Regular Meeting

Tuesday, December 19, 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**
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
   a. President's Report
   b. School Liaison Reports
      1. Windsor High School
      2. Sage Park Middle School
      3. Clover Street School
      4. John F. Kennedy School
      5. Oliver Ellsworth School
      6. Poquonock School
6. **Superintendent's Report**
   a. Budget Assumptions FY 19, 1st Reading
   b. School Calendar 2018-2019, 1st Reading
   c. Policy Adoption, 1st Reading
      1. New P 3523.11 Unmanned Aerial Systems (Drones)
      2. Revised P 4112.3 Employment Checks
      3. Revised P 4118.11 Non-Discrimination (Personnel)
      4. Revised P 5113 Student Attendance and Truancy
      5. Revised P 5145.4 Non-Discrimination (Students)
7. **Committee Reports**
   a. Long Range Planning Committee
   b. Policy Committee
8. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
   e. Appointment of Representatives to Town of Windsor Insurance Commission
9. **Approval of Minutes**
   a. November 21, 2017 Regular Meeting
   b. December 4, 2017 Policy Committee
   c. December 5, 2017 Special Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
    a. BOE Curriculum Committee, Thursday, January 4, 2018, 4:30 PM, LPW, Room 17
    b. Next BOE Regular Meeting is Wednesday, January 17, 2018, with Superintendent's Presentation of 2018-2019 Budget beginning at 6:30 PM followed by Public Forum and Regular Meeting, Town Hall, Council Chambers
    c. BOE Community Forum, Tuesday, February 27, 2018, 6:30 PM, LPW, Board Room
11. **Executive Session - It is proposed that the Board of Education go into Executive Session for the purpose of discussions in Items 11a. and 11b. before taking possible action in the public portion of the meeting.**

a. Discussion and possible action regarding ratification of collective bargaining agreement between UPSEU Local 424 - Unit 59 (Paraeducators) and the Windsor Board of Education (Executive Session Anticipated)

b. Discussion and possible action regarding Superintendent's Compensation

12. **Audience to Visitors**

13. **Adjournment**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

ATTACHMENTS: Budget Assumptions 2018 – 2019

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2018 – 2019 Budget 1st Reading

---

BACKGROUND:

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

RECOMMENDATION:

That the Board of Education accept for a 1st Reading the Budget Assumptions for FY 2018 – 2019.

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

Agenda Item # 6a.

Budget Assumptions 2018 - 2019

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

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

2. **Enrollment:** District-wide enrollment has fluctuated slightly over the past five years. The 14/15 enrollment was 3,145 and then increased to 3,187 in 15/16. Enrollment remained flat for the following year (16/17) at 3,186. There was a jump in enrollment in 17/18 to 3,250 students and the projected enrollment for 18/19 is to remain relatively flat or increase slightly compared to 17/18.

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

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

5. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past few years, and the transition to the High Deductible Health Savings plan, the cost for health care is projected to remain flat and possibly decrease slightly.

6. **Contractual Obligations**: Base salaries will increase approximately 2.09%.

7. **Special Education:** Out-of-district tuition costs are projected to increase by 2% **($98,000).** The goal is to reduce the increase in costs.

8. **Utility costs (heat & electricity)**: Projected to remain relatively flat. Over the past few years, the district reduced the utility cost by over $400,000 due to better efficiencies in our buildings. Water is projected to increase 10% ($9,500) effective 1/1/18.

9. **Regular Ed Transportation:** The contractual increase is 3.2% or $135,731 for 18/19. An additional $30,000 needs to be added (total inc. = $165,731) from the DATTCO's "give-back" in the 17/18 contract.

10. **Special Education Transportation**: The special ed transportation has increased over the past few years due to the number of students we transport based on their needs. The increase for special education transportation for 18/19 is anticipated at $160,000 (1.54%).

11. **Diesel Fuel**: Diesel fuel was at a recent low for 16/17. We do not anticipate that moving forward. The lock in price in 16/17 was $1.49/gallon and in 17/18 it is $1.81. The projected rate for 18/19 is $2.35/gallon (increase of $58,500). This will be monitored in the coming months by the Town.

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

13. **State & Federal Funding/Grants**: Educational Cost Share Funding (ECS) & Excess Cost Funding is expected to remain flat or slightly decrease for FY 18/19.

14. **Alliance Grant:** The "Alliance Grant" funds that the district received directly for the past 5 years is now included within the ECS funding which flows directly to the Town as revenue.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

Attachments: Draft 2018-2019 School Calendar

Subject: Proposed 2018-2019 School Calendar, 1st Reading

Background:

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

Status:

The calendar for 2018-2019 is being recommended. The teacher work year would begin on August 27th with opening day. The student school year would begin on September 4th. The last day of school would be tentatively scheduled for June 12th and would include 9 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

The calendar includes 187 teacher work days and 181 instructional days. The calendar also includes 7 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

Recommendation:

That the Board of Education accept the proposed 2018-2019 school calendar for a 1st Reading.

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

Agenda Item # 6b.

WINDSOR PUBLIC SCHOOLS

School Calendar • 2018-2019

M	T	W	R	F
AUGUST 2018				(0)
20	21	22	23	24
OD	PD	PD	PD	WD
SEPTEMBER 2018				(19)
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
OCTOBER 2018				(22)
1	2	3	4	5
8	9	10	11	12
15	16	17	18 w	19
22	23	24	25	26
29	30	31		
NOVEMBER 2018				(18)
			1	2
5	PD	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
DECEMBER 2018				(15)
3	4	5 *	6 *	7 *
10	11 s	12 s	13 s	14
17	18	19	20	21
24	25	26	27	28
31				
JANUARY 2019				(21)
	1	2	3	4
7	8	9	10	11
14	15 x	16 x	17 x	18 x
21	22	23	24	25
28	29	30	31	

Important Dates

Sept. 3	Labor Day
Sept. 4	School Opens for Students
Oct. 8	Columbus Day
Nov. 6	Election Day/Professional Day
Nov. 21-23	Thanksgiving Break
Nov. 21	Offices open 1/2 day AM
Dec. 24-Jan. 1	Winter Break
Dec. 31	Offices open 1/2 day AM
Jan. 21	Martin Luther King, Jr Day
Feb. 18-19	Presidents' Day Break
Apr. 15-19	Spring Break
Apr. 19	Good Friday
May 27	Memorial Day
June 12	Tentative Last Day of School

Key

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

School Hours

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

School Delay and Closing

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

Important Information

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

2. Calendar allots for nine (9) snow days beginning June 13. If more are needed they will be deducted from the Spring Break commencing Monday, April 15, 2019.

