

## Regular Meeting

Tuesday, November 21, 2017 7:00 PM

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

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

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

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

**2. Recognitions/Acknowledgements**

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

b. Recognition--Khaleel Rahman, First Place in the Peacemaker Corps 2017 14-18 age category Peace in the Streets Global Film Festival for film, Human Family. Jeff Goodin, WHS CTE Teacher, will be joining Khaleel this evening.

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

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

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

**3. Audience to Visitors**

**4. Student Representative Report**

**5. Board of Education**

a. President's Report

b. Revision to Committee Assignments

c. Discussion on School Climate and Discipline

**6. Superintendent's Report**

a. Budget Update

b. Curriculum Development, 2nd Reading

1. Robotics I

2. Robotics II

**7. Consent Agenda**

a. Financial Report

b. Enrollment Report

c. Food Service Report

d. Human Resources Report

**8. Approval of Minutes**

a. October 17, 2017 Regular Meeting

b. November 13, 2017 Special Meeting (6:15 PM)

c. November 13, 2017 Special Meeting (6:30 PM)

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

a. BOE Policy Committee, Monday, December 4, 2017, 6:00 PM, LPW, Room 17

b. BOE Special Meeting, Tuesday, December 5, 2017, 6:00 PM, LPW, Board Room.

c. Next BOE Regular Meeting is Tuesday, December 19, 2017, Public Forum on Budget Process at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers

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

11. **Audience to Visitors**

12. **Adjournment**

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

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

**Prepared By:** Craig Cooke

**Presented By:** Leonard Lockhart

**Attachments:**

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

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**BACKGROUND:**

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

**STATUS:**

N/A

**RECOMMENDATION:**

For informational purposes only.

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

**Agenda Item #** 5c.

# **WINDSOR BOARD OF EDUCATION**

## **AGENDA ITEM**

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

**Prepared By:** Craig A. Cooke

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

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

**Subject:** Budget Update

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### **BACKGROUND:**

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

### **STATUS:**

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

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

### **RECOMMENDATION:**

For information only.

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**Recommended by the Superintendent:** 

**Agenda Item #** 6a.

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

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

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

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

**Prepared By:** Santosha Oliver

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

**Attachments:**

**Subject:** Curriculum Development 2<sup>nd</sup> Reading – Robotics 1, Robotics II

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**Background:**

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

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

**Status:**

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

**Recommendation:**

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

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

6b.

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

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

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** October 31, 2017 Financial Report

**SUBJECT:** Financial Report

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### BACKGROUND:

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

### STATUS:

The attached report is for the month of October 2017.

There were no inter-site transfers during the month.

### RECOMMENDATION:

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

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

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

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**Reviewed by:** 

**Recommended by the Superintendent:** 

**Agenda Item #** 7a.

Windsor Public Schools  
Financial Report  
October 31, 2017

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

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



# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

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

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** Student Enrollment Report

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

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### BACKGROUND:

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

### STATUS:

#### Category Definitions:

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

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

### RECOMMENDATION:

Informational

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**Reviewed by:**     *NEB*    

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

**Agenda Item #**     576.

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

**Enrollment in Windsor Public Schools**

Grades PreK-5	1,371
Grades 6-8	703
Grades 9-12	1,182
<b>Total District Enrollment</b>	<b>3,256</b>

**Windsor Students not in district schools**

Out of District Placement (Special Education)	44
Private Schools' Placements (Special Education) (Examples: St. Gabriel, Trinity Christian, Madina Academy)	21
CREC Montessori Harford	12
CREC Metropolitan Learning Center	102
CREC Miscellaneous Magnet Schools	227
Harford Host Magnet Schools	222
Miscellaneous Magnet Schools	14
A.I. Prince Technical High School	9
Howard Cheney Technical High School	6
	<b>657</b>

**Total Windsor**

<b>3,913</b>
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**Windsor Public Schools  
Student Enrollment Report  
November 1, 2017**

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

Grade	Sage Park MS
6	215
7	252
8	236
<b>Total</b>	<b>703</b>

Grade	Windsor High
9	296
10	306
11	272
12	308
<b>Total</b>	<b>1,182</b>

<b>Total District Enrollment</b>	<b>3,256</b>
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## POQUONOCK SCHOOL

## ENROLLMENT REPORT

2017-2018

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

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

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

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT  
2017-2018

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

**ENROLLMENT REPORT  
SCHOOL YEAR 2017-2018**

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

# ENROLLMENT REPORT SCHOOL YEAR 2017 - 2018

[illegible]



WINDSOR HIGH SCHOOL  
Enrollment for  
School Year 2017 - 2018

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

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

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

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – October 2017

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**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, the Performing Arts Academy in Windsor and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

