# Regular Meeting

Tuesday, November 21, 2017 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**

a. Recognition--A'aliyah Grimes, Clover Street School Building Winner and Finalist, and Jasmine Brown, John F. Kennedy School Building Winner, for Windsor's CTKidGovernor Program
b. Recognition--Khaleel Rahman, First Place in the Peacemaker Corps 2017 14-18 age category Peace in the Streets Global Film Festival for film, Human Family. Jeff Goodin, WHS CTE Teacher, will be joining Khaleel this evening.
c. Recognition--Ava Peters, Semifinalist in the 2018 National Merit Scholarship Program
d. CAPPS Student Leadership Awards for Sage Park Middle School--Devandra Chin, Academic Excellence; Araya Miller, Leadership Service; Ava Koistinen, Community Service
e. CAPSS Student Leadership Awards for Windsor High School--Alex Rosario, Academic Excellence; Chamia Murray, Leadership Service; Rhiannon Kiersznowski, Community Service

3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. Revision to Committee Assignments
c. Discussion on School Climate and Discipline

6. **Superintendent's Report**

a. Budget Update
b. Curriculum Development, 2nd Reading

1. Robotics I
2. Robotics II

7. **Consent Agenda**

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

8. **Approval of Minutes**

a. October 17, 2017 Regular Meeting
b. November 13, 2017 Special Meeting (6:15 PM)
c. November 13, 2017 Special Meeting (6:30 PM)

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

a. BOE Policy Committee, Monday, December 4, 2017, 6:00 PM, LPW, Room 17
b. BOE Special Meeting, Tuesday, December 5, 2017, 6:00 PM, LPW, Board Room.
c. Next BOE Regular Meeting is Tuesday, December 19, 2017, Public Forum on Budget Process at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers

10. **Discussion concerning Family Educational Rights and Privacy Act (FERPA) protected records involving a student (Executive Session Anticipated)**

11. **Audience to Visitors**
12. **Adjournment**

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

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

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

**Attachments:**

**Subject:** Discussion on School Climate and Discipline

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**BACKGROUND:**

This item was placed on the agenda at the request of Ms. Michaela Fissel with the support of the entire board.

**STATUS:**

N/A

**RECOMMENDATION:**

For informational purposes only.

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**Recommended by the Superintendent:**_____

**Agenda Item #** 5c.

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

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

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

**Attachments:** Superintendent's 17/18 Proposed Budget Reductions

**Subject:** Budget Update

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**BACKGROUND:**

The Windsor Board of Education has been operating under its 2016/17 budget amount for the start of the 2017/18 school year.

**STATUS:**

The attached list was presented to the Board in June, 2017 as the proposed method to arrive at a zero percent budget, if needed. The list was updated on 10/13/17 to share current status. We are sharing this with the new Board of Education as a status update.

We await direction from the Town Council on the 2017/18 budget.

**RECOMMENDATION:**

For information only.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 6a.

## Superintendent's 17/18 Proposed Budget Reductions for 0% UPDATED October 13, 2017

| Proposed Budget Reduction | | | Status of Reduction |
|---|---|---|---|
| Major Maintenance | $ | (25,000) | Projects are on hold, will not progress unless funding is secured. |
| Additional Retirement Savings | $ | (100,000) | Savings achieved through hiring new staff. Two unexpected retirements occurred over the summer that contributed to the savings. |
| Summer School | $ | (150,000) | Savings achieved, however if reduction remains, will need to be placed back into 18/19 budget. If funding approved, targeted support could be provided to identified summer school students through tutoring and/or teacher support. |
| 0.6 FTE Language Arts - Sage Park | $ | (45,000) | Position is not filled at this time. Reading support reduced at Sage Park. With funding, would bring back support for students. |
| 1.0 FTE Technology Ed Teacher (new) | $ | (75,000) | Position is not filled at this time. 100 class slots of technology education was not available to WHS students. Need position for 18/19 or sooner, if finding a teacher and scheduling classes is possible. Would hope to hire for second semester (January). |
| 1.0 FTE Science Teacher Elementary | $ | (75,000) | Position is not filled at this time. Reduced Science support in grades 3-5. If funded, would look at math or science support for students. |
| 2.0 FTE Paraprofessionals | $ | (80,000) | Two positions were not filled. PPT decisions or student enrollment could require additional hiring. |
| 1.0 FTE Assistive Technology Teacher (retirement) | $ | (75,000) | Position is needed. Work is being dispersed throughout district at this time but will need to be addressed in the future. Could result in higher consultant fees. |
| 1.0 FTE Clerical Position (TBD) | $ | (60,000) | Position has not been identified. |
| Print Service Contract - Centralize all Printing to Konica Copier Machines | $ | (41,783) | Reduction in place at this time and printing contract has been discontinued. Savings achieved. |
| 1.0 FTE Maintenance Position (TBD) | $ | (70,000) | Position has not been identified at this time. Would result in a layoff. |
| Tutors (increase to expulsion program) | $ | (30,000) | Still awaiting decision of State Board of Education on increased tutoring requirement. If decision is made to uphold new increased requirement, tutor funds for student support elsewhere will be reduced. Number of students expelled can fluxuate during the school year and is currently at a low number of student. |
| **Balance** | $ | (826,783) | |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

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

**Prepared By:** Santosha Oliver

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

**Attachments:**

**Subject:** Curriculum Development 2nd Reading – Robotics 1, Robotics II

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**Background:**

Robotics I – This is a beginning course in robotics. The objective of this course is to introduce the student to basic programming as well as problem solving strategies. This course will involve students in the development, building and programming of a variety of robots. Students will work hands-on in teams to design, build, program and document their progress. Topics may include motor control, gear ratios, torque, friction, sensors, timing, program loops, logic gates, decision-making, timing sequences, propulsion systems and binary number systems. Student designed robots will be programmed to compete in various challenges.

