# Regular Meeting

Tuesday, April 18, 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. Proclamation--Teacher Appreciation Week May 1-5
   b. Announcement of Oliver Ellsworth Principal
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Unfinished Business (from 3/21/17)**
   a. Committee Reports
      1. Curriculum Committee
      2. Finance Committee
      3. Long Range Planning
      4. Policy Committee
      5. Technology Committee
   b. Consent Agenda
      1. Financial Report
      2. Enrollment Report
      3. Food Service Report
      4. Human Resources Report
      5. Childrearing Leave Request
   c. Approval of Minutes
      1. February 15, 2017 Finance Committee
      2. February 22, 2017 Regular Meeting
      3. March 6, 2017 Policy Committee
6. **Board of Education**
   a. President's Report
   b. Set Last Day of School for 2016-2017
   c. 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
7. **Superintendent's Report**
   a. Capital Improvement Plan (CIP) FY 2018-2023, 2nd Reading
   b. Curriculum Development, 1st Reading
      1. Personal Finance II
   c. Policy Adoption, 2nd Reading
      1. Revised P 0100 A Statement of Educational Philosophy
      2. Revised P 0200 Goals for School District
      3. Revised P 1325 Advertising and Promotion
      4. Deletion - P 2300.1 Statement of Standards for School Leaders
      5. Revised P 3541.44 Use of Private Automobiles on School Trips
      6. Revised P 4119.1 Substitute Teachers
      7. Revised P 5145.1 Student Privacy
      8. Revised P 6153 Instructional Travel Away from School Grounds

d. Policy Adoption, 2nd Reading
1. Revised P 0610 Affirmative Action Plan
2. Revised P 4100 Recruitment and Selection
3. Revised P 4111 Equal Employment Opportunity
8. **Committee Reports**
a. Curriculum Committee
b. Finance Committee
c. Long Range Planning
d. Policy Committee
e. Technology Committee
9. **Consent Agenda**
a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report
e. Healthy Food Certification
10. **Approval of Minutes**
a. March 21, 2017 Regular Meeting
b. April 4, 2017 Special Meeting (5:30 PM)
c. April 4, 2017 Special Meeting (7:00 PM)
d. April 6, 2017 Curriculum Committee
11. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Special Meeting, Tuesday, May 2, 2017, 6:30 PM, LPW, Board Room
b. BOE Long Range Planning Committee, Monday, May 8, 2017, 6:30 PM, LPW, Room 17
c. Next BOE Regular Meeting is Tuesday, May 16, 2017, 7:00 PM, Town Hall, Council Chambers
12. **Executive Session on Employee Personnel Matter--It is proposed the Board move into executive session to discuss contract non-renewals before taking possible action in the regular meeting.**
13. **Audience to Visitors**
14. **Adjournment**

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: March 21, 2017

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

**ATTACHMENTS:** February 28, 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 February 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 February 2017 | $ 3,787,416 |
| Expenditures through February 28, 2017 | $38,263,365 |

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**Reviewed by:** NDB **Recommended by the Superintendent:**

**Agenda Item #** 8a.

Windsor Public Schools
Financial Report
February 28, 2017

| | 2016/2017 Budget | Expenditures YTD 2/28/2017 | Encumbrance | Balance 2/28/2017 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 60,773 | 21,796 | 10,122 | 28,855 | 47% |
| John F. Kennedy School | 79,823 | 31,166 | 11,499 | 37,158 | 47% |
| Oliver Ellsworth School | 83,180 | 63,192 | 8,529 | 11,459 | 14% |
| Poquonock School | 54,316 | 30,166 | 3,166 | 20,984 | 39% |
| Sage Park Middle School | 214,220 | 148,654 | 34,069 | 31,497 | 15% |
| Windsor High School | 389,056 | 200,478 | 43,182 | 145,396 | 37% |
| Windsor High School Interscholastic Sports | 202,000 | 125,638 | 10,632 | 65,730 | 33% |
| Athletic Coaches | 235,000 | 89,369 | 0 | 145,631 | 62% |
| WHS Career & Technical Education | 59,745 | 42,430 | 18,936 | (1,621) | -3% |
| Continuing Education | 70,400 | 59,548 | 0 | 10,852 | 15% |
| Instructional Services Management | 195,312 | 85,025 | 13,643 | 96,644 | 49% |
| Curriculum Management & Development | 120,385 | 28,076 | 2,613 | 89,696 | 75% |
| Magnet School Tuition | 1,500,600 | 1,500,300 | 0 | 300 | 0% |
| Textbook Adoption | 53,000 | 26,580 | 2,633 | 23,787 | 45% |
| Technology | 687,432 | 554,298 | 33,445 | 99,689 | 15% |
| **Total Instructional Services** | **4,005,242** | **3,006,716** | **192,469** | **806,057** | **20%** |
| | | | | | |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 370,191 | 180,098 | 53,685 | 136,408 | 37% |
| Special Education | 92,350 | 25,908 | 5,678 | 60,764 | 66% |
| Special Education Tuition | 4,729,106 | 2,497,395 | 176,774 | 2,054,937 | 43% |
| Policy & Planning | 142,350 | 72,129 | 10,181 | 60,040 | 42% |
| Employee Personnel Services | 84,000 | 66,419 | 3,278 | 14,303 | 17% |
| Financial Management | 280,442 | 111,877 | 203 | 168,362 | 60% |
| Financial Services | 38,500 | 42,840 | 7,251 | (11,591) | -30% |
| Pupil Transportation & Safety | 2,552,099 | 1,243,697 | 452,934 | 855,468 | 34% |
| Special Education Transportation | 1,660,000 | 747,614 | 255,980 | 656,406 | 40% |
| Physical Plant Services | 2,035,850 | 1,245,561 | 582,574 | 207,715 | 10% |
| Major Maintenance | 386,000 | 297,203 | 565 | 88,232 | 23% |
| L.P. Wilson Center | 254,800 | 171,250 | 51,616 | 31,934 | 13% |
| Benefits | 11,188,075 | 6,324,925 | 132,834 | 4,730,316 | 42% |
| Certified Salaries | 30,216,815 | 16,732,344 | 0 | 13,484,471 | 45% |
| Non-Certified Salaries | 8,252,895 | 4,662,939 | 0 | 3,589,956 | 43% |
| Regular Ed Tutor Salaries | 222,699 | 130,445 | 0 | 92,254 | 41% |
| Special Ed Tutor Salaries | 320,000 | 211,768 | 0 | 108,232 | 34% |
| Substitute Salaries | 639,916 | 492,237 | 8,640 | 139,039 | 22% |
| | | | | | |
| **Total Education Support Services** | **63,466,088** | **35,256,649** | **1,742,193** | **26,467,246** | **42%** |
| | | | | | |
| **Total All Sites** | **$67,471,330** | **$38,263,365** | **$1,934,662** | **$27,273,303** | **40%** |

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: March 21, 2017

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

**ATTACHMENTS: Student Enrollment Report & Recap**

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

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**BACKGROUND:**

Attached are the official enrollment figures as of March 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:** NWB **Recommended by the Superintendent:**

**Agenda Item #** 8b.

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

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,337 |
| Grades 6-8 | 710 |
| Grades 9-12 | 1,172 |
| **Total District Enrollment** | **3,219** |

| **Windsor Students not in district schools** | |
|---|---|
| Out of District Placement(SPED) | 44 |
| Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy) | 21 |
| Montessori Hartford CREC | 12 |
| Metropolitan Learning Center CREC | 121 |
| CREC Misc MAGNET SCHOOLS | 218 |
| Hartford Host Magnets | 225 |
| Misc Magnet Schools | 18 |
| Prince Tech | 6 |
| Cheney Tech | 7 |
| | **672** |

| | |
|---|---|
| **Total Windsor** | **3,891** |

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

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 48 | | 51 | | 99 |
| K | | 74 | | 104 | | 178 |
| 1 | | 91 | | 103 | | 194 |
| 2 | | 99 | | 114 | | 213 |
| 3 | | | 83 | | 118 | 201 |
| 4 | | | 101 | | 141 | 242 |
| 5 | | | 96 | | 114 | 210 |
| Subtotal K-5 | | | | | | 1238 |
| **Total** | | **312** | **280** | **372** | **373** | **1,337** |

| Grade | Sage Park MS |
|---|---|
| 6 | 249 |
| 7 | 229 |
| 8 | 232 |
| | |
| **Total** | **710** |

| Grade | Windsor High |
|---|---|
| 9 | 302 |
| 10 | 282 |
| 11 | 302 |
| 12 | 286 |
| **Total** | **1,172** |

| **Total District Enrollment** | **3,219** |
|---|---|

**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 | 19 | | | |
| 9 | S Michalic | | | | | 20 | 20 | 20 | 21 | 22 | 21 | | | |
| 10 | J Murray | | | | | 18 | 19 | 20 | 20 | 22 | 22 | | | |
| 11 | J Darrell | | | | | 20 | 20 | 21 | 21 | 21 | 21 | | | |
| | | **Total** | **79** | | **79** | **77** | **79** | **81** | **83** | **85** | **83** | | | |
| | | **Grade 4** | | | | | | | | | | | | |
| 14 | J Su | | | | | 20 | 19 | 19 | 19 | 20 | 19 | | | |
| 15 | L Schoenwolff | | | | | 21 | 21 | 21 | 21 | 21 | 21 | | | |
| 17 | C Nowsch | | | | | 20 | 20 | 20 | 20 | 20 | 21 | | | |
| 18 | D Williams | | | | | 20 | 19 | 18 | 18 | 20 | 20 | | | |
| 19 | C Messenger | | | | | 21 | 21 | 20 | 20 | 20 | 20 | | | |
| | | **Total** | **105** | | **103** | **102** | **100** | **98** | **98** | **101** | **101** | | | |
| | | **Grade 5** | | | | | | | | | | | | |
| 20 | N Arroyo | | | | | 19 | 19 | 19 | 19 | 20 | 20 | | | |
| 22 | E Chartier | | | | | 20 | 19 | 19 | 19 | 18 | 18 | | | |
| 24 | S Lewis | | | | | 18 | 18 | 18 | 19 | 19 | 19 | | | |
| 26 | C Lindsley | | | | | 19 | 19 | 19 | 19 | 19 | 19 | | | |
| 27 | R Grimes | | | | | 19 | 18 | 19 | 19 | 20 | 20 | | | |
| | | **Total** | **92** | | **92** | **95** | **93** | **94** | **95** | **96** | **96** | | | |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **276** | | **274** | **274** | **272** | **273** | **276** | **282** | **280** | **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 | 18 | | | |
| 2 | K Richards | | | | | 18 | 18 | 18 | 17 | 17 | 17 | | | |
| 3 | A Moyal | | | | | 18 | 18 | 18 | 17 | 17 | 17 | | | |
| 4 | D Ghanesh-May | | | | | 18 | 17 | 17 | 17 | 17 | 17 | | | |
| 5 | K Mazur | | | | | 16 | 16 | 16 | 15 | 14 | 14 | | | |
| 6 | M Johnston | | | | | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 8 | V Vaicunas | | | | | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| | | **Total** | **128** | | **124** | **120** | **120** | **122** | **119** | **118** | **118** | | | |
| | | **Grade 4** | | | | | | | | | | | | |
| 9 | M Macaluso | | | | | 21 | 21 | 20 | 19 | 19 | 19 | | | |
| 10 | S Silliman | | | | | 17 | 17 | 18 | 20 | 20 | 20 | | | |
| 12 | L Bishop | | | | | 19 | 19 | 20 | 20 | 21 | 21 | | | |
| 14 | S Brown | | | | | 22 | 21 | 20 | 20 | 21 | 21 | | | |
| 15 | N Donzella | | | | | 19 | 18 | 19 | 19 | 19 | 19 | | | |
| 16 | D Taylor | | | | | 18 | 20 | 20 | 20 | 20 | 20 | | | |
| 18 | A Caselli | | | | | 20 | 20 | 21 | 20 | 21 | 21 | | | |
| | | **Total** | **138** | | **138** | **136** | **136** | **138** | **138** | **141** | **141** | | | |
| | | **Grade 5** | | | | | | | | | | | | |
| 19 | S Fye | | | | | 16 | 17 | 17 | 17 | 17 | 17 | | | |
| 20 | S Smith | | | | | 16 | 16 | 16 | 17 | 16 | 16 | | | |
| 24 | J Nolte | | | | | 18 | 17 | 17 | 16 | 15 | 15 | | | |
| 25 | S Paley | | | | | 18 | 18 | 18 | 18 | 17 | 17 | | | |
| 26 | K Bowman | | | | | 16 | 16 | 16 | 16 | 16 | 16 | | | |
| 27 | J Somero | | | | | 18 | 18 | 18 | 18 | 18 | 17 | | | |
| 28 | G Davies | | | | | 17 | 17 | 16 | 16 | 16 | 16 | | | |
| | | **Total** | **122** | | **121** | **119** | **119** | **118** | **118** | **115** | **114** | | | |
| | **Kennedy** | **Total** | **388** | | **383** | **375** | **375** | **378** | **375** | **374** | **373** | **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 | 13 | | | |
| 20 | L Butterick | | | | | 13 | 13 | 13 | 13 | 13 | 13 | | | |
| 21 | J Addie | | | | | 13 | 13 | 13 | 13 | 13 | 13 | | | |
| 22 | A Bishop | | | | | 14 | 14 | 14 | 13 | 13 | 13 | | | |
| 23 | L Adamski | | | | | 14 | 13 | 13 | 13 | 13 | 12 | | | |
| 24 | A Bartholomew | | | | | 13 | 13 | 13 | 13 | 13 | 13 | | | |
| 25 | C Chapple | | | | | 13 | 13 | 14 | 14 | 14 | 14 | | | |
| 26 | S Marcella | | | | | 13 | 14 | 14 | 13 | 13 | 13 | | | |
| | | **Total** | **106** | | **106** | **107** | **107** | **108** | **105** | **105** | **104** | | | |
| 11 | S Capizzi | **Grade 1** | | | | 14 | 14 | 15 | 15 | 15 | 15 | | | |
| 12 | T Tedeschi | | | | | 14 | 15 | 15 | 15 | 16 | 16 | | | |
| 13 | E Larson | | | | | 14 | 15 | 16 | 16 | 16 | 16 | | | |
| 14 | K Furie | | | | | 15 | 15 | 15 | 15 | 14 | 14 | | | |
| 15 | T Strickland | | | | | 15 | 15 | 15 | 15 | 13 | 13 | | | |
| 16 | L Miller | | | | | 15 | 15 | 14 | 14 | 14 | 14 | | | |
| 17 | K Strempfer | | | | | 15 | 14 | 14 | 15 | 15 | 15 | | | |
| | | **Total** | **106** | | **103** | **102** | **103** | **104** | **105** | **103** | **103** | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 1 | B Mayo | | | | | 17 | 17 | 17 | 17 | 17 | 17 | | | |
| 2 | J Goicochea | | | | | 16 | 16 | 17 | 17 | 17 | 17 | | | |
| 3 | K Carlin | | | | | 16 | 16 | 16 | 16 | 15 | 15 | | | |
| 5 | J Greene | | | | | 16 | 16 | 16 | 16 | 16 | 16 | | | |
| 6 | E Hilt | | | | | 16 | 16 | 16 | 16 | 16 | 16 | | | |
| 7 | L Majors | | | | | 15 | 16 | 16 | 17 | 17 | 17 | | | |
| 8 | D Jaworski | | | | | 15 | 16 | 16 | 16 | 15 | 16 | | | |
| | | **Total** | **116** | | **113** | **111** | **113** | **114** | **115** | **113** | **114** | | | |
| | PK Smart Start | | 15 | | | 16 | 16 | 15 | 14 | 14 | 15 | | | |
| | PK Sped & Peers | | 27 | | | 27 | 28 | 32 | 34 | 36 | 36 | | | |
| | | **Total** | | | **43** | **43** | **44** | **47** | **48** | **50** | **51** | **0** | **0** | **0** |
| | **Ellsworth** | **Total** | **370** | | **365** | **363** | **367** | **373** | **373** | **371** | **372** | **0** | **0** | **0** |

