

Regular Meeting

Tuesday, June 18, 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. Recognition--WHS Juried Art Show, Board of Education Purchase Prize to Hannah Birch for "Wordless" and to Mia-Grace Torain for "Locked Away with Lights"; Superintendent's Purchase Prize to Ama Karikari for "Windsor" and to Jarrett Stickels for "0619"; WHS Purchase Prize to Christian Serrano for "July 22nd"
 - b. Recognition--WHS Girls Outdoor Track Team, 2019 CIAC Class L State Champions
 - c. Announcement--Windsor Educator of the Year and Paraeducator of the Year
3. **Audience to Visitors**
4. **Board of Education**
 - a. President's Report
 - b. Report of External Task Force Committee on School Climate
 - c. Report of Internal Task Force Committee on School Climate
 - d. School Liaison Reports
 1. Windsor High School
 2. Sage Park Middle School
 3. Clover Street School
 4. John F. Kennedy School
 5. Oliver Ellsworth School
 6. Poquonock School
5. **Superintendent's Report**
 - a. End of Year Financials
 - b. Policy Adoption, 2nd Reading
 1. Revised P/AR 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973
6. **Committee Reports**
7. **Consent Agenda**
 - a. Financial Report
 - b. Enrollment Report
 - c. Food Service Report
 - d. Human Resources Report
8. **Approval of Minutes**
 - a. May 21, 2019 Regular Meeting
 - b. June 10, 2019 Special Meeting
 - c. June 11, 2019 Special Meeting
9. **Other Matters/Announcements/Regular BOE Meetings**
 - a. Next BOE Regular Meeting is Tuesday, September 17, 2019, 7:00 PM, Town Hall, Council Chambers
10. **Audience to Visitors**
11. **Adjournment**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

Prepared By: Craig A. Cooke

Presented By: Leonard Lockhart, Craig A. Cooke

Attachments:

Subject: WHS Juried Art Show Awards

Background:

On Wednesday, May 29, Windsor High School held their annual juried art show. The board president and Dr. Cooke viewed the students' art work that afternoon and selected the Board of Education Purchase Prizes which went to Hannah Birch for "Wordless" and to Mia-Grace Torain for "Locked Away with Lights" and the Superintendent's Choice Purchase Prizes which went to Ama Karikari for "Windsor" and to Jarrett Stickels for "0619". The WHS Purchase Prize was selected by Principal Uyi Osunde and went to Christian Serrano for "July 22nd". The students will receive \$150.00 for their pieces.

2019 Board of Education Purchase Prizes: Hannah Birch and Mia-Grace Torain

This year, the Board of Education selected two Purchase Prize winners who each addressed powerful social issues with their work, Hannah Birch and Mia-Grace Torain.

Hannah Birch's acrylic painting titled "Wordless" is a piece she created last year as part of the Pre-AP Art course where students were challenged to create a self portrait that was more focused on identity than documentation. This is a quote from her artist statement: *"I internalize everything. This portrait (of my 6 year old self) is a way of speaking about this issue. It is a way to show people that there are many ways of speaking and expressing feelings. We should be aware of our friends who struggle with expression and pay attention to their alternative ways of sharing their feelings."* Hannah's passion for art can be seen throughout the community where she has created beautiful murals at the Cat Connection and for Windsor High School. In the fall, Hannah plans to pursue a career as an independent artist.

Mia-Grace Torain's digital collage titled "Locked Away with Lights" is part of her senior portfolio where she posed the question "How do relationships define our identity?". This is a quote from her artist statement: *"I focused on how relationships with people in my life had changed my perspective on the world. I feel as if the people that you surround yourself with reflect the type of person you will grow into."* Mia-Grace is headed to the University of Hartford this fall to pursue a degree in Nursing.

Superintendent's Purchase Prizes: Ama Karikari and Jarrett Stickels

This year, the Central Office Administration selected two Purchase Prize winners who each explored the beauty in our surroundings.

Ama Karikari's mixed media collage titled "Windsor" is a piece she created last year as part of the Pre-AP Art course where students were challenged to create an image that visually represented what Windsor meant to them. This is a quote from her artist statement *"When the town of Windsor comes to mind, I am reminded of some of my most fun experiences at the town green... I thought by using the blue rippled scrapbook paper to replace the water in the fountain would create a sense of time and movement - a transition from the past to the future. This also*

represents my shift from childhood to adolescence - I moved here during my first year of being a teenager.” Ama will head to UCONN in the fall to pursue a law degree.

Jarrett Stickel’s digital photograph “0619” is part of his visual investigation of the world all around us. Jarrett photographs both urban and rural environments. He mainly focuses on leading lines and symmetry in more urban areas. Outside of towns and cities, when taking photos of landscapes, he sets no boundaries. He captures the beauty of any subject, whether that be a lighthouse, mountain, or person. Throughout his photographs he shares his point of view from an artistic standpoint and hopes to encourage others to do the same. While this is just a hobby for him he truly has a passion for photography and loves pursuing his work to be able to share with others. If you would like to see other photos he has taken or upcoming pieces he has yet to take please visit his instagram @_js_photography. Jarrett plans to head to UMass Lowell in the fall where he will pursue Mechanical Engineering.

Windsor High School Purchase Prize: Christian Serrano

This year’s Windsor High School Purchase Prize goes to Christian Serrano for his portrait from Painting 1 class titled: “ July 22nd”. Christian is a prolific artist whose work ranges from paintings to drawings to even custom shoe designs. Christian plans to pursue a degree in Art from Manchester Community College starting this fall.

Recommendation:

Recognize Hannah Birch, Ama Karikari, Jarrett Stickels, Christian Serrano, and Mia-Grace Torain and their selected art pieces.

Reviewed by: _____

Recommended by the Superintendent: _____

Agenda Item # 2a.

WHS Girls Outdoor Track Team
2019 CIAC Class L State Champions

Analy Alabre
Taylor Allen
Krystal Brown
Takai Burt
Shakila Campbell
Rachel Cleveland
Zarieh Coleman
Jalah Cooper
Rachel Dube
Christal Gilling
Leah Gray
Shavanice Green
Nina Gregory
Olivia Gregory
Marina Inyatkin
Isabelle Koistinen
Cyana Lindsay
Khaia Moye
Cori Richardson
Jade Robinson
Areyona Smith Belgrave
Shani Smith
Grace Strauch

Head Coach: Kelvan Kearse
Asst. Coach: Celeste Over
Asst. Coach: Tikuan Johnson
Asst. Coach: Melissa Wolliston



2019-2020 Teacher of the Year Marquis Johnson

Marquis Johnson is the Educator of the Year. Grade 8, Science Middle School since worked as an 8th at McDonough Learning School in A committee of his from 14 nominated

Marquis is a graduate University in Hampton, Bachelor of Science in concentration in also received a Masters and Instruction from Connecticut.



2019-2020 Windsor Marquis has been a teacher at Sage Park 2012. He previously Grade Science teacher Expeditionary Hartford, CT for a year. peers selected her educators.

of the Hampton VA where he received a Biology, with a Molecular Biology. He Degree in Curriculum the University of

The Windsor Public Schools' Educator of the Year Program recognizes and honors excellence in teaching. Every recipient serves as a visible and vocal representative of what is best in the profession. The program celebrates excellence by recognizing educators who have inspired a love for learning in their students and who have distinguished themselves in the profession.

Marquis will serve as Windsor Public Schools' representative for the State of Connecticut Teacher of the Year Program. He will also be giving a speech at Convocation.

The Windsor Board of Education announces the educator of the year at their June meeting.



2019-2020 Paraeducator of the Year Emily Quimby

Emily Quimby is the Paraeducator of the Paraeducator in and has worked at School, Poquonock at J.F. Kennedy School. Emily also College in Boston, MA.

Emily was selected out following an and an interview with committee. She was colleagues based on care and dedication to achievement.



2019-2020 Windsor Year: Emily has been a Windsor since 2014 Oliver Ellsworth School, and currently She previously worked Ellington Public attended Emmanuel

of 34 nominees application process a district selection nominated by her her professionalism, supporting student

The Windsor Public Schools' Paraeducator of the Year Program recognizes and honors paraprofessional excellence. This recipient serves as a visible and vocal representative of what is best in the profession. The program celebrates excellence by recognizing paraeducators who have inspired a love for learning in their students and who have distinguished themselves in the profession.

