Regular Meeting

Tuesday, December 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**
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. Recommendation on Oliver Ellsworth Mural
b. Update on Office of Family and Community Partnership
c. Teacher and Administrator Evaluation Update
d. School Calendar 2017-2018 (1st Reading)
e. Budget Assumptions FY 18 (2nd Reading)
f. Curriculum Development (1st Reading)

1. K-2 Science Unit

g. Policy Adoption (1st Reading)

1. New P 2260 Policy Regarding Retention of Electronic Records and Information
2. New P 3524.2 Policy Regarding Green Cleaning Programs
3. New P 4111.3 Plan for Staff of Color Recruitment
4. Revised P 4118.5 Social Media
5. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
6. Revised P 5141.231 Psychotropic Drug Use
7. Revised P 6143 Student Wellness

h. Adoption of Revision of BOE Goals and Statement of Educational Philosophy

7. **Committee Reports**

a. Curriculum Committee
b. Long Range Planning Committee
c. Finance Committee
d. Policy Committee
e. Technology Committee

8. **Consent Agenda**

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

9. **Approval of Minutes**

a. November 15, 2016 Regular Meeting

b. December 1, 2016 Curriculum Committee
c. December 1, 2016 Technology Committee
d. December 5, 2016 Policy Committee
e. December 6, 2016 Special Meeting
f. December 12, 2016 Long Range Planning Committee

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

a. Next BOE Regular Meeting is Wednesday, January 18, 2017, with Superintendent's Presentation of 2017-2018 Budget beginning at 6:30 PM followed by Public Forum and Regular Meeting, Town Hall, Council Chambers

11. **Discussion and possible action regarding collective bargaining agreements (Custodians, Maintenance, Food Service Employees, Nurses) (Executive Session Anticipated)**

a. Ratification of collective bargaining agreement between the Board of Education and the United Public Service Employees Union (Custodians, Maintenance and Food Service Employees, Local 424, Unit 103)(Executive Session Anticipated)
b. Ratification of collective bargaining agreement between the Board of Education and the CSEA-SEIU Local 2001 (Nurses)(Executive Session Anticipated)

12. **Audience to Visitors**
13. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: C. Cooke **Presented By:** C. Cooke

Attachments:

Subject: Recommendation on Oliver Ellsworth Mural

Background:

A committee was formed to review options in regards to the replacement of the mural at Oliver Ellsworth School. The committee, made up of Board members, staff, parents, students and community members, met on 12/5/16 and 12/12/16 to discuss the several different options suggested.

Status:

N/A

Recommendation:

For informational purposes only.

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

Agenda Item # 6a.

9/9/2011

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Russell Sills **Presented By:** Russell Sills

Attachments:

Subject: Update on Office of Family and Community Partnership

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Background:

The Office of Family and Community Partnership is funded by a grant from the Hartford Foundation for Public Giving. The focus of our grant is to create "links to learning" that lend to improved student performance through effective family and community engagement/partnership.

Status:

We are ending year 1 of what we anticipate will be a five-seven year relationship with the Hartford Foundation. This presentation will be a summary of the work completed to date and our plans for 2017.

Recommendation:

No Board action required – for information only.

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

Agenda Item # 6b.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Presented By: Terrell M. Hill

Attachments:

Subject: Teacher Evaluation and Administrator Evaluation Update (SEED)

Background:

The Connecticut State Department of Education approved Windsor's (SEED plan) on August 13, 2014. The plan has been approved each year since, as there have been no substantive changes to the plan. All changes would come from the Professional Development and Evaluation Committee (PDEC).

Status:

Windsor teachers and administrators have completed the process of setting goals and are currently conducting the required observations.

Recommendation:

The Board receives this report on teacher and administrator evaluations (SEED) as information only.

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: December 20, 2016

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

Attachments: Draft 2017-2018 School Calendar

Subject: Proposed 2017-2018 School Calendar, 1st Reading

Background:

Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

Status:

The calendar for 2017-2018 is being recommended. The teacher work year would begin on August 24th with opening day. The student school year would begin on August 29th. The last day of school would be tentatively scheduled for June 11th and would include 9 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

The calendar includes 187 teacher work days and 182 instructional days. The calendar also includes 7 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

Recommendation:

That the Board of Education accept the proposed 2017-2018 school calendar for a 1st Reading.

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

Agenda Item # 6d.

WINDSOR PUBLIC SCHOOLS

School Calendar • 2017-2018

Important Dates

Aug. 29	School Opens for Students	Jan. 15	Martin Luther King, Jr Day
Sept. 4	Labor Day	Feb. 16-19	Presidents' Day Break
Oct. 9	Columbus Day	Feb. 20	Professional Day
Nov. 7	Election Day/Professional Day	Mar. 30	Good Friday
Nov. 22-24	Thanksgiving Break	Apr. 9-13	Spring Break
Nov. 22	Offices open 1/2 day AM	May 28	Memorial Day
Dec. 25-Jan. 1	Winter Break	June 11	Tentative Last Day of School
Dec. 29	Offices open 1/2 day AM		

Key

OD	Opening Day for staff
PD	Professional Day
WD	Staff Work day
◇	No school for students, but work day for teachers. Offices open.
○	First or last day of school
	All schools and offices closed
⬠	Early Dismissal - All Students
	No school for students or teachers, but offices open.
*	PK-5 Parent Conferences Early Dismissal for Gr. PreK-5
S	Sage Park Parent Conferences Early Dismissal for Gr. 6-8
W	Windsor High Parent Conferences Early Dismissal for Gr. 9-12
X	High School Exams Early Dismissal for Gr. 9-12

School Hours

	Hours	Early Dismissal	2 Hour Delay
High School	7:35a-2:20p	7:35a-12:25p	9:35a-2:20p
Middle School	8:05a-2:50p	8:05a-12:55p	10:05a-2:50p
Elementary & full day PreK	8:40a-3:25p	8:40a-1:30p	10:40a-3:25p
PreK AM Session	8:40a-11:35a	8:40a-10:50a	No AM PreK
PreK PM Session	12:30p-3:25p	11:25a-1:30p	12:30p-3:25p

School Delay and Closing

On the web: www.windsorct.org
Phone: 860-687-2000 x180
Local radio and television stations

Important Information

1. School may be delayed due to inclement weather for two hours. Morning schedules would be adjusted accordingly and release time remains the same. AM PreK is cancelled on delayed openings.

2. Calendar allots for nine (9) snow days beginning June 12. If more are needed they will be deducted from the Spring Break commencing Monday, April 9, 2018.

