

## Regular Meeting

Tuesday, April 16, 2019 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. Presentation--CABE Bonnie B. Carney Award of Excellence for to Windsor Public Schools by Lydia Tedone, CABE's Board of Directors
  - b. Proclamation--Teacher Appreciation Week, May 6-10
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
  - a. President's Report
  - b. School Liaison Reports
    1. Windsor High School
    2. Sage Park Middle School
    3. Clover Street School
    4. John F. Kennedy School
    5. Oliver Ellsworth School
    6. Poquonock School
6. **Superintendent's Report**
  - a. Curriculum Development, 2nd Reading
    1. Geometry - College
    2. Integrated Science
  - b. Manufacturing Articulation
7. **Committee Reports**
8. **Consent Agenda**
  - a. Financial Report
  - b. Enrollment Report
  - c. Food Service Report
  - d. Human Resources Report
  - e. Healthy Food Certification
9. **Approval of Minutes**
  - a. March 19, 2019 Regular Meeting
  - b. April 2, 2019 Special Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
  - a. Next BOE Regular Meeting is Tuesday, May 21, 2019, 7:00 PM, Town Hall, Council Chambers
  - b. BOE Special Meeting, Tuesday, April 23, 2019, 6:30 PM, LPW, Board Room
  - c. BOE Special Meeting, Tuesday, May 7, 2019, 6:30 PM, LPW, Board Room
11. **Executive Session on Employee Personnel Matter--It is proposed the Board move into executive session to discuss contract non-renewals before taking possible action in the regular meeting.**
12. **Audience to Visitors**
13. **Adjournment**

# PROCLAMATION COMMEMORATING

*Windsor Teacher Appreciation Week  
May 6 through May 10, 2019*



Let it be known by all citizens of Windsor, that...

- Whereas, Windsor's teachers make our public schools great; and
- Whereas, our teachers work to open students' minds to ideas, knowledge and dreams; and
- Whereas, Windsor's teachers keep American democracy alive by laying the foundation for good citizenship; and
- Whereas, our teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and
- Whereas, teachers continue to influence us long after our school days are only memories; and
- Whereas, it is appropriate that our teachers be recognized for their innumerable contributions and we encourage the Windsor community to join in showing their appreciation to our teachers for the exceptional role they play in our children's lives;

Now, therefore, be it proclaimed on this the 16<sup>th</sup> day of April 2019...

That, the Windsor Board of Education, in recognition of the outstanding service and contributions offered by the teachers of Windsor, proclaim the week of May 6<sup>th</sup> through May 10<sup>th</sup> as Windsor Teacher Appreciation Week.

## Windsor Board of Education

*David Furie, Vice President  
Maryam Khan, Secretary  
Michaela Fissel, Minority Leader  
Brian Bosch*

*James Dobler  
Ronald Eleveld  
Jeremy Halek  
Ayana Taylor*

A handwritten signature in black ink, appearing to read 'Leonard O. Lockhart'.

---

*Leonard O. Lockhart  
President*

A handwritten signature in black ink, appearing to read 'Craig A. Cooke'.

---

*Craig A. Cooke, Ph.D.  
Superintendent of Schools*

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**Prepared By:** Santosha Oliver

**Presented By:** A. Taylor  
S. Oliver

**Attachments:**

**Subject:** Curriculum Development 2nd Reading, Geometry College and Integrated Science

---

**Background:**

Geometry College is a project-based course to help students connect geometric concepts with the world around them. It is designed to integrate algebraic concepts with the study of geometric relationships and transformations; emphasize the study of the properties and applications of common geometric figures in two and three dimensions; and include inductive and deductive thinking skills used in problem solving real world situations.

The Integrated Science course covers the Next Generation Science Standards on Earth Sciences and Physics. Student centered instruction will drive our exploration through the topics. By engaging in scientific practices, students will learn how to interact, question, research, and problem solve through authentic science phenomena.

**Status:**

Geometry College and Integrated Science were presented at the BOE Regular Meeting on March 19, 2019.

**Recommendation:**

The Board approves Geometry College and Integrated Science as a 2<sup>nd</sup> Reading.

---

**Reviewed by:** S. Oliver      **Recommended by the Superintendent:** [Signature]  
**Agenda Item #** 6a.

2/28/15

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**Prepared By:** Matthew Dadona

**Presented By:** M. Dadona

**Attachments:**

**Subject:** Manufacturing Articulation

---

**Background:**

Presentation regarding Manufacturing Articulation with Goodwin College.

**Status:**

**Recommendation:**

For informational purposes only.

---

**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

66.

2/28/15

## WINDSOR BOARD OF EDUCATION

### AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** March 31, 2019 Financial Report

**SUBJECT:** Financial Report

---

#### BACKGROUND:

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

#### STATUS:

The attached report is for the month of March 2019.

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 March 31, 2019	\$ 6,066,768
Expenditures through March 31, 2019	\$50,465,121

---

**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

89.

