Regular Meeting

Tuesday, September 20, 2016 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. Introduction of New BOE Student Representative--Cassie Okeke
   b. Introduction of Windsor Teacher of the Year, Jennifer Tigre
   c. Introduction of New Administrators
   d. Donation of backpacks and school supplies from Windsor Chamber of Commerce
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. School Opening Comments
   b. Report on Transportation
   c. AP Report
   d. Staffing Update for Opening of 2016-2017 School Year
   e. Fiscal Year 2016 Year End Financial Report
   f. Policy Adoption, 2nd Reading
      1. Revised P 5113 Student Attendance and Truancy
      2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children
      3. Revised P 5117 School Attendance Areas
      4. Revised P 6155 Class Examinations
7. **Committee Reports**
   a. Policy Committee
8. **Consent Agenda**
   a. Enrollment Report
   b. Human Resources Report
   c. Approval of BOE Regular Meetings for 2017
   d. Town of Windsor Retirement Plan
9. **Approval of Minutes**
   a. June 21, 2016 Regular Meeting
   b. June 22, 2016 Special Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
    a. BOE Policy Committee, Monday, October 3, 2016, 6:00 PM, LPW, Room 17
    b. BOE Special Meeting, Tuesday, October 4, 2016, 6:30 PM, LPW, Board Room
    c. BOE Curriculum Committee, Thursday, October 6, 2016, 4:30 PM, LPW, Room 17
    d. BOE Special Meeting/Workshop, Tuesday, October 11, 2016, 6:30 PM, LPW, Room 17

e. Next BOE Regular Meeting is Tuesday, October 18, 2016, 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: September 20, 2016

Prepared By: Terrell M. Hill **Presented By:** Terrell M. Hill
Assistant Superintendent for Human Resources
Attachments: Jennifer Tigre - Bio
Subject: Teacher of the Year for 2016-2017

BACKGROUND: Jennifer Tigre from Sage Park Middle School has been selected as the 2016-2017 Windsor Public Schools Teacher of the Year. Ms. Tigre is an 8th grade English Language Arts teacher. Her teaching career spans 6 years and she has been at SPMS her entire career. Ms. Tigre is currently involved in the selection process for the Connecticut Teacher of the Year. We wish her the best as she goes through this process. Ms. Tigre spoke at the Opening Day Convocation on August 25th.

RECOMMENDATION: This is for information only

Reviewed by:_____ Recommended by the Superintendent:_____

Agenda Item #2b.

Jennifer Tigre - Bio

Jennifer Tigre is an 8th Grade Reading and Language Arts Teacher at Sage Park Middle School in Windsor, CT. She began teaching at Sage Park 7 years ago, as a long-term substitute. Since then, she has established herself as a leader within the school. In the past few years, she worked to revise and create a rigorous grade 8 English Language Arts curriculum that meets the needs and standards of the Common Core State Standards. Currently, she holds the position of Team Leader for Team 9 in the 8th grade. Jennifer earned her Bachelor's Degree in English from Endicott College and then went on to pursue a career in teaching by earning her Secondary Teacher Certification from San Diego State University. She is also in the process of completing her Master's Degree in Curriculum and Instruction from The University of New England. In the classroom, Jennifer is energetic and very connected to her students. She believes that building positive relationships with students is vital to a student's growth. Jennifer works hard to ensure that every student in her classroom can succeed with the proper support, and celebrates students' individual successes, both big and small.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Newly Hired Administrators

BACKGROUND: The following Administrators have been hired since July 1, 2016.

Administrator	Title	School/Site
Noha Abdel-Hady	STEM Director	L.P. Wilson, District
Matthew Dadona	Director of Information, Technology and CATE	L.P. Wilson, District
Latesha Jones	High School Vice Principal	Windsor High School
Santosha Oliver, Ph.D.	Assistant Superintendent For Instructional Services	L.P. Wilson, District
Uyi Osunde	High School Principal	Windsor High School

RECOMMENDATION: This is for information only

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

Agenda Item # 2c.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: C. Cooke **Presented By:** C. Cooke/D. Batchelder

Attachments: Correspondence from DATTCO; Transportation Report

Subject: Report on Transportation

Background:

At a special meeting on January 26, 2016, the Board of Education voted to award the transportation contract to DATTCO Transportation from July 1, 2016 to June 30, 2021. There have been significant issues with the implementation of this contract. The attached report details our current status.

Status:

N/A

Recommendation:

For informational purposes only.

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

Agenda Item # 6b.

9/9/2011

DATTCO

583 South Street • New Britain, CT 06051
Phone 860.229.4878 • Toll Free 800.229.4879 • Fax 860.826.1115

September 12, 2016

Craig A. Cooke, Ph.D.
Superintendent of Schools
Windsor Pubic Schools
601 Matianuck Avenue
Windsor, CT 06095

via email to: ccooke@windsorct.org

Dear Dr. Cooke:

DATTCO would like to extend our sincerest apologies to you, your staff, the Board, and the Windsor families who were inconvenienced by the school bus scheduling and routing issues that arose during the first week of school. As of today, the majority of issues are corrected, however, we know that your expectations, and ours, were to have a smooth opening. We did not accomplish that during the first several days of school, and we apologize.

At DATTCO, we take pride in ensuring the safe and satisfactory transport of students. If we experience difficulties of this nature, which is infrequent, we work hard to correct them as quickly as possible, so that the district can rely on us to be the professional company with which you contracted. We have been working closely each day with your staff to review every concern, and at this point we believe that the majority of routes are on time and consistently performing to the schedules that meet your needs. We received some very positive feedback from the schools this past week, and will continue to make any necessary minor routes adjustments to insure that every single detail is addressed to your satisfaction.

All of us at DATTCO greatly appreciate your cooperation during start up. We deeply value our relationship with the Board of Education, the Town of Windsor, and all community members, and are committed to providing the highest level of service. Thank you again for having confidence in us.

Sincerely,

Cliff Gibson
Chief Operating Officer

WINDSOR PUBLIC SCHOOLS

Craig A. Cooke, Ph.D.
Superintendent of Schools
601 Matianuck Avenue • Windsor, CT 06095

EMAIL | ccooke@windsorct.org TEL | 860-687-2000 EXT 236 FAX | 860-687-2009 WWW.WINDSORCT.ORG

MEMORANDUM

TO: Board of Education Members
FROM: Craig A. Cooke, Ph.D.
DATE: 9/13/16
RE: Assessment of Transportation

It is clear there were major issues with transportation at the start of this school year. The move to our new transportation provider, DATTCO, was filled with issues that impacted our families and made for a difficult start to the new school year. I am pleased that starting with Day #7 of our school year and going forward to date, buses ran on time with a few exceptions and experiences for families has been much more positive. However, there is still work to do.