3. High School Graduation date to be determined in April by the Board of Education.

DRAFT 12/13/2016 10:07 am

M	T	W	R	F
AUGUST 2017				(3)
21	22	23	OD	PD
WD	29	30	31	
SEPTEMBER 2017				(20)
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
OCTOBER 2017				(21)
2	3	4	5	6
9	10	11	12	13
16	17	18	19 W	20
23	24	25	26	27
30	31			
NOVEMBER 2017				(18)
		1	2	3
6	PD	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
DECEMBER 2017				(16)
				1
4	5 S	6	7	8
11	12	13 *	14 *	15 *
18	19	20	21	22
25	26	27	28	29
JANUARY 2018				(21)
1	2	3	4	5
8	9	10	11	12
15	16 X	17 X	18 X	19 X
22	23	24	25	26
29	30	31		

M	T	W	R	F
FEBRUARY 2018				(17)
			1	2
5	6	7	8	9
12	13	14	15	16
19	PD	21	22	23
26	27	28		
MARCH 2018				(21)
			1	2
5	6	7	8	9
12	13	14 S	15 W	16
19	20	21 *	22 *	23 *
26	27	28	29	30
APRIL 2018				(16)
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
MAY 2018				(22)
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
JUNE 2018				(7)
				1
4	5	6 X	7 X	8 X
11 X	12	13	14	15
18	19	20	21	22 P
25	26	27	28	29

June 11 Tentative Last Day of School: Early Dismissal

P Potential Last Day of School due to cancellations.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: Budget Assumptions 2017 – 2018

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2017 – 2018 Budget
2nd Reading

BACKGROUND:

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimated for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

RECOMMENDATION:

That the Board of Education accept for a 2nd Reading the Budget Assumptions for FY 2017 – 2018.

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

Agenda Item # 6e.

Budget Assumptions 2017 – 2018

The charge of the Board of Education is to develop a fiscally responsible budget that meets the needs of the Windsor Public School students.

1. We will continue our commitment to finding efficiencies within the budget.

2. **Enrollment:** District Wide enrollment has fluctuated slightly over the past five years. In 13/14 it was 3,252. In 14/15 enrollment dropped to 3,145. In 15/16 enrollment increased to 3,187 and is remaining flat for 16/17 at 3,186. The projected enrollment for 2017-2018 is projected to remain relatively flat.

3. **Staffing & Programs:** Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

4. **Class Size:** The Board of Education will make every attempt to honor class size guidelines.

5. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past two years, the cost for health care is projected to remain relatively flat. FY17/18 will be the first year that WEA and WSASA go onto the High Deductible HSA Health Plan.

6. **Contractual Obligations**: Base salaries will increase approximately 2.5%.

7. **Special Education:** Out-of-district tuition costs are projected to increase by 3%. The goal is to reduce the increase in costs.

8. **Utility costs (heat & electricity)**: Projected to remain relatively flat. Over the past three years, the district reduced the utility cost by over $400,000 due to better efficiencies in our buildings.

9. **Regular Ed Transportation:** The district has transitioned to a new bus contractor, DATTCO for FY16/17. The contractual increase is 3.2% or $128,068 for 17/18.

10. **Special Education Transportation**: The special ed transportation has increased over the past few years due to the number of students we transport based on their needs. The increase for special education transportation for 17/18 is anticipated at $260,000.

11. **Diesel Fuel**: Diesel fuel was at a low for 16-17. We do not anticipate that moving forward. The lock in price in 15/16 was $2.16/gallon and in 16/17 it was $1.49/gallon. The projected number is $2.16/gallon or an increase of $117,400. This will be monitored in the coming months by the Town.

12. **Magnet School**: The tuition line item is projected to remain relatively flat. Enrollment is projected to remain flat or decrease, however, tuition rates are set by the magnet schools and not known until June.

13. **State & Federal Funding/Grants**: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or decrease for FY 17/18.

14. **Alliance Grant:** It is still unknown how the state will account for the expiration of the Alliance Grant. There has been discussion at the state level to either fund the Alliance grant beyond 2016-2017 in the form of the Educational Cost Sharing Grant or have the Alliance Grant become a grant that the Towns will apply for similar to Title I.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Santosha Oliver

Presented By: N. Black-Burke
S. Oliver

Attachments:

Subject: Curriculum Development 1st Reading Grade K-2 Science

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Background:

In Kindergarten, Grade 1 and Grade 2 instructional time focuses on building a foundational understanding of science, paying special attention to The Next Generation Science Standards and The Science and Engineering Practices.

Status:

Grade K-2 Science was presented to the BOE Curriculum Committee Meeting on December 1, 2016.

Recommendation:
The Board approves Grade K-2 Science curriculum as a 1st reading as presented.

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

Agenda Item # 6f.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Attachments:
1. New P 2260 Policy Regarding Retention of Electronic Records and Information
2. New P 3524.2 Policy Regarding Green Cleaning Programs
3. New P 4111.3 Plan for Staff of Color Recruitment
4. Revised P 4118.5 Social Media
5. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
6. Revised P 5141.231 Psychotropic Drug Use
7. Revised P 6143 Student Wellness

Subject: Policy Adoptions, 1st Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies at their meeting on December 5, 2016 and are bringing them to the full Board as a 1st reading.

STATUS:

1. New P 2260 Policy Regarding Retention of Electronic Records and Information applies to all various public agencies including boards of education. The Office of the Public Records Administrator, CT State Library, issued a new policy and guidelines for digital imagining and the retention of documents.
2. P 3524.2 Policy Regarding Green Cleaning Programs is a new policy which implements the proper uses of environmentally preferable cleaning products in school buildings and facilities.
3. P 4111.3 Plan for Staff of Color Recruitment is a new policy which includes PA-16-41, An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force and includes requirements for the state universities to develop programming for 11th and 12th grade students.
4. P 4118.5 Social Media has been revised to reflect changes in the law required by PA 15-6, An Act Concerning Employee Online Privacy.
5. P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder has been revised to reflect the transition of the Division of Autism Spectrum Disorders from the Department of Developmental Services (DDS) to the Department of Social Services (DSS) as included in PA-16-3, An Act Concerning Revenue and Other Items to Implement the Budget for the Biennium Ending June 30, 2017.
6. P 5141.231 Psychotropic Drug Use was revised in accordance with Conn. Gen. Stat. § 10-212b.
7. P 6143 Student Wellness was revised to include changes required by the proposed federal rules regarding the Healthy, Hunger-Free Kids Act of 2010.

RECOMMENDATION:

Move to approve the policies P 2260 Policy Regarding Retention of Electronic Records and Information, P 3524.2 Policy Regarding Green Cleaning Programs, P 4111.3 Plan for Staff of Color Recruitment, P 4118.5 Social Media, P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, P 5141.231 Psychotropic Drug Use, P 6143 Student Wellness as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 6g.

POLICY REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION

I. POLICY

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district's computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, *employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.
General Letters 98-1, 96-2, 2001-1 and 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education

ADOPTED:_____

POLICY REGARDING GREEN CLEANING PROGRAMS

It is the policy of the Windsor Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Windsor Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The Windsor Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:

§ 10-220(a)
§ 10-231g

ADOPTED:_____
REVISED:_____

PLAN FOR STAFF OF COLOR RECRUITMENT

In accordance with Sections 10-4a(3) and Section 10-220(a) of the Connecticut General Statutes, the Board of Education has developed the following written plan for minority staff recruitment:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.

2. The Board will develop contacts with local training and educational institutions, including those with high enrollment of students of color, to publicize job openings within the school district and to solicit referrals of qualified candidates of color.

3. The Board will develop contacts with local community organizations who work with people of color to publicize job openings within the school district and to solicit referrals of qualified candidates.

4. The Board will maintain, or expand, as appropriate, its postings advertising to include print, online and social media that is focused towards people of color.

5. The Board will participate in job fairs, including those that are sponsored by community organizations or otherwise targeted toward people of color.

6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.

7. The Board will review on an annual basis the effectiveness of this plan in increasing educators of color and attracting qualified candidates for employment.