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

**Status:** Financial Report for October 2017

**Recommendation:** Informational only.

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**Reviewed by:** nb

**Recommended by the Superintendent:** 

**Agenda Item #** 7c.

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

<b>REVENUE</b>	<b>October 2016</b>	<b>7/1/16 - YTD</b>	<b>October 2017</b>	<b>7/1/17 - YTD</b>
SALES	\$125,388.81	\$304,717.97	\$96,582.21	\$225,598.92
REIMBURSEMENTS - STATE	24,553.00	29,545.00	12,336.00	12,336.00
ACCOUNTS RECEIVABLE FED	129,604.30	320,929.00	104,477.93	255,324.93
CLOC		51,798.00	59,783.00	156,151.90
INTEREST/RETURNED CK FEE				
MISC. (Rebates)		162.37	196.00	1,219.12
6 Cents Certification	3,337.62	7,174.80	2,743.14	5,702.76
<b>REVENUE TOTALS</b>	<b>\$282,883.73</b>	<b>\$714,327.14</b>	<b>\$276,118.28</b>	<b>\$656,333.63</b>

**EXPENSES**

WAGES	\$85,797.17	\$203,861.44	\$79,154.64	\$185,646.73
PAYROLL TAXES	6,563.48	13,012.84	6,055.32	14,201.97
EMPLOYEE BENEFITS	6,981.92	37,452.23	3,487.94	34,816.70
FOOD/MILK/ICE CREAM	152,734.21	390,106.11	130,632.99	329,016.10
PAPER	8,622.32	22,956.39	5,849.96	16,443.08
TRUCK/GAS/Mileage	1,088.79	1,311.81	397.15	1,758.38
SUPPLIES	343.02	6,222.62	393.53	15,443.87
EQUIPMENT	200.00	11,001.76	2,673.09	20,623.83
SERVICES	131.46	1,972.69	250.14	3,787.48
<b>EXPENSE TOTALS</b>	<b>\$262,462.37</b>	<b>\$687,897.89</b>	<b>\$228,894.76</b>	<b>\$621,738.14</b>

<b>NET INCOME</b>	<b>\$20,421.36</b>	<b>\$26,429.25</b>	<b>\$47,223.52</b>	<b>\$34,595.49</b>
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<b>INVENTORY</b>		<b>\$33,672.74</b>		<b>\$33,659.17</b>
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<b>OPENING BALANCE 7/1</b>		<b>\$166,304.74</b>		<b>\$347,470.46</b>
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<b>COMPUTED OPERATING POSITION</b>		<b>\$226,406.73</b>		<b>\$415,725.12</b>
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Windsor School Food Service  
Program Participation  
October 2017

**SALES**

	<b>Oct 2016</b>	<b>Oct 2017</b>
<b>WHS</b>		
# OF DAYS	20	20
SALES	\$34,357.49	\$32,419.23
AVERAGE	\$1,717.87	\$1,620.96

**Reimbursable Meals          Average LUNCH per day**

<b>ELEMENTARY</b>	821	823
<b>Academy of Aerospace &amp; Engineering</b>	407	412
<b>SPMS</b>	409	391
<b>WHS</b>	616	578

**Reimbursable Meals          Average BREAKFAST per day**

<b>ELEMENTARY</b>	366	362
<b>Academy of Aerospace &amp; Engineering</b>	126	136
<b>SPMS</b>	83	78
<b>WHS</b>	161	161

**Reimbursable Meals          Average SNACK per day**

<b>Treehouse Program</b>	95	91
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# WINDSOR BOARD OF EDUCATION AGENDA ITEM

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

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

## RESIGNATIONS/SEPARATIONS

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

## RETIREMENTS

Kathleen Sutton	Grade 6 Language Arts Teacher	Sage Park
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## TRANSFERS/REASSIGNMENTS

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

## HIRES

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

Reviewed by: 

Recommended by the Superintendent: 

Agenda Item #

7d.

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

The following are the unapproved minutes of the October 17, 2017 Regular Meeting. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

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

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

Discussion:

The meeting was called to order at 7:00 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Assistant Superintendent for Instructional Services Santosha Oliver, and Student Representative Zaviana Desarmes.

