

## Regular Meeting

Wednesday, February 17, 2016 7:00 PM

Town Hall, Council Chambers Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85191945173> Or Telephone: +1 646 558 8656 or +1 301

715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
  - a. Recognition--Windsor Education Foundation Grants--Maureen Parker
  - b. Recognition--New BOE Student Representative--Dan Hernandez
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
  - a. President's Report
  - b. School Liaison Reports
    1. Windsor High School
    2. Sage Park Middle School
    3. Clover Street School
    4. John F. Kennedy School
    5. Oliver Ellsworth School
    6. Poquonock School
  - c. Finance Committee's Recommendation Regarding the 2016-2017 Financial Plan and Adoption of the 2016-2017 Financial Plan (Anticipated Action)
6. **Superintendent's Report**
  - a. Policy Adoption (1st Reading)
    1. Review Revised P 0200 Goals for School District
    2. Review Revised P 1120 Board of Education Meetings
    3. Review Revised P 6112 School Day
  - b. Curriculum Development (1st Reading)
    1. French 2
    2. French 3
  - c. Literacy Plan
  - d. Family and Community Partnership Grant Award
7. **Committee Reports**
  - a. Curriculum Committee
  - b. Finance Committee
  - c. Long Range Planning
  - d. Policy Committee
  - e. Technology Committee
8. **Consent Agenda**
  - a. Financial Report
  - b. Enrollment Report
  - c. Food Service Report
  - d. Human Resources Report
9. **Approval of Minutes**
  - a. January 12, 2016 Special Meeting
  - b. January 20, 2016 Regular Meeting
  - c. January 20, 2016 Special Meeting
  - d. January 26, 2016 Public Forum with Finance Committee
  - e. January 26, 2016 Special Meeting
  - f. January 30, 2016 Public Forum with Finance Committee
  - g. February 1, 2016 Policy Committee

h. February 2, 2016 Public Forum with Finance Committee

i. February 4, 2016 Curriculum Committee

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

a. BOE Special Meeting, Tuesday, March 1, 2016, 6:30 PM LPW, Board Room

b. BOE Curriculum Committee, Tuesday, March 3, 2016, 4:30 PM, LPW, Room 17

c. BOE Technology Committee, Thursday, March 3, 2016, 6:30 PM, LPW, Board Room

d. BOE Long Range Planning Committee, Monday, March 14, 2016, 6:00 PM, LPW, Board Room

e. Next BOE Regular Meeting is Tuesday, March 15, 2016, 7:00 PM, Town Hall, Council Chambers

11. **Audience to Visitors**

12. **Executive Session--Discussion on a Personnel Matter: Sabbatical Leave Request before taking possible action in the Regular Meeting**

13. **Adjournment**

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:** WEF Mini-Grant Awards 2015-2016

**Subject:** Windsor Education Foundation

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### BACKGROUND:

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

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

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

In the past nine years the WEF has raised \$245,878 and awarded 93 grants to Windsor teachers. This year the WEF has approved 14 grants totaling \$16,082. All approved applications went toward furthering student learning and involving the schools in the community.

### RECOMMENDATION:

That the BOE receive as information and for recognition.

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**Recommended by the Superintendent:**



**Agenda Item #** 2a.

Windsor Education Foundation  
Mini-Grant Awards  
2015-2016

<b>Applicant(s)</b>	<b>School</b>	<b>Grant Proposal</b>	<b>Amount Approved</b>
Meghan O'Brien	Clover Street	Clover Street Garden	\$1500
Keva Griggs	Clover Street	Flocabulary	\$1500
Elizabeth Cichon	Clover Street	Clover Street School 3-D Printer	\$1500
Caitlin Bramucci Lindsay Casasanta	Clover Street	Learning By Doing	\$650
Oletha Walker	J.F. Kennedy	Level Up Village	\$1500
Laura Rumrill Miller	Oliver Ellsworth	Oliver Ellsworth Buddy Bench	\$475
Melissa Lafayette	Oliver Ellsworth	Reading Engagement with Families	\$1000
Carrie Canoni	Poquonock	Legos...More Than Just Fun Friday	\$451
Deborah Allen	Poquonock	Alternative Seating	\$1302
Kathy Taranto	WHS	NASA HUNCH PROGRAM—Culinary Project AND the Christine Gasparino Grant	\$1000
Joe Mancino	WHS	Science/Video Production Drones	\$1454
Joe Mancino	WHS	Science Infrared Cameras	\$750
Rebecca Zenczak	District	Innovative Learning with Osmo	\$1500
Steve Rodonis	District	Innovative Learning with Osmo	\$1500
		<b>Total Awarded</b>	<b>\$16,082</b>



**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Leonard Lockhart

**Attachments:**

**Subject:** Finance Committee's Recommendation Regarding the 2016-2017 Financial Plan and Adoption of the 2016-2017 Financial Plan (Anticipated Action)

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**BACKGROUND:**

The Board of Education held two public forums on the budget process in November and December 2015. The Board of Education's Finance Committee held four separate meetings to review the budget in addition to holding four public forums.

**STATUS:**

N/A

**RECOMMENDATION:**

Move the Board of Education accept the proposed 2016-2017 budget submitted to the Board by Dr. Cooke with an 2.39% increase over the current year's budget.

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**Recommended by the Superintendent:**



**Agenda Item #** 50.

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Craig Cooke

**Presented By:** Yvette Ali/Craig Cooke

**Attachments:** Proposed Revised Policies P 0200 Goals for School District, P 1120 Board of Education Meetings, P 6112 School Day

**Subject:** Policy Adoptions, 1st Reading

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**BACKGROUND:**

The Board of Education Policy Committee has reviewed the following policies and is bringing them to the full Board as a 1<sup>st</sup> reading.

**STATUS:**

P 0200 Goals for School District is being revised to align with current BOE Goals.  
P 1120 Board of Education Meetings is being revised to align the language with B 9325 Meeting Conduct.  
P 6112 School Day is being revised to align with current school hours.

**RECOMMENDATION:**

Move to approve Policies 0200 Goals for School District, 1120 Board of Education Meetings, and 6112 School Day as a 1<sup>st</sup> reading.

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**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** 6a.

**Section: Philosophy, Goals, Objectives**

**Subject: GOALS FOR SCHOOL DISTRICT**

**P-0200**

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

The Board of Education adopts the following prioritized goals as essential to the achievement of quality education for each student. These goals were developed at the Annual Goal Setting Workshops of the Board of Education held on March 16, 1999 and May 4, 1999.

Preamble: The Windsor Public Schools shall maintain high expectations for its Board of Education, Administration, Faculty, Staff and its students and shall demonstrate an understanding of the needs of children.

The prioritized Goals of the Windsor Board of Education are:

- GOAL 1: MAXIMUM STUDENT ACHIEVEMENT - The Windsor Public Schools will provide all students with the curriculum, instruction and assessment to promote maximum student achievement in academic, vocational, social, artistic, and physical developmental skills enabling them to meet the challenges, opportunities, and obligations of the modern world. The Windsor Public Schools shall provide equitable learning opportunities to challenge the interests, needs and abilities of all students.
- GOAL 2: DIVERSITY AND COMMUNITY - The Windsor Public Schools will provide an educational program staffed by persons who reflect the diversity of our students and the Windsor community. We will provide instruction and training that develops understanding and respect for the variety of human cultures and experiences.
- GOAL 3 CHARACTER AND CONDUCT - The Windsor Public Schools will provide a learning environment for all students that develops good character, high standards of conduct and respect for all other individuals.
- GOAL 4: SAFE SCHOOLS - The Windsor Public Schools will work to provide a safe and orderly school environment for all students and staff. The Windsor Public Schools will foster the support and involvement of students, staff, parents and community in this effort.
- GOAL 5: FACILITIES - The Windsor Public Schools will provide school facilities which comply with building and access codes, support instruction, are versatile to multiple uses over time, and are attractive, well maintained and safe.

Policy Approved: May 25, 1999

**Section: Philosophy, Goals, Objectives**

**Subject: GOALS FOR SCHOOL DISTRICT**

**P-0200**

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

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

Mission Statement: The mission of the Windsor Public Schools is to develop the genius in every child and to create life-long learners.

Goals: To accomplish this mission, the Windsor Public Schools, in cooperation with families and the greater Windsor community, will ensure that all students acquire the following skills and behaviors:

1. All students will demonstrate exemplary academic skills throughout their careers in the Windsor Public Schools.
2. All students will demonstrate effective oral and written communications.
3. All students will demonstrate the necessary skills to work collaboratively with others.
4. All students will demonstrate the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding and resilience.
5. All students will demonstrate a knowledge and understanding of the increasingly global nature of society.
6. All students will demonstrate the behaviors associated with good citizenship.
7. All students will graduate from the Windsor Public Schools with a clear, achievable post-secondary plan.
8. All students will demonstrate exemplary skills in utilizing technology to maximize their educational experience.
9. All students will demonstrate an understanding of the importance of health and wellness.