Legal References:

Connecticut General Statutes §10-4a (3)
Connecticut General Statutes §10-220(a)
Public Act 16-41, An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.

ADOPTED:_____

SOCIAL MEDIA

The Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media **or personal online accounts** under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' **use of** personal ~~use of social media~~ **online accounts**, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1) interferes, disrupts or undermines the effective operation of the school district;
2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3) creates a hostile work environment;
4) breaches confidentiality obligations of school district employees; or
5) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED: 9/21/10
REVISED: 1/14/14

Windsor Public Schools
Windsor, CT 06095

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

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

1. Scope of Policy

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

2. Definitions

   For the purposes of this policy:

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

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

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

3. Reporting Procedures for Statutory Mandated Reporters

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

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

4. Reporting Procedures for Non-Statutory Mandated Reporters

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

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

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

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

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

5. Contents of Report

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

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

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

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

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

6. Investigation of the Report

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

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

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

has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

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

8. Disciplinary Action for Failure to Follow Policy

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

9. Non-discrimination Policy

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

Legal References:

Connecticut General Statutes:

Section 46a-11a
Section 46a-11b et seq.

Public Act ~~14-165, "An Act Concerning Mandatory Reporting Of Abuse And Neglect Of Individuals With Autism Spectrum Disorder, The Definition Of Abuse, And The Department Of Developmental Services Abuse And Neglect Registry"~~16-3, "An Act Concerning Revenue and Other Items to Implement the Budget for the Biennium Ending June 30, 2017"

Policy Adopted: ~~March 17, 2015~~

Windsor Public Schools
Windsor, CT

~~PSYCHOTROPIC DRUG USE~~ PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child, in accordance with the procedures outlined below.

~~In conformity with state statute, the Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. Members of the school medical staff, including school nurses and the district's medical advisor, may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parents or guardian, school personnel may consult with the medical practitioner regarding such use. Nothing in this policy shall be construed to prohibit discussion of medical evaluation by Planning and Placement teams or 504 meetings, or of appropriate staff providing data, at the request of the student's guardian, to the child's medical practitioners.~~

~~The Board recognizes the right of a parent or other person having control of a child to refuse to administer or consent to the administration of any psychotropic drug to the child. Therefore, this referral shall not be the sole basis for district staff to file a report of neglect or abuse with the Department of Children and Families.~~

~~The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually and upon the registration of new students.~~

~~(cf.5141.4 Reporting of Child Abuse and Neglect)~~

~~Legal Reference: Connecticut General Statutes~~

~~P.A. 01-124: An Act Concerning Recommendations for and Refusals of The use of Psychotropic Drugs by Children and Utilization Review Determinations Related to Mental and Nervous Conditions.~~

I. Definitions

For purposes of this policy, the following definitions apply:

A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.

B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.

C. School health or mental health personnel means:

1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;

2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;

3. school psychologists;

4. school social workers;

5. school counselors;

6. school administrators;

7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;

8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.

B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.

C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.

D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

Legal References:

Conn. Gen. Stat. 10-76d
Conn. Gen. Stat. § 10-212b

34 C.F.R. § 300.174. Prohibition on mandatory medication

Policy adopted: ~~April 24, 2007~~

STUDENT WELLNESS

The Windsor Public School District is determined to create a healthy environment for our students and staff. With the collaboration of health, physical education, support services and food service staff, we believe that we can educate our community to make healthy and positive choices regarding physical activity and nutrition.

The Windsor Public School District Board of Education recognizes the importance of promoting good student nutrition and a healthy school environment. To this end, the Board authorizes the administration to develop an integrated nutrition program that provides students with the skills and support to adopt healthy eating behaviors.

Additionally, the district shall take the appropriate measures to:

- Implement a comprehensive nutrition / health curriculum,
- Promote healthful student eating habits through the provision of a well-balanced and nutritionally sound school breakfast and lunch program,
- Promote the consumption of appropriate portions of healthy foods and beverages at designated times in classrooms, and
- Encourage increased physical activity for students during and after the school day where appropriate.

Windsor Public Schools will ensure that the nutritional value of the food served during the school day significantly improves upon USDA and State Dietary Guidelines by providing nutritious, fresh, tasty, locally grown food that reflects Windsor Public Schools cultural diversity. The Board of Education encourages staff to utilize food from local farmers based upon availability and acceptability.

Legal References:

Connecticut General Statutes:

§ 10-215f Certification that food meets nutrition standards.
§ 10-221o Lunch periods. Recess.
§ 10-221p Boards to make available for purchase nutritious and low-fat foods.
§ 10-221q Sale of beverages.

Public Act 16-37, *An Act Concerning Connecticut's Farm to School Program*
Public Act 16-132, *An Act Establishing a Red Ribbon Pass Program*

Federal Law

~~Child Nutrition and WIC Reauthorization Act of 2004,~~ Pub. L. 108-265,§ 204 **codified at 42 U.S.C. § 1751**
~~Child Nutrition Act §10(a)-(b), codified at 42 U.S.C. §1799~~

Richard B. Russell National School Lunch Act § 9(f)(1) and § 17(a), codified at 42 U.S.C. § 1758(f)(1) and 42 U.S.C. § 1766, as amended by Pub. L. 111-296, § 204, *Healthy, Hunger-Free Kids Act of 2010.*

20 U.S.C. § 7118, as amended by Pub. L. 114-95, *Every Student Succeeds Act*

Policy Adopted: June 20, 2006

Windsor Public Schools
Windsor, CT

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: C. Cooke **Presented By:** C. Santos/C. Cooke

Attachments: Draft of Revisions of Board Goals; Draft of Statement of Educational Philosophy

Subject: Adoption of Revision of Board of Education Goals and Statement of Educational Philosophy

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Background:
At Special Board of Education meetings on Tuesday, October 11th and Tuesday, December 6th, the Board reviewed and revised the current Board goals and Statement of Educational Philosophy. Drafts of these two documents are attached.

Status:

N/A

Recommendation:

Move the Board adopt the revisions made to the Board goals and Statement of Educational Philosophy.

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

Agenda Item # 6h.

WINDSOR PUBLIC SCHOOLS

Mission Statement

To develop the genius in every child and create life-long learners.

Goals

To accomplish this mission, the Windsor Public Schools, in cooperation with families and the greater Windsor community, will ensure that all students acquire the following skills and behaviors:

1. **All students will demonstrate a strong work ethic, exemplary academic skills, effective oral and written communications, technological aptitude, and necessary skills to work collaboratively with others.**

2. **All students will demonstrate the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding and resilience.**

3. **All students will demonstrate a knowledge and understanding of the increasingly global nature of society and behaviors associated with good citizenship.**

4. **All students will graduate from Windsor Public Schools with a clear achievable post-secondary plan.**

5. **All students will demonstrate an understanding of the importance of health and wellness.**

6. **All students will gain an appreciation for the visual and performing arts.**

Approved by the Board of Education:

WINDSOR PUBLIC SCHOOLS

Statement of Educational Philosophy

The Windsor Board of Education believes that the fundamental purpose of Windsor Public Schools is:

1. **To impart to the students an understanding of themselves, their needs, and the needs of the people around them.**

2. **To assist in the maximum realization of the potential of every student, recognizing each students' individual talents, strengths and abilities.**

3. **To provide an environment with equitable and adequate resources to encourage maximum growth in individual scholarship, character development, creative expression, problem solving and social-emotional well-being.**

4. **To partner with families to promote student success and well-being.**

5. **To recognize and celebrate that the diversity of our students and community enhances the educational environment.**

Therefore, the Windsor Board of Education will prioritize and allocate the financial, human, and physical resources, with fiscal accountability, toward achieving our Mission and Goals.