Robotics II – This is second level course in robotics. Students will go beyond the fundamentals of robotic systems, and apply that knowledge to create solutions to real world challenges and problems. This course will challenge students to create custom robotic designs, using modeling software, engineer their design and refine to successfully solve a problem. Students will also explore how to program a robot to run autonomously.

**Status:**

Robotics I and Robotics II were presented at the BOE Regular Meeting on October 17, 2017 as a 1st reading.

**Recommendation:**
The Board approves Robotics I and Robotics II curricula as a 2nd reading as presented.

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**Reviewed by:** S. Oliver **Recommended by the Superintendent:**

**Agenda Item #** 6b

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

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

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

**ATTACHMENTS:** October 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 October 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 October 2017 | $ 5,208,904 |
| Expenditures through October 31, 2017 | $14,802,085 |

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

**Agenda Item #** 7a.

Windsor Public Schools
Financial Report
Octover 31, 2017

| | 2017/2018 *Budget | Expenditures YTD 10/31/2017 | Encumbrance | Balance 10/31/2017 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 58,019 | 11,754 | 7,298 | 38,967 | 67% |
| John F. Kennedy School | 79,823 | 18,214 | 11,066 | 50,543 | 63% |
| Oliver Ellsworth School | 76,864 | 20,496 | 12,754 | 43,614 | 57% |
| Poquonock School | 64,795 | 14,181 | 3,683 | 46,931 | 72% |
| Sage Park Middle School | 214,220 | 49,667 | 56,433 | 108,120 | 50% |
| Windsor High School | 389,056 | 80,336 | 50,975 | 257,745 | 66% |
| Windsor High School Interscholastic Sports | 202,000 | 35,700 | 27,448 | 138,852 | 69% |
| Athletic Coaches | 235,000 | 0 | 0 | 235,000 | 100% |
| WHS Career & Technical Education | 59,745 | 8,530 | 16,949 | 34,266 | 57% |
| Continuing Education | 70,400 | 20,165 | 3,865 | 46,370 | 66% |
| Instructional Mgt. & Curriculum Development | 335,045 | 31,933 | 57,431 | 245,681 | 73% |
| Magnet School Tuition | 1,500,600 | 0 | 166,460 | 1,334,140 | 89% |
| Technology | 687,432 | 431,010 | 152,581 | 103,841 | 15% |
| **Total Instructional Services** | **3,972,999** | **721,986** | **566,943** | **2,684,070** | **68%** |
| | | | | | |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 367,200 | 52,748 | 82,371 | 232,081 | 63% |
| Special Education | 94,350 | 20,987 | 6,553 | 66,810 | 71% |
| Special Education Tuition | 4,870,979 | 832,265 | 307,436 | 3,731,278 | 77% |
| Policy & Planning | 142,350 | 23,777 | 19,297 | 99,276 | 70% |
| Employee Personnel Services | 84,000 | 19,410 | 8,500 | 56,090 | 67% |
| Financial Management | 280,442 | 43,339 | 11,010 | 226,093 | 81% |
| Financial Services | 38,500 | 16,672 | 8,192 | 13,636 | 35% |
| Pupil Transportation & Safety | 2,552,099 | 33,230 | 0 | 2,518,869 | 99% |
| Special Education Transportation | 1,660,000 | 127,400 | 705,988 | 826,612 | 50% |
| Physical Plant Services | 2,035,850 | 494,034 | 1,380,936 | 160,880 | 8% |
| Major Maintenance | 386,000 | 176,373 | 43,483 | 166,144 | 43% |
| L.P. Wilson Center | 254,800 | 34,865 | 132,542 | 87,393 | 34% |
| Benefits | 11,188,075 | 2,335,557 | 267,500 | 8,585,018 | 77% |
| Certified Salaries | 30,104,565 | 7,046,320 | 0 | 23,058,245 | 77% |
| Non-Certified Salaries | 8,252,895 | 2,636,687 | 0 | 5,616,208 | 68% |
| Regular Ed Tutor Salaries | 222,699 | 23,765 | 0 | 198,934 | 89% |
| Special Ed Tutor Salaries | 320,000 | 63,793 | 0 | 256,207 | 80% |
| Substitute Salaries | 643,519 | 98,877 | 105,784 | 438,858 | 68% |
| | | | | | |
| **Total Education Support Services** | **63,498,323** | **14,080,099** | **3,079,592** | **46,338,632** | **73%** |
| | | | | | |
| **Total All Sites** | **$67,471,322** | **$14,802,085** | **$3,646,535** | **$49,022,702** | **73%** |

* The 2017/2018 budget numbers reflect the 2016/2017 budget numbers until the 2017/2018 Budget is approved

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

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

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

**ATTACHMENTS: Student Enrollment Report**

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

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**BACKGROUND:**

Attached are the official enrollment figures as of November 1, 2017. Mrs. Batchelder will answer any questions.