Emily will now serve as Windsor Public Schools' nominee for the State of Connecticut Paraeducator of the Year. The Connecticut State Department of Education (CSDE) and the School Paraprofessional Advisory Council established the Anne Marie Murphy Paraeducator of the Year Program in 2013 to recognize one paraeducator across the state who has demonstrated exceptional skills and dedication in the performance of their job. The award is named in honor of Anne Marie Murphy, a paraeducator who was killed in the Sandy Hook shooting.

The Windsor Board of Education will announce the Paraeducator of the Year at their June meeting.

WINDSOR BOARD OF EDUCATION AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

Prepared By: Craig A. Cooke, Ph.D.

Presented By: Leonard Lockhart

Attachments:

Subject: Report of External Task Force Committee on School Climate

Background:

As a result of the Community Forum held by the Board of Education on December 12, 2017, a Task Force, including both internal and external groups, was considered to study school climate in Windsor schools and make recommendations.

Status:

The External Task Force Committee on School Climate has completed their meetings and their recommendations are attached.

Recommendation:

For informational purposes only.

Reviewed by: _____

Recommended by the Superintendent: _____

Agenda Item #

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**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: June 18, 2019

Prepared By: Craig A. Cooke, Ph.D.

Presented By: Leonard Lockhart

Attachments:

Subject: Report of Internal Task Force Committee on School Climate

Background:

As a result of the Community Forum held by the Board of Education on December 12, 2017, a Task Force, including both internal and external groups, was considered to study school climate in Windsor schools and make recommendations.

Status:

The Internal Task Force Committee on School Climate has completed their meetings and their recommendations are attached.

Recommendation:

For informational purposes only.

Reviewed by: _____

Recommended by the Superintendent: _____

Agenda Item # _____

4c

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

PREPARED BY: Danielle Batchelder

PRESENTED BY: Danielle Batchelder

ATTACHMENTS: Projected Year End Financials – 6/30/2019

SUBJECT: Financial Report for Projected Year End Balance 6/30/2019

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 are the actual expenses through May 31, 2019 and the projected year end balance as of June 30, 2019.

There were no inter-site transfers during the month.

RECOMMENDATION:

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

Reviewed by: DB Recommended by the Superintendent: 

Agenda Item # 5a

Windsor Public Schools
Projected June 30, 2019
Year End Financial Report

| | 2018/2019 Budget | Expenditures YTD 5/31/2019 | Encumbrance | Balance 5/31/2019 | Projected Balance 6/30/2019 | % Balance |
|--|---------------------|----------------------------------|--------------------|----------------------|-----------------------------------|--------------|
| Instructional Services | | | | | | |
| Clover Street School | 58,769 | 43,048 | 11,203 | 4,518 | 4,518 | 8% |
| John F. Kennedy School | 82,405 | 73,341 | 7,159 | 1,905 | 1,905 | 2% |
| Oliver Ellsworth School | 83,864 | 76,511 | 3,098 | 4,255 | 4,255 | 5% |
| Poquonock School | 66,871 | 49,153 | 11,252 | 6,466 | 6,466 | 10% |
| Sage Park Middle School | 205,220 | 182,222 | 16,372 | 6,626 | 6,626 | 3% |
| ***Windsor High School | 397,511 | 311,726 | 61,562 | 24,223 | 14,655 | 4% |
| Windsor High School Interscholastic Sports | 202,000 | 182,818 | 18,970 | 212 | 212 | 0% |
| Athletic Coaches | 254,000 | 190,627 | 0 | 63,373 | 0 | 0% |
| WHS Career & Technical Education | 59,745 | 51,391 | 8,191 | 163 | 163 | 0% |
| Continuing Education | 70,400 | 68,651 | 1,600 | 149 | 149 | 0% |
| *Instructional Mgt. & Curriculum Development | 338,672 | 293,354 | 36,483 | 8,835 | 3,590 | 1% |
| Magnet School Tuition | 1,500,600 | 1,521,357 | 0 | (20,757) | (20,757) | -1% |
| Technology | 700,867 | 683,690 | 17,965 | (788) | (788) | 0% |
| Total Instructional Services | 4,020,924 | 3,727,889 | 193,855 | 99,180 | 20,994 | 1% |
| Education Support Services | | | | | | |
| Pupil Personnel Services | 368,941 | 285,959 | 53,150 | 29,832 | 19,630 | 5% |
| Special Education | 94,350 | 61,544 | 2,983 | 29,823 | 13,240 | 14% |
| Special Education Tuition | 4,919,689 | 3,961,660 | 316,471 | 641,558 | (36,950) | -1% |
| Policy & Planning | 142,350 | 138,077 | 3,887 | 386 | 386 | 0% |
| **Employee Personnel Services | 129,000 | 87,627 | 33,153 | 8,220 | 8,220 | 6% |
| Financial Management | 280,442 | 262,048 | 2,402 | 15,992 | 15,992 | 6% |
| Financial Services | 38,500 | 37,590 | 0 | 910 | 910 | 2% |
| Pupil Transportation & Safety | 2,761,845 | 2,365,988 | 275,392 | 120,465 | 35 | 0% |
| Special Education Transportation | 1,943,680 | 1,812,375 | 324,976 | (193,671) | (267,521) | -14% |
| Physical Plant Services | 1,971,850 | 1,734,408 | 253,440 | (15,998) | (15,998) | -1% |
| Major Maintenance | 386,000 | 382,560 | 3,880 | (440) | (440) | 0% |
| L.P. Wilson Center | 254,800 | 231,450 | 18,560 | 4,790 | 4,790 | 2% |
| Benefits | 10,912,422 | 8,955,643 | 72,588 | 1,884,191 | 304,988 | 3% |
| Certified Salaries | 30,788,451 | 29,271,021 | 0 | 1,517,430 | 145,402 | 0% |
| Non-Certified Salaries | 8,845,337 | 8,165,217 | 0 | 680,120 | 173,484 | 2% |
| Regular Ed Tutor Salaries | 252,700 | 241,559 | 0 | 11,141 | 2,165 | 1% |
| Special Ed Tutor Salaries | 314,000 | 294,356 | 0 | 19,644 | 2,340 | 1% |
| Substitute Salaries | 643,519 | 828,896 | 46,207 | (231,584) | (302,676) | -47% |
| Total Education Support Services | 65,047,876 | 59,117,978 | 1,407,089 | 4,522,809 | 67,997 | 0% |
| Total All Sites | \$69,068,800 | \$62,845,867 | \$1,600,944 | \$4,621,989 | \$88,991 | 0% |

* 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: June 18, 2019

Prepared By: Craig A. Cooke

Presented By: Maryam Khan/Craig A. Cooke

Attachments: 1. Revised P/AR 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973

Subject: Policy Adoption, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policy and administrative regulation and is recommending immediate adoption. The full Board of Education received this policy at their May 21, 2019 meeting as a 1st reading.

STATUS:

1. P/AR 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973 is being revised to include updated definitions of several terms based on new federal regulations.

RECOMMENDATION:

Move to approve the revisions made to P 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

Recommended by the Superintendent: 

Agenda Item # 56

Students

P 5145

**POLICY REGARDING STUDENTS AND
SECTION 504 OF THE REHABILITATION ACT OF 1973 AND
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Windsor Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Windsor Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing.

In addition, a student or parent/guardian of a student may also file an internal grievance/complaint on these issues or any other type of discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board's Administrative Regulations Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact **Steven Carvalho, Director of Pupil and Special Education Services, the Section 504/ADA Coordinator for the Windsor Public Schools, at phone number 860-687-2000 x 1238.**

The Windsor Public Schools prohibits retaliation against any person who makes a good faith report or complaint of disability-based discrimination or who participates or cooperates in the investigation of such complaint.

