# Regular Meeting

Wednesday, February 22, 2017 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
   a. Recognition--Windsor Education Foundation Grants
   b. Recognition--Recipient of the 2016-2017 Arthur Director Annual Leadership Award to Sage Park Middle School
   c. Recognition--New BOE Student Representative--Jordan Harris
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
   c. Finance Committee's Recommendation Regarding the 2017-2018 Financial Plan and Adoption of the 2017-2018 Financial Plan (Anticipated Action)
6. **Superintendent's Report**
   a. Alliance Grant Reduction
7. **Committee Reports**
   a. Curriculum Committee
   b. Finance Committee
   c. Long Range Planning
   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. January 18, 2017 Regular Meeting
   b. January 24, 2017 Special Meeting/Public Forum with Finance Committee
   c. January 28, 2017 Special Meeting/Public Forum with Finance Committee
   d. February 2, 2017 Curriculum Committee
   e. February 2, 2017 Long Range Planning Committee
   f. February 7, 2017 Special Meeting/Public Forum with Finance Committee
10. **Other Matters/Announcements/Regular BOE Meetings**
    a. BOE Policy Committee, Monday, March 5, 2017, 6:00 PM, LPW, Room 17
    b. Next BOE Regular Meeting is Tuesday, March 21, 2017, 7:00 PM, Town Hall, Council Chambers
11. **Audience to Visitors**
12. **Adjournment**

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

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

**Attachments:** WEF Mini-Grant Awards 2017

**Subject:** Windsor Education Foundation

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**BACKGROUND:**

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

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

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

In the past ten years the WEF has raised over $131,000 which goes towards grants to Windsor teachers. This year the WEF has approved 13 grants totaling $15,909 which includes a $1,000 science grant from The Christine Gasparino Foundation. All approved applications went toward furthering student learning and involving the schools in the community.

**RECOMMENDATION:**

That the BOE receive as information and for recognition.

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**Recommended by the Superintendent:** 

**Agenda Item #** 2a.

# Windsor Education Foundation

## Mini-Grant Awards

### 2017

| Applicant | School(s) | Grant proposal | Overview/Comments | Amount Approved |
|---|---|---|---|---|
| Terri Faucher | Clover | Research, Writing and Rewards | Author works with students on biographies - students will create a bound book | $800 |
| Stacey Michalic | Clover | Math Bags | Math Bags will create activities and manipulatives that students can use during Math Workshop and also check out to continue working on at home with their families. | $1,325 |
| Stacey Paley | JFK | Velocity Vortex | General supplies to support Team 130 - Blazing Spirits Robotics team. | $1,468 |
| Oletha Walker | JFK | Global Doctors: DNA | Students will participate in a Level Up Village course that explores the human genome. Students will be paired with students from another country. | $1,500 |
| Megan Hislop | Sage Park | Technology Education Student Association TSA Club | Creation of a TSA club at Sage Park. Part of a national organization of "students who are engaged in science, technology, engineering and mathematics. Meet weekly. | $1,500 |
| Jennifer Wilson | Sage Park | Sage Park Leaders: A Young Men and Women Leadership Group | A program for young men and women to help them learn how to utilize their leadership skills | $1,500 |
| Monica Brase | WHS | LGBTQ Awareness | Program to support WHS Gay/Straight Alliance as they develop materials and presentations to give to the WHS community about issues/understanding the LGBTQ community | $1,000 |
| Monica Brase | WHS | Giving a Helping Hand | Program to support students as they develop community service projects | $600 |
| Nicole Jones | WHS | WHS Peer Mediation | Development of peer mediation skills in upperclassmen to help resolve conflicts between students at WHS | $1,250 |
| Peter Moore | WHS | RoboticsTeam Request for a Digital Position Readout | Purchase a Digitial Position Readout to assist in the fine machining necessary to compete at high levels in the Robotics competition | $799 |
| Dustin Ricci | WHS | Electrathon Expansion | Expand the Electrathon by adding a second vehicle with a composite body. | $1,500 |
| Chris Todd | WHS | WPS Connecticut Kid Governor Program | 12th grade students serve as campaign consultants to each 5th grade class in the district as candidates campaign for CT Kid Governor. | $1,250 |
| Stephen Rodonis | District | The Breakout EDU Experience | The use of ultra-engaging learning games to teach students problem solving integrated with the core subjects | $1,417 |
| | | | **Total Awarded** | **$15,909** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

**Prepared By:** Craig A. Cooke **Presented By:** Leonard Lockhart

**Attachments:**

**Subject:** Finance Committee's Recommendation Regarding the 2017-2018 Financial Plan and Adoption of the 2017-2018 Financial Plan (Anticipated Action)

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**BACKGROUND:**

The Board of Education held one public forum on the budget process in December 2016 and one public forum on the proposed budget in January 2017. The Board of Education's Finance Committee held four separate meetings to review the budget in addition to holding three public forums.

**STATUS:**

N/A

**RECOMMENDATION:**

Move the Board of Education accept the proposed 2017-2018 budget submitted to the Board by Dr. Cooke with a 1.45% increase over the current year's budget.

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**Recommended by the Superintendent:**

**Agenda Item #** 5c.

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke
Danielle Batchelder

**Attachments:** FY 17 "MORE" Funding Reduction Summary

**Subject:** Alliance Grant Reduction

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**BACKGROUND:**

Windsor was notified in late December regarding a reduction of $181,260 to the Alliance grant for the 2016/17 year. This one year reduction impacts the 2016/17 school year only. The timing of this reduction leaves the administration with limited options within the Alliance grant as contracts with employees and consultants for the current school year have been signed.

The administration is presenting reductions on the attached sheet that would have the least impact to students for the current school year. These reductions would not impact the 2017/18 budget. The reduction would, however, lower any year-end balance by $181,260.

Dr. Cooke and Ms. Batchelder are prepared to discuss these recommendations.

**RECOMMENDATION:**

For informational purposes only.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 6a.

