# Regular Meeting - Virtual Meeting

Tuesday, November 17, 2020 7:00 PM
Town Hall, Council Chambers Dialing in by Phone Only: 1. Please call: 1-646-558-8656 or 1-312-626-6799 then press # 812 5922 6894 2. When prompted for participant or meeting ID, enter, then press # Joining in by Computer: 1. Please go to the following link: https://us02web.zoom.us/j/81259226894 2. When prompted for participant or meeting ID, enter 812 5922 6894, then press #, 601 Matianuck Avenue, Windsor, CT 06095

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

a. CAPSS Student Leadership Awards for Sage Park Middle School--Samuel Garcia, Academic Excellence; Malia Alabre, Community Service; William Morin, Leadership

b. CAPSS Student Leadership Awards for Windsor High School--Rachel Cleveland, Academic Excellence; William Churchill, Community Service, Kamryn Monroe, Leadership

3. **Student Representative Report**
4. **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

5. **Superintendent's Report**

a. WHS Program of Studies 2021-2022

6. **Committee Reports**

a. Superintendent Search Committee

7. **Consent Agenda**

a. Financial Report

b. Enrollment Report

c. Food Service Report

d. Human Resources Report

8. **Approval of Minutes**

a. October 20, 2020 Regular Meeting

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

a. BOE Policy Committee Meeting (Virtual), Tuesday, December 1, 2020, 6:00 PM, Board Room

b. BOE Special Meeting (Virtual), Tuesday, December 1, 2020, 6:30 PM, Board Room

c. Next BOE Regular Meeting is Tuesday, December 15, 2020, 6:30 PM (Public Forum), 7:00 PM (Regular Meeting), Town Hall, Council Chambers

10. **Discussion on Transportation Contract (Executive Session - no action)**
11. **Adjournment**

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

**Prepared By:** Terrell M. Hill, PhD **Presented By:** Leonard Lockhart/Terrell Hill

**Attachments:** None

**Subject:** CAPSS Student Leadership Awards

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**BACKGROUND:**

The Connecticut Association of Public School Superintendents' Student Leadership Award is given to three students at both Windsor High School and Sage Park Middle School who show leadership to the school, academic prowess relative to ability, and service to others in the community. The goal of the award is to focus on students whose accomplishments and activities go beyond academic success and include service and leadership, making them role models for other students.

**STATUS:**

Due to the COVID-19 Pandemic and social distancing protocols, the November 17, 2020 meeting is closed to the public. Students have been asked to view the recognition portion of the meeting by accessing Cable Channel 96 on Comcast and Frontier or by viewing by the online meetings on the town's website. A certificate and gift will be sent to the students as soon as possible.

**RECOMMENDATION:**

For information only:

This year's recipients chosen from Sage Park Middle School are:

Samuel Garcia – Academic Excellence
Malia Alabre – Community Service
William Morin – Leadership

This year's recipients chosen from Windsor High School are:

Rachel Cleveland – Academic Excellence
Williams Churchill – Community Service
Kamryn Monroe – Leadership

Ms. Jorgensen, SPMS Principal, will read a short bio on each of the SPMS recipients.
Ms. Phaedra Durost, WHS Assistant Principal, will read a short bio on each of the WHS recipients.

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**Recommended by the Superintendent:** _____

**Agenda Item #** 2a.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

**Prepared By:** Dr. Chaka Felder-McEntire

**Presented By:** Dr. Chaka Felder-McEntire
Dr. Santosha Oliver

**Attachments:** Program of Studies Changes 2021-2022

**Subject:** Program of Studies 2021-2022

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**Background:**

The Windsor High School Program of Studies 2021 - 2022 is being presented at the BOE meeting on November 17, 2020. The draft Program of Studies includes the new/revised course(s) presented this evening to the Board of Education. The changes are attached.

**Recommendation:**
That the Board of Education approve the proposed changes to the WHS 2021 - 2022 Program of Studies for a 1st Reading.

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

**Agenda Item #:** 5a.

2/28/15

**Windsor High School**
**Program of Studies Changes**
**2021-2022**

## ADDITIONS

### ➤ART

**The History of Art** **0.5 credit, Honors**

*Open to Grades 10 -12. No Prerequisite.*

This piloted academic course is designed to teach students how to analyze and evaluate art, and see how it reflects the time and place in which they were made. About 40 important and fascinating works of art, from Nok Sculpture in Africa to Frank Lloyd Wright's Fallingwater house from the 1930's, to the contemporary street art of Banksy and Shepard Fairey will be studied. It is hoped that students will be able to go on field trips to museums in the area. Students will write critical essays comparing and contrasting the art studied, with a culminating multimedia project. Interested students do not have to be good at art or to even know much about art to take this course, it's about learning about some beautiful and thoughtful works through time. This course is eligible for either art or history credit.

### ➤SOCIAL STUDIES AND HISTORY

**African American and Latinx History** **1 credit, Honors**

*Open to Grades 9 -12. No Prerequisite.*

This is a piloted, year-long elective offered as mandated by the state. This course explores the history of African Americans and Latinx people in the United States, starting with the early years of European colonialism. This course cannot be split into two parts, students must take the entire year.

### ➤SPECIAL EDUCATION

**Functional Academic Support** **0 credit**

This course is designed for students in 9-12 grades who require specialized instruction. The focus of this course is to help students improve functional independent life skills. Students in this class work on transition activities, learning about their IEPs, daily living skills, life skills not worked on in other classes, and social skills. Students receive extra time and/or adult assistance for work in other courses. Individual and small group instruction is provided.

## CHANGES

### ➤CAREER & TECHNICAL EDUCATION

- **Change Program Description: The Career & Technical Education Department**
  The Career and Technical Education (CTE) department is a consortium of the Business, Family & Consumer Sciences and Technology Education departments. CTE students cultivate skills that improve the lives of individuals, families, and communities. All CTE students participate in career connected activities designed to promote critical thinking, problem solving, creativity, and interpersonal skills. Our courses prepare students to meet high school graduation requirements, district learning expectations, as well as post secondary plans for career, college, and/or military.

  Courses in Career and Technical Education are linked to eleven separate career clusters: Architecture, Arts-Technology-Communication, Education & Training, Finance, Health Sciences, Hospitality & Tourism, Manufacturing, Marketing, Sales & Service, STEAM, and Transportation.

- **Change Program Description: Business Education**
  Business Education courses in this department are closely linked to the Business and Finance Pathways and provide useful background for numerous occupations in all other pathways.

  Business Education coursework provides students with exposure to business strategy, effective communication techniques, financial reasoning, and economic concepts. Each course curriculum is designed to embed core academic coursework, interpersonal skills, and technological knowledge into real world application which prepares students for future career and/or college opportunities. All students will demonstrate knowledge through teamwork, self reflection, and career embedded experiences.

  The Business and Finance Pathway exposes students to the knowledge and skills that will contribute to them becoming productive and financially aware employees with strong consumer skills.

- **Change Course Offerings By Grade Level: Business Education**
  *(* eligible for dual credit through one of our concurrent enrollment programs)*

  **Grade 9**
  - Accounting 1
  - Marketing 1
  - Principles of Business Management
  - Personal Finance 1
  - Personal Finance 2*
  - Microsoft Applications 1 and 2
  - Marketing 1

**Grade 10**

- Accounting 2*
- Law for Business and Personal Use
- Entrepreneurship
- Marketing 2
- And all courses listed above

**Grades 11 & 12**

- All courses listed above

- **Change Program Description: Family and Consumer Sciences**
  Courses in this department are linked to the following Pathways: Government, Education and Human Services/Health.

  Family and Consumer Sciences coursework provides students with exposure to skills, knowledge and strategies for successfully managing resources throughout the lifespan. Each course curriculum is designed to embed academic content, career skills, cultural awareness, teamwork, and real world connections. Students have the opportunity to demonstrate knowledge through collaborative activities, self reflection, and hands on experiences.