Windsor Public Schools  
Financial Report  
March 31, 2019

	2018/2019 Budget	Expenditures YTD 3/31/2019	Encumbrance	Balance 3/31/2019	% Balance
<b><u>Instructional Services</u></b>					
Clover Street School	58,769	29,309	9,705	19,755	34%
John F. Kennedy School	82,405	57,996	8,187	16,222	20%
Oliver Ellsworth School	83,864	64,645	836	18,383	22%
Poquonock School	66,871	35,560	2,809	28,502	43%
Sage Park Middle School	205,220	123,779	17,508	63,933	31%
***Windsor High School	397,511	240,031	33,254	124,226	31%
Windsor High School Interscholastic Sports	202,000	143,494	29,801	28,705	14%
Athletic Coaches	254,000	190,627	0	63,373	25%
WHS Career & Technical Education	59,745	33,394	14,239	12,112	20%
Continuing Education	70,400	56,522	8,671	5,207	7%
*Instructional Mgt. & Curriculum Development	338,672	184,813	25,411	128,448	38%
Magnet School Tuition	1,500,600	1,514,707	6,650	(20,757)	-1%
Technology	700,867	588,457	79,588	32,822	5%
<b>Total Instructional Services</b>	<b>4,020,924</b>	<b>3,263,334</b>	<b>236,659</b>	<b>520,931</b>	<b>13%</b>
<b><u>Education Support Services</u></b>					
Pupil Personnel Services	368,941	222,332	51,652	94,957	26%
Special Education	94,350	51,161	3,769	39,420	42%
Special Education Tuition	4,919,689	3,183,686	106,296	1,629,707	33%
Policy & Planning	142,350	119,074	3,084	20,192	14%
**Employee Personnel Services	129,000	77,538	36,202	15,260	12%
Financial Management	280,442	165,363	32,555	82,524	29%
Financial Services	38,500	37,590	0	910	2%
Pupil Transportation & Safety	2,761,845	1,700,659	6,468	1,054,718	38%
Special Education Transportation	1,943,680	1,348,672	531,930	63,078	3%
Physical Plant Services	1,971,850	1,408,446	563,251	153	0%
Major Maintenance	386,000	382,560	3,880	(440)	0%
L.P. Wilson Center	254,800	198,650	36,442	19,708	8%
Benefits	10,912,422	6,729,643	129,432	4,053,347	37%
Certified Salaries	30,788,451	22,231,224	0	8,557,227	28%
Non-Certified Salaries	8,845,337	6,566,960	0	2,278,377	26%
Regular Ed Tutor Salaries	252,700	151,827	0	100,873	40%
Special Ed Tutor Salaries	314,000	216,342	0	97,658	31%
Substitute Salaries	643,519	637,607	30,833	(24,921)	-4%
<b>Total Education Support Services</b>	<b>65,047,876</b>	<b>45,429,334</b>	<b>1,535,794</b>	<b>18,082,748</b>	<b>28%</b>
<b>Total All Sites</b>	<b>\$69,068,800</b>	<b>\$48,692,668</b>	<b>\$1,772,453</b>	<b>\$18,603,679</b>	<b>27%</b>

\* Site 42 Instructional Mgt. & Curriculum Development reflects a decrease of \$40,000 compared to the Budget Book

\*\* Site 44 Employee Personnel Services reflects an increase of \$40,000 compared to the Budget Book.

Rationale for above asterisks: Tuition Reimbursement has been budgeted under Site 42, however, this line item is managed by the Assistant Superintendent of Human Resources and should be budgeted under Site 44.

\*\*\* Windsor High School budget was reduced by \$27,545, per 10/16/18 BOE Meeting 18/19 Staffing Update

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** Student Enrollment Report & Recap

**SUBJECT:** Student Enrollment as of April 1, 2019

---

### **BACKGROUND:**

Attached are the enrollment figures as of April 1, 2019. Mrs. Batchelder will answer any questions.

### **STATUS:**

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

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

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

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

### **RECOMMENDATION:**

Informational

---

Reviewed by: WB

Recommended by the Superintendent: [Signature]

Agenda Item # 86.

**Windsor Public Schools  
Student Enrollment Report  
April 1, 2019**

**Enrollment in Windsor Public Schools**

Grades PreK - 5	1,422
Grades 6-8	726
Grades 9-12	1,153
<b>Total District Enrollment</b>	<b>3,301</b>

**Windsor Students not in District Schools**

Out of District Placements (SPED)	52
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	28
CREC Montessori Hartford	12
CREC Metropolitan Learning Center (MLC)	89
CREC Miscellaneous Magnet Schools	231
Hartford Host Magnet Schools	186
Miscellaneous Magnet Schools	33
A.I. Prince Technical High School	8
Howard Cheney Technical High School	10
	<b>649</b>
<b>Total Students</b>	<b>3,950</b>



**Windsor Public Schools  
Student Enrollment Report  
April 1, 2019**

<b>GRADE</b>	<b>Poquonock School</b>	<b>Clover Street School</b>	<b>Oliver Ellsworth School</b>	<b>John F. Kennedy School</b>	<b>Total</b>
PreK	50		85		135
K	112		111		223
1	86		121		207
2	83		113		196
3		96		112	208
4		97		134	231
5		90		132	222
Subtotal K-5					1,287
<b>Total</b>	<b>331</b>	<b>283</b>	<b>430</b>	<b>378</b>	<b>1,422</b>

<b>GRADE</b>	<b>Sage Park Middle School</b>
6	240
7	228
8	258
<b>Total</b>	<b>726</b>

<b>GRADE</b>	<b>Windsor High School</b>
9	258
10	297
11	297
12	301
<b>Total</b>	<b>1,153</b>

<b>District Wide Enrollment</b>	<b>3,301</b>
---------------------------------	--------------

**ENROLLMENT REPORT 2018-2019  
POQUONOCK SCHOOL**

<b>Room # Teacher</b>	<b>Grade</b>	<b>Projected</b>	<b>1-Sept</b>	<b>1-Oct</b>	<b>1-Nov</b>	<b>1-Dec</b>	<b>1-Jan</b>	<b>1-Feb</b>	<b>1-Mar</b>	<b>1-Apr</b>	<b>1-May</b>	<b>1-Jun</b>
<b>Kindergarten</b>												
1 McCann				15	15	14	14	14	14	14		
2 Brown				14	14	14	14	14	14	14		
3 Scott				15	15	15	15	14	14	15		
22 Roche				15	15	15	16	15	15	15		
23 Filmer				14	14	14	13	12	12	12		
24 Eskanazi				15	15	15	15	15	15	14		
25 Hernandez				14	14	14	14	14	14	14		
26 Scerra				14	14	14	14	14	14	14		
<b>Total</b>		<b>88</b>	<b>117</b>	<b>116</b>	<b>116</b>	<b>115</b>	<b>115</b>	<b>112</b>	<b>112</b>	<b>112</b>		
<b>Grade 1</b>												
8 Coburn				18	18	18	18	17	17	17		
12 Elkey				19	19	19	18	18	18	18		
15 Velez				18	16	18	17	17	17	17		
16 Reynolds				17	18	17	17	18	18	18		
18 Neals				16	18	14	17	16	16	16		
<b>Total</b>		<b>86</b>	<b>92</b>	<b>88</b>	<b>89</b>	<b>86</b>	<b>87</b>	<b>86</b>	<b>86</b>	<b>86</b>		
<b>Grade 2</b>												
9 Trummel				17	16	17	17	17	17	17		
11 Delskey				16	16	16	16	15	15	15		
13 Hoogewerff				16	17	17	17	17	17	17		
17 Stoll				18	19	17	17	17	17	17		
14 Couchon				17	17	17	17	17	17	17		
<b>Total</b>		<b>79</b>	<b>85</b>	<b>84</b>	<b>85</b>	<b>84</b>	<b>84</b>	<b>83</b>	<b>83</b>	<b>83</b>		
<b>PK Smart Start</b>												
30		30		30	30	29	29	29	29	30		
<b>Sped &amp; Peer</b>												
15		15		15	15	16	16	16	18	20		
<b>Total</b>		<b>45</b>	<b>43</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>47</b>	<b>50</b>		
<b>Poquonock Totals</b>		<b>298</b>	<b>337</b>	<b>333</b>	<b>335</b>	<b>330</b>	<b>331</b>	<b>326</b>	<b>328</b>	<b>331</b>		