# FY17 "MORE" FUNDING REDUCTION SUMMARY

| | |
|---|---|
| Original Year 5 Alliance Grant Allocation | $763,989 |
| "MORE" Reduction: | ($181,260) |
| Reduced Year 5 Alliance Grant Allocation | **$582,729** |

| | |
|---|---|
| The reduction of benefits listed below are based on the district having open positions during this school year which allows the general fund to absorb the benefit expense of these positions. | |
| 1.0 FTE ROTC Teacher Benefits | $12,500 |
| 2.0 FTE Remedial Reading Teachers' Benefits | $25,000 |
| 1.0 FTE Social Worker Benefits | $12,500 |
| 1.0 FTE Family Resource Coordinator Benefits | $12,500 |
| 1.0 Social Worker - The district has eliminated a 0.3 FTE social worker position due to a mid-year resignation. This position will be split 0.7/0.3 and the general fund will absorb the remaining 0.3 FTE and not backfill the resignation. | $21,000 |
| 0.4 FTE Communications and Website Specialist - This position will work a total of 0.6 FTE this school year based on a maternity leave. The general fund already pays for 0.6 FTE of this position. | $20,962 |
| Positions that became open during the 16/17 fiscal year that were not backfilled (1.0 FTE Adult Ed / Curriculum Office Secretary; 1.0 FTE Paraprofessional). This surplus will be used to offset the remaining payments for Dr. Rachel Gabriel - Readers Workshop and EASTCONN Consulting. | $76,798 |
| **Total Reduction Amount** | **$181,260** |

# Alliance Grant - Year 4

Year 4 Alliance Grant Allocation = $928,381

| ACCOUNT DESCRIPTION | BUDGET |
|---|---|
| ELL TEACHER | 77,000 |
| 2.0 FTE PARAPROFESSIONALS FOR EARL CHI | 40,000 |
| AIR FORCE ROTC PROGRAM SALARY | 74,048 |
| 2.0 FTE GRADE K-2 READING TEACHER | 115,963 |
| BENEFITS (2 TEACH 2 PARA 1ELL) | 87,000 |
| SCHOOL & COMMUNITY COORDINATOR | 66,789 |
| ALTERNATIVE ED FACILITATOR | 89,215 |
| FRC LEADER CLOVER | 41,980 |
| 0.4 FTE PUBLIC RELATIONS POSITION | 20,985 |
| TECHTONIC SUMMIT STIPEND | 50,000 |
| SMS STIPEND FOR SUMMIT TEACHER | 10,000 |
| WHS AFTER SCHOOL TUTOR HRLY | 10,000 |
| TEACHER STIPENDS YM TRAINING | 8,400 |
| STIPENDS YMH WORK | 1,750 |
| YOUTH MENTAL HEALTH OFFICER | 7,000 |
| YM TRAINING MANUALS | 2,300 |
| STUDY CIRCLES | 25,000 |
| READERS WORKSHOP WHS GABRIEL | 50,000 |
| WASTA CONSULT. LEAD. ACAD. | 15,000 |
| CONSULTING EASTCONN RAVIT/TEAM | 52,000 |
| NUA | 30,000 |
| CONSULTANT PBIS SUPT DIST&SPK | 35,951 |
| SUPPLIES - LEADERSHIP ACADEMY | 10,000 |
| OUTREACH SUPPLIES AT WHS | 8,000 |
| | **$928,381** |

# Alliance Grant - Year 5

Year 5 Alliance Grant Allocation = $763,989

| ACCOUNT DESCRIPTION | BUDGET |
|---|---|
| AIR FORCE ROTC PROGRAM SALARY | 64,000 |
| MATH REMEDIAL TEACHER | 50,000 |
| 2.0 GRADE K-2 READING TEACHER | 166,437 |
| PARAPROFESSIONALS FOR EARLY CHILDHOOD PRG | 40,000 |
| SCHOOL & COMMUNITY COORDINATOR | 67,807 |
| SOCIAL WORKER SPARK PROGRAM | 90,330 |
| FRC LEADER CLOVER | 40,000 |
| PUBLIC RELATIONS POSITION | 20,962 |
| SMS STIPEND AFTER SCHOOL ENRICHMENT | 15,000 |
| WHS STIPEND AFTER SCHOOL ENRICHMENT | 15,000 |
| WHS Math SAT PLAN | 7,800 |
| EMPLOYEE BENEFITS | 62,500 |
| READERS WORKSHOP WHS GABRIEL | 41,153 |
| STUDY CIRCLES | 15,000 |
| WASTA CONSULT. LEAD. ACAD. | 15,000 |
| CONSULTING EASTCONN RAVIT/TEAM | 50,000 |
| OUTREACH SUPPLIES AT WHS | 3,000 |
| | **763,989** |

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

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

**ATTACHMENTS:** January 31, 2017 Financial Report

**SUBJECT: Financial Report**

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**BACKGROUND:**

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

**STATUS:**

The attached report is for the month of January 2017.

There were no inter-site transfers during the month.

**RECOMMENDATION:**

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

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

| | |
|---|---|
| Expenditures for January 2017 | $ 9,085,468 |
| Expenditures through January 31, 2017 | $34,475,949 |

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**Reviewed by:** NJB **Recommended by the Superintendent:**

**Agenda Item #** 8a.

Windsor Public Schools
Financial Report
January 31, 2017

| | 2016/2017 Budget | Expenditures YTD 1/31/2017 | Encumbrance | Balance 1/31/2017 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 60,773 | 20,576 | 3,950 | 36,247 | **60%** |
| John F. Kennedy School | 79,823 | 27,934 | 5,643 | 46,246 | **58%** |
| Oliver Ellsworth School | 83,180 | 53,604 | 14,741 | 14,835 | **18%** |
| Poquonock School | 54,316 | 27,137 | 2,613 | 24,566 | **45%** |
| Sage Park Middle School | 214,220 | 131,028 | 31,219 | 51,973 | **24%** |
| Windsor High School | 389,056 | 184,438 | 49,504 | 155,114 | **40%** |
| Windsor High School Interscholastic Sports | 202,000 | 96,986 | 36,429 | 68,585 | **34%** |
| Athletic Coaches | 235,000 | 89,369 | 0 | 145,631 | **62%** |
| WHS Career & Technical Education | 59,745 | 41,587 | 5,759 | 12,399 | **21%** |
| Continuing Education | 70,400 | 58,390 | 229 | 11,781 | **17%** |
| Instructional Services Management | 195,312 | 83,830 | 11,378 | 100,104 | **51%** |
| Curriculum Management & Development | 120,385 | 27,782 | 2,579 | 90,024 | **75%** |
| Magnet School Tuition | 1,500,600 | 1,496,175 | 0 | 4,425 | **0%** |
| Textbook Adoption | 53,000 | 26,580 | 2,633 | 23,787 | **45%** |
| Technology | 687,432 | 529,249 | 33,913 | 124,270 | **18%** |
| **Total Instructional Services** | **4,005,242** | **2,894,665** | **200,590** | **909,987** | **23%** |
| | | | | | |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 368,191 | 165,693 | 42,938 | 159,560 | **43%** |
| Special Education | 94,350 | 22,474 | 6,853 | 65,023 | **69%** |
| Special Education Tuition | 4,729,106 | 2,249,918 | 156,760 | 2,322,428 | **49%** |
| Policy & Planning | 142,350 | 66,196 | 3,072 | 73,082 | **51%** |
| Employee Personnel Services | 84,000 | 65,508 | 132 | 18,360 | **22%** |
| Financial Management | 280,442 | 109,811 | 2,229 | 168,402 | **60%** |
| Financial Services | 38,500 | 42,840 | 7,251 | (11,591) | **-30%** |
| Pupil Transportation & Safety | 2,552,099 | 776,068 | 452,934 | 1,323,097 | **52%** |
| Special Education Transportation | 1,660,000 | 497,580 | 255,980 | 906,440 | **55%** |
| Physical Plant Services | 2,035,850 | 1,095,255 | 720,340 | 220,255 | **11%** |
| Major Maintenance | 386,000 | 290,273 | 229 | 95,498 | **25%** |
| L.P. Wilson Center | 254,800 | 76,112 | 96,560 | 82,128 | **32%** |
| Benefits | 11,188,075 | 5,764,925 | 159,003 | 5,264,147 | **47%** |
| Certified Salaries | 30,216,815 | 15,332,344 | 0 | 14,884,471 | **49%** |
| Non-Certified Salaries | 8,252,895 | 4,362,939 | 0 | 3,889,956 | **47%** |
| Regular Ed Tutor Salaries | 222,699 | 105,790 | 0 | 116,909 | **52%** |
| Special Ed Tutor Salaries | 320,000 | 180,635 | 0 | 139,365 | **44%** |
| Substitute Salaries | 639,916 | 376,923 | 216,186 | 46,807 | **7%** |
| | | | | | |
| **Total Education Support Services** | **63,466,088** | **31,581,284** | **2,120,467** | **29,764,337** | **47%** |
| | | | | | |
| **Total All Sites** | **$67,471,330** | **$34,475,949** | **$2,321,057** | **$30,674,324** | **45%** |