  The Family and Consumer Sciences pathway exposes students to the knowledge and skills that will contribute to them becoming resourceful, self-confident, and collaborative employees and family members.

- **Change Course Offerings By Grade Level: Family and Consumer Sciences**
  *(* eligible for dual credit through one of our concurrent enrollment programs)*

  **Grade 9**

  - Baking & Pastry Arts
  - Cultural Cuisine
  - Culinary Arts 1 & 2
  - Family Sociology
  - Fashion & Clothing 1 & 2
  - Fashion Merchandising
  - Introduction to Health Care Services
  - Child Development 1 & 2

  **Grade 10**

  - Fashion & Clothing 3
  - Early Childhood Education
  - And all courses listed above

  **Grade 11**

  - Culinary Arts 3
  - Individual Development & Family Studies*
  - And all courses listed above

**Grade 12**

- All courses listed above

- **Change Program Description: Technology Education**
  Technology Education courses in Technology Education are linked to the following Pathways: Technologies, Manufacturing, Communications and Repair, Construction Technologies and Design, and Arts and Media.

  Technology Education coursework provides students with exposure to digital literacy, engineering design principles, and manufacturing concepts. Each course curriculum is designed to embed STEAM coursework, analysis, critical thinking, and innovation into solving real world challenges which prepares students for future career and/or college opportunities. All students will demonstrate knowledge through engineering, collaboration, and the safe use of tools, materials, and equipment.

  The Technology Education pathway exposes students to the knowledge and skills that will contribute to them becoming innovative and technologically savvy citizens of a global society.

- **Change Course Offerings By Grade Level: Technology Education**
  *(* eligible for dual credit through one of our concurrent enrollment programs)*

**Grade 9**

- Construction Concepts
- Introduction to Wood Technology
- Introduction to Precision Manufacturing
- Introduction to Drafting and Design
- Television Production and Digital Media
- Engineering Drawing*
- Housing and Interior Design
- Introduction to Graphics
- Introduction to Digital Photography
- Robotics 1 & 2
- Introduction to Transportation Technology
- Power Technology
- Foundations of Technology
- S.T.E.A.M. Guitar: A sampling of Technology Education and the Arts
- Introduction to Programming through Creative Computing

**Grade 10**

- Applied Wood Technology
- Applied Graphics
- Advanced Digital Photography
- Applied Precision Manufacturing*
- Automotive Systems
- Computer Aided Drafting and Design (CADD)*
- Applied Graphics
- Advanced Television Production and Digital Media*
- Computer Assisted Drawing/Computer Assisted Machining*(CADD/CAM)

- And all courses listed above

**Grade 11**

- Advanced Automotive Systems
- Advanced Drafting and Design
- Advanced Graphics
- Advanced Wood Technology
- Advanced Precision Manufacturing*
- Yearbook
- And all courses listed above

**Grade 12**

- All courses listed above

- **Change Course Names**
  - Individual Development and Family Studies (1686) to Individual Development and Family Sciences
  - Microsoft Applications I (1517) to Microsoft Applications 1
  - Microsoft Applications II (1544) to Microsoft Applications 2
  - Personal Finance II (1560) to Personal Finance 2
  - Fashion & Clothing I to Fashion & Clothing 1
  - Fashion & Clothing II to Fashion & Clothing 2
  - Fashion & Clothing III to Fashion & Clothing 3
  - Precision Manufacturing 1 (1574) to Applied Precision Manufacturing
  - Precision Manufacturing 2 (1649) to Advanced Manufacturing
  - Computer Aided Drafting and Design (1571) to Computer Aided Drafting and Design (CADD)

- **Change Course Prerequisite Description: Marketing 2**
  Change the line to read: Prerequisite: Marketing 1. Open to grades 10-12

- **Change Course Descriptions**

  - **Child Development 1 (1681)**
    0.5 credit. Open to grades 9-12. Students will explore basic principles of child development. The focus will be on the understanding of development during the prenatal stage through age six. Students will identify practices that maximize growth and development during these early years across all of the primary domains: physical, social-emotional, and cognitive.

  - **Child Development 2 (1665)**
    0.5 credit. Open to grades 9-12. Prerequisite: Child Development 1. This course explores theoretical perspectives that shape the early childhood practices of today. Students will develop a strong understanding of developmentally appropriate practices as they relate to providing a safe positive learning environment, supporting essential physical, social, creative, cognitive, and literacy skills in young children (birth through age six). The course will also examine methods and strategies to meet the needs of children including those with identified special needs.

- **Baking and Pastry Arts (1689)**
  0.5 credit. Open to grades 9-12. The course focuses on the basics of baking including proper sanitation, precise measurement, following baking formulas, and the role of ingredients. Students will build baking experience and develop technique by participating in food labs designed to explore baking methods and processes relating to cookies, quick breads, yeast dough and cakes.

- **Power Technology (1615)**
  College 0.5 credit. Open to grades 9-10. Power Technology is a "hands-on" approach to learning. Students are introduced to the theory, technical manuals, tools, and proper laboratory techniques of power and design. After a review of safety protocols, students will develop a project in which they will apply design concepts, collect and utilize data to guide design improvement.

- **Intro to Transportation Technology (1629)**
  College 0.5 credit. Open to grades 9-10. The history and development of power and various forms of transportation are introduced and developed. After a review of the past and current forms of power, students will explore the five major forms of transportation; land, water, air, rail, and pipeline for their basic theories, economic and societal impact. Students will develop and use mathematical solutions and research methods, work in small groups and demonstrate their knowledge in short writings.

- **Course Removal** - Aviation and Flight (1569)

- **Change Index of Courses:**
  - 1517 Microsoft Applications I - C to Microsoft Applications 1
  - 1544 Microsoft Applications II - H to Microsoft Applications 2
  - 1686 Individual Development & Family Studies-HH/UConn to Individual Development and Family Sciences
  - 1569 Aviation & Flight - C- remove this course to reflect that it will not be offered 2021-2022
  - 1571 Computer Aided Drafting & Design - H to Computer Aided Drafting & Design Goodwin College Credit
  - 1574 Precision Manufacturing 1H- Goodwin College Credit to Applied Precision Manufacturing
  - 1649 Precision Manufacturing 11H- Goodwin College Credit to Advanced Manufacturing
  - 1615 Power Technology C - not offered 2020-2021 to will be offered in 2021-2022
  - 1629 Introduction to Transportation C - not offered 2020-2021 to will be offered in 2021-2022

➤**PHYSICAL EDUCATION/HEALTH**

- **Change Course Descriptions:**
  - **PE 9 (1909)** - Students will spend one quarter in Physical Education and one quarter in Health activities. They will also be introduced to various team building activities and the principles of physical fitness. A variety of sports and activities

will be used to emphasize these major areas, including: Tennis, Soccer, Flag Football, Badminton, Volleyball, Basketball, Softball, Team Handball, Ultimate Frisbee and Personal Physical Fitness.

- **Weight Training 1 (1919)** - Prerequisite Modification: Must have earned 1 credit in PE by passing PE9 and PE10. Open to Grades 11 and 12 only. Students who have previously failed Weight Training 1 may not repeat the course.

- **Weight Training 2(1920) -** Prerequisite Modification: Must have earned 1 credit in PE by passing PE9, PE10 and Weight Training 1. Open to grade 12 only. Students who have previously failed Weight Training 1 or 2 may not repeat the course.

- **Physical Education Student Leadership (no course number)** - ***modify sentence:*** Students' assisting with PE 10l or B course **must** be Lifeguard certified. ***Add this sentence:*** Students assisting in Creative Movement must have passed Creative Movement and be approved by the Teacher.

