirmed	Student Cases Open
WHS	12	4	8	1
SPMS	7	3	3	1
Total Secondary	**19**	**7**	**11**	**2**
CLO	1	0	1	0
POQ	2	0	1	1
JFK	3	1	2	0
OE	5	1	4	0
Total Elementary	**11**	**2**	**8**	**1**
Total District	**30**	**9**	**19**	**3**

Windsor Public Schools
Residency Investigation Report
Fiscal Year 2014/2015

Date Year to Date	Student Cases Referred	----------Student Cases Closed**---------- Withdrawal	Residency Confirme	Cases Open	BOE Hearings	STATE Appeals
09/01/15-10/14/15	30	9	19	2	0	0
Prior year to date						
07/01/14-6/30/2015	390	100	237	53	0	0

**Residency investigations are "closed" for the following: voluntary withdrawal, formal disenrollment & confirmation of residency.

Note:Student cases referred includes open cases from previous year.

DRAFT

Registration & Residency

In order to attend Windsor Public Schools, a student must actually reside in the Windsor Public School District.

"Residence" is the primary place where the student dwells permanently, not temporarily. Temporary residence in the Town of Windsor, solely for the purpose of attending Windsor Public Schools, shall not be considered residency.

In determining residency, Windsor Public Schools reserves its right to request a variety of documentation and to conduct investigation into where a student actually resides. Because residency can, and does, change for students and their families during the course of the academic year, Windsor Public Schools may continue to verify residency after the commencement of classes. Also, Windsor Public Schools may act upon anonymous tips it receives to conduct a residency verification investigation.

As part of the enrollment process, the Parent or Guardian will fill out a Registration Form for each student. This is a necessary prerequisite to the verification of residency. According to Connecticut law, only those students who are actually living in the Town of Windsor and who have an intention of remaining in the Town of Windsor are eligible to attend the Windsor Public Schools. Connecticut General Stat. § 10-186(b)(2) allows School Officials the right to seek restitution/relief from parent or legal guardians, on behalf of the taxpayers of the Town of Windsor, if they are found to have assisted in perpetrating fraud upon the WPS by misrepresenting the residency/sleeping situation of students attending WPS.

Windsor Public Schools may utilize a variety of means and/or support staff to verify an individual's residency e.g. correspondence, telephone calls, and home visits by the Residency Officer or other school staff. The burden of establishing a student's residency in the Town of Windsor lies with the parent(s) or guardian(s), not the school district.

Registering Students

Before any student can attend a Windsor Public School, his/her parent or legal guardian must provide the following required proofs of primary residency as part of their registration process. Residency must be confirmed before a child can be registered as a student of the Windsor Public Schools. **Applications cannot be processed without these documents.**

1) A completed Registration Form (complete this form in the Registration Office when you register your child(ren).
2) Birth Certificate (long form)
3) Guardianship Papers (if applicable)
4) Proof of Residence:
   a. A completed Certificate of Residency Form **AND**

b. A current lease agreement and one utility bill in the parent/guardian's name at the claimed Windsor address **OR**
c. A current mortgage statement and one utility bill one utility bill in the parent/guardian's name at the claimed Windsor address

5) The Registrar's Office will determine the school that your child will be attending and inform the school that the family has completed the first part of the registration process.

During the registration process, should the school district conclude that the student is "homeless" pursuant to Federal or State law, the district will require parent/guardian(s) contact information and may utilize affidavits of residency, in lieu of the aforementioned proof of residency, to facilitate enrollment. Registration of any homeless students is to be reported to the District's Homeless Liaison.

Immunization Record and Updated Physical Medical Exam

Students cannot enter in the school system unless they meet the State of Connecticut medical and immunization requirements.

Parents/guardians will need to provide:

1) Any immunization records that show that the child meets the State of Connecticut requirements to enter a Connecticut school).
2) If the child is new to Connecticut, he/she will need a new updated (physical) medical exam. This medical assessment will have to be recorded on a **State of Connecticut Health Assessment form (REV. 4/2012) OR Early Childhood Health Assessment Record (Birth-5, Rev. 3/2015)**
3) If the child is transferring from a school within Connecticut, parents can provide a copy of the child's last physical from either his/her previous school or his/her physician's office.

Immunization Requirements for Enrolled Students in Connecticut Schools for 2015-2016.

DRAFT

Investigating Fraudulent or Suspicious Addresses:

When school officials have reason to believe that the address provided by the parent/guardian of a current Windsor Public School student is incorrect or fraudulent, every effort will be made to ascertain the correct information.

School staff have the right and obligation to conduct a thorough investigation (due diligence) in order for the district to take appropriate action. Such an investigation may include:

1) Search District Enrollment in PowerSchool by entering student's, parent's/guardians, names to locate siblings and review their residence information.
2) Run a reverse directory and utilize this list to help locate the student's current address.
3) Interview Principal and/or teachers/support staff for residence information.
4) Interview students for residence information.
5) Contact DCF, Probation Department, or the Housing Authority for family and residence information as appropriate.
6) Mail a letter to all known current and previous addresses requesting residency verification. Write or stamp "Do Not Forward-Address Correction Requested" on the envelope so that the letter will be returned to the school with the family's current address where mail is received.
    a. The new address should be entered into PowerSchool.
    b. If the letter is returned with no forwarding information, the student and their parent/guardian must be contacted to provide new information. If the parent/guardian refuses to provide information the district will immediately initiate an investigation.
7) Initiate a home visit by the Residency Officer to establish residency at either the current or previous addresses. Home visits can be made at any time of day and any day of the week. The number of home visits on any one case is to be determined by the Windsor Public Schools.
8) If the Residency Officer concludes that the student does not live in Windsor, the parent/guardian will have the opportunity to withdraw the child within 5 calendar days. If the parent/guardian is unwilling to withdraw the child, the Director of Business Services will send a certified disenrollment letter indicating the date that the student will be disenrolled by the Windsor Public Schools.
9) Should the parent/guardian disagree with the determination that that child is ineligible for school privileges in Windsor, they have the right to a hearing before the Board of Education in accordance with Connecticut General Statutes, Section 10-186. The parent/guardian will have the burden of proving residency. *If it is determined that the child(ren) are illegally attending school in Windsor, the Board of Education may seek to recover tuition costs for the time they attended Windsor Public Schools.*
10) For further information visit www.windsorct.org – link to Windsor Board of Education Policy P5111 - School Accommodation – Admission Residency.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

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

Attachments: Discussion Points for the 2016/2017 Budget Development, Budget Calendar

Subject: 2016/2017 Budget Development

BACKGROUND:

The Board of Education held a discussion on the 2016/2017 budget development process at its September Board of Education meeting. There were nine points of discussion. The administration supplied information on the nine points (attached).

STATUS:

There was a request of three Board members for the agenda item to be on the October agenda.

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent: _____

Agenda Item # 6d.

Discussion Points by the BOE for the Development and Submission of the 2016-2017 Budget

1. **Hold a Public Forum before administration begins the budget development.**
    a. The 2016-2017 budget calendar included a Public Forum on December 7, 2015.
    b. An additional date for a budget forum could be added. It is my recommendation that this forum be added as part of the November Board of Education meeting commencing at 6:00 PM.

2. **The BOE have more involvement in the development of the budget.**
    a. The Board of Education, through establishment of its budget assumptions, sets policy level recommendations and guidance for the budget process.
    b. The budget presented to the Board of Education in January is the Superintendent's budget. The Board has the opportunity to make suggestions and alterations through its process to establish the Board's budget. For example, this past year the Board added positions to the Superintendent's budget as it was approving its budget. This has occurred in previous years as well.

3. **Finance Committee become a committee of the full board.**
    a. This is a decision of the full board.

4. **Building/Dept. level administrators present their site budgets to the BOE.**
    a. Currently, the Superintendent, Assistant Superintendent of Curriculum and Assessment, Assistant Superintendent of Human Resources, Director of Pupil Services and Special Ed, Director of Business Services and the Chief Information and Technology Officer present their site budgets and are in attendance at the budget meetings to answer questions.
    b. The remaining site budgets are the school budgets. These budgets consist of all the supplies and material, equipment, professional development, etc. that the schools need to run on a daily basis.
    c. In reviewing the questions the board asked last year, all questions that pertained to the schools were answered during the meeting by one of the cabinet members.
    d. In past years, principals and/or other leaders have attended as needed/requested.

e. It is possible to bring principals to a meeting. It would be my recommendation based on the other night commitments for principals, that this be done in a planned manner and to address significant changes in their budget. For instance if there were no additions/reductions of programming at a building, we would not request that principal to attend. This can be accomplished over the course of the budget meetings.

5. Zero-Based Budgeting (ZBB)

a. ZBB has had only modest application in schools because most services in a school district are based on legislation and local policy. Site based budgeting is widely considered the most practical form of budgeting within the school district environment because it provides greater control and reporting of school-level data.
b. The district currently does a hybrid approach to budgeting. The district already uses ZBB for many site budgets such as Technology, Facilities, Curriculum and Instruction, Pupil Services and Special Education and Fiscal Services and Transportation. This allows administration to review all activities within these budgets and prioritize the needs and then eliminate outdated efforts and expenditures in order to concentrate resources where they are most effective.
c. The district uses Site-Based Budgeting for all the schools and program site budgets. The advantage to this is that those who best understand the needs of a particular program, dept., etc. are empowered to make budget decisions.
d. We do not have full site-based budgeting due to the desire for similarity of programming in our schools.

6. Review budget books of surrounding towns

a. The Superintendent and Director of Business Services have been reviewing other districts budget books throughout the past year.
b. There was significant confusion by the board and public during the budget process last year with the changes that were made to the budget book. It is not my recommendation to alter or change the budget book at this time. However should the Board and administration arrive at a budget document that is preferred, the administration could prepare simultaneously several pages of the new budget document for comparison purposes. The new document would then be implemented for the FY18 budget.

7. Equalizing each school in the programs and offerings to the students.

a. We make efforts to do this each year. Sometimes events are specific to a teacher however the educational programming is equalized. We would be happy to discuss specific situations.

8. **BOE submit their budget assumptions to the Superintendent before the administration begin developing the budget.**
    a. The board is welcome to submit all suggestions and recommendation to the Superintendent.
    b. An expansion of the Board approved budget assumptions may be warranted.
    c. It is recommended that the Finance Committee hold a meeting as soon as the direction under #3 above is decided.
9. **Hire an auditing firm to audit the board of education budget.**
    a. The board of education undergoes an annual compensatory audit. The Town of Windsor goes out to bid every three years and changes auditing firms in order to preserve the integrity of the audit.
    b. The district is also audited annually by the State of Connecticut with the mandated state reporting that is done on the general fund monies, all federal and state grants and special education. Districts must annually compile financial data and report on their financial position. Accounting and reporting standards for this info are set by a number of oversight agencies, including Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and American Institute of Certified Public Accountants (AICPA).