**ENROLLMENT REPORT 2018-2019  
OLIVER ELLSWORTH SCHOOL**

Room # Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Kindergarten</b>												
19 Drake				13	13	13	13	13	14	14		
20 Butterick				14	14	13	13	13	13	13		
21 Tedeschi				14	14	14	14	14	14	14		
22 Bishop				13	13	13	14	14	14	14		
23 Adamski				13	13	13	14	14	14	14		
24 Bartholomew				13	12	13	14	14	14	14		
25 Chapple				14	14	14	14	14	14	14		
26 Marcella				14	14	14	14	13	14	14		
<b>Total</b>		<b>106</b>	<b>109</b>	<b>108</b>	<b>107</b>	<b>107</b>	<b>110</b>	<b>109</b>	<b>111</b>	<b>111</b>		
<b>Grade 1</b>												
11 Capizzi				20	20	20	20	21	21	21		
12 Furie				19	20	20	20	19	19	19		
13 Cornell				21	21	21	21	21	21	21		
15 Strickland				21	21	21	21	21	21	19		
16 Miller				19	21	21	21	21	21	21		
17 Stremper				20	20	21	21	20	20	20		
<b>Total</b>		<b>103</b>	<b>122</b>	<b>120</b>	<b>123</b>	<b>124</b>	<b>124</b>	<b>123</b>	<b>123</b>	<b>121</b>		
<b>Grade 2</b>												
1 Mayo				19	19	19	18	18	18	18		
2 Goicohea				18	18	18	18	19	19	18		
3 Majors				18	18	19	18	18	18	18		
6 Heilman				20	21	21	21	21	20	20		
7 Carlin				18	18	18	18	18	19	19		
8 Jaworski				21	20	20	20	20	20	20		
<b>Total</b>		<b>119</b>	<b>113</b>	<b>114</b>	<b>114</b>	<b>115</b>	<b>113</b>	<b>114</b>	<b>114</b>	<b>113</b>		
PK Smart Start		30		30	29	29	30	31	29	31		
Sped & Peers		30		40	41	43	48	50	55	54		
<b>Total</b>		<b>69</b>	<b>69</b>	<b>70</b>	<b>70</b>	<b>72</b>	<b>78</b>	<b>81</b>	<b>84</b>	<b>85</b>		
<b>Oliver Ellsworth</b>	<b>Totals</b>	<b>397</b>	<b>413</b>	<b>412</b>	<b>414</b>	<b>418</b>	<b>425</b>	<b>427</b>	<b>432</b>	<b>430</b>		

**ENROLLMENT REPORT 2018-2019**  
**JF KENNEDY SCHOOL**

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 3</b>													
1	L. Macaluso				20	20	20	19	19	19	19		
2	Richards				19	19	19	19	19	20	20		
3	Moyal				18	18	17	17	18	18	18		
4	Ghanesh-May				17	17	17	18	18	18	18		
6	Johnston				18	18	18	18	19	19	19		
8	Vaicunas				18	18	18	18	18	19	18		
	<b>Total</b>		<b>112</b>	<b>111</b>	<b>110</b>	<b>110</b>	<b>109</b>	<b>109</b>	<b>111</b>	<b>113</b>	<b>112</b>		
<b>Grade 4</b>													
9	M. Macaluso				18	18	19	19	19	19	19		
10	Silliman				18	18	19	20	20	20	20		
12	Bishop				18	18	18	18	18	19	19		
14	Atkins				18	18	19	18	19	19	19		
15	Brown				19	19	19	19	19	19	19		
16	Taylor				18	17	19	19	19	19	19		
18	Caselli				19	19	19	19	19	19	19		
	<b>Total</b>		<b>124</b>	<b>130</b>	<b>128</b>	<b>127</b>	<b>132</b>	<b>132</b>	<b>133</b>	<b>134</b>	<b>134</b>		
<b>Grade 5</b>													
19	Bowman				19	19	18	19	19	19	19		
20	Paley				19	19	20	20	20	20	19		
24	Freitas				18	18	19	19	20	20	20		
25	Fye				18	18	19	19	18	19	19		
26	Mazur				18	18	18	19	18	18	19		
27	Donzella				19	18	18	18	18	18	18		
28	Davies				18	18	18	18	18	18	18		
	<b>Total</b>		<b>124</b>	<b>132</b>	<b>129</b>	<b>128</b>	<b>130</b>	<b>132</b>	<b>131</b>	<b>132</b>	<b>132</b>		
<b>Totals</b>													
<b>John F. Kennedy</b>			<b>360</b>	<b>373</b>	<b>367</b>	<b>365</b>	<b>371</b>	<b>373</b>	<b>375</b>	<b>379</b>	<b>378</b>		

**ENROLLMENT REPORT 2018-2019**  
**Clover Street School**

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 3</b>													
8	Lindsley			19	19	19	19	19	19	19	19		
10	Murray			19	19	20	20	20	20	20	19		
11	Sanchez			19	19	17	17	16	17	18	17		
24	Michalic			21	21	21	21	21	21	21	21		
25	Darrell			19	19	19	19	20	20	20	20		
	<b>Total</b>		<b>87</b>	<b>97</b>	<b>97</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>97</b>	<b>98</b>	<b>96</b>		
<b>Grade 4</b>													
14	Su			18	18	18	18	18	17	17	16		
15	Savage			16	16	16	16	16	15	15	15		
16	Mendola			15	15	15	15	16	16	16	16		
17	Nowsch			17	17	17	17	17	18	18	18		
26	Keach-Longo			16	16	15	15	15	15	15	15		
27	Williams			16	16	16	16	16	16	16	17		
	<b>Total</b>		<b>106</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>97</b>		
<b>Grade 5</b>													
12	Grimes			21	22	22	22	21	22	22	22		
13	Carlson			21	22	22	22	23	23	22	22		
18	Chartier			23	23	23	23	19	20	22	22		
19	Lewis			23	23	23	23	23	24	24	24		
	<b>Total</b>		<b>89</b>	<b>88</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>86</b>	<b>89</b>	<b>90</b>	<b>90</b>		
	<b>Totals</b>		<b>282</b>	<b>291</b>	<b>283</b>	<b>283</b>	<b>283</b>	<b>280</b>	<b>283</b>	<b>285</b>	<b>283</b>		