➤**SCIENCE**

- **Change Course Descriptions:**
  - **Integrated Science (1313, 1314, 1316)** - is an introductory course for Physics, Earth, and Space Sciences. Students will engage in activities designed to provide them with the knowledge and skills to evaluate information and make decisions in their lives and communities. This course is fully aligned with the Next Generation Science Standards to provide students with an understanding of scientific inquiry, modeling, and data analysis.

  - **Biology C and H (1321, 1323)** - This course is designed to introduce students to the concepts of the living world. The course begins with the structures of cells and works through homeostasis, DNA, genetics, evolution and the interdependency of organisms as stated in the Next Generation Science Standards. Students will be expected to participate in laboratory work that requires the application of scientific inquiry, literacy and numeracy and independent as well as individual group projects.

  - **AP Chemistry (1347, 1348)** - AP Chemistry is a full year, algebra based course designed for students wishing to earn credit from the Advanced Placement Board. It is designed to be the equivalent of the general chemistry course usually taken during the first college year. The concepts and lab work involve investigations with special emphasis on the aspects of atomic theory and structure, chemical bonding, gas laws, reactions in aqueous solutions, stoichiometry, equilibrium, kinetics and thermodynamics. Students are required to take the Advanced Placement Examination in Chemistry at no cost.

  - **AP Environmental Science (1315)** - Designed to engage students with the scientific principles, concepts, and methodologies required to understand the interrelationships within the natural world. The course requires that students identify and analyze natural and human-made environmental problems, evaluate the relative risks associated with these problems, and examine alternative

solutions for resolving or preventing them. Environmental science is interdisciplinary, embracing topics from geology, biology, environmental studies, environmental science, chemistry, and geography. Students are required to take the Advanced Placement Examination in Environmental Science at no cost.

- **Medical Emergencies (1375)** - This course is designed to help students react to and treat real-life problems and to be confident with performing life saving skills. It is a skills based course that requires all students to work hands-on with one another. Students must be willing to role play and respect the classroom space and equipment. Upon successful completion of this course and all mandated assessments via the American Heart Association (AHA), students will earn the following certifications endorsed by the AHA: BLS Healthcare Provider (good for 2 years) and First Aid Certification (good for 2 years).

- **AP Physics Electricity and Magnetism (1385)** - Open to grades 11 and 12. Prerequisite: Should have taken AP Physics Mechanical or taking it concurrently. C- or better in Algebra 1 and Geometry. (Qualifies for University of Connecticut Early College Experience.)

➤**SOCIAL STUDIES AND HISTORY**

- **Change Program Description:** Remove Seminar Courses Section. Early Global Studies and Modern Global Studies are no longer seminar courses. Early Global Studies has three levels: College, Honors and High Honors. Modern Global Studies has two levels: College and Honors. And an additional AP World History course which can replace the Modern Global Studies core course. There is no supporting seminar course or instructor.

- **Change Program Description:** Grade 11 electives to add History and Hollywood (1181).

- **Change Course Description: History and Hollywood (1181)** eliminate the phrase: "as well as a culminating project of a story board and proposal for a film or documentary." nearly at the end of the description.

➤**ENGLISH**

- **Change Course Description: Literacy Center (1788)**
  The goal of the Literacy Center is to improve students' reading and writing skills. The program is designed to provide intensive instruction in decoding, comprehension, vocabulary, and fluency skills that can transfer into general education classes. In addition, students will practice using high interest texts and materials from other courses of study when working with reading teachers. Individual and small group instruction is provided. This course may be repeated for credit, as needed.

➤**WORLD LANGUAGE**

- **Change Course Description:** Spanish Conversation and Culture (1472). Will now include that the course does not meet the WHS graduation requirements but does meet elective requirements for graduation.

## ➤SPECIAL EDUCATION.

- **Change Course Descriptions**
  - **Study Skills (1794)**
    This course offers students an opportunity to develop and apply study skills needed for successful performance in their courses. Students will receive direct instruction in organizational methods, learning strategies and self-awareness techniques. Specific instruction around each student's IEP goals and objectives, including post-secondary transition, will be emphasized. Students will also learn to utilize assistive technology. The primary goal of the course is to promote independent learning and to increase each student's sense of responsibility for his/her learning and achievements. In addition to direct instruction, students will receive academic support for their other classes. Students may complete this course more than once.

  - **Resource Study (1774/1773)**
    The goal of Resource Study is to provide support to students in achieving their Individual Education Program goals and objectives while also providing instructional support in academic areas. This instruction is designed to develop skills needed for success within the general education curriculum. Participants will receive individual and small group supports to promote their academic and career goals. Transition assessments and activities are provided to assist students in developing their post-secondary transition plans. Resource Study may be repeated at the discretion of the Planning and Placement Team and is graded on a pass/fail basis.

  - **Social Studies Foundations (1760)**
    This course is designed for students in ninth, tenth, eleventh, and twelfth grades who require alternate instruction in basic Social Studies concepts. In this course students will explore topics such as our community; the past, present and future of our community; culture; geography, etc. This course will involve a variety of learning strategies, including reading, writing, discussions, individual and group assignments, hands-on assignments, and research projects. Individual and small group instruction is provided. This course may be repeated for credit.

  - **Science Foundations (1762)**
    This course is designed for students in ninth, tenth, eleventh, and twelfth grades who require alternate instruction in basic science concepts and include students who are preparing to take the CTAS. In this course, students explore a variety of topics related to Life Science (Biology), Earth and Space Science, and Physical Science. We will cover two units in each topic throughout the year. The units are part of a comprehensive theme to help students learn how to connect their knowledge across topics. Students will have the opportunity to explore Science through hands-on activities, videos, note-taking, research, and experiments. Individual and small group instruction is provided. This course may be repeated for credit.

  - **Educational Work Experience 1 (1779)**

This course is designed for ninth, tenth, eleventh and twelfth grade students who require intensive instruction. This course helps students develop career awareness and vocational skills. Students are encouraged to evaluate their own interests and aptitudes as they relate to the nature and demands of many careers. Job application completion and independent living skills are also emphasized. Individual and small group instruction is provided. Instruction may be directed by IEP goals and objectives This course may be repeated for credit.

- **Consumer Math (1753)**
  This course is designed for ninth, tenth, eleventh, and twelfth graders who require individualized mathematics instruction. The course is offered at 4 levels: Discrete Trial Instruction, Functional Life Skills, 9/10, and 11/12. The course emphasizes the application of basic math skills and concepts to daily living and real-world situations. Course concepts include specialized instruction on IEP goals and objectives, place value, rounding, fractions, decimals, money management, budgeting, and measurement. Individual and small group instruction is provided. This course may be repeated for credit.

- **Pre-Algebra (1754)**
  This course is designed for ninth and tenth graders who require instruction in pre-Algebra skills prior to enrolling in Algebra 1. Topics include the following: review of place value, fractions, decimals; algebraic expressions and integers; word problems; solving equations; graphing; ratios, proportions and percents; and probability. Individualized and small group instruction is provided. This course may be repeated for credit.

- **Adaptive Physical Education**
  The course consists of instruction in various fitness programs, lifetime sport activities and a weight room program. The purpose of the class is to develop gross motor skills and cultivate lifetime/recreational activities that will nurture students' overall health and wellness. This course is offered to students by PPT recommendation or by school counselor recommendation for peer participants. This course may be repeated for credit.

- **English Foundations (1746)**
  This course is designed for ninth, tenth, eleventh and twelfth grade students who require intensive instruction and modified content. This course focuses on the comprehension of text and written expression, including functional literacy and preparation for required standardized tests. Reading comprehension strategies and graphic organizers are utilized. Individual and small group instruction is provided. Instruction may be directed by IEP goals and objectives This course may be repeated for credit.