**Section: Community Relations**

**Subject: BOARD OF EDUCATION MEETINGS**

**P-1120**

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

The regular and special meetings of the Board of Education are open to the public and representatives of the press, except for that a part of a meeting may be properly designated an executive session as provided by law. (See 9322 for details).

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through the posting of the agenda and notices to the Town Clerk, newspapers and directly to those citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements, agendas and minutes of meetings.

Any citizen may appear before the Board during "audience to visitors" to express his/her opinion concerning the educational program of the district. The public is advised that any critical discussion of specific Board employees is outside the Board's jurisdiction because it does not supervise employees and that such comments should be addressed to **the Superintendent** ~~that-employee's immediate supervisor~~. Persons wishing to address the Board should give their names and addresses.

Persons addressing the Board shall maintain appropriate standards of decorum and shall not engage in personal attacks, vulgarity or other inappropriate speech. The Board reserves the right to limit speakers to **three** ~~two~~ minutes and to limit speakers on a particular topic to **thirty** ~~twenty~~ minutes.

(cf. 1312 - Public Complaints)

**Legal Reference:**

**Connecticut General Statutes**

- 1-225 Meetings of government agencies to be public.
- 1-226 Broadcasting or photographing meetings.
- 19a-342 Smoking in public meetings in rooms of public building prohibited.
- 1-227 Mailing of notice of meetings to persons filing written request. Fees.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 1-232 Denial of access to public records or meetings.
- 10-238 Petition for hearing by board of education.

Policy Adopted: July 13, 2005

**Section:** Instruction

**Subject:** SCHOOL DAY

**P-6112**

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

1. The school day for all groups ~~except K~~kindergarten to **Grade 12** shall continue for ~~five and one-half (5-1/2) six and three-quarter (6 3/4)~~ hours. School days may be shortened on occasion, **due to professional development or weather related issues.** ~~provided, however, the day shall consist of at least four (4) hours and twenty (20) minutes.~~

Legal Reference:  
Connecticut General Statutes  
10-16 Length of school day

Policy Adopted: 4/14/81  
Revised:

# **WINDSOR BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Douglas Couture

**Presented By:** Douglas Couture

**Attachments:**

**Subject:** Curriculum Development French 2 and French 3

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## **Background:**

French 2 continues to refine the four basic skills of listening comprehension, speaking, reading, and writing the French language. Students review multiple verb tenses and continue to explore the culture of the Francophone world through readings, videos and the internet.

French 3 continues exploration in to the culture of the Francophone world through readings, videos, audio visuals and internet sites. In this course students thoroughly review multiple verb tenses and continues to refine the four basic skills of listening comprehension, speaking, reading, and writing the French language.

## **Status:**

French 2 and French 3 were presented to the BOE Curriculum Committee meeting on February 4, 2016.

## **Recommendation:**

The Board approves French 2 and French 3 curricula as a 1st reading as presented.

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**Reviewed by:** DC

**Recommended by the Superintendent:** [Signature]

**Agenda Item #** 6b.

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Bonnie Fineman

**Presented By:** Douglas Couture,  
Bonnie Fineman

**Attachments:**

**Subject:** Literacy Improvement Plan

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**Background:**

A presentation about the Literacy Improvement Plan including the plan's visions and goals will be discussed.

**Status:**

The Literacy Improvement Plan was presented to the BOE Curriculum Committee on February 4, 2016

**Recommendation:**

For informational purposes only.

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**Reviewed by:** \_\_\_\_\_

*DC*

**Recommended by the Superintendent:** \_\_\_\_\_

*[Signature]*

**Agenda Item #** \_\_\_\_\_

*60.*



# **WINDSOR BOARD OF EDUCATION**

## **AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Craig Cooke

**Presented By:** Craig Cooke/ Cyndi Deshais

**Attachments:**

**Subject:** Family and Community Partnership Grant Award

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### **BACKGROUND:**

The district was recently awarded a \$390,000 grant for Family and Community Partnership work from the Hartford Foundation for Public Giving (HFPG). This award is intended to be year 1 of a 5-7 year partnership with the HFPG. Highlights of our plan to utilize this grant funding include establishing the Office of Family and Community Partnership (staffed with an administrator and assistant coordinator), providing professional development to staff and community leaders, and expanding on our work in the schools partnering with families.

Russell Sills has been appointed to the position of Director of School, Family, and Community Partnerships. The Director is a new central office administration position funded through a grant from the Hartford Foundation for Public Giving. He will oversee and coordinate the districts' efforts in engagement and partnerships with families and the community with the ultimate goal of increased student achievement.

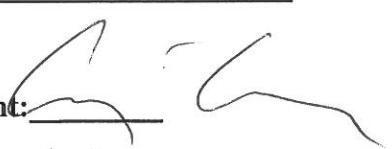
### **STATUS:**

The Board will receive a brief PowerPoint on the grant. A more detailed discussion on the grant is planned as part of a workshop scheduled for Tuesday, April 5<sup>th</sup>.

### **RECOMMENDATION:**

For informational purposes only.

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**Recommended by the Superintendent:** 

**Agenda Item #** 60d.

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** January 31, 2016 Financial Report

**SUBJECT:** Financial Report

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### BACKGROUND:

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

### STATUS:

The attached report is for the month of January 2016.

There were no inter-site transfers during the month.

### RECOMMENDATION:

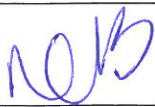
No action is necessary. The report is for information only.

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

Expenditures for January 2016	\$ 5,682,633
Expenditures through January 31, 2016	\$33,579,134

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

8a.

Windsor Public Schools  
Financial Report  
January 31, 2016

	2015/2016 Budget	Expenditures YTD 1/31/16	Encumbrance	Balance 1/31/16	% Balance
<b><u>Instructional Services</u></b>					
Clover Street School	57,657	30,528	3,483	23,646	41%
John F. Kennedy School	75,555	33,477	19,379	22,699	30%
Oliver Ellsworth School	81,356	48,460	22,855	10,041	12%
Poquonock School	53,060	29,312	1,238	22,510	42%
Sage Park Middle School	218,868	168,675	13,267	36,926	17%
Windsor High School	380,283	196,825	43,334	140,124	37%
Windsor High School Interscholastic Sports	184,425	80,506	5,965	97,954	53%
Athletic Coaches	235,000	87,649	0	147,351	63%
WHS Career & Technical Education	59,745	36,278	2,902	20,565	34%
Continuing Education	71,185	37,626	2,290	31,269	44%
Instructional Services Management	234,008	180,733	15,260	38,015	16%
Curriculum Management & Development	120,385	48,174	7,550	64,661	54%
Curriculum Mgt. & Dev. Magnet School Tuition	1,500,600	1,501,965	34,650	(36,015)	-2%
Textbook Adoption	50,000	25,952	6,393	17,655	35%
Technology	663,767	502,230	59,095	102,442	15%
<b>Total Instructional Services</b>	<b>3,985,894</b>	<b>3,008,390</b>	<b>237,661</b>	<b>739,843</b>	<b>19%</b>
<b><u>Education Support Services</u></b>					
Pupil Personnel Services	343,293	148,300	82,656	112,337	33%
Special Education	82,850	36,989	5,859	40,002	48%
Special Education Tuition	4,729,106	1,577,428	139,920	3,011,758	64%
Policy & Planning	140,850	120,939	1,488	18,423	13%
Employee Personnel Services	84,000	52,129	541	31,330	37%
Financial Management	281,870	121,158	9,243	151,469	54%
Financial Services	37,000	42,245	141	(5,386)	-15%
Pupil Transportation & Safety	4,049,099	1,434,171	345,556	2,269,372	56%
Physical Plant Services	2,042,344	965,123	708,040	369,181	18%
Major Maintenance	361,000	308,053	14,909	38,038	11%
L.P. Wilson Center	254,800	94,025	113,311	47,464	19%
Benefits	10,983,740	5,041,358	153,978	5,788,404	53%
Certified Salaries	29,838,780	15,223,108	0	14,615,672	49%
Non-Certified Salaries	7,589,227	4,716,382	0	2,872,845	38%
Regular Ed Tutor Salaries	222,699	97,133	0	125,566	56%
Special Ed Tutor Salaries	320,000	174,318	0	145,682	46%
Substitute Salaries	679,390	417,885	38,397	223,108	33%
<b>Total Education Support Services</b>	<b>62,040,048</b>	<b>30,570,744</b>	<b>1,614,039</b>	<b>29,855,265</b>	
<b>Total All Sites</b>	<b>\$66,025,942</b>	<b>\$33,579,134</b>	<b>\$1,851,700</b>	<b>\$30,595,108</b>	<b>46%</b>

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Jeanne Woodstock

**Presented By:** Danielle Batchelder

**Attachments:** Student Enrollment Report & Recap

**Subject:** Student Enrollment as of February 1, 2016

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**Background:**

Attached are the official enrollment figures as of January 1, 2016. Mrs. Batchelder will answer any questions.