Approved by the Board of Education:

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: November 30, 2016 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of November 2016.

There were no inter-site transfers during the month.

RECOMMENDATION:

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

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

Expenditures for November 2016	$ 3,992,814
Expenditures through November 30, 2016	$19,569,649

Reviewed by: NB **Recommended by the Superintendent:**

Agenda Item # 8a.

Windsor Public Schools
Financial Report
November 30, 2016

	2016/2017 Budget	Expenditures YTD 11/30/2016	Encumbrance	Balance 11/30/2016	% Balance
Instructional Services					
Clover Street School	60,773	14,017	5,998	40,758	67%
John F. Kennedy School	79,823	13,782	12,285	53,756	67%
Oliver Ellsworth School	83,180	23,581	25,807	33,792	41%
Poquonock School	54,316	18,009	6,900	29,407	54%
Sage Park Middle School	214,220	90,470	37,552	86,198	40%
Windsor High School	389,056	124,294	67,437	197,325	51%
Windsor High School Interscholastic Sports	202,000	58,605	33,645	109,750	54%
Athletic Coaches	235,000	50,970	0	184,030	78%
WHS Career & Technical Education	59,745	23,254	13,553	22,938	38%
Continuing Education	70,400	49,295	3,569	17,536	25%
Instructional Services Management	195,312	61,487	27,347	106,478	55%
Curriculum Management & Development	120,385	23,848	2,662	93,875	78%
Magnet School Tuition	1,500,600	17,325	0	1,483,275	99%
Textbook Adoption	53,000	1,347	0	51,653	97%
Technology	687,432	450,817	47,881	188,734	27%
Total Instructional Services	**4,005,242**	**1,021,101**	**284,636**	**2,699,505**	**67%**
Education Support Services					
Pupil Personnel Services	368,191	94,560	68,812	204,819	56%
Special Education	94,350	15,376	6,381	72,593	77%
Special Education Tuition	4,729,106	745,940	354,042	3,629,124	77%
Policy & Planning	142,350	45,269	9,830	87,251	61%
Employee Personnel Services	84,000	51,237	804	31,959	38%
Financial Management	280,442	51,081	2,021	227,340	81%
Financial Services	38,500	39,387	10,927	(11,814)	-31%
Pupil Transportation & Safety	2,552,099	8,218	3,011	2,540,870	100%
Special Education Transportation	1,660,000	247,853	336,446	1,075,701	65%
Physical Plant Services	2,035,850	634,000	1,126,428	275,422	14%
Major Maintenance	386,000	249,790	12,699	123,511	32%
L.P. Wilson Center	254,800	58,640	101,652	94,508	37%
Benefits	11,188,075	3,890,952	238,619	7,058,504	63%
Certified Salaries	30,216,815	9,005,521	0	21,211,294	70%
Non-Certified Salaries	8,252,895	3,093,765	0	5,159,130	63%
Regular Ed Tutor Salaries	222,699	56,206	0	166,493	75%
Special Ed Tutor Salaries	320,000	102,389	0	217,611	68%
Substitute Salaries	639,916	158,364	68,017	413,535	65%
Total Education Support Services	**63,466,088**	**18,548,548**	**2,339,689**	**42,577,851**	**67%**
Total All Sites	**$67,471,330**	**$19,569,649**	**$2,624,325**	**$45,277,356**	**67%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of December 1, 2016

BACKGROUND:

Attached are the official enrollment figures as of December 1, 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: 10B **Recommended by the Superintendent:**

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
December 1, 2016

Enrollment in Windsor Public Schools	
Grades PreK-5	1,330
Grades 6-8	696
Grades 9-12	1,186
Total District Enrollment	**3,212**

Windsor Students not in district schools	
Out of District Placement(SPED)	50
Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy)	13
Montessori Hartford CREC	14
Metropolitan Learning Center CREC	118
CREC Misc MAGNET SCHOOLS	214
Hartford Host Magnets	221
Misc Magnet Schools	17
Prince Tech	6
Cheney Tech	7
	660

Total Windsor	**3,872**

Windsor Public Schools
Student Enrollment Report
December 1, 2016

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		46		47		93
K		75		108		183
1		89		104		193
2		96		114		210
3			81		122	203
4			98		138	236
5			94		118	212
Subtotal K-5						1237
Total		**306**	**273**	**373**	**378**	**1,330**

Grade	Sage Park MS
6	247
7	224
8	225
Total	**696**

Grade	Windsor High
9	339
10	264
11	317
12	266
Total	**1,186**

Total District Enrollment	**3,212**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2016-2017

Room #	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
3	M Scott					13	13	13						
19	R Elke					12	12	12						
21	C McCann					13	13	13						
22	L Roche					12	12	12						
23	J Mitchell					12	12	12						
24	L Corrao					12	12	13						
		Total	**83**		**76**	**74**	**74**	**75**						
		Grade 1												
14	S Couchon					18	18	18						
15	E Velez					17	18	18						
16	N Nabil					17	17	17						
18	M Neals					18	18	18						
17	K Stoll					18	18	18						
		Total	**83**		**86**	**88**	**89**	**89**						
		Grade 2												
8	R Brown					21	20	20						
9	S Trummel					20	20	19						
11	J Delsky					21	21	20						
12	K Filmer					17	18	18						
13	E Hoogewerff					19	20	19						
		Total	**98**		**101**	**98**	**99**	**96**						
	PK Smart Start		30		31	30	30	30						
	Sped & Peer		14		12	16	17	16						
		Total	**44**		**43**	**46**	**47**	**46**	**0**	**0**	**0**	**0**	**0**	**0**
	Poquonock	**Totals**	**308**		**306**	**306**	**309**	**306**	**0**	**0**	**0**	**0**	**0**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2016-2017

Room#	Teacher		Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	A Sanchez					19	20	20						
9	S Michalic					20	20	20						
10	J Murray					18	19	20						
11	J Darrell					20	20	21						
		Total	**79**		**79**	**77**	**79**	**81**						
		Grade 4												
14	J Su					20	19	19						
15	L Schoenwolff					21	21	21						
17	C Nowsch					20	20	20						
18	D Williams					20	19	18						
19	C Messenger					21	21	20						
		Total	**105**		**103**	**102**	**100**	**98**						
		Grade 5												
20	N Arroyo					19	19	19						
22	E Chartier					20	19	19						
24	S Lewis					18	18	18						
26	C Lindsley					19	19	19						
27	R Grimes					19	18	19						
		Total	**92**		**92**	**95**	**93**	**94**						
	Clover	**TOTAL**	**276**		**274**	**274**	**272**	**273**	**0**	**0**	**0**	**0**	**0**	**0**