BUDGET CALENDAR 2015-2016
(For creation of 2016-2017 budget)

November 2015	
Tues., Nov. 24	Site budgets due to Director of Business Services
December 2015	
Mon., Dec. 7, 6:30 p.m.	BOE Finance Committee—Budget Assumptions Meeting at LPW, Room 17
Monday, Dec. 7, 7:30 p.m.	Public Forum on Budget Process at LPW, Board Room
Weeks/Dec. 8-23	Budget Review by Superintendent/Cabinet/Building Leadership
Tues., Dec. 15, 7:00 p.m.	Capital Improvement Plan to BOE for adoption (at BOE regular meeting)
January 2016	
Weeks/Jan. 4-15	Budget Finalization by Superintendent/Cabinet/Building Leadership
Fri., Jan. 15	Tentative date for budget to be sent to Board of Education
Wed., Jan. 20, 6:30 p.m.	Superintendent's Presentation of Budget to BOE and Public Forum (followed by BOE regular meeting at Town Hall, Council Chambers)
Tues., Jan. 26, 6:00 p.m.	Public Forum on Proposed Budget; BOE Finance Committee review at LPW, Board Room
February 2016	
Tues., Feb. 2, 6:00 p.m.	Public Forum on Proposed Budget; BOE Finance Committee review at LPW, Board Room
Tues., Feb. 9, 6:30 p.m.	BOE Finance Committee review, Room 17
Wed., Feb. 17, 7:00 p.m.	BOE adoption of budget (part of Regular Meeting)
March 2016	
March	2016-2017 Budget to Town Council

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

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

ATTACHMENTS: September 30, 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 is for the month of September 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 September 2015	$ 4,834,799
Expenditures through September 30, 2015	$10,401,183

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

Agenda Item # 8a.

Windsor Public Schools
Financial Report
September 30, 2015

	2015/2016 Budget	Expenditures YTD 9/30/15	Encumberance	Balance 9/30/15	% Balance
Instructional Services					
Clover Street School	57,657	15,921	7,747	33,989	**59%**
John F. Kennedy School	75,555	13,908	10,744	50,903	**67%**
Oliver Ellsworth School	81,356	36,803	3,604	40,949	**50%**
Poquonock School	53,060	13,274	10,589	29,197	**55%**
Sage Park Middle School	218,868	59,251	41,440	118,177	**54%**
Windsor High School	385,512	71,980	92,960	220,572	**57%**
Windsor High School Interscholastic Sports	184,425	40,104	10,670	133,651	**72%**
Athletic Coaches	235,000	0	0	235,000	**100%**
WHS Career & Technical Education	59,745	10,280	16,031	33,434	**56%**
Continuing Education	62,685	5,911	1,445	55,329	**88%**
Instructional Services Management	234,008	14,983	15,052	203,973	**87%**
Curriculum Management & Development	120,385	68,928	11,945	39,512	**33%**
Curriculum Mgt. & Dev. Magnet School Tuition	1,500,600	0	0	1,500,600	**100%**
Textbook Adoption	50,000	0	0	50,000	**100%**
Technology	650,311	220,757	314,726	114,828	**18%**
Total Instructional Services	**3,969,167**	**572,100**	**536,953**	**2,860,114**	**72%**
Education Support Services					
Pupil Personnel Services	333,793	30,135	55,893	247,765	**74%**
Special Education	92,350	9,219	8,274	74,857	**81%**
Special Education Tuition	4,729,106	223,363	153,773	4,351,970	**92%**
Policy & Planning	140,850	57,140	11,769	71,941	**51%**
Employee Personnel Services	84,000	8,841	6,125	69,034	**82%**
Financial Management	281,870	45,933	22,552	213,385	**76%**
Financial Services	37,000	9,013	8,425	19,562	**53%**
Pupil Transportation & Safety	4,049,099	136,073	2,600	3,910,426	**97%**
Physical Plant Services	2,042,344	345,794	1,205,782	490,768	**24%**
Major Maintenance	361,000	194,808	15,331	150,861	**42%**
L.P. Wilson Center	254,800	27,764	132,560	94,476	**37%**
Benefits	10,983,740	2,387,010	287,700	8,309,030	**76%**
Certified Salaries	29,855,507	4,737,168	0	25,118,339	**84%**
Non-Certified Salaries	7,589,227	1,544,390	0	6,044,837	**80%**
Regular Ed Tutor Salaries	222,699	7,863	0	214,836	**96%**
Special Ed Tutor Salaries	320,000	31,449	0	288,551	**90%**
Substitute Salaries	679,390	33,120	30,961	615,309	**91%**
Total Education Support Services	**62,056,775**	**9,829,083**	**1,941,745**	**50,285,947**	
Total All Sites	**$66,025,942**	**$10,401,183**	**$2,478,698**	**$53,146,061**	**80%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

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

ATTACHMENTS: Year End Budget Site & Category Balances

SUBJECT: Fiscal Year '15 Year End Balances

BACKGROUND:

Board Policy 3160 allows the board to transfer any unencumbered portion of any budget site to another budget site, but expenditures shall not exceed the appropriation made by the fiscal authority of the Town.

The Board of Education's budget for Fiscal Year 2015, which ended June 30th, was $65,220,673. Our unexpended balance is $718.00. (NOTE: results have not been audited.)