**ENROLLMENT REPORT 2018-2019**  
**Sage Park Middle School**

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 6</b>											
Team 1			77	80	76	77	75	75	74		
Team 2			83	81	83	83	85	85	85		
Team 3			79	80	81	80	81	82	81		
<b>Total</b>	<b>238</b>	<b>242</b>	<b>239</b>	<b>241</b>	<b>240</b>	<b>240</b>	<b>241</b>	<b>242</b>	<b>240</b>		
<b>Grade 7</b>											
Team 4			75	76	75	75	77	77	77		
Team 5			74	74	74	74	75	75	75		
Team 6			76	75	77	75	75	76	76		
<b>Total</b>	<b>223</b>	<b>222</b>	<b>225</b>	<b>225</b>	<b>226</b>	<b>224</b>	<b>227</b>	<b>228</b>	<b>228</b>		
<b>Grade 8</b>											
Team 7			81	79	80	80	81	81	82		
Team 8			85	87	88	88	88	88	88		
Team 9			88	89	88	88	88	88	88		
<b>Total</b>	<b>266</b>	<b>255</b>	<b>254</b>	<b>255</b>	<b>256</b>	<b>256</b>	<b>257</b>	<b>257</b>	<b>258</b>		
<b>Sage Park</b>	<b>727</b>	<b>719</b>	<b>718</b>	<b>721</b>	<b>722</b>	<b>720</b>	<b>725</b>	<b>727</b>	<b>726</b>		

**ENROLLMENT REPORT 2018-2019**  
**Windsor High School**

	<b>Projected</b>	<b>1-Sept</b>	<b>1-Oct</b>	<b>1-Nov</b>	<b>1-Dec</b>	<b>1-Jan</b>	<b>1-Feb</b>	<b>1-Mar</b>	<b>1-Apr</b>	<b>1-May</b>	<b>1-Jun</b>
<b>Grade 9</b>	313	288	281	280	283	280	259	258	258		
<b>Grade 10</b>	278	289	292	287	287	288	296	297	297		
<b>Grade 11</b>	308	302	301	300	303	301	296	295	297		
<b>Grade 12</b>	261	287	282	283	283	286	298	299	301		
<b>Windsor High Total</b>	<b>1,160</b>	<b>1,166</b>	<b>1,156</b>	<b>1,150</b>	<b>1,156</b>	<b>1,155</b>	<b>1,149</b>	<b>1,149</b>	<b>1,153</b>		

## WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – March 2019

---

**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, 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 March 2019

**Recommendation:** Informational only.

---

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



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



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

8c.



Windsor School Food Service  
Program Participation  
March 2019

<b>WHS</b>	<b>Mar 2018</b>	<b>Mar 2019</b>
DAYS	18	18
SALES	\$24,518.33	\$25,873.77
AVERAGE	\$1,362.13	\$1,437.43

**Reimbursable Meals                      Average LUNCH per day**

<b>ELEMENTARY</b>	883	858
<b>Academy of Aerospace &amp; Engineering</b>	428	434
<b>SPMS</b>	407	471
<b>WHS</b>	551	528

**Reimbursable Meals                      Average BREAKFAST per day**

<b>ELEMENTARY</b>	373	414
<b>Academy of Aerospace &amp; Engineering</b>	127	126
<b>SPMS</b>	72	105
<b>WHS</b>	156	166

**Reimbursable Meals                      Average SNACK per day**

<b>Treehouse Program</b>	94	94
--------------------------	----	----

WINDSOR SCHOOL FOOD SERVICE  
FINANCIAL STATEMENT  
MARCH 2019

REVENUE	March 2018	7/1/17 - YTD	March 2019	7/1/18-YTD
SALES	\$82,172.82	\$616,022.07	\$86,792.67	\$616,505.88
REIMBURSEMENTS - STATE	6,318.00	59,756.00	3,699.00	57,163.00
ACCOUNTS RECEIVABLE	89,579.39	681,584.68	109,223.17	744,649.37
CLOC		185,977.90		93,021.00
MISC. (Rebates)	378.00	2,542.25	1,554.10	3,796.68
6 Cents Certification	2,282.10	16,886.22	2,607.66	17,501.70
<b>REVENUE TOTALS</b>	<b>\$180,730.31</b>	<b>\$1,562,769.12</b>	<b>\$203,876.60</b>	<b>\$1,532,637.63</b>

**EXPENSES**

	3 paydates		3 paydates	
WAGES	\$85,937.77	\$528,917.97	\$105,641.31	\$579,511.98
PAYROLL TAXES	6,574.24	40,462.22	8,081.56	44,332.68
BENEFITS	7,944.27	72,481.88	6,111.01	51,286.80
FOOD/MILK/ICE CREAM	95,662.51	800,883.52	71,906.72	784,479.92
PAPER	6,721.11	45,383.79	7,346.40	44,798.18
TRUCK	112.22	3,381.10	140.28	4,315.69
SUPPLIES	377.22	17,331.79	778.30	4,391.82
EQUIPMENT	4,190.00	41,491.54	912.78	33,111.37
SERVICES	459.40	6,596.17	189.34	48,573.86
<b>EXPENSE TOTALS</b>	<b>\$207,978.74</b>	<b>\$1,556,929.98</b>	<b>\$201,107.70</b>	<b>\$1,594,802.30</b>

<b>NET INCOME</b>	<b>-\$27,248.43</b>	<b>\$5,839.14</b>	<b>\$2,768.90</b>	<b>-\$62,164.67</b>
<b>INVENTORY</b>		<b>\$25,259.77</b>		<b>\$31,454.89</b>
<b>OPENING BALANCE 7/1</b>		<b>\$347,470.46</b>		<b>\$333,317.93</b>
<b>COMPUTED OPERATING POSITION</b>		<b>\$378,569.37</b>		<b>\$302,608.15</b>