- **Transitional English (1060/1061)**
  This course is designed to develop students' English language skills. Students will participate in a variety of listening, speaking, reading, writing, and vocabulary and grammar activities to gain a better understanding of the English language and develop accuracy and fluency in oral and written communication.

Students will also do research and give oral presentations on various topics and use appropriate learning strategies to construct and apply academic knowledge. In the process, students will strengthen all aspects of their English language skills and deepen their understanding of American culture through thematic units and by participating in small group and whole class discussions.

- **Course Removal**:
  - Educational Work Experience 1 (1780), was a separate job component. It is now embedded in 1779 and not a separate credit.
  - Educational Work Experience 2 (1781/1782). Course is no longer being offered.

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

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

**ATTACHMENTS:** October 31, 2020 Financial Report

**SUBJECT: Financial Report**

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**BACKGROUND:**

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

The additional expenses that are outlined on the attached spreadsheet detail purchases related to the COVID19 pandemic. The additional expenses thus far will be offset once the district receives the Elementary and Secondary School Emergency Relief Fund (ESSER Fund) of $474,402 and the Coronavirus Relief Fund (CRF) $698,842.

**STATUS:**

The attached report is for the month of October 2020

There were no inter-site transfers during the month.

**RECOMMENDATION:**

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

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

| | |
|---|---|
| Expenditures for October 31, 2020 | $ 6,241,793 |
| Expenditures through October 31, 2020 | $20,047,150 |

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**Reviewed by:** NOB **Recommended by the Superintendent:** [signature]

**Agenda Item #** 7a.

Windsor Public Schools
Financial Report
October 31, 2020

| | 2020/2021 Budget | Expenditures YTD 10/31/2020 | Encumbrance | Balance 10/31/2020 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 63,170 | 17,759 | 7,087 | 38,324 | **61%** |
| John F. Kennedy School | 84,950 | 20,248 | 5,177 | 59,525 | **70%** |
| Oliver Ellsworth School | 86,730 | 41,021 | 19,413 | 26,296 | **30%** |
| Poquonock School | 69,300 | 25,782 | 13,511 | 30,007 | **43%** |
| Sage Park Middle School | 210,935 | 64,580 | 14,398 | 131,957 | **63%** |
| Windsor High School | 398,069 | 50,338 | 9,330 | 338,401 | **85%** |
| Windsor High School Interscholastic Sports | 207,000 | 27,540 | 51,769 | 127,691 | **62%** |
| Athletic Coaches | 275,000 | 0 | 0 | 275,000 | **100%** |
| WHS Career & Technical Education | 59,745 | 7,492 | 6,921 | 45,332 | **76%** |
| Continuing Education | 70,400 | 16,096 | 11,202 | 43,102 | **61%** |
| Instructional Mgt. & Curriculum Development | 288,772 | 100,860 | 16,958 | 170,954 | **59%** |
| Magnet School Tuition | 1,460,600 | 0 | 1,242,096 | 218,504 | **15%** |
| *Technology | 878,518 | 601,496 | 190,450 | 86,572 | **10%** |
| **Total Instructional Services** | **4,153,189** | **973,212** | **1,588,312** | **1,591,665** | **38%** |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 454,950 | 64,212 | 55,798 | 334,940 | **74%** |
| Special Education | 98,150 | 18,390 | 4,352 | 75,408 | **77%** |
| Special Education Tuition | 5,068,264 | 849,403 | 127,195 | 4,091,666 | **81%** |
| Policy & Planning | 142,350 | 51,330 | 8,087 | 82,933 | **58%** |
| Employee Personnel Services | 129,000 | 60,602 | 3,344 | 65,054 | **50%** |
| Financial Management | 280,442 | 29,168 | 10,128 | 241,146 | **86%** |
| Financial Services | 38,500 | 5,073 | 5,590 | 27,837 | **72%** |
| Pupil Transportation & Safety | 3,075,248 | 0 | 0 | 3,075,248 | **100%** |
| Special Education Transportation | 2,231,659 | 111,282 | 106,456 | 2,013,921 | **90%** |
| *Physical Plant Services | 1,918,850 | 697,759 | 1,213,555 | 7,536 | **0%** |
| Major Maintenance | 461,000 | 79,690 | 110,983 | 270,327 | **59%** |
| L.P. Wilson Center | 254,800 | 49,560 | 172,544 | 32,696 | **13%** |
| Benefits | 10,923,331 | 2,371,796 | 277,421 | 8,274,114 | **76%** |
| Certified Salaries | 32,886,258 | 7,950,566 | 0 | 24,935,692 | **76%** |
| Non-Certified Salaries | 9,044,854 | 2,262,788 | 0 | 6,782,066 | **75%** |
| Regular Ed Tutor Salaries | 336,700 | 48,201 | 0 | 288,499 | **86%** |
| Special Ed Tutor Salaries | 284,000 | 54,400 | 0 | 229,600 | **81%** |
| Substitute Salaries | 747,732 | 71,325 | 1,872 | 674,535 | **90%** |
| *COVID-19 | 0 | 306,516 | 306,240 | (612,756) | |
| **Total Education Support Services** | **68,376,088** | **15,082,061** | **2,403,565** | **50,890,462** | **74%** |
| **Total All Sites** | **$72,529,277** | **$16,055,273** | **$3,991,877** | **$52,482,127** | **72%** |

*COVID related expenses - see attached

# Budget Update for COVID-19 Related Expenses

Below is an evolving list of additional expenses WPS have incurred due to the COVID-19 pandemic. The additional expenses thus far will be offset by grants and additional funds the district is expecting from the state. The two funding sources and allocations that were communicated to WPS thus far are:

| Grant/Funding Source | WPS Allocation |
|---|---|
| Elementary & Secondary School Emergency Relief Fund (ESSER Fund) | $474,402 |
| Coronavirus Relief Fund (CRF) | $698,842 |
| **Total Allocation due to WPS** | **$1,173,244** |

## Additional Expenses Incurred To Date

| | | Expense | |
|---|---|---|---|
| **Staffing** | | | |
| 1.0 FTE Teacher - Clover - Grade 5 | | $75,000 | |
| 1.0 FTE Teacher - JFK - Distance Learning | | $75,000 | |
| 1.0 FTE Teacher - OE - Special Education | | $75,000 | |
| 1.0 FTE Teacher - OE - Grade 1 | | $75,000 | |
| 1.0 FTE Teacher - OE - Grade 2 | | $75,000 | |
| 1.0 FTE Teacher - POQ - PreK | | $75,000 | |
| 1.0 FTE Teacher - POQ - Grade 2 | | $75,000 | |
| 1.0 FTE Teacher - Elementary Special Education | | $75,000 | |
| 1.0 FTE Nurse - Floating - District Wide | | $75,000 | |
| (2.0) FTE Teachers - Sage Park Middle School | | ($150,000) | Retirements/Resignation not being |
| (2.0) FTE Teachers - Windsor High School | | ($150,000) | backfilled for FY 20/21 Only |
| | **Sub Total** | **$375,000** | |
| **Furniture** | | | |
| Elementary Desks | | $231,609 | |
| | **Sub Total** | **$231,609** | |
| **PPE and Cleaning Supplies & Materials** | | | |
| Face Shields; Masks; Gloves; Mask Lanyards | | $51,910 | |
| Classroom, Labs, Café. & Countertop Protective Dividers/Barriers | | $93,825 | |
| Floor, Window, & Door Signage | | $12,285 | |
| Hand Sanitizer; Disinfectant Wipes & Increased Cleaning Supplies | | $42,734 | |
| Equipment (Air Filters, Portable Air Scrubbers, Cleaning) | | $200,633 | |
| | **Sub Total** | **$401,386** | |
| **Consulting Services** | | | |
| Engineering Services | | $18,600 | |
| | **Sub Total** | **$18,600** | |
| **Technology** | | | |
| PD Platforms & Software | | $16,560 | |
| Hotspots, Devices, Phones | | $51,914 | |
| | **Sub Total** | **$68,474** | |
| **Grand Total Expenses as of 10/13/2020** | | **$1,076,469** | |

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

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

**ATTACHMENTS: Student Enrollment Report & Recap**

**SUBJECT: Student Enrollment as of November 1, 2020**

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**BACKGROUND:**

Attached are the enrollment figures as of November 1, 2020. Mrs. Batchelder will answer any questions.