For the Fiscal Year End June 30, 2015, there were under expenditures in benefits, physical plant services/major maintenance; special education and instructional mgt. & materials at the schools and district wide. Offsetting this under expenditure was over expenditures in areas such as salaries, pupil transportation, magnet school tuition and technology.

STATUS:

The projections of expenditures for the close of Fiscal Year 2015 are **within** the total approved appropriation from the Town of Windsor for the Fiscal Year. The total expenditures for the fiscal year will **not** exceed the budget appropriation of $65,220,673.

The attached financial report outlines the budget sites and categories that were over budget and there subsequent budget sites and categories that offset the deficits.

RECOMMENDATION:

That the Board approves the return of $718.00 to the Town with the details of the projected budget/category surplus's and deficits as attached. (Final amount subject to completion of the audit.)

Recommended by the Superintendent: _____

Agenda Item # 8b.

Windsor Public Schools
Year End Financial Report
June 30, 2015

Budget Sites & Categories	**Budget Balance**
Elementary & Secondary School Budgets - Supplies, Materials, Text, Equipment, Services	$181,554
Windsor High School Interscholastic Sports	($2,018)
Continuing Education	$31,976
Curriculum/Instruction Mgt. & Dev.	$71,245
Magnet School Tuition	($98,405)
Technology	($30,462)
Financial Srv/Mgt; Policy/Planning; Employee Srvs	$31,295
Pupil Transportation & Safety	($448,902)
Pupil Services; Special Education & Tuition	$21,596
Physical Plant Services/Major Maint	$291,125
L.P. Wilson Center	$88,274
Benefits	$341,995
Salaries	($478,555)
***Grand Total Balance**	**$718**

*The 2014-2015 audit will be concluded by November 2015. Total year end balance is subject to change.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

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

Attachments: Student Enrollment Report & Recap

Subject: Student Enrollment as of October 1, 2015

Background:

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

Status:

Recommendation:

Informational

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

Agenda Item # 8c.

Windsor Public Schools
Student Enrollment Report Recap
October 1, 2015

Enrollment in Windsor Public Schools	
Grades PreK-5	1,384
Grades 6-8	673
Grades 9-12	1,130
Total District Enrollment	**3,187**

Windsor Students not in district schools	
Outside Placement/Private Placement(SPED)	42
Montessori Hartford CREC	15
Metropolitan Learning Center CREC	150
CREC Misc MAGNET SCHOOLS	221
Hartford Host Magnets	201
Misc Magnet Schools	21
Prince Tech	9
Cheney Tech	12
	671
Total Windsor	**3,858**

Windsor Public Schools
Student Enrollment Report
October 1, 2015

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		30		54		84
K		83		104		187
1		95		116		211
2		79		129		208
3			104		137	241
4			93		124	217
5			91		145	236
Subtotal K-5						1300
Total		**287**	**288**	**403**	**406**	**1,384**

Grade	Sage Park MS
6	209
7	214
8	250
Total	**673**

Grade	Windsor High
9	293
10	306
11	275
12	256
Total	**1,130**

Total District Enrollment	**3,187**

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2015-2016

	Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**249**		292	293								
Grade 10	**291**		308	306								
Grade 11	**250**		273	275								
Grade 12	**260**		261	256								
Windsor High Total	**1050**		**1134**	**1130**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2015-16

		Projected		1-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					79									5	14.8
Team 2					66									5	15
Team 3					63									4	15.75
	Total	**197**		**210**	**208**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 7															
Team 4					73									5	14.6
Team 5					72									4	18
Team 6					65									5	13
	Total	**206**		**213**	**210**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 8															
Team 7					84									4	21
Team 8					86									5	17.2
Team 9					78									5	15.6
	Total	**247**		**248**	**248**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		
SPARK					7										
Sage Park	**Total**	**650**		**671**	**673**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2015-2016

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	L Macaluso					20								
2	K Richards					19								
3	A Moyal					19								
4	D Ghanesh-May					19								
5	K Mazur					20								
6	M Johnston					20								
8	V Vaicunas					20								
		Total	**134**		**136**	**137**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
9	M Macaluso					16								
10	S Silliman					17								
12	B Emerson					19								
14	S Brown					18								
15	N Donzella					17								
16	D Taylor					18								
18	A Caselli					19								
		Total	**130**		**124**	**124**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
19	S Fye					21								
20	S Smith					21								
24	J Nolte					21								
25	S Paley					21								
26	K Bowman					20								
27	S Brown					20								
28	G Davies					21								
		Total	**139**		**144**	**145**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Kennedy	**Total**	**403**		**404**	**406**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

OLIVER ELLSWORTH SCHOOL **ENROLLMENT REPORT**

2015-2016

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	**Kindergarten**				12								
20	L Butterick					14								
21	J Addie					14								
22	A Zawistowski					13								
23	L Adamski					12								
24	A Bartholomew					13								
25	J Poole					13								
26	S Marcello					13								
		Total	**117**		**104**	**104**	**0**	**0**	**0**	**0**	**0**	**0**	0	**0**
11	S Rucker	**Grade 1**				16								
12	K Freeman					16								
13	B Mayo					18								
14	K Furie					18								
15	T Strickland					15								
16	L Rumrill					16								
17	K Strempfer					17								
		Total	**120**		**124**	**116**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
1	J Olander					19								
2	J Goicochea					18								
3	K Sandsmark					19								
5	L Volz					19								
6	S Martinson					17								
7	L Neil					18								
8	D Jaworski					19								
		Total	**131**		**131**	**129**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		15		11	15								
	PK Sped & Peers		36		36	39								
		Total			**47**	**54**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Ellsworth	**Total**	**419**		**406**	**403**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2015-2016