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: February 22, 2017

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

**ATTACHMENTS: Student Enrollment Report & Recap**

**SUBJECT: Student Enrollment as of February 1, 2017**

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**BACKGROUND:**

Attached are the official enrollment figures as of February 1, 2017. 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

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

**Agenda Item #** 8b.

# Windsor Public Schools
## Student Enrollment Report Recap
### February 1, 2017

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,336 |
| Grades 6-8 | 707 |
| Grades 9-12 | 1,183 |
| **Total District Enrollment** | **3,226** |

| **Windsor Students not in district schools** | |
|---|---|
| Out of District Placement(SPED) | 45 |
| Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy) | 21 |
| Montessori Hartford CREC | 12 |
| Metropolitan Learning Center CREC | 120 |
| CREC Misc MAGNET SCHOOLS | 216 |
| Hartford Host Magnets | 223 |
| Misc Magnet Schools | 18 |
| Prince Tech | 6 |
| Cheney Tech | 7 |
| | **668** |

| | |
|---|---|
| **Total Windsor** | **3,894** |

**Windsor Public Schools**
**Student Enrollment Report**
**February 1, 2017**

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 46 | | 50 | | 96 |
| K | | 75 | | 105 | | 180 |
| 1 | | 90 | | 103 | | 193 |
| 2 | | 98 | | 113 | | 211 |
| 3 | | | 85 | | 118 | 203 |
| 4 | | | 101 | | 141 | 242 |
| 5 | | | 96 | | 115 | 211 |
| Subtotal K-5 | | | | | | 1240 |
| **Total** | | **309** | **282** | **371** | **374** | **1,336** |

| Grade | Sage Park MS |
|---|---|
| 6 | 247 |
| 7 | 229 |
| 8 | 231 |
| | |
| **Total** | **707** |

| Grade | Windsor High |
|---|---|
| 9 | 335 |
| 10 | 267 |
| 11 | 314 |
| 12 | 267 |
| **Total** | **1,183** |

| **Total District Enrollment** | **3,226** |
|---|---|

**POQUONOCK SCHOOL**

**ENROLLMENT REPORT**
**2016-2017**

| Room # | Teacher | Grade | Projected | | 8-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Kindergarten** | | | | | | | | | | | | |
| 3 | M Scott | | | | | 13 | 13 | 13 | 13 | 13 | | | | |
| 19 | R Elke | | | | | 12 | 12 | 12 | 12 | 12 | | | | |
| 21 | C McCann | | | | | 13 | 13 | 13 | 13 | 13 | | | | |
| 22 | L Roche | | | | | 12 | 12 | 12 | 12 | 12 | | | | |
| 23 | J Mitchell | | | | | 12 | 12 | 12 | 12 | 12 | | | | |
| 24 | L Corrao | | | | | 12 | 12 | 13 | 13 | 13 | | | | |
| | | **Total** | **83** | | **76** | **74** | **74** | **75** | **75** | **75** | | | | |
| | | **Grade 1** | | | | | | | | | | | | |
| 14 | S Couchon | | | | | 18 | 18 | 18 | 18 | 18 | | | | |
| 15 | E Velez | | | | | 17 | 18 | 18 | 19 | 19 | | | | |
| 16 | N Nabil | | | | | 17 | 17 | 17 | 18 | 17 | | | | |
| 18 | M Neals | | | | | 18 | 18 | 18 | 18 | 18 | | | | |
| 17 | K Stoll | | | | | 18 | 18 | 18 | 18 | 18 | | | | |
| | | **Total** | **83** | | **86** | **88** | **89** | **89** | **91** | **90** | | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 8 | R Brown | | | | | 21 | 20 | 20 | 20 | 22 | | | | |
| 9 | S Trummel | | | | | 20 | 20 | 19 | 19 | 19 | | | | |
| 11 | J Delsky | | | | | 21 | 21 | 20 | 20 | 20 | | | | |
| 12 | K Filmer | | | | | 17 | 18 | 18 | 18 | 18 | | | | |
| 13 | E Hoogewerff | | | | | 19 | 20 | 19 | 19 | 19 | | | | |
| | | **Total** | **98** | | **101** | **98** | **99** | **96** | **96** | **98** | | | | |
| | **PK Smart Start** | | 30 | | 31 | 30 | 30 | 30 | 30 | 30 | | | | |
| | **Sped & Peer** | | 14 | | 12 | 16 | 17 | 16 | 16 | 16 | | | | |
| | | **Total** | **44** | | **43** | **46** | **47** | **46** | **46** | **46** | **0** | **0** | **0** | **0** |
| | **Poquonock** | **Totals** | **308** | | **306** | **306** | **309** | **306** | **308** | **309** | **0** | **0** | **0** | **0** |