**STATUS:**

**Category Definitions:**

**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:** NEB **Recommended by the Superintendent:**

**Agenda Item #** 7b.

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

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,371 |
| Grades 6-8 | 703 |
| Grades 9-12 | 1,182 |
| **Total District Enrollment** | **3,256** |

| **Windsor Students not in district schools** | |
|---|---|
| Out of District Placement (Special Education) | 44 |
| Private Schools' Placements (Special Education) (Examples: St. Gabriel, Trinity Christian, Madina Academy) | 21 |
| CREC Montessori Hartford | 12 |
| CREC Metropolitan Learning Center | 102 |
| CREC Miscellaneous Magnet Schools | 227 |
| Hartford Host Magnet Schools | 222 |
| Miscellaneous Magnet Schools | 14 |
| A.I. Prince Technical High School | 9 |
| Howard Cheney Technical High School | 6 |
| | **657** |

| | |
|---|---|
| **Total Windsor** | **3,913** |

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

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 49 | | 58 | | 107 |
| K | | 85 | | 102 | | 187 |
| 1 | | 79 | | 118 | | 197 |
| 2 | | 87 | | 109 | | 196 |
| 3 | | | 105 | | 123 | 228 |
| 4 | | | 88 | | 125 | 213 |
| 5 | | | 97 | | 146 | 243 |
| Subtotal K-5 | | | | | | 1264 |
| **Total** | | **300** | **290** | **387** | **394** | **1,371** |

| Grade | Sage Park MS |
|---|---|
| 6 | 215 |
| 7 | 252 |
| 8 | 236 |
| | |
| **Total** | **703** |

| Grade | Windsor High |
|---|---|
| 9 | 296 |
| 10 | 306 |
| 11 | 272 |
| 12 | 308 |
| **Total** | **1,182** |

| **Total District Enrollment** | **3,256** |
|---|---|

**POQUONOCK SCHOOL**

**ENROLLMENT REPORT**
**2017-2018**

| Room # | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Kindergarten** | | | | | | | | | | | | |
| 1 | C McCann | | | | | 14 | 14 | | | | | | | |
| 2 | R Brown | | | | | 13 | 13 | | | | | | | |
| 3 | M Scott | | | | | 14 | 14 | | | | | | | |
| 22 | L Roche | | | | | 15 | 15 | | | | | | | |
| 23 | R Elkey | | | | | 15 | 15 | | | | | | | |
| 24 | L Eskanazi | | | | | 15 | 14 | | | | | | | |
| | | **Total** | **74** | | **87** | **86** | **85** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 1** | | | | | | | | | | | | |
| 8 | E Lamb | | | | | 15 | 15 | | | | | | | |
| 16 | N Nabil | | | | | 17 | 17 | | | | | | | |
| 17 | K Stoll | | | | | 17 | 17 | | | | | | | |
| 18 | B Neals | | | | | 14 | 13 | | | | | | | |
| 15 | E Velez | | | | | 17 | 17 | | | | | | | |
| | | **Total** | **74** | | **81** | **80** | **79** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 2** | | | | | | | | | | | | |
| 9 | S Trummel-Cadieux | | | | | 18 | 18 | | | | | | | |
| 11 | J Delsky | | | | | 19 | 19 | | | | | | | |
| 12 | K Filmer | | | | | 18 | 18 | | | | | | | |
| 13 | E Hoogewerff | | | | | 15 | 16 | | | | | | | |
| 14 | S Couchon | | | | | 16 | 16 | | | | | | | |
| | | **Total** | **88** | | **89** | **86** | **87** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **PK Smart Start** | | 30 | | 30 | 29 | 30 | | | | | | | |
| | **Sped & Peer** | | 19 | | 19 | 19 | 19 | | | | | | | |
| | | **Total** | **49** | | **49** | **48** | **49** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **Poquonock** | **Totals** | **285** | | **306** | **300** | **300** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**CLOVER STREET SCHOOL**
**ENROLLMENT REPORT**
**2017 - 2018**

| Room# | Teacher | | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | | |
| 11 | A Sanchez | | | | | 22 | 22 | | | | | | | |
| 24 | S Michalic | | | | | 23 | 23 | | | | | | | |
| 10 | J Murray | | | | | 20 | 20 | | | | | | | |
| 25 | J Darrell | | | | | 20 | 20 | | | | | | | |
| 13 | C Messenger | | | | | 20 | 20 | | | | | | | |
| | | **Total** | **98** | | **108** | **105** | **105** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | | |
| 14 | J Su | | | | | 22 | 22 | | | | | | | |
| 15 | L Savage | | | | | 22 | 22 | | | | | | | |
| 26 | C Nowsch | | | | | 23 | 23 | | | | | | | |
| 27 | D Williams | | | | | 22 | 21 | | | | | | | |
| | | **Total** | **77** | | **90** | **89** | **88** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | | |
| 9 | N Arroyo | | | | | 19 | 19 | | | | | | | |
| 18 | E Chartier | | | | | 20 | 20 | | | | | | | |
| 19 | S Lewis | | | | | 19 | 19 | | | | | | | |
| 8 | C Lindsley | | | | | 17 | 18 | | | | | | | |
| 12 | R Grimes | | | | | 21 | 21 | | | | | | | |
| | | **Total** | **102** | | **97** | **96** | **97** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **277** | | **295** | **290** | **290** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**OLIVER ELLSWORTH SCHOOL**