**STATUS:**

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

**Out of District - Special Education:** Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

**Private Placement - Special Education:** Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

**RECOMMENDATION:**

Informational

---

**Reviewed by:** WB **Recommended by the Superintendent:** [signature]

**Agenda Item #** 7b.

# Windsor Public Schools
# Student Enrollment Report
# November 1, 2020

## Enrollment in Windsor Public Schools

| | |
|---|---|
| Grades PreK - 5 | 1,429 |
| Grades 6-8 | 737 |
| Grades 9-12 | 1,126 |
| **Total District Enrollment** | **3,292** |

## Windsor Students not in District Schools

| | |
|---|---|
| Out of District Placements (SPED) | 59 |
| Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer) | 16 |
| CREC Montessori Hartford | 6 |
| CREC Metropolitan Learning Center (MLC) | 67 |
| CREC Miscellaneous Magnet Schools | 284 |
| Hartford Host Magnet Schools | 172 |
| Miscellaneous Magnet Schools | 24 |
| A.I. Prince Technical High School | 21 |
| Howard Cheney Technical High School | 11 |
| | **660** |
| **Total Students** | **3,952** |

# Windsor Public Schools
# Student Enrollment Report
# November 1, 2020

| GRADE | | Poquonock School | Clover Street School | Oliver Ellsworth School | John F. Kennedy School | Total |
|---|---|---|---|---|---|---|
| PreK | | 59 | | 70 | | 129 |
| K | | 82 | | 127 | | 209 |
| 1 | | 88 | | 131 | | 219 |
| 2 | | 116 | | 120 | | 236 |
| 3 | | | 94 | | 117 | 211 |
| 4 | | | 74 | | 134 | 208 |
| 5 | | | 102 | | 115 | 217 |
| Subtotal K-5 | | | | | | 1,300 |
| **Total** | | **345** | **270** | **448** | **366** | **1,429** |

| GRADE | | Sage Park Middle School |
|---|---|---|
| 6 | | 250 |
| 7 | | 243 |
| 8 | | 244 |
| | | |
| **Total** | | **737** |

| GRADE | Windsor High School |
|---|---|
| 9 | 312 |
| 10 | 275 |
| 11 | 263 |
| 12 | 276 |
| **Total** | **1,126** |

| **District Wide Enrollment** | **3,292** |
|---|---|

**ENROLLMENT REPORT 2020-2021**
**POQUONOCK SCHOOL**

| Room # | Teacher | Grade | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Kindergarten** | | | | | | | | | | | |
| 2 | Brown | | | 10 | 14 | 16 | | | | | | | |
| 3 | Scott | | | 10 | 10 | 11 | | | | | | | |
| Distance Learning - 22 | Roche | | | 12 | 16 | 15 | | | | | | | |
| Distance Learning - 23 | Blume | | | 15 | 15 | 15 | | | | | | | |
| 24 | Eskenazi | | | 11 | 11 | 14 | | | | | | | |
| 26 | Scerra | | | 10 | 11 | 11 | | | | | | | |
| | | **Total** | **78** | **68** | **77** | **82** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 1** | | | | | | | | | | | |
| 1 | McCann | | | 12 | 11 | 13 | | | | | | | |
| 12 | Elkey | | | 15 | 13 | 14 | | | | | | | |
| 15 | Velez | | | 12 | 13 | 13 | | | | | | | |
| Distance Learning - 17 | Stoll | | | 25 | 23 | 22 | | | | | | | |
| 16 | Turin | | | 12 | 9 | 14 | | | | | | | |
| 18 | Hernandez | | | 14 | 14 | 12 | | | | | | | |
| | | **Total** | **122** | **90** | **83** | **88** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 2** | | | | | | | | | | | |
| 8 | Mercier | | | 15 | 16 | 15 | | | | | | | |
| 9 | Parker | | | 16 | 19 | 19 | | | | | | | |
| 10 | Olensiak | | | 19 | 17 | 17 | | | | | | | |
| 11 | Delskey | | | 17 | 16 | 17 | | | | | | | |
| Distance Learning - 13 | Hoogewerff | | | 17 | 18 | 19 | | | | | | | |
| 14 | Couchon | | | 18 | 16 | 16 | | | | | | | |
| 18 | Neals | | | 15 | 14 | 13 | | | | | | | |
| | | **Total** | **92** | **117** | **116** | **116** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **PK Smart Start** | | | 21 | 18 | 18 | | | | | | | |
| | **Sped & Peer** | | | 37 | 38 | 41 | | | | | | | |
| | | **Total** | **51** | **58** | **56** | **59** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **Poqunonock** | **Totals** | **343** | **333** | **332** | **345** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**ENROLLMENT REPORT 2020-2021**
**OLIVER ELLSWORTH SCHOOL**

| Room # | Teacher | Grade | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Kindergarten** | | | | | | | | | | | |
| 19 | Adamski | | | 15 | 15 | 14 | | | | | | | |
| 20 | Butterick | | | 15 | 13 | 15 | | | | | | | |
| 21 | Tedeschi | | | 15 | 15 | 16 | | | | | | | |
| Distance Learning - 22 | Bishop | | | 19 | 21 | 20 | | | | | | | |
| 23 | Wazkelewicz | | | 13 | 15 | 15 | | | | | | | |
| 24 | Bartholomew | | | 13 | 13 | 13 | | | | | | | |
| Distance Learning - 25 | Chapple | | | 19 | 19 | 19 | | | | | | | |
| 26 | Marcella | | | 14 | 15 | 15 | | | | | | | |
| | | **Total** | **141** | **123** | **126** | **127** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 1** | | | | | | | | | | | |
| 10 | Strickland | | | 13 | 12 | 12 | | | | | | | |
| 11 | Capizzi | | | 15 | 14 | 14 | | | | | | | |
| 12 | Furie | | | 18 | 16 | 16 | | | | | | | |
| 13 | Fleury | | | 7 | 9 | 10 | | | | | | | |
| Distance Learning - 14 | Moreno | | | 25 | 27 | 26 | | | | | | | |
| Distance Learning - 15 | D'Errico | | | 27 | 26 | 25 | | | | | | | |
| 16 | Miller | | | 18 | 14 | 14 | | | | | | | |
| 17 | Strempfer | | | 16 | 14 | 14 | | | | | | | |
| | | **Total** | **126** | **139** | **132** | **131** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 2** | | | | | | | | | | | |
| 1 | Mayo | | | 18 | 19 | 19 | | | | | | | |
| Distance Learning - 2 | Goicohea | | | 22 | 21 | 21 | | | | | | | |
| 3 | Majors | | | 16 | 15 | 15 | | | | | | | |
| 6 | Broyles | | | 12 | 14 | 14 | | | | | | | |
| Distance Learning - 5 | Heilman | | | 21 | 20 | 21 | | | | | | | |
| 7 | Gonzalez | | | 17 | 18 | 17 | | | | | | | |
| 8 | Coffey | | | 16 | 13 | 13 | | | | | | | |
| | | **Total** | **116** | **122** | **120** | **120** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | PK Smart Start | | | 23 | 24 | 25 | | | | | | | |
| | Sped & Peers | | | 43 | 43 | 45 | | | | | | | |
| | | **Total** | **78** | **66** | **67** | **70** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Oliver Ellsworth** | | **Totals** | **461** | **450** | **445** | **448** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**ENROLLMENT REPORT 2020-2021**
**JF KENNEDY SCHOOL**