**2. Recognitions/Acknowledgements**

Discussion:

None

**3. Audience to Visitors**

Discussion:

None

**4. Student Representative Report**

Discussion:

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

**5. Board of Education**

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

Discussion:

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

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

## **5.b. School Liaison Reports**

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

Discussion:

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

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

Discussion:

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

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

Discussion:

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

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

Discussion:

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

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

Discussion:

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

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

Discussion:

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

## **6. Superintendent's Report**

Discussion:

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

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

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

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

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

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

**9 Yeas - 0 Nays.**

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

#### **6.b. Office of Family and Community Partnership Update Report**

Discussion:

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

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

##### **6.c.1. Robotics I**

##### **6.c.2. Robotics II**

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

**9 Yeas - 0 Nays.**

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

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

##### **6.d.1. Grades K-5 PE Units**

##### **6.d.2. Grades 3-5 Science Units**

##### **6.d.3. Grade 6 Accelerated Math**

##### **6.d.4. Grade 7 Pre-Algebra**



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

**9 Yeas - 0 Nays.**

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

## **7. Committee Reports**

### **7.a. Curriculum Committee**

Discussion:

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

### **7.b. Technology Committee**

Discussion:

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

## **8. Consent Agenda**

### **8.a. Financial Report**

Discussion:

Expenditures for September 2017 \$6,198,969

Expenditures through September 30, 2017 \$9,593,181

### **8.b. Enrollment Report**

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

### **8.d. Human Resources Report**

### **8.e. Acceptance of the Clover Street School Partial Roof Replacement Project #164-0099**

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

**9 Yeas - 0 Nays.**

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

## **9. Approval of Minutes**

### **9.a. September 19, 2017 Regular Meeting**

### **9.b. October 5, 2017 Curriculum Committee**

### **9.c. October 5, 2017 Technology Committee**

**Motion Passed:** Move the Board approve the minutes in 9a. September 19, 2017 Regular Meeting, 9b. October 5, 2017 Curriculum Committee and 9c. October 5, 2017 Technology Committee Meeting passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**9 Yeas - 0 Nays.**

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

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

Discussion:

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

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

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

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

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

Discussion:

Moved into executive session at 9:00 PM.

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

**9 Yeas - 0 Nays.**

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

Returned to open session at 9:18 PM

**Motion Passed:** Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the CSEA-SEIU Local 2001 (Administrative Professionals) covering July 1, 2017 through June 30, 2019. Passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

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

**12. Audience to Visitors**

Discussion:  
None

**13. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 9:42 PM passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**9 Yeas - 0 Nays.**

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

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Maryam Khan, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Monday, November 13, 2017 6:15 PM  
Town Hall, Council Chambers

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

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

Present Board Members:

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

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

Discussion:

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

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

**9 Yeas - 0 Nays.**

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

**2. Audience to Visitors**

Discussion:

None

### 3. Election of Officers

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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

Discussion:

Roll Call:

Nuchette Black-Burke - Yes

Brian Bosch - Yes

James Dobler - Yes

Ronald Eleveld - Abstain

Michaela Fissel - Yes

David Furie - Yes

Jeremy Halek - Yes

Maryam Khan - Yes

Leonard Lockhart - Yes

For Leonard Lockhart: 8-0-1

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

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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

Discussion:

Roll Call:

Nuchette Black-Burke - Yes

Brian Bosch - For

James Dobler - For

Ronald Eleveld - For

Michaela Fissel - For

David Furie - For

Jeremy Halek - For

Maryam Khan - For

Leonard Lockhart - For

For David Furie: 9-0-0

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

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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

Discussion:

Roll Call:

Nuchette Black-Burke – For

Brian Bosch – For

James Dobler – For

Ronald Eleveld – For

Michaela Fissel – For

David Furie – For

Jeremy Halek – For

Maryam Khan – For

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

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

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

Discussion:

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

The Board returned to Item 2. Audience to Visitors.

### **4. Committee and Liaison Assignments**

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

**9 Yeas - 0 Nays.**

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

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

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

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

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

**9 Yeas - 0 Nays.**

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



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

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

**9 Yeas - 0 Nays.**

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

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

**9 Yeas - 0 Nays.**

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

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

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

**9 Yeas - 0 Nays.**

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

Discussion:

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

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

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

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

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

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

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

Mr. Lockhart appointed the following School Liaisons:

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

Mr. Lockhart appointed the following liaisons:

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

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

## **5. Announcements**

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

Discussion:

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

## **6. Adjournment**

Discussion:

The meeting was adjourned at 6:35 PM.

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

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

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

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

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Maryam Khan, Secretary  
Windsor Board of Education

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

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

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

Present Board Members:

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

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

Discussion:

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

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

**2. Audience to Visitors**

Discussion:

None

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

Discussion:

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

**4. Announcements**

Discussion:

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

## 5. Adjournment

Discussion:

The meeting adjourned at 8:43 PM.

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

**9 Yeas - 0 Nays.**

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

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Maryam Khan, Secretary  
Windsor Board of Education

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

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

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:**

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

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### BACKGROUND:

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

### STATUS:

N/A

### RECOMMENDATION:

For information only.

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**Recommended by the Superintendent:**



**Agenda Item #** 10.