**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 | 13 | | | |
| 19 | R Elke | | | | | 12 | 12 | 12 | 12 | 12 | 12 | | | |
| 21 | C McCann | | | | | 13 | 13 | 13 | 13 | 13 | 12 | | | |
| 22 | L Roche | | | | | 12 | 12 | 12 | 12 | 12 | 13 | | | |
| 23 | J Mitchell | | | | | 12 | 12 | 12 | 12 | 12 | 12 | | | |
| 24 | L Corrao | | | | | 12 | 12 | 13 | 13 | 13 | 12 | | | |
| | | **Total** | **83** | | **76** | **74** | **74** | **75** | **75** | **75** | **74** | | | |
| | | | | | | | | | | | | | | |
| | | **Grade 1** | | | | | | | | | | | | |
| 14 | S Couchon | | | | | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| 15 | E Velez | | | | | 17 | 18 | 18 | 19 | 19 | 19 | | | |
| 16 | N Nabil | | | | | 17 | 17 | 17 | 18 | 17 | 17 | | | |
| 18 | M Neals | | | | | 18 | 18 | 18 | 18 | 18 | 19 | | | |
| 17 | K Stoll | | | | | 18 | 18 | 18 | 18 | 18 | 18 | | | |
| | | **Total** | **83** | | **86** | **88** | **89** | **89** | **91** | **90** | **91** | | | |
| | | | | | | | | | | | | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 8 | R Brown | | | | | 21 | 20 | 20 | 20 | 22 | 22 | | | |
| 9 | S Trummel | | | | | 20 | 20 | 19 | 19 | 19 | 19 | | | |
| 11 | J Delsky | | | | | 21 | 21 | 20 | 20 | 20 | 20 | | | |
| 12 | K Filmer | | | | | 17 | 18 | 18 | 18 | 18 | 19 | | | |
| 13 | E Hoogewerff | | | | | 19 | 20 | 19 | 19 | 19 | 19 | | | |
| | | **Total** | **98** | | **101** | **98** | **99** | **96** | **96** | **98** | **99** | | | |
| | | | | | | | | | | | | | | |
| | **PK Smart Start** | | 30 | | 31 | 30 | 30 | 30 | 30 | 30 | 30 | | | |
| | **Sped & Peer** | | 14 | | 12 | 16 | 17 | 16 | 16 | 16 | 18 | | | |
| | | **Total** | **44** | | **43** | **46** | **47** | **46** | **46** | **46** | **48** | **0** | **0** | **0** |
| | **Poquonock** | **Totals** | **308** | | **306** | **306** | **309** | **306** | **308** | **309** | **312** | **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 | 82 | | | | 4 | 20.5 |
| Team 2 | | | | | 82 | 81 | 81 | 82 | 83 | 83 | | | | 5 | 16.6 |
| Team 3 | | | | | 77 | 79 | 79 | 78 | 78 | 80 | | | | 5 | 16 |
| | **Total** | **210** | | **244** | **245** | **247** | **247** | **243** | **243** | **245** | | | | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | | 72 | 72 | 72 | 72 | 73 | 72 | | | | 4 | 18 |
| Team 5 | | | | | 71 | 72 | 72 | 72 | 71 | 72 | | | | 4 | 18 |
| Team 6 | | | | | 76 | 77 | 79 | 82 | 83 | 83 | | | | 5 | 16.6 |
| | **Total** | **217** | | **222** | **219** | **221** | **223** | **226** | **227** | **227** | | | | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | | 71 | 73 | 73 | 70 | 71 | 72 | | | | 4 | 18 |
| Team 8 | | | | | 78 | 77 | 77 | 79 | 81 | 82 | | | | 5 | 16.4 |
| Team 9 | | | | | 74 | 75 | 75 | 76 | 77 | 77 | | | | 5 | 15.4 |
| | **Total** | **223** | | **222** | **223** | **225** | **225** | **225** | **229** | **231** | | | | | |
| **SPARK** | | | | | **1** | **1** | **1** | **8** | **8** | **7** | | | | | |
| **Sage Park** | **Total** | **650** | | **688** | **688** | **694** | **696** | **702** | **707** | **710** | **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 | 302 | | | |
| | | | | | | | | | | | | |
| **Grade 10** | **281** | | 274 | 268 | 269 | 264 | 264 | 267 | 282 | | | |
| | | | | | | | | | | | | |
| **Grade 11** | **307** | | 315 | 315 | 314 | 317 | 316 | 314 | 302 | | | |
| | | | | | | | | | | | | |
| **Grade 12** | **272** | | 257 | 257 | 256 | 266 | 267 | 267 | 286 | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1160** | | **1185** | **1180** | **1179** | **1186** | **1185** | **1183** | **1172** | **0** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: March 21, 2017

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

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – February 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 February 2017

**Recommendation:** Informational only.

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

**Agenda Item #** 8c

# Windsor School Food Service
# Financial Statement
# February 2017

| REVENUE | February 2016 | 7/1/15 - YTD | February 2017 | 7/1/16 - YTD |
|---|---|---|---|---|
| SALES | $100,832.35 | $728,859.09 | $103,106.43 | $735,796.33 |
| REIMBURSEMENTS - STATE | 38,381.00 | 82,570.00 | | 62,374.00 |
| ACCOUNTS RECEIVEABLE | 103,674.32 | 732,908.29 | 101,810.80 | 769,282.30 |
| CLOC | | 105,610.00 | | 142,624.05 |
| INTEREST/Ret Ck Fees | | 50.00 | | |
| MISC. (Rebates) | | 2,969.31 | 439.00 | 601.37 |
| 6 CENTS Certification | 2,694.66 | 18,659.94 | 2,606.40 | 18,609.66 |
| **REVENUE TOTALS** | **$245,582.33** | **$1,671,626.63** | **$207,962.63** | **$1,729,287.71** |
| **EXPENSES** | | | | |
| WAGES | $77,592.47 | $502,197.13 | $80,133.60 | $510,539.16 |
| PAYROLL TAXES | 5,935.82 | 37,628.73 | 6,130.22 | 36,473.69 |
| BENEFITS | 9,411.21 | 51,236.51 | 7,650.50 | 68,056.37 |
| FOOD/MILK | 124,330.41 | 879,051.18 | 109,958.16 | 897,353.33 |
| PAPER | 4,952.63 | 42,437.68 | 5,408.00 | 46,948.12 |
| TRUCK | | 447.45 | 381.78 | 4,220.50 |
| SUPPLIES | 249.95 | 1,942.66 | 524.20 | 7,381.39 |
| EQUIPMENT | 188.00 | 5,835.65 | 761.15 | 13,133.57 |
| SERVICES | 806.31 | 4,147.98 | 433.96 | 4,475.99 |
| **EXPENSE TOTALS** | **$223,466.80** | **$1,524,924.97** | **$211,381.57** | **$1,588,582.12** |
| **NET INCOME** | **$22,115.53** | **$146,701.66** | **($3,418.94)** | **$140,705.59** |
| **INVENTORY** | | **$25,000.00** | | **$35,953.89** |
| **OPENING BALANCE 7/1** | | **$3,531.34** | | **$166,304.74** |
| **COMPUTED OPERATING POSITION** | | **$175,233.00** | | **$342,964.22** |

Windsor School Food Service
Program Participation
February 2017

| WHS | Feb 2016 | Feb 2017 |
|---|---|---|
| DAYS | 17 | 15 |
| SALES | $26,653.36 | $27,947.54 |
| AVERAGE | $1,567.84 | $1,863.17 |

| Reimbursable Meals | Average LUNCH per day | | 16 days |
|---|---|---|---|
| ELEMENTARY | 861 | 820 | |
| MLC | 403 | 373 | |
| Museum Academy | 258 | 263 | |
| Academy of Aerospace & Engineeri | 378 | 383 | |
| SPMS | 392 | 382 | |
| WHS | 534 | 554 | |

| Reimbursable Meals | Average BREAKFAST per day | | 16 days |
|---|---|---|---|
| ELEMENTARY | 332 | 300 | |
| MLC | 118 | 124 | |
| Museum Academy | 172 | 166 | |
| Academy of Aerospace & Engineeri | 143 | 107 | |
| SPMS | 64 | 89 | |
| WHS | 172 | 182 | |

| Reimbursable Meals | Average SNACK per day | | 16 days |
|---|---|---|---|
| Treehouse Program | 87 | 95 | |
| Museum Academy | 56 | 44 | |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 21, 2017

**Prepared By:** Terrell M. Hill, Assistant Superintendent for Human Resources
**Presented By:** Terrell M. Hill
**Attachments:** None
**Subject:** Human Resources Report for February 1, 2017 – February 28, 2017

## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Linda Caney | Clerical Assistant | Kennedy |
| Marcia Crutchfield | Special Education Paraprofessional | Clover |

## RETIREMENTS

N/A

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Kirsten Fonfara | From: Special Education Paraprofessional | Ellsworth |
| | To: Administrative Support Assistant | Ellsworth |
| Amanda Maskell | From: Long Term Substitute Language Arts Teacher | Sage Park |
| | To: Special Education Paraprofessional (Limited) | Sage Park |
| Karen Vezina | From: Administrative Support Assistant | Ellsworth |
| | To: Elementary Principal Administrative Assistant | Kennedy |
| Karen Williams | From: School Psychologist | Kennedy |
| | To: Chief School Psychologist | Kennedy |

## HIRES

| | | |
|---|---|---|
| Jennifer Almeida | Special Education Paraprofessional (Limited) | Ellsworth |
| Brittany Blue | Special Education Paraprofessional (Limited) | Windsor High |
| Toshina Jessamy | Regular Ed Paraprofessional Media Center (Limited) | Windsor High |
| Shannon Samuels | Special Education Paraprofessional (Limited) | Windsor High |
| Melissa Smith | Long Term Substitute Math Teacher | Sage Park |
| Latisha Trapp | Special Education Paraprofessional (Limited) | Clover |

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

**Agenda Item #** 8d.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: March 21, 2017

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

**Attachments:** None

**Subject:** Childrearing Leave

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**Background:**
The Agreement with the Windsor Education Association provides that unit members may request childrearing leave for the balance of the school year or for one or two years to commence at the conclusion of their childbearing leave.

**Status:**
We have one request for childrearing leave for the 2017-2018 school year.

**Recommendation:**
A proposed motion to grant the childrearing leave follows: Move that childrearing leave be approved for the individual mentioned in the Superintendent's Confidential Memorandum #17-01.

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

**Agenda Item #** 8e.

# Windsor Board of Education
# Finance Committee
# Unapproved Minutes
Wednesday, February 15, 2017 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 15, 2017 Finance Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:33 PM:**

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

Absent Board Members:
Ms. Nuchette Black-Burke
Mr. Richard O'Reilly

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 6:36 PM

**1. Call to Order, Pledge of Allegiance, Moment of Silence**
Discussion:
The meeting was called to order by Mr. Lockhart at 6:33 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 and Director of Pupil, Special Education Services Steven Carvalho.

**2. Audience to Visitors**
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. Discussion of the 2017-2018 Budget Proposal**
Discussion:
The Draft Working Document dated February 15 was reviewed. Discussion ensued on the Superintendent's Proposed Budget and the possible impact of the Governor's State Proposed Budget. Board members requested that the administration begin developing a variety of scenarios in the event the Board budget is further impacted by state funding.

The budget will be presented for a vote at the February 22, 2017 Board of Education meeting.

**4. Adjournment**

**Motion Passed:** The meeting adjourned at 8:19 p.m. passed with a motion by Ms. Cristina Santos and a second by Mr. Paul Panos.

**7 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 Absent
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
# Regular Meeting
# Unapproved Minutes
Wednesday, February 22, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the February 22, 2017 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. Melissa Rizzo Holmes
Ms. Cristina Santos

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 7:06 PM

**1. Call to Order, Pledge to the Flag and Moment of Silence**
Discussion:
The meeting was called to order at 7:00 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, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Assistant Superintendent for Instructional Services Santosha Oliver, and Student Representative Jordan Harris.

**2. Recognitions/Acknowledgements**
**2.a. Recognition--Windsor Education Foundation Grants**
Discussion:
Dr. Cooke recognized the Windsor Education Foundation for their support and partnership with Windsor Public Schools. Heidi Sirota and Ruth Jeffries represented the Windsor Education Foundation in presenting a report on this year's 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, with a goal of engaging a wide range of students with a broad range of interests.

**2.b. Recognition--Recipient of the 2016-2017 Arthur Director Annual Leadership Award to Sage Park Middle School**
Discussion:
Dr. Cooke recognized Sage Park Middle School for their receipt of the 2016-2017 Arthur Director Annual Leadership Award at the CAS Middle Level Leadership Conference, and introduced Mr. Cavaliere. Mr. Cavaliere introduced Student Council Advisors, Amy Small and Jennifer Wilson, who oversees the Leadership Program. Students Julian Rivera, Iffath Ahmed-Syed, Anahl Lee Cauley, Even Petkis, Kyle Lawrence and Taylor Falitico gave brief statements regarding their experiences with the Leadership Program.

**2.c. Recognition--New BOE Student Representative--Jordan Harris**
Discussion:

Mr. Osunde introduced Jordan Harris, the Windsor High School student representative to the Board of Education for the spring semester.

**3. Audience to Visitors**
Discussion:
Wanda Carmon, 60 Orchard Road, expressed concern over the handling of the Presidential Inauguration in the schools.

**4. Student Representative Report**
Discussion:
Ms. Santos introduced Jordan Harris, who reported on the end of the first two quarters, upcoming assessments, SAT Prep, class mid-year assemblies, the Black History Month Event Series, and winter sports wrap ups.

**5. Board of Education**
**5.a. President's Report**
Discussion:
Ms. Santos thanked residents who communicated with the Finance Committee during the public hearings or with the office of the Superintendent, and reported the Board will vote on the budget presented by the Superintendent at this meeting.

**5.b. School Liaison Reports**
**5.b.1. Windsor High School**
Discussion:
Mr. Bosch reminded parents the Warrior Weekly, the weekly newsletter, is available on line, encouraged supporting Project Graduation or purchasing a yearbook.

**5.b.2. Sage Park Middle School**
Discussion:
Ms. Fissel reported on a variety of events at Sage Park including the talent show, payments for the D.C. trip, parent-teacher conferences, winter sports awards and spring sports registration.

**5.b.3. Clover Street School**
Discussion:
Mr. Lockhart reported on the next Clover/Poquonock PTO meeting, Invention Convention, Read Across America and the Parents and Teachers as Partners meeting.

**5.b.4. John F. Kennedy School**
Discussion:
Ms. Ali welcomed Karen Vezina as the new Administrative Assistant at JFK, reported on Read Across America, 4th grades field trip to the New England Air Museum, Family Game Night, and the next PTO meeting.

**5.b.5. Oliver Ellsworth School**
Discussion:
Mr. O'Reilly reported the canvas commemorating the mural dedicated to OE's classes of 2009-2012 would be unveiled and on display Monday, February 27 at 6:30 p.m, and on the upcoming PTO meeting.

**5.b.6. Poquonock School**
Discussion:
Ms. Rizzo Holmes reported on the celebration of Martin Luther King Day with the good works and kind deeds recognition, thanked the Chamber of Commerce for Fueling Minds Through Books on February 1, Read Across America, the upcoming joint PTO meeting, and reminded parents they can always get information on the Poquonock School website.

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

Discussion:
A motion by Mr. Lockhart that 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 received no second and was not considered.

**Subsidiary Motion Failed:** Motion that the Superintendent's budget be reduced by $639,961 for a .5% increase failed with a motion by Mr. Paul Panos and a second by Mr. Brian Bosch.

**3 Yeas - 6 Nays.**

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

**Motion to Amend Passed:** To amend the motion from: "Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student achievement" to: "Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student instruction" passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

**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

**Motion Passed:** Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student instruction passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

**5 Yeas - 3 Nays - 1 Abstained.**

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

**6. Superintendent's Report**
**6.a. Alliance Grant Reduction**
Discussion:
Dr. Cooke reported on the Alliance Grant reduction of $181,260 for the 2016-2017 year. The reduction impacts the 2016-2017 school year only. The Board was presented with a Year 4 and Year 5 budget, along with a fiscal year 2017 "MORE" Funding Reduction Summary. Questions ensued.

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

**7.b. Finance Committee**
Discussion:
Mr. Lockhart thanked everyone on the committee for their hard work, and thanked Dr. Cooke and the administration for presenting a lean budget and answering all questions.

**7.c. Long Range Planning**
Discussion:
Mr. O'Reilly reported the committee had met on February 2. They started reviewing the Mission Statement, Goals and indicators, and going through the process of establishing goals and indicators.