| Room # | Teacher | Grade | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | |
| 1 | L. Macaluso | | | 15 | 15 | 14 | | | | | | | |
| Distance Learning - 2 | Richards | | | 41 | 44 | 43 | | | | | | | |
| 3 | Lamoureux | | | 19 | 17 | 16 | | | | | | | |
| 4 | Filomeno | | | 16 | 11 | 11 | | | | | | | |
| 6 | Johnston | | | 17 | 16 | 17 | | | | | | | |
| 8 | Estelle | | | 16 | 16 | 16 | | | | | | | |
| | | **Total** | **121** | **124** | **119** | **117** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | |
| 5 | Eckman | | | 16 | 16 | 17 | | | | | | | |
| Distance Learning - 7 | Brown | | | 40 | 42 | 41 | | | | | | | |
| 9 | Jones | | | 13 | 12 | 12 | | | | | | | |
| 10 | Silliman | | | 15 | 17 | 16 | | | | | | | |
| 12 | Bishop | | | 12 | 11 | 11 | | | | | | | |
| 14 | Atkins | | | 11 | 10 | 11 | | | | | | | |
| 16 | Nguyen | | | 14 | 14 | 14 | | | | | | | |
| 18 | Caselli | | | 13 | 12 | 12 | | | | | | | |
| | | **Total** | **109** | **134** | **134** | **134** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | |
| 19 | Bowman | | | 12 | 12 | 12 | | | | | | | |
| 20 | Paley | | | 11 | 11 | 12 | | | | | | | |
| Distance Learning - 24 | Freitas | | | 45 | 47 | 44 | | | | | | | |
| 25 | Sciarretta | | | 12 | 11 | 11 | | | | | | | |
| 27 | Ewald | | | 25 | 12 | 13 | | | | | | | |
| 28 | Schultz | | | 10 | 10 | 11 | | | | | | | |
| 24 | Epler | | | | 13 | 12 | | | | | | | |
| | | **Total** | **135** | **115** | **116** | **115** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **John F. Kennedy** | | **Totals** | **365** | **373** | **369** | **366** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**ENROLLMENT REPORT 2020-2021**
**Clover Street School**

| Room # | Teacher | Grade | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | |
| Distance Learning - | 6 Lewis | | | 31 | 31 | 31 | | | | | | | |
| | 8 Dugalic | | | 14 | 14 | 14 | | | | | | | |
| | 10 Murray | | | 13 | 15 | 15 | | | | | | | |
| | 11 Sanchez | | | 13 | 10 | 10 | | | | | | | |
| | 25 Darrell | | | 11 | 10 | 11 | | | | | | | |
| | 26 Rivers | | | 14 | 14 | 13 | | | | | | | |
| | | **Total** | **83** | **96** | **94** | **94** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | |
| | 9 Michalic | | | 14 | 14 | 14 | | | | | | | |
| | 14 McLaughlin | | | 15 | 14 | 14 | | | | | | | |
| Distance Learning - | 18 Keach-Longo | | | 25 | 22 | 22 | | | | | | | |
| | 24 Comer | | | 13 | 13 | 13 | | | | | | | |
| | 27 Williams | | | 10 | 12 | 11 | | | | | | | |
| | | **Total** | **103** | **77** | **75** | **74** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | |
| | 12 Grimes | | | 17 | 16 | 16 | | | | | | | |
| Distance Learning - | 13 Carlson | | | 32 | 36 | 34 | | | | | | | |
| | 15 Junious | | | 13 | 11 | 13 | | | | | | | |
| | 16 Webster | | | 14 | 14 | 13 | | | | | | | |
| | 17 Nowsch | | | 14 | 12 | 12 | | | | | | | |
| | 19 Siegel | | | 17 | 14 | 14 | | | | | | | |
| | | **Total** | **99** | **107** | **103** | **102** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **Clover** | **Totals** | **285** | **280** | **272** | **270** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**ENROLLMENT REPORT 2020-2021**
**Sage Park Middle School**

| | | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Grade 6** | | | | | | | | | | | | |
| Team 1 | | | 88 | 86 | 87 | | | | | | | |
| Team 2 | | | 83 | 83 | 81 | | | | | | | |
| Team 3 | | | 86 | 83 | 82 | | | | | | | |
| | **Total** | **245** | **257** | **252** | **250** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Grade 7** | | | | | | | | | | | | |
| Team 4 | | | 83 | 81 | 79 | | | | | | | |
| Team 5 | | | 84 | 81 | 82 | | | | | | | |
| Team 6 | | | 85 | 83 | 82 | | | | | | | |
| | **Total** | **232** | **252** | **245** | **243** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Grade 8** | | | | | | | | | | | | |
| Team 7 | | | 85 | 82 | 80 | | | | | | | |
| Team 8 | | | 78 | 85 | 84 | | | | | | | |
| Team 9 | | | 78 | 79 | 80 | | | | | | | |
| | **Total** | **239** | **241** | **246** | **244** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Sage Park** | **Totals** | **716** | **750** | **743** | **737** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

**ENROLLMENT REPORT 2020-2021**
**Windsor High School**

| | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Grade 9** | 304 | 318 | 313 | 312 | | | | | | | |
| **Grade 10** | 272 | 275 | 280 | 275 | | | | | | | |
| **Grade 11** | 296 | 265 | 262 | 263 | | | | | | | |
| **Grade 12** | 292 | 271 | 275 | 276 | | | | | | | |
| **Windsor High Total** | **1,164** | **1,129** | **1,130** | **1,126** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of**: Tuesday, November 17, 2020

**Prepared By:** Patricia Patton **Presented By:** Danielle Batchelder

**Attachments:** Cafeteria Operations – October 2020

**Subject:** Food Service Financial Report

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**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities 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 breakfast at the following locations; Windsor High School, Oliver Ellsworth School and Wilson Library during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

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

**Status:** Financial Report for October 2020

**Recommendation:** Informational Only

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**Reviewed by:** MB **Recommended by the Superintendent:** [signature]

**Agenda Item #** 7c.

# Windsor School Food Service
## Financial Statement
## October 2020

| REVENUE | October-20 | 7/1/20- YTD | October 2019 | 7/1/19-YTD |
|---|---|---|---|---|
| SALES | $3,138.05 | $9,774.29 | $89,669.18 | $231,842.59 |
| REIMBURSEMENTS - STATE | 0.00 | | 20,070.00 | 32,406.00 |
| ACCOUNTS RECEIVEABLE FED | 93,240.76 | 221,077.43 | 139,328.35 | 280,013.02 |
| CLOC | 53,411.00 | 104,700.00 | - | 47,921.00 |
| MISC. (Rebates) | 130.00 | 150.00 | 134.00 | 18,249.74 |
| 7 Cents Certification | 0.00 | | 3,618.23 | 6,879.53 |
| **REVENUE TOTALS** | **$149,919.81** | **$335,701.72** | **$252,819.76** | **$617,311.88** |
| **EXPENSES** | | | | |
| WAGES | $60,110.07 | $137,751.54 | $84,022.05 | $197,161.22 |
| PAYROLL TAXES | 4,598.42 | 10,537.99 | 6,427.69 | 12,223.82 |
| EMPLOYEE BENEFITS | 11,634.59 | 42,821.08 | 5,242.57 | 20,970.28 |
| FOOD/MILK/ICE CREAM | 34,669.41 | 99,428.03 | 140,240.98 | 323,388.35 |
| PAPER | 2,241.51 | 8,169.82 | 6,472.75 | 14,862.10 |
| TRUCK/GAS/Mileage | 97.15 | 591.54 | 34,391.00 | 35,179.95 |
| SUPPLIES | 8.51 | 595.16 | 393.53 | 15,443.87 |
| EQUIPMENT | 27.40 | 910.22 | 0.00 | 20,623.83 |
| SERVICES | 20.00 | 20.00 | 130.00 | 3,787.48 |
| **EXPENSE TOTALS** | **$113,407.06** | **$300,825.38** | **$277,320.57** | **$643,640.90** |
| **NET INCOME** | **$36,512.75** | **$34,876.34** | **($24,500.81)** | **($26,329.02)** |
| **INVENTORY** | **$9,167.35** | | | **$29,938.91** |
| **OPENING BALANCE 7/1** | | **$454,758.15** | | **$333,317.93** |
| **COMPUTED OPERATING POSITION** | | **$489,634.49** | | **$336,927.82** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