My own assessment, as well as my staff's assessment, of the issues that caused these problems at the start of the school year are:

- All school bus arrival times were 10 minutes later than in previous years. For example, WHS was set for 7:25 a.m. and should have been set for 7:15 a.m.; Sage Park was set for 7:55 a.m. and should have been set for 7:45 a.m.; elementary schools were set for 8:35 a.m. and should have been set for 8:25 a.m. This caused a delay that impacted each school level.
- When routes were initially developed within the routing software that DATTCO uses, a step was inadvertently omitted which caused buses to let students off on the incorrect side of the street. This in turn caused many routes to be backwards and students were having to cross major roads in Windsor that we do not allow students to cross (i.e. Windsor Avenue, Palisado Avenue).
- While 40 bus drivers did join Dattco from our previous provider, there were still 22 new drivers on our routes.
- DATTCO did not provide the proper training and review of bus runs with their employees that would be necessary as part of a new contract. This caused drivers to become lost on routes and/or call into dispatch for directions.
- DATTCO had 2 drivers leave the first day to take another job.
- DATTCO had phone service issues from August 31st through Sept 2nd. All incoming calls to Dattco offices would either continue to ring with no answer, get transferred to South Windsor's terminal or just be disconnected.
- Day #1 was extremely difficult and the afternoon run was not completed for a small number of students until 6:00 p.m.

There were some inefficiencies within our own dismissal processes that had not been an issue before but were highlighted due to the above issues. An example would be dismissal processes at Sage and JFK that were delayed due to traffic near the school. We have seeked assistance from the Windsor Police Department for these schools. Also, our procedures on how students are dismissed within the buildings were reviewed and expedited.

It became clear after the conclusion of the bus runs on Day #3 (September 1st) that although times improved, the original published bus runs needed to be revised. We met with DATTCO officials a second time and discussed that they would need to make minor changes to bus stops for Tuesday, September 6th and that on September 7th, more significant revisions on the bus runs would need to occur. On September 7th, buses ran similar to what would be a typical first day of school. As stated previously, from that day forward, buses were more efficient with pickup and drop off.

We also took additional steps during this time to address these issues:

- Windsor Public Schools staff (administrators, teachers, paraprofessionals) were placed on afternoon elementary bus runs home for Days #2 through #4 of the school year. This provided assistance to new drivers and a direct connection from our transportation office to these buses. After a very difficult first day, this helped to alleviate concerns for some families.
- We sent six robo calls and emails to all families to keep them informed on the busing issues.
- We staffed additional phones in school offices with secretaries later in the day than normal.
- We pulled central office staff from other departments to assist in responding to phone inquiries and email requests from families to help address their concerns.
- We met with DATTCO officials daily during this time and had numerous conversations via phone calls.
- Our new Transportation Coordinator and Danielle Batchelder have worked long hours, weekends and holidays to make the necessary changes and respond to families' concerns.
- DATTCO stationed an employee in our transportation office for approximately two weeks to assist in making necessary changes to routes.

I have been deeply disappointed with the transportation service from DATTCO to date. The bus service since September 7th has improved and is more of what we expected and were promised when the Board awarded the contract to DATTCO. I fully expect that the service will remain at this level for the remainder of the contract.

Please find attached a letter from Cliff Gibson, DATTCO Chief Operating Officer, which illustrates that what we experienced was not a typical implementation for them.

CAC/sb

Attachment

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: Uyi Osunde **Presented By:** Uyi Osunde, Latesha Jones

Attachments:

Subject: AP Scores 2016

Background:

This is the regular yearly update on AP scores and student enrollment. Scores were last presented in the fall of 2015. The presentation will include scores from 2016 along with some historical perspective.

Status:

The AP program has seen continual growth in the number of students and overall exams while maintaining a high level of success in our overall pass rate.

Recommendation:

The AP program continues to grow and meet with success at WHS. We continue to look for ways to finance training for teachers and to support students outside of the regular school day.

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

Agenda Item # 6c.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: Terrell Hill
Asst. Supt. for Human Resources

Presented By: Terrell Hill

Attachments: Summary of Public Act 16-67 and Breakage Report

Subject: Update on Staffing at Start on the 2016-2017 School Year

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BACKGROUND: For the September Board of Education meeting information is always provided on all of the personnel actions that have taken place since the June Board of Education meeting.

A. Recruitment Fairs

Human Resources actively recruited new teachers at recruitment fairs. Windsor Public Schools administrators and teachers have actively recruited at the following teacher/administrator job fairs: University of Connecticut, Westfield State University, HBCU's (Hampton U., Howard U., and VA State U.), CREC Minority Teacher Recruitment Fair, and ARC (Alternative Route to Certification Program). Administrators and teachers accompanied the Assistant Superintendent for Human Resources to fairs.

B. Advertisements

We advertised our teacher openings in the *Hartford Courant, Northeast Minority News,* CT REAP (website with CT educational jobs), CEA (CT Educ. Assoc.), CASCIAC (CT Assoc. of Schools and CT Interscholastic Athletic Conference), CAPSS (CT Assoc. of Public School Superintendents) and the Windsor Public Schools Website. In our efforts to reach a much larger and, more diverse population we have contracted with *CareerBuilder.com* which allows us to advertise a position on over 1600 websites nationwide, as well as 36 Diversity websites.

Hiring Process

Candidates participate in multiple rounds of interviews which typically include representation from teachers, curriculum supervisors, building administrators and central office administrators. We also require a writing sample for all positions and an authentic assessment (such as teaching a lesson) whenever possible. The authentic assessment portion is another tool for the district to differentiate candidates. All interview processes for teachers end with an interview with the Assistant Superintendent for Human Resources. Interview processes for administrators below the rank of cabinet or building principal end with an interview with the Superintendent.

Another important piece of the process is the reference check. Administrators complete a district reference check form by personally contacting at least three (3) of the candidates' references. A detailed conversation ensues focusing on areas that are important to Windsor in its new hires. Additionally, there have been some new legal updates with regards to Background/Reference checks. (See attached Memo)

New Teacher Orientation

All new teachers, including those hired during last school year, took part in a comprehensive three day new teacher orientation held on August 22nd through the 24th. The orientation focused heavily on instructional strategies, teambuilding, and technology. Dr. David Cormier from EASTCONN, was brought in by Dr. Oliver to present on "*Core Instructional Practice.*" The orientation included a lunch put on by the Windsor Chamber of Commerce and completion of Module 5 of the State of Connecticut's TEAM program. TEAM stands for Teacher Education and Mentoring Program and is a five module program for new teachers. These presentations were conducted by our TEAM Coordinators and Mike Greenwood. Matt Dadona and his team provided training around the district's chromebooks and overall technology processes. With the addition of a third day for orientation, we had the opportunity to take the new staff to EMPOWER Leadership Sports & Adventure Center in Middletown. The new staff all took part in team building and leadership activities, which culminated in a ziplining experience. All of the new staff challenged themselves, and shared that the experience was a powerful and bonding one.

C. Statistics

As of September 12, 2016 there are 61 new employees in the district. This number includes teachers, administrators, directors, Cabinet, food services, security, and behavior techs. Of the "newly hired" 11 employees actually began contracted employment during the 2015-2016 school year. Teacher openings were due to teachers taking positions in other districts, retirements, childrearing, or moving out of state.

For all newly hired certified employees (41 total), the division between male and female is approximately 20% male, and 80% female. Of the newly hired certified staff approximately 34% of them are educators of color.

Of the newly hired educators:

- 20 have experience from another school district (only 8 have more than 5 years experience)
- 21 are educators new to the profession (See attached breakage report)

RECOMMENDATION: The BOE receive this report for informational purposes only.