Legal References:

29 U.S.C. §§ 705, 794
34 C.F.R. Part 104
42 U.S.C. § 12101 et seq.
28 C.F.R. Part 35

Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, Office for Civil Rights (March 17, 2011), available at <http://www.ed.gov/about/offices/list/ocr/504faq.html>

Dear Colleague Letter, United States Department of Education, Office for Civil Rights (January 19, 2012)

Policy approved: April 9, 2013
Policy revised:

Windsor Public Schools
Windsor, CT

**ADMINISTRATIVE REGULATIONS REGARDING STUDENTS
AND SECTION 504 OF THE REHABILITATION ACT OF 1973
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Windsor Board of Education Section 504/ADA Grievance/Complaint
Procedures Regarding Discrimination Against Students on the Basis of Disability

Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") (collectively, "Section 504/ADA") prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Free appropriate public education (FAPE): for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating Measures: include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or Mental Impairment: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine or (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504/ADA Coordinator within thirty (30) school days of the alleged occurrence. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing.
- B. At any time, when a complaint involves discrimination that is directly related to a claim regarding the identification, evaluation or educational placement of a student under Section 504, the complainant may request that the Section 504/ADA Coordinator submit the complaint directly to an impartial hearing officer and request a hearing in accordance with Section III.D. Complaints regarding a student's rights with respect to his/her identification, evaluation or educational placement shall be addressed in accordance with the procedures set forth below in Section III.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating

circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

F. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;
2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes have relevant information, and obtain any relevant documents the complainant may have;
3. Provide the complainant with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504/ADA;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
 8. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination.
 9. In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.
- H. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for the complainant to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of his/her decision within ten (10) school days following the receipt of the written request for review.

III. Grievance/Complaint Resolution Procedures for Complaints Involving a Student's Identification, Evaluation or Educational Placement

Complaints regarding a student's identification, evaluation or educational placement shall generally be handled using the procedures described below. However, at any time, the complainant may request that the Section 504/ADA Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).

Drug/Alcohol Violations

If a student with a disability violates the Board's policies relative to the use or possession of illegal drugs or alcohol, the Board may take disciplinary action against such student for his/her illegal use or possession of drugs or alcohol to the same extent that the Board would take disciplinary action against nondisabled students. Such disciplinary action is not subject to the complaint or due process procedures outlined below.

A. Submission of Complaint to Section 504/ADA Coordinator

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student's identification, evaluation or educational placement under Section 504 should be forwarded to the district's Section 504/ADA Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation and/or education placement arose. Timely reporting of complaints facilitates the resolution of potential educational disputes.
2. The complaint concerning a student's identification, evaluation or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and
 - f. Remedy requested.

However, all complaints will be investigated to the extent possible even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

3. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances.
4. Upon receipt of the complaint, the Section 504/ADA Coordinator shall:
 - a. Forward a copy of the complaint to the Superintendent of Schools;
 - b. Meet with the complainant within ten (10) school days to discuss the nature of his/her concerns and determine if an appropriate resolution can be reached. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly

as possible given the availability of staff and other individuals who may have information relevant to the complaint;

- c. If, following such a meeting, further investigation is deemed necessary, the Section 504/ADA Coordinator shall promptly investigate the factual basis for the complaint, consulting with any individuals reasonably believed to have relevant information, including the student and/or complainant; and
- d. Communicate the results of his/her investigation in writing to the complainant and any persons named as parties to the complaint (to the extent permitted by state and federal confidentiality requirements) within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator.
- e. In the event that that the Section 504/ADA Coordinator has a conflict of interest that prevents him/her from serving in this role, the complaint shall be forwarded to the Superintendent who shall appoint an investigator who does not have a conflict of interest.

B. Review by Superintendent of Schools

1. If the complainant is not satisfied with the findings and/or resolution offered as a result of the Section 504/ADA Coordinator's review, the complainant may present the complaint and the written statement of findings to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.
2. The Superintendent shall review the complaint and any relevant documents maintained by the Section 504/ADA Coordinator or other investigator and shall consult with the Section 504/ADA Coordinator or other investigator regarding attempts to resolve the complaint. The Superintendent also shall consult with the complainant. The Superintendent may attempt to resolve the complainant's concerns alone, or with another appropriate administrator.
3. Following the Superintendent's review, he or she shall communicate his/her findings to the complainant within ten (10) school days following his/her receipt of the written request for review.
4. If the complainant is not satisfied with the Superintendent's

decision or proposed resolution, he/she may request that the Superintendent submit the matter to a neutral mediator or to an impartial hearing officer. This request for mediation or a hearing should be made within fifteen (15) school days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties.

C. Mediation Procedures:

A parent/guardian or student aged 18 or older may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the school district with respect to the identification, evaluation or educational placement of the student.

1. A request for mediation regarding a student's identification, evaluation or educational placement under Section 504 should be forwarded to the district's Section 504/ADA Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation, and/or education placement arose or within fifteen (15) school days of the Superintendent's decision in reviewing a complaint handled through the grievance/complaint procedure described in Section III.B, above.
2. The request for mediation concerning a disagreement relating to a student's identification, evaluation or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and
 - f. Remedy requested.
3. Upon receipt of a request for mediation, the Section 504/ADA Coordinator shall:
 - i. Forward a copy of the request for mediation to the Superintendent of Schools;
 - ii. Retain a neutral mediator who is knowledgeable about the requirements of Section 504/ADA and has an understanding of a free appropriate public education ("FAPE") under Section 504 and the distinctions between and among Section 504, the ADA and the Individuals with Disabilities Education Act ("IDEA").
4. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.

5. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
6. All statements, offers, or discussions and/or information shared during the mediation process, but not available from other means, shall be confidential, and may not be used in a subsequent hearing or other administrative or judicial proceeding related to the disagreement that is the subject of the mediation.
7. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

D. Impartial Hearing Procedures:

An impartial due process hearing is available to a parent/guardian of a student, or a student aged 18 years of age or older who disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation or educational placement of the student, or otherwise makes a claim of discrimination relating to the identification, evaluation or educational placement of the student.

1. The request for mediation concerning a disagreement relating to a student's identification, evaluation or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and
 - f. Remedy requested.
2. Upon receipt of a request for an impartial due process hearing, the Board shall retain an impartial hearing officer. The impartial hearing officer must be someone who is knowledgeable about the requirements of Section 504/ADA and has an understanding of a free appropriate public education ("FAPE") under Section 504 and the distinctions between and among Section 504, the ADA and the Individuals with Disabilities Education Act ("IDEA").
3. The impartial hearing officer shall schedule a pre-hearing conference with the District and the parent(s) or student aged 18 years of age or older (or legal counsel for the student) to identify the issue(s) for hearing, set the hearing schedule and address other administrative matters related to the hearing, including the option for mediation.

4. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witnesses, other evidence and to be represented by legal counsel at each party's own expense, if desired.
5. The impartial hearing officer shall hear all aspects of the complainant's complaint concerning the identification, evaluation or educational placement of the student and shall reach a decision within forty-five (45) school days of receipt of the request for hearing. The decision shall be presented in writing to the complainant and to the Section 504/ADA Coordinator.
6. An impartial hearing officer under Section 504 does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual's disability unless such a claim is *directly related* to a claim regarding the identification, evaluation, or educational placement of a student under Section 504.
7. The time limits noted herein may be extended for good cause shown for reasons including, but not limited to, permitting more time for thorough review of the record, presentation of evidence or opportunity for resolution.

IV. The Section 504/ADA Coordinator for this district is:

Steven Carvalho
Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1238

V. Complaints to Federal Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

Regulation approved:

Craig A. Cooke, Ph.D.
Superintendent

Windsor Public Schools
Windsor, CT

Students

POLICY REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance be protected from discrimination under Section 504 an individual must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing a free appropriate public education ("FAPE") for students determined to be eligible under Section 504. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

In order to fulfill its obligation under Section 504, the Windsor Public Schools also recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. In this regard, the Windsor Public Schools prohibits discrimination against any person with a disability in any of the programs operated by the school system.

If the parent or guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of his/her child, a parent/guardian has a right request an impartial due process hearing. The parent or guardian may also file an internal grievance on these issues or any other type of discrimination on the basis of disability and/or may file a complaint with the Office of Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111; TELEPHONE NUMBER (617) 289-0111.