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

M	T	W	R	F
FEBRUARY 2019				(18)
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	
MARCH 2019				(21)
				1
4	5	6	7	8
11	12	13 s	14 w	15
18	19	20 *	21 *	22 *
25	26	27	28	29
APRIL 2019				(17)
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
MAY 2019				(22)
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
JUNE 2019				(8)
3	4	5	6	7 x
10 x	11 x	12 x	13	14
17	18	19	20	21
24	25 p	26	27	28

June 12 Tentative Last Day of School: Early Dismissal

P Potential Last Day of School due to cancellations.

Draft 1 Sept 4 Start Date - 12/8/17

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

Prepared By: Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

Attachments: 1. New P 3523.11 Unmanned Aerial Systems (Drones)
2. Revised P 4112.3 Employment Checks
3. Revised P 4118.11 Non-Discrimination (Personnel)
4. Revised P 5113 Student Attendance and Truancy
5. Revised P 5145.4 Non-Discrimination (Students)

Subject: Policy Adoption, 1st Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies at their meeting on December 4, 2017 and are bringing them to the full Board as a 1st reading.

STATUS:

1. P 3523.11 Unmanned Aerial Systems (Drones) is being presented as a new policy.
2. P 4112.3 Employment Checks is being revised based on PA 17-68 and its requirement for applicants to report prior nonpublic school experience. PA 17-68 defines the term "former employer" and was updated to incorporate this new definition.
3. P 4118.11 Non-Discrimination (Personnel) is being revised based on PA 17-127 prohibiting discrimination by certain entities against an individual on the basis their status as a veteran.
4. P 5113 Student Attendance and Truancy is being revised based on PA 16-147 and PA 17-14 which removes the Family with Service Needs process and PA 17-14 which removes in-school suspensions that are greater than or equal to one-half of the school day for the purposes of calculating chronic absenteeism rates.
5. P 5145.4 Non-Discrimination (Students) is being revised based on PA 17-127 prohibiting discrimination by certain entities against an individual on the basis their status as a veteran.

RECOMMENDATION:

Move to approve the new P 3523.11 Unmanned Aerial Systems (Drones) and revisions made to P 4112.3 Employment Checks, P 4118.11 Non-Discrimination (Personnel), P 5113 Student Attendance and Truancy, P 5145.4 Non-Discrimination (Students) as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 6 c.

Unmanned Aerial Systems (Drones)

In an effort to maintain the safety, security, and privacy of students, staff and visitors, the Windsor Public School District has determined that the operation of unmanned aerial vehicles (UAV), also commonly referred to as drones, is prohibited by any persons on or over District property, including all buildings and grounds, during school hours and at District sponsored events.

For the purposes of this policy, a UAV or drone is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases where circumstances warrant, such as the filming of sporting practice or instructional purposes, but must be approved in advance by the Superintendent of Schools or his/her designee. In addition, staff or students operating any and all District aerial drones shall be in accordance with this policy and all applicable Federal Aviation Administration regulations such as FAA Advisory Circular 91-57A, and FAA registration requirements.

Legal References:

FAA Circular No. 91-57A

Public Law 112-95, The FAA Modernization and Reform Act of 2012

Title 49 U.S.C. §40101

FAA 14 CFR, Parts 1, 45, 47, 48, 91, 375

Policy adopted:

Windsor Public Schools
Windsor, CT

EMPLOYMENT CHECKS

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). ~~If the applicant's current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state.~~ Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

~~In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.~~
In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

"Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

"Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

"Former employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The district shall not offer employment to an ~~application~~applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current employer or former employer ~~of the applicant, if~~ (please note the definition of "former

employer" employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:

(i) such current or former employer is/was a local or regional board of education, council ~~or operator or if such employment otherwise~~of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or

(ii) the applicant's employment with such current or former employer caused the applicant to have contact with children~~:~~.

such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

(ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

(iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

(i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

   a. the dates employment of the applicant, and

   b. a statement as to whether the employer has knowledge that the applicant:

      (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

      (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

      (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

   a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,

b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:

1. The applicant complied with paragraph I.A.1 of this policy;

2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and

3. The applicant affirms that the applicant is not disqualified from employment with the district.

E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.

F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list.

Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a. and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b. of this policy. Such contractor shall contact any current or former employer (please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council ~~or operator or if such~~ of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee's employment with such current or former employer~~, or operator or if such employment~~ caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include

1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.

J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to

paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

K. ~~For the purposes of this policy:~~

~~1. "Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student~~

~~2. "Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).~~

Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer(please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school ~~or~~, interdistrict magnet school operator , or supervisory agent of a nonpublic school, or if ~~such~~the applicant's employment ~~otherwise~~with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

~~M~~L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, ~~governing~~ council of a state or local charter school ~~or~~, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each ~~worker~~person otherwise placed within a school under ~~a~~any public assistance employment program, employed by a provider of supplemental services pursuant to ~~the No Child Left Behind Act~~federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:*

1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be

fingerprinted by Biometric ID Services. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by Biometric ID Services. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. **Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to takes an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the

consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;

2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or

3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by Board or by virtue of the applicant's employment relationship with the Board or that the applicant uses for the Board's business purposes, or

2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Students Employed by the School District

A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-~~212.~~212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~16~~17-~~67. "An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor's Name from Summary Process Complaints."~~ 68, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 17-220, "An Act Concerning Education Mandate Relief."