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT

2016-2017

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	**Kindergarten**				14	14	14						
20	L Butterick					13	13	13						
21	J Addie					13	13	13						
22	A Bishop					14	14	14						
23	L Adamski					14	13	13						
24	A Bartholomew					13	13	13						
25	C Chapple					13	13	14						
26	S Marcella					13	14	14						
		Total	**106**		**106**	**107**	**107**	**108**						
11	S Capizzi	**Grade 1**				14	14	15						
12	T Tedeschi					14	15	15						
13	E Larson					14	15	16						
14	K Furie					15	15	15						
15	T Strickland					15	15	15						
16	L Miller					15	15	14						
17	K Strempfer					15	14	14						
		Total	**106**		**103**	**102**	**103**	**104**						
		Grade 2												
1	B Mayo					17	17	17						
2	J Goicochea					16	16	17						
3	K Carlin					16	16	16						
5	J Greene					16	16	16						
6	E Hilt					16	16	16						
7	L Majors					15	16	16						
8	D Jaworski					15	16	16						
		Total	**116**		**113**	**111**	**113**	**114**						
	PK Smart Start		15			16	16	15						
	PK Sped & Peers		27			27	28	32						
		Total			**43**	**43**	**44**	**47**	**0**	**0**	**0**	**0**	**0**	**0**
	Ellsworth	**Total**	**370**		**365**	**363**	**367**	**373**	**0**	**0**	**0**	**0**	**0**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-17

Room#	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	L Macaluso					16	17	18						
2	K Richards					18	18	18						
3	A Moyal					18	18	18						
4	D Ghanesh-May					18	17	17						
5	K Mazur					16	16	16						
6	M Johnston					18	18	18						
8	V Vaicunas					16	16	17						
		Total	**128**		**124**	**120**	**120**	**122**						
		Grade 4												
9	M Macaluso					21	21	20						
10	S Silliman					17	17	18						
12	L Bishop					19	19	20						
14	S Brown					22	21	20						
15	N Donzella					19	18	19						
16	D Taylor					18	20	20						
18	A Caselli					20	20	21						
		Total	**138**		**138**	**136**	**136**	**138**						
		Grade 5												
19	S Fye					16	17	17						
20	S Smith					16	16	16						
24	J Nolte					18	17	17						
25	S Paley					18	18	18						
26	K Bowman					16	16	16						
27	J Somero					18	18	18						
28	G Davies					17	17	16						
		Total	**122**		**121**	**119**	**119**	**118**						
	Kennedy	**Total**	**388**		**383**	**375**	**375**	**378**	**0**	**0**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-2017

		Projected		8-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					86	87	87							4	21.75
Team 2					82	81	81							5	16.2
Team 3					77	79	79							5	15.8
	Total	**210**		**244**	**245**	**247**	**247**								
Grade 7															
Team 4					72	72	72							4	18
Team 5					71	72	72							4	18
Team 6					76	77	79							5	15.8
	Total	**217**		**222**	**219**	**221**	**223**								
Grade 8															
Team 7					71	73	73							4	18.25
Team 8					78	77	77							5	15.4
Team 9					74	75	75							5	15
	Total	**223**		**222**	**223**	**225**	**225**								
SPARK					1	1	1								
Sage Park	**Total**	**650**		**688**	**688**	**694**	**696**	**0**	**0**	**0**	**0**	**0**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2016-2017

	Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**300**		339	340	340	339						
Grade 10	**281**		274	268	269	264						
Grade 11	**307**		315	315	314	317						
Grade 12	**272**		257	257	256	266						
Windsor High Total	**1160**		**1185**	**1180**	**1179**	**1186**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – November 2016

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center, CREC's Academy of Aerospace and Engineering and CREC's Museum Academy. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and the three CREC schools. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our fifth year of the summer feeding program serving breakfast and lunch at CREC Metropolitan Learning Center. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, adding Wilson Library and the Performing Arts Academy in Windsor during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

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

Status: Financial Report for November 2016

Recommendation: Informational only.

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

Agenda Item # 8c

Windsor School Food Service November 2016 Participation

SALES

		Nov 2015	Nov 2016
WHS			
	# OF DAYS	17	18
	SALES	$28,436	$34,142
	AVERAGE	$1,673	$1,897

Reimbursable Meals	**Average LUNCH per day**	
ELEMENTARY	871	844
MLC	415	406
Museum Academy	260	267
Academy of Aerospace & Engineering	387	385
SPMS	415	410
WHS	580	611

Reimbursable Meals	**Average BREAKFAST per day**	
ELEMENTARY	365	359
MLC	134	143
Museum Academy	186	184
Academy of Aerospace & Engineering	146	120
SPMS	66	87
WHS	165	181

Reimbursable Meals	**Average SNACK per day**	
Treehouse Program	84	103
Museum Academy	49	39

Windsor School Food Service
Financial Statement
November 2015

REVENUE	November 2015	7/1/15 - YTD	November 2016	7/1/16- YTD
SALES	$112,631.13	$414,097.14	$119,774.06	$424,492.03
REIMBURSEMENTS - STATE	27,000.00	44,189.00		29,545.00
ACCOUNTS RECEIVEABLE	106,674.85	399,615.11	123,805.52	444,791.07
CLOC	52,805.00	105,610.00		51,798.00
INTEREST/FEES				
MISC. (Rebates)		1,808.31		162.37
6 Cents Certification	2,794.50	9,986.34	3,173.76	10,348.56
REVENUE TOTALS	**$301,905.48**	**$975,305.90**	**$246,753.34**	**$961,137.03**
EXPENSES				
WAGES	$84,412.95	$280,486.24	$82,440.81	$286,302.25
PAYROLL TAXES	6,248.68	20,914.58	6,306.72	19,319.56
BENEFITS	5,811.46	30,202.38	7,652.64	45,104.87
FOOD/MILK	124,039.80	496,773.52	137,090.97	527,197.08
PAPER	4,630.48	24,292.44	3,324.63	26,281.02
TRUCK		447.45	401.60	1,713.41
SUPPLIES	249.23	1,528.91	427.06	6,649.68
EQUIPMENT		3,394.73	1,240.66	12,242.42
SERVICES	1,350.37	2,677.77	1,334.50	3,307.19
EXPENSE TOTALS	**$226,742.97**	**$860,718.02**	**$240,219.59**	**$928,117.48**
NET INCOME	**$75,162.51**	**$114,587.88**	**$6,533.75**	**$33,019.55**
INVENTORY		**$31,334.83**		**$41,536.99**
OPENING BALANCE 7/1		**$3,531.34**		**$ 166,304.74**
COMPUTED OPERATING POSITION		**$149,454.05**		**$240,861.28**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for November 1, 2016 – November 30, 2016

RESIGNATIONS/SEPARATIONS

Stanislas Coly	Long Term Sub Alternative Education Math Teacher	Windsor High
Joshua Duenas	Special Education Paraprofessional	Ellsworth

RETIREMENTS

Cynthia Flagg	Elementary Principal Administrative Assistant	Kennedy
Marilyn Grogan	Special Education Paraprofessional	Poquonock

TRANSFERS/REASSIGNMENTS

Allison Gozzo	From: Regular Education Paraprofessional To: Special Education Paraprofessional	Windsor High Clover

HIRES

Bruce Johnson	Long Term Substitute Science Teacher	Windsor High
Kristen Pietraroia	Special Education Paraprofessional	Ellsworth

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

Agenda Item # 8d.