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

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

**Attachments:** None

**Subject:** Human Resources Report for March 1, 2019 – March 31, 2019

---

**RESIGNATIONS/SEPARATIONS**

Bruce Johnson	Long Term Substitute Science Teacher	Windsor High
---------------	--------------------------------------	--------------

**RETIREMENTS**

Robert Brownlie	Custodian II/Courier	L.P. Wilson
Donean Esposito	Reading Specialist (6/30/19)	Windsor High
Rosemary Loeffler	Health Teacher (6/30/19)	Sage Park

**TRANSFERS/REASSIGNMENTS**

Kathleen Clarke	From: Interim Assistant Principal	Windsor High
	To: Alternative Education Facilitator	Windsor High
Jacqueline Filomeno	From: Building Substitute	Ellsworth
	To: Long Term Substitute Grade 2 Teacher	Ellsworth

**HIRES**

Amy Luzzi	Lunchroom Monitor	Poquonock
Mary Louise Miller	Regular Education Tutor	Poquonock
Sarah Waltman	School Social Worker	Kennedy
Daphne Warner	Special Education Paraeducator – Limited	Ellsworth

---

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

**Agenda Item #** 8d.

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**Prepared By:** Danielle Batchelder

**Presented by:** Danielle Batchelder

**Attachments:** CSDE Operational Memorandum No. 05-19

**Subject:** Healthy Food Certification (Section 10-215f of the CT General Statutes)

---

**BACKGROUND:**

Public Act 06-63\* *An Act Concerning Healthy Food and Beverages in Schools* became effective July 1, 2006. Compliance with Section 1, "Requirement for Beverages," is required. Section 3, "Optional Healthy Food Certification," is optional. The Windsor Public Schools chose to comply with Section. 3. Compliance with the Optional Healthy Food Certification enabled the District to receive an additional ten cents per student meal from the state. The BOE had to have adopted a Wellness Policy, which it has.

**STATUS:**

The Windsor Public Schools has successfully completed thirteen years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2019-2020 school year, the Board of Education is required to certify compliance with the Act.

**RECOMMENDATION:** That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes), as well as the following resolutions:

The Windsor Board of Education, pursuant to Connecticut General Statute 10-215f, certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the nutrition standards published by the Connecticut State Department of Education on August 1, 2006, will meet said standards again for the 2019-2020 school year. Such certification shall include food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Pursuant to Connecticut General Statute 10-215f, that the Windsor Board of Education may exclude from certification food items that do not meet the Connecticut Nutrition Standards provided (1) such sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

The Windsor Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

---

\*Has been changed to Section 10-215f of the Connecticut General Statutes

---

Reviewed by:

WB

Recommended by the Superintendent:

[Signature]

Agenda Item #


8e.



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 28, 2019

**SUBJECT:** Operational Memorandum No. 05-19  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2019-20

This memo summarizes the requirements for submitting the 2019-20 HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

#### **Annual HFC Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2019-20, the HFC period is July 1, 2019, through June 30, 2020. All public school districts participating in the NSLP must submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2019**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2019, or the district is ineligible for HFC during school year 2019-20.

#### **HFC Application Process for 2019-20**

The annual HFC Statement will be completed online in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2019-20 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2019-20 module is expected to be available in the CNP System in **May 2019**. The CSDE will notify sponsors when the module is open and the HFC application module becomes available.

In the meantime, public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2019-20 HFC Statement by the deadline of July 1, 2019.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before June 30, 2019**. The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to

implement the healthy food option, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. **The motion and meeting minutes for the healthy food option should include the specific criteria for the healthy food option required by C.G.S. Section 10-215f, as indicated below.**

- **Healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

If the board of education or governing authority votes “yes” for the healthy food option above, the board of education or governing authority must also vote on whether to allow food exemptions. **The motion and meeting minutes for food exemptions should include the specific criteria for food exemptions required by C.G.S. Section 10-215f, as indicated below.** Note: If the board of education or governing authority votes “no” for the healthy food option above, a vote on whether to allow food exemptions is not required.

- **Food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes at the scheduled meeting of the board of education or governing authority. **Maintain a copy of the meeting minutes** indicating the results of the HFC votes for the healthy food option and food exemptions, as outlined in step 1.
  - The meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the specific language for “Healthy food option” in step 1.

- If the board of education or governing authority voted “yes,” for the healthy food option, the meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the specific language for “Exemption for food items” in step 1.
3. In **May 2019**, when the CSDE notifies districts that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. **Note:** The CSDE will e-mail school nutrition programs when the 2019-20 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, Application Procedures for HFC, and visit the “Apply” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2019**. If the CSDE receives the interschool agreement **after** this date, the CSDE will **not** include the recipient site’s lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2019-20. For more information, see CSDE Operational Memorandum No. 4-19: Interschool Agreements for School Year 2019-20.

Schools must submit **hard copies** of the interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP Online System. The interschool agreements for school year 2019-20 are available in the “Interschool Agreements” section of the CSDE’s Forms for School Nutrition Programs webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not make any changes to the CNS for school year 2019-20. For a summary of the CNS, see the CSDE’s handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE’s CNS webpage. The CSDE’s HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation);
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;



- Requirements for Food and Beverage Fundraisers in Public Schools Choosing HFC;
- Requirements for Food and Beverages in Vending Machines in Public Schools Choosing HFC; and
- Requirements for Foods and Beverages in School Stores in Public Schools Choosing HFC.

### **State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to **all public schools**, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the **same time** as the HFC vote. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises.

**The motion and meeting minutes for beverage exemptions should include the specific criteria for beverage exemptions required by C.G.S. Section 10-221q, as indicated below.**

- **Exemptions for beverages:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.

For more information, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

**Important:** This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

**Windsor Board of Education**  
**Regular Meeting**  
**Unapproved Minutes**  
Tuesday, March 19, 2019 7:00 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the March 19, 2019 Regular Meeting. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

Mr. James Dobler  
Mr. Leonard Lockhart  
Mr. Jeremy Halek  
Mr. Brian Bosch  
Mr. Ronald Eleveld  
Ms. Michaela Fissel  
Mr. David Furie  
Ms. Maryam Khan  
Mrs. Ayana Taylor

Updated Attendance:

Mr. Jeremy Halek was updated to present at: 7:03 PM

**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 Mr. Lockhart 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 Dr. Terrell Hill, Director of Business Services Danielle Batchelder and Assistant Superintendent for Instructional Services Dr. Santosha Oliver. BOE Student Representative Izaiah McNeil was also in attendance.