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

Agenda Item # 6d

WINDSOR PUBLIC SCHOOLS
Windsor, CT

MEMORANDUM

TO: Craig Cooke

FROM: Terrell M. Hill
Assistant Superintendent for Human Resources

DATE: 8/30/2016

RE: Summary of Public Act 16-67

The state legislature recently enacted Public Act 16-67 ("the Act") in response to a new provision in the federal Every Student Succeeds Act ("ESSA"). We presently do thorough background checks by way of references, fingerprinting for criminal background check, and DCF registry. There will now be additional steps in the background check process. The Act impacts all potential employees who have "direct student contact." Positions with direct student contact would include teachers, administrators, paraprofessionals, behavioral therapists, coaches, food service workers, custodians, clerical/administrative support staff in the schools, and school nurses.

As a result of this new Act the following must be done:

The Applicant must

- Submit to state and national criminal history and child abuse and neglect registry records checks;
- List all former educational employers or other employment where they had direct contact with children;
- Provide an authorization for release of information by former employers and the State Department of Education (SDE);
- State whether they have been the subject of an abuse, neglect or sexual misconduct investigation unless the finding was unsubstantiated; ever disciplined, asked to resign, separated from employment where there were pending allegations, substantiated charges or a criminal conviction regarding child abuse, neglect or sexual misconduct, or surrendered or had their certification or license revoked.

The BOE must

- Conduct a review of an applicant's employment history, using a standard SDE form;
- Make good faith effort to contact former employers. "Good faith" is defined as three attempts via telephone on three separate days;
- Request SDE eligibility status for any applicant for a position requiring certification, authorization or permit;
- Notify the SDE of any information it receives that an applicant has been disciplined for a finding of abuse, neglect or sexual misconduct;
- Not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, service agreement or any other contract or agreement, or take any action which would
    - Have the effect of suppressing information relative to investigation of a report of suspected abuse, neglect or sexual misconduct by a current or former employee;
    - Affect their ability to report suspected or substantiated abuse, neglect or sexual misconduct; or
    - Require them to expunge information regarding allegations of finding of abuse, neglect or sexual misconduct, unless 'dismissed or found to be false";
- Not hire any applicant who was previously terminated or resigned from employment if such person has been convicted of a violation of section 17a-101a (mandatory reporting statute) when an allegation of abuse or neglect or sexual misconduct has been substantiated; and
- Upon request, provide information to any other BOE regarding any information it has concerning a finding of abuse, neglect or sexual misconduct.

The Act provides that any employer who provides the required information reading an applicant shall be immune from criminal and civil liability, provided the employer did not knowingly supply false information. Any applicant who knowingly provides false information may be disciplined, including denial of employment or termination of contract of employment of certified employee.

Breakage Report for New Hirers and Budgeted Retirement Savings

	Actual Salary Total 16/17	Budgeted Salary Total	Salary Difference
*New Hirers for 2016-2017	$ 2,176,516	$ 2,463,904	$ 287,388
Rehires for 16-17	$ 709,953	$ 740,400	$ 30,447
Assignment Changes/Transfers	$ 1,137,885	$ 1,160,441	$ 22,556
Return from 2015-2016 LOA	$ 194,594	$ 184,717	$ (9,877)
Total New Hires/AssignChanges/Transfers	$ 4,218,948	$ 4,549,462	$ 330,514
Reduction Amount in Budget			$ (300,000)
Surplus/Deficit for 16/17 Salary Line Item			**$ 30,514**

*3 Vacancies to fill - PreK Teacher at POQ; Math Teacher & Special Ed Teacher at WHS

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

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

ATTACHMENTS: Financial Statement for Fiscal Year that Ended June 30, 2016

SUBJECT: Fiscal Year '16 Year End Financial Report

BACKGROUND:

Each year at this time, the budget from the previous school year is officially closed and a report made to the Board on the end year status.

The Board of Education's budget for Fiscal Year 2016, which ended June 30th, was $66,025,942. Our unexpended balance is $103,887.00. (NOTE: results have not been audited.)

For the Fiscal Year End June 30, 2016, there were under expenditures in certified salary, Special Education tuition and benefits. Offsetting this under expenditure was over expenditures in areas such as substitute salaries, special education tutor salaries, pupil transportation, magnet school tuition and technology. The savings in salary and benefits are attributable to favorable hiring and savings in employee health insurance. The savings in employee health insurance is a result of a low claims year. Transportation cost increases were a result of added bus runs to accommodate additional Special Education transportation students throughout the school year.

STATUS:

A letter will be sent to the Town of Windsor notifying them of the amount that will be returned.

RECOMMENDATION:

That the Board approves the return of $103,887.00 to the Town. (Final amount subject to completion of the audit.)

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

Agenda Item # 6e.

Windsor Public Schools
Financial Report
June 30, 2016

	2015/2016 Budget	Expenditures YTD 6/30/2016	Encumbrance	Balance 6/15/16	% Balance
Instructional Services					
Clover Street School	57,657	49,692		7,965	14%
John F. Kennedy School	75,555	69,119		6,436	9%
Oliver Ellsworth School	81,356	79,729		1,627	2%
Poquonock School	53,060	47,602		5,458	10%
Sage Park Middle School	218,868	228,563		(9,695)	-4%
Windsor High School	380,283	346,899		33,384	9%
Windsor High School Interscholastic Sports	184,425	241,966		(57,541)	-31%
Athletic Coaches	235,000	227,100		7,900	3%
WHS Career & Technical Education	59,745	54,814		4,931	8%
Continuing Education	71,185	71,616		(431)	-1%
Instructional Services Management	234,008	206,258		27,750	12%
Curriculum Management & Development	120,385	90,243		30,142	25%
Magnet School Tuition	1,500,600	1,580,420		(79,820)	-5%
Textbook Adoption	50,000	50,372		(372)	-1%
Technology	663,767	667,265		(3,498)	-1%
Total Instructional Services	**3,985,894**	**4,011,658**	**0**	**(25,764)**	**-1%**
Education Support Services					
Pupil Personnel Services	343,293	331,560		11,733	3%
Special Education	82,850	70,883		11,967	14%
Special Education Tuition	4,729,106	4,450,123		278,983	6%
Policy & Planning	140,850	141,067		(217)	0%
Employee Personnel Services	84,000	70,641		13,359	16%
Financial Management	281,870	240,804		41,066	15%
Financial Services	37,000	64,725		(27,725)	-75%
Pupil Transportation & Safety	3,059,319	3,169,568		(110,249)	-4%
Special Education Transportation	989,780	1,302,757		(312,977)	-32%
Physical Plant Services	2,042,344	1,956,657		85,687	4%
Major Maintenance	361,000	450,123		(89,123)	-25%
L.P. Wilson Center	254,800	227,550		27,250	11%
Benefits	10,983,740	10,566,650		417,090	4%
Certified Salaries	29,838,780	29,512,752		326,028	1%
Non-Certified Salaries	7,589,227	7,716,959		(127,732)	-2%
Regular Ed Tutor Salaries	222,699	225,582		(2,883)	-1%
Special Ed Tutor Salaries	320,000	395,011		(75,011)	-23%
Substitute Salaries	679,390	1,016,985		(337,595)	-50%
Total Education Support Services	**62,040,048**	**61,910,397**	**0**	**129,651**	
Total All Sites	**$66,025,942**	**$65,922,055**	**$0**	**$103,887**	**0%**

*** Please note that the final balance is subject to change upon completion of the fiscal audit**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: Craig Cooke **Presented By:** Yvette Ali/Craig Cooke

Attachments: Proposed Revised Policies: P 5113 Student Attendance and Truancy, P 5141.4 Reports of Suspected Abuse or Neglect of Children, P 5117 School Attendance Areas, P 6155 Class Examinations

Subject: Policy Adoptions, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee has reviewed the following policies and is recommending immediate adoption. The full Board of Education received these policies at their June 21, 2016 meeting as a 1st Reading. It was agreed that P 6155 Class Examinations be reviewed for clarity at the next Policy Committee meeting which was held on September 6, 2016.