Windsor Board of Education
Regular Meeting
Unapproved Minutes

Tuesday, November 15, 2016 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the November 15, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 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. Cristina Santos

Absent Board Members:
Ms. Melissa Rizzo Holmes

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

Discussion:
The meeting was called to order by Ms. Santos at 7:00 PM with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent Dr. Craig A. Cooke, Student Board of Education Representative Cassie Okeke, Assistant Superintendent for Instructional Services Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, and Director of Business Services Danielle Batchelder.

2. Recognitions/Acknowledgements
2.a. Recognition--Jordan Tyburski, Semifinalist in the 2017 National Merit Scholarship Program

Discussion:
Ms. Santos and Dr. Cooke presented Jordan Tyburski, who has been named 2017 National Merit Scholarship Program semi-finalist.

2.b. CAPSS Student Leadership Awards for Sage Park Middle School--Ayana Shrestha, Academic Excellence; Leonardo Sanchez, Leadership; Maryam Choudhury, Community Service

Discussion:
Mr. Cavaliere introduced the CAPPS Student Leadership Awards for Sage Park Middle School: Ayana Shrestha, Academic Excellence; Leonardo Sanchez, Leadership; and Maryam Choudhury, Community Service.

2.c. CAPSS Student Leadership Awards for Windsor High School--Jordan Tyburski, Academic Excellence; Amani Jorgensen, Leadership; Raymond Sanderson, Community Service

Discussion:
Mr. Osunde introduced the CAPPS Student Leadership Awards for Windsor High School: Jordan Tyburski, Academic Excellence; Amani Jorgensen, Leadership; and Raymond Sanderson, Community Service.

3. Audience to Visitors

Discussion:
Donna Douglas, 35 Lancaster Drive, expressed her concerns regarding the mural at Oliver Ellsworth School.

Jasmine Rush, 35 Lancaster Drive, expressed her concerns regarding the removal of the mural at Oliver Ellsworth School.

Patricia Mack, 608 Kennedy Road, thanked the board for their service and expressed her concerns regarding the removal of the mural at Oliver Ellsworth School.

Ayana Taylor, 11 Shamrock Circle, expressed her concerning regarding the removal of the mural at Oliver Ellsworth School.

Jay Lewis, 362 Windsor Avenue, expressed his concerns regarding the removal of the mural at Oliver Ellsworth School.

Amanda Racht, 49 Marshall Street, expressed her concerns regarding the removal of the mural at Oliver Ellsworth School.

Samara Scott, 34 Adam Hill, expressed her concerns regarding the removal of the mural at Oliver Ellsworth School.

State Representative for parts of Windsor, Brandon McGee, 43 Warren Street, Hartford, expressed his concerns regarding the removal of the mural at Oliver Ellsworth School.

Jennifer Schumsky, 81 Pierson Lane, expressed her concerns regarding the removal of the mural at Oliver Ellsworth School.

Melvin Saylor, 52 Pilgrim Drive, expressed his concerns regarding the removal of the mural at Oliver Ellsworth School.

4. Student Representative Report

Discussion:
Ms. Okeke reported on activities at Windsor High School, including Spirit Week. WHS honored Veterans school-wide and attended an assembly including the band and choir. Future Students Night was held and students spoke on what the high school has to offer in regards to academics, classes and sports. Everyone had a great time.

Seniors are wrapping up college applications and working on college essays with help available in the Writing Lab. Students are looking forward to Thanksgiving and attending the Turkey Game on Wednesday at Middletown.

5. Board of Education

Discussion:
President Santos paused the meeting to allow Dr. Cooke to say a few words regarding the removal of the mural at Oliver Ellsworth. Dr. Cooke expressed his apologies to the past and present families of Oliver Ellsworth School for the

mural being removed. He said he released a statement this afternoon and that he was open to options for replacing the mural and/or perhaps create a committee involving the parents in attendance this evening. He said he will work with the Policy Committee and look at policies which would address the installation and removal of murals in a school building.

He apologized for this occurring and committed to making WPS the best district it can be.

5.a. President's Report

Discussion:
Ms. Santos discussed the Veterans Day events last Friday. She thanked the faculty, staff and students for participating in the many events in the schools. She felt it was a wise decision made years ago by Superintendent Feser to have the schools open on Veterans Day. She thanked the Veterans for their support.

Ms. Santos also expressed her concerns regarding the removal of the mural.

5.b. School Liaison Reports
5.b.1. Windsor High School

Discussion:
Ms. Black-Burke reported that the WHS School Governance Council will meet on 11/28 at 7:00 PM in the library media center. Parents and community members are invited to attend.

5.b.2. Sage Park Middle School

Discussion:
Ms. Fissel reported there is an opportunity for Sage Park students to receive dental services on 11/21 and 11/22. Families should refer to the SPMS website for scheduling an appointment. Conferences begin on 12/6. Families need to go online and schedule their conferences with their teachers as they fill up quickly and they want to have all families to have access.

5.b.3. Clover Street School

Discussion:
Mr. Lockhart reported that School Governance Council will meet on 11/17 from 5:00-6:00 PM. A Family Game Night will be held on 11/18 beginning at 6:00 PM. On 11/28, Teachers and Parents as Partners will meet from 6:00-8:00 PM. School Governance Council will meet again on 12/12 from 5:00-6:00 PM.

5.b.4. John F. Kennedy School

Discussion:
Ms. Ali reported that JFK had a Science Night on 10/25. Over 100 people attended and on 11/11, JFK held their Veterans Day assembly. A Teachers and Parents as Partners Meeting will be held on 11/28 at 5:30 PM. Pizza and salad will be served. On 11/30 from 7:45-8:30 AM, Grade 5 students and parents are invited to the Principal's Breakfast.

5.b.5. Oliver Ellsworth School

Discussion:
Mr. O'Reilly reported at the PTO meeting he attended on 10/24, there were good discussions regarding the transportation and that after the first couple of weeks, parents were very satisfied with the bus service. On 11/16 from 8:00-8:45 AM, Coffee Talk will take place with Grades 1 and 2 teachers, parents and the principal. On 11/18, OE will be having their Movie Night from 6:30-9:00 PM. Parent conferences are coming up and parents should go onto the website to sign up and to also view the weekly newsletter. There will be no PTO meeting this month. The next meeting will be held on 12/19 at 6:00 PM.

5.b.6. Poquonock School

Discussion:
None

6. Superintendent's Report

Discussion:
Dr. Cooke reported on the WPS Service Awards held on 10/25. Attendees received a gift from the HR Department and recognition for their time spent at Windsor Public Schools. Service Awards were extra special this year as Carol Szulc was recognized and retiring after 40 years of service.

The WPS Legislative Breakfast will be held at LPW on 12/8. Invites have been sent out. Veterans Day was a great way to end last week. He said that WPS is a leader among school districts in having students attend school on that day.

The Office of Family and Community Partnership held a successful event on 11/4 with their Family Pep Rally and Tailgate event at WHS. This past Saturday, a Go-Baby-Go event was held at WHS with a collaboration of students from WHS, SPMS, CCSU. They were building and adapting cars for young students who have mobility issues.

He reported he continues to work with Ms. Batchelder on air conditioning in the buildings which will be reflected in next month's Capital Improvement Plan for future action.

6.a. Program of Studies 2017-2018--Proposed Changes

Discussion:
Mr. Osunde and Ms. Lori Foote-Mitchell reviewed the changes to the WHS Program of Studies for 2017-2018. Discussion and questions ensued. Mrs. Santos reported the Program of Studies will need to get to the printer as soon as possible because when students return from the December break, they will begin selecting courses.