~~No Child Left Behind Act of 2001, Public Law 107-110~~Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C.§ 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq*.

ADOPTED: 1/18/06
REVISED: 1/14/14
REVISED: 11/15/16

Windsor Public Schools
Windsor, CT

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

[1] **Written notification includes electronic notification, but excludes oral notification.**

[2] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).**

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[3] by Windsor Board of Education that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

Connecticut Records:	**Out-of-State Records:**
Department of Emergency Services and Public Protection	**Agency of Record**
State Police Bureau of Identification (SPBI)	**OR**
1111 Country Club Road	**FBI CJIS Division-Summary Request**
Middletown, CT 06457	**1000 Custer Hollow Road**
860-685-8480	**Clarksburg, West Virginia 26306**

[3] **Written notification includes electronic notification, but excludes oral notification.**

[4] **See 28 CFR 50.12(b).**

[5] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).**

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

NON-DISCRIMINATION (PERSONNEL)

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability **(including** pregnancy**)**, genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individuals' family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity

or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy # 4118.11 and are available online at **www.windsorct.org** or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies Policy #4115.1 Sex Discrimination and Sexual Harassment in the Workplace; P#5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

~~The following person has been designated to handle inquiries regarding the Board's non-~~ Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination ~~polices:~~ may contact:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 233

~~The Board's Title IX Coordinator is:~~

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 233

~~The~~ Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator ~~is~~:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 238

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635
Connecticut General Statutes § 10-153. Discrimination on basis of marital status
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

ADOPTED: July 9, 2009
REVISED: June 18, 2013
REVISED: November 15, 2016

Windsor Public Schools
Windsor, CT

STUDENT ATTENDANCE AND TRUANCY

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

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

Legal References:

Public Act 17-14, An Act Implementing the Recommendations of the Department of Education

Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

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

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

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

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

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

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

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Policy Revised: September 20, 2016
Policy Revised: March 17, 2015
Policy Revised: June 18, 2013
Policy Adopted: March 18, 2008

Windsor Public Schools
Windsor, CT

NON-DISCRIMINATION (STUDENTS)

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status or gender identity or expression.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy # 5145.4 **for Students/Non-Discrimination Policy** and are available online at **www.windsorct.org** or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other

appropriate policies **Policy #5145.5** Students/Sex Discrimination and Harassment; Policy# 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination may contact:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact **the Board's Title IX Coordinator:**

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the **Board's Section 504/ADA Coordinator:**

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095

860-687-2000 x 238

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*
Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*
Connecticut General Statutes § 10-15c , § 46a-58 and § 46a-81a, *et seq.* - ~~Discrimination on basis of sexual orientation~~
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*
Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

ADOPTED: July 9, 2009
REVISED: June 18, 2013

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

ATTACHMENTS: November 30, 2017 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of November 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 November 2017	$ 5,194,089
Expenditures through November 30, 2017	$19,996,174

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

Agenda Item # 8a.

Windsor Public Schools
Financial Report
November 30, 2017

	2017/2018 *Budget	Expenditures YTD 11/30/2017	Encumbrance	Balance 11/30/2017	% Balance
Instructional Services					
Clover Street School	58,019	13,425	6,823	37,771	**65%**
John F. Kennedy School	79,823	23,722	7,949	48,152	**60%**
Oliver Ellsworth School	76,864	25,451	13,872	37,541	**49%**
Poquonock School	64,795	15,365	3,406	46,024	**71%**
Sage Park Middle School	214,220	66,352	42,964	104,904	**49%**
Windsor High School	389,056	106,103	29,623	253,330	**65%**
Windsor High School Interscholastic Sports	202,000	41,752	22,159	138,089	**68%**
Athletic Coaches	235,000	32,565	0	202,435	**86%**
WHS Career & Technical Education	59,745	13,855	11,616	34,274	**57%**
Continuing Education	70,400	30,165	476	39,759	**56%**
Instructional Mgt. & Curriculum Development	335,045	50,364	111,859	172,822	**52%**
Magnet School Tuition	1,500,600	0	1,321,925	178,675	**12%**
Technology	687,432	492,250	105,718	89,464	**13%**
Total Instructional Services	**3,972,999**	**911,369**	**1,678,390**	**1,383,240**	**35%**
Education Support Services					
Pupil Personnel Services	367,200	65,148	72,450	229,602	**63%**
Special Education	94,350	26,052	7,435	60,863	**65%**
Special Education Tuition	4,870,979	1,039,592	300,725	3,530,662	**72%**
Policy & Planning	142,350	27,118	19,774	95,458	**67%**
Employee Personnel Services	84,000	26,450	3,795	53,755	**64%**
Financial Management	280,442	134,124	56,230	90,088	**32%**
Financial Services	38,500	24,036	1,488	12,976	**34%**
Pupil Transportation & Safety	2,552,099	112,628	1,543	2,437,928	**96%**
Special Education Transportation	1,660,000	394,534	386,142	879,324	**53%**
Physical Plant Services	2,035,850	638,535	1,239,399	157,916	**8%**
Major Maintenance	386,000	251,230	70,847	63,923	**17%**
L.P. Wilson Center	254,800	56,259	122,241	76,300	**30%**
Benefits	11,188,075	3,099,954	244,221	7,843,900	**70%**
Certified Salaries	30,104,573	9,418,771	0	20,685,802	**69%**
Non-Certified Salaries	8,252,895	3,432,698	0	4,820,197	**58%**
Regular Ed Tutor Salaries	222,699	44,136	0	178,563	**80%**
Special Ed Tutor Salaries	320,000	100,962	0	219,038	**68%**
Substitute Salaries	643,519	192,578	85,134	365,807	**57%**
Total Education Support Services	**63,498,331**	**19,084,805**	**2,611,424**	**41,802,102**	**66%**
Total All Sites	**$67,471,330**	**$19,996,174**	**$4,289,814**	**$43,185,342**	**64%**