Anyone who wishes to file a complaint, or who has questions or concerns about this policy, should contact Jody Lefkowitz, the Section 504 Coordinator for the Windsor Public Schools, at phone number (860) 687-2000 ext. 238.

Legal References: 29 U.S.C. § 794
 34 C.F.R. § 104 et seq.
 42 U.S.C. 12101 et seq.
 ADA Amendments of 2008, Public Law 110-325

Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, Office for Civil Rights (March 17, 2011), available at <http://www.ed.gov/about/offices/list/ocr/504faq.html>

Dear Colleague Letter, United States Department of Education, Office for Civil Rights (January 19, 2012).

Policy Adopted: April 9, 2013

Students**ADMINISTRATIVE REGULATIONS REGARDING SECTION 504 OF THE
REHABILITATION ACT OF 1973**Windsor Board of Education Section 504 Grievance Procedures

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions.

Free appropriate public education (FAPE): for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Mitigating Measures: include, but are not limited to, medication, medical supplies, equipment, appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, hearing aids, cochlear implants, mobility devices, oxygen therapy, use of assistive technology, reasonable accommodations or auxiliary aids or services or learned behavioral or adaptive neurological modifications.

Physical or Mental Impairment: a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine or b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

II. Procedures for Grievances Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504 Coordinator within ninety (90) school days of the alleged occurrence. Complainants are encouraged to file complaints as soon as possible, as timely reporting of complaints facilitates the prompt and equitable investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing.
- B. At any time, when complaints involve discrimination that is directly related to a claim regarding the identification, evaluation, or educational placement of a student under Section 504, the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the Administrative Regulations for Due Process Complaint Procedures.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based discrimination, or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
- D. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Section 504 Coordinator, with a copy to the Superintendent, who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- F. The complaint should contain the following information:
 - 1. The name of the complainant;
 - 2. The date of the complaint;
 - 3. The date(s) of the alleged discrimination;
 - 4. The names of any witness(es) or individuals relevant to the complaint;
 - 5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
 - 6. Remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;
2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes have relevant information, and obtain any relevant documents the complainant may have;
3. Provide the complainant with a copy of the Board's Section 504 Policy, this procedure, and any other applicable administrative regulations;
4. Conduct an investigation that is adequate, reliable and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504 Coordinator or Superintendent. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. (The complainant shall be notified of such extension). The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504;
7. If a complaint is made during summer recess, as many steps of the investigation that can be completed must be given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that compensatory services and or other measures to remedy the effects of the discrimination are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination.

9. In the event the investigator concludes that there is no violation of Section 504, the District may attempt to resolve the complainant's ongoing concerns, if possible.

H. If the complainant is not satisfied with the findings of the investigation, upon conclusion of the investigation, the complainant may present the complaint and written outcome to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review.

Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of his/her decision within ten (10) school days following the receipt of the written request for review.

Regulation approved: April 9, 2013

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

PREPARED BY: Danielle Batchelder

PRESENTED BY: Danielle Batchelder

ATTACHMENTS: May 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 May 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 May 31, 2019 | \$ 8,374,868 |
|-------------------------------|--------------|

| | |
|-----------------------------------|--------------|
| Expenditures through May 31, 2019 | \$64,446,811 |
|-----------------------------------|--------------|

Reviewed by: DB Recommended by the Superintendent: 

Agenda Item # 7a

Windsor Public Schools
Financial Report
May 31, 2019

| | 2018/2019 Budget | Expenditures YTD 5/31/2019 | Encumbrance | Balance 5/31/2019 | % Balance |
|--|---------------------|----------------------------------|--------------------|----------------------|--------------|
| <u>Instructional Services</u> | | | | | |
| Clover Street School | 58,769 | 43,048 | 11,203 | 4,518 | 8% |
| John F. Kennedy School | 82,405 | 73,341 | 7,159 | 1,905 | 2% |
| Oliver Ellsworth School | 83,864 | 76,511 | 3,098 | 4,255 | 5% |
| Poquonock School | 66,871 | 49,153 | 11,252 | 6,466 | 10% |
| Sage Park Middle School | 205,220 | 182,222 | 16,372 | 6,626 | 3% |
| ***Windsor High School | 397,511 | 311,726 | 61,562 | 24,223 | 6% |
| Windsor High School Interscholastic Sports | 202,000 | 182,818 | 18,970 | 212 | 0% |
| Athletic Coaches | 254,000 | 190,627 | 0 | 63,373 | 25% |
| WHS Career & Technical Education | 59,745 | 51,391 | 8,191 | 163 | 0% |
| Continuing Education | 70,400 | 68,651 | 1,600 | 149 | 0% |
| *Instructional Mgt. & Curriculum Development | 338,672 | 293,354 | 36,483 | 8,835 | 3% |
| Magnet School Tuition | 1,500,600 | 1,521,357 | 0 | (20,757) | -1% |
| Technology | 700,867 | 683,690 | 17,965 | (788) | 0% |
| Total Instructional Services | 4,020,924 | 3,727,889 | 193,855 | 99,180 | 2% |
| <u>Education Support Services</u> | | | | | |
| Pupil Personnel Services | 368,941 | 285,959 | 53,150 | 29,832 | 8% |
| Special Education | 94,350 | 61,544 | 2,983 | 29,823 | 32% |
| Special Education Tuition | 4,919,689 | 3,961,660 | 316,471 | 641,558 | 13% |
| Policy & Planning | 142,350 | 138,077 | 3,887 | 386 | 0% |
| **Employee Personnel Services | 129,000 | 87,627 | 33,153 | 8,220 | 6% |
| Financial Management | 280,442 | 262,048 | 2,402 | 15,992 | 6% |
| Financial Services | 38,500 | 37,590 | 0 | 910 | 2% |
| Pupil Transportation & Safety | 2,761,845 | 2,365,988 | 275,392 | 120,465 | 4% |
| Special Education Transportation | 1,943,680 | 1,812,375 | 324,976 | (193,671) | -10% |
| Physical Plant Services | 1,971,850 | 1,734,408 | 253,440 | (15,998) | -1% |
| Major Maintenance | 386,000 | 382,560 | 3,880 | (440) | 0% |
| L.P. Wilson Center | 254,800 | 231,450 | 18,560 | 4,790 | 2% |
| Benefits | 10,912,422 | 8,955,643 | 72,588 | 1,884,191 | 17% |
| Certified Salaries | 30,788,451 | 29,271,021 | 0 | 1,517,430 | 5% |
| Non-Certified Salaries | 8,845,337 | 8,165,217 | 0 | 680,120 | 8% |
| Regular Ed Tutor Salaries | 252,700 | 241,559 | 0 | 11,141 | 4% |
| Special Ed Tutor Salaries | 314,000 | 294,356 | 0 | 19,644 | 6% |
| Substitute Salaries | 643,519 | 828,896 | 46,207 | (231,584) | -36% |
| Total Education Support Services | 65,047,876 | 59,117,978 | 1,407,089 | 4,522,809 | 7% |
| Total All Sites | \$69,068,800 | \$62,845,867 | \$1,600,944 | \$4,621,989 | 7% |

* 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: June 18, 2019

PREPARED BY: Danielle Batchelder

PRESENTED BY: Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of June 1, 2019

BACKGROUND:

Attached are the enrollment figures as of June 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: DB

Recommended by the Superintendent: 

Agenda Item # 7b.