STATUS:

P 5113 Student Attendance Areas is being revised to align with PA 15-225 adding new obligations for Boards of Education regarding students who are chronically absent.
P 5141.4 Reports of Suspected Abuse or Neglect of Children is being revised to align with PA 15-205 which has made substantial modifications for the General Statutes regarding the mandated reporting of child abuse and neglect by school employees.
P 6112 School Attendance Areas is being revised to align with current Board of Education practices.
P 6155 Class Examination has been recommended for deletion by the Policy Committee at their September 6, 2016 meeting.

RECOMMENDATION:

Move to approve the policies P 5113 Student Attendance and Truancy, P 5141.4 Reports of Suspected Abuse or Neglect of Children, and P 5117 School Attendance Areas.

Superintendent recommends

Move to table P 6155 Class Examinations OR Move to delete P 6155 Class Examinations.

Recommended by the Superintendent: _____

Agenda Item # 6f.

STUDENT ATTENDANCE AND TRUANCY

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

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Public Act 15-225, "An Act Concerning Chronic Absenteeism"

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

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

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

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

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

Policy Revised: March 17, 2015
Policy Revised: June 18, 2013
Policy Adopted: March 18, 2008

Windsor Public Schools
Windsor, CT

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Connecticut General Statute § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe **(1)** that a **any** child **under eighteen** has been abused or neglected, ~~or~~ **has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been** placed at imminent risk of serious harm, **or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee,** to report such suspicions to the appropriate authority.

In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education to require ALL EMPLOYEES of the Windsor Board of Education to report suspected abuse and/or neglect, ~~or~~ **nonaccidental physical injury,** imminent risk of serious harm **or sexual assault of a student by a school employee,** in accordance with the procedures set forth below.

1. Scope of Policy

   This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, **nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee,** but to ALL EMPLOYEES of the Windsor Board of Education.

2. Definitions

   For the purposes of this policy:

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

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

   "School employee" **means** (A) ~~A~~ **a** teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social

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

"Sexual assault" means, for the purposed of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws, and related terms covered by the mandatory reporting laws and this policy.

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

3. What Must Be Reported

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

~~a)~~ has been abused or neglected;

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

~~c) is placed at imminent risk of serious harm~~. **is placed at imminent risk of serious harm; or**

b) **A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:**

i) **sexual assault in first degree;**

ii) **aggravated sexual assault in the first degree;**

iii) **sexual assault in the second degree;**

iv) **sexual assault in the third degree;**

v) **sexual assault in the third degree with a firearm; or**

vi) **sexual assault in the fourth degree.**

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

c) **The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or elieft does not require certainty or probable cause.**

4. Reporting Procedures for Statutory Mandated Reporters

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

When an employee of the Windsor Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is the victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

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

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

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

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

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

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

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is a victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

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

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm **or is a victim of sexual assault by school employee**, he/she shall cause

reports to be made in accordance with the procedures set forth for statutory mandated reporters.

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse ~~and/or~~ , neglect **or sexual assault by a school employee** from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

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

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

b) the age of the child;

c) the gender of the child;

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

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

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

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

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

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

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

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

***For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.**

7. Investigation of the Report

a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse ~~and~~, neglect **or sexual assault** if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

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

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

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

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

8. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by a School Employee

a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that **(1)** a child has been abused or neglected by a school employee, as defined above, and **the Commissioner** has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, **or (2) a student is a victim of sexual assault by a school employee,** the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

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

c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two **(72)** hours after such termination or resignation.

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

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

that a child has been abused or neglected by a school employee **or that a student has been victim of sexual assault by a school employee**.

f) **The Windsor Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.**

9. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, **or a student has been sexually assaulted,** by any individual who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools.

10. Delegation of Authority by Superintendent

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

11. **Confidential Rapid Response Team**

No later than January 1, 2016, the Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

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

13. The Windsor Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of

Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

~~12.~~

14. Non-~~discrimination~~ **Discrimination** Policy/Prohibition Against Retaliation

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

~~13.~~**15.** Distribution of Policy

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

~~14.~~**16.** Training

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

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

c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

~~15.~~**17.** Records

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

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

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act ~~14-186 "An Act Concerning The Department of Children and Families And The Protection of Children"~~ **15-205, "An Act Protecting School Children"**

Policy Revised: March 17, 2015
Policy Adopted: June 19, 2012

Windsor Public Schools
Windsor, CT

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

"Intimate Parts" (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

"Sexual Contact" (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual

intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status

and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)
A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual

contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Section:	**Students**	
Subject:	**SCHOOL ATTENDANCE AREAS**	**P-5117**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The Board of Education shall establish school attendance area boundaries toward the goal of providing a quality education in schools that reflect the character and diversity of the community. The drawing of attendance area boundaries shall be guided by the following considerations:

   A. Educational needs of students

   B. Proximity of students to the school

   C. Safety of students

   D. Racial and ethnic balance of the school population

2. All Windsor students residing within each respective school attendance area shall attend that school, except that the Superintendent may allow individual students to attend, on a year-to-year basis, a different school in which space is available. Such exceptions shall be granted upon written application of the student's parents or guardian under any of the following conditions:

   A. The student's health requires a different school assignment. A physician's diagnosis must accompany the parents' request. The school medical advisor shall review the application and make a recommendation to the Superintendent.

   B. The student has moved to a different school attendance area in Windsor after January 1. Such a student may finish the school year at the school he or she attended at the time of the move.

   C. **Decision of** ~~A~~**a** Planning and Placement Team.~~, or~~

   D. ~~t~~**T**he Superintendent recommends attendance at a different school is in the best educational interests of the student.

~~3. Students attending schools outside their respective home school attendance areas during the 2006-2007 school year and younger siblings born before April 24, 2007 may remain in those schools through grade five. Commencing with the 2007-2008 school year, no other student may attend any school outside his or her home school attendance area except by application made pursuant to Item 2 above.~~

4. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area, unless the reason for attending another school falls under 2A or 2C above.

~~5. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area.~~

Legal Reference: Connecticut General Statutes
10-226b Existence of racial imbalance.
10-226c Plan to correct imbalance.
10-226d Approval of plan by state board.