* 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: December 19, 2017

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

ATTACHMENTS: Student Enrollment Report

SUBJECT: Student Enrollment as of December 1, 2017

BACKGROUND:

Attached are the official enrollment figures as of December 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

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

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
December 1, 2017

Enrollment in Windsor Public Schools	
Grades PreK-5	1,386
Grades 6-8	709
Grades 9-12	1,184
Total District Enrollment	**3,279**

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)	22
CREC Montessori Hartford	12
CREC Metropolitan Learning Center	100
CREC Miscellaneous Magnet Schools	228
Hartford Host Magnet Schools	219
Miscellaneous Magnet Schools	12
A.I. Prince Technical High School	9
Howard Cheney Technical High School	6
	652

Total Windsor	**3,931**

Windsor Public Schools
Student Enrollment Report
December 1, 2017

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		51		60		111
K		86		103		189
1		79		119		198
2		87		112		199
3			106		124	230
4			89		124	213
5			98		148	246
Subtotal K-5						1275
Total		**303**	**293**	**394**	**396**	**1,386**

Grade	Sage Park MS
6	218
7	254
8	237
Total	**709**

Grade	Windsor High
9	293
10	306
11	271
12	314
Total	**1,184**

Total District Enrollment	**3,279**

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	14						
2	R Brown					13	13	13						
3	M Scott					14	14	15						
22	L Roche					15	15	15						
23	R Elkey					15	15	15						
24	L Eskanazi					15	14	14						
		Total	**74**		**87**	**86**	**85**	**86**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1												
8	E Lamb					15	15	15						
16	N Nabil					17	17	17						
17	K Stoll					17	17	17						
18	B Neals					14	13	13						
15	E Velez					17	17	17						
		Total	**74**		**81**	**80**	**79**	**79**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
9	S Trummel-Cadieux					18	18	18						
11	J Delsky					19	19	19						
12	K Filmer					18	18	17						
13	E Hoogewerff					15	16	16						
14	S Couchon					16	16	17						
		Total	**88**		**89**	**86**	**87**	**87**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		30		30	29	30	30						
	Sped & Peer		19		19	19	19	21						
		Total	**49**		**49**	**48**	**49**	**51**	**0**	**0**	**0**	**0**	**0**	**0**
	Poquonock	**Totals**	**285**		**306**	**300**	**300**	**303**	**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	23						
24	S Michalic					23	23	22						
10	J Murray					20	20	21						
25	J Darrell					20	20	21						
13	C Messenger					20	20	19						
		Total	**98**		**108**	**105**	**105**	**106**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
14	J Su					22	22	23						
15	L Savage					22	22	23						
26	C Nowsch					23	23	22						
27	D Williams					22	21	21						
		Total	**77**		**90**	**89**	**88**	**89**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
9	N Arroyo					19	19	20						
18	E Chartier					20	20	20						
19	S Lewis					19	19	19						
8	C Lindsley					17	18	18						
12	R Grimes					21	21	21						
		Total	**102**		**97**	**96**	**97**	**98**	**0**	**0**	**0**	**0**	**0**	**0**
	Clover	**TOTAL**	**277**		**295**	**290**	**290**	**293**	**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	13						
20	L Butterick					12	13	11						
21	T Tedeschi					13	12	13						
22	A Bishop					12	14	12						
23	L Adamski					14	12	14						
24	A Bartholomew					11	12	12						
25	C Chapple					13	13	14						
26	S Marcella					14	14	14						
		Total	**107**		**103**	**102**	**103**	**103**	**0**	**0**	**0**	**0**	0	**0**
11	S Capizzi	**Grade 1**				21	20	20						
12	K Furie					20	21	21						
13	E Larson					18	18	19						
15	T Strickland					20	20	20						
16	L Miller					20	20	20						
17	K Strempfer					19	19	19						
		Total	**107**		**117**	**118**	**118**	**119**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
1	B Mayo					17	18	18						
2	J Goicochea					19	18	19						
3	K Carlin					18	18	18						
6	E Heilman					18	18	19						
7	L Majors					20	20	20						
8	D Jaworski					16	17	18						
		Total	**102**		**108**	**108**	**109**	**112**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		30		30	30	29	30						
	PK Sped &		29		29	29	29	30						
		Total	**59**		**59**	**59**	**58**	**60**	**0**	**0**	**0**	**0**	**0**	**0**
	Ellsworth	**Total**	**434**		**387**	**387**	**388**	**394**	**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	20						
2	K Richards					21	20	20						
3	A Moyal					21	21	22						
4	D Ghanesh-May					22	21	21						
6	M Johnston					20	20	20						
8	V Vaicunas					20	21	21						
		Total	**111**		**124**	**125**	**123**	**124**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
9	M Macaluso					19	19	18						
10	S Silliman					16	17	16						
12	L Bishop					18	18	18						
14	S Brown					17	18	17						
15	K Bowman					18	18	18						
16	D Taylor					17	17	18						
18	A Caselli					18	18	19						
		Total	**120**		**123**	**123**	**125**	**124**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
19	J Somero					21	20	18						
20	S Paley					20	20	20						
24	J Freitas					21	20	21						
25	S Fye					21	22	22						
26	K Mazur					21	21	21						
27	N Donzella					21	20	22						
28	G Davies					22	23	24						
		Total	**136**		**148**	**147**	**146**	**148**	**0**	**0**	**0**	**0**	**0**	**0**
	Kennedy	**Total**	**367**		**395**	**395**	**394**	**396**	**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	75							4	18.75
Team 2					68	69	70							5	14
Team 3					70	71	72							5	14.4
	Total	**214**		**218**	**212**	**214**	**217**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 7															
Team 4					85	86	86							4	21.5
Team 5					81	80	81							4	20.25
Team 6					83	83	84							5	16.8
	Total	**245**		**253**	**249**	**249**	**251**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 8															
Team 7					80	78	81							4	20.25
Team 8					78	79	77							5	15.4
Team 9					76	77	77							5	15.4
	Total	**219**		**236**	**234**	**234**	**235**	**0**	**0**	**0**	**0**	**0**	**0**		
SPARK					**6**	**6**	**6**								
Sage Park	**Total**	**678**		**707**	**701**	**703**	**709**	**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	293						
Grade 10	**300**		303	299	306	306						
Grade 11	**281**		285	273	272	271						
Grade 12	**307**		312	305	308	314						
Windsor High Total	**1112**		**1209**	**1177**	**1182**	**1184**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – November 2017

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 November 2017

Recommendation: Informational only.