**Status:**

**Recommendation:**

Informational

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

86.

**Windsor Public Schools**  
**Student Enrollment Report Recap**  
**February 1, 2016**

<b><u>Enrollment in Windsor Public Schools</u></b>	
Grades PreK-5	1,392
Grades 6-8	680
Grades 9-12	1,124
<b>Total District Enrollment</b>	<b><u>3,196</u></b>

<b><u>Windsor Students not in district schools</u></b>	
Outside Placement/Private Placement(SPED)	54
Montessori Hartford CREC	16
Metropolitan Learning Center CREC	144
CREC Misc MAGNET SCHOOLS	211
Hartford Host Magnets	216
Misc Magnet Schools	21
Prince Tech	10
Cheney Tech	11
	<b><u>683</u></b>
<b>Total Windsor</b>	<b><u>3,879</u></b>

**Windsor Public Schools**  
**Student Enrollment Report**  
**February 1, 2016**

Grade	Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K	34		61		95
K	81		104		185
1	100		114		214
2	79		126		205
3		108		137	245
4		92		121	213
5		90		145	235
Subtotal K-5					1297
<b>Total</b>	<b>294</b>	<b>290</b>	<b>405</b>	<b>403</b>	<b>1,392</b>

Grade	Sage Park MS
6	212
7	214
8	254
<b>Total</b>	<b>680</b>

Grade	Windsor High
9	287
10	307
11	273
12	257
<b>Total</b>	<b>1,124</b>

<b>Total District Enrollment</b>	<b>3,196</b>
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## POQUONOCK SCHOOL

## ENROLLMENT REPORT

2015-2016

Room #	Teacher	Grade	Projected	5-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		<b>Kindergarten</b>											
1	C McCann				14	14	14	14	13				
2	W Dever				14	14	14	13	13				
3	M Scott				14	14	14	14	14				
22	L Roche				15	15	15	14	14				
23	M Mitchell				14	14	14	14	14				
24	L Corrao				12	12	12	13	13				
		<b>Total</b>	<b>84</b>	<b>88</b>	<b>83</b>	<b>83</b>	<b>83</b>	<b>82</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Grade 1</b>											
15	E Velez				18	20	20	20	21				
16	L Bishop				19	19	20	19	19				
17	K Stoll				19	21	21	22	22				
18	M Neals				19	17	17	17	17				
19	New Teacher				20	20	20	20	21				
		<b>Total</b>	<b>87</b>	<b>94</b>	<b>95</b>	<b>97</b>	<b>98</b>	<b>98</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Grade 2</b>											
8	R Brown				20	19	20	20	20				
9	S Trummel				20	21	21	21	21				
11	J Delsky				20	20	19	19	19				
13	L Huntington				19	18	19	19	19				
		<b>Total</b>	<b>82</b>	<b>77</b>	<b>79</b>	<b>78</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	PK Smart Start		<b>15</b>	<b>14</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>16</b>				
	Sped & Peer		14	14	15	16	16	17	18				
		<b>Total</b>		<b>28</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>34</b>				
	Poquonock		<b>282</b>	<b>287</b>	<b>287</b>	<b>288</b>	<b>291</b>	<b>291</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CLOVER STREET SCHOOL  
ENROLLMENT REPORT  
2015-2016**

Room#	Teacher	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
	<b>Grade 3</b>											
8	J Su			20	20	20	20	21				
9	S Michalic			21	19	19	21	21				
11	J Darrell			21	23	23	23	23				
12	J Murray			20	20	21	22	21				
14	A Sanchez			22	22	22	21	22				
	<b>Total</b>	<b>89</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>105</b>	<b>107</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grade 4</b>											
13	L Arseneault			19	19	19	19	19				
15	S Podgurski			19	19	19	19	19				
16	L Schoenwolff			19	19	19	19	17				
17	C Nowsch			18	17	18	18	19				
18	D Williams			18	18	17	17	18				
	<b>Total</b>	<b>78</b>	<b>95</b>	<b>93</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grade 5</b>											
20	E Chartier			18	19	19	19	19				
22	K LePage			18	18	18	18	18				
24	S Lewis			18	18	18	17	18				
26	C Lindsley			19	17	17	18	17				
27	R Grimes			18	18	18	18	18				
	<b>Total</b>	<b>80</b>	<b>90</b>	<b>91</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Clover</b>	<b>247</b>	<b>289</b>	<b>288</b>	<b>286</b>	<b>287</b>	<b>289</b>	<b>290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



2015-2016

Room#	Teacher	Grade	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten			12	11	12	12	12				
20	L Butterick				14	14	14	14	14				
21	J Addie				14	14	14	14	14				
22	A Zawistowski				13	14	14	14	14				
23	L Adamski				12	13	13	13	13				
24	A Bartholomew				13	13	12	12	12				
25	J Poole				13	13	13	13	12				
26	S Marcello				13	13	14	13	13				
		<b>Total</b>	<b>117</b>	<b>104</b>	<b>104</b>	<b>105</b>	<b>106</b>	<b>105</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
11	S Rucker	Grade 1			16	16	16	16	16				
12	K Freeman				16	16	17	17	17				
13	B Mayo				18	18	17	17	17				
14	K Furie				18	16	16	16	16				
15	T Strickland				15	15	16	16	15				
16	L Rumrill				16	17	17	17	17				
17	K Stremper				17	16	17	16	16				
		<b>Total</b>	<b>120</b>	<b>124</b>	<b>116</b>	<b>114</b>	<b>116</b>	<b>115</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Grade 2</b>											
1	J Olander				19	20	20	21	21				
2	J Goicochea				18	19	19	20	20				
3	K Sandsmark				19	18	16	16	16				
5	L Volz				19	20	20	20	20				
6	S Martinson				17	16	16	14	14				
7	L Neil				18	17	18	18	16				
8	D Jaworski				19	19	19	19	19				
		<b>Total</b>	<b>131</b>	<b>131</b>	<b>129</b>	<b>129</b>	<b>128</b>	<b>128</b>	<b>126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	PK Smart Start		15	11	15	15	15	14	14				
	PK Sped & Peers		36	36	39	39	43	46	47				
		<b>Total</b>		<b>47</b>	<b>54</b>	<b>54</b>	<b>58</b>	<b>60</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ellsworth</b>	<b>Total</b>	<b>419</b>	<b>406</b>	<b>403</b>	<b>402</b>	<b>408</b>	<b>408</b>	<b>405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## JF KENNEDY SCHOOL

ENROLLMENT REPORT  
SCHOOL YEAR 2015-2016

Room#	Teacher	Grade	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L Macaluso				20	20	20	20	20				
2	K Richards				19	19	20	20	20				
3	A Moyal				19	18	19	19	18				
4	D Ghanesh-May				19	19	19	19	19				
5	K Mazur				20	20	20	20	20				
6	M Johnston				20	20	20	20	20				
8	V Vaicunas				20	20	20	20	20				
		<b>Total</b>	<b>134</b>	<b>136</b>	<b>137</b>	<b>136</b>	<b>138</b>	<b>138</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Grade 4											
9	M Macaluso				16	16	17	17	16				
10	S Silliman				17	17	17	17	17				
12	B Emerson				19	19	19	19	19				
14	S Brown				18	18	18	18	18				
15	N Donzella				17	17	16	16	16				
16	D Taylor				18	18	17	17	17				
18	A Caselli				19	18	18	18	18				
		<b>Total</b>	<b>130</b>	<b>124</b>	<b>124</b>	<b>123</b>	<b>122</b>	<b>122</b>	<b>121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Grade 5											
19	S Fye				21	21	21	21	21				
20	S Smith				21	20	20	20	20				
24	J Nolte				21	21	21	20	20				
25	S Paley				21	21	21	21	21				
26	K Bowman				20	21	21	21	21				
27	S Brown				20	21	22	23	22				
28	G Davies				21	20	19	20	20				
		<b>Total</b>	<b>139</b>	<b>144</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>146</b>	<b>145</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Kennedy</b>	<b>Total</b>	<b>403</b>	<b>404</b>	<b>406</b>	<b>404</b>	<b>405</b>	<b>406</b>	<b>403</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT REPORT  
SCHOOL YEAR 2015-16**

		Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6														
Team 1				79	78	78	79	78					5	15.6
Team 2				66	67	66	66	67					5	13.4
Team 3				63	63	65	65	65					4	16.25
Total		197	210	208	208	209	210	210	0	0	0	0		
Grade 7														
Team 4				73	72	72	74	74					5	14.8
Team 5				72	73	72	70	72					4	18
Team 6				65	65	67	66	66					5	13.2
Total		206	213	210	210	211	210	212	0	0	0	0		
Grade 8														
Team 7				84	84	85	84	86					4	21.5
Team 8				86	86	85	86	87					5	17.4
Team 9				78	78	79	82	80					5	16
Total														
SPARK		247	248	248	248	249	252	253	0	0	0	0		
Sage Park		650	671	673	670	673	676	680	0	0	0	0		

WINDSOR HIGH SCHOOL  
Enrollment for  
School Year 2015-2016

	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	249	292	293	294	289	291	287				
Grade 10	291	308	306	309	311	312	307				
Grade 11	250	273	275	270	268	266	273				
Grade 12	260	261	256	257	256	256	257				
Windsor High Total	1050	1134	1130	1130	1124	1125	1124	0	0	0	0

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – January 2016

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**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center and Museum Academy. New to us this year is CREC 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 the three CREC schools. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our fourth year of the Summer feeding program serving breakfast to our summer school students this year at Oliver Ellsworth and CREC Metropolitan Learning Center serving breakfast and snack. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex and Goslee Pool during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

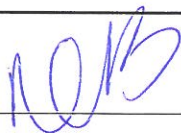
A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

**Status:** Financial Report for January 2016

**Recommendation:** Informational only.

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**Reviewed by:** \_\_\_\_\_



**Recommended by the Superintendent:** \_\_\_\_\_



**Agenda Item #** \_\_\_\_\_

80.

Windsor School Food Service  
Program Participation  
January 2016

<b>WHS</b>	<b>Jan 2015</b>	<b>Jan 2016</b>
DAYS	17 exam week	15 exam week
SALES	\$22,457.84	\$25,104.72
AVERAGE	\$1,321.05	\$1,673.65

<b>Reimbursable Meals</b>	<b>Average LUNCH per day</b>	
---------------------------	------------------------------	--

<b>ELEMENTARY</b>	887	870
<b>MLC</b>	438	419
<b>Museum Academy</b>	232	256
<b>Academy of Aerospace &amp; Engineering</b>		382
<b>SPMS</b>	429	408
<b>WHS</b>	591	577

<b>Reimbursable Meals</b>	<b>Average BREAKFAST per day</b>	
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<b>ELEMENTARY</b>	328	332
<b>MLC</b>	116	127
<b>Museum Academy</b>	132	180
<b>Academy of Aerospace &amp; Engineering</b>		145
<b>SPMS</b>	66	63
<b>WHS</b>	151	164

<b>Reimbursable Meals</b>	<b>Average SNACK per day</b>	
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<b>Treehouse Program</b>	85	86
<b>Museum Academy</b>	60	52



**Windsor School Food Service  
Financial Statement  
January 2016**

<b>REVENUE</b>	<b>January 2015</b>	<b>7/1/14 - YTD</b>	<b>January 2016</b>	<b>7/1/15-YTD</b>
SALES	\$94,811.14	\$596,226.54	\$111,606.40	\$628,119.74
REIMBURSEMENTS - STATE	34,953.00	77,070.00		44,189.00
ACCOUNTS RECEIVABLE	82,250.77	520,975.38	118,217.31	629,233.97
CLOC		105,548.00		105,610.00
INTEREST/Ret Ck Fees	34.00	147.36	75.00	75.00
MISC. (Rebates)	594.53	5,702.11	317.00	3,137.31
6 CENTS Certification	2,372.04	14,604.90	3,069.54	15,965.28
<b>REVENUE TOTALS</b>	<b>\$215,015.48</b>	<b>1,320,274.29</b>	<b>\$233,285.25</b>	<b>1,426,330.30</b>
<b>EXPENSES</b>				
WAGES	\$61,677.16	\$416,257.59	\$65,741.30	\$424,604.66
PAYROLL TAXES	4,495.85	30,791.38	5,029.21	31,692.91
BENEFITS	6,621.30	49,495.42	5,811.46	41,825.30
FOOD/MILK	106,058.18	661,420.57	141,808.07	754,720.77
PAPER	2,968.00	28,547.32	6,207.14	37,485.05
TRUCK	926.15	7,310.68		447.45
SUPPLIES		653.35	94.68	1,692.71
EQUIPMENT	239.84	17,045.12	2,100.00	5,647.65
SERVICES	559.53	2,330.51	-968.14	2,090.96
<b>EXPENSE TOTALS</b>	<b>\$183,546.01</b>	<b>1,213,851.94</b>	<b>\$225,823.72</b>	<b>1,300,207.46</b>
<b>NET INCOME</b>	<b>\$31,469.47</b>	<b>106,422.35</b>	<b>\$7,461.53</b>	<b>126,122.84</b>
<b>INVENTORY</b>		<b>20,000.00</b>		<b>26,730.00</b>
<b>OPENING BALANCE 7/1</b>		<b>12,730.37</b>		<b>3,531.34</b>
<b>COMPUTED OPERATING POSITION</b>		<b>139,152.72</b>		<b>156,384.18</b>





**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, January 12, 2016 6:30 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 12, 2016 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:35 PM:**

Present Board Members:

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

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

Discussion:

The meeting was called to order at 6:35 PM by Cristina Santos. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke.

**2. Audience to Visitors**

Discussion:

None

**3. Workshop on Discipline**

Discussion:

The board received a presentation on discipline procedures. Each principal was introduced to the board.

**4. Adjournment**

Discussion:

The meeting was adjourned at 9:35 PM.

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

**9 Yeas - 0 Nays.**

Ms. Yvette Ali            Yes  
Ms. Nuchette Black-Burke   Yes

Mr. Brian Bosch	Yes
Ms. Michaela Fissel	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes

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

**Windsor Board of Education**  
**Regular Meeting**  
**Unapproved Minutes**  
Wednesday, January 20, 2016 6:30 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the January 20, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:30 PM:**

Present Board Members:

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

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

Discussion:

The meeting was called to order by Ms. Santos at 6:32 p.m. with the Pledge of Allegiance and a moment of silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Interim Assistant Superintendent for Instructional Services Doug Couture and Student Representative Kyle Ali.

**2. Superintendent Presents 2016-2017 Budget Proposal**

Discussion:

Dr. Cooke provided a general overview of the Superintendent's Proposed 2016-2017 Budget. He reported the budget documents and presentation would be made available on the website for public access, along with an email link that would allow members of the community to give input and ask questions. He also reported a number of public forums were scheduled to receive public input.

**3. Public Forum on 2016-2017 Budget (Limited to maximum of 30 minutes)**

Discussion:

The Public Forum began at 7:03 p.m.

Linda Alexander, 155 Fieldstrone Drive, spoke regarding education and taxes, requesting that Board members share ideas before coming up with a plan the taxpayers can handle.

Cora Lee Jones, 1171 Matianuck, suggested the new grant should be used to address parent involvement, reevaluate programs and their delivery, and that the district look at Bloomfield High School as an example.

Bradshaw Smith, 23 Ludlow Road, said people should be able to look at the budget and then comment.

Kathy LaFleur, 449 Lantern Way, thinks tax dollars are well spent on education as long as there is transparency and the dollars are spent right; needs to educate herself not only about Windsor but other districts about proficiency and how tax dollars are spent. The public forum closed at 7:15 p.m.

#### **4. THE REGULAR MEETING WILL CONTINUE IMMEDIATELY FOLLOWING THE PUBLIC FORUM AND A 5 MINUTE RECESS**

Discussion:

The meeting recessed at 7:16 p.m. The meeting reconvened at 7:21 p.m.

#### **5. Recognitions/Acknowledgements**

##### **5.a. Recognition--Kyle Ali, BOE Student Representative**

Discussion:

Ms. Santos and Dr. Cooke recognized Kyle Ali for serving as BOE Student Representative and presented him with a Certificate of Recognition. Ms. Santos announced the BOE Student Representative for the spring semester will be Dan Hernandez.

#### **6. Audience to Visitors**

Discussion:

None.

#### **7. Student Representative Report**

Discussion:

Mr. Ali reported on the December 22 Alumni Panel and fall exams. He reported on upcoming events including College Goal Sunday, the start of the new semester, Poetry Out Loud and AP Information night. He also reported on the start of academic based study halls beginning with the new semester. Students with study halls will select from one of the four core subjects to have focused study halls, and peer tutors will be available during them to assist and tutor.