**ENROLLMENT REPORT**
**2017-2018**

| Room# | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 | G Drake | Kindergarten | | | | 13 | 13 | | | | | | | |
| 20 | L Butterick | | | | | 12 | 11 | | | | | | | |
| 21 | T Tedeschi | | | | | 13 | 13 | | | | | | | |
| 22 | A Bishop | | | | | 12 | 12 | | | | | | | |
| 23 | L Adamski | | | | | 14 | 14 | | | | | | | |
| 24 | A Bartholomew | | | | | 11 | 12 | | | | | | | |
| 25 | C Chapple | | | | | 13 | 13 | | | | | | | |
| 26 | S Marcella | | | | | 14 | 14 | | | | | | | |
| | | **Total** | **107** | | **103** | **102** | **102** | **0** | **0** | **0** | **0** | **0** | 0 | **0** |
| | | | | | | | | | | | | | | |
| 11 | S Capizzi | Grade 1 | | | | 21 | 20 | | | | | | | |
| 12 | K fURIE | | | | | 20 | 21 | | | | | | | |
| 13 | E Larson | | | | | 18 | 18 | | | | | | | |
| 15 | T Strickland | | | | | 20 | 20 | | | | | | | |
| 16 | L Miller | | | | | 20 | 20 | | | | | | | |
| 17 | K Strempfer | | | | | 19 | 19 | | | | | | | |
| | | **Total** | **107** | | **117** | **118** | **118** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | Grade 2 | | | | | | | | | | | | |
| 1 | B Mayo | | | | | 17 | 18 | | | | | | | |
| 2 | J Goicochea | | | | | 19 | 18 | | | | | | | |
| 3 | K Carlin | | | | | 18 | 18 | | | | | | | |
| 6 | E Heilman | | | | | 18 | 18 | | | | | | | |
| 7 | L Majors | | | | | 20 | 20 | | | | | | | |
| 8 | D Jaworski | | | | | 16 | 17 | | | | | | | |
| | | **Total** | **102** | | **108** | **108** | **109** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | PK Smart Start | | 30 | | 30 | 30 | 29 | | | | | | | |
| | PK Sped & | | 29 | | 29 | 29 | 29 | | | | | | | |
| | | **Total** | **59** | | **59** | **59** | **58** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | **Ellsworth** | **Total** | **434** | | **387** | **387** | **387** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017-2018

| Room# | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Grade 3 | | | | | | | | | | | | |
| 1 | L Macaluso | | | | | 21 | 20 | | | | | | | |
| 2 | K Richards | | | | | 21 | 20 | | | | | | | |
| 3 | A Moyal | | | | | 21 | 21 | | | | | | | |
| 4 | D Ghanesh-May | | | | | 22 | 21 | | | | | | | |
| 6 | M Johnston | | | | | 20 | 20 | | | | | | | |
| 8 | V Vaicunas | | | | | 20 | 21 | | | | | | | |
| | | **Total** | **111** | | **124** | **125** | **123** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | Grade 4 | | | | | | | | | | | | |
| 9 | M Macaluso | | | | | 19 | 19 | | | | | | | |
| 10 | S Silliman | | | | | 16 | 17 | | | | | | | |
| 12 | L Bishop | | | | | 18 | 18 | | | | | | | |
| 14 | S Brown | | | | | 17 | 18 | | | | | | | |
| 15 | K Bowman | | | | | 18 | 18 | | | | | | | |
| 16 | D Taylor | | | | | 17 | 17 | | | | | | | |
| 18 | A Caselli | | | | | 18 | 18 | | | | | | | |
| | | **Total** | **120** | | **123** | **123** | **125** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | Grade 5 | | | | | | | | | | | | |
| 19 | J Somero | | | | | 21 | 20 | | | | | | | |
| 20 | S Paley | | | | | 20 | 20 | | | | | | | |
| 24 | J Freitas | | | | | 21 | 22 | | | | | | | |
| 25 | S Fye | | | | | 21 | 20 | | | | | | | |
| 26 | K Mazur | | | | | 21 | 21 | | | | | | | |
| 27 | N Donzella | | | | | 21 | 20 | | | | | | | |
| 28 | G Davies | | | | | 22 | 23 | | | | | | | |
| | | **Total** | **136** | | **148** | **147** | **146** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **Kennedy** | **Total** | **367** | | **395** | **395** | **394** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017 - 2018

| | | 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 | | | | | 74 | 74 | | | | | | | | 4 | 18.5 |
| Team 2 | | | | | 68 | 69 | | | | | | | | 5 | 13.8 |
| Team 3 | | | | | 70 | 71 | | | | | | | | 5 | 14.2 |
| | **Total** | **214** | | **218** | **212** | **214** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | | 85 | 86 | | | | | | | | 4 | 21.5 |
| Team 5 | | | | | 81 | 80 | | | | | | | | 4 | 20 |
| Team 6 | | | | | 83 | 83 | | | | | | | | 5 | 16.6 |
| | **Total** | **245** | | **253** | **249** | **249** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | | 80 | 78 | | | | | | | | 4 | 19.5 |
| Team 8 | | | | | 78 | 79 | | | | | | | | 5 | 15.8 |
| Team 9 | | | | | 76 | 77 | | | | | | | | 5 | 15.4 |
| | **Total** | **219** | | **236** | **234** | **234** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | | |
| **SPARK** | | | | | **6** | **6** | | | | | | | | | |
| **Sage Park** | **Total** | **678** | | **707** | **701** | **703** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | | |

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2017 - 2018

| | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| **Grade 9** | **224** | | 309 | 300 | 296 | | | | | | | |
| | | | | | | | | | | | | |
| **Grade 10** | **300** | | 303 | 299 | 306 | | | | | | | |
| | | | | | | | | | | | | |
| **Grade 11** | **281** | | 285 | 273 | 272 | | | | | | | |
| | | | | | | | | | | | | |
| **Grade 12** | **307** | | 312 | 305 | 308 | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1112** | | **1209** | **1177** | **1182** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