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

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
November 2017

REVENUE	November 2016	7/1/16 - YTD	November 2017	7/1/17- YTD
SALES	$119,774.06	$424,492.03	$92,501.31	$318,100.23
REIMBURSEMENTS - STATE		29,545.00	20,258.00	32,594.00
ACCOUNTS RECEIVEABLE	123,805.52	444,791.07	91,416.54	346,741.47
CLOC		51,798.00		156,151.90
INTEREST/FEES				
MISC. (Rebates)		162.37	129.10	1,348.22
6 Cents Certification	3,173.76	10,348.56	2,449.80	8,152.56
REVENUE TOTALS	**$246,753.34**	**$961,137.03**	**$206,754.75**	**$863,088.38**
EXPENSES				
WAGES	$82,440.81	$286,302.25	$72,576.69	$258,223.42
PAYROLL TAXES	6,306.72	19,319.56	5,552.12	19,754.09
BENEFITS	7,652.64	45,104.87	7,051.17	41,867.87
FOOD/MILK/ICE CREAM	137,090.97	527,197.08	94,936.45	423,952.55
PAPER	3,324.63	26,281.02	6,777.55	23,220.63
TRUCK	401.60	1,713.41	355.68	2,114.06
SUPPLIES	427.06	6,649.68	554.03	15,997.90
EQUIPMENT	1,240.66	12,242.42	13,291.82	33,915.65
SERVICES	1,334.50	3,307.19	812.66	4,600.14
EXPENSE TOTALS	**$240,219.59**	**$928,117.48**	**$201,908.17**	**$823,646.31**
NET INCOME	**$6,533.75**	**$33,019.55**	**$4,846.58**	**$39,442.07**
INVENTORY		**$41,536.99**		**$25,536.84**
OPENING BALANCE 7/1		**$ 166,304.74**		**$347,470.46**
COMPUTED OPERATING POSITION		**$240,861.28**		**$412,449.37**

Windsor School Food Service November 2017 Participation

SALES

		Nov 2016	Nov 2017
WHS			
	# OF DAYS	18	18
	SALES	$34,142	$30,082
	AVERAGE	$1,897	$1,671

Reimbursable Meals	**Average LUNCH per day**	
ELEMENTARY	844	873
Academy of Aerospace & Engineering	385	418
SPMS	410	402
WHS	611	599

Reimbursable Meals	**Average BREAKFAST per day**	
ELEMENTARY	359	379
Academy of Aerospace & Engineering	120	129
SPMS	87	82
WHS	181	166

Reimbursable Meals	**Average SNACK per day**	
Treehouse Program	103	95

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for November 1, 2017 – November 30, 2017

RESIGNATIONS/SEPARATIONS

Jessica Bilotta	Family Resource Center Leader	Clover
Haley Carlow	Special Education Paraprofessional	Ellsworth
Jeneva Davidson	Special Education Paraprofessional	Poquonock
Bridget Marlins-Jones	High School Administrative Support Assistant	Windsor High
Joanne Mock	Long Term Substitute Grade 1 Teacher	Poquonock
Nausheen Nabil	Grade 1 Teacher	Poquonock
Charlene Stosonis	Food Service Part-time General Worker	AAE
Robin Taylor	Long Term Substitute School Social Worker	Clover

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Jean Coffin	From: Elementary Cook/Secondary Salad	AAE
	To: Elementary Cook/Secondary Salad	Windsor High
Marla Knight	From: Elementary Cook/Secondary Salad	Sage Park
	To: Interim Secondary Cook	Sage Park
Tiffany Rodriguez	From: Elementary Cook/Secondary Salad	Windsor High
	To: Elementary Cook/Secondary Salad	AAE
Wendy Schwartz	From: Tutor	Windsor High
	To: Grade 8 Math Teacher (Limited)	Sage Park
Keshauna Smith	From: Part-time Special Education Paraprofessional	Ellsworth
	To: Full-time Special Education Paraprofessional	Ellsworth

HIRES

Kathleen Kijak	Adult Education GED Instructor	L.P. Wilson
Erin McGovern	Regular Education Read 180 Paraprofessional	Sage Park
Brie Reynolds	Grade 1 Teacher (Limited)	Poquonock

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: December 19, 2017

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

Attachments:

Subject: Appointment of Representatives to Town of Windsor Insurance Commission

---

BACKGROUND:

The Insurance Commission reviews and recommends to the Risk Manager of the Town of Windsor various coverages that are necessary for both the Town and Board of Education. The Commission is comprised of five members. The Board of Education and Town Council each appoint two members, one Democrat and one Republican, to the commission. Those four appointments select a fifth member.

STATUS:

The terms of the current Board of Education appointees have expired.

RECOMMENDATION:

That the Windsor Board of Education appoints Democrat David Ross and Republican Alan Relyea to four year terms which will expire on November 30, 2021 or until filled.

Recommended by the Superintendent:

Agenda Item # 8e.

Windsor Board of Education
Regular Meeting
Unapproved Minutes

Tuesday, November 21, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the November 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. 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 at 7:00 PM by Mr. Lockhart with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder and Student Representative Zaviana Desarmes.