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

Enrollment in Windsor Public Schools

| | |
|----------------------------------|--------------|
| Grades PreK - 5 | 1,429 |
| Grades 6-8 | 726 |
| Grades 9-12 | 1,143 |
| Total District Enrollment | 3,298 |

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 | 230 |
| Hartford Host Magnet Schools | 186 |
| Miscellaneous Magnet Schools | 33 |
| A.I. Prince Technical High School | 8 |
| Howard Cheney Technical High School | 10 |
| | 648 |
| Total Students | 3,946 |

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

| GRADE | Poquonock School | Clover Street School | Oliver Ellsworth School | John F. Kennedy School | Total |
|--------------|------------------|----------------------|-------------------------|------------------------|--------------|
| PreK | 49 | | 87 | | 136 |
| K | 114 | | 111 | | 225 |
| 1 | 87 | | 121 | | 208 |
| 2 | 83 | | 113 | | 196 |
| 3 | | 99 | | 111 | 210 |
| 4 | | 97 | | 134 | 231 |
| 5 | | 91 | | 132 | 223 |
| Subtotal K-5 | | | | | 1,293 |
| Total | 333 | 287 | 432 | 377 | 1,429 |

| GRADE | Sage Park Middle School |
|--------------|-------------------------|
| 6 | 238 |
| 7 | 230 |
| 8 | 258 |
| | |
| Total | 726 |

| GRADE | Windsor High School |
|--------------|---------------------|
| 9 | 256 |
| 10 | 291 |
| 11 | 295 |
| 12 | 301 |
| Total | 1,143 |

| | |
|---------------------------------|--------------|
| District Wide Enrollment | 3,298 |
|---------------------------------|--------------|

ENROLLMENT REPORT 2018-2019
POQUONOCK SCHOOL

| Room # Teacher | Grade | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|-------------------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Kindergarten | | | | | | | | | | | | |
| 1 McCann | | | | 15 | 15 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 2 Brown | | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 3 Scott | | | | 15 | 15 | 15 | 15 | 14 | 14 | 15 | 15 | 15 |
| 22 Roche | | | | 15 | 15 | 15 | 16 | 15 | 15 | 15 | 15 | 15 |
| 23 Filmer | | | | 14 | 14 | 14 | 13 | 12 | 12 | 12 | 12 | 12 |
| 24 Eskanazi | | | | 15 | 15 | 15 | 15 | 15 | 15 | 14 | 14 | 14 |
| 25 Hernandez | | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 15 | 15 |
| 26 Soerra | | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 15 | 15 |
| Total | | 88 | 117 | 116 | 116 | 115 | 115 | 112 | 112 | 112 | 114 | 114 |
| Grade 1 | | | | | | | | | | | | |
| 8 Coburn | | | | 18 | 18 | 18 | 18 | 17 | 17 | 17 | 17 | 17 |
| 12 Elkey | | | | 19 | 19 | 19 | 18 | 18 | 18 | 18 | 18 | 18 |
| 15 Velez | | | | 18 | 16 | 18 | 17 | 17 | 17 | 17 | 17 | 17 |
| 16 Reynolds | | | | 17 | 18 | 17 | 17 | 18 | 18 | 18 | 18 | 18 |
| 18 Neals | | | | 16 | 18 | 14 | 17 | 16 | 16 | 16 | 17 | 17 |
| Total | | 86 | 92 | 88 | 89 | 86 | 87 | 86 | 86 | 86 | 87 | 87 |
| Grade 2 | | | | | | | | | | | | |
| 9 Trummel | | | | 17 | 16 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| 11 Delskey | | | | 16 | 16 | 16 | 16 | 15 | 15 | 15 | 15 | 15 |
| 13 Hoogewerff | | | | 16 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| 17 Stoli | | | | 18 | 19 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| 14 Couchon | | | | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| Total | | 79 | 85 | 84 | 85 | 84 | 84 | 83 | 83 | 83 | 83 | 83 |
| PK Smart Start | | | | | | | | | | | | |
| Sped & Peer | | 30 | | 30 | 30 | 29 | 29 | 29 | 29 | 30 | 29 | 29 |
| Total | | 15 | 43 | 45 | 45 | 45 | 45 | 45 | 47 | 50 | 49 | 49 |
| Poquonock Totals | | 298 | 337 | 333 | 335 | 330 | 331 | 326 | 328 | 331 | 333 | 333 |

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 |
|------------------|-------|-----------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Kindergarten | | | | | | | | | | | | |
| 19 Drake | | | 13 | 13 | 13 | 13 | 13 | 13 | 14 | 14 | 14 | 14 |
| 20 Butterick | | | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| 21 Tedeschi | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 22 Bishop | | | 13 | 13 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 |
| 23 Adamski | | | 13 | 13 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 |
| 24 Bartholomew | | | 13 | 13 | 12 | 13 | 14 | 14 | 14 | 14 | 14 | 14 |
| 25 Chapple | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 26 Marcella | | | 14 | 14 | 14 | 14 | 14 | 13 | 14 | 14 | 14 | 14 |
| Total | | 106 | 109 | 108 | 107 | 107 | 110 | 109 | 111 | 111 | 111 | 111 |
| Grade 1 | | | | | | | | | | | | |
| 11 Capizzi | | | 20 | 20 | 20 | 20 | 20 | 21 | 21 | 21 | 21 | 21 |
| 12 Furie | | | 19 | 19 | 20 | 20 | 20 | 19 | 19 | 19 | 19 | 19 |
| 13 Cornell | | | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 20 | 20 |
| 15 Strickland | | | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 19 | 20 | 20 |
| 16 Miller | | | 19 | 19 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 |
| 17 Stempfner | | | 20 | 20 | 20 | 21 | 21 | 20 | 20 | 20 | 20 | 20 |
| Total | | 103 | 122 | 120 | 123 | 124 | 124 | 123 | 123 | 121 | 121 | 121 |
| Grade 2 | | | | | | | | | | | | |
| 1 Mayo | | | 19 | 19 | 19 | 19 | 18 | 18 | 18 | 18 | 17 | 17 |
| 2 Goicohea | | | 18 | 18 | 18 | 18 | 18 | 19 | 19 | 18 | 18 | 18 |
| 3 Majors | | | 18 | 18 | 18 | 19 | 18 | 18 | 18 | 18 | 18 | 18 |
| 6 Hellman | | | 20 | 20 | 21 | 21 | 21 | 21 | 20 | 20 | 21 | 21 |
| 7 Carlin | | | 18 | 18 | 18 | 18 | 18 | 18 | 19 | 19 | 19 | 19 |
| 8 Jaworski | | | 21 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Total | | 119 | 114 | 114 | 114 | 115 | 113 | 114 | 114 | 113 | 113 | 113 |
| PK Smart Start | | | | | | | | | | | | |
| Sped & Peers | | 30 | 30 | 30 | 29 | 29 | 30 | 31 | 29 | 31 | 31 | 30 |
| Total | | 69 | 70 | 70 | 70 | 72 | 78 | 81 | 84 | 85 | 88 | 87 |
| Oliver Ellsworth | | 397 | 413 | 412 | 414 | 418 | 425 | 427 | 432 | 430 | 433 | 432 |

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 |
|------------------------|-------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Grade 3 | | | | | | | | | | | | | |
| 1 | L. Macaluso | | | | 20 | 20 | 20 | 19 | 19 | 19 | 19 | 20 | 20 |
| 2 | Richards | | | | 19 | 19 | 19 | 19 | 19 | 20 | 20 | 19 | 19 |
| 3 | Moyal | | | | 18 | 18 | 17 | 17 | 18 | 18 | 18 | 18 | 18 |
| 4 | Ghanesh-May | | | | 17 | 17 | 17 | 18 | 18 | 18 | 18 | 17 | 17 |
| 6 | Johnston | | | | 18 | 18 | 18 | 18 | 19 | 19 | 19 | 19 | 19 |
| 8 | Vaicunas | | | | 18 | 18 | 18 | 18 | 18 | 19 | 18 | 18 | 18 |
| Total | | | 112 | 111 | 110 | 110 | 109 | 109 | 111 | 113 | 112 | 111 | 111 |
| Grade 4 | | | | | | | | | | | | | |
| 9 | M. Macaluso | | | | 18 | 18 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 10 | Silliman | | | | 18 | 18 | 19 | 20 | 20 | 20 | 20 | 20 | 20 |
| 12 | Bishop | | | | 18 | 18 | 18 | 18 | 18 | 19 | 19 | 19 | 19 |
| 14 | Atkins | | | | 18 | 18 | 19 | 18 | 19 | 19 | 19 | 19 | 19 |
| 15 | Brown | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 16 | Taylor | | | | 18 | 17 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 18 | Caselli | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| Total | | | 124 | 130 | 128 | 127 | 132 | 132 | 133 | 134 | 134 | 134 | 134 |
| Grade 5 | | | | | | | | | | | | | |
| 19 | Bowman | | | | 19 | 19 | 18 | 19 | 19 | 19 | 19 | 19 | 19 |
| 20 | Paley | | | | 19 | 19 | 20 | 20 | 20 | 20 | 19 | 19 | 19 |
| 24 | Freitas | | | | 18 | 18 | 19 | 19 | 20 | 20 | 20 | 20 | 20 |
| 25 | Fye | | | | 18 | 18 | 19 | 19 | 18 | 19 | 19 | 20 | 20 |
| 26 | Mazur | | | | 18 | 18 | 18 | 19 | 18 | 18 | 19 | 18 | 18 |
| 27 | Donzella | | | | 19 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
| 28 | Davies | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
| Total | | | 124 | 132 | 129 | 128 | 130 | 132 | 131 | 132 | 132 | 132 | 132 |
| Totals | | | 360 | 373 | 367 | 365 | 371 | 373 | 375 | 379 | 378 | 377 | 377 |
| John F. Kennedy | | | | | | | | | | | | | |