#### **8. Unfinished Business (from 12/15/15)**

##### **8.a. Budget Assumptions FY 17 (1st Reading)**

**Motion to Amend Failed:** To amend the motion from: "Motion that the Board of Education accept for a 1st Reading the Budget Assumptions for the fiscal year 2016-2017 with the removal of number 13" to: "Motion that the Board of Education accept for a 1st Reading the Budget Assumptions for the fiscal year 2016-2017 with the removal of number 13 and to strike the second sentence of the 12th item" failed with a motion by Mr. Paul Panos and a second by Ms. Melissa Rizzo Holmes.

##### **4 Yeas - 5 Nays.**

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

**Motion Passed:** Motion that the Board of Education accept for a 1st Reading the Budget Assumptions for the fiscal year 2016-2017 with the removal of number 13 passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

##### **5 Yeas - 4 Nays.**

Ms. Yvette Ali	Yes
Ms. Nuchette Black-Burke	Yes
Mr. Brian Bosch	No
Ms. Michaela Fissel	No
Mr. Leonard Lockhart	Yes

Mr. Richard O'Reilly    Yes  
Mr. Paul Panos        No  
Ms. Melissa Rizzo Holmes No  
Ms. Cristina Santos    Yes

### **8.b. Student Discipline Data and Procedures Overview**

Discussion:

Ms. Santos reported that the Board held a special workshop on discipline on January 12. The workshop was televised and is available on WIN-TV, Channel 96 for viewers; she encouraged the public to watch the full presentation. Questions from Board members and discussion ensued.

### **8.c. Consent Agenda**

#### **8.c.3. Food Service Report**

**Motion Passed:** Motion to accept the December Consent Agenda, item 8.c.3 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

#### **8.c.1. Financial Report**

Discussion:

Mr. Lockhart stated for the public that every month expenditures are included in the Financial Report. The expenditures for November are \$7,193,007 and the expenditures through November 30, 2015 are \$21,898,965.

**Motion Passed:** Motion to accept the December Consent Agenda, Item 8.c.1, Financial Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

#### **8.c.2. Enrollment Report**

Discussion:

For the public, Mr. Lockhart read in the enrollment as of December 1, 2015: Total enrollment in WPS buildings is 3,188; total not in district schools, including magnet, charter and outplaced is 676, for a total of 3,864.

**Motion Passed:** Motion to accept the December Consent Agenda, Item 8.c.2, Enrollment Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

**8.c.4. Human Resources Report**

Discussion:

Ms. Fissel requested the status of hiring for the Youth Mental Health position that is open.

**Motion Passed:** Motion that the Board accept the December Consent Agenda, Item 8.c.4, Human Resources Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

**8.d. Approval of Minutes**

**8.d.1. November 17, 2015 Special Meeting - Public Forum**

**8.d.2. November 17, 2015 Regular Meeting**

**8.d.3. November 30, 2015 Policy Committee**

**8.d.4. December 1, 2015 Long Range Planning Committee**

**8.d.5. December 1, 2015 Special Meeting**

**8.d.6. December 7, 2015 Finance Committee**

**8.d.7. December 7, 2015 Special Meeting - Public Forum**

**Motion Passed:** Motion to accept the minutes of the November 17, 2015 Special Meeting-Public Forum, November 17, 2015 Regular Meeting, November 30, 2015 Policy Committee, December 1, 2015 Long Range Planning Committee, December 1, 2015 Special Meeting, December 7, 2015 Finance Committee and December 7, 2015 Special Meeting-Public Forum as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

Ms. Melissa Rizzo Holmes Yes  
Ms. Cristina Santos Yes

## **9. Board of Education**

### **9.a. President's Report**

Discussion:

None.

### **9.b. School Liaison Reports**

#### **9.b.1. Windsor High School**

Discussion:

Ms. Black-Burke reported that Marge Renno, AP Art teacher at Windsor High is one of 6 teacher artists being shown in The Art Educators Show at the Windsor Art Center. The show runs through February 27. On February 13 from 2-3, a panel discussion of six art educators from the State of Connecticut will talk about "the state of art education today, and the impact their chose profession has had on them as professional artists and their art. Ms. Renno will be one of the panel members. Mr. Bosch reported the semester is ending, finals are going on, and reported on On Site Decision Days taking place with Capitol Community College and Manchester Community College. The next School Governance Council meeting is Monday night.

#### **9.b.2. Sage Park Middle School**

Discussion:

Ms. Fissel reported on the results of the SPMS Geography Bee, the concerts that took place, and the upcoming informational meeting on the Washington, D.C. trip. for 8th grade students/parents.

#### **9.b.3. Clover Street School**

Discussion:

Mr. Lockhart reported on College Day, the choir concert, the School Governance Council meeting is on Wednesday followed by a parent workshop on accelerated reading and writing, along with upcoming events.

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

Discussion:

Ms. Ali reported on the January 4 PTO meeting, the Asnuntuck Leadership Conference, Look aheads sessions, along with upcoming events.

#### **9.b.5. Oliver Ellsworth School**

Discussion:

Mr. O'Reilly reported on the January 7 PTO meeting, post visit parent surveys, and PTO meetings are always the first Thursday of the month at 6 p.m. and child care is provided.

#### **9.b.6. Poquonock School**

Discussion:

Ms. Rizzo Holmes reported that Poquonock does a monthly assembly with a special theme, January 29 is the World Peace assembly, and reported on upcoming concerts.

## **10. Superintendent's Report**

Discussion:

Dr. Cooke will present information regarding the grant award of \$390,000 for family and community engagement efforts; over 90 WHS students took the practice SAT test that is the first step for the SAT Prep courses offered. Nine teachers have been trained by Princeton Review, and 126 students are signed up. The SPMS literary magazine EQUUS received a Superior rating from the National Council of Teachers of English, the only middle school to receive that level of honor. WHS was recently accepted into the Rho Kappa Social Studies Honor Society. SPMS did course enrollments for 8th graders today; WEF grants are out and more information will be forthcoming.

### **10.a. Policy Adoption (2nd Reading)**

#### **10.a.1. Review Revised P 3524.1 Use of Pesticides**

#### **10.a.2. Review Revised P 5114 Student Discipline**

Discussion:

Questions and discussion ensued.

**Motion Passed:** Motion that the Board approve the policies 3524.1 Use of Pesticides and 5114 Student Discipline passed with a motion by Ms. Yvette Ali and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

#### **10.b. School Calendar 2016-2017 (2nd Reading)**

**Motion Passed:** Motion that the Board of Education accept the proposed 2016-2017 school calendar for a 2nd Reading passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

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

#### **10.c. Budget Assumptions FY 17 (2nd Reading)**

**Motion Passed:** Motion that the Board of Education accept for a 2nd Reading the Budget Assumptions for FY 2016-2017 as approved earlier during the meeting for the 1st Reading passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

**5 Yeas - 4 Nays.**

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

### **11. Committee Reports**

#### **11.a. Curriculum Committee**



Discussion:  
No report.

#### **11.b. Finance Committee**

Discussion:  
Mr. Lockhart encouraged the public to participate in the budget process; the information will be on the website, questions and concerns can be emailed, and there are a number of upcoming public forums the public are encouraged to attend.

#### **11.c. Long Range Planning**

Discussion:  
Mr. O'Reilly reported on the work of the Committee, including the presentation from Communications Specialist Jenna Herrick on the Strategic Communications Plan. The next meeting is March 14.

#### **11.d. Policy Committee**

Discussion:  
No report.

#### **11.e. Technology Committee**

Discussion:  
No report.

#### **12. Consent Agenda**

Discussion:  
For public knowledge, Mr. Lockhart read that the Expenditures for December, 2015 are \$5,997,536 and the Expenditures through December 31, 2015 are \$27,896,501. For public knowledge, as of January 4, 2016 the total in building enrollment is 3,196 and out of building enrollment, including CREC, magnet and out placed is 684 for a total of 3,880. He also wanted to note that from last month there was a change of 16 students, plus 8 in our buildings and plus 8 out of district, and that there is a total of 44 students over the projections for elementary, 26 for Sage Park and 75 for Windsor High School. Mr. O'Reilly noted that it appears that the number of students coming into the high school is increasing significantly. Mr. Panos pointed out that the student enrollment for magnet school students was 625 last month and is 630 this month; a little of 16% of students go to magnet schools.