2. Recognitions/Acknowledgements

2.a. Recognition--A'aliyah Grimes, Clover Street School Building Winner and Finalist, and Jasmine Brown, John F. Kennedy School Building Winner, for Windsor's CT Kid Governor Program

Discussion:
The board recognized A'aliyah Grimes of Clover Street School and Jasmine Brown of John F. Kennedy School as building winners in the Windsor CT Kid Governor Program.

2.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.

Discussion:
Principal Osunde introduced Khaleel and gave an overview of the award he received. The board and audience had an opportunity to view his film.

2.c. Recognition--Ava Peters, Semifinalist in the 2018 National Merit Scholarship Program

Discussion:
Mr. Osunde introduced Ava Peters, a semifinalist in the 2018 National Merit Scholarship Program. Mr. Osunde spoke to Ava's academic achievements and explained the requirements of semifinalists in the National Merit Scholarship Program.

2.d. CAPPS Student Leadership Awards for Sage Park Middle School--Devandra Chin, Academic Excellence; Araya Miller, Leadership Service; Ava Koistinen, Community Service

Discussion:
Mr. Cavaliere introduced the CAPPS Student Leadership Awards for Sage Park Middle School: Devandra Chin, Academic Excellence; Araya Miller, Leadership Service; Ava Koistinen, Community Service.

2.e. CAPSS Student Leadership Awards for Windsor High School--Alex Rosario, Academic Excellence; Chamia Murray, Leadership Service; Rhiannon Kiersznowski, Community Service

Discussion:
Mr. Osunde introduced the CAPPS Student Leadership Awards for the Windsor High School: Alex Rosario, Academic Excellence; Chamia Murray, Leadership Service; and Rhiannon Kiersznowski, Community Service.

Mr. Lockhart called a five minute recess at 7:35 PM
The regular meeting was called back to order at 7:40 PM.

3. Audience to Visitors

Discussion:
Kait Morgan, 18 Apple Tree Lane, expressed her concerns regarding bullying at Oliver Ellsworth School.

Shavonne Sanders, 8 Kennedy Road, expressed her concerns regarding bullying at John F. Kennedy School.

Ashley Womack, 81 East Granby Road, expressed her concerns regarding bullying at Sage Park Middle School.

Anna Ross, 113 Preston Street, expressed her concerns regarding bullying at Windsor High School.

Cindy Gapko, 46 Lochview Drive, expressed her concerns regarding education on concussions at Windsor High School.

Chris Luiso, 21 Stacy Drive, congratulated board members on their election, thanked teachers for their hard work and expressed his concerns regarding discipline in the Windsor Public School System.

Robin Ross, 113 Preston Street, expressed her concerns regarding bullying at Windsor High School.

Amber Therian, expressed her concerns regarding a zero tolerance policy for bullying within the Windsor Public School System.

Jill Michaud, 315 Beechwood Street, expressed her concerns regarding bullying on the school bus on the elementary level.

Abby Forester, 4 Batchelder Road, suggested ways on how to prevent bullying before it starts by uniting influential seniors and students in lower grade levels.

4. Student Representative Report

Discussion:
Ms. Desarmes reported on a decline in stress levels of the student body at Windsor High School since SATs were administered and first quarter grades closed. After hearing the comments made by the public, Ms. Desarmes plans to explore the true school climate. LGBTQ panel met and were excited to be supported by the administration. The "Powder Puff Games" have begun and will see a three game stretch. Seniors at WHS are completing their college applications as most are due by 12/1/17. The Veterans Day Assembly was held at WHS on 11/10.

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

Discussion:
President Lockhart read the mission statement and goals of the Windsor Board of Education. He followed by listing ways the district will ensure that it is proactively working towards the mission statement on behalf of all Windsor Public School students.

President Lockhart shared the activity of the new board in the 8 days of its placement as well as his goals for the direction the new board. He encouraged parents to engage the teachers and building principals. President Lockhart plans to utilize Community Forums to hear from the public in the near future.

President Lockhart emphasized that the board will be a purposeful one. He explained the priorities of both Republican and Democratic caucuses. After explaining the roles of each party, President Lockhart explained his role as president and how he plans to maximize his time to assist others and to be purposeful in his new role.

President Lockhart warmly encouraged parents to continue being present at board meetings, to continue to stay involved and engaged in their child's learning process. He also reiterated that Dr. Cooke has the full support of the board and he looks forward to continuing to work with the superintendent to support the families of Windsor Public schools.

5.b. Revision to Committee Assignments

Discussion:
Mr. Lockhart reported he is disbanding the technology committee. Technology updates will be heard at regular board meetings. Mr. Jeremy Halek was added to the Long Range Planning Committee Mr. Eleveld was removed from that committee.

5.c. Discussion on School Climate and Discipline

Discussion:
Dr. Cooke thanked the families that spoke up during Audience to Visitors. He acknowledged that although the district's discipline reports indicate that there has been a decrease across the district regarding discipline, each household's situation is unique. He shared the efforts that have been taken to decrease discipline in each school. (Addition of security, keeping numbers in the classrooms low, adding more bus monitors on bus routes, relevant programs for students, giving teachers time to work on positive school environments, training on bullying for teachers etc.).

Dr. Cooke encouraged families to work through the proper channels for support. Speak with teacher's first, then building administrators and finally, the superintendent's office.

Ms. Black-Burke thanked WPS families for expressing their concerns. She plans to examine more closely, have further conversations, and recommend specific workshops per school.

Mr. Eleveld thanked WPS families for their comments. He stated that behaviors start at home, although a child's environment contributes largely to specific behaviors. He shared that the topic of bullying is a national issue. Because of this, he wants to reinforce clear guidelines for how these situations should be handled.

Mr. Dobler shared his motivation for his interest in serving on the board. He plans to be an active participant in making a difference in the Windsor Public Schools.