Ms. Maryam Khan, Secretary, welcomed members of the audience and viewers at home. She reviewed the Board's mission statement and goals and gave an overview of the protocols for Board meetings.

**2. Recognitions/Acknowledgements**

**2.a. Presentation--CABE Bonnie B. Carney Award of Excellence for Windsor Public Schools by Lydia Tedone, CABE's Board of Directors**

Discussion:

Ms. Tedone could not attend this meeting this evening. She will present this award to the Board at a later date.

**2.b. Recognition--2019 WHS Girls' Indoor Track Team, CIAC Class L State Champions**

Discussion:

Athletic Director Steve Risser introduced Coach Kears, Coach Over and Assistant Coach Tikuan Johnson. The WHS Girls Indoor Track Team, 2019 CIAC Class L State Champions were introduced and medals were distributed.

## **2.c. Recognition--Windsor Education Foundation Grants**

### **Discussion:**

The Board recognized the Windsor Education Foundation for its efforts on behalf of Windsor Public Schools through the donation of the 2019 grants totaling \$12,241, which will financially support teacher programs that cannot otherwise be supported under the Windsor Public School operating budget. Windsor Education Foundation members, Vice President Cristina Santos, Secretary Aimee Crisanti and Treasurer Lisa Douglas were recognized on behalf of the group's efforts.

## **3. Audience to Visitors**

### **Discussion:**

The following members of Team Paragon addressed and thanked the Board for their support of the robotics program: Gabriela Thiel, Kadni Williams, Bryce Bittner-Chee-Hing, Caleb Jacobsen, Cameron Abbot, Molly Jacobsen, Lyn Liu, Glenndale Bartolome, and Gabe Mara.

The following members of the WHS Book Recommendation Committee spoke about the type of reading books required in the English curriculum: Kristan Alexander, Iffath Ahmed-Syed, Prisca Afantchao, Aretha Prabawa, Mia Jones and Helena Lang.

Brian O'Neill, 367 Phaeton Street, said he is a volunteer mentor for Team Paragon and is also a computer science professor at Western New England University. He discussed the importance of supporting computer science and other STEM programs within the curriculum.

Paul Panos, 48 Brookview Road discussed behavior in the schools and asked the Board to consider adding school discipline offenses to the agenda.

## **4. Student Representative Report**

### **Discussion:**

Mr. McNeil congratulated the sport teams. Boys basketball missed the championship by 5 points. He thanked the Board for the support of the fan bus to the game. Juniors will take SAT on Wednesday and other students will have the day off. Many students are taking advantage of the SAT Prep courses. He feels the school has been relatively successful, students are content, and many peers struggled more last year than this year.

## **5. Board of Education**

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

#### **Discussion:**

Mr. Lockhart thanked Dr. Cooke and district employees for everything they do. March is Board Member Appreciation Month and he thanked his fellow Board members for their hard work. The budget will be presented at the Town Council meeting on April 3 at 6:30 PM and a follow-up meeting, if needed, is planned for 4/15. Both he and David Furie have been attending the CAFE Leadership Institute and it has been a good experience. He thanked WEF for attending this evening and for supporting the district. That morning, he attended a discussion at WHS on the Profile of a Graduate with community and industry partners. Information was gathered by the district which will provide good information to continue the work. Mr. Lockhart, Mr. Furie and Ms. Taylor all attended.

He congratulated Dr. Cooke for receiving the Outstanding Superintendent Award given by the Alumni of the UCONN Neag School. Mr. Furie and Mr. Lockhart along with Cabinet members and Sally Brown attended. Happy Birthday this evening to Ms. Fissel and Ms. Taylor has been named an honoree in the 100 Women of Color and Mr. Halek has been named a Judicial Marshall for the State of Connecticut.

Mr. Lockhart and Mr. Furie will attend CAFE's Day on the Hill on Wednesday.

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

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

#### **Discussion:**

Ms. Taylor announced Windsor on Broadway concert on 3/21 at 7:00 PM which includes the choirs, band and orchestra. Tickets are \$5 for adults and \$3 for children.

Mr. Furie reported that he and Mrs. Taylor are members of the School Governance Council along with teachers, parents, students and community members. The group did Study Circles facilitated by Russell Sills and Allyson Edwards and the group has met outside of that on an action plan, which includes, culturally responsive teaching, student-directed professional development, meet and greets, mandatory Tier II lab support instead of study hall, student council expansion and wanting to find ways to empower students.

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

#### **Discussion:**

Mr. Halek congratulated the Technology Team. They won an award with other teams. On 3/27 at 6:30 PM is a Unified Arts Content Night and the PTO will meet on 3/20 at Union Street Tavern.

Mrs. Khan reported that the 8th Grade Leadership Group visited Seabury and assisted the residents with making crafts, playing games and just spending time visiting with the residents. The 8th Grade Women's Leadership Group had a self-defense seminar on basic awareness and strikes and holds. The Technology Team will compete at Conard High this weekend from 8:00-5:00 PM. Sage Park is holding a charity event on 3/21 called Dollars for Ballers Charity Competition @ 3:00 PM.

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

#### **Discussion:**

Mr. Eleveld reported that parent conferences will be held from 3/20 to 3/22. Student of the Month will be held on 3/29 and Grade 3 and 4 will go on field trips to the New Britain Museum of Art. A book fair will be held on 4/1 along with 3rd Grade Book Club Night. Clover and JFK Art Show is at the Windsor Public Library for the month of April.

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

#### **Discussion:**

Mr. Bosch reported on the Being the Difference Speech Competition which was held on 3/6. Every student participated. Mr. Furie was there as a judge. Every student did an outstanding job. This month's theme is Perseverance. Student-led conferences are Wednesday to Friday. Next Friday is a school-wide dance and the art show is at Windsor Public Library for most of April. The next PTO Meeting is on Monday, April 15 and will be live on Facebook.

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

#### **Discussion:**

Mr. Dobler reported that Windsor Public Schools is accepting applications for Kindergarten and Pre-K. Pre-K decisions will be made in April and families will know by May 10 of their status. The next three days, students are being released at 1:30 PM for parent/teacher conferences. On 3/28, Chat and Chew Book Club will be held. Mrs. Taylor will be the moderator. The Principal's breakfast for Grade 1 will be held on 4/3 in the cafeteria.