**CLOVER STREET SCHOOL**
**ENROLLMENT REPORT**
**2016-2017**

| Room# | Teacher | | Projected | | 8-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | | |
| 8 | A Sanchez | | | | | 19 | 20 | 20 | 21 | 20 | | | | |
| 9 | S Michalic | | | | | 20 | 20 | 20 | 21 | 22 | | | | |
| 10 | J Murray | | | | | 18 | 19 | 20 | 20 | 22 | | | | |
| 11 | J Darrell | | | | | 20 | 20 | 21 | 21 | 21 | | | | |
| | | **Total** | **79** | | **79** | **77** | **79** | **81** | **83** | **85** | | | | |
| | | **Grade 4** | | | | | | | | | | | | |
| 14 | J Su | | | | | 20 | 19 | 19 | 19 | 20 | | | | |
| 15 | L Schoenwolff | | | | | 21 | 21 | 21 | 21 | 21 | | | | |
| 17 | C Nowsch | | | | | 20 | 20 | 20 | 20 | 20 | | | | |
| 18 | D Williams | | | | | 20 | 19 | 18 | 18 | 20 | | | | |
| 19 | C Messenger | | | | | 21 | 21 | 20 | 20 | 20 | | | | |
| | | **Total** | **105** | | **103** | **102** | **100** | **98** | **98** | **101** | | | | |
| | | **Grade 5** | | | | | | | | | | | | |
| 20 | N Arroyo | | | | | 19 | 19 | 19 | 19 | 20 | | | | |
| 22 | E Chartier | | | | | 20 | 19 | 19 | 19 | 18 | | | | |
| 24 | S Lewis | | | | | 18 | 18 | 18 | 19 | 19 | | | | |
| 26 | C Lindsley | | | | | 19 | 19 | 19 | 19 | 19 | | | | |
| 27 | R Grimes | | | | | 19 | 18 | 19 | 19 | 20 | | | | |
| | | **Total** | **92** | | **92** | **95** | **93** | **94** | **95** | **96** | | | | |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **276** | | **274** | **274** | **272** | **273** | **276** | **282** | **0** | **0** | **0** | **0** |

**OLIVER ELLSWORTH SCHOOL** **ENROLLMENT REPORT**

**2016-2017**

| Room# | Teacher | Grade | Projected | | 1-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 | G Drake | **Kindergarten** | | | | 14 | 14 | 14 | 13 | 13 | | | | |
| 20 | L Butterick | | | | | 13 | 13 | 13 | 13 | 13 | | | | |
| 21 | J Addie | | | | | 13 | 13 | 13 | 13 | 13 | | | | |
| 22 | A Bishop | | | | | 14 | 14 | 14 | 13 | 13 | | | | |
| 23 | L Adamski | | | | | 14 | 13 | 13 | 13 | 13 | | | | |
| 24 | A Bartholomew | | | | | 13 | 13 | 13 | 13 | 13 | | | | |
| 25 | C Chapple | | | | | 13 | 13 | 14 | 14 | 14 | | | | |
| 26 | S Marcella | | | | | 13 | 14 | 14 | 13 | 13 | | | | |
| | | **Total** | **106** | | **106** | **107** | **107** | **108** | **105** | **105** | | | | |
| 11 | S Capizzi | **Grade 1** | | | | 14 | 14 | 15 | 15 | 15 | | | | |
| 12 | T Tedeschi | | | | | 14 | 15 | 15 | 15 | 16 | | | | |
| 13 | E Larson | | | | | 14 | 15 | 16 | 16 | 16 | | | | |
| 14 | K Furie | | | | | 15 | 15 | 15 | 15 | 14 | | | | |
| 15 | T Strickland | | | | | 15 | 15 | 15 | 15 | 13 | | | | |
| 16 | L Miller | | | | | 15 | 15 | 14 | 14 | 14 | | | | |
| 17 | K Strempfer | | | | | 15 | 14 | 14 | 15 | 15 | | | | |
| | | **Total** | **106** | | **103** | **102** | **103** | **104** | **105** | **103** | | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 1 | B Mayo | | | | | 17 | 17 | 17 | 17 | 17 | | | | |
| 2 | J Goicochea | | | | | 16 | 16 | 17 | 17 | 17 | | | | |
| 3 | K Carlin | | | | | 16 | 16 | 16 | 16 | 15 | | | | |
| 5 | J Greene | | | | | 16 | 16 | 16 | 16 | 16 | | | | |
| 6 | E Hilt | | | | | 16 | 16 | 16 | 16 | 16 | | | | |
| 7 | L Majors | | | | | 15 | 16 | 16 | 17 | 17 | | | | |
| 8 | D Jaworski | | | | | 15 | 16 | 16 | 16 | 15 | | | | |
| | | **Total** | **116** | | **113** | **111** | **113** | **114** | **115** | **113** | | | | |
| | PK Smart Start | | 15 | | | 16 | 16 | 15 | 14 | 14 | | | | |
| | PK Sped & Peers | | 27 | | | 27 | 28 | 32 | 34 | 36 | | | | |
| | | **Total** | | | **43** | **43** | **44** | **47** | **48** | **50** | **0** | **0** | **0** | **0** |
| | **Ellsworth** | **Total** | **370** | | **365** | **363** | **367** | **373** | **373** | **371** | **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 | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Grade 3 | | | | | | | | | | | | |
| 1 | L Macaluso | | | | | 16 | 17 | 18 | 18 | 18 | | | | |
| 2 | K Richards | | | | | 18 | 18 | 18 | 17 | 17 | | | | |
| 3 | A Moyal | | | | | 18 | 18 | 18 | 17 | 17 | | | | |
| 4 | D Ghanesh-May | | | | | 18 | 17 | 17 | 17 | 17 | | | | |
| 5 | K Mazur | | | | | 16 | 16 | 16 | 15 | 14 | | | | |
| 6 | M Johnston | | | | | 18 | 18 | 18 | 18 | 18 | | | | |
| 8 | V Vaicunas | | | | | 16 | 16 | 17 | 17 | 17 | | | | |
| | | **Total** | **128** | | **124** | **120** | **120** | **122** | **119** | **118** | | | | |
| | | **Grade 4** | | | | | | | | | | | | |
| 9 | M Macaluso | | | | | 21 | 21 | 20 | 19 | 19 | | | | |
| 10 | S Silliman | | | | | 17 | 17 | 18 | 20 | 20 | | | | |
| 12 | L Bishop | | | | | 19 | 19 | 20 | 20 | 21 | | | | |
| 14 | S Brown | | | | | 22 | 21 | 20 | 20 | 21 | | | | |
| 15 | N Donzella | | | | | 19 | 18 | 19 | 19 | 19 | | | | |
| 16 | D Taylor | | | | | 18 | 20 | 20 | 20 | 20 | | | | |
| 18 | A Caselli | | | | | 20 | 20 | 21 | 20 | 21 | | | | |
| | | **Total** | **138** | | **138** | **136** | **136** | **138** | **138** | **141** | | | | |
| | | **Grade 5** | | | | | | | | | | | | |
| 19 | S Fye | | | | | 16 | 17 | 17 | 17 | 17 | | | | |
| 20 | S Smith | | | | | 16 | 16 | 16 | 17 | 16 | | | | |
| 24 | J Nolte | | | | | 18 | 17 | 17 | 16 | 15 | | | | |
| 25 | S Paley | | | | | 18 | 18 | 18 | 18 | 17 | | | | |
| 26 | K Bowman | | | | | 16 | 16 | 16 | 16 | 16 | | | | |
| 27 | J Somero | | | | | 18 | 18 | 18 | 18 | 18 | | | | |
| 28 | G Davies | | | | | 17 | 17 | 16 | 16 | 16 | | | | |
| | | **Total** | **122** | | **121** | **119** | **119** | **118** | **118** | **115** | | | | |
| | **Kennedy** | **Total** | **388** | | **383** | **375** | **375** | **378** | **375** | **374** | **0** | **0** | **0** | **0** |