Mr. Halek shared his past experiences that directly related to that of the families in Windsor. He stated that he wishes to provide readily available resources to bullies. He also reported that although issues of this nature cannot be solved overnight, he is confident that with this topic being put on the agenda for the first meeting, the district is moving in the right direction.

Ms. Khan thanked families for their comments and empathized with them. She encouraged all in attendance to stay involved, to continue having conversations and to continue collaborating.

Mr. Bosch emphasized that safety is the first priority and teaching is the second. He stated that the topic of bullying certainly needs to be addressed so that administration, faculty, and staff can continue carrying out their assignments as educators. Meanwhile, the board can continue focusing on primary functions, setting and approving policies, curriculum and budgets.

Mr. Furie stated that he takes the topic of bullying very seriously. He plans to have reciprocal communication with parents and faculty.

Ms. Fissel thanked the board for supporting the request to add discipline and bullying to the agenda and she also thank President Lockhart and audience for speaking. She expressed that bullying can be a sign for help so she plans to address the roots of these incidents. She encouraged families to continue to communicate, and to share their expectations and values.

President Lockhart assured the audience that the board as a whole cares deeply about the well-being and safety of both students and staff. He also explained that major topics such as bullying will not be resolved overnight, however, the topic will continue to be dissected. On behalf of the entire board, President Lockhart communicated that Dr. Cooke is and will continue to be well supported by the board. He encouraged parents to continue being engaged and welcomed open communication between himself and the families of Windsor.

6. Superintendent's Report

Discussion:
Dr. Cooke shared the success of Poquonock Elementary School's event, "Pancakes for Puerto Rico". The school collected $1100 and was well supported by Windsor students and families district-wide. Dr. Cooke highlighted the fall sports accomplishments including new swim team records. The fall sports awards will be held on November 30th. The K-5 Health Parent Workshop was well attended on 11/20. Nearly 30 families were able to benefit from this program.

6.a. Budget Update

Discussion:
Ms. Batchelder shared the latest update regarding the district's financial report. Some questions were asked regarding summer school funding and accessibility of Konica Minolta which were addressed by Ms. Batchelder.

6.b. Curriculum Development, 2nd Reading

6.b.1. Robotics I
6.b.2. Robotics II

Motion Passed: Move that the Board approves Robotics I and II as a 2nd Reading as presented passed with a motion by Ms. Nuchette Black-Burke 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

7. Consent Agenda

7.a. Financial Report

Discussion:
Expenditures for October 2017 $5,208,904
Expenditures through October 31, 2017 $14,802,085

Motion Passed: Move that the Board approves the Financial Report as presented 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

7.b. Enrollment Report

Motion Passed: Move that the Board approves the Enrollment Report as presented 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

7.c. Food Service Report

Motion Passed: Move that the Board approves the Food Service Report as presented passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

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

7.d. Human Resources Report

Motion Passed: Move that the Board approves the Human Resources Report as presented passed with a motion by Mr. David Furie 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

8. Approval of Minutes

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

Motion Passed: Move that the minutes of October 17, 2017 Regular Meeting be accepted as presented passed with a motion by Ms. Maryam Khan and a second by Ms. Michaela Fissel.

4 Yeas - 0 Nays – 5 Abstain

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

Motion Passed: Move that the minutes of November 13, 2017 (6:15 PM) Special meeting, and November 13, 2017 (6:30 PM) Special Meeting be accepted as presented passed with a motion by Ms. Maryam Khan 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

9. Other Matters/Announcements/Regular BOE Meetings

9.a. BOE Policy Committee, Monday, December 4, 2017, 6:00 PM, LPW, Room 17
9.b. BOE Special Meeting, Tuesday, December 5, 2017, 6:00 PM, LPW, Board Room.
9.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

Discussion:
Ms. Black-Burke thanked the community for voting. She expressed her gratitude for serving the Windsor Public School system. She also invited the pubic to attend Dinner and a Movie with Santa on 12/7.

Mr. Eleveld expressed that he is hopeful regarding Windsor Public School improvements. He also thanked the public for their comments.

Mr. Dobler thanked voters for their selection of board members. He hopes for the community continues to be involved at meetings such as these.

Mr. Halek thanked all in attendance and wished all a Happy Thanksgiving

Ms. Khan thanked the community for their support today and stated that she looks forward to learning from parents, administration and the public.

Mr. Furie thanked the public for joining the meeting today and hopes to see more dialog moving forward.

Ms. Fissel thanked the voters of Windsor for the selection of the nine (board members). She stated that it is her honor and privilege to serve the Windsor Public School system and she encouraged families to continue sharing their stories and to return to the next BOE meeting. Ms. Fissel also announced a few upcoming conferences and wished everyone a Happy Thanksgiving.

President Lockhart thanked the town for their election. He encouraged all to take care of each other, to be kind and to care of one another. He acknowledged the time of year and reminded the audience to check in on family and friends.

President Lockhart congratulated Maryam Khan as a 2017 Bridge Builder awardee. Past President Cristina Santos is also a 2017 Bridge Builder awardee. The Bridge Builder Award Ceremony will take place on 11/30/17 at 6:00 PM. A $10 donation is requested at the door.

Motion Passed: Motion to move item 11 Audience to Visitors before item 10 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

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

Discussion:
Moved into executive session at 9:54 PM.

Returned to open session at 10:11 PM.

Motion Passed: Move that the Board of Education move into executive session for the purpose of discussing Family Educational Rights and Privacy Act (FERPA) protected records involving a student. We are inviting Dr. Cooke and Steven Carvalho to be part of the discussion 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

11. Audience to Visitors

Discussion:
Cindy Gapko, 46 Lochview Drive Thanks the board members and expressed how excited she was to hear that the Board of Education is working together and feels they are a good representation of the town.