Policy adopted: ~~April 24, 2007~~

Section:	**Instruction**	
Subject:	**CLASS EXAMINATIONS**	**P-6155**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. ~~Scheduling Major Tests~~ **Test Schedules**

   A. ~~In fairness to students who must be absent because of required religious holidays and in order to avoid the necessity for make-up activities, major tests and/or the introduction of new topics and materials should not be scheduled on these days.~~ **When scheduling either classroom or system-wide tests, teachers and administrators are encouraged to consider possible conflicts with religious holidays that the students in their classes may encounter. Efforts should be made to choose a schedule for tests and makeup opportunities that are reasonable under the circumstances and maximize the number of students in attendance. Teachers should let parents know of important class activities such as tests, field trips, or presentations as far in advance as possible so that potential conflicts with religious obligations can be avoided or accommodated. Windsor Public Schools does not designate specific days of religious significance on which testing is prohibited.**

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Policy Adopted: ~~4/14/81~~

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of September 8, 2016

BACKGROUND:

Attached are the official enrollment figures as of September 8, 2016. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report group all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning at the September 2016 BOE meeting, the Out Placement/Private Placement (SPED) line will be separated into two categories:

- One category will be labeled - *Out of District Placement-Special Education students*
- The second category will be labeled - *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

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

Agenda Item # 8a.

Windsor Public Schools
Student Enrollment Report Recap
September 8, 2016

Enrollment in Windsor Public Schools

Grades PreK-5	1,328
Grades 6-8	688
Grades 9-12	1,185
Total District Enrollment	**3,201**

Windsor Students not in district schools

Out of District Placement(SPED)	41
Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy)	13
Montessori Hartford CREC	14
Metropolitan Learning Center CREC	116
CREC Misc MAGNET SCHOOLS	201
Hartford Host Magnets	213
Misc Magnet Schools	21
Prince Tech	6
Cheney Tech	8
	633
Total Windsor	**3,834**

Windsor Public Schools
Student Enrollment Report
September 8, 2016

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		43		43		86
K		76		106		182
1		86		103		189
2		101		113		214
3			79		124	203
4			103		138	241
5			92		121	213
Subtotal K-5						1242
Total		**306**	**274**	**365**	**383**	**1,328**

Grade	Sage Park MS
6	244
7	222
8	222
Total	**688**

Grade	Windsor High
9	339
10	274
11	315
12	257
Total	**1,185**

Total District Enrollment	**3,201**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: Human Resources Report
Subject: Human Resources Report for July 1, 2016 – August 31, 2016

Please see the attached report.

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

Agenda Item # 8b.

WINDSOR PUBLIC SCHOOLS
HUMAN RESOURCES
Windsor, CT

To: Members of the Board of Education
From: Terrell Hill, Assistant Superintendent for Human Resources
RE: Personnel Staffing Update for Opening 2016-2017 School Year
Date: September 20, 2016

CERTIFIED NEW HIRES

NAME	SCHOOL	POSITION	SALARY
Noha Abdel-Hady	LP Wilson	STEM Director	Admin2
Angela Antonelli	Ellsworth	Library Media Specialist	MA5
Mitchell Bernier	Windsor High	Music Teacher/Band Director	MA1
Caitlyn Brodeur	Ellsworth	PreK Special Education Teacher	MA1
Rachel Elkey	Poquonock	Kindergarten Teacher	MA2
Kara Filmer	Poquonock	Grade 2 Teacher	MA4
Emilie Hoogewerff	Poquonock	Grade 2 Teacher	BA1
Stephen Jewell	Windsor High	Reading Teacher	6th YR7
Latesha Jones	Windsor High	Vice Principal	Admin2
Peter Kielbasa	Windsor High	Technology Education	MA12
Chelsea Krieger	Windsor High	Spanish Teacher	MA2
Andrea Luan	Ellsworth/Poquonock	Strings Teacher (.8 FTE)	MA3
Lindsey Majors	Ellsworth	Grade 2 Teacher	BA2
Marianna Martino	Sage Park	Art Teacher	BA1
Kevin McGee	Windsor High	Library Media Specialist	MA10
Cassandra Messenger	Clover	Grade 4 Teacher	MA2
Nausheen Nabil	Poquonock	Grade 1 Teacher	BA4
Annierose O'Brien	Windsor High	Special Education Teacher	BA3
Maribelle Perez	Windsor High	Spanish Teacher	BA5
Norma Romano	Windsor High	Math Teacher (Limited)	BA4
Dominique Shabazz	Clover	School Social Worker	6th YR3
Cori Taylor-DeLorge	Windsor High	English Teacher	MA1

CERTIFIED STAFF APPOINTMENTS WITH PRIOR WINDSOR EXPERIENCE

NAME	SCHOOL	POSITION	SALARY
Natalia Arroyo	Clover	Grade 5 Teacher	6thYR4
Emily Hilt	Ellsworth	Grade 2 Teacher	BA1
Fayola Joseph	Ellsworth	Special Education Teacher	MA1
Nadine Lemire	Windsor High	Alternative Education Math Teacher	MA9

CERTIFIED LEAVES

NAME	ASSIGNMENT	REASON FOR LEAVE
Emmalee Bloomfield	Math Teacher, Windsor High	Personal
Steven Ortiz	Music Teacher/Band Director, Windsor High	Military
Allison Semenuk	Math Teacher, Windsor High	Personal

CERTIFIED RETIREMENTS (FROM JUNE)

NAME	ASSIGNMENT/SCHOOL	YEARS IN WINDSOR
Ann Elmkies	English Teacher, Windsor High	15

CERTIFIED RESIGNATIONS (FROM JUNE)

NAME	SCHOOL	ASSIGNMENT	REASON	SVCS YRS
Komi Adzimawo	Sage Park	French Teacher (Limited)	Non-Renewal	1
Douglas Couture	LP Wilson	Chief Info & Tech Officer	Another district	4
Victoria Debold	Ellsworth	SpEd Teacher (Limited)	Non-Renewal	1
Dionne Francois	Sage Park	Grade 6 LTS Math Teacher	Non-Renewal	½
Lindsey Huntington	Poquonock	Grade 2 Teacher	Move out of state	9
Christopher Rau	Windsor High	Vice Principal, 12 Month	Another district	19
Karen Simmons	Ellsworth	Grade 2 Teacher (Limited)	Non-Renewal	½
Mallory Thompson	Windsor High	Special Education Teacher	Another district	6
Sarah Wilkinson	J.F. Kennedy	Grade 3 Teacher (Limited)	Non-Renewal	½

CERTIFIED TRANSFERS/REASSIGNMENTS

NAME	FROM	TO	FTE
Deborah Althen	SpeEd Teacher, Poquonock/JFK	SpEd Teacher POQ/OE	.5/.5
Sarah Asplund	Art Teacher, Sage Park	Art Teacher, Windsor High	1.0
Kathleen Donnelly	Speech & Language, Ellsworth/JFK	Speech & Language OE	1.0
Chelsea Mitchell	PreK SpEd Teacher, Ellsworth	SpEd Teacher, POQ	1.0
Matthew Dadona	Curriculum Supervisor CATE/Teacher	Director of Info, Tech, CATE	1.0
Russell Sills	High School Principal	Director of School,Family,Comm Part	1.0
Lyn Holzman	High School 12 month Vice Principal	High School 10 month Vice Principal	1.0
Lisa Neil	Grade 2 Teacher, Ellsworth	Reading Teacher, Poquonock	1.0
Lisa Bishop	Grade 1 Teacher, Poquonock	Grade 4 Teacher, Kennedy	1.0
Jennifer Su	Grade 3 Teacher, Clover	Grade 4 Teacher, Clover	1.0
Sara Anderson-Potts	Special Education Teacher, WHS	SpEd Dept Chair (.6)/SpEd Teach (.4)	1.0
Bonnie Emerson	Grade 4 Teacher, Kennedy	Math Teacher, Kennedy	1.0
Kelly LePage	Grade 5 Teacher, Clover	Science Teacher, Clover/Kennedy	1.0
Susan Podgurski	Grade 4 Teacher, Clover	Math Teacher, Clover	1.0
Bonnie Snow	School Nurse, Sage Park	School Nurse, Windsor High	1.0
Ann Bramucci	School Nurse, Windsor High	School Nurse, Clover	1.0