**7.d. Policy Committee**
Discussion:
No report.

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

**8. Consent Agenda**
**8.a. Financial Report**
**8.b. Enrollment Report**
**8.c. Food Service Report**
**8.d. Human Resources Report**

Discussion:
Expenditures for January 2017: $9,085,468
Expenditures through January 31, 2017: $34,475,949

**Motion Passed:** Motion to accept items 8.a Financial Report, 8.b Enrollment Report, 8.c Food Service Report and 8.d Human Resources Report passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**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. Approval of Minutes**
**9.a. January 18, 2017 Regular Meeting**
**9.b. January 24, 2017 Special Meeting/Public Forum with Finance Committee**
**9.c. January 28, 2017 Special Meeting/Public Forum with Finance Committee**
**9.e. February 2, 2017 Long Range Planning Committee**
**9.f. February 7, 2017 Special Meeting/Public Forum with Finance Committee**

**Motion Passed:** Motion to accept the minutes of the January 18, 2017 Regular meeting, January 24, 2017 Special Meeting/Public Forum with Finance Committee, January 28, 2017 Special Meeting/Public Forum with Finance Committee, February 2, 2017 Long Range Planning Committee Meeting and February 7, 2017 Special Meeting/Public Forum with Finance Committee 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

**9.d. February 2, 2017 Curriculum Committee**

**Motion Passed:** Motion to accept the minutes of the February 2, 2017 Curriculum Meeting, corrected to reflect Ms. Santos as absent 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

**10. Other Matters/Announcements/Regular BOE Meetings**
**10.a. BOE Policy Committee, Monday, March 5, 2017, 6:00 PM, LPW, Room 17**
**10.b. Next BOE Regular Meeting is Tuesday, March 21, 2017, 7:00 PM, Town Hall, Council Chambers**

It was noted that the date of the next BOE Policy Committee meeting should reflect the date of March 6, not March 5.

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

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**12. Adjournment**

**Motion Passed:** The meeting adjourned at 9:36 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**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

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

# Windsor Board of Education
# Policy Committee
# Unapproved Minutes
Monday, March 6, 2017 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the March 6, 2017 Policy Committee. Any additions or corrections will be made at a future meeting.

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

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

Absent Board Members:
Ms. Yvette Ali

Updated Attendance:
Mr. Leonard Lockhart was updated to absent at: 7:05 PM
Ms. Melissa Rizzo Holmes was updated to present at: 6:08 PM

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

Discussion:
Ms. Cristina Santos called the meeting to order with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig A. Cooke and Assistant Superintendent for Human Resources were also in attendance.

**2. Audience to Visitors**

Discussion:
None

**3. Discussion regarding P 5125 Confidentiality and Access to Education Records**

Discussion:
Policy 5125 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

**4. Review law on Student Surveys**

Discussion:
The committee discussed the law on student surveys.

**5. Review revised P 5145.1 Student Privacy**

Discussion:
Policy 5145.1 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

**6. Review revised P/AR 4100 Recruitment and Selection**

Discussion:
Policy 4100 was reviewed by the committee and will be brought forward to the full BOE.

**7. Review revised P/AR 4119.1 Substitute Teachers**

Discussion:
Policy 4119.1 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

**8. Review revised P/AR 4111 Equal Employment Opportunity**

Discussion:
Policy 4111 was reviewed by the committee and will be brought forward to the full BOE.

**9. Review revised P/AR 0610 Affirmative Action Plan**

Discussion:
Policy 0610 was reviewed by the committee and will be brought forward to the full BOE.

**10. Review revised P/AR 6153 Instructional Travel Away from School Grounds**

Discussion:
Policy 6153 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

**11. Review revised P 3541.44 Use of Private Automobiles on School Trips**

Discussion:
Policy 3541.44 was reviewed by the committee and will be brought forward to the full BOE.

**12. Review revised AR 2261 School Hours - Instructional Day**

Discussion:
The committee discussed AR 2261.

**13. Review revised AR 4113.1 Hours of Employment**

Discussion:
The committee discussed AR 4113.1.

**14. Deletion - P 2300.1 Statement of Standards for School Leaders**

Discussion:
The committee agreed to delete P 2300.1 and it will be brought forward as a first reading to the BOE and its next regular meeting.

**15. Review revised P/AR 1325 Advertising and Promotion**

Discussion:
Policy 1325 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

**16. Review revised P 0100 A Statement of Educational Philosophy**

Discussion:
Policy 0100 was reviewed by the committee and will be brought forward to the full BOE.

**17. Review revised P 0200 Goals for School District**

Discussion:
Policy 0200 was reviewed by the committee and will be brought forward to the full BOE.

**18. Discussion on Children of Out-of-Town Employees**

Discussion:
The committee had a discussion on allowing children of out-of-town employees to attend school in the district.

**19. Discussion on Homework/Grading**

Discussion:
The committee discussed reviewing and updating both the homework and grading policies.

**20. Adjournment**

Discussion:
The meeting was adjourned at 7:57 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:** April 18, 2017

**PREPARED BY**: Craig A. Cooke **PRESENTED BY:** Cristina Santos

**ATTACHMENTS:**

**SUBJECT:** Last Day of School for 2016-2017

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**BACKGROUND:**

Each year the Board of Education communicates the last day of school. Per the Board approved calendar, June 15th would be 182nd student day and 187th teacher day of Windsor's school year. The State of Connecticut requires each district to hold 180 student days. The last student day is always a half day, therefore Thursday, June 15, 2017, would be a half day for students in Kindergarten through Grade 11.

Graduation has been scheduled for Wednesday, June 14, 2017.

**STATUS:**

N/A

**RECOMMENDATION:**

Board shares information with public. No action required, only graduation date requires a vote.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 6b.

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: April 18, 2017

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

**ATTACHMENTS:** Proposed Capital Improvement Plan FY 2018 – 2023 (2nd Reading)

**SUBJECT:** Capital Improvement Plan (CIP) FY 2018 - 2023

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**BACKGROUND:**

The proposed Capital Improvement Plant (CIP) has been developed in conjunction with Town and BOE staff. The proposed timing of projects is based on need and Town's ability to finance.

The proposed CIP for the Town and BOE will be revised by the Town Capital Improvement Committee, then a review by a subcommittee of the Town Council, and final approval of the CIP by the Town Council.

Mrs. Batchelder will present and review the proposed plan and answer questions.

**RECOMMENDATION:**

That the Board of Education accept for a 2nd Reading the Capital Improvement Plan FY 2018 – 2023 which, when approved, will be submitted to the Town to be incorporated into the Town of Windsor Capital Plan.

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

**Agenda Item #** 7a.

# Summary of Project Schedule By Fiscal Year

# 2018-2023

# Project Details

# Fiscal Year 2018

**PROJECT DETAIL**

Project Title: **BOE- Network Infrastructure Upgrades**

Department: **Board of Education**

Description and Purpose:

The increasing reliance on technology for everyday functions for teaching, learning, and daily operations has placed greater demands on our network infrastructure. This project will improve our network infrastructure by adding network access points to support additional wireless devices and upgrading fiber and hardware to support bandwidth needs. Facilities included in this project are: Clover Street Elementary School, John F. Kennedy Elementary School, L.P. Wilson Board Offices, Oliver Ellsworth Elementary School, Poquonock Elementary School, Sage Park Middle School, and Windsor High School.

The Board of Education intends to utilize these funds to update the fiber backbones in each building allowing them to utilize the higher throughput capacity of the 10-gigabit switches that were recently installed and the higher bandwidth speeds offered by CEN, their internet provider. This fiber upgrade will allow the Board of Education to take advantage of the full capacity of the new switches. The reliance on the network increases more and more each year as internet applications are added along with online testing, streaming video and audio, and more 1-to-1 devices as well. This upgrade will increase the speeds of all these important items.

TOWN OF WINDSOR
First in Connecticut. First for its citizens.

**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | | - | - | - | - | - | - | - | - |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | | - | - | - | - | - | - | - | - |
| D. Equipment | 1, 6 | 580,000 | 75,000 | 100,000 | 100,000 | 125,000 | 125,000 | 150,000 | 675,000 |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | | - | - | - | - | - | - | - | - |
| H. Contingency | | | | | | | | | - |
| **TOTAL** | | **580,000** | **75,000** | **100,000** | **100,000** | **125,000** | **125,000** | **150,000** | **675,000** |
| I. Annual Maintenance & Repair | | | | | | | | | |

(1) General Fund (3) Private Funding (5) State/Federal Aid

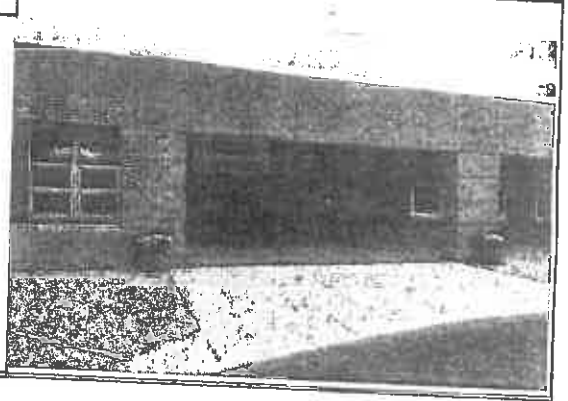
**PROJECT DETAIL**

Project Title: **BOE - Kennedy School - HVAC System Upgrades**

Department: **Board of Education**

Description and Purpose:

This project entails significant improvements to the HVAC system and equipment at John F. Kennedy Elementary School. The heating system equipment is old and inefficient; and the control system for the equipment is out-of-date and inefficient. The existing boilers at JFK Elementary are original to the building with an average age of 45 years old. They are coming to their useful life expectancy along with increased maintenance costs and unreliability. This project would replace both of the existing boilers with new energy efficient models. There is no cooling system in the school. It is proposed that a new system be installed to service the entire facility. Design funding was allocated in FY17 and it will be determined whether a central plant or centralized approach is more cost efficient.



**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | | - | - | | - | | - | - | - |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 1,690,000 | 1,757,600 | | | | - | - | 1,757,600 |
| D. Equipment | | - | - | - | | - | - | - | - |
| E. Administration | | - | - | - | | - | - | - | - |
| F. Other Costs | | - | - | - | | - | - | - | - |
| G. Bonding | 2 | 30,420 | 31,600 | - | | | - | - | 31,600 |
| H. Contingency | 2 | 338,000 | 351,500 | - | | | - | - | 351,500 |
| **TOTAL** | | **2,058,420** | **2,140,700** | - | - | - | - | - | **2,140,700** |
| I. Annual Maintenance & Repair | | | | | | | | | |

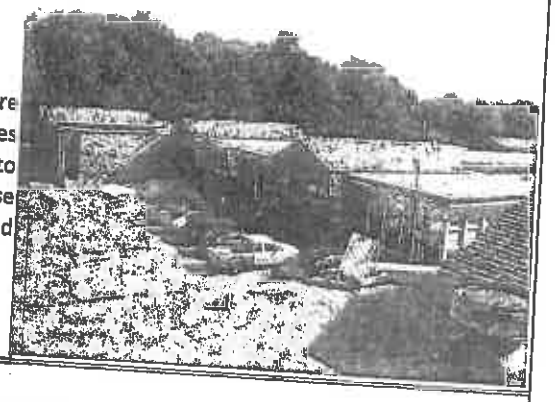
(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

| | |
|---|---|
| Project Title: | **BOE - Poquonock School - HVAC Conversion (Phase III)** |
| Department: | **Board of Education** |

Description and Purpose

The conversion of the school HVAC system from steam heating to hot water heating (Phase I and II) were completed in 2010 and 2011. This Phase III effort would entail architectural and engineering design services and construction for the installation of air handlers, energy recovery ventilators, and appurtenances to complete remaining proposed HVAC system improvements to the school. Implementation of this phase would bring air conditioning and ventilation throughout the building improving indoor air quality and bringing the facility up to code.



**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 87,500 | 91,000 | - | - | - | - | - | 91,000 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 875,000 | | 946,400 | - | - | - | - | 946,400 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 17,325 | | 18,700 | - | - | - | - | 18,700 |
| H. Contingency | 2, 6 | 192,500 | | 208,200 | - | - | - | - | 208,200 |
| **TOTAL** | | **1,172,325** | **91,000** | **1,173,300** | - | - | - | - | **1,264,300** |
| F. Annual Maintenance & Repair | | 1250 | - | - | - | - | - | - | - |

(1) General Fund (3) Private Funding (5) State/Federal Aid
(2) Municipal Bonds (4) Enterprise Funds (6) Other Funding

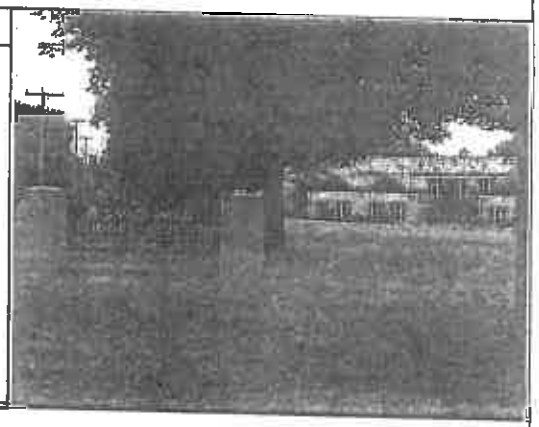
## PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School- Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

This project would replace approximately 29,000 square feet of roofing that is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1993 with a 15 year warranty. It was not addressed in 1999 when the remainder of the building was re-roofed. Presently it is a ballasted EPDM (Ethylene Propylene Diene Monomer) rubber membrane roof. As the rubber membrane ages, it begins to shrink as its physical properties deteriorate. As the membrane shrinks, it pulls away from its termination points resulting in tears, leading ultimately to leaks.



**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 96,000 | 99,800 | - | - | - | | - | 99,800 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 960,000 | - | - | 1,079,900 | - | | - | 1,079,900 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 19,000 | - | - | 21,400 | - | | - | 21,400 |
| H. Contingency | 2 | 211,200 | - | - | 237,600 | - | | - | 237,600 |
| **TOTAL** | | **1,286,200** | **99,800** | **-** | **1,338,900** | **-** | **-** | **-** | **1,438,700** |
| I. Annual Maintenance & Repair | | - | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

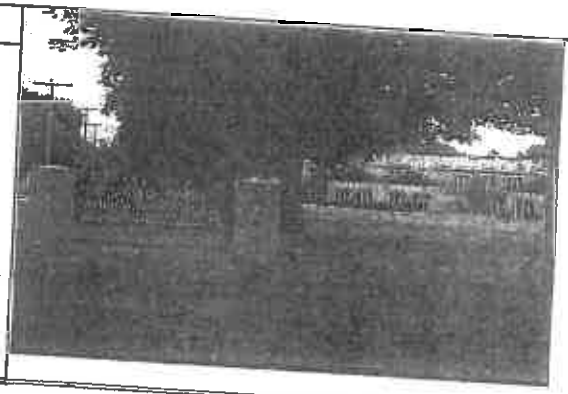
PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades**

Department: **Board of Education**

Description and Purpose:

A study of Sage Park Middle School's HVAC system and alternative energy and efficiency enhancements has been completed. In future CIP years, it is anticipated that recommendations from the study will be implemented. The 2nd floor gets excessively warm during May - September. Air conditioning the 2nd floor would greatly improve comfort levels. Due to the size and scope of work, anticipated design-construction would be done in multiple phases. Funding in FY18 is proposed for the design of HVAC improvements to the 2nd floor with funding in FY21 for the evaluation of alternative energy sources, potential funding opportunities, and design of the remaining recommended improvements. The propose construction phase at this time includes the replacement of existing rooftop heating and ventilation units as well as the installation of air conditioning on the 2nd floor of the school.