**Prepared By:** Terrell M. Hill, PhD
Interim Superintendent of Schools

**Presented By:** Terrell M. Hill, PhD

**Attachments:** None

**Subject:** Human Resources Report for October 1, 2020 – October 31, 2020

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## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Craig Cooke | Superintendent of Schools (12/4/2020) | District-wide |
| Anne Marie Caselli | Grade 4 Teacher (11/20/2020) | Kennedy |
| Joanne Jacobellis | ESL Teacher | Adult Education |
| Brianna Kriscenski | Paraeducator | Ellsworth |
| Sasha Ramos Figueroa | Paraeducator | Ellsworth |
| Emily Quimby | Paraeducator (11/6/2020) | Kennedy |

## RETIREMENTS

| | | |
|---|---|---|
| Susan Simmons | Guidance Administrative Assistant (11/24/2020) | Windsor High |

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Terrell Hill | From: Assistant Superintendent of Human Resources | District-wide |
| | To: Interim Superintendent of Schools | District-wide |
| Antoinette Brzozowski | From: Tutor | Windsor High |
| | To: Long Term Substitute – Special Education Teacher | Windsor High |
| Tammy Caffyn | From: Full-time Custodian | Windsor High |
| | To: Substitute Custodian | District-wide |
| Lynne DeVito | From: Special Education Teacher | Kennedy |
| | To: Reading Teacher | Clover |

## HIRES

| | | |
|---|---|---|
| Rasha Amir | Grade 8 Math Teacher (Limited) | Sage Park |
| Elizabeth Barlow | .4 School Social Worker (11/9/2020, Limited) | Windsor High |
| Danielle Clarke | Paraeducator | Kennedy |
| Shayla Cook | Paraeducator | Ellsworth |
| Ileana Garcia Pabon | Paraeducator | District-wide/Sage Park |
| Joseph Guerrera | Grade 8 Social Studies Teacher | Sage Park |
| Maria Guzman Borja | Paraeducator | Clover |
| Laura Jolly | School Nurse (11/16/2020) | District-wide |
| Sasha Ramos Figueroa | Paraeducator | Ellsworth |
| Amy Rendock | Special Education Teacher (11/30/2020) | Kennedy |
| Mercede Rivera | Paraeducator | Clover |
| Hallie Smith | Media Center Paraeducator | Windsor High |

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**Reviewed by:** _____ **Recommended by the Superintendent:** T. Hill

**Agenda Item #** 7d.

# Windsor Board of Education
# Regular Meeting - Virtual Meeting
# Unapproved Minutes
Tuesday, October 20, 2020 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the October 20, 2020 Regular Meeting - Virtual Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:00 PM:**

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. David Furie
Mr. James Ristas
Mr. Brian Bosch
Mr. Ronald Eleveld
Mr. Paul Panos
Ms. Charlotte Ricketts
Ms. Ayana Taylor

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

Discussion:
The meeting was called to order by Mr. Lockhart at 7:00 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Business Services Danielle Batchelder and Interim Director of Pupil and Special Education Services Barbara Trinks.

WHS Principal Osunde and the Student Representative, Ms. Kamryn Monroe, were in attendance as well.

**2. Recognitions/Acknowledgements**
**2.a. Introduction of BOE Student Representative - Kamryn Monroe**

Discussion:
Mr. Osunde introduced Ms. Kamryn Monroe, a WHS senior who will be the Board of Education Student Representative this semester. She is an AP student with high honors who runs a jewelry and hair care business called Kam's Collection. She participates in the Network of Teenage Entrepreneurs while she works a part-time job, volunteers and mentors as a Big Sister. She will continue her education at Howard University in marketing.

**3. Student Representative Report**

Discussion:
Ms. Monroe thanked the board for the invitation to participate in the Board of Education meetings. She stated that students are doing a great job keeping safe. She pointed out improvements that she said should be considered for the high school. These suggestions included: mask breaks scheduled for each block; paper documents be made available to virtual students to ease eye strain, that then could be scanned back to teachers; minimize the weight of both mid-terms and finals; make Wednesdays mental health days allowing for catch-up work. SATs and PSATs are scheduled for October 22 and 29, respectively.

Mr. Ristas thanked her for the concise and well-balanced report.

Mr. Furie welcomed her to the meeting and declared his excitement for her Wilson Library project and hopes it can come to the Windsor main branch. He also suggested that her ideas be brought to the attention of the School Governance Council and Principal Osunde.

Mr. Lockhart echoed the previous sentiments and asked that she learn and follow the chain of command to implement her suggestions.

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

Discussion:
Mr. Lockhart shared that both the State Educator of the Year as well as the State Paraeducator of the Year were not only from the Windsor Public School District, but also both from Poquonock Elementary School. He said he was exceptionally proud of every employee, but that Ms. Rochelle Brown and Ms. Maria Sau exemplify what the district represents and he offered his congratulations.

He announced that Mr. Bosch was recognized by CABE as a Certified Board Member with 20 credit hours to achieve this goal. He thanked and congratulated him.

Mr. Lockhart let the public know that this meeting would be the last that Dr. Cooke will be in attendance. At this time, he, Mr. Panos and Mr. Furie presented Dr. Cooke with thank you gifts in recognition of his time with the Windsor Board of Education. Each board member was given the opportunity to give their regards to Dr. Cooke.

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

Discussion:
Mr. Furie stated that both he and Ms. Taylor met with Principal Osunde last week. He said that it is National Principals' Month, so he wanted to recognize the principals and assistant principals in the district. There have been two School Governance Council meetings held so far with parent, staff and student involvement.

Ms. Taylor offered her appreciation to families for their patience. She reported that conference numbers were up due to them being held virtually. The high school is also creating YouTube videos in place of physical newsletters. They are being inventive to meet needs.

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

Discussion:
Ms. Khan said that the SPMS virtual open house was very well attended. It allowed parents to virtually follow their student's schedule. The new block format of classes has received positive teacher feedback. There will be an upcoming 6th grade virtual "Coffee with the Principal" for parents to get information and ask questions. She thanked parents for being patient.

Mr. Ristas stated that approximately 70% of the student body is hybrid while 30% is distance learning. He said that there was some disengagement, up to 10% and that assessments would continue. There has been inconsistent wifi at SPMS, but the school is working hard to identify issues.

**4.b.3. Clover Street School**

Discussion:
Mr. Eleveld reported that approximately 1/3 of Clover Street School is distance learning, while 2/3 are hybrid. Special education offers more challenges for students in these formats as more face-to-face contact is preferred. The staff has been fabulous, but it has been a challenge to find building substitutes.

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

Discussion:
Ms. Ricketts said that JFK had a smooth transition into the school year. On windsorct.org, JFK has a page called "The Eagle's Nest" where families can find information and supportive services. For Veterans Day in November, students are invited to send in a video in honor of the day. November 2 will be picture day.