Room#	Teacher		Projected		1-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	J Su					20								
9	S Michalic					21								
11	J Darrell					21								
12	J Murray					20								
14	A Sanchez					22								
		Total	**89**		**104**	**104**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
13	L Arseneault					19								
15	S Podgurski					19								
16	L Schoenwolff					19								
17	C Nowsch					18								
18	D Williams					18								
		Total	**78**		**95**	**93**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
20	E Chartier					18								
22	K LePage					18								
24	S Lewis					18								
26	C Lindsley					19								
27	R Grimes					18								
		Total	**80**		**90**	**91**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Clover	**TOTAL**	**247**		**289**	**288**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2015-2016

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					14								
2	W Dever					14								
3	M Scott					14								
22	L Roche					15								
23	M Mitchell					14								
24	L Corrao					12								
		Total	**84**		**88**	**83**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1												
15	E Velez					18								
16	L Bishop					19								
17	K Stoll					19								
18	M Neals					19								
19	New Teacher					20								
		Total	**87**		**94**	**95**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
8	R Brown					20								
9	S Trummel					20								
11	J Delsky					20								
13	L Huntington					19								
		Total	**82**		**77**	**79**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		**15**		14	**15**								
	Sped & Peer		14		14	15								
		Total			**28**	**30**								
	Poquonock	**Totals**	**282**		**287**	**287**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – July – September 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. New to us this year is CREC Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and the three 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 fourth year of the Summer feeding program serving breakfast to our summer school students this year at Oliver Ellsworth 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 July – September 2015

Recommendation: Informational only.

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

Agenda Item # 8d.

Windsor School Food Service
Program Participation
September 2015

SALES

		Sept 2014	Sept 2015
WHS			
	# OF DAYS	25	21
	SALES	$48,342.58	$36,259.56
	AVERAGE	$1,933.70	$1,726.65

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	865	829
MLC	472	451
Museum Academy	229	248
Academy of Aerospace & Engineering		396
SPMS	448	438
WHS	604	570

Reimbursable Meals	Average BREAKFAST per day	
ELEMENTARY	347	339
MLC	106	125
Museum Academy	147	176
Academy of Aerospace & Engineering		109
SPMS	65	56
WHS	141	138

Reimbursable Meals	Average SNACK per day	
Treehouse Program	110	91
Museum Academy	50	56

Windsor School Food Service
Financial Statement
July - September 2015

REVENUE	July-Sept 2014	7/1/14 - YTD	July-Sept 2015	7/1/15 - YTD
SALES	$ 181,968.00	$ 181,968.00	$ 175,220.08	$ 175,220.08
REIMBURSEMENTS - STATE			17,189.00	17,189.00
ACCOUNTS RECEIVEABLE FED	151,394.24	151,394.24	149,177.10	149,177.10
CLOC	50,711.00	50,711.00	52,805.00	52,805.00
INTEREST/RETURNED CK FEE	32.98	32.98		
MISC. (Rebates)	525.00	525.00	1,808.31	1,808.31
6 Cents Certification	7,138.92	7,138.92	3,576.66	3,576.66
REVENUE TOTALS	**$ 391,770.14**	**$ 391,770.14**	**$ 399,776.15**	**$ 399,776.15**
EXPENSES				
WAGES	$ 76,394.91	$ 76,394.91	$ 66,250.95	$ 66,250.95
PAYROLL TAXES	5,677.91	5,677.91	4,892.23	4,892.23
EMPLOYEE BENEFITS	21,126.88	21,126.88	18,579.46	18,579.46
FOOD/MILK	215,343.54	215,343.54	215,992.13	215,992.13
PAPER	8,845.59	8,845.59	13,340.59	13,340.59
TRUCK	3,311.80	3,311.80	447.45	447.45
SUPPLIES	456.24	456.24	1,279.68	1,279.68
EQUIPMENT	15,547.38	15,547.38	3,394.73	3,394.73
SERVICES	672.45	672.45	747.34	747.34
EXPENSE TOTALS	**$ 347,376.70**	**$ 347,376.70**	**$ 324,924.56**	**$ 324,924.56**
NET INCOME	**$ 44,393.44**	**$ 44,393.44**	**$ 74,851.59**	**$ 74,851.59**
INVENTORY		**$ 18,000.00**		**$ 18,000.00**
OPENING BALANCE 7/1		**$ 12,730.37**		**$ 3,531.34**
COMPUTED OPERATING POSITION		**$ 75,123.81**		**$ 96,382.93**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2015

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for September 1, 2015 – September 30, 2015

RESIGNATIONS/SEPARATIONS

Jowelle Brown	Special Education Paraprofessional	Sage Park
Carolyn Burke	Special Education Teacher, SPARK	L.P. Wilson
Mary Anne Butler	Assistant Superintendent for Instructional Services	L.P. Wilson
Scott Dickinson	Alternative Education Science Teacher	Windsor High
Ellen Henderson	Food Service Manager	Sage Park
Jeannine Lacapra	Food Service part-time general worker	Ellsworth
Katie Roberts	Speech & Language Pathologist	Sage Park
Kelley Whittaker	School Psychologist	Kennedy