Motion Passed: Move that the Board of Education approved the proposed changes to the Windsor High School Program of Studies for the 1st Reading, waiving the 2nd Reading passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Leonard Lockhart.

8 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 Absent
Ms. Cristina Santos Yes

6.b. Curriculum Development, 2nd Reading

6.b.1. African-American History
6.b.2. Creative Writing
6.b.3. Public Speaking

Discussion:
Mr. Bosch made some suggestions for future curriculum synopsis such as what grade is being offered said course and what the pre-requisites would be, if any.

Motion Passed: Move the Board approved African-American History, Creative Writing, and Public Speaking 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 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 Absent
Ms. Cristina Santos Yes

6.c. Policy Adoption, 2nd Reading

6.c.1. Revised P 4112.3 Employment Checks
6.c.2. New P 1331 Prohibition Against Smoking
6.c.3. Revised P 1371 Possession of Deadly Weapons or Firearms
6.c.4. Revised P 4118.11 Non-Discrimination (Personnel)
6.c.5. New P 5141.27 Policy Regarding Automatic External Defibrillators
6.c.6. Revised P 6114.7 School Security and Safety
6.c.7. Revised P 5125 Confidentiality and Access to Education Records

Motion Passed: Move to approve the policies P 4112.3 Employment Checks, P 1331 Prohibition Against Smoking, P 1371 Possession of Deadly Weapons or Firearms, P 5141.27 Policy Regarding Automatic External Defibrillators, P 6114.7 School Security and Safety, and P 5125 Confidentiality and Access to Education Records passed with a motion by Ms. Yvette Ali and a second by Ms. Nuchette Black-Burke.

8 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 Absent
Ms. Cristina Santos Yes

Motion Passed: Move to approve the policy P 4118.11 Non-Discrimination (Personnel) passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

8 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 Absent
Ms. Cristina Santos Yes

6.d. Policy Deletion, 2nd Reading

6.d.1. P 6155 Class Examinations
6.d.2. P 5113.21 Attendance - Call Back Service

Motion Passed: Move to delete P 6155 Class Examinations and P 5113.21 Attendance Call Back Service passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

8 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 Absent
Ms. Cristina Santos Yes

6.e. Budget Assumptions FY 18 (1st Reading)

Discussion:
The Board discussed the budget assumptions and questions were directed to and answered by Dr. Cooke and Ms. Batchelder.

Motion Passed: Move that the Board of Education accept for a 1st Reading the Budget Assumptions for the fiscal year 2017-2018 passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

8 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 Absent
Ms. Cristina Santos Yes

7. Committee Reports
7.a. Curriculum Committee

Discussion:
Ms. Black-Burke reported the next meeting is on December 1st.

7.b. Finance Committee

Discussion:
Mr. Lockhart reported that information is now up on the website including the budget assumptions and budget calendar as well as the option for community members to ask questions about the budget. All budget processes from the past are still on the website to make comparisons between the different years.

7.c. Policy Committee

Discussion:
Ms. Ali reported the next Policy Committee meeting is on December 5th.

8. Consent Agenda

Motion Passed: Move to accept the November Consent Agenda, Items 8a., 8b., 8c., 8d. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 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 Absent
Ms. Cristina Santos Yes

8.a. Financial Report

Discussion:
Expenditures for October 2016: $5,016,565
Expenditures through October 31,2016: $15,576,835

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

9. Approval of Minutes

9.a. October 11, 2016 Special Meeting
9.b. October 18, 2016 Regular Meeting
9.c. November 1, 2016 Special Meeting

Motion Passed: Move that the minutes of October 11, 2016 Special Meeting, October 18, 2016 Regular Meeting, and November 1, 2016 Special Meeting be accepted as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Paul Panos.

8 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 Absent
Ms. Cristina Santos Yes

10. Other Matters/Announcements/Regular BOE Meetings

10.a. BOE Curriculum Committee, Thursday, December 1, 2016, 4:30 PM, LPW, Room 17
10.b. BOE Technology Committee, Thursday, December 1, 2016, 6:30 PM, LPW, Room 17
10.c. BOE Policy Committee, Monday, December 5, 2016, 6:00 PM, LPW, Room 17
10.d. BOE Special Meeting, Tuesday, December 6, 2016, 6:30 PM, LPW, Board Room
10.e. BOE Long Range Planning Committee, Monday, December 12, 2016, 6:30 PM, LPW, Room 17

10.f. Next BOE Meeting is Tuesday, December 20, 2016, Public Forum on Budget Process at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers

Discussion:
Ms. Santos announced that the Executive Committee will be available for discussions with the community from 6:00-6:30 PM at Town Hall on 12/20 prior to the Public Forum.

11. Audience to Visitors

Discussion:
None

12. Adjournment

Discussion:
The meeting was adjourned at 9:12 PM.

Motion Passed: Move to adjourn the meeting passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

8 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 Absent
Ms. Cristina Santos Yes

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

Windsor Board of Education
Curriculum Committee
Unapproved Minutes

Thursday, December 1, 2016 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 1, 2016 Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Ms. Michaela Fissel
Ms. Cristina Santos

Absent Board Members:
Mr. Leonard Lockhart

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

Discussion:
Ms. Black-Burke called to order at 4:30 PM with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig Cooke and Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Arts and Humanities Director Bonnie Fineman and STEM Director Noha Abdel-Hady were also in attendance.

2. Audience to Visitors

Discussion:
None

3. K-2 ELA, Units 1-3

Discussion:
The committee received a presentation on K-2 ELA, Units 1-3.

3.a. K-2 Science Unit

Discussion:
The committee received a presentation on K-2 Science units and this curriculum will be brought forward for a 1st reading at the regular meeting on December 20, 2016.

4. Adjournment

Discussion:
The meeting was adjourned at 5:53 PM.

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

Windsor Board of Education
Technology Committee
Unapproved Minutes

Thursday, December 1, 2016 5:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 1, 2016 Technology Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 5:54 PM:

Present Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Ms. Cristina Santos

Absent Board Members:
Mr. Brian Bosch

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

Discussion:
Ms. Black-Burke called the meeting to order at 5:54 PM. Also in attendance was Superintendent Dr. Craig Cooke and Director of Information, Technology and CATE Matthew Dadona.

2. Audience to Visitors

Discussion:
None

3. Data Privacy Act

Discussion:
The committee received a presentation on the Data Privacy Act.

4. Fiber Upgrade

Discussion:
The committee received a presentation on Fiber Upgrade.

5. Chromebook Refresh Plan

Discussion:
The committee received a presentation on the Chromebook Refresh Plan.

6. Discover Video

Discussion:
The committee received a presentation on Discover Video.

7. Technology PD--Techtonic, OSMO, Tiggly, Swivl

Discussion:
The committee received a presentation on technology PD.

8. MIS Progress Since May 2016

Discussion:
The committee received a presentation on MIS Progress.

9. Adjournment

Discussion:
The meeting was adjourned at 7:15 PM.

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

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, December 5, 2016 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 5, 2016 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Ms. Yvette Ali
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
Ms. Ali called the meeting to order with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig Cooke, Assistant Superintendent for Human Resources Terrell Hill and Board members Paul Panos and Richard O'Reilly (left at 6:20 PM) were also in attendance.