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 |
|----------------|---------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Grade 3 | | | | | | | | | | | | | |
| 8 | Lindsley | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 20 | 20 |
| 10 | Murray | | | | 19 | 20 | 20 | 20 | 20 | 20 | 19 | 19 | 19 |
| 11 | Sanchez | | | | 19 | 17 | 17 | 16 | 17 | 18 | 17 | 18 | 18 |
| 24 | Michalic | | | | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 22 | 22 |
| 25 | Darrell | | | | 19 | 19 | 19 | 20 | 20 | 20 | 20 | 20 | 20 |
| | Total | | 87 | 97 | 97 | 96 | 96 | 96 | 97 | 98 | 96 | 99 | 99 |
| Grade 4 | | | | | | | | | | | | | |
| 14 | Su | | | | 18 | 18 | 18 | 18 | 17 | 17 | 16 | 16 | 16 |
| 15 | Savage | | | | 16 | 16 | 16 | 16 | 15 | 15 | 15 | 15 | 15 |
| 16 | Mendola | | | | 15 | 15 | 15 | 16 | 16 | 16 | 16 | 16 | 16 |
| 17 | Nowsch | | | | 17 | 17 | 17 | 17 | 18 | 18 | 18 | 18 | 18 |
| 26 | Keach-Longo | | | | 16 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 27 | Williams | | | | 16 | 16 | 16 | 16 | 16 | 16 | 17 | 17 | 17 |
| | Total | | 106 | 102 | 98 | 97 | 97 | 98 | 97 | 97 | 97 | 97 | 97 |
| Grade 5 | | | | | | | | | | | | | |
| 12 | Grimes | | | | 21 | 22 | 22 | 21 | 22 | 22 | 22 | 22 | 22 |
| 13 | Carlson | | | | 21 | 22 | 22 | 23 | 23 | 22 | 22 | 22 | 22 |
| 18 | Chartier | | | | 23 | 23 | 23 | 19 | 20 | 22 | 22 | 23 | 23 |
| 19 | Lewis | | | | 23 | 23 | 23 | 23 | 24 | 24 | 24 | 24 | 24 |
| | Total | | 89 | 92 | 88 | 90 | 90 | 86 | 89 | 90 | 90 | 91 | 91 |
| | Clover | | 282 | 291 | 283 | 283 | 283 | 280 | 283 | 285 | 283 | 287 | 287 |

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 |
|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Grade 6 | | | | | | | | | | | |
| Team 1 | | | 77 | 80 | 76 | 77 | 75 | 75 | 74 | 73 | 73 |
| Team 2 | | | 83 | 81 | 83 | 83 | 85 | 85 | 85 | 84 | 84 |
| Team 3 | | | 79 | 80 | 81 | 80 | 81 | 82 | 81 | 81 | 81 |
| Total | 238 | 242 | 239 | 241 | 240 | 240 | 241 | 242 | 240 | 238 | 238 |
| Grade 7 | | | | | | | | | | | |
| Team 4 | | | 75 | 76 | 75 | 75 | 77 | 77 | 77 | 75 | 75 |
| Team 5 | | | 74 | 74 | 74 | 74 | 75 | 75 | 75 | 78 | 78 |
| Team 6 | | | 76 | 75 | 77 | 75 | 75 | 76 | 76 | 77 | 77 |
| Total | 223 | 222 | 225 | 225 | 226 | 224 | 227 | 228 | 228 | 230 | 230 |
| Grade 8 | | | | | | | | | | | |
| Team 7 | | | 81 | 79 | 80 | 80 | 81 | 81 | 82 | 82 | 82 |
| Team 8 | | | 85 | 87 | 88 | 88 | 88 | 88 | 88 | 88 | 88 |
| Team 9 | | | 88 | 89 | 88 | 88 | 88 | 88 | 88 | 88 | 88 |
| Total | 266 | 255 | 254 | 255 | 256 | 256 | 257 | 257 | 258 | 258 | 258 |
| Sage Park | 727 | 719 | 718 | 721 | 722 | 720 | 725 | 727 | 726 | 726 | 726 |

ENROLLMENT REPORT 2018-2019
Windsor High School

| | Projected | 1-Sept | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun |
|---------------------------|------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Grade 9 | 313 | 288 | 281 | 280 | 283 | 280 | 259 | 258 | 258 | 255 | 256 |
| Grade 10 | 278 | 289 | 292 | 287 | 287 | 288 | 296 | 297 | 297 | 291 | 291 |
| Grade 11 | 308 | 302 | 301 | 300 | 303 | 301 | 296 | 295 | 297 | 296 | 295 |
| Grade 12 | 261 | 287 | 282 | 283 | 283 | 286 | 298 | 299 | 301 | 301 | 301 |
| Windsor High Total | 1,160 | 1,166 | 1,156 | 1,150 | 1,156 | 1,155 | 1,149 | 1,149 | 1,153 | 1,143 | 1,143 |

WINDSOR BOARD OF EDUCATION AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

Prepared By: Dana Plant

Presented By: Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – May 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 May 2019

Recommendation: Informational only.

Reviewed by: _____

Recommended by the Superintendent: _____

Agenda Item # 7c

Windsor School Food Service
Financial Statement
May 2019

| REVENUE | May 2018 | 7/1/17 - YTD | May 2019 | 7/1/18-YTD |
|------------------------------------|---------------------|-----------------------|---------------------|-----------------------|
| SALES | \$94,797.99 | \$780,737.79 | \$98,585.21 | \$786,035.11 |
| REIMBURSEMENTS - STATE | | 59,756.00 | 16,264.00 | 77,126.00 |
| ACCOUNTS RECEIVABLE | 121,664.16 | 889,296.52 | 124,113.38 | 959,086.61 |
| CLOC | 11,245.00 | 197,222.90 | | 118,315.95 |
| MISC. (Rebates) | | 2,542.25 | 1,046.02 | 4,842.70 |
| 6 Cents Certification | 2,925.96 | 21,926.76 | 2,904.18 | 22,559.58 |
| REVENUE TOTALS | \$230,633.11 | \$1,951,482.22 | \$242,912.79 | \$1,967,965.95 |
| EXPENSES | | | | |
| WAGES | \$71,263.10 | \$656,554.00 | \$79,866.37 | \$721,774.75 |
| PAYROLL TAXES | 5,451.62 | 50,226.39 | 6,109.77 | 55,215.78 |
| BENEFITS | 7,295.00 | 87,721.15 | 6,034.87 | 63,394.61 |
| FOOD/MILK | 115,261.83 | 1,011,482.83 | 105,648.85 | 983,826.14 |
| PAPER | 6,264.68 | 56,593.25 | 5,822.94 | 54,652.29 |
| TRUCK | 217.10 | 5,319.65 | 205.17 | 4,624.13 |
| SUPPLIES | 29.10 | 17,868.71 | 50.43 | 4,733.05 |
| EQUIPMENT | 2,208.00 | 51,592.50 | | 33,231.45 |
| SERVICES | 1,325.24 | 8,976.48 | 20.00 | 48,763.63 |
| EXPENSE TOTALS | \$209,315.67 | \$1,946,334.96 | \$203,758.40 | \$1,970,215.83 |
| NET INCOME | \$21,317.44 | \$5,147.26 | \$39,154.39 | (\$2,249.88) |
| INVENTORY | | \$16,167.90 | | \$22,500.00 |
| OPENING BALANCE 7/1 | | \$347,470.46 | | \$333,317.93 |
| COMPUTED OPERATING POSITION | | \$368,785.62 | | \$353,568.05 |