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Shabree Brown	From: ABA Special Education Paraprofessional	Ellsworth
	To: ABA Special Education Paraprofessional	Poquonock
Virginia Kramer	From: Strings Teacher (.8 FTE)	Poquonock
	To: Strings Teacher (.5) Ellsworth/(.3) Poquonock	OE/POQ
Ransom Spence	From: Evening Custodian II	Windsor High
	To: Evening Custodian II	Sage Park

HIRES

Thelma Amoako-Atta	Food Service Part-Time General Worker	Ellsworth
Edward Arrington	Lunchroom Monitor	Sage Park
Valerie Braswell	Food Service Part-Time General Worker	Windsor High
Lisa Christian	Lunchroom Monitor	Kennedy
Frances Cohen	Adult Education GED Instructor	L.P. Wilson
Taylor Cooper	Lunchroom Monitor	Ellsworth
Gerald Crean	Long Term Substitute Grade 8 Science Teacher	Sage Park
Jane Delany	Special Education Paraprofessional	Sage Park
Shakara Francis	Food Service Part-Time Cashier	MLC
Nicholas Guillette	Long Term Substitute Special Education Teacher	Windsor High
Myron Senczikowska	Safety Monitor	L.P. Wilson
Stefanie Taylor	Lunchroom Monitor	Kennedy
Anselma Yarde	School Psychologist	Poquonock

Reviewed by: Terrell M. Hill **Recommended by the Superintendent:**

Agenda Item # 8e.

Windsor Board of Education
Regular Meeting
Unapproved Minutes

Tuesday, September 15, 2015 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the September 15, 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

Updated Attendance:
Mr. Leonard Lockhart was updated to absent at: 10:10 PM
Ms. Michaela Fissel was updated to present at: 7:04 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order by Ms. Santos at 7:00 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 and Assistant Superintendent for Instructional Services Mary Anne Butler.

2. Recognitions/Acknowledgements
2.a. Introduction of New BOE Student Representative--Kyle Ali
Discussion:
Mr. Sills introduced Kyle Ali, WHS Student Representative to the Board of Education for the fall semester.

2.b. Introduction of Windsor Teacher of the Year, Michelle Carras
Discussion:
Mr. Hill and Mr. Sills introduced Mrs. Michelle Carras, who has been selected as Windsor Public Schools Teacher of the Year for 2015-2016; Mrs. Carras addressed the Board.

2.c. Introduction of CAS Exemplary High School Teacher of the Year, Sara Anderson-Potts
Discussion:
Mr. Hill and Mr. Sills introduced Ms. Sara Anderson-Potts, who has been selected as the CAS Exemplary High School Teacher of the Year for 2015; Ms. Anderson-Potts addressed the BOE.

2.d. Donation of backpacks and school supplies from Windsor Chamber of Commerce
Discussion:
Dr. Cooke recognized the Windsor Chamber of Commerce and member businesses, thanking them for the generous donation of approximately 100 backpacks and school supplies for students at the middle school and high school.

2.e. Introduction of New Communications and Website Specialist, Jenna Herrick
Discussion:
Mr. Hill introduced Jenna Herrick, the new Communications and Website Specialist for Windsor Public Schools.

2.f. Recognition--Mary Anne Butler, Assistant Superintendent for Instructional Services
Discussion:
Ms. Santos and Dr. Cooke recognized Mrs. Mary Anne Butler, Assistant Superintendent for Instructional Services, who is departing the district for the position of Chief Academic Officer with the State of Connecticut; Mrs. Butler addressed the Board.

3. Audience to Visitors
Discussion:
Judge Kevin Washington, Vice Chair of the Human Relations Commission and Chairperson for the Peace Festival taking place in town this weekend, September 17-21, invited Board Members to attend the Peace Festival. He outlined events, special guests and speakers, and stated the weekend focuses primarily on the children of Windsor and Windsor schools .Audience to visitors closed at 7:33 p.m.

4. Student Representative Report
Discussion:
Mr. Ali reported on the opening of school, distribution of Chromebooks, Open House, the upcoming senior photos, voter registration, the annual Art Show/Fundraiser at Hairdresser on Fire, and the start of the sports season. Mr. O'Reilly questioned what it's like inside WHS when it's 95 outside; Mr. Ali responded it was a little cold but comfortable.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos welcomed back Windsor families and students to the new school year, and extended thanks to the Windsor Education Foundation for hosting the Farms to Forks fundraiser and their ongoing support of the students and the district.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Mr. O'Reilly reported Windsor High School doesn't have a PTO or PTA but it does have a School Governance Council. Elections are coming up for open positions for parents on the Council and he encouraged all parents to consider running for the School Governance Council. He also reported that WHS held a free SAT practice exam that appeared to be well attended.

Ms. Klase reported Open House was wonderful, parents met with teachers and the Guidance area was open to all parents; the Air Force JROTC program kicked off, and it's very exciting.

5.b.2. Sage Park Middle School
Discussion:
Mr. Williams reported there is a lot on the calendar: the Book Fair is open, the annual magazine fundraiser is running from the 10th to the 24th. Open House begins on the 16th for 7th grade, 8th grade on the 24th, picture day is September 25 and the Challenge Open House is October 7. Ms. Rizzo Holmes reported she had the opportunity to attend the back to school barbecue and extended thanks to the JFK PTO and all the teachers and staff that were there.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart thanked the town and the district for all the work done on the building over the summer.