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

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

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – October 2017

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**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, the Performing Arts Academy in Windsor and added Poquonock Elementary School location 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 October 2017

**Recommendation:** Informational only.

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

**Agenda Item #** 7c.

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

| REVENUE | October 2016 | 7/1/16 - YTD | October 2017 | 7/1/17 - YTD |
|---|---|---|---|---|
| SALES | $125,388.81 | $304,717.97 | $96,582.21 | $225,598.92 |
| REIMBURSEMENTS - STATE | 24,553.00 | 29,545.00 | 12,336.00 | 12,336.00 |
| ACCOUNTS RECEIVEABLE FED | 129,604.30 | 320,929.00 | 104,477.93 | 255,324.93 |
| CLOC | | 51,798.00 | 59,783.00 | 156,151.90 |
| INTEREST/RETURNED CK FEE | | | | |
| MISC. (Rebates) | | 162.37 | 196.00 | 1,219.12 |
| 6 Cents Certification | 3,337.62 | 7,174.80 | 2,743.14 | 5,702.76 |
| **REVENUE TOTALS** | **$282,883.73** | **$714,327.14** | **$276,118.28** | **$656,333.63** |
| | | | | |
| **EXPENSES** | | | | |
| WAGES | $85,797.17 | $203,861.44 | $79,154.64 | $185,646.73 |
| PAYROLL TAXES | 6,563.48 | 13,012.84 | 6,055.32 | 14,201.97 |
| EMPLOYEE BENEFITS | 6,981.92 | 37,452.23 | 3,487.94 | 34,816.70 |
| FOOD/MILK/ICE CREAM | 152,734.21 | 390,106.11 | 130,632.99 | 329,016.10 |
| PAPER | 8,622.32 | 22,956.39 | 5,849.96 | 16,443.08 |
| TRUCK/GAS/Mileage | 1,088.79 | 1,311.81 | 397.15 | 1,758.38 |
| SUPPLIES | 343.02 | 6,222.62 | 393.53 | 15,443.87 |
| EQUIPMENT | 200.00 | 11,001.76 | 2,673.09 | 20,623.83 |
| SERVICES | 131.46 | 1,972.69 | 250.14 | 3,787.48 |
| **EXPENSE TOTALS** | **$262,462.37** | **$687,897.89** | **$228,894.76** | **$621,738.14** |
| | | | | |
| **NET INCOME** | **$20,421.36** | **$26,429.25** | **$47,223.52** | **$34,595.49** |
| **INVENTORY** | | **$33,672.74** | | **$33,659.17** |
| **OPENING BALANCE 7/1** | | **$166,304.74** | | **$347,470.46** |
| **COMPUTED OPERATING POSITION** | | **$226,406.73** | | **$415,725.12** |

Windsor School Food Service
Program Participation
October 2017

## SALES

| | | Oct 2016 | Oct 2017 |
|---|---|---|---|
| **WHS** | | | |
| | # OF DAYS | 20 | 20 |
| | SALES | $34,357.49 | $32,419.23 |
| | AVERAGE | $1,717.87 | $1,620.96 |

| **Reimbursable Meals** | **Average LUNCH per day** | |
|---|---|---|
| **ELEMENTARY** | 821 | 823 |
| **Academy of Aerospace & Engineering** | 407 | 412 |
| **SPMS** | 409 | 391 |
| **WHS** | 616 | 578 |

| **Reimbursable Meals** | **Average BREAKFAST per day** | |
|---|---|---|
| **ELEMENTARY** | 366 | 362 |
| **Academy of Aerospace & Engineering** | 126 | 136 |
| **SPMS** | 83 | 78 |
| **WHS** | 161 | 161 |

| **Reimbursable Meals** | **Average SNACK per day** | |
|---|---|---|
| **Treehouse Program** | 95 | 91 |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

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

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

## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Allison Barbieri | School Psychologist | Ellsworth |
| Raymond Sciarretta | Special Education Paraprofessional | Kennedy |
| Daniella Tata | Special Education Paraprofessional | Sage Park |

## RETIREMENTS

| | | |
|---|---|---|
| Kathleen Sutton | Grade 6 Language Arts Teacher | Sage Park |

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Amanda Fitzpatrick | From: Long Term Substitute Special Education Teacher | Sage Park |
| | To: Special Education Paraprofessional | Kennedy |
| Kathryn Nowiszewski | From: Regular Education Read 180 Paraprofessional | Sage Park |
| | To: ELL Tutor | Ellsworth |

## HIRES

| | | |
|---|---|---|
| Michelle Cochee | Part-time Food Service Cashier | Poquonock |
| Susan Costello | Special Education Paraprofessional | Kennedy |
| Maritza Lassalle | Part-time Physical Therapy Assistant | District |
| Carol Lawrence | Part-time Food Service Cashier | Windsor High |
| Paul Peczka | Special Education Tutor | LPW/SPARK |
| Taisha Serrano | Part-time Family Resource Center Leader | Sage Park |
| Ann Williams-Brooks | Part-time Food Service Cashier | Windsor High |
| Monica Winship | Special Education Paraprofessional | Kennedy |

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

**Agenda Item #** 7d.

# Windsor Board of Education
# Regular Meeting
# Unapproved Minutes
Tuesday, October 17, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the October 17, 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 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 and Assistant Superintendent for Instructional Services Santosha Oliver, and Student Representative Zaviana Desarmes.