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

#### **Discussion:**

Ms. Fissel reported that conferences begin tomorrow and students will have early release days. She encouraged families to go on the website, as it is a good source of information and to read the newsletter. The PTO is holding a paint night at the Blue Dragonfly on 3/29 at 6:30 PM. Go to the PTO Facebook page to learn more. The school climate survey is up on the school website. She encouraged parents to complete the survey which is a requirement by the State of Connecticut. The PTO meets the first Monday from 6-7 PM at Poquonock School.

Time at the end of school reports: 8:02 PM.

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

### **Discussion:**

Dr. Cooke acknowledged the Board members as March is Board Member Appreciation Month. He reminded the community that they are volunteers and that being a Board member is an unpaid position, devoting many hours to serve on the Board.

The 13th Annual Senior Citizen Breakfast will be held on Friday, May 10 in the Windsor High School Library beginning at 8:30 AM. Please call 860-687-2000 x 1236 to RSVP for the event.

He congratulated the community on two recognition. Windsor was ranked #16 out of 169 communities as being one of the safest places to live in Connecticut and Niche marking ranked the town 49th (1 being the best with 2 schools included) as the best place to live.

The Human Relations Commission will be holding a vigil of remembrance and observation for the lives lost in the New Zealand tragedy on Sunday, March 31 at 2:00 PM in the Town Hall Council Chambers.

Dr. Cooke thanked Athletic Director Steve Risser for all his hard work with the winter sports teams.

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

#### **6.a.1. Geometry - College**

#### **6.a.2. Integrated Science**

### **Discussion:**

There was questions from the Board regarding NGSS which were answered by Dr. Oliver and Ms. Abdel-Hady. Discussion ensued.

**Motion Passed:** Move the Board approves Geometry-College and Integrated Science as a 1st reading passed with a motion by Mrs. Ayana Taylor and a second by Mr. James Dobler.

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

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes

### **6.b. Food Service Program**

### **Discussion:**

Ms. Batchelder, Director of Business Services, Dana Plant, Food Service Director for over 25 years, and Patty Patton, Food Services Administrative Assistant, gave a presentation about the Windsor School Food Service. Samples of food service products were distributed to the Board. Questions and discussion ensued.

### **6.c. Demographic Study and Analysis**

### **Discussion:**

Ms. Danielle Batchelder, Director of Business Services, reviewed the results of the Demographic Study and Analysis. She answered questions from the Board and there was discussion on student enrollment and next steps.

## **7. Committee Reports**

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

### **Discussion:**

Ms. Taylor said that at their last meeting, the committee received a fascinating presentation on Geometry and Integrated Science. Mr. Lockhart reported that revised AR 6155 Class Examinations will go back to the policy committee and that it needs to be finalized in June in time for the 2019-2020 school year. Ms. Fissel said she could not attend the committee meeting and that she was not in favor of moving to policy. She supports additional dialogue on the regulation.

## **7.b. Long Range Planning**

### **Discussion:**

Mr. Dobler reported that the last LRP committee meeting was streamlined as he and Mrs. Taylor were not in attendance. Dr. Cooke reviewed enrollments and Profile of a Graduate. Mr. Halek gave a presentation on dress code, which was distributed, to all Board members. This item could go back on the next LRP committee agenda for more discussion.

## **8. Consent Agenda**

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

#### **Discussion:**

Expenditures for February 28, 2019     \$9,328,623

Expenditures through February 28, 2019   \$44,398,353

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

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

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

#### **Discussion:**

Item 8d. Human Resources report was pulled from the first motion to get additional clarification on what is being put on the report. The executive committee discussed that moving forward, any new FTE would be listed on the report. This would not apply to a transfer or reassignment. "New" will also be noted on the report.

**Motion Passed:** Move to approved consent agenda items 8a. Financial Report, 8b. Food Service Report and 8c. Enrollment Report passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

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

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes

**Motion Passed:** Move to approve consent agenda item 8d. Human Resources Report passed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

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

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes

Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes

## 9. Approval of Minutes

**9.a. February 19, 2019 Finance Committee**

**9.b. February 20, 2019 Regular Meeting**

**9.c. March 7, 2019 Curriculum Committee**

**9.d. March 7, 2019 Long Range Planning Committee**

**Motion Passed:** Move to approve the minutes in 9a. February 19, 2019 Finance Committee, 9b. February 20, 2019 Regular Meeting, and, 9d. March 7, 2019 Long Range Planning Committee passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes

**Motion Passed:** Move to approve the minutes in 9c. March 7, 2019 Curriculum Committee with the additions passed with a motion by Ms. Maryam Khan and a second by Mr. Ronald Eleveld.

**9 Yeas - 0 Nays.**

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes

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

**10.a. Next BOE Regular Meeting is Tuesday, April 16, 2019, 7:00 PM, Town Hall, Council Chambers**

**10.b. BOE Special Meeting, Tuesday, April 2, 2019, 6:30 PM, LPW, Board Room**

Discussion:

Mr. Lockhart announced the upcoming Board of Education meetings.

Mr. Bosch questioned the topic for the April 2nd special meeting which will cover the accountability report.

Mrs. Taylor expressed congratulations to Mr. Halek.

Mr. Eleveld announced the Rotary Club is holding a wine tasting on 4/5 and reminded community members that it is now spring and to watch for children playing in the streets.

Mr. Dobler announced that Windsor Youth Theater is holding a production of Hairspray on 3/29-3/31. He would like to see community members be informed about the budget and suggested they read the first 10-12 pages of the CIP and how the town works. He also congratulated Mr. Halek.

Mr. Halek announced an event, Operation Ara, on 3/30 at Hayden Station Fire Department from 4-9 PM to benefit a little girl battling cancer. He hopes everyone can come out. He reminded everyone that tomorrow is the first day of spring.

Mrs. Khan said that on 3/30, the Leadership in Diversity Conference will be held at Oak Hall at UCONN. Michael Bonner will be the keynote speaker. The conference is free.

Mr. Bosch announced the NWP Pancake Breakfast on 3/23. Proceeds benefit NWP. The Hayden Station Fire Department will hold its annual breakfast on 4/13. This coincides with the start of fishing season. He also reported he attended his first Shad Derby event and this year they have their first male candidate. He asked community members to check the Shad Derby website for upcoming events.