5.b.4. John F. Kennedy School
Discussion:
Ms. Fissel reported there was a lot of activity over the summer. The PTO has committed itself to Partners in Education (PIE); the year started with the back-to-school barbecue with over 300 people in attendance, community partners helped; the entire school year calendar of events for JFK has already been established, parents can go to Virtual Backpack on the website to view all events and PIE meetings. PIE meetings are going to go around the district to meet in the various neighborhoods where students come from to JFK; the driveway was paved.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. Eleveld reported OE had a greet and eat meeting on August 27 sponsored by the PTO; many teachers received Open Core training in August, the remaining will be trained this coming Monday; foundational skills kits were purchased through the study of our K-2 Language Arts program by UCONN, implementation started on day two of the school year, PTO holds its first meeting of the year this Thursday from 6-7, and there will be an open house September 24, each grade has a dedicated time slot, Kindergarten at 5-6 pm, Pre-K and Grade 1 at 6-7 pm and Grade 2 at 7-8 pm; child care is provided for the first 30 minutes of the Pre-K presentation

5.b.6. Poquonock School
Discussion:
Mr. Panos reported Poquonock had their celebration on August 31, the 8th Annual Grill & Chill; families visited classrooms while kids played. The Pre-K program started as well. On September 10 the Strings teacher held a Strings parent orientation, they currently have 43 out of 72 2nd graders. September 24 is Open House starting at 5:30 in the gym; school pictures are October 2.

5.c. Discussion of Budget Adoption Process (Possible Action)
Discussion:
This item was added to the agenda yesterday. The budget calendar has been provided, following what has been established budget calendar for 10-12 years, with one added change: after the first meeting of the BOE Finance Committee where they hear budget assumptions, there will be a public forum held at 7:30 that same evening; it will be publicized as a public forum. Ms. Rizzo Holmes presented suggestions regarding the budget adoption process. Additional suggestions were presented by Ms. Klase, Mr. Lockhart and Mr. Panos. Discussion ensued. The Executive Committee will review all of the suggestions at its meeting on October 5.

6. Superintendent's Report
6.a. School Opening Comments
Discussion:
Dr. Cooke reviewed various start of school activities in the district and current enrollment figures, which show an positive trend in enrollment.

6.b. AP Report
Discussion:
Mr. Rau, Vice Principal at Windsor High School, presented AP figures for 2014 and 2015, which reflect continued growth in the number of students enrolled in AP courses and the overall number of exams taken by WHS students .Discussion and questions by the Board ensued.

6.c. Staffing Update for Opening of 2015-2016 School Year
Discussion:
Mr. Hill presented on the hiring process and staffing update for the opening of the 2015-16 school year. Questions from the Board ensued.

6.d. Fiscal Year 2015 Year End Financial Report
Discussion:
Discussion and questions from the Board ensued.

Motion Passed: Motion that the Board approves the return of $718.00 to the Town passed unanimously with a motion by Mr. Paul Panos 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

6.e. Smart Start Grant Approval (Possible Action)
Discussion:
Ms. Rizzo Holmes, Mr. Eleveld and Mr. Panos reported they would be abstaining for consistency's sake as they did not support the motion at prior meetings. Discussion ensued.

Motion Passed: Motion that the Board of Education accept the Smart Start Grant in the amount of $150,000 to fund two classrooms passed (6-0-3) with a motion by Ms. Darleen Klase and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Abstain
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Abstain
Ms. Melissa Rizzo Holmes Abstain
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

6.f. SBAC Results
Discussion:
Mrs. Butler reported on SBAC results from the 2015 testing period for the District. SBAC will no longer be administered at the high school level, it will be replaced with the SAT. Questions from the Board ensued.

7. Committee Reports
Discussion:
None.

8. Consent Agenda
8.a. Enrollment Report
8.b. Human Resources Report
8.c. Approval of BOE Regular Meetings for 2016

Motion Passed: Motion to approve item 8.c. of the Consent Agenda, BOE Regular meetings for 2016 passed (8-0-0) 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 Absent
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 items 8.a and 8.b of the Consent Agenda, Enrollment Report and 8.b Enrollment Report and Human Resources Report passed (8-0-0) 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 Absent
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. June 11, 2015 Curriculum Committee
9.b. June 11, 2015 Technology Committee
9.c. June 17, 2015 Regular Meeting
9.d. June 23, 2015 Special Meeting
9.e. June 24, 2015 Special Meeting
9.f. June 24, 2015 Policy Committee
9.g. August 11, 2015 Special Meeting
9.h. August 31, 2015 Executive Committee

Motion Passed: Motion that the Board approve the minutes of the June 11, 2015 Curriculum Committee meeting, June 11, 2015 Technology Committee meeting, June 17, 2015 Regular Meeting, June 23, 2015 Special Meeting, June 24, 2015 Special Meeting, June 24, 2015 Policy Committee meeting, August 11, 2015 Special Meeting and August 31, 2015 Executive Committee meeting as presented passed (8-0-0) with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Kenneth Williams.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Absent
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, October 1, 2015, 4:30 PM, LPW, Room 17
10.b. BOE Technology Committee, Thursday, October 1, 2015, 6:30 PM, LPW, Board Room
10.c. BOE Special Meeting, Monday, October 5, 2015, 6:30 PM, LPW, Board Room
10.d. BOE Long Range Planning Committee, Tuesday, October 6, 2015, 5:00 PM, LPW, Room 17
10.e. Next BOE Regular Meeting is Tuesday, October 20, 2015, 7:00 PM, Town Hall, Council Chambers
10.f. WPS Service Awards, Wednesday, October 28, 2015, 6:00 PM, Birch Meadow Banquet Facility

Discussion:
Ms. Fissel announced two significant events taking place this weekend: Saturday is the Northwest Park Country Fair and Sunday is the Tavern Trot; the Peace event starts Thursday through Sunday.