#### **12.c. Food Service Report Report**

#### **12.d. Human Resources Report**

#### **12.e. Clover Street School Partial Roof Replacement Project**

**Motion Passed:** Motion that the Board accept items 12.c, 12.d and 12.e passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

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

#### **12.a. Financial Report**

**Motion Passed:** Motion that the Board accept item 12.a, Financial Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

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

**12.b. Enrollment Report**

**Motion Passed:** Motion that the Board accept 12.b, Enrollment Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

**13. Approval of Minutes**

**13.a. December 10, 2015 Technology Committee**

**13.b. December 15, 2015 Regular Meeting**

**13.c. January 6, 2016 Special Meeting**

**13.d. January 11, 2016 Long Range Planning Committee**

**13.e. January 11, 2016 Finance Committee**

**Motion Passed:** Motion that the minutes of the December 10, 2015 Technology Committee, December 15, 2015 Regular Meeting, January 6, 2016 Special Meeting, January 11, 2016 Long Range Planning Committee and January 11, 2016 Finance Committee be accepted as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

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

**14.a. BOE Public Forum with Finance Committee Immediately Following, Tuesday, January 26, 2016, 6:00 PM, LPW, Board Room**

**14.b. BOE Public Forum with Finance Committee Immediately Following, Saturday, January 30, 2016, 10:00 AM, LPW, Board Room**

**14.c. BOE Policy Committee, Monday, February 1, 2016, 6:00 PM, LPW, Room 17**

**14.d. BOE Public Forum with Finance Committee Immediately Following, Tuesday, February 2, 2016, 6:00 PM, LPW, Board Room**

**14.e. BOE Curriculum Committee, Thursday, February 4, 2016, 4:30 PM, LPW, Room 17**

**14.f. BOE Finance Committee, Tuesday, February 9, 2016, 6:30 PM, LPW, Board Room**

**14.g. Next BOE Regular Meeting is Wednesday, February 17, 2016, 7:00 PM, Town Hall, Council Chambers**

Discussion:

Ms. Santos reported on upcoming Board of Education meetings and public forums on the budget.

## **15. Audience to Visitors**

Discussion:

None.

## **16. Adjournment**

**Motion Passed:** The meeting adjourned at 9:31 p.m. with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

## **9 Yeas - 0 Nays.**

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

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

**Windsor Board of Education**  
**Special Meeting at 9:00 PM or at completion of Regular Meeting**  
**Unapproved Minutes**  
Wednesday, January 20, 2016 9:00 PM  
Town Hall, Dr. Primus Room

The following are the unapproved minutes of the January 20, 2016 Special Meeting at 9:00 PM or at completion of Regular Meeting. Any additions or corrections will be made at a future meeting.

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

Discussion:

The meeting was called to order by Ms. Santos at 9:40 p.m. with the Pledge of Allegiance and a moment of silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke and Director of Business Services Danielle Batchelder,

**2. Audience to Visitors**

Discussion:

None.

**3. Executive Session--Discussion on Transportation Contract**

**Motion Passed:** Motion to go into Executive Session at 9:42 p.m. to review documents related to the awarding of a prospective public supply contract and invite Superintendent of Schools Craig A. Cooke and Director of Business Services Danielle Batchelder passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

**9 Yeas - 0 Nays.**

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

Discussion:

The meeting returned from Executive Session at 10:18 p.m.

**4. Adjournment**

**Motion Passed:** The meeting adjourned at 10:18 p.m. with a motion by Ms. Cristina Santos and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

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

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

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

Tuesday, January 26, 2016 6:00 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 26, 2016 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

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

Absent Board Members:

Ms. Michaela Fissel

**1. Call to Order**

Discussion:

The meeting was called to order by Ms. Santos at 6:01 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Interim Assistant Superintendent for Instructional Services Doug Couture.

**2. Public Forum on Superintendent of Schools' Proposed 2016-2017 Budget (limited to 30 minutes)**

Discussion:

There were no speakers at the Public Forum.

**3. Adjournment**

**Motion Passed:** The Public Forum adjourned at 6:03 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

**8 Yeas - 0 Nays.**

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

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

**5. Finance Committee Meeting**

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

Discussion:

The Finance Committee meeting was called to order by Mr. Lockhart at 6:04 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Interim Assistant Superintendent for Instructional Services Doug Couture.

## **7. Audience to Visitors**

Discussion:

None.

## **8. Discussion of the 2016-2017 Budget Proposal**

Discussion:

The following site budget proposals were reviewed and discussed:

Windsor Elementary Schools (Clover Street School, John F. Kennedy, Oliver Ellsworth and Poquonock School)

Sage Park Middle School, Site 53

Windsor High School, Site 61

Windsor Public Schools Interscholastic Athletics, Site 62

WHS Career & Technical Education, Site 63

Continuing Education, Site 71

Instructional Services Management, Curriculum Management & Development and Textbook Adoption, Sites 41, 42 and 43

The next meeting will pick up with discussion on Sites 41, 42 and 43.

## **9. Adjournment**

**Motion Passed:** The meeting adjourned at 8:21 p.m. passed with a motion by Ms. Cristina Santos and a second by Ms. Nuchette Black-Burke.

### **8 Yeas - 0 Nays.**

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

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

**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, January 26, 2016 8:30 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 26, 2016 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 8:32 AM:**

Present Board Members:

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

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

Discussion:

The meeting was called to order by Ms. Santos at 8:33 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Interim Assistant Superintendent for Instructional Services Doug Couture.

**2. Audience to Visitors (limited to 30 minutes)**

Discussion:

Bradshaw Smith, 23 Ludlow Road addressed the cost of transporting students in Windsor v. West Hartford.

Susan Haspeslaugh, 27 Clover Street, spoke as a supervisor at Rainbow Bus that drivers haven't been informed of what's going on with the transportation contract, how they're going to transition, and how to make sure they're represented in the process.

Audience to visitors closed at 8:38 p.m.

**3. Discussion and Possible Action on Transportation Contract**

Discussion:

Dr. Cooke explained the RFP and selection process for the transportation contract. Discussion and questions on the motion and process ensued. After the vote, Mr. Cliff Gibson, CEO for Dattco, Inc. addressed the Board regarding the bid process and the first steps in the transition process for the district and Rainbow Bus drivers.

**Motion Passed:** Motion that the Board of Education award Dattco Transportation the transportation contract for the time period of July 1, 2016 to June 30, 2021 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Yvette Ali	Yes
Ms. Nuchette Black-Burke	Yes
Mr. Brian Bosch	Yes
Ms. Michaela Fissel	Yes
Mr. Leonard Lockhart	Yes

Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes

**Motion Passed:** Motion that the Board of Education authorize the Superintendent to execute the contract with Dattco Transportation for the time period of July 1, 2016 to June 30, 2021 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

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

**4. Adjournment**

**Motion Passed:** The meeting adjourned at 9:16 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

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

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



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

Saturday, January 30, 2016 10:00 AM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 30, 2016 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 10:02 AM:**

Present Board Members:

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

Updated Attendance:

Ms. Michaela Fissel was updated to present at: 10:07 AM

**1. Call to Order**

Discussion:

The Public Forum was called to order by Ms. Santos at 10:03 a.m.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Interim Assistant Superintendent for Instructional Services Doug Couture.

**2. Public Forum on Superintendent of Schools' Proposed 2016-2017 Budget (limited to 30 minutes)**

Discussion:

Debbie Sampson, 604 Stone Road, spoke in support of Dr. Cooke and asked Board members to set aside personal agendas and do what is best for the children and the taxpayers of the town.

Stacey Sampson, 604 Stone Road, spoke in support of Dr. Cooke. She also gave her son's experience with tutors and expressed her support and the students' need for them, and asked the Board to let Dr. Cooke do his job.

**3. Adjournment**

**Motion Passed:** The Public Forum closed at 10:11 a.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Ms. Yvette Ali	Yes
Ms. Nuchette Black-Burke	Yes

Mr. Brian Bosch	Yes
Ms. Michaela Fissel	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes

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

#### **5. Finance Committee Meeting**

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

Discussion:

The meeting was called to order by Mr. Lockhart at 10:12 a.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Interim Assistant Superintendent for Instructional Services Doug Couture.

#### **7. Audience to Visitors**

Discussion:

Cristina Santos, 65 Winthrop, addressed the process of releasing the budget to the Board members and public, Mr. Panos' letter to the paper, and challenged all Board members to work for improvements in the school system for all students.

Melissa Holmes, 1437 Poquonock Avenue, addressed Board interactions, the purpose of the Board of Education, and challenged Board members to think critically and independently.

Nuchette Black-Burke, 83 Milo Peck Lane, admonished Board members to move past prior disagreements and interactions and focus on developing the genius in every child.