**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 190,000 | 100,000 | | - | 105,300 | | - | 205,300 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 2,250,000 | - | - | | - | 2,737,500 | - | 2,737,500 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 43,900 | - | - | - | - | 53,400 | - | 53,400 |
| H. Contingency | 2 | 488,000 | - | - | - | - | 593,700 | - | 593,700 |
| **TOTAL** | | **2,971,900** | **100,000** | - | - | **105,300** | **3,384,600** | - | **3,589,900** |
| I. Annual Maintenance & Repair | | - | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

# Project Details

# Fiscal Year 2019

**PROJECT DETAIL**

Project Title: **BOE - Windsor High School - HVAC Unit Replacement**

Department: **Board of Education**

Description and Purpose:

The existing indoor pool HVAC unit was installed in 2001 during the school renovation project and is reaching its life expectacy. This unit is manufactured specifically to cool, heat, and dehumidify indoor pool buildings. Indoor pool air is a corrosive environment that contains high levels of humidity and chlorine. This unit's HVAC refrigeration equipment, when operating, generates heat. This unwanted heat is utilzed as an energy savings by heating the pool's water. Units like these have a fifteen year life cycle and operate 24/7.

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**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | | - | | - | - | - | - | - | - |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 257,500 | | 278,500 | | | - | - | 278,500 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 4,250 | - | 4,600 | - | - | - | - | 4,600 |
| H. Contingency | 2 | 25,700 | - | 27,800 | - | - | - | - | 27,800 |
| **TOTAL** | | **287,450** | - | **310,900** | - | - | - | - | **310,900** |
| I. Annual Maintenance & Repair | | - | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

# Project Details

# Fiscal Year 2020

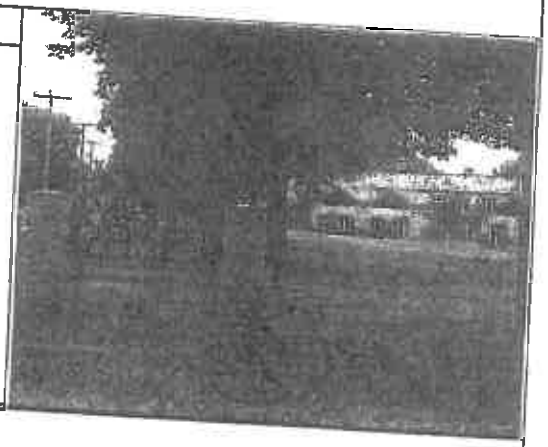
**PROJECT DETAIL**

Project Title: **BOE - Sage Park Middle School- Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

This project would replace approximately 29,000 square feet of roofing that is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1993 with a 15 year warranty. It was not addressed in 1999 when the remainder of the building was re-roofed. Presently it is a ballasted EPDM (Ethylene Propylene Diene Monomer) rubber membrane roof. As the rubber membrane ages, it begins to shrink as its physical properties deteriorate. As the membrane shrinks, it pulls away from its termination points resulting in tears, leading ultimately to leaks.



**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 96,000 | 99,800 | - | - | - | | - | 99,800 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 960,000 | - | - | 1,079,900 | - | | - | 1,079,900 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 19,000 | - | - | 21,400 | - | | - | 21,400 |
| H. Contingency | 2 | 211,200 | - | - | 237,600 | - | | - | 237,600 |
| **TOTAL** | | **1,286,200** | **99,800** | - | **1,338,900** | - | - | - | **1,438,700** |
| I. Annual Maintenance & Repair | | - | - | - | - | - | - | - | - |

(1) General Fund (3) Private Funding (5) State/Federal Aid

(2) Municipal Bonds (4) Enterprise Funds (6) Other Funding

**PROJECT DETAIL**

Project Title: **BOE - School Windows Replacement**

Department: **Board of Education**

Description and Purpose:

The windows at many of the schools throughout the district are constructed of the old single pane glass, which are not energy efficient and are at the end of their life expectancy. Replacing these windows would not only reduce overall energy costs, but in some cases prevent water seepage that could ultimately contribute to indoor air quality issues. In FY17, the Board of Education replaced the windows at Poquonock School, partly funded by a money received in 2015 by the BOE under the General Improvements to Alliance Districts School Buildings Grant. The next two schools to be addressed would be Oliver Ellsworth School followed by Kennedy School.

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**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6, 2 | 68,800 | - | - | 38,700 | 40,200 | - | - | 78,900 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 688,000 | - | - | 387,000 | 402,400 | - | - | 789,400 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 13,620 | - | - | 7,700 | 8,000 | - | - | 15,700 |
| H. Contingency | 2 | 151,360 | - | - | 85,100 | 88,500 | - | - | 173,600 |
| **TOTAL** | | **921,780** | **-** | **-** | **518,500** | **539,100** | **-** | **-** | **1,057,600** |
| I. Annual Maintenance & Repair | | | | | | | | | |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

# Project Details

# Fiscal Year 2021

**PROJECT DETAIL**

Project Title: **BOE - Clover Street School - ADA Code and Restroom Renovations**

Department: **Board of Education**

Description and Purpose:

This project is based on the recommendations of a study completed in 2014. Clover Street School was built in 1957, and there are egress issues with door widths, hand rails, ramps, automatic openers, parking spaces, and thresholds occur in many areas. This specific project is to complete improvements to meet ADA codes for facility egress and parking as well as to renovate the restrooms to new code standards. In the restrooms, fixtures will be replaced and installed at the correct heights and egress clearances adjusted to todays codes.

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**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 82,500 | - | - | - | 96,500 | - | - | 96,500 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 825,000 | - | - | - | - | - | 1,043,900 | 1,043,900 |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 16,340 | - | - | - | - | - | - | - |
| H. Contingency | 2 | 181,500 | - | - | - | - | - | 20,700 | 20,700 |
| **TOTAL** | | **1,105,340** | - | - | - | - | - | 229,700 | 229,700 |
| I. Annual Maintenance & Repair | | - | - | - | - | **96,500** | - | **1,294,300** | **1,390,800** |
| (1) General Fund | | (3) Private Funding | | | | - | - | - | - |
| (2) Municipal Bonds | | (4) Enterprise Funds | | | | (5) State/Federal Aid | | | |
| | | | | | | (6) Other Funding | | | |

# Project Details

# Fiscal Year 2022

**PROJECT DETAIL**

Project Title: **BOE - Clover Street School - Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

The roofs above the pods, library, and cafetorium were last replaced in 1995 & 1997, and are reaching their useful life expectancies. This project would include the replacement of approximately 51,000 square feet of existing PVC rubber membrane roofing with built-up bituminous roofing.

**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 130,000 | - | | - | - | 158,200 | - | 158,200 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | | 1,300,000 | - | | - | - | - | - | - |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | | 25,740 | - | - | - | - | - | - | - |
| H. Contingency | | 286,000 | - | - | - | - | - | - | - |
| **TOTAL** | | **1,741,740** | - | - | - | - | **158,200** | - | **158,200** |
| I. Annual Maintenance & Repair | | | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

# Project Details

# Fiscal Year 2023

# Unscheduled Projects

**PROJECT DETAIL**

Project Title: **BOE - Clover Street School - Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

The roofs above the pods, library, and cafetorium were last replaced in 1995 & 1997, and are reaching their useful life expectancies. This project would include the replacement of approximately 51,000 square feet of existing PVC rubber membrane roofing with built-up bituminous roofing.

**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | 6 | 130,000 | - | | - | - | 158,200 | - | 158,200 |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | | 1,300,000 | - | | - | - | - | - | - |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | | 25,740 | - | - | - | - | - | - | - |
| H. Contingency | | 286,000 | - | - | - | - | - | - | - |
| **TOTAL** | | **1,741,740** | **-** | **-** | **-** | **-** | **158,200** | **-** | **158,200** |
| I. Annual Maintenance & Repair | | | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

**PROJECT DETAIL**

Project Title: **BOE - Windsor High School - HVAC Roof Top Unit Replacements**

Department: **Board of Education**

Description and Purpose:

The existing roof HVAC units were installed during the renovation project in 2004. Their lifrtime is expected to be 15-20 years. This project detail is for the planned replacement of this equipment at end life cycle.

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**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | | - | | - | - | - | - | - | - |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 257,500 | | - | | | - | - | - |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 4,250 | - | - | - | - | - | - | - |
| H. Contingency | 2 | 25,700 | - | - | - | - | - | - | - |
| **TOTAL** | | **287,450** | - | - | - | - | - | - | - |
| I. Annual Maintenance & Repair | | - | - | - | - | - | - | - | - |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

**PROJECT DETAIL**

Project Title: **BOE - Oliver Ellsworth School - Code Compliance Upgrades**

Department: **Board of Education**

Description and Purpose:

Oliver Ellsworth School was constructed in 1971 and is not in compliance with all current building, life safety, handicapped accessibility and OSHA codes and regulations. Performance of this project will bring the facility into full compliance with these regulations. This upgrade would include, but not limited to, HVAC system modification requirements, fire alarm and security device locations, and ADA accessability such as plumbing fixtures and building hardware upgrades.

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**RECOMMENDED FINANCING**

| | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Six Year Total |
| A. Planning and Engineering | | - | - | - | - | - | - | - | - |
| B. Land and Right of Way | | - | - | - | - | - | - | - | - |
| C. Construction | 2 | 205,000 | - | - | - | - | - | - | - |
| D. Equipment | | - | - | - | - | - | - | - | - |
| E. Administration | | - | - | - | - | - | - | - | - |
| F. Other Costs | | - | - | - | - | - | - | - | - |
| G. Bonding | 2 | 3,700 | - | - | - | - | - | - | - |
| H. Contingency | 2 | 41,000 | - | - | - | - | - | - | - |
| **TOTAL** | | **249,700** | - | - | - | - | - | - | - |
| I. Annual Maintenance & Repair | | | | | | | | | |

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

**Prepared By:** Santosha Oliver

**Presented By:** N. Black-Burke
S. Oliver

**Attachments:**

**Subject:** Curriculum Development 1st Reading Personal Finance II

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**Background:**

Personal Finance II is a semester course designed to increase students' knowledge of insurance, estate planning, and investments in order to build generational wealth. The course provides a sound foundation in the insurance industry and understanding that purchasing insurance is an economic decision involving cost and risk.

**Status:**

Personal Finance II was presented at the BOE Curriculum Meeting on April 6, 2017.

**Recommendation:**
The Board approves Personal Finance II curriculum as a 1st reading as presented.

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

**Agenda Item #** 7b.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

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

**Attachments:**
1. Revised P 0100 A Statement of Educational Philosophy
2. Revised P 0200 Goals for School District
3. Revised P 1325 Advertising and Promotion
4. Deletion P 2300.1 Statement of Standards for School Leaders
5. Revised P 3541.44 Use of Private Automobiles on School Trips
6. Revised P 4119.1 Substitute Teachers
7. Revised P 5145.1 Student Privacy
8. Revised P 6153 Instructional Travel Away from School Grounds

**Subject:** Policy Adoption, 2nd Reading

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**BACKGROUND:**

The Board of Education Policy Committee reviewed the following policies and is recommending immediate adoption. The full Board of Education received these policies at their March 21, 2017 meeting as a 1st reading.

**STATUS:**

All policies listed above with the exception of P 2300.1 Statement of Standards for School Leaders, have been revised with language aligned to current practices. The committee discussed P 2300.1 Statement of Standards for School Leaders and is recommending the deletion of this policy.

**RECOMMENDATION:**

Move to approve the revisions made to P 0100 A Statement of Educational Philosophy, P 0200 Goals for School District, P 1325 Advertising and Promotion, P 3541.44 Use of Private Automobiles on School Trips, P 4119.1 Substitute Teachers, P 5145.1 Student Privacy, P 6153 Instructional Travel Away from School Grounds, and to delete P 2300.1 Statement of Standards for School Leaders.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 7c.

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| **Section:** | **Philosophy, Goals, Objectives** | |
| **Subject:** | **PHILOSOPHY** | **P-0100** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

## A STATEMENT OF EDUCATIONAL PHILOSOPHY

1. ~~It is the fundamental purpose of the Windsor Public Schools to impart to the students a mature understanding of themselves, their needs, and the needs of the people around them.~~

2. ~~It is the educational philosophy of the Windsor Board of Education that it will establish a school district which will assist in the maximum realization of the potential of every student. The instructional programs of the district should encourage the natural inclination of students to learn.~~

3. ~~The staff, programs and facilities of the school district should together provide an environment and adequate resources to encourage maximum growth in individual scholarship, character development, creative expression, problem solving, and physiological well being. The programs available to students should prepare them to meet the challenges, opportunities, and obligations of the modern world.~~

4. ~~The Board recognizes and celebrates the wide diversity of ethnicity, ability, interests and backgrounds among individual students. It is the belief of the Board of Education that the community has an integral role and responsibility in the achievement of educational excellence for each student.~~

5. ~~It is also the obligation of the Windsor Board of Education to effectively prioritize and allocate the financial, human and physical resources of the school district to ensure effective delivery of all services to each student.~~

**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: December 20, 2016**

(Note: The above philosophy was developed at the Goal Setting Workshop of the Board of Education held on **December 6, 2016** ~~January 18, 1992~~.)

Approved: April 21, 1992
Revised: December 20, 2016

Windsor Public Schools
Windsor, CT

## GOALS FOR SCHOOL DISTRICT

The Board of Education adopts the following mission statement and goals as essential to the achievement of quality education for each student. These goals were approved at the **December 20, 2016** ~~October 21, 2014~~ regular meeting of the Board of Education.

Mission Statement: ~~The mission of the Windsor Public Schools is~~ **T**to develop the genius in every child and ~~to~~ 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 exemplary academic skills throughout their careers in the Windsor Public Schools.~~
~~2. All students will demonstrate effective oral and written communications.~~
~~3. All students will demonstrate the necessary skills to work collaboratively with others.~~
~~4. 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.~~
~~5. All students will demonstrate a knowledge and understanding of the increasingly global nature of society.~~
~~6. All students will demonstrate the behaviors associated with good citizenship.~~
~~7. All students will graduate from the Windsor Public Schools with a clear, achievable post-secondary plan.~~
~~8. All students will demonstrate exemplary skills in utilizing technology to maximize their educational experience.~~
~~9. All students will demonstrate an understanding of the importance of health and wellness.~~

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.**

Goals reaffirmed by BOE on **December 20, 2016** ~~October 21, 2014~~.

Policy Approved: March 15, 2016
Policy Revised:

Windsor Public Schools
Windsor, CT

**Section: Community Relations**

**Subject: ADVERTISING AND PROMOTION P-1325**

**Informational Materials**

A. Materials to inform parents of Board of Education policies, positions and programs, administrative practices, procedures and regulations and, with the approval of the Superintendent of Schools, notices of parent-teacher group meetings and activities, or announcements of programs offering cultural or physical educational opportunities for students, may be taken home by students.

B. Such materials must be objectively informational only and must not attempt to influence opinion.

C. No non-school group, except as noted above, may distribute information materials to parents via students except those designated under the law.

**Distribution of Advertising Materials to Students**

A. The school system does not endorse commercial products, companies, organizations or individuals.

B. Materials advertising any individual, company, product or organization shall not be distributed to the students in the Windsor Public Schools.

**Distribution of Advertising Materials to Students and Guests at an Athletic Event**

**A. The school system allows distribution of promotional materials at athletic events under the following conditions:**

1. **Optional for attendees to accept the materials.**
2. **Limited to one (1) athletic event per corporation per season.**
3. **Prior approval from the Athletic Director or Superintendent. Approval is at the district's sole discretion.**

**Advertising at Athletic Fields**

**The Board recognizes that opportunities exist for advertising at athletic fields. These opportunities may enhance the athletic experience for student athletes by providing funding for the athletic budget. The approval of advertising of a permanent nature (i.e. name on a scoreboard) must be approved by the Board of Education.**

**Funds will be distributed to the Athletic Department budget and utilized to offset athletic costs.**

Policy Adopted: July 13, 2005

withdraw

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| **Section:** | **Administration** |
| **Subject:** | **STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

The Board of Education endorses the following "Standards for School Leaders" adopted by the Connecticut State Board of Education. These "Standards" represent the qualities desired of school administrators in this District.

## I. The Educated Person

The school administrator is a school leader who promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

## II. The Learning Process

The school leader possesses a current, research and experience-based understanding of learning theory and human motivation, helps develop such understanding in teachers and parents, and uses that understanding to promote the continuous improvement of student learning. (i.e., *Connecticut's Common Core of Learning*).

## III. The Teaching Process

The school leader possesses a knowledge of teaching which is grounded in research and experience, and uses that knowledge to foster teachers' reflection on the impact of their professional beliefs, values and practices on student learning. (i.e., *Connecticut's Common Core of Learning*).

## IV. Diverse Perspectives

The school leader understands the role of education in a pluralistic society, and works with staff, parents and community to develop programs and instructional strategies that incorporate diverse perspectives.