**2. Recognitions/Acknowledgements**

Discussion:
None

**3. Audience to Visitors**

Discussion:
None

**4. Student Representative Report**

Discussion:
Ms. Desarmes reported on the PSATs, Seniors' College Workshops, and report cards coming out next week. Parent/teacher conferences will be held on Thursday evening. School climate is good and students are excited for school spirit week during the week of 10/30-11/3.

**5. Board of Education**

**5.a. President's Report**

Discussion:
Ms. Santos reported that all schools are continuing on a positive note. October 1st enrollment is up 64 students since last October. She acknowledged Oliver Ellsworth School for their patience while work continues to be done in the

school. She expressed her enjoyment of being the BOE president the last four years and wishes all the best to the new board.

**5.b. School Liaison Reports**

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

Discussion:
Mr. Brian Bosch stated that a Comedy Show has been scheduled on November 3 at the Skyline Restaurant in Windsor Locks to benefit Project Graduation. Doors open at 5:30 PM and the show begins at 8:00 PM. $20 per ticket.

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

Discussion:
Ms. Fissel reported that the Sage Park PTO will hold a vendor fair on Saturday, November 4. Over 20 vendors have committed to the fair. Monies raised from the fair will support scholarships for students for field trips like Cape Cod.

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

Discussion:
Mr. Lockhart reported on the 5th grade field trip on 10/18 and the fire prevention visit on 10/19. The Principal's Breakfast will be held on 10/20 for grade 5 and 10/29 for grade 4. There is a School Governance Meeting from 5:00-6:00 PM on 10/23 and Cyber Safety Night on 10/24. Pink Out Day will be held on 10/31, SBAC and STAR meeting will be held on 11/2. Partner meeting is on 11/6 and Red, White and Blue Day will be on 11/10.

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

Discussion:
Ms. Ali reported that JFK is off to a fabulous start. JFK After Dark will be held on 10/20. Science Night is on 10/27 and Picture Day will be on 10/24 from 9:00 AM to 1:30 PM.

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

Discussion:
Mr. O'Reilly reported that the Book Fair is scheduled on Wednesday, Thursday and Friday of this week. There will be an Ice Cream Social on 10/19, PTO will meet on 11/9 from 6:00-7:00 PM with childcare and the Veterans Day assembly will be held on 11/10.

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

Discussion:
Ms. Rizzo Holmes reported that Poquonock School will hold a Thanksgiving Food Drive until 11/10. Food items can be dropped off to the main office. Parent/Teacher conferences will take place from 12/13-12/15.

**6. Superintendent's Report**

Discussion:
Dr. Cooke thanked Board members for their service. He also thanked Music Director Paul Pierce and his group of students who provided music for our reception this evening. Dr. Cooke also publicly thanked Jesse James Bellefleur and James Haire from KMC Music in Bloomfield for facilitating a $1800 donation of musical instruments and supplies to Sage Park Middle School. DATTCO bus drivers were recognized for the smooth start to our school year as well as their positive work with the students.

Additionally, he reported on a tour given to the WHS class of 1957, and the WHS Athletic Hall of Fame on 11/10, the WPS Annual Employee Service Awards Recognition Reception will take place on Thursday, October 26.
He said the district has welcomed 6 displaced students from Puerto Rico, Florida and Virgin Islands due to the hurricane.

The Windsor Chamber of Commerce is looking for readers for their Businesses Fueling Minds through Books on Friday, October 27 at 10:00 AM at both Poquonock and Oliver Ellsworth Schools. If you are interested in reading that

day, please contact Jane at the Windsor Chamber office. Lastly he encouraged community members to check the district website for information on this year's Veterans Day events on Friday, November 10th. All Windsor Public Schools are open that day with events and activities planned to teach students why we honor our veterans. All veterans and the general public are invited to our schools for these events.

**6.a. Program of Studies 2018-2019--Proposed Changes**

**Motion Passed:** Move that the Board of Education approve the proposed changes to the Windsor High School 2018-2019 Program of Studies for the 1st Reading, waiving the 2nd Reading passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Leonard Lockhart.

**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. Office of Family and Community Partnership Update Report**

Discussion:
The board received an update on the Office of Family and Community Partnership given by Mr. Russell Sills, Director of the Office of Family and Community Partnership and Assistant to the Office of Family and Community Partnership Elizabeth Lepak. Board members were given the opportunity to ask questions at the conclusion of the slide presentation which were addressed by Mr. Sills and Mrs. Lepak.

**6.c. Curriculum Development, 1st Reading**

**6.c.1. Robotics I**
**6.c.2. Robotics II**

**Motion Passed:** Move that the Board approves Robotics I and Robotics II curricula as a 1st reading as presented passed with a motion by Ms. Nuchette Black-Burke 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

**6.d. Curriculum Development, 2nd Reading**

**6.d.1. Grades K-5 PE Units**
**6.d.2. Grades 3-5 Science Units**
**6.d.3. Grade 6 Accelerated Math**
**6.d.4. Grade 7 Pre-Algebra**

**Motion Passed:** Move that the Board approve Grades K-5 PE Units, Grades 3-5 Science Units, Grades 6 Accelerated Math, and Grade 7 Pre-Algebra curricula as a 2nd Reading as presented passed with a motion by Ms. Nuchette Black-Burke 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

**7. Committee Reports**

**7.a. Curriculum Committee**

Discussion:
At the last curriculum committee on 10/5/17, the committee discussed the curriculum just presented.