Jill Jenkins, 867 Delilah Drive, spoke as a private citizen and a parent, stated she does not believe that the Board collectively supports education, spoke in support of Dr. Cooke and his work to develop the genius in every child, and recommended the Board go into counseling as a group.

Michaela Fissel, 25 Phelps Street, addressed the change in the process used by the Finance Committee this year in submitting suggestions and questions, underperforming student data, and moving forward in a more positive manner.

Paul Panos, 48 Brookview Road, addressed the release of the budget to Board members, the public and the press, and that for 18 years he has been saying the way to effectively teach students is to group them by needs.

Audience to visitors closed at 10:31 a.m. The meeting recessed at 10:31 a.m.

#### **8. Discussion of the 2016-2017 Budget Proposal**

Discussion:

The meeting reconvened at 10:40 a.m. Mr. Lockhart recognized Dr. Cooke to provide the answers to questions from the previous Finance Committee meeting. Dr. Cooke reviewed the answer packet; questions and discussion ensued regarding the packet.

The following site budget proposals were reviewed and discussed:

Sites 41, 42 and 43 Instructional Services, Curriculum Management & Textbook Adoption

Site 76 Technology  
Site 73 Pupil Services  
Site 74 Special Education  
Site 40 District Policy, Planning Management  
Site 44 Employee Personnel Services

The next meeting will start on page 30 of the budget packet with Site 77, Financial Management

## **9. Adjournment**

**Motion Passed:** The meeting adjourned at 12:33 p.m. with a motion by Mr. Brian Bosch and a second by Ms. Cristina Santos.

### **9 Yeas - 0 Nays.**

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

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

**Windsor Board of Education**  
**Policy Committee**  
**Unapproved Minutes**  
Monday, February 1, 2016 6:00 PM  
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 1, 2016 Policy Committee. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

Ms. Yvette Ali  
Mr. Leonard Lockhart  
Ms. Melissa Rizzo Holmes  
Ms. Cristina Santos

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

Discussion:

Ms. Ali called the meeting to order 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 AR 6111 School Calendar**

Discussion:

The committee reviewed AR 6111 School Calendar. There was one minor change. This regulation will be shared with the full Board.

**4. Review P 6112 School Day**

Discussion:

The committee reviewed P 6112 School Day. This policy will be brought forward to the full Board of Education.

**5. Review P 1120 Board of Education Meetings**

Discussion:

The committee reviewed P 1120 Board of Education Meetings. This policy will be brought forward to the full Board of Education.

**6. Review AR 5124 Reporting of Unusual Incident**

Discussion:

The committee reviewed AR 5124 Reporting of Unusual Incidents. This regulation will be shared with the full Board.

## **7. Review P 0200 Goals for School District**

Discussion:

The committee reviewed P 0200 Goals for School District. This policy will be brought forward to the full Board of Education.

## **8. Review AR 5141.3 Health Assessment**

Discussion:

The committee reviewed AR 5141.3 Health Assessment. This regulation will be shared with the full Board.

## **9. Adjournment**

Discussion:

The meeting was adjourned at 6:40 PM.

**Motion Passed:** Move to adjourn the meeting at 6:40 PM passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

### **4 Yeas - 0 Nays.**

Ms. Yvette Ali	Yes
Mr. Leonard Lockhart	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes

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

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

Tuesday, February 2, 2016 6:00 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the February 2, 2016 Special Meeting/Public Forum with Finance Committee Immediately Following. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

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

Absent Board Members:

Ms. Michaela Fissel

**1. Call to Order**

Discussion:

The Public Forum was called to order at 6:08 PM by Ms. Santos. Also in attendance were Superintendent of Schools Craig Cooke, Interim Assistant Superintendent Doug Couture, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho and Assistant Superintendent for Human Resources Terrell Hill.

**2. Public Forum on Superintendent of Schools' Proposed 2016-2017 Budget (limited to 30 minutes)**

Discussion:

Linda Oppelt, 449 Broad Street, spoke in support of the budget and said she was disappointed with the Board of Education's behavior at the November 9th swearing in ceremony and that there have been several negative articles written about the board. She said she would like to see the budget supported by all members as last year was exhausting.

**3. Adjournment**

Discussion:

The Public Forum was closed at 6:07 PM.

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

**5. Finance Committee Meeting**

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

Discussion:

The meeting was called to order at 6:08 PM by Mr. Lockhart with the Pledge of Allegiance and Moment of Silence. Also in attendance were Superintendent of Schools Craig Cooke, Interim Assistant Superintendent Doug Couture, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho and Assistant Superintendent for Human Resources Terrell Hill.

7. Audience to Visitors

Discussion:  
None

8. Discussion of the 2016-2017 Budget Proposal

Discussion:  
The following site budget proposals were reviewed and discussed:

Site 77, Financial Management through the remainder of the budget book including Site 79, Fiscal Services, Site 80, Transportation, Site 82 Physical Plant Services, Site 81 Major Maintenance, Site 83 L.P. Wilson Community Center, Site 90 Salaries, and Site 91 Employee Benefits.

9. Adjournment

**Motion Passed:** Move to adjourn the meeting at 8:10 PM passed with a motion by Ms. Cristina Santos and a second by Ms. Nuchette Black-Burke.

8 Yeas - 0 Nays.

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

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

**Windsor Board of Education**  
**Curriculum Committee**  
**Unapproved Minutes**  
Thursday, February 4, 2016 4:30 PM  
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 04, 2016 Curriculum Committee. Any additions or corrections will be made at a future meeting.

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

Present Board Members:  
Ms. Nuchette Black-Burke  
Ms. Michaela Fissel  
Mr. Leonard Lockhart  
Ms. Cristina Santos

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

Discussion:

The meeting was called to order by Ms. Black-Burke at 4:30 PM. Also in attendance was Superintendent Craig Cooke and Interim Assistant Superintendent for Instructional Services Doug Couture.

**2. Audience to Visitors**

Discussion:

None

**3. French 2**

Discussion:

The committee reviewed French 2 and this item will be brought forward to the full Board of Education for a first reading.

**4. French 3**

Discussion:

The committee reviewed French 3 and this item will be brought forward to the full Board of Education for a first reading.

**5. Literacy Plan Presentation**

Discussion:

The committee reviewed the presentation on the K-12 Literacy Improvement Plan. This will be presented to the full Board of Education on February 17th.

**6. Adjournment**

Discussion:

The meeting was adjourned at 6:00 PM.

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



# **WINDSOR BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** February 17, 2016

**Prepared By:** Terrell M. Hill

**Presented By:** Terrell M. Hill

Assistant Superintendent for Human Resources

**Attachments:** WEA contract language for Sabbaticals (Article 14)

**Subject:** Emmalee J. Bloomfield request for Sabbatical

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## **Background:**

Members of the Windsor Education Association may be granted sabbatical leave, Under Article 14 (Sabbatical Leave – Rules and Regulations) of their contract. Such leave is subject to the approval of the Board upon the recommendation of the Superintendent of Schools. The member must have been employed at least seven consecutive years in the Windsor Public Schools.

## **Status:**

Emmalee J. Bloomfield submitted a formal request for sabbatical leave during the 2016-2017 school year, to Dr. Craig A. Cooke. Ms. Bloomfield has been employed with Windsor Public Schools for 10 consecutive years as a math teacher at Windsor High School. Dr. Cooke and I, met with Ms. Bloomfield on January 15, 2016 to discuss her request. Dr. Cooke explained that the request must be presented to the Board of Education.

## **Recommendation:**

Provided in Executive Session. Discussion is related to a collective bargaining agreement with the Windsor Education Association.

**Motion to move into executive session:** “Move to enter into executive session for the purpose of discussing a personnel matter: sabbatical leave request. We invite Superintendent Dr. Cooke and Assistant Superintendent for Human Resources Terrell Hill in executive session.”

**Motion(s) to take action in Regular meeting:** “Move the Board of Education approve the sabbatical leave request.” **or** “Move that the Board of Education respectfully decline the employee’s sabbatical leave request.”

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**Reviewed by:** \_\_\_\_\_

**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

13.5 Additional days beyond the limits provided in this Article may be granted without pay by the Superintendent for extenuating circumstances.

13.6 For absences without pay, the per diem rate of deduction shall be based on the number of work days set forth in Article 7.1.

13.7 Teachers called for jury duty during the regular school year shall notify the Superintendent within two days of receipt of notification. Teachers not excused shall be paid the difference between the per diem jury duty fee and the per diem amount of their salary for days they serve such jury duty.

13.8 Upon request of her physician, subject to consultation with the school medical advisor, a pregnant teacher may be excused from her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth Disease). Such leave shall be charged to sick leave to the extent accrued and shall thereafter be without pay but with benefits. Such teachers shall return after tests establish immunity from the disease or when otherwise her physician, in consultation with the school medical advisor, determines the teacher may return to work.