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| **Section:** | **Administration** |
| **Subject:** | **STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

**V. School Goals**

The school leader actively engages members of the school community to establish goals that encompass the school's vision of the educated person and in developing procedures to monitor the achievement of these goals.

**VI. School Culture**

The school leader utilizes multiple strategies to shape the school culture in a way that fosters collaboration among the staff and the involvement of parents, students and the community in efforts to improve student learning.

**VII. Student Standards and Assessment**

The school leader works with the school community to establish rigorous academic standards for all students and promotes the use of multiple assessment strategies to monitor student progress.

**VIII. School Improvement**

The school leader works with staff members to improve the quality of school programs by reviewing the impact of current practices on student learning, considering promising alternatives and implementing program changes that are designed to improve learning for all students.

**IX. Professional Development**

The school leader works with staff members to plan and implement activities that promote the achievement of school goals, while encouraging and supporting staff members as they assume responsibility for their professional development.

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| **Section:** | **Administration** |
| **Subject:** | **STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

**X. Integration of Staff Evaluation, Professional Development and School Improvement**

The school leader works with staff members to develop and implement an integrated set of school-based policies for staff selection, evaluation, professional development and school improvement that result in improved teaching and learning for all students.

**XI. Organization, Resources and School Policies**

The school leader works with staff members to review organization and resources, and develops and implements policies and procedures to improve program effectiveness, staff productivity.

**XII. School-Community Relations**

The school leader collaborates with the staff to create and sustain a variety of opportunities for parent and community participation in the life of the school.

Policy Adopted: November 1, 2005

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| **Section:** | **Business/Non-Instructional Operations** |
| **Subject:** | **USE OF PRIVATE AUTOMOBILES ON SCHOOL TRIPS (TRANSPORTATION)** **P-3541.44** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

**Use of Private Automobiles on School Trips**

The Windsor Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. Trip is approved by Principal in advance.
2. If a field trip, proper field trip form is submitted and approved by Principal and **Director of Business Services** ~~central administration.~~
3. Use of private automobile is approved by Principal.
4. A limited number of students are involved.
5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
6. The Principal will maintain a file of the above noted forms.
7. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
8. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
9. In an emergency, the Principal can authorize the transportation of student(s) without parental permission. In such cases the parent will be notified as soon as possible.

It is expressly forbidden for any student to drive a vehicle on a school sponsored trip.

Policy Adopted: ~~October 17, 2006~~

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| **Section:** | **Personnel - Certified** |
| **Subject:** | **SUBSTITUTE TEACHERS** **P-4119.1** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for a period of time less than 180 days in the absence of the regular teacher.

Suitable programs for recruiting, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers may not participate in the health **insurance** ~~and welfare~~ plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference: Connecticut General Statutes

10-183v Reemployment of teachers

10-145a Certificates of qualification for teachers

Policy adopted: January 18, 2006
Policy revised:

# STUDENT PRIVACY

~~**Releasing Names of Students**~~

~~A. Names of students shall not be released to any person or organization not directly connected with the Windsor Public Schools~~

~~B. The purpose of this policy is to prevent the possible exploitation of students attending the Windsor Public Schools.~~

~~C. Notwithstanding the foregoing, military recruiters or institutions of higher learning that have requested the names, addresses and telephone numbers of secondary school students shall be provided such directory information unless parental consent is denied. Parents shall be notified of their right to opt out of having such directory information disclosed upon their child's entry into the high school.~~

~~(cf 5125 - Student Records; Confidentiality)~~

~~Policy adopted: October 21, 2008~~

In accordance with federal law, the Board of Education adopts, in consultation with parents, the following provisions related to student privacy.

## I. Definitions

A. ~~*"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.~~

B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

C. *"Personally identifiable information"* includes, but is not limited to,

1. the student's name;

2. the name of the student's parent or other family members;

3. the address of the student or student's family;

4. a personal identifier, such as the student's social security number, student number, or biometric record;

5. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

D. *"Personal information"* means individually identifiable information including—

1. a student's or parent's first and last name;

2. a home or other physical address (including a street name and the name of a city or town);

3. a telephone number; or

4. a Social Security identification number.

E. *"Survey"* includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

## II. Student Surveys

A. Surveys Funded in Whole or in Part by the U.S. Department of Education:

1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.

2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:

a. political affiliations or beliefs of the student or the student's parent;

b. mental or psychological problems of the student or the student's parent;

c. sex behavior or attitudes;

d. illegal, anti-social, self-incriminating, or demeaning behavior;

e. critical appraisals of other individuals with whom respondents have close family relationships;

f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

g. religious practices, affiliations, or beliefs of the student or of the student's parent; or

h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.

b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.

c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):

i) political affiliations or beliefs of the student or the student's parent,

ii) mental or psychological problems of the student or the student's parent,

iii) sex behavior or attitudes,

iv) illegal, anti-social, self-incriminating, or demeaning behavior,

v) critical appraisals of other individuals with whom respondents have close family relationships,

vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,

vii) religious practices, affiliations, or beliefs of the student or of the student's parent,

viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.

c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.

d. Student responses to any Confidential Topic Survey that contains personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

## III. Collection of Personal Information

A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.

B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.

C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.

D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.

E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. college or other post-secondary education recruitment, or military recruitment*;

2. book clubs, magazines, and programs providing access to low-cost literary products;

3. curriculum and instructional materials used by elementary schools and secondary schools;

4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

5. the sale by students of products or services to raise funds for school-related or education-related activities;

6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. ~~Non-Emergency Invasive Physical Examinations and Screenings:~~

~~A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:~~

~~1. they are required as a condition of attendance;~~

~~2. they are administered by the school and scheduled by the school in advance;~~

~~3. they are not necessary to protect the immediate health and safety of the students; and~~

~~4. they are not required by state law.~~

~~B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described~~

~~above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s) / screening(s).~~

~~C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.~~

## V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Legal References:

Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h

ADOPTED: _____
REVISED: _____

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| **Section:** | **Instruction** |
| **Subject:** | **INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS** **P-6153** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

1. Instructional travel away from the school grounds is recognized as a significant part of the educational program of a school, provided that it is directly related to the stated curriculum, enhances student learning, assures student safety, and has been carefully planned by the teacher and building level administration.

2. Students should understand the purpose for participation and be involved in the planning process.

3. Plans should include evaluation of the experience.

4. Administrators and Supervisors should support instructional travel by their participation, when possible and appropriate.

5. The Board of Education recognizes the following types of Instructional Travel:

   A. Day field trips
   B. Overnight field trips within the United States
   C. International Educational Travel

6. The Superintendent will recommend to the Board of Education, all international educational travel requests for final Board approval.

7. Casual travel during school vacations by staff and students is not considered a field trip and not an official function of the school district.

   A. Before teachers may solicit participation from his/her students, the Principal and Superintendent must be notified and approve the manner in which students will be approached by the teacher for possible participation.

   B. The Superintendent **may** grant students an excused absence when casual travel during school time is beneficial to their education.

   C. The Superintendent **may** grant to teachers approved professional leave for extraordinary circumstances, when casual travel requires that they be away from school on a contract day to supervise students.

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| **Section:** | **Instruction** | |
| **Subject:** | **INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS** | **P-6153** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

8. The procedures for planning and conducting instructional travel away from the school grounds is contained in the accompanying Administrative Regulation (AR-6153).

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Policy Adopted: 6/13/89

# INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS

School trips of significant educational value and closely related to the instructional program shall be encouraged under policies and regulations established by the Board of Education and Superintendent of Schools.

Other types of school trips are permitted with the approval of the building principal and superintendent.

On all school trips, primary consideration shall be given to student, employee, and chaperone safety, proper adult supervision, care of school vehicles, and the reasonable protection of the Town.

Transportation for local school trips with school buses integral to designated curricular programs and units is supported through the school budget. Transportation for other trips in which town-owned vehicles are used shall be provided for a fee established by the Director of Business Services based on the cost of operating a vehicle for the trip. Cost of transportation on chartered vehicles or public carriers, except in the case of interscholastic sports teams and related groups, shall not be responsibility of the school system.

Students participating in off-site school trips must have the school approved Agreement and Release Form signed by a parent/guardian.

Policy Adopted:
Policy Revised:

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

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

**Attachments:** 1. Revised P 0610 Affirmative Action Plan
2. Revised P 4100 Recruitment and Selection
3. Revised P 4111 Equal Employment Opportunity

**Subject:** Policy Adoption, 2nd Reading

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**BACKGROUND:**

The Board of Education Policy Committee reviewed the following policies and is recommending immediate adoption. The full Board of Education received these policies at their March 21, 2017 meeting as a 1st reading.

**STATUS:**

All policies listed above have been revised with language aligned to current practices.

**RECOMMENDATION:**

Move to approve the revisions made to P 0610 Affirmative Action Plan, P 4100 Recruitment and Selection, and P 4111 Equal Employment Opportunity.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 7d.

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| **Section:** | **Philosophy, Goals, Objectives** | |
| **Subject:** | **AFFIRMATIVE ACTION PLAN** | **P-0610** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

1. The Windsor Board of Education, endeavoring to prepare students for active and constructive participation in a culturally diverse society, seeks to provide a school staffing environment and a selection of instructional programs which expose students to a broad range of ideas, people and experience.

2. Employment:
The Board is committed to providing equal employment opportunity to all persons, including **people of color and other under-represented** ~~women and members of minority~~ groups, to the fullest extent that the abilities of each individual merit and that appropriate openings exist. This policy applies to recruitment, hiring, training, promotion, transfer, leaves, compensation, and other terms, conditions, and privileges of employment. It is the commitment of the Windsor Board of Education to comply with the legal requirements that all persons be provided equal employment opportunities regardless of "...race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..." It is the policy of the Board to comply with Federal, State and local laws pertaining to fair employment practice.

   A. The implementation of this policy involves two concepts:
      1) Nondiscrimination: Every applicant for employment shall be considered on the basis of his or her qualifications for a position. The Windsor Public Schools and each of its departments will carefully and systematically examine its employment policies and practices to be sure they do not inadvertently operate to the detriment of any person on the grounds of "...race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..." Those responsible in matters of employment must follow policies and practices that are non-discriminatory.

      2) Affirmative Action: The Windsor Public Schools and each of its departments will make a determined effort to recruit, employ, and promote **people of color and other under-represented groups** ~~members of minority groups and women~~ currently under-utilized in the school district's work force.

         ~~The nondiscrimination requirements apply to all persons, whether or not the individual is a member of a conventionally defined minority group. The affirmative action requirements are designed to further the employment of women and minorities.~~

   B. Other Activities
      1) In all of its activities, the Windsor Public Schools shall give due regard to the rights of **people of color and other under-represented groups** ~~minorities and women~~, avoid stereotypes based on "....race, color, religious creed, age, sex, marital status, national origin, ancestry, present or

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| **Section:** | **Philosophy, Goals, Objectives** | |
| **Subject:** | **AFFIRMATIVE ACTION PLAN** | **P-0610** |



past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..."

3. Cross References in Manual
All policies and regulations in this manual will reflect directly or indirectly equal opportunity for all employees and students, where applicable. Some specific cross references are as follows:

| | |
|---|---|
| 3324 | Contracts |
| 4111-4211 | Recruitment and Selection, Affirmative Action (Recruitment & Selection) |
| 4118-4218 | Nondiscrimination (Employees) |
| 5000 | Students (Concept and Roles in Student Personnel) |
| 5145 | Civil & Legal Rights & Responsibilities (Students), Nondiscrimination (Students), Student Grievance Procedure |
| 6121 | Affirmative Action (Instruction) |
| 6145.1 | Intramural Competition |
| 6145.2 | Interscholastic Competition |
| 6320 | Equipment, Books and Materials (Selection) |
| 6180 | Evaluation of the Instruction Program |

4. Non-discrimination Notice in All Publications
When appropriate in all publications, the following notice shall appear: "The Windsor Board of Education does not discriminate on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability or physical disability, including, but not limited to, blindness."

Legal References:
CT General Statutes
46a-60 Discriminatory Employment Practices Prohibited
46a-75 Discrimination in educational and vocational programs prohibited
Title VII, Civil Rights Act, as amended by Title IX,
Equal Employment Opportunity Act
Executive Order 11246
Equal Pay Act of 1963
Title IX of the Education Amendments of 1972
(Higher Education Act)
Americans with Disabilities Act of 1991
Discrimination on Basis of Sexual Orientation (P.A. 91-58)

Policy Adopted: ~~6/16/92~~

| | |
|---|---|
| **Section:** | **Personnel – Certified/Non Certified** |
| **Subject:** | **RECRUITMENT AND SELECTION P-4100** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures. The Superintendent is authorized to make all appointments of personnel except for administrators serving in positions of the rank of principal or above.

The recruitment procedures of the district shall attempt to produce a total staff representative of the diversity of the students in the Windsor community, and assignment procedures shall conform to State and Federal law. The Board of Education recognizes the need to provide students with an opportunity to interact with students and staff from different racial, ethnic and economic backgrounds.

It is the policy of the Board of Education to recruit, select and employ the best qualified personnel on the basis of their merit and effectiveness without discrimination as to their "...race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation, learning disability,~~ or physical disability, including but not limited to, blindness ~~or any other basis prohibited by law" The Board of Education will provide equal employment opportunities for all persons without discrimination with respect to any unlawful factor~~, except in the case of a bona fide occupational qualification or need.

Sexual harassment is explicitly prohibited by Board of Education policy. Sexual harassment in relation to employment will result in disciplinary action.

Employment decisions will not be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union.

The Board of Education directs the administration to develop, implement and maintain a plan for **people of color and other under-represented groups** ~~minority~~ **for** teacher and administrator recruitment. Such a plan shall include, but not be limited to, short and long term goals, objectives, and recruitment, hiring and retention procedures. The district will continue to recruit, hire and retain **people of color and other under-represented groups** ~~minority staff~~ as important components of the Board of Education's overall commitment to employ the most qualified staff and to

| | | |
|---|---|---|
| **Section:** | **Personnel – Certified/Non Certified** | |
| **Subject:** | **RECRUITMENT AND SELECTION** | **P-4100** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

provide quality educational experiences and learning opportunities for all students.

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of contract.

10-220, Minority Recruitment Plan

10-153 Discrimination on account of marital status.

10-155f Residency requirement prohibited.

31-126 Unfair Employment Practices (as amended by P.A. 80-285)

Title IX - Equal Employment Opportunity

Americans With Disabilities Act (ADA)

Family Medical Leave Act (FMLA)

Policy adopted: ~~January 18, 2006~~

| | |
|---|---|
| **Section:** | **Personnel – Certified/Non-Certified** |
| **Subject:** | **EQUAL EMPLOYMENT OPPORTUNITY** **P-4111** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

Affirmative Action

The Board of Education will provide equal employment opportunities for all persons without discrimination with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, ancestry, present or past history of mental disorder, **intellectual disability,** ~~mental retardation,~~ pregnancy, or physical disability (including but not limited to blindness) except in the case of a bona fide occupational qualification or need. Sexual harassment shall not influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. There shall also be no employment discrimination on the basis of blood or marital relationships, except where the employee position is in payroll accounting, auditing, personnel or a position directly supervisory to the relative by blood or marriage.

~~The Board of Education requests an annual report from the Superintendent of Schools concerning the extent to which the above-mentioned affirmative action program is being implemented.~~

(cf. 0521 - Affirmative Action)

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An act concerning discrimination on the basis of sexual orientation.