**7.b. Technology Committee**

Discussion:
At the 10/5/17 meeting, Mr. Matt Dadona, Director of Information, Technology and CATE, gave an extensive overview of technology in Windsor Public Schools.

**8. Consent Agenda**

**8.a. Financial Report**

Discussion:
Expenditures for September 2017 $6,198,969
Expenditures through September 30, 2017 $9,593,181

**8.b. Enrollment Report**
**8.c. Food Service Report**
**8.d. Human Resources Report**
**8.e. Acceptance of the Clover Street School Partial Roof Replacement Project #164-0099**

**Motion Passed:** Move the Board accept Consent Agenda items 8a. Financial Report, 8b. Enrollment Report, 8c. Food Service Report, 8d. Human Resources Report, 8e. Acceptance of the Clover Street School Partial Roof Replacement Project #164-0099 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

**9. Approval of Minutes**

**9.a. September 19, 2017 Regular Meeting**
**9.b. October 5, 2017 Curriculum Committee**
**9.c. October 5, 2017 Technology Committee**

**Motion Passed:** Move the Board approve the minutes in 9a. September 19, 2017 Regular Meeting, 9b. October 5, 2017 Curriculum Committee and 9c. October 5, 2017 Technology Committee Meeting 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**

Discussion:
Each of the board members took time to express their thoughts about their experiences on the board.

**10.a. BOE Swearing In of New BOE Members, Organizational Meeting, Monday, November 13, 2017, 6:00 PM, Town Hall, Council Chambers**

**10.b. BOE Special Meeting, Monday, November 13, 2017, 6:30 PM, Town Hall, Ludlow Room**

**10.c. Next BOE Regular Meeting is Tuesday, November 21, 2017, 7:00 PM, Town Hall, Council Chambers**

**11. Discussion and possible action regarding ratification of collective bargaining agreement between CSEA-SEIU Local 2001 (Administrative Professionals) and the Windsor Board of Education (Executive Session Anticipated)**

Discussion:
Moved into executive session at 9:00 PM.

**Motion Passed:** Move that the Board of Education move into executive session for the purpose of discussing the collective bargaining agreement between the Board of Education and the CSEA-SEIU Local 2001 (Administrative Professionals). We are inviting Dr. Cooke, Terrell Hill and Danielle Batchelder to be part of the discussion passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

Returned to open session at 9:18 PM

**Motion Passed:** Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the CSEA-SEIU Local 2001 (Administrative Professionals) covering July 1, 2017 through June 30, 2019. 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

**12. Audience to Visitors**

Discussion:
None

**13. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 9:42 PM 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

_____
Maryam Khan, Secretary
Windsor Board of Education

# Windsor Board of Education
# Special Meeting
# Unapproved Minutes

Monday, November 13, 2017 6:15 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the November 13, 2017 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:15 PM:**

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. David Furie
Mr. Jeremy Halek
Ms. Maryam Khan
Mr. Leonard Lockhart

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

Discussion:
The meeting was called to order by Superintendent Dr. Craig Cooke at 6:15 PM with the Pledge to the Flag and Moment of Silence.

**Motion Passed:** Move that the Board of Education suspend the rules to immediately move to items 3.a., 3.b., 3.c., and 3.d. then return to the regular agenda passed with a motion by Mr. Ronald Eleveld and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**2. Audience to Visitors**

Discussion:
None

**3. Election of Officers**

**3.a. Action - Election of President**

**Motion Passed:** I nominate Leonard Lockhart for President of the Windsor Board of Education passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Brian Bosch.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Move that the nominations be closed passed with a motion by Ms. Michaela Fissel and a second by Mr. Brian Bosch.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

Discussion:
Roll Call:
Nuchette Black-Burke - Yes
Brian Bosch - Yes
James Dobler - Yes
Ronald Eleveld - Abstain
Michaela Fissel - Yes
David Furie - Yes
Jeremy Halek - Yes
Maryam Khan - Yes
Leonard Lockhart - Yes
For Leonard Lockhart: 8-0-1

Dr. Cooke stated, "Let the record indicate Leonard Lockhart has been elected President of the Windsor Board of Education."

**3.b. Action - Election of Vice President**

**Motion Passed:** Motion that the Board of Education accept nominations for the position of Vice President passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Michaela Fissel.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** I nominate David Furie as Vice President of the Windsor Board of Education passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Michaela Fissel.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Move that the nominations be closed passed with a motion by Ms. Michaela Fissel and a second by Mr. Brian Bosch.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

Discussion:
Roll Call:
Nuchette Black-Burke - Yes
Brian Bosch - For
James Dobler - For
Ronald Eleveld - For
Michaela Fissel - For
David Furie - For
Jeremy Halek - For
Maryam Khan - For
Leonard Lockhart - For
For David Furie: 9-0-0

Mr. Lockhart announced, "Let the record indicate David Furie has been elected Vice President of the Windsor Board of Education."

**3.c. Action - Election of Secretary**

**Motion Passed:** Move the Board of Education accept nominations for the position of Secretary passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** I nominate Maryam Khan for Secretary of the Board passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Michaela Fissel.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Move the nominations be closed passed with a motion by Mr. Ronald Eleveld and a second by Mr. Jeremy Halek.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

Discussion:
Roll Call:
Nuchette Black-Burke – For
Brian Bosch – For
James Dobler – For
Ronald Eleveld – For
Michaela Fissel – For
David Furie – For
Jeremy Halek – For
Maryam Khan – For

Leonard Lockhart – For
For Maryam Khan - 9-0-0

Mr. Lockhart announced, "Let the record indicate Maryam Khan has been elected Secretary of the Windsor Board of Education."