2. Audience to Visitors

Discussion:
None

3. Review new P/AR 2260 Policy Regarding Retention of Electronic Records and Information

Discussion:
Committee reviewed P/AR 2260 Policy Regarding Retention of Electronic Records and Information and will move the policy to the full board as a first reading.

4. Review new P 3524.2 Policy Regarding Green Cleaning Programs

Discussion:
Committee reviewed P 3524.2 Policy Regarding Green Cleaning Programs and will move the policy to the full board as a first reading.

5. Review new P 4111.3 Plan for Staff of Color Recruitment

Discussion:
Committee reviewed P 4111.3 Plan for Staff of Color Recruitment and will move the policy to the full board as a first reading.

6. Review new P/AR 4118.4 Policy Regarding Employee Use of the District's Computer Systems and Electronic Communications

Discussion:
Committee reviewed new P/AR 4118.4 Policy Regarding Employee Use of District's Computer Systems and Electronic Communication. Superintendent will review policy language vs. AR language and then bring both back to the committee for their review.

7. Review revised P/AR 4118.5 Social Media

Discussion:
Committee reviewed P/AR 4118.5 Social Media and the policy will be moved forward to the full board as a first reading.

8. Review revised AR 4311.2 Family and Medical Leave

Discussion:
The committee reviewed revised AR 4311.2 Family and Medical Leave.

9. Review revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder

Discussion:
The committee reviewed P 4600 Reports of Suspected Abuse of Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder and this policy will be moved forward to the full board as a first reading.

10. Review revised P 5141.231 Psychotropic Drug Use

Discussion:
The committee reviewed P 5141.231 Psychotropic Drug Use and this policy will be moved forward to the full board as a first reading.

11. Review revised P 5145.1 Student Privacy

Discussion:
The committee reviewed P 5145.1 Student Privacy and would like to potentially combine with P 5125 Confidentiality and Access to Education Records. Committee will review these policies again at their next committee meeting.

12. Review revised P/AR 6143 Student Wellness

Discussion:
The committee reviewed P/AR 6143 Student Wellness and will bring the policy forward to the full board as a first reading.

13. Review new AR 3510.1 Murals and Artistic Displays in School Buildings

Discussion:
The committee reviewed AR 3510.1 Murals and Artistic Displays in School Buildings. A few revisions were recommended by the committee.

14. Discussion regarding P 5125 Confidentiality and Access to Education Records

Discussion:
The committee reviewed and discussed P 5125 Confidentiality and Access to Education Records. The committee will discuss this policy further at their next meeting.

15. Adjournment

Discussion:
The meeting was adjourned at 7:56 PM.

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

Windsor Board of Education
Special Meeting/Workshop
Unapproved Minutes
Tuesday, December 6, 2016 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 6, 2016 Special Meeting/Workshop. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 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

Updated Attendance:
Ms. Michaela Fissel was updated to absent at: 8:50 PM

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

Discussion:
The meeting was called to order by Ms. Santos at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke and Dr. Mike Wasta.

2. Audience to Visitors

Discussion:
None.

3. Continue Discussion, Review and Possible Adoption of Board of Education Goals

Discussion:
Discussion ensued regarding the Board of Education Mission Statement, Goals, Philosophy and Core Beliefs.

The following will be moved forward for a vote at a regular Board meeting:

Mission Statement
To develop the genius in every child and create life-long learners.

Goals
1. All students will demonstrate a strong work ethic, exemplary academic skills, effective oral and written communications, technological aptitude, and necessary skills to work collaboratively with others.

2. All students will demonstrate the ability to think critically and to solve complex problems (analyze, creative, research, logic, innovative, integrated understanding, resilient).
3. All students will demonstrate a knowledge and understanding of the increasingly global nature of society and behaviors associated with good citizenship.
4. All students will graduate from Windsor Public Schools with a clear achievable post-secondary plan.
5. All students will demonstrate an understanding of the importance of health and wellness.
6. All students will gain an appreciation for the visual and performing arts.

Statement of Educational Philosophy
The fundamental purpose of Windsor Public Schools is:

1. To impart to the students an understanding of themselves, their needs, and the needs of the people around them.
2. To assist in the maximum realization of the potential of every student, recognizing each students' individual students' talents, strengths and abilities.
3. To provide an environment with equitable and adequate resources to encourage maximum growth in individual scholarship, character development, creative expression, problem solving and social-emotional well-being.
4. To partner with families to promote student success and well-being.
5. To recognize and celebrate that the diversity of our students and community enhances the educational environment.

Therefore, the Windsor Board of Education will prioritize and allocate the financial, human, and physical resources, with fiscal accountability, toward achieving our Mission and Goals.

4. Announcements

Discussion:
None.

5. Adjournment

Motion Passed: The meeting adjourned at 8:51 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

7 Yeas - 0 Nays.

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

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

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Monday, December 12, 2016 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 12, 2016 Long Range Planning Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

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

Absent Board Members:
Ms. Nuchette Black-Burke

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

Discussion:
Mr. O'Reilly called the meeting to order at 6:30 PM with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig A. Cooke was also in attendance.

2. Audience to Visitors

Discussion:
None

3. Joint Town/BOE Committee

Discussion:
The committee reviewed potential Board CIP Projects. The Board President will send an email or letter to the Windsor Mayor regarding Joint Town and BOE Committee with examples to be discussed.

4. Air Conditioning in Schools

Discussion:
The committee discussed air conditioning as it relates to CIP.

5. Sage Park Middle School

Discussion:
The committee discussed the status of Sage Park Middle School Facility Plant.

6. Student Achievement/Goal Monitoring

Discussion:
The committee discussed Board of Education goal monitoring.

7. Adjournment

Discussion:
The meeting was adjourned at 7:30 PM.

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: T. Hill **Presented By:** T. Hill

Attachments: Details of Agreement – Provided in Executive Session

Subject: Ratification of the Collective Bargaining Agreement between the United Public Service Employees Union (Custodians, Maintenance and Food Service Employees, Local 424, Unit 103) and the Windsor Board of Education.

Background:

The Windsor Board of Education and the United Public Service Employees Union (Custodians, Maintenance and Food Service Employees, Local 424, Unit 103) reached a tentative agreement for a successor three year contract covering July 1, 2016 through June 30, 2019.

Status:

The Union voted to ratify the agreement on November 5th.

Recommendation:

The Board of Education should ratify this Agreement. A suggested motion: Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the United Public Service Employees Union (Custodians, Maintenance and Food Service Employees, Local 424, Unit 103) covering July 1, 2016 through June 30, 2019.

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

Agenda Item # 11a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: T. Hill **Presented By:** T. Hill

Attachments: Details of Agreement – Provided in Executive Session

Subject: Ratification of the Collective Bargaining Agreement between the CSEA-SEIU Local 2001 (Nurses) and the Windsor Board of Education.

Background:

The Windsor Board of Education and the CSEA-SEIU Local 2001 (Nurses) reached a tentative agreement for a successor three year contract covering July 1, 2016 through June 30, 2019.

Status:

The Union voted to ratify the agreement on November 30th.

Recommendation:

The Board of Education should ratify this Agreement. A suggested motion: Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the CSEA-SEIU Local 2001 (Nurses) covering July 1, 2016 through June 30, 2019.

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

Agenda Item # 11b.