Policy adopted: ~~January 18, 2006~~

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: April 18, 2017

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

**ATTACHMENTS:** March 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 March 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 March 2017 | $ 7,216,227 |
| Expenditures through March 31, 2017 | $45,479,592 |

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

**Agenda Item #** 9a.

Windsor Public Schools
Financial Report
March 31, 2017

| | 2016/2017 Budget | Expenditures YTD 3/31/2017 | Encumbrance | Balance 3/31/2017 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 60,773 | 24,275 | 6,511 | 29,987 | 49% |
| John F. Kennedy School | 79,823 | 34,761 | 12,379 | 32,683 | 41% |
| Oliver Ellsworth School | 83,180 | 69,703 | 1,943 | 11,534 | 14% |
| Poquonock School | 54,316 | 30,952 | 2,583 | 20,781 | 38% |
| Sage Park Middle School | 214,220 | 160,653 | 29,658 | 23,909 | 11% |
| Windsor High School | 389,056 | 219,734 | 48,578 | 120,744 | 31% |
| Windsor High School Interscholastic Sports | 202,000 | 131,138 | 21,309 | 49,553 | 25% |
| Athletic Coaches | 235,000 | 152,370 | 0 | 82,630 | 35% |
| WHS Career & Technical Education | 59,745 | 54,151 | 5,550 | 44 | 0% |
| Continuing Education | 70,400 | 61,250 | 1,398 | 7,752 | 11% |
| Instructional Services Management | 195,312 | 85,974 | 13,065 | 96,273 | 49% |
| Curriculum Management & Development | 120,385 | 28,076 | 2,613 | 89,696 | 75% |
| Magnet School Tuition | 1,500,600 | 1,500,300 | 13,960 | (13,660) | -1% |
| Textbook Adoption | 53,000 | 26,580 | 2,633 | 23,787 | 45% |
| Technology | 687,432 | 571,506 | 25,468 | 90,458 | 13% |
| **Total Instructional Services** | **4,005,242** | **3,151,423** | **187,648** | **666,171** | **17%** |
| | | | | | |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 370,191 | 203,079 | 41,033 | 126,079 | 34% |
| Special Education | 92,350 | 26,417 | 10,072 | 55,861 | 60% |
| Special Education Tuition | 4,729,106 | 2,674,169 | 661,428 | 1,393,509 | 29% |
| Policy & Planning | 142,350 | 72,893 | 10,088 | 59,369 | 42% |
| Employee Personnel Services | 84,000 | 68,975 | 1,730 | 13,295 | 16% |
| Financial Management | 280,442 | 111,877 | 563 | 168,002 | 60% |
| Financial Services | 38,500 | 42,840 | 7,251 | (11,591) | -30% |
| Pupil Transportation & Safety | 2,552,099 | 1,368,150 | 612,390 | 571,559 | 22% |
| Special Education Transportation | 1,660,000 | 847,614 | 155,980 | 656,406 | 40% |
| Physical Plant Services | 2,035,850 | 1,281,144 | 555,739 | 198,967 | 10% |
| Major Maintenance | 386,000 | 297,768 | 14,684 | 73,548 | 19% |
| L.P. Wilson Center | 254,800 | 190,650 | 38,566 | 25,584 | 10% |
| Benefits | 11,188,075 | 6,324,925 | 111,491 | 4,751,659 | 42% |
| Certified Salaries | 30,216,815 | 21,938,566 | 0 | 8,278,249 | 27% |
| Non-Certified Salaries | 8,252,895 | 5,938,649 | 0 | 2,314,246 | 28% |
| Regular Ed Tutor Salaries | 222,699 | 151,956 | 0 | 70,743 | 32% |
| Special Ed Tutor Salaries | 320,000 | 241,409 | 0 | 78,591 | 25% |
| Substitute Salaries | 639,916 | 547,088 | 31,223 | 61,605 | 10% |
| | | | | | |
| **Total Education Support Services** | **63,466,088** | **42,328,169** | **2,252,238** | **18,885,681** | **30%** |
| | | | | | |
| **Total All Sites** | **$67,471,330** | **$45,479,592** | **$2,439,886** | **$19,551,852** | **29%** |

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: April 18, 2017

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

**ATTACHMENTS: Student Enrollment Report & Recap**

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

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**BACKGROUND:**

Attached are the official enrollment figures as of April 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:** NB **Recommended by the Superintendent:**

**Agenda Item #** 9b.

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

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,342 |
| Grades 6-8 | 717 |
| Grades 9-12 | 1,174 |
| **Total District Enrollment** | **3,233** |

| **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 | 121 |
| CREC Misc MAGNET SCHOOLS | 218 |
| Hartford Host Magnets | 225 |
| Misc Magnet Schools | 19 |
| Prince Tech | 6 |
| Cheney Tech | 7 |
| | **674** |

| | |
|---|---|
| **Total Windsor** | **3,907** |

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

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 49 | | 53 | | 102 |
| K | | 74 | | 106 | | 180 |
| 1 | | 90 | | 103 | | 193 |
| 2 | | 98 | | 115 | | 213 |
| 3 | | | 83 | | 118 | 201 |
| 4 | | | 102 | | 141 | 243 |
| 5 | | | 97 | | 114 | 211 |
| Subtotal K-5 | | | | | | 1241 |
| **Total** | | **311** | **282** | **377** | **373** | **1,343** |

| Grade | Sage Park MS |
|---|---|
| 6 | 250 |
| 7 | 231 |
| 8 | 236 |
| | |
| **Total** | **717** |

| Grade | Windsor High |
|---|---|
| 9 | 301 |
| 10 | 284 |
| 11 | 302 |
| 12 | 287 |
| **Total** | **1,174** |

| **Total District Enrollment** | **3,234** |
|---|---|

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 | 13 | 13 | | |
| 19 | R Elke | | | | | 12 | 12 | 12 | 12 | 12 | 12 | 12 | | |
| 21 | C McCann | | | | | 13 | 13 | 13 | 13 | 13 | 12 | 12 | | |
| 22 | L Roche | | | | | 12 | 12 | 12 | 12 | 12 | 13 | 13 | | |
| 23 | J Mitchell | | | | | 12 | 12 | 12 | 12 | 12 | 12 | 12 | | |
| 24 | L Corrao | | | | | 12 | 12 | 13 | 13 | 13 | 12 | 12 | | |
| | | **Total** | **83** | | **76** | **74** | **74** | **75** | **75** | **75** | **74** | **74** | | |
| | | | | | | | | | | | | | | |
| | | **Grade 1** | | | | | | | | | | | | |
| 14 | S Couchon | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | |
| 15 | E Velez | | | | | 17 | 18 | 18 | 19 | 19 | 19 | 19 | | |
| 16 | N Nabil | | | | | 17 | 17 | 17 | 18 | 17 | 17 | 17 | | |
| 18 | M Neals | | | | | 18 | 18 | 18 | 18 | 18 | 19 | 19 | | |
| 17 | K Stoll | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 17 | | |
| | | **Total** | **83** | | **86** | **88** | **89** | **89** | **91** | **90** | **91** | **90** | | |
| | | | | | | | | | | | | | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 8 | R Brown | | | | | 21 | 20 | 20 | 20 | 22 | 22 | 22 | | |
| 9 | S Trummel | | | | | 20 | 20 | 19 | 19 | 19 | 19 | 19 | | |
| 11 | J Delsky | | | | | 21 | 21 | 20 | 20 | 20 | 20 | 20 | | |
| 12 | K Filmer | | | | | 17 | 18 | 18 | 18 | 18 | 19 | 18 | | |
| 13 | E Hoogewerff | | | | | 19 | 20 | 19 | 19 | 19 | 19 | 19 | | |
| | | **Total** | **98** | | **101** | **98** | **99** | **96** | **96** | **98** | **99** | **98** | | |
| | | | | | | | | | | | | | | |
| | **PK Smart Start** | | 30 | | 31 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | | |
| | **Sped & Peer** | | 14 | | 12 | 16 | 17 | 16 | 16 | 16 | 18 | 19 | | |
| | | **Total** | **44** | | **43** | **46** | **47** | **46** | **46** | **46** | **48** | **49** | **0** | **0** |
| | **Poquonock** | **Totals** | **308** | | **306** | **306** | **309** | **306** | **308** | **309** | **312** | **311** | **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 | 19 | 19 | | |
| 9 | S Michalic | | | | | 20 | 20 | 20 | 21 | 22 | 21 | 21 | | |
| 10 | J Murray | | | | | 18 | 19 | 20 | 20 | 22 | 22 | 22 | | |
| 11 | J Darrell | | | | | 20 | 20 | 21 | 21 | 21 | 21 | 21 | | |
| | | **Total** | **79** | | **79** | **77** | **79** | **81** | **83** | **85** | **83** | **83** | | |
| | | **Grade 4** | | | | | | | | | | | | |
| 14 | J Su | | | | | 20 | 19 | 19 | 19 | 20 | 19 | 19 | | |
| 15 | L Schoenwolff | | | | | 21 | 21 | 21 | 21 | 21 | 21 | 21 | | |
| 17 | C Nowsch | | | | | 20 | 20 | 20 | 20 | 20 | 21 | 21 | | |
| 18 | D Williams | | | | | 20 | 19 | 18 | 18 | 20 | 20 | 21 | | |
| 19 | C Messenger | | | | | 21 | 21 | 20 | 20 | 20 | 20 | 20 | | |
| | | **Total** | **105** | | **103** | **102** | **100** | **98** | **98** | **101** | **101** | **102** | | |
| | | **Grade 5** | | | | | | | | | | | | |
| 20 | N Arroyo | | | | | 19 | 19 | 19 | 19 | 20 | 20 | 20 | | |
| 22 | E Chartier | | | | | 20 | 19 | 19 | 19 | 18 | 18 | 19 | | |
| 24 | S Lewis | | | | | 18 | 18 | 18 | 19 | 19 | 19 | 19 | | |
| 26 | C Lindsley | | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | |
| 27 | R Grimes | | | | | 19 | 18 | 19 | 19 | 20 | 20 | 20 | | |
| | | **Total** | **92** | | **92** | **95** | **93** | **94** | **95** | **96** | **96** | **97** | | |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **276** | | **274** | **274** | **272** | **273** | **276** | **282** | **280** | **282** | **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 | 13 | 13 | | |
| 20 | L Butterick | | | | | 13 | 13 | 13 | 13 | 13 | 13 | 13 | | |
| 21 | J Addie | | | | | 13 | 13 | 13 | 13 | 13 | 13 | 13 | | |
| 22 | A Bishop | | | | | 14 | 14 | 14 | 13 | 13 | 13 | 14 | | |
| 23 | L Adamski | | | | | 14 | 13 | 13 | 13 | 13 | 12 | 13 | | |
| 24 | A Bartholomew | | | | | 13 | 13 | 13 | 13 | 13 | 13 | 13 | | |
| 25 | C Chapple | | | | | 13 | 13 | 14 | 14 | 14 | 14 | 14 | | |
| 26 | S Marcella | | | | | 13 | 14 | 14 | 13 | 13 | 13 | 13 | | |
| | | **Total** | **106** | | **106** | **107** | **107** | **108** | **105** | **105** | **104** | **106** | | |
| 11 | S Capizzi | **Grade 1** | | | | 14 | 14 | 15 | 15 | 15 | 15 | 14 | | |
| 12 | T Tedeschi | | | | | 14 | 15 | 15 | 15 | 16 | 16 | 16 | | |
| 13 | E Larson | | | | | 14 | 15 | 16 | 16 | 16 | 16 | 15 | | |
| 14 | K Furie | | | | | 15 | 15 | 15 | 15 | 14 | 14 | 14 | | |
| 15 | T Strickland | | | | | 15 | 15 | 15 | 15 | 13 | 13 | 14 | | |
| 16 | L Miller | | | | | 15 | 15 | 14 | 14 | 14 | 14 | 14 | | |
| 17 | K Strempfer | | | | | 15 | 14 | 14 | 15 | 15 | 15 | 16 | | |
| | | **Total** | **106** | | **103** | **102** | **103** | **104** | **105** | **103** | **103** | **103** | | |
| | | **Grade 2** | | | | | | | | | | | | |
| 1 | B Mayo | | | | | 17 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| 2 | J Goicochea | | | | | 16 | 16 | 17 | 17 | 17 | 17 | 17 | | |
| 3 | K Carlin | | | | | 16 | 16 | 16 | 16 | 15 | 15 | 16 | | |
| 5 | J Greene | | | | | 16 | 16 | 16 | 16 | 16 | 16 | 16 | | |
| 6 | E Hilt | | | | | 16 | 16 | 16 | 16 | 16 | 16 | 16 | | |
| 7 | L Majors | | | | | 15 | 16 | 16 | 17 | 17 | 17 | 17 | | |
| 8 | D Jaworski | | | | | 15 | 16 | 16 | 16 | 15 | 16 | 16 | | |
| | | **Total** | **116** | | **113** | **111** | **113** | **114** | **115** | **113** | **114** | **115** | | |
| | PK Smart Start | | 15 | | | 16 | 16 | 15 | 14 | 14 | 15 | 15 | | |
| | PK Sped & Peers | | 27 | | | 27 | 28 | 32 | 34 | 36 | 36 | 38 | | |
| | | **Total** | | | **43** | **43** | **44** | **47** | **48** | **50** | **51** | **53** | **0** | **0** |
| | **Ellsworth** | **Total** | **370** | | **365** | **363** | **367** | **373** | **373** | **371** | **372** | **377** | **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 | 18 | 18 | | |
| 2 | K Richards | | | | | 18 | 18 | 18 | 17 | 17 | 17 | 17 | | |
| 3 | A Moyal | | | | | 18 | 18 | 18 | 17 | 17 | 17 | 17 | | |
| 4 | D Ghanesh-May | | | | | 18 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| 5 | K Mazur | | | | | 16 | 16 | 16 | 15 | 14 | 14 | 14 | | |
| 6 | M Johnston | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | |
| 8 | V Vaicunas | | | | | 16 | 16 | 17 | 17 | 17 | 17 | 17 | | |
| | | **Total** | **128** | | **124** | **120** | **120** | **122** | **119** | **118** | **118** | **118** | | |
| | | Grade 4 | | | | | | | | | | | | |
| 9 | M Macaluso | | | | | 21 | 21 | 20 | 19 | 19 | 19 | 19 | | |
| 10 | S Silliman | | | | | 17 | 17 | 18 | 20 | 20 | 20 | 20 | | |
| 12 | L Bishop | | | | | 19 | 19 | 20 | 20 | 21 | 21 | 21 | | |
| 14 | S Brown | | | | | 22 | 21 | 20 | 20 | 21 | 21 | 21 | | |
| 15 | N Donzella | | | | | 19 | 18 | 19 | 19 | 19 | 19 | 19 | | |
| 16 | D Taylor | | | | | 18 | 20 | 20 | 20 | 20 | 20 | 20 | | |
| 18 | A Caselli | | | | | 20 | 20 | 21 | 20 | 21 | 21 | 21 | | |
| | | **Total** | **138** | | **138** | **136** | **136** | **138** | **138** | **141** | **141** | **141** | | |
| | | Grade 5 | | | | | | | | | | | | |
| 19 | S Fye | | | | | 16 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| 20 | S Smith | | | | | 16 | 16 | 16 | 17 | 16 | 16 | 17 | | |
| 24 | J Nolte | | | | | 18 | 17 | 17 | 16 | 15 | 15 | 15 | | |
| 25 | S Paley | | | | | 18 | 18 | 18 | 18 | 17 | 17 | 17 | | |
| 26 | K Bowman | | | | | 16 | 16 | 16 | 16 | 16 | 16 | 16 | | |
| 27 | J Somero | | | | | 18 | 18 | 18 | 18 | 18 | 17 | 16 | | |
| 28 | G Davies | | | | | 17 | 17 | 16 | 16 | 16 | 16 | 16 | | |
| | | **Total** | **122** | | **121** | **119** | **119** | **118** | **118** | **115** | **114** | **114** | | |
| | **Kennedy** | **Total** | **388** | | **383** | **375** | **375** | **378** | **375** | **374** | **373** | **373** | **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 | 82 | 83 | | | 4 | 20.75 |
| Team 2 | | | | | 82 | 81 | 81 | 82 | 83 | 83 | 84 | | | 5 | 16.8 |
| Team 3 | | | | | 77 | 79 | 79 | 78 | 78 | 80 | 79 | | | 5 | 15.8 |
| | **Total** | **210** | | **244** | **245** | **247** | **247** | **243** | **243** | **245** | **246** | | | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | | 72 | 72 | 72 | 72 | 73 | 72 | 73 | | | 4 | 18.25 |
| Team 5 | | | | | 71 | 72 | 72 | 72 | 71 | 72 | 72 | | | 4 | 18 |
| Team 6 | | | | | 76 | 77 | 79 | 82 | 83 | 83 | 84 | | | 5 | 16.8 |
| | **Total** | **217** | | **222** | **219** | **221** | **223** | **226** | **227** | **227** | **229** | | | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | | 71 | 73 | 73 | 70 | 71 | 72 | 73 | | | 4 | 18.25 |
| Team 8 | | | | | 78 | 77 | 77 | 79 | 81 | 82 | 83 | | | 5 | 16.6 |
| Team 9 | | | | | 74 | 75 | 75 | 76 | 77 | 77 | 79 | | | 5 | 15.8 |
| | **Total** | **223** | | **222** | **223** | **225** | **225** | **225** | **229** | **231** | **235** | | | | |
| **SPARK** | | | | | **1** | **1** | **1** | **8** | **8** | **7** | **7** | | | | |
| **Sage Park** | **Total** | **650** | | **688** | **688** | **694** | **696** | **702** | **707** | **710** | **717** | **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 | 302 | 301 | | |
| | | | | | | | | | | | | |
| **Grade 10** | **281** | | 274 | 268 | 269 | 264 | 264 | 267 | 282 | 284 | | |
| | | | | | | | | | | | | |
| **Grade 11** | **307** | | 315 | 315 | 314 | 317 | 316 | 314 | 302 | 302 | | |
| | | | | | | | | | | | | |
| **Grade 12** | **272** | | 257 | 257 | 256 | 266 | 267 | 267 | 286 | 287 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1160** | | **1185** | **1180** | **1179** | **1186** | **1185** | **1183** | **1172** | **1174** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – March 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 March 2017