NON-CERTIFIED NEW HIRES

NAME	ASSIGNMENT	SCHOOL
Kahli Hernandez	Food Service Driver	District

NON-CERTIFIED APPOINTMENTS WITH PRIOR WINDSOR EXPERIENCE

NAME	ASSIGNMENT	SCHOOL
N/A		

NON-CERTIFIEDTRANSFERS/REASSIGNMENTS

NAME	FROM	TO
Marcia Alexander	Special Education Paraprofessional, Ellsworth	Same, Clover
Kelsey Bolden	Special Education Paraprofessional, Kennedy	Same, Sage Park
Christine Cintron	Special Education Paraprofessional, Clover	Same, Ellsworth
Marcia Crutchfield	Special Education Paraprofessional, Ellsworth	Same, Clover
Deena Depaolis	Special Education Paraprofessional, Ellsworth	Same, Poquonock
Anthony Edwards	Special Education Paraprofessional, Kennedy	Same, Sage Park
Helga Finlay	Special Education Paraprofessional, Kennedy	Same, Poquonock
Maritza Gonzalez	Food Service Secondary Salad Worker, WHS	Same, Metropolitan Learning Center
Jennifer Hosein	District Instructional Support Assistant	District Trans & Instr Coordinator
Keith Hunter	Special Education Paraprofessional, Clover	Same, Ellsworth
Jennifer Lattal	Special Education Paraprofessional, Kennedy	Speech & Lang Path Assist, District
Colleen Lauridsen	Special Education Paraprofessional, Clover	Same, Poquonock
Ana Lopez	Special Education Paraprofessional, Kennedy	Same, Ellsworth
Nancy Manly	Special Education Paraprofessional. Ellsworth	Same, Poquonock
Lorraine Marci	Administrative Support Assistant, Poquonock	Elem Principal Admin Assist, POQ
Benjamin Oster	Building Substitute, Sage Park	In School Suspension Coord., Sage
Deborah Ouellette	Food Service Cook, Windsor High	Food Service Manager, MLC
Jenny Ruckey	Special Education Paraprofessional, Ellsworth	Same, Poquonock
Yvonne Sailor	Special Education Paraprofessional, Ellsworth	Same, Kennedy
Deana Stechschulte	Special Education Paraprofessional, Ellsworth	Same, Poquonock
Marcus Wilson	Special Education Paraprofessional, Ellsworth	Same, Poquonock
Jennifer Wissuchek	Special Education Paraprofessional, Kennedy	Same, Ellsworth

NON-CERTIFIED RESIGNATIONS/RETIREMENTS/LEAVES
(FROM JUNE)

NAME	ASSIGNMENT	SCHOOL
Sherry DeAngelis	Food Srvc Elem Cook/Sec Salad Worker	Metropolitan Learning Center
Kimberley DeBarber	Part-time Clerical Assistant	Sage Park
Richard Gadoury	In School Suspension Coordinator	Sage Park
Pamela Howard	Elementary Principal Admin Assist	Poquonock
Kevin Johanson	Safety Assistant	Windsor High
Amanda Owens	Special Education Paraprofessional	Kennedy
Kathleen Riley	Food Srvc Elem Cook/Sec Salad Worker	Clover
Troy Taylor	Evening Custodian II	Windsor High
Cynthia Vanderleur	Part-time Clerical Assistant	Clover

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

PREPARED BY: Craig A. Cooke, Ph.D. **PRESENTED BY:** Craig A. Cooke, Ph.D.

ATTACHMENTS:

SUBJECT: Board of Education Regular Meetings for 2017 Calendar Year

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BACKGROUND:

In accordance with the Freedom of Information Act, the Board of Education must establish a schedule for its regular meetings for the 2017 calendar year and submit it to the Town Clerk.

The meetings are held on the third Tuesday of the month, with the exception of July and August, unless there is a holiday or special event at Town Hall in Council Chambers. In that case, an alternative available date has been chosen. The last approved Regular Meetings in the current year are:

Tuesday, October 18
Tuesday, November 15
Tuesday, December 20

STATUS:

The following dates have been held by the Town Manager's office for the 2017 calendar year:

Wednesday, January 18, 2017 (approved at September 16, 2015 Regular Meeting)

	Reason for Change
Wednesday, February 22, 2017	**President's Day on 20th**
Tuesday, March 21, 2017	
Tuesday, April 18, 2017	
Tuesday, May 16, 2017	
Tuesday, June 20, 2017	
Tuesday, September 19, 2017	
Tuesday, October 17, 2017	
Tuesday, November 21, 2017	
Tuesday, December 19, 2017	
First meeting of 2018 – Wednesday, January 17, 2018	**Martin Luther King Holiday on 15th**

RECOMMENDATION:

Move to approve the regular meeting schedule for the 2017 calendar year.

Recommended by the Superintendent: _____

Agenda Item # 8C.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: September 20, 2016

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

Attachments: Town of Windsor Town Council Agenda Item Summary,
Exhibit 1 – Eighth Amendment to the Town of Windsor, Connecticut Retirement Plan

Subject: Town of Windsor Retirement Plan

Background:

The Town of Windsor Retirement Plan covers town Employees and BOE employees who are not eligible for membership in the State Teachers' Retirement Board (TRB) plan.
As defined in the pension plan, the Employer means the Town of Windsor and the Board of Education. Amendments to the Town of Windsor, Connecticut Defined Benefit Retirement Plan require approval of the Town Council and the Board of Education. The Attached agenda item summary includes the proposed amendments to the pension plan.

Status:

The Town Council will meet on September 19, 2016 to review and approve these amendments.

Recommendation: That the Board of Education approves the following motions:

"Resolved, that effective as of September 19, 2016, the required payroll deduction for eligible Unaffiliated Town of Windsor Employees shall increase from 4.50% to 4.75%."

"Resolved, that effective January 1, 2016, the required payroll deduction for Local 671 Teamsters and Clerical Workers bargaining unit employees will increase 4.0% to 4.25%. Effective and retroactive to July 1, 2016, the members of this bargaining unit will increase their defined benefit contribution from 4.25% to 4.50%. Effective July 1, 2017, the members of this bargaining unit will increase their defined benefit contribution from 4.50% to 4.75%."

And

"RESOLVED, that Exhibit 1, entitled Eighth Amendment to the Town of Windsor, Connecticut Defined Benefit Retirement Plan, is hereby adopted and approved and BE IT FURTHER RESOLVED that the Superintendent of Schools and President of the Windsor Board of Education are hereby authorized and directed to take any actions, and to execute such documents and instruments, as may be necessary or appropriate to carry out the intent of the foregoing resolutions."