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-2017

| | | Projected | | 8-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun | # of Teachers | Average C. Size |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Grade 6** | | | | | | | | | | | | | | | |
| Team 1 | | | | | 86 | 87 | 87 | 83 | 82 | | | | | 4 | 20.5 |
| Team 2 | | | | | 82 | 81 | 81 | 82 | 83 | | | | | 5 | 16.6 |
| Team 3 | | | | | 77 | 79 | 79 | 78 | 78 | | | | | 5 | 15.6 |
| | **Total** | **210** | | **244** | **245** | **247** | **247** | **243** | **243** | | | | | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | | 72 | 72 | 72 | 72 | 73 | | | | | 4 | 18.25 |
| Team 5 | | | | | 71 | 72 | 72 | 72 | 71 | | | | | 4 | 17.75 |
| Team 6 | | | | | 76 | 77 | 79 | 82 | 83 | | | | | 5 | 16.6 |
| | **Total** | **217** | | **222** | **219** | **221** | **223** | **226** | **227** | | | | | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | | 71 | 73 | 73 | 70 | 71 | | | | | 4 | 17.75 |
| Team 8 | | | | | 78 | 77 | 77 | 79 | 81 | | | | | 5 | 16.2 |
| Team 9 | | | | | 74 | 75 | 75 | 76 | 77 | | | | | 5 | 15.4 |
| | **Total** | **223** | | **222** | **223** | **225** | **225** | **225** | **229** | | | | | | |
| **SPARK** | | | | | **1** | **1** | **1** | **8** | **8** | | | | | | |
| **Sage Park** | **Total** | **650** | | **688** | **688** | **694** | **696** | **702** | **707** | **0** | **0** | **0** | **0** | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2016-2017

| | Projected | | 1-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| **Grade 9** | **300** | | 339 | 340 | 340 | 339 | 338 | 335 | | | | |
| | | | | | | | | | | | | |
| **Grade 10** | **281** | | 274 | 268 | 269 | 264 | 264 | 267 | | | | |
| | | | | | | | | | | | | |
| **Grade 11** | **307** | | 315 | 315 | 314 | 317 | 316 | 314 | | | | |
| | | | | | | | | | | | | |
| **Grade 12** | **272** | | 257 | 257 | 256 | 266 | 267 | 267 | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1160** | | **1185** | **1180** | **1179** | **1186** | **1185** | **1183** | **0** | **0** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

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

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – January 2017

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**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center, 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 January 2017

**Recommendation:** Informational only.

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

**Agenda Item #** 8c.

Windsor School Food Service
Program Participation
January 2017

| WHS | Jan 2016 | Jan 2017 |
|---|---|---|
| DAYS | 15 exam week | 14 exam week |
| SALES | $25,104.72 | $27,840.02 |
| AVERAGE | $1,673.65 | $1,856.00 |

| Reimbursable Meals | Average LUNCH per day | |
|---|---|---|
| **ELEMENTARY** | 870 | 845 |
| **MLC** | 419 | 407 |
| **Museum Academy** | 256 | 263 |
| **Academy of Aerospace & Engineerin** | 382 | 389 |
| **SPMS** | 408 | 398 |
| **WHS** | 577 | 573 |

| Reimbursable Meals | Average BREAKFAST per day | |
|---|---|---|
| **ELEMENTARY** | 332 | 330 |
| **MLC** | 127 | 141 |
| **Museum Academy** | 180 | 181 |
| **Academy of Aerospace & Engineerin** | 145 | 98 |
| **SPMS** | 63 | 88 |
| **WHS** | 164 | 179 |

| Reimbursable Meals | Average SNACK per day | |
|---|---|---|
| **Treehouse Program** | 86 | 96 |
| **Museum Academy** | 52 | 36 |

# Windsor School Food Service
## Financial Statement
## January 2017

| REVENUE | January 2016 | 7/1/15 - YTD | January 2017 | 7/1/16-YTD |
|---|---|---|---|---|
| SALES | $111,513.40 | $628,026.74 | $108,562.52 | $632,689.90 |
| REIMBURSEMENTS - STATE | | 44,189.00 | 14,271.00 | 62,374.00 |
| ACCOUNTS RECEIVEABLE | 118,217.31 | 629,233.97 | 117,414.63 | 667,471.50 |
| CLOC | | 105,610.00 | 56,652.37 | 142,624.05 |
| INTEREST/Ret Ck Fees | 50.00 | 50.00 | | |
| MISC. (Rebates) | 149.00 | 2,969.31 | | 162.37 |
| 6 CENTS Certification | 3,069.54 | 15,965.28 | 2,947.62 | 16,003.26 |
| **REVENUE TOTALS** | **$232,999.25** | **$1,426,044.30** | **$299,848.14** | **$1,521,325.08** |
| **EXPENSES** | | | | |
| WAGES | $65,741.30 | $424,604.66 | $68,155.53 | $430,405.56 |
| PAYROLL TAXES | 5,029.21 | 31,692.91 | 5,213.90 | 30,343.47 |
| BENEFITS | 5,811.46 | 41,825.30 | 7,650.50 | 60,405.87 |
| FOOD/MILK/ICE CREAM | 141,808.07 | 754,720.77 | 148,805.72 | 787,395.17 |
| PAPER | 6,207.14 | 37,485.05 | 6,965.12 | 41,540.12 |
| TRUCK | | 447.45 | 421.31 | 3,838.72 |
| SUPPLIES | 94.68 | 1,692.71 | 10.00 | 6,857.19 |
| EQUIPMENT | 2,100.00 | 5,647.65 | 130.00 | 12,372.42 |
| SERVICES | 282.57 | 3,341.67 | 330.66 | 4,042.03 |
| **EXPENSE TOTALS** | **$227,074.43** | **$1,301,458.17** | **$237,682.74** | **$1,377,200.55** |
| **NET INCOME** | **$5,924.82** | **$124,586.13** | **$62,165.40** | **$144,124.53** |
| **INVENTORY** | | **$26,730.00** | | **$39,546.22** |
| **OPENING BALANCE 7/1** | | **$3,531.34** | | **$166,304.74** |
| **COMPUTED OPERATING POSITION** | | **$154,847.47** | | **$349,975.49** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 22, 2017