**Windsor School Food Service
Program Participation May 2019**

| WHS | May 2018 | May 2019 |
|------------|-----------------|-----------------|
| DAYS | 21 | 21 |
| SALES | \$27,847.29 | \$29,100.67 |
| AVERAGE | \$1,326.06 | \$1,385.75 |

Reimbursable Meals

Average LUNCH per day

| | | |
|---|-----|-----|
| ELEMENTARY | 873 | 862 |
| Academy of Aerospace & Engineering | 430 | 416 |
| SPMS | 392 | 434 |
| WHS | 568 | 532 |

Reimbursable Meals

Average BREAKFAST per day

| | | |
|---|-----|-----|
| ELEMENTARY | 411 | 422 |
| Academy of Aerospace & Engineering | 150 | 136 |
| SPMS | 75 | 110 |
| WHS | 150 | 177 |

Reimbursable Meals

Average SNACK per day

| | | |
|--------------------------|----|----|
| Treehouse Program | 96 | 95 |
|--------------------------|----|----|

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 18, 2019

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

Presented By: Terrell M. Hill, PhD

Attachments: None

Subject: Human Resources Report for May 1, 2019 – May 31, 2019

RESIGNATIONS/SEPARATIONS

| | | |
|-----------------|--|--------------|
| Tomaro Cooper | Full-time Elementary Cook/Secondary Salad Worker | Windsor High |
| James Emerich | Spanish Teacher | Windsor High |
| Darcy Fiano | PreK-12 Reading Coordinator | District |
| Derek Gaudet | Custodian II Evenings | Windsor High |
| Virginia Hoerle | Elementary Principal (6/30/19) | Ellsworth |

RETIREMENTS

| | | |
|------------|------------------------------------|-----------|
| Dana Plant | Food Service Coordinator (10/4/19) | LP Wilson |
| Terry Ryan | M.I.S. Manager (8/30/19) | LP Wilson |

TRANSFERS/REASSIGNMENTS

| | | |
|-----------------|--|-----------|
| Maureen Bilotta | From: Sr. Adm. Assist. to Superintendent/Curriculum Dir. | LP Wilson |
| | To: Communications/Technology Specialist | LP Wilson |

HIRES

| | | |
|-----------------|---|--------------|
| Leanne Brookman | Sr. Admin. Assist. To Assistant Superintendent for I.S. | LP Wilson |
| Kate Burkell | Long Term Substitute Grade 7 Math Teacher | Sage Park |
| Bryan Kirby | Long Term Substitute Grade 6 Science Teacher | Sage Park |
| Shabana Kumar | Special Education Pre-K Paraeducator – Limited (New Position) | Ellsworth |
| Lia Negrón | Long Term Substitute Spanish Teacher | Windsor High |
| Alysha Reeves | Special Education Paraeducator (Limited) | Kennedy |

Reviewed by: 

Recommended by the Superintendent: 

Agenda Item #

7d

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, May 21, 2019 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the May 21, 2019 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:

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

Absent Board Members:

Ms. Michaela Fissel

Updated Attendance:

Mr. Jeremy Halek was updated to present at: 7:01 PM

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

Discussion:

The meeting was called to order at 7:00 PM by Mr. Lockhart with the Pledge to the Flag and Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, and Director of Business Services Danielle Batchelder. BOE Student Representative Izaiah McNeil was also present.

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. Recognition--BOE Student Representative--Izaiah McNeil

Discussion:

The Board recognized Izaiah McNeil for his service as the BOE Student Representative for Spring 2019.

2.b. Recognition--CABE Student Leadership Awards: WHS Maryam Kabal, Saarah Kabal; SPMS--Kruti Dharsandiya, Ryan Stillman

Discussion:

Dr. Cooke and the Board recognized this year's CABE Student Leadership Award recipients. Mr. Osunde introduced Windsor High School CABE Student Leadership Award recipients Maryam Kabal and Saarah Kabal. Mrs. Jorgensen introduced Sage Park Middle School CABE Student Leadership Award recipients Kruti Dharsandiya and Ryan Stillman.

3. Audience to Visitors

Discussion:

Paul Panos, 48 Brookview Rd - Commented on the Board discipline policies for the school district.

Darlene Klase, 318 Hitching Post Ln - Thanked the Board for their service and made comments regarding communication to families.

4. Student Representative Report

Discussion:

Mr. McNeil reported on the Junior prom, Senior prom, outing, graduation and other upcoming events. Mr. Lockhart thanked Izaiah for his service on the Board.

5. Board of Education

5.a. President's Report

Discussion:

Mr. Lockhart reported visiting the schools recently for teacher recognition events. He also attended High School events including the Social Studies and National Honor Society Induction Ceremonies and the Senior Citizen breakfast. He attended a CBTA lunch at LPW as well as CABA's Collective Bargaining workshop and Board Roundtable. He will attend graduation on June 13th and the promotion ceremonies at SPMS on June 14th.

Mr. Lockhart responded to both speakers' comments from the Audience to Visitors portion of the meeting.

5.b. School Liaison Reports

5.b.1. Windsor High School

Discussion:

Ms. Taylor reported on the School Governance Committee meeting and PD for Staff. She commended the students and staff for their participation. Mr. Furie reported on upcoming events at WHS including the Fashion and Art shows on May 29th. The Honor Cord ceremony will be held on May 30th. High School Graduation will be held June 13th. He reported that the softball and baseball teams are sharing a field but will soon have separate scoreboards.

5.b.2. Sage Park Middle School

Discussion:

Ms. Khan reported on activities at SPMS including the Meet and Greet on May 16th and the 8th grade visit to WHS on June 3-5th for tours. Mr. Halek reported on STAR testing and spirit week being held from May 20-23rd, no school on Monday (Memorial Day), along with musical performances being held in the upcoming weeks.

5.b.3. Clover Street School

Discussion:

Mr. Eleveld reported on activities at Clover St. School, including the May 23rd Poetry Slam with celebrity judges. He also reported that there is a community book fair at LPW on May 21st and 22nd.

5.b.4. John F. Kennedy School

Discussion:

Mr. Bosch reported on activities at JFK including Principal Ravenola marching in the Shad Derby parade for JFK as well as the May 20th concert. On May 21st the Lyme Disease Awareness Award Ceremony was held at the library. Upcoming events include the June 4th Welch Park picnic, the final PTO meeting on June 10th and the WHS Senior Walk on June 12th. Last day of school is June 14th. This month's theme is integrity.

5.b.5. Oliver Ellsworth School

Discussion:

Mr. Dobler spoke about Memorial Day on Monday, the spring strings concert on May 28th, and the final PTO meeting on June 2nd. There will be incoming kindergarten tours on May 31st and June 4th.

5.b.6. Poquonock School

Discussion:

Ms. Fissel was not present for the meeting but Ms. Taylor spoke briefly about the fundraising that was done for the new playscape.

6. Superintendent's Report

Discussion:

Dr. Cooke reported on the Senior Citizen Breakfast on May 10 at WHS with a thank you to Mayor Trinks. He reviewed the vaccination rates in the schools, and Profile of a Graduate. Upcoming important dates include the May 22nd baseball game at the Yard Goats stadium with the WHS baseball team playing. Scholarship night will held be June 6th. On June 13th the graduation ceremony will be held at the Bushnell and the SPMS promotion ceremony will be held on June 14th.

6.a. Profile of a Graduate (POG) Update

Discussion:

Mr. Lockhart left the meeting at 7:55 p.m.

The Board received a presentation on Profile of a Graduate by Dr. Cooke, Dr. Oliver, Mr. Osunde, Ms. Peterson, Ms. Jorgensen and Ms. Hady. Data from Thoughtexchange was also presented. Questions and discussion ensued.

Mr. Lockhart returned at 8:15 p.m.

6.b. Policy Adoption, 1st Reading

6.b.1. Revised AR 5123.1 Windsor High School Graduation Requirements

6.b.2. Revise P/AR 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973

6.b.3. Revised AR 6155 Class Examinations

Discussion:

Ms. Khan gave her committee report regarding the policy up for adoption and reviewed the regulations discussed at the April committee meeting which are being reviewed this evening.