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

Agenda Item # 8d.

Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager

Subject: Amendment to the Town of Windsor Defined Benefit Retirement Plan

Background

Efforts continue to mitigate costs associated with the town's defined benefit pension plan. Over the last several years, General Government and Board of Education bargaining unit employee groups as well as unaffiliated employee groups have increased their contributions to the town's defined benefit plan. The defined benefit plan is closed to new hires of both the Town and the Board of Education. New eligible hires are participating in defined contribution plans.

As outlined in the pension plan legal document, the "Employer" is defined as the Town of Windsor and the Board of Education. Therefore, both the Town Council and the Board of Education need to adopt resolutions to formalize plan changes.

Discussion/Analysis

Per the recent contract arbitration award for the Teamsters' collective bargaining agreement, the bargaining unit employee contribution increased from 4.0% to 4.25% effective, but not retroactive, January 1, 2016. Effective and retroactive to July 1, 2016, the members of this bargaining unit will increase their defined benefit contribution from 4.25% to 4.5%. Effective July 1, 2017, the employee contribution will increase from 4.50% to 4.75%.

Effective September 19, 2016, unaffiliated General Government employees will increase their defined benefit contribution from 4.50% to 4.75%.

In order to formalize these changes, the Town Council and Board of Education are requested to adopt a resolution to amend the defined benefit pension plan.

Financial Impact

It is estimated that the increases as described above will result in approximately $22,000 in savings for FY 2017.

Other Board Action

As stated in the pension plan legal document, the "Employer" is defined as the Town of Windsor and the Board of Education. Therefore, both the Town Council and the Board of Education need to adopt the appropriate resolution. The Board of Education will act on the resolution later this month.

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"RESOLVED that EXHIBIT I, entitled, 'Eighth Amendment to the Town of Windsor, Connecticut Defined Benefit Retirement Plan' is hereby adopted and approved and BE IT FURTHER RESOLVED that the Mayor and Town Manager are hereby authorized and directed to take any actions, and to execute such documents and instruments, as may be necessary or appropriate to carry out the intent of the foregoing resolution."

Attachments
Exhibit I - Amendment to defined benefit pension plan

EXHIBIT I

EIGHTH AMENDMENT TO THE TOWN OF WINDSOR, CONNECTICUT DEFINED BENEFIT RETIREMENT PLAN

Effective September 19, 2016, Article III of the Town of Windsor, Connecticut Defined Benefit Retirement Plan is hereby amended as follows:

"Effective as of September 19, 2016, the required payroll deduction for eligible unaffiliated Town of Windsor Employees shall increase from 4.50% to 4.75%"

"Effective January 1, 2016, the required payroll deduction for Local 671 Teamsters and Clerical Workers bargaining unit employees will increase 4.0% to 4.25%. Effective and retroactive to July 1, 2016, the members of this bargaining unit will increase their defined benefit contribution from 4.25% to 4.5%. Effective July 1, 2017, the members of this bargaining unit will increase their defined benefit contribution from 4.50% to 4.75%"

Executed by the Town of Windsor, Connecticut, this ____ day of September, 2016, at Windsor, Connecticut.

TOWN OF WINDSOR, CONNECTICUT

By: _____
Town Manager

By: _____
Mayor

Executed by the Board of Education of the Town of Windsor, Connecticut, this ___ day of September, 2016, at Windsor, Connecticut.

BOARD OF EDUCATION OF THE TOWN OF WINDSOR, CONNECTICUT

By: _____
Superintendent of Schools

By: _____
President, Board of Education

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, June 21, 2016 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the June 21, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 7:00 PM by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance were Superintendent of Schools Dr. Craig Cooke, Interim Assistant for Instructional Services Doug Couture, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and BOE Student Representative Dan Hernandez.

2. Recognitions/Acknowledgements
2.a. Recognition--WHS Track Coaches--Ron Wilson, Kelvan Kearse
Discussion:
Mr. Steve Risser, Athletic Director, recognized WHS Girls Outdoor and Indoor Track Coach Ron Wilson for his 16 years of service to Windsor High School Athletics and its girls' track scholar athletes.

He also recognized the Girls Outdoor Track & Field team for winning the CIAC Class L State Championships for the 7th consecutive year, and Coach Kelvan Kearse and the Boys Outdoor Track & Field team for winning the CIAC Class MM State Championship for the 6th consecutive year. Both teams and their coaches were also recognized for their performance at the New Balance National High School Track and Field Championships.

2.b. Recognition--BOE Student Representative--Dan Hernandez
Discussion:
Dr. Cooke and Ms. Santos recognized Board of Education Student Representative Dan Hernandez for outstanding service in his role.

2.c. Recognition--WHS Juried Art Show, Board of Education Purchase Prize to Catie Lewis for "Bart's Drive-in"; Superintendent's Choice Purchase Prize to Shayla Gawlak for "Portrait"; WHS Purchase Prize to Gisselle Rosado for "Dreamer"

Discussion:
Dr. Cooke and Ms. Santos recognized the following Windsor High School art students who had pieces selected as purchase prizes at the annual Art Show: Catie Lewis for "Bart's Drive-In," Shayla Gawlak for "Portrait," and Gisselle Rosado for "Dreamer."

Ms. Santos reported that all student work selected as purchase prize pieces are on display; Board of Education and Superintendent's Choice pieces are at L. P. Wilson, and WHS Purchase Prize pieces are displayed at Windsor High School.

2.d. Announcement--Windsor Teacher of the Year--Jennifer Tigre
Discussion:
Mr. Hill announced that Jennifer Tigre, 8th grade English Language Arts Teacher at Sage Park Middle School, has been selected as the Windsor Teacher of the Year for 2016-2017. Ms. Tigre is currently involved in the selection process for the Connecticut Teacher of the Year. Ms. Tigre will speak at the Opening Day Convocation on August 25th; and will be introduced at the September Board of Education meeting.

3. Audience to Visitors
Discussion:
Stacy Sampson, 604 Stone Road, spoke in support of Windsor Public Schools and Dr. Cooke as Superintendent.

Debbie Sampson, 604 Stone Road, spoke in support of Dr. Cooke as Superintendent.

4. Student Representative Report
Discussion:
Dan Hernandez reported on end of year activities for the Class of 2016, including graduation.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos recognized five administrators who are leaving their current positions in the district: Deborah Maccarone, Tom Baird, Doug Couture, Chris Rau and Russell Sills. She congratulated the Sage Park Middle School softball team and Windsor High School student Matt Cleveland; she also recognized the WHS Art Show and Fashion show and Parent Leadership Training Institute graduates. She reported that $99,200 was awarded in locally funded scholarships to members of the WHS Class of 2016 and recognized the individual donors and community groups.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Ms. Black-Burke reported that graduation at the Bushnell was a great culminating piece, to see all the pieces that make WHS great.

Mr. Bosch reported on the live streaming of graduation, and thanked Mr. Sills for his help as a new Board member and liaison to the school.

5.b.2. Sage Park Middle School
Discussion:
No report.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart thanked Principal Jones and her staff for a productive school year, and congratulated students moving on and those coming in.