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

**Attachments:** None

**Subject:** Human Resources Report for January 1, 2017 – January 31, 2017

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## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Jessica Addie | Kindergarten Teacher | Ellsworth |
| Natalie Dunham | Social Worker (.3 FTE) | Sage Park |
| Melinda Miskin | Special Education Paraprofessional | Windsor High |
| Yvonne Sailor | Special Education Paraprofessional | Sage Park |
| Charles Smith | Special Education Paraprofessional | Clover |

## RETIREMENTS

| | | |
|---|---|---|
| Kiki Tustin | Reception/Attendance Support Assistant | Windsor High |

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Ingrid Fishman | From: School Psychologist | Clover |
| | To: School Psychologist | District |
| Jahmal Shell | From: Library Paraprofessional | Windsor High |
| | To: Reception/Attendance Support Assistant | Windsor High |

## HIRES

| | | |
|---|---|---|
| Rebecca Arsenault | Special Education Teacher | Windsor High |
| Christine Forand | Special Education Teacher | Sage Park |
| Laura Hayes | School Psychologist | Clover |
| Kimberly Larsen | Kindergarten Teacher | Ellsworth |
| Amanda Maskell | Long Term Substitute Grade 6 Language Arts Teacher | Sage Park |
| Jamina Redding | Special Education PreK Paraprofessional | Ellsworth |

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

**Agenda Item #** 8d.

# Windsor Board of Education
# Regular Meeting
# Unapproved Minutes
Wednesday, January 18, 2017 6:30 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the January 18, 2017 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:34 PM:**

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

Updated Attendance:
Mr. Richard O'Reilly was updated to present at: 6:38 PM
Mr. Brian Bosch was updated to present at: 6:38 PM
Ms. Nuchette Black-Burke was updated to present at: 7:14 PM

**1. Call to Order, Pledge to the Flag and Moment of Silence**
Discussion:
The meeting was called to order at 6:34 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho and Assistant Superintendent for Human Resources Terrell Hill.

**2. Superintendent Presents 2017-2018 Budget Proposal**
Discussion:
Dr. Cooke presented the Superintendent's Proposed Budget for 2017-2018, which represents an increase of $976,503 or 1.45% over 2016-2017. The proposed budget is $68,447,833.

**3. Public Forum on 2017-2018 Budget (Limited to maximum of 30 minutes)**
Discussion:
J. Cassarino, 48 Arrowbrook Road, posed questions regarding the Education Cost Sharing Grant, Special Education cost of tuition, Alliance Grant spending and funding of CBTA teaching position.

Nancy Field, 27 Pilgrim Drive spoke as a member of Poquonock, a teacher, and a member of the Windsor Education Association. She expressed support for the addition of the elementary Health/PE Teacher at PreK-12.

Bradshaw Smith, 23 Ludlow Road, stated the budget should be released prior to this public hearing so that people can look at it and formulate questions.

The Public Forum closed at 7:13 p.m.

**4. THE REGULAR MEETING WILL CONTINUE IMMEDIATELY FOLLOWING THE PUBLIC FORUM AND A 5 MINUTE RECESS**
Discussion:
The meeting recessed at 7:13 p.m.
The meeting reconvened at 7:22 p.m.

**5. Recognitions/Acknowledgements**
**5.a. Recognition--Cassie Okeke, BOE Student Representative**
Discussion:
Ms. Santos recognized and thanked Cassie Okeke for her service as Student Representative to the Board for the first semester, and wished her well in her future endeavors.

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

**7. Student Representative Report**
Discussion:
None.

**8. Board of Education**
**8.a. Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education**
Discussion:
Patrice McCarthy, Deputy Director and General Counsel for the Connecticut Association of Boards of Education (CABE) provided an update on legislative issues, including state mandates and the state budget. She encouraged Board members to testify at the Capitol or email their testimony on issues as hearing arise.

**8.b. President's Report**
Discussion:
Ms. Santos announced that Sage Park Middle School received the 2016-2017 Arthur Director Annual Leadership Award at the 2017 CT Middle Level Student Leadership Conference on Wednesday, January 11, 2017. Sage Park was recognized by The Connecticut Association of School and Connecticut Lighting Centers for superior application of the concepts learned at the Annual Student Leadership Conference. She also thanked all administrators and teachers for collaborating to present a fiscally responsible and tight budget to the Board and the public.

**8.c. School Liaison Reports**
**8.c.1. Windsor High School**
Discussion:
Mr. Bosch reported that this is finals week for the first semester, and the yearbook has to be ordered by the 27th of this month.

Ms. Black Burke recognized the Windsor students who participated in the Martin Luther King celebration at Town Hall on Monday, along with Mr. Osunde who was the key note speaker. She reported that the Project Graduation celebration for the Class of 2017 will return to Windsor High School, and encouraged parents and student to volunteer their time.

**8.c.2. Sage Park Middle School**
Discussion:
Ms. Fissel also congratulated Sage Park on receiving Arthur Director Annual Leadership Award. She reported that Sage Park had held their Geography Bee and Isaac Lopez was the winner. She encouraged families to go on line to view all the happenings at Sage Park.

**8.c.3. Clover Street School**
Discussion:
Mr. Lockhart reported that Sage Park students spoke to parents and 5th grade students about their experience in middle school and the transition from elementary school; PTO meeting is tomorrow night and Mr. Cavaliere will be at that meeting to answer questions about the middle school; the winter concert is coming up at the end of the month.

**8.c.4. John F. Kennedy School**
Discussion:
Ms. Ali reported that on January 6th 4th grade students attended the Kiwanis Leadership Conference at Asnuntuck; parent SEE program is starting shortly, the next PTO meeting is February 6.

**8.c.5. Oliver Ellsworth School**
Discussion:
Mr. O'Reilly reported the electronic newsletter is available on the website, parent/teacher conferences had pretty high participation rate; Monday, January 23 is the next PTO meeting.