**Recommendation:** Informational only.

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

**Agenda Item #** 9c.

WINDSOR SCHOOL FOOD SERVICE
FINANCIAL STATEMENT
MARCH 2017

| REVENUE | March 2016 | 7/1/15 - YTD | March 2017 | 7/1/16-YTD |
|---|---|---|---|---|
| SALES | $122,359.91 | $851,219.00 | $115,232.79 | $851,029.12 |
| REIMBURSEMENTS - STATE | | 82,570.00 | | 62,374.00 |
| ACCOUNTS RECEIVEABLE | 137,498.16 | 870,406.45 | 137,314.68 | 906,596.98 |
| CLOC | 19,473.00 | 125,083.00 | | 142,624.05 |
| INTEREST (returned check fees) | | 50.00 | | |
| MISC. (Rebates) | | 2,969.31 | | 601.37 |
| 6 Cents Certification | 3,569.16 | 22,229.10 | 3,454.62 | 22,064.28 |
| **REVENUE TOTALS** | **$282,900.23** | **$1,954,526.86** | **$256,002.09** | **$1,985,289.80** |
| **EXPENSES** | | | | |
| | | | 3 paydates | |
| WAGES | $73,778.46 | $575,975.59 | $100,662.29 | $611,201.45 |
| PAYROLL TAXES | 5,644.05 | 43,272.78 | 7,700.66 | 44,174.35 |
| BENEFITS | 8,822.45 | 60,058.96 | 7,621.77 | 75,678.14 |
| FOOD/MILK | 147,395.64 | 1,026,446.82 | 144,086.27 | 1,041,439.60 |
| PAPER | 8,955.02 | 51,392.70 | 5,911.05 | 52,859.17 |
| TRUCK | | 447.45 | 432.21 | 4,652.71 |
| SUPPLIES | 315.43 | 2,258.09 | 114.22 | 7,495.61 |
| EQUIPMENT | 586.95 | 6,422.60 | 6,879.17 | 20,012.74 |
| SERVICES | 254.74 | 4,402.72 | 226.40 | 4,702.39 |
| **EXPENSE TOTALS** | **$245,752.74** | **$1,770,677.71** | **$273,634.04** | **$1,862,216.16** |
| **NET INCOME** | **$37,147.49** | **183,849.15** | **($17,631.95)** | **123,073.64** |
| **INVENTORY** | | **34,504.95** | | **18,020.64** |
| **OPENING BALANCE 7/1** | | **$3,531.34** | | **$166,304.74** |
| **COMPUTED OPERATING POSITION** | | **$221,885.44** | | **$307,399.02** |

Windsor School Food Service
Program Participation
March 2017

| WHS | Mar 2016 | Mar 2017 |
|---|---|---|
| DAYS | 22 | 21 |
| SALES | $29,333.51 | $30,370.50 |
| AVERAGE | $1,333.34 | $1,446.21 |

| Reimbursable Meals | Average LUNCH per day | |
|---|---|---|
| ELEMENTARY | 857 | 845 |
| MLC | 408 | 412 |
| Museum Academy | 256 | 272 |
| Academy of Aerospace & Engineering | 372 | 379 |
| SPMS | 382 | 400 |
| WHS | 483 | 558 |

| Reimbursable Meals | Average BREAKFAST per day | |
|---|---|---|
| ELEMENTARY | 320 | 332 |
| MLC | 123 | 147 |
| Museum Academy | 170 | 179 |
| Academy of Aerospace & Engineering | 150 | 117 |
| SPMS | 66 | 84 |
| WHS | 160 | 183 |

| Reimbursable Meals | Average SNACK per day | |
|---|---|---|
| Treehouse Program | 87 | 91 |
| Museum Academy | 56 | 42 |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

**Prepared By:** Terrell M. Hill, Assistant Superintendent for Human Resources
**Presented By:** Terrell M. Hill
**Attachments:** None
**Subject:** Human Resources Report for March 1, 2017 – March 31, 2017

## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Shakara Francis | Part-time Food Service Cashier | Metropolitan Learning Center |
| Michael LeClair | Technology Education Teacher | Windsor High |
| Valarie Lishnak | Special Education Paraprofessional | Sage Park |
| Nicole Maxellon | Food Service Manager | Windsor High |
| Jessica Taiwo | Part-time Food Service General Worker | Metropolitan Learning Center |
| Trisha Urso | Lunchroom Monitor | Kennedy |

## RETIREMENTS

N/A

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Sarah Forth | From: Tutor | Ellsworth |
| | To: Long Term Substitute Kindergarten Teacher | Ellsworth |
| Jamie Harper | From: Reading Tutor | Kennedy |
| | To: Long Term Substitute Reading Teacher | Kennedy |
| Cindy Todd | From: Food Service Manager | Academy of Aerospace/Engineering |
| | To: Interim Food Service Manager | Windsor High |
| Rebecca Wales-Szyluk | From: Art Teacher | Kennedy/Clover |
| | To: Technology Education Teacher | Windsor High |

## HIRES

| | | |
|---|---|---|
| Shontel Compton | Special Education Paraprofessional (Limited) | Clover |
| Abigail Sullivan | Special Education Tutor | Ellsworth |

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

**Agenda Item #** 9d.

**WINDSOR BOARD OF EDUCATION**
**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

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

**Attachments:** State DOE Operational Memorandum No. 5-17

**Subject:** Healthy Food Certification (Section 10-215f of the CT General Statutes)
(Pending Approval of Governor's Budget)

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**BACKGROUND:**
Public Act 06-63* *An Act Concerning Healthy Food and Beverages in Schools* became effective July 1, 2006. Compliance with Section 1, "Requirement for Beverages," is required. Section 3, "Optional Healthy Food Certification," is optional. The Windsor Public Schools chose to comply with Section. 3. Compliance with the Optional Healthy Food Certification enabled the District to receive an additional ten cents per student meal from the state. The BOE had to have adopted a Wellness Policy, which it has.

**STATUS:**

The Windsor Public Schools has successfully completed eleven years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2017-2018 school year, the Board of Education is required to certify compliance with the Act.

**RECOMMENDATION:** That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes), as well as the following resolutions:

> The Windsor Board of Education, pursuant to Connecticut General Statute 10-215f, certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the nutrition standards published by the Connecticut State Department of Education on August 1, 2006, will meet said standards again for the 2017-2018 school year. Such certification shall include food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.
>
> Pursuant to Connecticut General Statute 10-215f, that the Windsor Board of Education may exclude from certification food items that do not meet the Connecticut Nutrition Standards provided (1) such sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

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*Has been changed to Section 10-215f of the Connecticut General Statutes

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**Reviewed by:** NDB **Recommended by the Superintendent:**

**Agenda Item #** 9e.

# STATE OF CONNECTICUT
## DEPARTMENT OF EDUCATION

**TO:** Sponsors of the National School Lunch Program

**FROM:** John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** February 6, 2017

**SUBJECT:** Operational Memorandum No. 5-17
New Process to Submit 2017-18 Healthy Food Certification (HFC) Statement

This memo summarizes the requirements for submitting the annual HFC Statement to the Connecticut State Department of Education (CSDE) and contains important information regarding changes to the HFC Statement submission process for school year 2017-18. It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

**Annual HFC Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2017-18, the HFC period is July 1, 2017, through June 30, 2018. **All public school districts participating in the NSLP must submit the *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* by July 1, 2017.** The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2017, or the district/school is ineligible for HFC participation during school year 2017-18.

**New HFC Application Process for 2017-18**

Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Districts will no longer submit hard copies of the annual HFC Statement to the CSDE.

The CSDE expects that the online HFC application module of the CNP System will be completed by early May 2017. In the meantime, districts **must follow the procedures below** to ensure timely submission of the 2017-18 HFC Statement by the deadline of July 1, 2017.

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs **before June 30, 2017**. The two considerations for the vote by the board of

education/governing authority are whether to implement the healthy food option and whether to allow food exemptions.

- **Consideration 1 – Healthy Food Option:** Pursuant to Section 10-215f of the C.G.S., the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2017, through June 30, 2018. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

- **Consideration 2 – Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

2. Conduct the HFC vote at the scheduled meeting of the board of education or governing authority. Maintain a copy of the meeting minutes indicating the results of the HFC vote for the two considerations outlined in step 1 above.

3. When the CSDE notifies schools that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. *Note: The CSDE will notify all school nutrition programs by e-mail when the HFC application module of the CNP System is operational.*

**Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2017.

Schools must still submit hard copies of the interschool agreements to the CSDE. They are not submitted through the CNP Online System. The interschool agreements for school year 2017-18 are available on the CSDE's Forms for School Nutrition Programs Web page.

**Connecticut Nutrition Standards (CNS)**

A summary of the CNS is available in the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS Web page. The CSDE's HFC Web page provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC Presentation;
- Ensuring District Compliance with HFC;
- Fundraising with Food and Beverages;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Food and Beverages in Vending Machines; and
- Requirements for Food and Beverages in School Stores.

**State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JF:sff

# Windsor Board of Education
# Regular Meeting
# Unapproved Minutes
Tuesday, March 21, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the March 21, 2017 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. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
The meeting was called to order at 7:00 PM by Ms. Santos with the Pledge to the Flag and Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Pupil and Special Education Services Steven Carvalho, Director of Business Services Danielle Batchelder and BOE Student Representative Jordan Harris.

**2. Recognitions/Acknowledgements**

Discussion:
Athletic Director Steve Risser introduced WHS Principal Uyi Osunde and Coach Kelvan Kearse. The WHS Girls Indoor Track Team, CIAC Class L State Champions were introduced and medals were distributed.

**2.a. Recognition--WHS Girls Indoor Track, CIAC Class L State Champions**

Discussion:
Athletic Director Steve Risser introduced WHS Principal Uyi Osunde and Coach Kelvan Kearse. The WHS Girls Indoor Track Team were recognized as the CIAC Class L State Champions. Mr. Risser introduced the team and medals were distributed.

**3. Audience to Visitors**

Discussion:
Linda Alexander, 155 Fieldstone Drive, expressed her concerns over the safety of the students at the high school.

Cora Lee Jones, 171 Matianuck Avenue, expressed her concerns for the safety of the high school students and feels the schools should be a safe and positive environment for all students.

**4. Student Representative Report**

Discussion:
Jordan Harris reported that 3rd quarter has ended and the students are working hard. CAPT testing is on March 29 and it is an early release day and SATS are on April 5th and students are saying the SAT Prep classes are helping. He reported on the culture at the high school and feels that some of the students may benefit from programs such as Study Circles and Bridges. Staff Spirit Week is happening this week and graduation is still to be determined. There is a PEP Rally this Friday for winter sports.

**5. Board of Education**
**5.a. President's Report**

Discussion:
Ms. Santos reported that the WHS graduation date will be set at the Tuesday, April 4 BOE Special Meeting.
On March 3, Ms. Santos and Board member Yvette Ali attended the Shad Derby Gala where the Shad Derby contestants were introduced. Ms. Santos named the 2017 Shad Derby contestants. The Shad Derby Ball will be held on Saturday, May 6th.

On Friday, April 7, the Windsor Chamber Cares Auction will be held at Maneeley's Banquet Hall in South Windsor from 5:30-9:30 PM. There will be a silent and live auction. This year's benefactors are the Windsor Education Foundation, Windsor Police Cadets, and for the first time, the Go Baby Go Program at Windsor High School.

She also reported that in addition to March being Board of Education Appreciation Month, she wanted to acknowledge BOE Vice President Leonard Lockhart, as in addition to his responsibilities on the BOE, he is also a volunteer firefighter with the Wilson Fire Department. He was recently named the 2017 Firefighter of the Year.

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

Discussion:
Ms. Black-Burke reported on Project Graduation season and there is a clothing and household goods drive this coming Saturday. The more items donated, the more money Project Graduation receives. Project Graduation is still looking for individuals to buy yard signs. Anyone interested can contact WHS.

On March 30, there is a staff/student basketball game at 6:45 PM. Admission is $5 per person, children under 10 are free. On April 6, the counseling department is offering an "Understanding Your Financial Award Letter" evening. Please see the Warrior Weekly for more information.

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

Discussion:
Ms. Fissel reported that the School Climate Survey is online in English and Spanish and available until April 7. Parent/teacher conferences were rescheduled to March 30th and will be an early release day for students. An Off-Team Academic Content Night will be held on March 22 at 6:30 PM. Parents are encouraged to check the website for more information.

Ms. Fissel reported that Isaac Lopez was named a semi-finalist by the National Geographic Society and will head to the state geography bee competition on March 31st. Three Sage Park students placed in the top 3 of the 2017 Future Problem Solving Program. They were Isabelle Koistinen, Ariana Waterhouse and Charlotte Watts.

**5.b.3. Clover Street School**

Discussion:
Mr. Lockhart reported that on April 3, the 3rd Grade Book Club will meet from 6-7 PM; April 4 is Robotics Night at 6 PM; April 6 is Step into Painting Night from 6-8 PM; From April 3-7, the book fair will be held at the school. He is encouraging parents to support the fair.

**5.b.4. John F. Kennedy School**

Discussion:

Ms. Ali reported that the March 3 Annual Game Night was a success. From March 22-24, Student led conferences will take place as well as the book bair. There will be early dismissal on those days. On March 24, JFK will hold a Zumbathon at 6:30 PM. March 31st will be a Multicultural Fiesta Night. For more information, please contact the office. Next PTO Meeting is on April 4 in the library.

**5.b.5. Oliver Ellsworth School**

Discussion:
Mr. O'Reilly reported on the OE mural that was presented to the OE families and community on February 27. The OE PTO will meet on March 27 at 6 PM.

**5.b.6. Poquonock School**

Discussion:
Ms. Rizzo Holmes thanked Amazon who provided a book to each student at Poquonock School for National Reading Month and Read Across America Day. The School Climate Survey is online through April 7 and is available in English and Spanish. A joint Poquonock School/Clover Street School PTO meeting will be held on April 24 at Clover Street at 6 PM.

**6. Superintendent's Report**

Discussion:
Dr. Cooke thanked the Board of Education as part of Board of Education Appreciation Month. He extended the district's appreciation for their dedicated service to the students. He thanked the Board members for their many hours of dedication to serving on the board. A small token of gratitude was given to each board member.

Dr. Cooke reported that the current last day of school is Thursday, June 15th and the potential graduation date is Wednesday, June 14th but that date is not official until the board sets the graduation date on April 4th.
Sage Park had 8 students receive recognition in the Model United Nations Conference. Outstanding delegates were Prisca Afantchao and Charlotte Watts. Best Delegates were Evan Petkis, Maryam Choudhury, and Honorary Delegates were Julia Steinberg and Grant Harris.

WHS student, Sean Harrington, won 3rd place at the Home Builders and Remodelers Association Student Design Contest. Sage Park's Isaac Lopez was a National Geographic State Bee semifinalist.

Thank you to Amazon for given every student at Poquonock School a book for Read Across America Day. The PreK-K students and the Grade 1-2 students all received common books for their designated grades.

He reported that at their meeting on March 20, the Town Council approved Oliver Ellsworth's HVAC system.

JFK PTO gave every student $10 for them to spend on a book at the book fair.

In addition to the OE mural, a second mural is being created by WHS students for the LPW building based on their school experiences.