5.b.4. John F. Kennedy School
Discussion:
Ms. Santos thanked Ms. Ravenola and the staff.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. O'Reilly reported that the PTO was able to fund a lot of activities this year. The PTO has co-presidents and a treasurer for next year, but are looking for a vice-president, secretary, communication secretary and a fundraising chair.

5.b.6. Poquonock School
Discussion:
No report.

5.c. Student Directory Information
Discussion:
Dr. Cooke reported this item had been put on the agenda at the request of three Board members. He had received a request from two PTOs and the WHS School Governance Council for information on family email addresses for families that have student attending those specific schools. Board policy was reviewed, and Attorney Brochu and Freedom of Information were contacted

.Attorney Brochu reported on his legal opinion; questions and discussion on the issue ensued.

It was noted there were also subsequent requests from private citizens who have no educational ties to the district; Ms. Santos requested that families be notified of the release of their information in response to those requests.

Ms. Santos requested that Board Policy 5125 be referred to the Policy Committee for a full review, that what is identified as directory information be reviewed.

6. Superintendent's Report
Discussion:
Dr. Cooke congratulated the Junior ROTC unit for earning Distinguished Unit Award, in their first year. They are one of only two units in Connecticut, and 37% of the units worldwide to receive the honor. He also reported that Niche Marketing rated Windsor High School number 46 out of the "Top 50 Connecticut School Districts for College Readiness." He gave a brief description of the role of the Math and Science Mastery teachers. Dr. Cooke thanked Rainbow Bus and Sterling Viets for their service to the district over the years; he also thanked Gary Dowgewicz for his work during the year.

6.a. Curriculum Development, 2nd Reading
6.a.1. Art, Grade 6-8
6.a.2. Ceramics 1
6.a.3. Ceramics 2
6.a.4. 2D Foundations
6.a.5. Painting
6.a.6. Chemistry

Discussion:
It was noted that curriculum for 2D Foundations has been changed to Art Foundations and Painting has been changed to Painting 1.

Motion Passed: Motion that the Board approves Grades 6, 7 and 8 Art, Art Foundations, Ceramics 1, Ceramics 2, Painting 1, and Chemistry curricula as a 2nd reading as presented passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Leonard Lockhart.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

6.b. Policy Adoption, 1st Reading
6.b.1. Revised P 5113 Student Attendance and Truancy
6.b.2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children
6.b.3. Revised P 5117 School Attendance Areas
6.b.4. Revised P 6155 Class Examinations
Discussion:
Mr. Bosch suggested that P 6155 be reviewed for clarity; Mr. Bosch should submit his suggested changes for the next Policy Committee meeting, which would take place prior to the September Board meeting.

Motion Passed: Motion to approve Policies P 5113, Student attendance and Truancy, P 5141.4 Reports of Suspected Abuse or Neglect of Children, P 5117 School Attendance Areas, P 6155 Class Examinations as presented for a 1st reading passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

6.c. End of Year Financials

Motion Passed: Motion that the Board approve the purchase of the following items with year end surplus monies: Sage Park Middle School security camera upgrade in the amount of $105,300, new window blinds for John F. Kennedy School in the amount of $15,000, 30 new football helmets in the amount of $6,000, and a new public address system in the WHS main gymnasium in the amount of $12,600, and that the Board approve the return of $116,330 to the Town of Windsor (the exact amount will be reported to the Board during the September meeting once the financial audit is complete) passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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

7.b. Finance Committee
Discussion:
No report.

7.c. Long Range Planning
Discussion:
No report.

7.d. Policy Committee
Discussion:
No report.

7.e. Technology Committee
Discussion:
Mr. O'Reilly extended his thanks to Mr. Couture for his work in the district.

8. Consent Agenda
8.a. Financial Report
8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report
8.e. Clover Street School Partial Roof Replacement Project
8.f. Budget Transfers
Discussion:
Expenditures for May 2016 and June 15, 2016: $11,548,115
Expenditures through June 15, 2016: $63,311,021

Motion Passed: Motion that Items 8.b., Enrollment Report, 8.c, Food Service Report, and 8.d, Human Resources Report be accepted as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept item 8.a, Financial Report, as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept item 8.e, Clover Street School Partial Roof Replacement Project passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept item 8.f, Budget Transfers, as presented passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

9. Approval of Minutes
9.a. May 5, 2016 Curriculum Committee
9.b. May 5, 2016 Technology Committee
9.c. May 17, 2016 Regular Meeting
9.d. June 6, 2016 Policy Committee

Motion Passed: Motion to accept items 9.a, May 5, 2016 Curriculum Committee, 9.b, May 5, 2016 Technology Committee and item 9.d, June 6, 2016 Policy Committee minutes as presented passed with a motion by Mr. Richard O'Reilly and a second by Ms. Nuchette Black-Burke.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept item 9.c, May 17, 2016 Regular Meeting minutes as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Special Meeting, Wednesday, June 22, 2016, 6:30 PM, LPW, Room 17

10.b. Next BOE Regular Meeting is Tuesday, September 20, 2016, 7:00 PM, Town Hall, Council Chambers
Discussion:
Ms. Santos reported the 2016-2017 meeting calendar has not yet been established, when it is it will be posted on the website. There are no regular Board meetings for July and August. Meals will available again this year at Goslee Pool.

11. Audience to Visitors
Discussion:
None.

12. Adjournment

Motion Passed: The meeting adjourned at 10:12 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Richard T. O'Reilly, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Wednesday, June 22, 2016 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the June 22, 2016 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
The meeting was called to order at 6:30 PM by Cristina Santos with the Pledge of Allegiance and Moment of Silence. Superintendent Dr. Craig Cooke was also in attendance.

2. Audience to Visitors

Discussion:
Bradshaw Smith, 23 Ludlow Road, expressed concerns with high school honor roll not being published.

Debbie Sampson, 604 Stone Road, fully supports Superintendent Cooke and the school system and thanks them for the exceptional school year and looks forward to the future of Windsor Public Schools.

3. BOE Evaluation of the Superintendent (Executive Session and Possible Action Anticipated)

4. Discussion of Superintendent's Contract and Compensation (Executive Session and Possible Action Anticipated)

Motion Passed: Move that the President of the BOE be authorized to work with the BOE attorney to extend the contract of the Superintendent by one calendar year staying within the 3 year limitation passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

5 Yeas - 3 Nays - 1 Abstained.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch No
Ms. Michaela Fissel Abstain
Mr. Leonard Lockhart Yes

Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Ms. Melissa Rizzo Holmes No
Ms. Cristina Santos Yes

Motion Passed: Move to authorize the BOE President to increase the salary of the Superintendent by 2.6% effective July 1, 2016 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

5 Yeas - 4 Nays.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch No
Ms. Michaela Fissel No
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Ms. Melissa Rizzo Holmes No
Ms. Cristina Santos Yes

5. Announcements

Discussion:
None

6. Adjournment

Motion Passed: Move to adjourn the meeting at 10:09 PM passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Leonard Lockhart.

9 Yeas - 0 Nays.

Ms. Yvette Ali Yes
Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Richard T. O'Reilly, Secretary
Windsor Board of Education