## ARTICLE 14

### SABBATICAL LEAVE - RULES AND REGULATIONS

#### 14.1 Authorization

14.1.1 Sabbatical leave of absence may be granted to members of the group. The granting of such leave is subject to the approval of the Board upon the recommendation of the Superintendent of Schools, when in their considered judgment the professional competence of the staff member and the general welfare of the public school system will be benefited and that the costs are justified in view of the other financial obligations of the Board.

14.1.2 The rules and regulations of the Windsor Sabbatical Leave Program are made a part hereof and shall be interpreted in accordance with the following provisions:

- (a) After a certified teacher has been employed at least seven consecutive years in the Windsor Public Schools, the Board may grant said teacher a sabbatical leave for professional improvement not to exceed two consecutive college semesters at any one time, provided, however, that the teacher holds a professional certificate and has earned a master's degree or has completed 32 graduate hours of which 30 must be in a planned program. During that sabbatical leave, the teacher shall continue in the employ of the said board, shall have a contract, and shall be paid compensation as provided in the rules and regulations of said Board. Said Board shall not be held liable for death, injuries or other liabilities sustained or incurred by any teacher while on sabbatical leave.

Arrangements to participate in the State Teachers Retirement System and payments to the State Teachers Retirement System while on sabbatical leave shall be solely the responsibility of the staff member on leave. The Board agrees to make a fixed monthly deduction for retirement from the teacher's sabbatical salary if the teacher requests said deduction in writing.

- (b) A teacher upon return from a sabbatical leave shall be restored to his/her teacher position or to a position of like nature insofar as is possible. Said teacher shall be entitled at that time to participate in any other benefits that may be provided for by rules and regulations of the Board.

#### 14.2 Eligibility and Qualifications

Any member of the group who meets the following qualifications shall be eligible to apply for sabbatical leave:

14.2.1 Applicant must hold a Professional Educator Certificate.

14.2.2 Applicant must hold an earned Master's Degree or have completed 32 graduate hours of which 30 must be in a planned program.

14.2.3 Applicant must have seven consecutive years of satisfactory service as a full-time certified employee in the Windsor Public School System. While leave time granted by the Board shall not be considered service time, it shall be disregarded in determining consecutive years of service.

14.2.4 A maximum of one percent of the professional employees may be granted sabbatical leave each year. Insofar as possible, a proportionate division of leaves shall be made with regard to the separate professional groupings within the group.

14.2.5 A sabbatical leave may be granted for a period of not less than one full semester nor for more than two full consecutive college semesters.

14.2.6 As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the Superintendent of Schools a written agreement to remain in the service of the Windsor Public School System for a period of one year immediately following the expiration of said leave.

#### 14.3 Purpose of Sabbatical Leave

14.3.1 Sabbatical leave is given to professional personnel to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research and/or educational writing. Application for sabbatical leave for other types of experiences will be considered on their merits and may be approved by the Board upon the recommendations of the Superintendent.

14.3.2 The following information shall be included in the application for sabbatical leave as evidence of the teacher's intention to fulfill the purposes for which such leave shall be granted:

(a) For Formal Study:

A program of work should be outlined which will indicate as its purpose general professional improvements in relationship to staff member's present assignment. The proposed study must be part of an approved graduate level program at an accredited college or university.

(b) For Research and/or Writing:

The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in the Windsor Public Schools. The proposed project shall be approved by a graduate college or university as part of a formal program of study.

14.4 Application Requirements and Procedures

14.4.1 Application for sabbatical leave shall be filed with the Superintendent of Schools on or before November 15 of the school year prior to the requested leave, and shall set forth the benefits which such leave will have to both the school system and the employee.

14.4.2 After review of a member's application for sabbatical leave, the Superintendent will direct the request with a recommendation to the Board. The Board will notify the member of acceptance or rejection of the request by April 1 of the school year in which the application was submitted.

14.4.3 The following factors shall govern in reviewing and approving sabbatical leave applications:

(a) In recommending approval of an application, the Superintendent shall consider the following factors:

1. Date of filing application.
2. Purpose of the leave.
3. Seniority of service in the school system.
4. Professional growth of the staff member.
5. Potential benefit to the school system.
6. The expense to the school system.

(b) Granting of approval of a sabbatical leave by the Board shall be contingent upon securing an employee qualified to assume the applicant's duties.

- (c) After commencement of a sabbatical leave, it shall not be terminated before the date of expiration, except as otherwise provided herein or as otherwise agreed upon by the Superintendent and the Board.

#### 14.5 Requirements and Status While On Sabbatical Leave

##### 14.5.1 Financial Policies:

- a. The salary paid by the Board to the staff member on sabbatical leave shall be the master's degree minimum or two-thirds of the basic teacher's salary, whichever is greater in effect during the leave period and shall not include differentials, extra stipends or ratios. In the event a recipient receives cash awards or grants, the sabbatical leave salary shall be reduced if the total received exceeds the basic teacher's salary (excluding differentials, extra stipends or ratios). Such reduction shall be limited to the amount the total received exceeds said basic salary.
- b. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board in payment of salary to other members of the professional staff. The employee on leave shall be responsible for keeping the business office notified as to his/her address.
- c. The Superintendent shall be notified promptly of accident or illness. This notice shall be sent within ten days after an accident or the beginning of illness. Upon request, evidence of such accident or illness shall be provided for the Superintendent's consideration.
- d. A sabbatical leave granted to a regular employee of the professional staff shall also operate as a leave of absence without pay from all other school activities.
- e. While on approved sabbatical leave, the teacher will be allowed to continue participating in the health benefit plan and co-payment of benefits in effect for the other members of the unit.
- f. Notwithstanding the provisions of this Article, the Board reserves the right to offer a sabbatical leave under different conditions regarding pay, benefits and duration of such leave, provided however, that any such leave shall be voluntary.

##### 14.5.2 Reports Required While on Sabbatical Leave:

Any employee on Sabbatical Leave shall report to the Superintendent as follows:

- a. The employee shall immediately request approval from the Superintendent for substantial changes in the planned program of the leave as outlined in the approved application.
- b. An interim report shall be filed at the mid-point of the leave period or at any time deemed necessary by the Superintendent. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
- c. A final report shall be filed with the Superintendent in accordance with the provisions as stated in a following section.

#### 14.6 Requirements and Status Upon Returning From Sabbatical Leave

14.6.1 At the expiration of a sabbatical leave, the employee shall be restored to his/her position or to a position of like nature, seniority, status, and pay; provided that the employee remains eligible for reinstatement under other rules and regulations of the Board.

14.6.2 If an employee does not remain in the Windsor Public Schools for one year immediately following sabbatical leave, the employee shall rebate the compensation for that proportion of this period he/she is not in the employ of the Board. This repayment shall be made within one year following the date service in the Windsor Public Schools terminates. However, the Board may waive this requirement or grant a grace period before the one year repayment period commences.

14.6.3 Each employee returning from sabbatical leave shall file a final written report with the Superintendent not later than a month after the day on which the employee again takes up active service. The report shall include the names of the institutions attended, program pursued, transcript of credits received, experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school system.

14.6.4 An employee shall not be considered as having completed the requirements of the sabbatical leave until the final report has been approved by the Superintendent. At his/her discretion, the Superintendent may require proof that the program as presented by the applicant has been followed. When approved by the Superintendent, these final reports shall be transmitted to the Board.



## ARTICLE 15

### CHILDBEARING LEAVE

15.1 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.)

15.2 Accumulated sick leave shall be available for use during periods of such disability.

15.3 Disability leave beyond any accumulated sick leave shall be available for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.

15.4 Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

15.5 Pregnancy or childbirth shall not be a basis for termination of employment or compulsory resignation.

15.6 Unit members who are adopting an infant less than one year of age are eligible to use the provisions of this Article to cover an absence of up to six weeks, beginning on the date that the child is given into the custody of the adopting parent. During this absence, the unit member may use accumulated sick leave, Class II leave and/or leave without pay.

## ARTICLE 16

### CHILDREARING LEAVE

16.1 Childrearing leave of absence may be granted for one year by the Board based upon the recommendation of the Superintendent of Schools. Such leave of absence must be requested in writing prior to the commencement of childbearing leave and shall be taken for the remainder of the academic year then in effect and, if stated in the request, for the entire academic year following. Non-child-bearing parent members of the group shall apply for such leave at least six weeks prior to the expected delivery date certified by a physician. In the case of adoption, the written request must be submitted to the Superintendent within five days of the agency approval of the teacher as an adopting parent.