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

Discussion:
Mr. Bosch announced that Oliver Ellsworth School will hold a drive-in movie, *Monsters Inc.*, in association with the Windsor Police Department, on either October 28 or 30. There will also be a car decorating contest held that night. The PTO held a virtual coffee house recently. There are Veterans Day events being planned.

**4.b.6. Poquonock School**

Discussion:
Mr. Panos congratulated both Ms. Brown and Ms. Sau for their recognition by the state on October 9, although he was not in attendance. He said that the hybrid model is working quite well, but he foresees difficulties if full-time resumes. This is both Fire Prevention Month and Hispanic Heritage Month with activities for both throughout the school. There will be a drive-in movie held for families. The film is *The Princess and the Frog*. There will be space for about 30 cars. The school will be collecting cards and pictures for service members as part of the Veterans Day ceremonies. The events, including a flag ceremony, will be held virtually.

**4.c. Consideration in recognizing the 2nd Monday of each October as Indigenous Peoples Day**

Discussion:
Mr. Lockhart read an excerpt from the Windsor Town Council's September 8, 2020 Agenda Item summary regarding the recognition of Indigenous Peoples Day.

Discussion included the support of this change, the objection to the change and the local and national history regarding the change.

Discussion ensued.

On the record, Ms. Taylor stated that she wanted to publically apologize for the insensitive commentary and does not want the insinuation that anything anyone has said about Native Americans or indigenous people to be the viewpoint of the board.

**Motion Failed:** Move the Board of Education postpone the discussion regarding recognizing the 2nd Monday of each October as Indigenous Peoples Day until legal counsel can advise failed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

**4 Yeas - 5 Nays.**

Mr. Leonard Lockhart No
Ms. Maryam Khan No
Mr. David Furie No
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts No
Ms. Ayana Taylor No

**Motion Passed:** Move the Board of Education recognize the 2nd Monday of each October as Indigenous Peoples Day on the district's school calendar passed with a motion by Mr. David Furie and a second by Ms. Charlotte Ricketts.

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

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas No
Mr. Brian Bosch Abstain
Mr. Ronald Eleveld No
Mr. Paul Panos No
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

Mr. Bosch, during the vote, stated that he feels that the motion conflicts with the general statutes of Connecticut, and therefore, abstains.

Mr. Eleveld commented during the vote that he agrees with what Mr. Bosch said, and therefore, votes no.

Ms. Ricketts commented with her vote that her interpretation does not see the motion posing a restriction on changing the name while still observing the holiday.

**5. Superintendent's Report**

Discussion:
Dr. Cooke informed the board about the Alliance Grant deadline and the need to add it as an agenda item as the application needs submission by the end of the week.

Dr. Cooke offered his congratulations to Mr. Lockhart for completing the CABE Master Certified Board member. Friday, October 9 was the State Teacher of the Year and State Paraeducator of the Year ceremony at Poquonock School which was attended by both Governor Lamont and Commissioner Cardona. He stated that it was the first time that both recipients were from the same district and that it may never happen again that they are both from the same school. The superintendent search is underway with information listed on the website. The reopening committee will meet on Thursday, October 22 to discuss the possibility of transition to full-time, in-person instruction on November 9. Fall sports have been proceeding quite well and safely. The USDA and CT State Department of Education free breakfast and lunch program for WPS enrolled students has been extended to June 30. October enrollment is down slightly.

Ms. Batchelder reviewed the Alliance Capital Improvement Grant process, funds and expenditures with the board.

Discussion Ensued.

**Motion Passed:** Move to add item Alliance Grant to the agenda passed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

**Motion Passed:** Move the Board of Education approve the application to be submitted for the Alliance Capital Improvement Grant passed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

**5.a. Reopening Update**

Discussion:
Dr. Cooke explained to the board that Dr. Hill will be taking his place on the reopening committee and would, therefore, address this portion of the agenda.

Dr. Hill explained that the transition date to full-time is November 9, pending the reopening committee meeting and discussion with the Town of Windsor Health Department. The community will be kept posted. There were adjustments to the cohort schedule due to the October 12 holiday.

Mr. Furie asked if there was the potential of some schools transitioning to 5 days of in-person learning while others do not.

Mr. Ristas asked Dr. Cooke what would happen to his two superintendent interns learning when he leaves the district.

Dr. Cooke explained that they will work with him in Madison, with their local superintendents, as well as with Dr. Hill.

**5.b. School Calendar Considerations**

Discussion:
Dr. Hill reiterated that the district reopening committee will review current COVID data trends and decide if it is appropriate to return students to 5 days of in-person instruction.

**6. Consent Agenda**

**Motion Passed:** Move the Board accept Consent agenda items 6a. Financial Report, 6b. Enrollment Report, 6c. Food Service Report and 6d. Human Resources Report passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

**6.a. Financial Report**

Discussion:
Expenditures for September 30, 2020 $4,820,627

Expenditures through September 30, 2020 $13,805,357

**6.b. Enrollment Report**
**6.c. Food Service Report**
**6.d. Human Resources Report**

**7. Approval of Minutes**
**7.a. September 15, 2020 Regular Meeting**

Discussion:
Mr. Ristas requested the addition of his specific point of view on agenda item 3c.

**Motion Passed:** Move to approve the minutes of the September 15, 2020 7:00 PM Regular Meeting with amendment passed with a motion by Ms. Ayana Taylor and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes

Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

**7.b. October 7, 2020 Special Meeting**

Discussion:
Mr. Ristas requested that the wording of his vote comment be corrected.

**Motion Passed:** Move to approve the minutes of the October 7, 2020 7:00 PM Special Meeting with amendment passed with a motion by Ms. Ayana Taylor and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

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

Discussion:
Ms. Ricketts reminded the community of their civic duty to vote on Election Day. She hoped the community stayed safe and healthy.

Mr. Eleveld spoke about voting and either submitting an absentee ballot or voting in person. He reminded the community that ballots received after November 3 won't be counted.

Ms. Khan had no comment.

Mr. Ristas reiterated his school liaison report saying that the school reopening was progressing well under the circumstances. He commended staff for making the best of this situation.

Ms. Taylor said that Spirit Week is in full swing with both a Cultural Awareness Day and Tik Tok Day at WHS. She encouraged the community to vote and wear masks.

Mr. Bosch thanked everyone for making the reopening smooth.

Mr. Furie thanked everyone for the work being done. He emphasized reaching out to the School Governance Council or PTO so principals know what is needed for schools.

Mr. Panos had no comment.

Mr. Lockhart urged the community to vote. He thanked staff, parents and children for being safe.

**8.a. Next BOE Regular Meeting is Tuesday, November 17, 2020, 7:00 PM, Town Hall, Council Chambers**

Discussion:
Mr. Lockhart reminded the board that if classes go back in session full time on November 9, then the meetings will resume in person as well.

**9. Adjournment**

Discussion:
The meeting adjourned at 9:54 PM.

**Motion Passed:** Move to adjourn the meeting at 9:54 PM passed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

_____
Ayana K. Taylor Secretary
Windsor Board of Education

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 17, 2020

**PREPARED BY:** Terrell M. Hill, PhD **PRESENTED BY:** Leonard Lockhart

**ATTACHMENTS:** None

**SUBJECT:** Discussion on Transportation Contract (Executive Session – no action)

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**BACKGROUND:**

The term of the DATTCO contract for transportation services began on July 1, 2016 and ends at the end of the 2020-2021 school year (June 30, 2021). The interim superintendent would like to begin discussions with the Board of Education regarding transportation services for the 2021-2022 school year.

**RECOMMENDATION:**

"Move to enter into executive session for the purpose of discussing a public supply contract. We invite Interim Superintendent Dr. Hill and Director of Business Services Danielle Batchelder into the executive session."

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**Recommended by the Superintendent:** _____

**Agenda Item #** 10.