Mr. Furie said he hopes the Black History Month Program taped by Jeff Goodin can be made public. Team Paragon will compete at Western New England University this coming weekend. The Sage Park team is competing at Conard High. It is a good opportunity to see what going on within technology.

Ms. Fissel reported that the Childhood Conversations will be held on 3/29-3/30 at the Windsor Marriott. On 4/12, the movie, Resilience, will be shown at the Sheraton in Rocky Hill. Some of the actors will participate in a panel after the show. It is open to the public and there will be refreshments. On 4/26, the Systemic Racism Conference will be held at the CT Convention Center. There will be breakout sessions and dialogues and she encourages students and the public to attend.

Mr. Lockhart said 4/2 is Autism Day. He also has tickets to Operation Ara.

## **11. Audience to Visitors**

Discussion:  
None

## **12. Adjournment**

Discussion:  
The meeting adjourned at 10:23 PM.

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

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

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Yes



**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, April 2, 2019 6:30 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the April 2, 2019 Special Meeting. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

Mr. Leonard Lockhart  
Mr. Jeremy Halek  
Mr. Brian Bosch  
Mr. Ronald Eleveld  
Mr. David Furie  
Ms. Maryam Khan

Absent Board Members:

Mr. James Dobler  
Mrs. Ayana Taylor  
Ms. Michaela Fissel

Updated Attendance:

Ms. Maryam Khan was updated to present at: 6:57 PM  
Mr. James Dobler was updated to absent at: 8:06 PM  
Ms. Michaela Fissel was updated to absent at: 9:07 PM

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

Discussion:

The meeting was called to order by President Lockhart at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Business Services Danielle Batchelder and Director of Pupil and Special Education Services Steven Carvalho.

**2. Audience to Visitors**

Discussion:

None

**3. Set Graduation Date for Class of 2019 and Last Day of School for 2018-2019 (Action Anticipated)**

Discussion:

Dr. Cooke reported that the Bushnell Memorial in Hartford was only available on June 13 for the high school graduation due to a booking they had the following week. The district is able to contract with them due to a warmer winter with only 2 snow days. Had more snow days occurred, the district would not be able to use the Bushnell for graduation. He also explained that the 12th graders would be in school on June 13 and would go home after Project Graduation on the morning of June 14.

**Motion Passed:** Move the Board of Education approve Thursday, June 13, 2019 as the graduation date for the Class of 2019 passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

**7 Yeas - 0 Nays.**

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Absent
Mrs. Ayana Taylor	Absent

**Motion Passed:** Move the Board of Education approve a change to their approved 2018-2019 calendar setting Friday, June 14, 2019 as the last day of school for students in grades kindergarten to grade 11 and the last day for teachers would be Monday, June 17, 2019 passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

**7 Yeas - 0 Nays.**

Mr. James Dobler	Yes
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Mr. David Furie	Yes
Ms. Maryam Khan	Absent
Mrs. Ayana Taylor	Absent

#### **4. Next Generation School and District Accountability Reports for 2017-2018**

**Discussion:**

Dr. Cooke presented the 2017-2018 District Accountability Report. Dr. Santosha Oliver explained the different indicators on the report. Each building principal then presented on their respective building's accountability report and achievement data, including STAR data for the elementary and middle schools and areas of greatest achievement and strategies for improvement as follows:

Uyi Osunde, Windsor High School  
Liana Jorgensen, Sage Park Middle School  
Michelle Williams, Clover Street School  
Mary Kay Ravenola, John F. Kennedy School  
Virginia Hoerle, Oliver Ellsworth School  
Tracie Peterson, Poquonock School

Questions and comments from Board members ensued.

#### **5. Announcements**

**Discussion:**

Board members Ms. Khan, Mr. Bosch, Mr. Furie and Mr. Lockhart each took a moment to thank the presenters this evening.

## 6. Adjournment

Discussion:

The meeting adjourned at 9:25 PM.

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

### 6 Yeas - 0 Nays.

Mr. James Dobler	Absent
Mr. Leonard Lockhart	Yes
Mr. Jeremy Halek	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Absent
Mr. David Furie	Yes
Ms. Maryam Khan	Yes
Mrs. Ayana Taylor	Absent

---

Maryam F. Khan, Secretary  
Windsor Board of Education

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM  
HUMAN RESOURCES REPORT - ADDENDUM**

**For Consideration by the Board of Education at the Meeting of:** April 16, 2019

**Prepared By:** Craig A. Cooke, Ph.D.  
Terrell M. Hill, PhD

**Presented By:** Craig A. Cooke, Ph.D.

**Attachments:** None

**Subject:** Recommended Non-Renewal of Teachers

---

**BACKGROUND:** In accordance with Section 10-151(c) of the Connecticut General Statutes and the advice of legal counsel, the Superintendent of Schools will recommend the non-renewal of non-tenured teachers at the regular April 16, 2019 meeting of the Board of Education.

**STATUS:** The teaching contracts for the teachers listed below are being recommended for non-renewal:

Adzimawo, Komi	-	French Teacher, Sage Park
Broxterman, Michael	-	School Counselor, Windsor High
Dyer, Julia	-	Speech and Language Pathologist, Poquonock
Emerich, James	-	Spanish Teacher, Windsor High
Gilleran, Douglas	-	Math Teacher, Windsor High
Hackett, Patricia	-	Special Education Teacher, Windsor High
Holzman, Lyn	-	SPARK Dean of Students
Magora, Michelle	-	Physical Education/Health Teacher, Sage Park
Pascavis, Christie	-	PreK Special Education Teacher, Ellsworth
Sands, Tahl	-	Special Education Teacher, Clover/Kennedy
St. Jacques, Eileen	-	PreK Special Education Teacher, Ellsworth
Waltman, Amanda	-	Special Education Teacher, Sage Park
Waltman, Sarah	-	School Social Worker, Kennedy

---

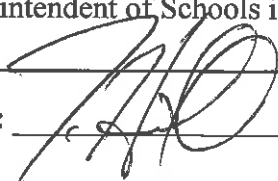
**RECOMMENDATION:**

**Motion to move into executive session:** "Move to go into executive session to discuss the performance and employment of the employees listed on the agenda addendum before possible taking action in the Regular meeting. We invite Dr. Cooke and Dr. Hill into executive session."

**Motion to take action in Regular meeting:** "Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report – Addendum' not be renewed for the following year upon its expiration at the end of the 2018-2019 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action."

---

**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

11