**3.d. Announcement of Minority Leader**

Discussion:
Brian Bosch, on behalf of the Republican Party, announced Michaela Fissel is appointed Minority Leader.

The Board returned to Item 2. Audience to Visitors.

**4. Committee and Liaison Assignments**

**Motion Passed:** Motion that the Finance Committee, a committee of the whole, continue its work passed with a motion by Mr. Ronald Eleveld and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Motion that the Long Range Planning Committee, as a committee of three, continue its work passed with a motion by Mr. David Furie and a second by Ms. Nuchette Black-Burke.

**8 Yeas - 0 Nays - 1 Abstained.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Abstain
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Motion that the Policy Committee, as a committee of three, continue its work passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes

Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Motion that the Curriculum Committee, as a committee of three, continue its work passed with a motion by Ms. Michaela Fissel and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

**Motion Passed:** Motion that the Technology Committee, as a committee of three, continue its work passed with a motion by Mr. David Furie and a second by Mr. Jeremy Halek.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

Discussion: Mr. Bosch (in regards to the Technology Committee) said the committee receives great information but is not involved in much decision making. He suggested the committee close and that the Board move technology information into a regular Board meeting.

**Motion Passed:** Motion that the Joint BOE/Town Council Committee continue its work passed with a motion by Ms. Michaela Fissel and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

Discussion:
Mr. Lockhart announced the members of the Executive Committee: Leonard Lockhart, David Furie, Michaela Fissel.

Mr. Lockhart appointed David Furie as Chair of the Finance Committee; membership is comprised of the whole Board; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Jim Dobler as Chair of the Long Range Planning Committee; membership is Ronald Eleveld and Nuchette Black-Burke; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Maryam Khan as Chair of the Policy Committee; membership is David Furie and Brian Bosch; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Nuchette Black-Burke as Chair of the Curriculum Committee; membership is Michaela Fissel and Maryam Khan; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed David Furie as Chair of the Technology Committee; membership is Jeremy Halek and Jim Dobler; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed David Furie, Michaela Fissel and Jim Dobler as Board of Education representatives to the Joint BOE/Town Council Committee.

Mr. Lockhart appointed the following School Liaisons:

Windsor High School - Nuchette Black-Burke and David Furie
Sage Park Middle School - Maryam Khan and Jeremy Halek
Clover Street - Ronald Eleveld
John F. Kennedy - Brian Bosch
Oliver Ellsworth - Jim Dobler
Poquonock - Michaela Fissel

Mr. Lockhart appointed the following liaisons:

Town Council - Maryam Khan (Leonard Lockhart as back-up)
Youth Commission - Leonard Lockhart
Capital Region Education Council (CREC) - Nuchette Black-Burke

The Board of Education Parliamentarian will be announced at a later date.

**5. Announcements**

**5.a. BOE Regular Meeting, Tuesday, November 21, 2017, 7:00 PM, Town Hall, Council Chambers**

Discussion:
Mr. Lockhart announced the next Board of Education regular meeting will be held on Tuesday, November 21, 2017 at 7:00 PM in the Town Hall. Immediately following the organizational meeting, Board members will engage in a Board orientation in the Ludlow Room.

**6. Adjournment**

Discussion:
The meeting was adjourned at 6:35 PM.

**Motion Passed:** Move to adjourn the meeting passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes

Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

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Maryam Khan, Secretary
Windsor Board of Education

# Windsor Board of Education
# Special Meeting
# Unapproved Minutes
Monday, November 13, 2017 6:30 PM
Town Hall, Ludlow Room

The following are the unapproved minutes of the November 13, 2017 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:45 PM:**

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. David Furie
Mr. Jeremy Halek
Ms. Maryam Khan
Mr. Leonard Lockhart

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

Discussion:
The meeting was called to order by Board President Leonard Lockhart at 6:50 PM with the Pledge to the Flag and Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho and Attorney Thomas Mooney of Shipman and Goodwin.

**2. Audience to Visitors**

Discussion:
None

**3. Board Orientation with Attorney Thomas Mooney, Shipman and Goodwin**

Discussion:
Attorney Thomas Mooney facilitated a discussion with the Board members and reviewed the role of a Board of Education in the State of Connecticut, and the legal rights and responsibilities of Board members. He answered questions from members of the Board. Cabinet members had an opportunity to explain their roles and responsibilities within the district.

**4. Announcements**

Discussion:
Mr. Lockhart thanked Attorney Mooney for attending the meeting and suggested that he return to facilitate more Board training. Mr. Bosch said he was excited to work with the new Board members.

**5. Adjournment**

Discussion:
The meeting adjourned at 8:43 PM.

**Motion Passed:** Move to adjourn the meeting passed with a motion by Mr. Brian Bosch and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Nuchette Black-Burke Yes
Mr. Brian Bosch Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Ms. Maryam Khan Yes
Mr. Leonard Lockhart Yes

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Maryam Khan, Secretary
Windsor Board of Education

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

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

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

**Attachments:**

**Subject:** Discussion concerning Family Educational Rights and Privacy Act (FERPA) Protected Records Involving a Student (Executive Session Anticipated)

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**BACKGROUND:**

This item is related to a student incident that occurred during the 2016-2017 school year. An update will be provided to the Board of Education tonight in executive session.

**STATUS:**

N/A

**RECOMMENDATION:**

For information only.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 10.