**8.c.6. Poquonock School**
Discussion:
Ms. Rizzo Holmes reported January 23 is the strings concert, February 3rd Poquonock is hosting a Football Fun and Chili cookoff.

**9. Superintendent's Report**
Discussion:
Dr. Cooke congratulated Sage Park on their award; he thanked Kendrick Moore, the girls basketball team and Student Leadership Council for their efforts on behalf of a young girl in Meriden who lost her mother in a tragic accident; congratulations to Barry Chasen who was inducted into the National Baseball Coaches Hall of Fame. He reported on the 2nd Annual Daddy (Caregiver)/Daughter Dance at the Windsor Marriott, and the student alumni panel hosted by Windsor High School.

**9.a. Curriculum Development (2nd Reading)**
**9.a.1. K-2 Science Unit**
Discussion:
Katie Post and Noha Abdel Hady reviewed the proposed curriculum and answered questions from members of the Board.

**Motion Passed:** Motion that the Board approves Grade K-2 Science curriculum as a 2nd reading as presented passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

**9.b. Policy Adoption (2nd Reading)**
**9.b.1. New P 2260 Policy Regarding Retention of Electronic Records and Information**
**9.b.2. New P 3524.2 Policy Regarding Green Cleaning Programs**
**9.b.4. Revised P 4118.5 Social Media**
**9.b.5. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder**
**9.b.6. Revised P 5141.231 Psychotropic Drug Use**
**9.b.7. Revised P 6143 Student Wellness**

**Motion Passed:** Motion that the Board approve policies P 2260 Policy Regarding Retention of Electronic Records and Information, P 3524.2 Policy Regarding Green Cleaning Programs, 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, and P 6143 Student Wellness passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

**9.b.3. New P 4111.3 Plan for Staff of Color Recruitment**

**Motion Passed:** Motion that the Board approve policy P 4111.3 Plan for Staff of Color Recruitment passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

**7 Yeas - 2 Nays.**

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

**9.c. School Calendar 2017-2018 (2nd Reading)**

**Motion Passed:** Motion that the Board of Education accept the proposed 2017-2018 school calendar for a 2nd Reading passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

**9 Yeas - 0 Nays.**

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

**10. Committee Reports**
**10.a. Curriculum Committee**
Discussion:
Ms. Santos reported the next meeting is February 2 at 4:30.

**10.b. Finance Committee**
Discussion:
Mr. Lockhart reported the Finance Committee as a whole and encouraged people to provide their input on the budget at any Public Hearing or during public comment at Finance Committee meetings.

**10.c. Long Range Planning**
Discussion:
Mr. O'Reilly reported the last Long Range Planning meeting was held on December 15 and was reported on at the December Board meeting; the next meeting is February 2 at 6:30 p.m.

**10.d. Policy Committee**
Discussion:
Ms. Ali reported the Committee's work was presented tonight; the next meeting is not yet scheduled.

**10.e. Technology Committee**
Discussion:
No report.

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

**Motion Passed:** Motion that the Board accept Consent Agenda items 11.b Enrollment Report, 11.c Food Service Report and 11.d Food Service Report as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

**11.a. Financial Report**
Discussion:
Expenditures for December 2016: $5,820,832
Expenditures through December 31, 2016: $25,390,481

**Motion Passed:** Motion that the Board accept Consent Agenda item 11.a Financial Report as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**8 Yeas - 0 Nays.**

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

**12. Approval of Minutes**
**12.a. December 20, 2016 Special Meeting**
**12.b. December 20, 2016 Regular Meeting**

**Motion Passed:** Motion to approve the minutes of the December 20, 2016 Special Meeting and December 20, 2016 Regular Meeting as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

**13. Other Matters/Announcements/Regular BOE Meetings**
**13.a. BOE Public Forum with Finance Committee Immediately Following, Tuesday, January 24, 2017, 6:00 PM, LPW, Board Room**
**13.b. BOE Public Forum with Finance Committee Immediately Following, Saturday, January 28, 2017, 10:00 AM, LPW, Board Room**
**13.c. BOE Curriculum Committee, Thursday, February 2, 2017, 4:30 PM, LPW, Room 17**
**13.d. BOE Long Range Planning Committee, Thursday, February 2, 2017, 6:30 PM, LPW, Room 17**
**13.e. BOE Public Forum with Finance Committee Immediately Following, Tuesday, February 7, 2017, 6:00 PM, LPW, Board Room**
**13.f. BOE Finance Committee, Wednesday, February 15, 2017, 6:30 PM, LPW, Room 17, if needed**
**13.g. Next BOE Regular Meeting is Wednesday, February 22, 2017, 7:00 PM, Town Hall, Council Chambers**

**14. Audience to Visitors**

Discussion:
Nancy Field, 27 Pilgrim Drive stated she is very pleased as a teacher that the Board has passed the plan for staff of color recruitment.

**15. Adjournment**

**Motion Passed:** The meeting adjourned at 9:36 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

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

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

Tuesday, January 24, 2017 6:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 24, 2017 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:00 PM:**

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

Absent Board Members:
Mr. Richard O'Reilly

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 6:15 PM

**1. Call to Order**

Discussion:
The Public Forum was called to order by Ms. Santos at 6:00 PM. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Director of Pupil and Special Education Services Steven Carvalho.

**2. Public Forum on Superintendent of Schools' Proposed 2017-2018 Budget (limited to 30 minutes)**

Discussion:
John Cassarino, 48 Arrowbrook Road brought a list of questions and comments he had for the Board of Education which were given to Dr. Cooke who would distribute the document to the board members.

**3. Adjournment**

**Motion Passed:** Move to adjourn the Public Forum at 6:04 PM passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**7 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 Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Absent
Ms. Cristina Santos Yes

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

**5. Finance Committee Meeting**

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

Discussion:
The Finance Committee meeting was called to order by Mr. Lockhart at 6:04 PM with the Pledge of Allegiance and a Moment of Silence. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Director of Pupil and Special Education Services Steven Carvalho.

**7. Audience to Visitors**

Discussion:
None

**8. Discussion of the 2017-2018 Budget Proposal**

Discussion:
Dr. Cooke discussed the process of reviewing the budget book. The committee began by focusing on the beginning pages of the document. Questions and discussion ensued.

The meeting recessed at 7:05 PM. The meeting reconvened at 7:15 PM.

The following site budget proposals were reviewed and discussed:
Windsor Elementary Schools (Clover Street School, John F. Kennedy School, Oliver Ellsworth School and Poquonock School)
Site 53, Sage Park Middle School
Site 61, Windsor High School

**9. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 8:23 PM passed with a motion by Ms. Cristina Santos and a second by Mr. Brian Bosch.