11. Audience to Visitors
Discussion:
None.

12. Adjournment

Motion Passed: Motion to adjourn at 10:24 p.m. passed (8-0-0) with a motion by Mr. Paul Panos and a second by Ms. Darleen Klase.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Absent
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
Technology Committee
Unapproved Minutes

Thursday, October 1, 2015 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the October 1, 2015 Technology Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Mr. Richard O'Reilly

Absent Board Members:
Ms. Michaela Fissel
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 at 6:30 PM by Richard O'Reilly. Doug Couture, Chief Information and Technology Officer was also in attendance.

2. Audience to Visitors

Discussion:
None.

3. High School 1:1 Roll Out

Discussion:
Doug Couture discussed that 1200 Chromebooks were prepared for students and 1200 quality bags were purchased. Rules and procedures for the Chromebooks were established.

4. District Website

Discussion:
Doug Couture indicated that the district website is almost complete. Some teacher content still needs to be moved over from the previous site.

5. State of CT Technology Grant

Discussion: Doug Couture indicated that it appears that funding will not occur before 2016. The district applied for 279 Chromebooks which cost $68,913.

6. Network Upgrade

Discussion:
Doug Couture indicated that the CIP was approved by the Town Council for $125,000 ($25,000 contingency) to help cover the district's obligation to E-Rate. We are in the process of scheduling the installation of the switches and additional access points. The network has held up so far with the exception of a power issue which was recently repaired.

7. Adjournment

Discussion:
The meeting was adjourned at 7:10 PM.

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Executive Committee
Unapproved Minutes

Monday, October 5, 2015 5:00 PM
L.P. Wilson Community Center, Supt. Conf. Room

The following are the unapproved minutes of the October 5, 2015 Executive 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. Paul Panos
Ms. Cristina Santos

1. Call to Order

Discussion:
The meeting was called to order at 5:05 PM by Cristina Santos. Superintendent Craig Cooke was also in attendance.

2. Set the agenda for the Regular Board Meeting on Tuesday, October 20, 2015

Discussion:
The committee set the agenda for the October 20, 2015 regular meeting. Mr. Panos sent an email requesting three items be added to the BOE regular meeting agenda. Mr. Panos will respond to Dr. Cooke on request #1 and # 3.

3. Executive Committee Member Comments

Discussion:
The committee set a special meeting for Saturday, November 14th as Part 1 of the Board's goal discussion.

4. Adjournment

Discussion:
The meeting was adjourned at 5:50 PM.

Motion Passed: Move to adjourn the meeting at 5:50 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
Special Meeting
Unapproved Minutes
Monday, October 5, 2015 6:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the October 5, 2015 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:03 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:
Ms. Michaela Fissel was updated to present at: 6:30 PM
Mr. Richard O'Reilly was updated to present at: 6:21 PM

1. Call to Order, Pledge of Allegiance, Moment of Silence
Discussion:
The meeting was called to order by Ms. Santos at 6:03 p.m. with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Craig A. Cooke.

2. Audience to Visitors
Discussion:
None.

3. Workshop: Grade Level Retention: A Dialogue About Best Practices, Research, Legal Implications and Next Steps with Ravit Stein, Ph.D, EASTCONN and Susan Freedman, Esq., Shipman and Goodwin
Discussion:
Dr. Ravit Stein of EASTCONN presented about best practices and research regarding grade level retention. Questions from the Board ensued.

Attorney Susan Freedman of Shipman and Goodwin presented on legal requirements and implications of grade level retention. Questions from the Board ensued.

4. Announcements
Discussion:
None.

5. Adjournment

Motion Passed: The meeting adjourned at 8:03 p.m. with a motion by Mr. Ronald Eleveld 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

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Tuesday, October 6, 2015 5:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the October 6, 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:
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Darleen Klase

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 p.m. with the Pledge of Allegiance and a moment of silence.

Also in attendance: Superintendent of Schools Craig A. Cooke.

2. Audience to Visitors
Discussion:
None.

3. Set Focus of the Long Range Planning Committee
Discussion:
The Committee reviewed the list of fourteen items for future areas of focus:
1. Family partnership efforts,
2. Long range enrollment projections,
3. Marketing efforts,
4. World language in elementary schools,
5. Pre-Kindergarten,
6. Alternative Education programs,
7. Extended day/extended year,
8. School security,
9. Achievement gap, specifically as impacts students of color/minorities,
10. Schools within schools,
11. Lack of science training in the elementary level,
12. Mental Health/substance abuse education/initiative district wide,
13. Facilities/enrollment/comfort and related issues, and
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.

Members discussed their recommendations, the role of the committee and asked Dr. Cooke for his input on priorities. It was agreed that the Committee would present long range enrollment projections, enrollment/comfort and related issues as recommended priorities to the full Board at the October meeting.

4. Adjournment

Motion Passed: The meeting adjourned at 5:47 p.m. passed with a motion by Ms. Melissa Rizzo Holmes and a second by Ms. Cristina Santos.
Ms. Darleen Klase Absent
Mr. Leonard Lockhart Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education