Dr. Cooke shared some disciplinary data. Teachers are reporting 30% less referrals from last year; In-school suspensions (ISS) are down 30% and Out-of-school suspensions are up by 5 students.

**6.a. WHS Overnight Field Trip Request to Canada - April 2018, 1st Reading**

Discussion:
WHS teachers Dawn Hunter and Gustave Afantchao gave an overview of a proposed trip offered to WHS students to Canada in April 2018. Questions and discussion ensued.

**Motion Passed:** Move the Windsor Board of Education approve the proposed trip to Canada reserving the right to cancel if it feels that the safety of the students is at risk passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**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

**6.b. Windsor Leadership Corps**

Discussion:
Director of Arts and Humanities Bonnie Fineman, WHS Teacher Chris Todd, OE Teachers Tracey Dimona and Tressa Tedeschi gave a presentation on the Windsor Leadership Corps. Questions and discussion ensued.

**6.c. General Improvements to Alliance Districts' School Buildings Grant**

Discussion:
Ms. Batchelder explained we are in the second year of the grant and the summary of requested projects and costs. She answered questions from members of the Board.

**Motion Passed:** Move the Board of Education approve the submission of the General Improvements to Alliance Districts' School Buildings Grant to the State of Connecticut 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

**6.d. Capital Improvement Plan (CIP) FY 2018-2023**

Discussion:
Ms. Batchelder explained the Capital Improvement Plan for FY 2018-2023 and reviewed the summary of projects scheduled by fiscal year. Questions and discussion ensued.

**Motion Passed:** Move the Board of Education accept for a 1st Reading the Capital Improvement Plan FY 2018-2023 which, when approved, will be submitted to the Town to be incorporated into the Town of Windsor Capital Plan passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**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

**6.e. Policy Adoption, 1st Reading**

Discussion:
The Board discussed the different policies up for revision. All of the policies listed with the exception of P 2300.1 Statement of Standards for School Leaders, have been revised with language aligned to current practices and were reviewed at the Policy Committee meeting on March 6, 2017.

**6.e.1. Revised P 0100 A Statement of Educational Philosophy**
**6.e.2. Revised P 0200 Goals for School District**
**6.e.3. Revised P 0610 Affirmative Action Plan**
**6.e.4. Revised P 1325 Advertising and Promotion**
**6.e.5. Deletion - P 2300.1 Statement of Standards for School Leaders**
**6.e.6. Revised P 3541.44 Use of Private Automobiles on School Trips**
**6.e.7. Revised P 4100 Recruitment and Selection**
**6.e.8. Revised P 4111 Equal Employment Opportunity**
**6.e.9. Revised P 4119.1 Substitute Teachers**

**6.e.10. Revised P 5125 Confidentiality and Access to Education Records**

Discussion:
P 5125 was discussed and it will discussed again at a Policy Committee meeting in the fall.

**6.e.11. Revised P 5145.1 Student Privacy**
**6.e.12. Revised P 6153 Instructional Travel Away from School Grounds**

**Motion Passed:** Move to approve the revisions made to P 0100 A Statement of Educational Philosophy, P 0200 Goals for School District, P 1325 Advertising and Promotion, P 3541.44 Use of Private Automobiles on School Trips, P 4119.1 Substitute Teachers, P 5145.1 Student Privacy, P 6153 Instructional Travel Away from School Grounds, and to delete P 2300.1 Statement of Standards for School Leaders as a 1st reading 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

**Motion Passed:** Move to approve the revisions made to P 0610 Affirmative Action Plan, P 4100 Recruitment and Selection, and P 4111 Equal Employment Opportunity as a first reading passed with a motion by Ms. Yvette Ali and a second by Mr. Leonard Lockhart.

**8 Yeas - 1 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 No
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

**Motion Passed:** Move to waive the first reading and adopt as a second reading P 5125 Confidentiality and Access to Education Records passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

**6 Yeas - 3 Nays.**

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

**6.f. Unusual Incident Information**

Discussion:
The board discussed the information given to them concerning unusual incidents. Suggestions were made as to the best way to relay the unusual incidents to the board members. The reporting of unusual incident reports will go to policy committee for review.

**Motion Passed:** Move to extend the meeting to 10:45 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**5 Yeas - 3 Nays - 1 Abstained.**

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

**6.g. Summer School Update**

Discussion:
Dr. Cooke reported on plans for the Grade K-5 Summer School Program for summer 2017. Questions and discussion ensued.

The meeting was adjourned at 10:50 PM.

**Motion Failed:** Move to extend the meeting to 11:00 PM failed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**2 Yeas - 7 Nays.**

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

**7. Committee Reports**

Discussion:
Meeting was adjourned at 10:50 PM.
**7.a. Curriculum Committee**
**7.b. Finance Committee**
**7.c. Long Range Planning**
**7.d. Policy Committee**
**7.e. Technology Committee**

**8. Consent Agenda**
**8.a. Financial Report**
**8.b. Enrollment Report**
**8.c. Food Service Report**
**8.d. Human Resources Report**
**8.e. Childrearing Leave Request**

**9. Approval of Minutes**
**9.a. February 15, 2017 Finance Committee**
**9.b. February 22, 2017 Regular Meeting**
**9.c. March 6, 2017 Policy Committee**

**10. Other Matters/Announcements/Regular BOE Meetings**
**10.a. BOE Special Meeting, Tuesday, April 4, 2017, 5:30 PM, LPW, Room 17**
**10.b. BOE Special Meeting, Tuesday, April 4, 2017, 7:00 PM, LPW, Board Room**
**10.c. BOE Curriculum Committee, Thursday, April 6, 2017, 4:30 PM, LPW, Room 17**
**10.d. BOE Technology Committee, Thursday, April 6, 2017, 6:30 PM, LPW, Room 17**
**10.e. Next BOE Regular Meeting is Tuesday, April 18, 2017, 7:00 PM, Town Hall, Council Chambers**

**11. Audience to Visitors**

**12. Adjournment**

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

# Windsor Board of Education
# Special Meeting
# Unapproved Minutes
Tuesday, April 4, 2017 5:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 4, 2017 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 5:39 PM:**

Present Board Members:
Ms. Yvette Ali
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Cristina Santos

Absent Board Members:
Ms. Nuchette Black-Burke
Ms. Melissa Rizzo Holmes

Updated Attendance:
Mr. Leonard Lockhart was updated to present at: 5:52 PM

**1. Call to Order, Pledge to the Flag and Moment of Silence**
Discussion:
The meeting was called to order at 5:39 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Craig Cooke and Assistance Superintendent of Human Resources Terrell Hill.

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

**3. Personnel matter regarding the selection of the Oliver Ellsworth School Principal. Executive Session and Action Anticipated**

**Motion Passed:** Motion to go into executive session for the purpose of interviewing the candidate for Oliver Ellsworth Principal. We are inviting Superintendent Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill to attend the executive session passed with a motion by Mr. Paul Panos and a second by Mr. Brian Bosch.

**6 Yeas - 0 Nays.**

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

Ms. Melissa Rizzo Holmes  Absent
Ms. Cristina Santos  Yes

Discussion:
The meeting returned from executive session at 6:58 p.m.

**Motion Passed:** Motion to offer Virginia Hoerle the position of Oliver Ellsworth School Principal passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**7 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  Absent
Ms. Cristina Santos  Yes

**4. Announcements**
Discussion:
None.

**5. Adjournment**

**Motion Passed:** The meeting adjourned at 7:00 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

**7 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  Absent
Ms. Cristina Santos  Yes

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

# Windsor Board of Education
# Special Meeting
# Unapproved Minutes
Tuesday, April 4, 2017 7:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the April 4, 2017 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:08 PM:**

Present Board Members:
Ms. Yvette Ali
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Cristina Santos

Absent Board Members:
Ms. Nuchette Black-Burke
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 7:08 p.m. with the Pledge of Allegiance and a moment of silence. Also in attendance: Superintendent of Schools Craig Cooke, Assistant Superintendent for Instructional Services Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, and Director of Pupil and Special Education Services Steven Carvalho.

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

**3. Set Graduation Date for Class of 2017 (Action Anticipated)**
Discussion:
Dr. Cooke reported that having passed the date of April 1, the State of Connecticut allows us to set a firm graduation date. He is proposing the Board set June 14 as the date of graduation for the Class of 2017, which allows graduation to be held at the Bushnell. The tentative last day of school for K-11 is June 15.

**Motion Passed:** Motion that the Board of Education approve June 14, 2017 as the graduation date for the Class of 2017 passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**7 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 Absent
Ms. Cristina Santos Yes

**4. Board Budget Reduction**

Discussion:
Dr. Cooke presented this item for information only. At their February 22 meeting, the Board directed the Superintendent to reduce the proposed budget by $150,000, with the stipulation that it does not impact student instruction. He reported that has been accomplished and with the Board presenting the budget to the Town Council tomorrow night he wanted to share that information at tonight's meeting.

Ms. Batchelder presented the four accounts as follows:

$50,000 is being removed from the Chromebooks account, as a result in diesel savings from this year; instead of returning that amount to the town, it will be used to offset the purchase of Chromebooks for the 2017-2018 budget year.

The district recently received an agreement from the insurance consultant, who is willing to reduce their commission fee by $35,000.

Fuel savings: the town has locked in rates for gas and diesel and we are able to reduce the original amount by $32,000.

The district was able to come to an agreement with DATTCO. Based on the experiences of the beginning of the school year, DATTCO has agreed to reduce the amount of the contract cost by $30,000 for 2017-2018.

These amounts total to $150,000 per the Board of Education requirement of non-instructional items for the reduction. All of these items are one-time reductions, and will only be in place for the 2017-2018 budget.

Discussion ensued.

Ms. Santos stated this information will be shared with the Town Council the following night.

**5. District Data Team**
Discussion:
Assistant Superintendent for Instructional Service Santosha Oliver, STEM Director Noha Abdel-Hady, Arts and Humanities Director Bonnie Fineman and Director of Information, Technology and CATE Matt Dadona presented an update on the District Data Team's work. Discussion ensued.

**6. Next Generation School and District Accountability Reports for 2015-2016**
Discussion:
Dr. Cooke introduced the Connecticut Next Generation Accountability System and the 2015-2016 Next Generation Accountability Report for the district.

- Principal Uyi Osunde, Assistant Principal Lyn Holzman and School Counselor Kristina Wallace reported on the Windsor High School Accountability Report.
- Principal Paul Cavaliere reported on the Sage Park Middle School Accountability Report.
- Principal Tracie Peterson reported on the Oliver Ellsworth School and Poquonock School Accountability Reports.
- Mary Kay Ravenola reported on the John F. Kennedy School Accountability Report.
- Michelle Williams reported on the Clover Street School Accountability Report.

Discussion ensued.

School principals will be notified to hold the date of the May 2, 2017 Special Meeting, if necessary, to return to answer questions from the Board on tonight's presentations.

**7. Announcements**

Discussion:
Ms. Santos reported that this evening the Board of Education has appointed, by unanimous vote, Virginia Hoerle to be the next Principal of Oliver Ellsworth School.

**8. Adjournment**

**Motion Passed:** The meeting adjourned at 9:43 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**7 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 Absent
Ms. Cristina Santos Yes

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

# Windsor Board of Education
# Curriculum Committee
# Unapproved Minutes

Thursday, April 6, 2017 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 6, 2017 Curriculum Committee. Any additions or corrections will be made at a future meeting.

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

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

Absent Board Members:
Ms. Nuchette Black-Burke

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

Discussion:
The meeting was called to order by Ms. Santos. Also in attendance: Superintendent of Schools Dr. Craig Cooke and Assistant Superintendent for Instructional Services Santosha Oliver.

**2. Audience to Visitors**

Discussion:
None

**3. District Curriculum Map Template**

Discussion:
The committee discussed the District Curriculum Map Template.

**4. Personal Finance II**

Discussion:
The committee discussed the Personal Finance II curriculum and it will be brought forward to the full Board at their April meeting.

**5. Elementary Health**

Discussion:
The committee discussed the elementary health curriculum.

**6. Robotics I Update**

Discussion:
The committee discussed Robotics I and II curricula and they will be piloted for 2017-2018.

**7. Robotics II Update**

**8. ELA All Units K-2**

Discussion:
The committee reviewed the ELA K-2 curricula and it will be brought forward to the full Board at their May meeting.

**9. K-12 Sexual Assault and Abuse Prevention and Awareness Program Statute**

Discussion:
The committee reviewed the K-12 Sexual Assault and Abuse Prevention and Awareness Program.

**10. Pre-K Overview**

Discussion:
The received an overview of the Pre-K program.

**11. Adjournment**

Discussion:
The meeting was adjourned at 6:30 PM.

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

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM
# HUMAN RESOURCES REPORT - ADDENDUM

**For Consideration by the Board of Education at the Meeting of:** April 18, 2017

**Prepared By:** Craig A. Cooke, Ph.D.
Terrell M. Hill

**Presented By:** Craig A. Cooke, Ph.D.

**Attachments:** None

**Subject:** Recommended Non-Renewal of Teachers

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**BACKGROUND:** In accordance with Section 10-151(c) of the Connecticut General Statutes and the advice of legal counsel, the Superintendent of Schools will recommend the non-renewal of non-tenured teachers at the regular April 18, 2017 meeting of the Board of Education.

**STATUS:** The teaching contracts for the teachers listed below are being recommended for non-renewal:

| | | |
|---|---|---|
| Arsenault, Rebecca | - | Special Education Teacher, Windsor High |
| Forand, Christine | - | Special Education Teacher, Sage Park |
| Granger, Tanya | - | Special Education Teacher, Windsor High |
| Hayes, Laura | - | Psychologist, Clover |
| Johnson, Bruce* | - | Science Teacher, Windsor High |
| Johnson, Michelle | - | Math Teacher, Windsor High |
| Kielbasa, Peter | - | Technology Education Teacher, Windsor High |
| Larsen, Kimberly | - | Kindergarten Teacher, Ellsworth |
| Lloyd, Eleanor | - | Art Teacher, Kennedy and Clover |
| Maine, Tyler | - | Math Teacher, Windsor High |
| Richard, Kimberly* | - | Language Arts Teacher, Sage Park |
| Sciarretta Raymond | - | Grade 5 Teacher, Kennedy |

*Long-term Substitute Teacher

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**RECOMMENDATION:**

**Motion to move into executive session:** "Move to go into executive session to discuss the performance and employment of the employees listed on the agenda addendum before possible taking action in the Regular meeting. We invite Dr. Cooke and Mr. Hill into executive session."

**Motion to take action in Regular meeting:** "Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report – Addendum' not be renewed for the following year upon its expiration at the end of the 2016-2017 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action."

Reviewed by: _____ Recommended by Superintendent _____

Agenda Item # 12.

**Windsor Public Schools**

# Memo

To: Board of Education

From: Craig A. Cooke, Ph.D., Superintendent of Schools

Date: April 18, 2017

Re: Personnel: Non-Renewal Procedures

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In accordance with section 10-151 of the Connecticut General Statutes the Board of Education is to receive my recommendation for the non-renewal of identified teachers. The Board is expected to take action at the April 18, 2017 regular meeting.

There is one category for non-renewals this year:

1. Non-Renewal of Non-Tenured Teachers on Limited Employment
   For open positions created by teachers on a one-year leave and for certified positions filled after August 25, the teachers who are hired to fill these positions are placed on a "Limited Employment" contract. Temporary and part-time assignments, (e.g., if we hire a .4 teacher at Sage Park in September), also fall under "limited employment." Limited employment means that the contract is time-bound; specifically, it ends at the end of the school year. Open positions are then re-posted, and anyone on a limited contract can apply for them. The conditions of the Limited Employment contract were clearly explained to those who are working under it, and teachers confirmed their understanding in writing at the time of employment. It should be noted that these non-renewals **are not a reflection of teaching competency**, but rather reflect that they were hired for a specific length of time, i.e., until June 30, 2017. There are teachers in this category to be non-renewed.

Legal Procedures for Board and Superintendent

1. The teacher is advised by the Superintendent and/or Assistant Superintendent for Human Resources that a recommendation will be made at the April 18, 2017 Board meeting that his/her contract be non-renewed.
2. The Superintendent makes a recommendation not to renew the contract.
3. The Board of Education accepts the recommendation and votes affirmatively.
4. Notice is forwarded by certified mail and/or hand delivered to the teacher no later than May 1, 2017.

CAC:TMH:mao