**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 Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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

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

Saturday, January 28, 2017 10:00 AM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 28, 2017 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 10:00 AM:**

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

Absent Board Members:
Ms. Cristina Santos

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 10:03 AM
Ms. Michaela Fissel was updated to present at: 10:03 AM
Ms. Michaela Fissel was updated to absent at: 12:02 PM

**1. Call to Order**

Discussion:
In Ms. Santos absence, Mr. Lockhart called the meeting to order at 10:00 AM. Also in attendance was Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho.

**2. Public Forum on Superintendent of Schools' Proposed 2017-2018 Budget (limited to 30 minutes)**

Discussion:
John Cassarino, 48 Arrowbrook Road, asked to have Dr. Cooke distribute a list of questions and comments he had on the proposed budget.

**3. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 10:02 AM passed with a motion by Mr. Richard O'Reilly and a second by Ms. Nuchette Black-Burke.

**6 Yeas - 0 Nays.**

Ms. Yvette Ali Yes
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 Absent
Ms. Cristina Santos Absent

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

**5. Finance Committee Meeting**

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

Discussion:
Mr. Lockhart called the meeting to order at 10:04 AM with the Pledge of Allegiance and Moment of Silence. He announce that Mrs. Santos would not be present at the meeting as she had to tend to private matters. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder and Director of Pupil and Special Education Services Steven Carvalho.

**7. Audience to Visitors**

Discussion:
None

**8. Discussion of the 2017-2018 Budget Proposal**

Discussion:
Danielle Batchelder distributed questions and answers from a community member from the last forum. The committee reviewed this document and then reviewed the draft working document of the 20 questions board members asked at the 1/24/17 committee meeting. Mr. Matt Dadona, Director of Information, Technology and CATE will attend the next Finance Committee meeting to answer questions about technology.

The following site budget proposals were reviewed and discussed:

Site 62, Windsor Public Schools Interscholastic Athletics
Site 63 Windsor High School Career and Technical Education
Site 71, Continuing Education

The meeting recessed at 11:23 AM and reconvened at 11:35 AM.

Sites 41, 42, and 43 Instructional Services; Curriculum Management and Textbook Adoption were reviewed.
Site 76, Technology was reviewed and the committee will revisit this site at the Finance Committee meeting on 2/7/17 when Mr. Dadona will be in attendance. Any questions concerning this site may be emailed to Dr. Cooke in preparation for the 2/7/17 meeting.

The next meeting will start on Site 76, Technology, Page 19.

**9. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 12:10 PM passed with a motion by Ms. Yvette Ali and a second by Ms. Nuchette Black-Burke.

**7 Yeas - 0 Nays.**

Ms. Yvette Ali Yes
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 Absent

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

# Windsor Board of Education
# Curriculum Committee
# Unapproved Minutes

Thursday, February 2, 2017 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 2, 2017 Curriculum Committee. Any additions or corrections will be made at a future meeting.

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

Present Board Members:
Mr. Leonard Lockhart
Ms. Cristina Santos

Absent Board Members:
Ms. Nuchette Black-Burke
Ms. Michaela Fissel

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

Discussion:
The meeting was called to order by Nuchette Black-Burke at 4:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance was Superintendent Dr. Craig A. Cooke and Assistant Superintendent for Instructional Services Santosha Oliver.

**2. Audience to Visitors**

Discussion:
None

**3. NGSS Implementation at WHS**

Discussion:
The committee received a presentation on NGSS implementation at Windsor High School. It was suggested that course alignment be shared with the full Board.

**4. Grades 3-5 ELA Unit Overview**

Discussion:
The committee received a presentation on the Grades 3-5 ELA units focusing on Grade 5. The committee discussed Words Their Way for 17/18.

**5. Grade 9 ELA Unit Overview**

Discussion:
The committee received a presentation on Grade 9 Curriculum Map changes.

**6. Adjournment**

Discussion:
The meeting was adjourned at 6:00 PM.

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

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

Thursday, February 2, 2017 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 2, 2017 Long Range Planning Committee. 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. Richard O'Reilly
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 7:10 PM

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

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

**2. Audience to Visitors**

Discussion:
None

**3. Goal Monitoring**

Discussion:
The committee discussed BOE goal measurements and reviewed other districts' plans as provided by Richard O'Reilly. The April Special Meeting will include discussion on goal indicators.

**4. Adjournment**

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

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

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

Tuesday, February 7, 2017 6:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the February 7, 2017 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:08 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

Absent Board Members:
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Updated Attendance:
Mr. Richard O'Reilly was updated to present at: 6:32 PM

**1. Call to Order**
Discussion:
The Public Forum was called to order by Mr. Lockhart at 6:08 p.m. Mr. Lockhart announced Ms. Santos would not be in attendance due to a recent loss in her family.

Also in attendance was Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil, Special Education Services Steven Carvalho, and Director of Information Technology & CATE Matthew Dadona.

**2. Public Forum on Superintendent of Schools' Proposed 2017-2018 Budget (limited to 30 minutes)**
Discussion:
No public comment.

**3. Adjournment**

**Motion Passed:** The Public Forum adjourned at 6:09 p.m. passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Yvette Ali.

**6 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 Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Absent
Ms. Cristina Santos Absent

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

**5. Finance Committee Meeting**

**6. Call to Order, Pledge of Allegiance, Moment of Silence**
Discussion:
The meeting was called to order by Mr. Lockhart at 6:10 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance was Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil, Special Education Services Steven Carvalho, and Director of Information Technology & CATE Matthew Dadona.

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

**8. Discussion of the 2017-2018 Budget Proposal**
Discussion:
Danielle Batchelder distributed a draft working document of the 13 questions board members asked at the 1/28/17 committee meeting. Dr. Cooke reviewed the answers to questions 1-8; Matt Dadona reviewed the answers to questions 9-13 as related to technology. Questions from Board members and discussion ensued.

The following site budgets were reviewed:
Site 76 Technology
Site 73 Pupil Services
Site 74 Special Education
Site 40 District Policy, Planning Management
Site 44 Employee Personnel Service
Site 77 Financial Management
Site 79 Fiscal Services
Site 80 Transportation
Site 82 Physical Plant Services
Site 81 Major Maintenance
Site 83 L.P. Wilson Community Center
Site 90 Salaries
Site 91 Employee Benefits

Appendices A-L were also reviewed.

The next meeting will be held on February 15, 2017 at 6:30 p.m. at L.P. Wilson. There will be no Public Forum; there will be Audience to Visitors.

**9. Adjournment**

**Motion Passed:** The meeting adjourned at 8:18 p.m. passed with a motion by Mr. Paul Panos and a second by Ms. Nuchette Black-Burke.

**7 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 Absent

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