12. Adjournment

Motion Passed: Move to adjourn the meeting at 10:15 PM 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

_____

Maryam Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, December 4, 2017 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 4, 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. Maryam Khan
Mr. Brian Bosch
Mr. David Furie

Updated Attendance:
Ms. Maryam Khan was updated to absent at: 6:35 PM
Mr. Brian Bosch was updated to present at: 6:05 PM

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

Discussion:
The meeting was called to order by Chair Maryam Khan at 6:00 PM with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill were also in attendance.

2. Audience to Visitors

Discussion:
None

3. Review Policy Committee Protocols

Discussion:
Dr. Cooke reviewed meeting protocols with the committee.

4. Review New P 3523.11 Unmanned Aerial Systems (Drones)

Discussion:
Policy 3523.11 Unmanned Aerial Systems (Drones) will be brought forward to the full board at its regular meeting.

5. Review Revised P 4112.3 Employment Checks

Discussion:
Policy 4112.3 Employment Checks will be brought forward to the full board at its regular meeting.

6. Review Revised P/AR 4118.11 Non-Discrimination (Personnel)

Discussion:
Policy 4118.11 Non-Discrimination (Personnel) will be brought forward to the full board at its regular meeting.

7. Review Revised P/AR 5113 Student Attendance and Truancy

Discussion:
Policy 5113 Student Attendance and Truancy will be brought forward to the full board at its regular meeting.

8. Review Revised P/AR 5145.4 Non-Discrimination (Students)

Discussion:
Policy 5145.4 Non-Discrimination (Students) will be brought forward to the full board at its regular meeting.

9. Adjournment

Discussion:
The meeting was adjourned at 6:45 PM.

_____
Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, December 5, 2017 6:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 5, 2017 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:08 PM:

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

Absent Board Members:
Mr. Ronald Eleveld

Updated Attendance:
Ms. Michaela Fissel was updated to present at: 8:36 PM
Ms. Michaela Fissel was updated to absent at: 7:45 PM

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

Discussion:
The meeting was called to order by President Lockhart at 6:08 PM with the Pledge to the Flag and Moment of Silence. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho.

2. Audience to Visitors

Discussion:
None

3. Budget Assumptions FY 19

Discussion:

Dr. Cooke and Danielle Batchelder presented the draft Budget Assumptions for the 2018-2019 budget preparation process:

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

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

2. Enrollment: District-wide enrollment has fluctuated slightly over the past five years. The 14/15 enrollment was 3,145 and then increased to 3,187 in 15/16. Enrollment remained flat for the following year (16/17) at 3,186. There was a jump in enrollment in 17/18 to 3,250 students and the projected enrollment for 2018/2019 is to remain relatively flat or increase slightly compared to 17/18.

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

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

5. Health Insurance: If we continue to have low claim trends as we've been experiencing the past few years, and the transition to the High Deductible Health Savings plan, the cost for health care is projected to remain flat and possibly decrease slightly.

6. Contractual Obligations: Base salaries will increase approximately 2.09%.

7. Special Education: Out-of-district tuition costs are projected to increase by 2%. The goal is to reduce the increase in costs.

8. Utility costs (heat & electricity): Projected to remain relatively flat. Over the past few years, the district reduced the utility cost by over $400,000 due to better efficiencies in our buildings. Water is projected to increase 10% effective 1/1/18.

9. Regular Ed Transportation: The contractual increase is 3.2% or $135,731 for 18/19. An additional $30,000 needs to be added (total inc. = $165,731) from the DATTCO's "give-back" in the 17/18 contract.

10. Special Education Transportation: The special ed transportation has increased over the past few years due to the number of students we transport based on their needs. The increase for special education transportation for 18/19 is anticipated at $160,000.

11. Diesel Fuel: Diesel fuel was at a recent low for 16/17. We do not anticipate that moving forward. The lock in price in 16/17 was $1.49/gallon and in 17/18 it is $1.81. The projected rate for 18/19 is $2.35/gallon. This will be monitored in the coming months by the Town.

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

13. State & Federal Funding/Grants: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or slightly decrease for FY 18/19.

14. Alliance Grant: The "Alliance Grant" that the district received directly for the past 5 years is now included within the Excess Cost Grant which flows directly to the Town as revenue.

Dr. Cooke and Mrs. Batchelder answered questions from board members and discussion ensued.

4. Presentation of School Status Reports

Discussion:
Dr. Cooke introduced the district administrators in attendance. The principals presented the strengths of their school as well as strategies for improvement. Questions and discussion followed.

5. District Data Team Overview

Motion Passed: Move to table agenda item 5 until future meeting passed with a motion by Mr. Brian Bosch and a second by Ms. Michaela Fissel.

8 Yeas - 0 Nays.

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

6. Announcements

Discussion:
None

7. Adjournment

Discussion:
The board members thanked the administration for attending the meeting this evening. The meeting was adjourned at 9:51 PM

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

8 Yeas - 0 Nays.

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

_____

Maryam F. Khan, Secretary
Windsor Board of Education

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

Presented By: Terrell M. Hill

Attachments: Details of Agreement – Provided in Executive Session

Subject: Ratification of the Collective Bargaining Agreement between the UPSEU, Local 424 – Unit 59 (Paraeducators) and the Windsor Board of Education.

Background:

The Windsor Board of Education and the UPSEU, Local 424 – Unit 59 (Paraeducators) reached a tentative agreement for a successor two-year contract covering July 1, 2017 through June 30, 2019.

Status:

The Union voted to ratify the agreement on November 29, 2017

Recommendation:

The Board of Education should ratify this Agreement. A suggested motion: Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the UPSEU, Local 424 – Unit 59 (Paraeducators) covering July 1, 2017 through June 30, 2019.

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

Agenda Item # 11a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 19, 2017

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

Attachments:

Subject: Discussion of Superintendent's Compensation (Executive Session)

BACKGROUND:

STATUS:

RECOMMENDATION:

Possible motion to be made in public session following executive session.

Recommended by the Superintendent: _____

Agenda Item # 11b.