Motion Passed: Move to approve the revisions made to P 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973 as a 1st Reading passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

8 Yeas - 0 Nays.

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

7. Committee Reports

7.a. Policy Committee

Discussion:

Ms. Khan gave her committe report in item 6b.

8. Consent Agenda
8.a. Financial Report

Discussion:

Expenditures for April 30, 2019 \$5,606,822

Expenditures through April 30, 2019 \$56,071,943

8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report

Motion Passed: Motion to approve Consent Agenda items 8a. Financial Report, 8b. Enrollment Report, and 8d. Human Resources Report passed with a motion by Ms. Maryam Khan and a second by Mrs. Ayana Taylor.

8 Yeas - 0 Nays.

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

Motion Passed: Motion to approve Consent Agenda items 8c. Food Service Report passed with a motion by Ms. Maryam Khan and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

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

9. Approval of Minutes

9.a. April 16, 2019 Regular Meeting
9.b. April 23, 2019 Policy Committee
9.c. April 23, 2019 Special Meeting
9.d. May 7, 2019 Special Meeting

Motion Passed: Move to approve the minutes of the 9a. April 16, 2019 Regular Meeting, 9b. April 23, 2019 Policy Committee, 9c. April 23, 2019 Special Meeting and 9d. May 7, 2019 Special Meeting passed with a motion by Ms. Maryam Khan and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

| | |
|----------------------|-----|
| Mr. Leonard Lockhart | Yes |
| Ms. Maryam Khan | Yes |
| Mr. Brian Bosch | Yes |
| Mr. David Furie | Yes |
| Mr. James Dobler | Yes |

| | |
|---------------------|--------|
| Mr. Ronald Eleveld | Yes |
| Ms. Michaela Fissel | Absent |
| Mr. Jeremy Halek | Yes |
| Mrs. Ayana Taylor | Yes |

10. Other Matters/Announcements/Regular BOE Meetings

10.a. Next BOE Regular Meeting is Tuesday, June 18, 2019, 7:00 PM, Town Hall, Council Chambers

10.b. BOE Special Meeting, Monday, June 10, 2019, 6:00 PM, LPW, Room 17

10.c. BOE Special Meeting, Tuesday, June 11, 2019, 6:30 PM, LPW, Room 17

Discussion:

Ms. Taylor congratulated Ms. Khan for her graduation from CCSU with her Master's Degree. She also acknowledged Memorial Day.

Mr. Dobler spoke about the girls' varsity softball game against Southington being very enjoyable with dancing post game. He reminded families not to send children to school on Memorial Day.

Mr. Eleveld stated that there will be a blood drive this weekend at the Masonic Lodge. He also attended the AFJROTC Annual Awards on May 17th.

Ms. Khan thanked the board for supporting her while she was working toward her degree.

Mr. Furie commented on the budget referendum held last week. Though the budget passed, he urged the community to get out and vote.

Mr. Bosch thanked the Kabal sisters, who were recognized earlier in the evening, for preparing cupcakes through their home business for tonight's meeting.

Mr. Lockhart also congratulated Ms. Khan on her achievement. He thanked the town for their support of the budget. He announced that the Grand Marshall of the Memorial Day parade would be Dr. Hill. He also asked the community to recognize the significance of the Memorial Day holiday.

11. Audience to Visitors

Discussion:

None

12. Adjournment

Motion Passed: Move to adjourn the meeting at 8:56 p.m. passed with a motion by Mr. Ronald Eleveld and a second by Mrs. Ayana Taylor.

8 Yeas - 0 Nays.

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

Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Monday, June 10, 2019 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the June 10, 2019 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:

Mr. Leonard Lockhart
Mr. Brian Bosch
Mr. David Furie
Mr. Ronald Eleveld
Ms. Michaela Fissel

Absent Board Members:

Mr. James Dobler
Mrs. Ayana Taylor

Updated Attendance:

Mr. Jeremy Halek was updated to present at: 6:17 PM
Ms. Maryam Khan was updated to present at: 6:12 PM

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

Discussion:

The meeting was called to order by Mr. Lockhart at 6:00 p.m. with the Pledge to the Flag and a Moment of Silence.
Also in attendance: Superintendent of Schools Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill.

2. Audience to Visitors

Discussion:

None.

3. Personnel matter regarding the selection of the Oliver Ellsworth School Principal Executive Session and Action Anticipated

Motion Passed: Motion to move to executive session for the purpose of interviewing the candidate for Oliver Ellsworth Principal, inviting Superintendent Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill to attend the executive session passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

5 Yeas - 0 Nays.

| | |
|----------------------|--------|
| Mr. Leonard Lockhart | Yes |
| Ms. Maryam Khan | Absent |
| Mr. Brian Bosch | Yes |
| Mr. David Furie | Yes |
| Mr. James Dobler | Absent |
| Mr. Ronald Eleveld | Yes |
| Ms. Michaela Fissel | Yes |

| | |
|-------------------|--------|
| Mr. Jeremy Halek | Absent |
| Mrs. Ayana Taylor | Absent |

Discussion:

The meeting returned from executive session at 7:16 p.m.

Motion Passed: Motion to offer Taran Gruber the position of Oliver Ellsworth School Principal passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

7 Yeas - 0 Nays.

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

4. Announcements

Discussion:

The Board welcomed Mr. Gruber to his new position in Windsor.

5. Adjournment

Motion Passed: The meeting adjourned at 7:18 p.m. with a motion by Mr. Ronald Eleveld and a second by Ms. Maryam Khan.

7 Yeas - 0 Nays.

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

Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, June 11, 2019 7:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the June 11, 2019 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:

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

Updated Attendance:

Ms. Maryam Khan was updated to present at: 8:10 PM
Ms. Michaela Fissel was updated to present at: 8:30 PM

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

Discussion:

The meeting was called to order by Mr. Lockhart at 7:01 p.m. with the Pledge of Allegiance and a Moment of Silence.
Also in attendance: Superintendent of Schools Dr. Craig Cooke.

2. Audience to Visitors

Discussion:

None.

3. BOE Evaluation of the Superintendent (Executive Session and Possible Action Anticipated)

Discussion:

The meeting entered Executive Session at 7:03 p.m.

Motion Passed: Motion to enter into Executive Session for the purpose of evaluating the Superintendent and discussing his contract and compensation before taking action in open session, inviting the Superintendent to participate passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

7 Yeas - 0 Nays.

| | |
|----------------------|--------|
| Mr. Leonard Lockhart | Yes |
| Ms. Maryam Khan | Absent |

| | |
|---------------------|--------|
| Mr. Brian Bosch | Yes |
| Mr. David Furie | Yes |
| Mr. James Dobler | Yes |
| Mr. Ronald Eleveld | Yes |
| Ms. Michaela Fissel | Absent |
| Mr. Jeremy Halek | Yes |
| Mrs. Ayana Taylor | Yes |

4. Discussion of Superintendent's Contract and Compensation (Executive Session and Possible Action Anticipated)

Discussion:

The meeting returned from Executive Session at 9:37 p.m.

Motion Passed: Motion that the President of the Board of Education be authorized to work with the BOE attorney to extend the contract of the Superintendent by one calendar year, staying within the 3 year limitation passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

9 Yeas - 0 Nays.

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

Motion Passed: Motion to authorize the BOE President to increase the salary of the Superintendent by 1.5% effective July 1, 2019 passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

9 Yeas - 0 Nays.

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

5. Announcements

Discussion:

Thursday, June 13, is graduation for Windsor High School at The Bushnell. A proposal for an after school network, to work in collaboration with the school day program which is open to the public is planned for the end of the year and will provide a professional development opportunity. Sage Park will be having their promotion program for each grade level beginning on Friday morning and Board members are encouraged to attend.

6. Adjournment

Motion Passed: The meeting adjourned at 9:42 p.m. passed with a motion by Mr. Ronald Eleveld and a second by Mr. James Dobler.

9 Yeas - 0 Nays.

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

Maryam F. Khan, Secretary
Windsor Board of Education