Regular Meeting

Tuesday, December 15, 2015 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. **Audience to Visitors**
3. **Student Representative Report**
4. **Board of Education**

a. President's Report
b. School Liaison Reports

1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School

5. **Superintendent's Report**

a. Summer School Presentation
b. CT Alliance Districts' School Buildings Grant
c. School Calendar 2016-2017 (1st Reading)
d. Curriculum Development (2nd Reading)

1. WHS Music Stage Craft
2. Drawing 2
3. Drawing 3 (ECE)
4. 3D Foundations (Art course)

e. Policy Adoption (1st Reading)

1. Review Revised P 3524.1 Use of Pesticides
2. Review Revised P 5114 Student Discipline

f. Budget Assumptions FY 17 (1st Reading)
g. Student Discipline Data and Procedures Overview

6. **Committee Reports**

a. Curriculum Committee
b. Finance Committee
c. Long Range Planning
d. Policy Committee
e. Technology Committee

7. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report

8. **Approval of Minutes**

a. November 17, 2015 Special Meeting - Public Forum
b. November 17, 2015 Regular Meeting
c. November 30, 2015 Policy Committee
d. December 1, 2015 Long Range Planning Committee
e. December 1, 2015 Special Meeting
f. December 7, 2015 Finance Committee
g. December 7, 2015 Special Meeting - Public Forum

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

a. BOE Special Meeting, Wednesday, January 6, 2016, 6:30 PM, LPW, Board Room
b. BOE Long Range Planning Committee, Monday, January 11, 2016, 6:00 PM, LPW, Room 17
c. BOE Special Meeting, Tuesday, January 12, 2016, 6:30 PM, LPW, Board Room
d. Next BOE Regular Meeting is Wednesday, January 20, 2016, with Superintendent's Presentation of 2016-2017 Budget beginning at 6:30 PM followed by Public Forum and Regular Meeting, 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: December 15, 2015

Prepared By: Douglas Couture **Presented By:** Douglas Couture

Attachments:

Subject: Summer School

Background:

Presentation about elementary summer school for July, 2016.

Status:

Recommendation:

For informational purposes only.

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

Agenda Item # 5a.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

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

ATTACHMENTS: General Improvements to Alliance Districts' School Buildings Grant

SUBJECT: General Improvements to Alliance Districts' School Buildings Grant

---

BACKGROUND:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts.

RECOMMENDATION:

The Board of Education approve the submission of the General Improvements to Alliance Districts' School Buildings Grant to the State of Connecticut.

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

Agenda Item # 5b.

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CONSTRUCTION SERVICES
OFFICE OF SCHOOL FACILITIES

General Improvements to Alliance Districts' School Buildings Grant Program Application Package

September 1, 2015
Updated: September 9, 2015

APPLICATIONS DUE:
October 30, 2015
January 29, 2016
March 31, 2016

Melody A. Currey, Commissioner
DEPARTMENT OF ADMINISTRATIVE SERVICES

Melody A. Currey
Commissioner

STATE OF CONNECTICUT
Department of Administrative Services

Telephone: (860) 713-5100
Fax: (860) 713-7481
Melody.Currey@ct.gov

Dear Alliance District Superintendent:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts. Specifically, the Governor revived and amended a grant program that had not been funded since 2002 to help districts that are not be able to keep up with the ongoing demands of maintaining and updating their facilities. The intent of this program is to fund projects that would not otherwise qualify as school construction grant projects under chapter 173 of the Connecticut General Statutes. Eligible projects, for example, will include replacements and upgrades.

I know all too well that as municipal budgets shrink, these types of projects can fall by the wayside, leaving many of our state's school children spending most of their day in facilities in need of significant repair. I applaud the Governor's commitment to our state's school buildings. The staff of the Office of School Facilities stands ready to work with any district that chooses to participate.

Sincerely,

Melody A. Currey

Melody A. Currey
Commissioner

Program Description:

Public Act 15-1 of the June Special Session revived and amended a grant to provide new funds to Connecticut's Alliance School Districts to improve the condition of the schools in greatest need of improvements **that are not generally eligible for funding or previously authorized under a school building project pursuant to Chapter 173 of the Connecticut General Statutes.**

Questions about a project's eligibility under Chapter 173 should be directed to Michelle Dixon or Tom Reault at the Office of School Facilities, at (860) 713-6480.

Examples of Eligible Projects:
C.G.S. Section 10-265h, which is included in this package, dictates the types of projects eligible for grant funding. These dollars are targeted for the types of repair and replacement work and other general improvements not covered by the existing school construction grants program.

Eligible improvement projects include:
1) Replacing windows and doors,
2) Replacing boilers and other heating and ventilation components,
3) Replacing internal communication and technology systems,
4) Replacing lockers,
5) Replacing cafeteria equipment,
6) Upgrading and replacing ceiling and floor coverings,
7) Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage,
8) Upgrading or replacing lighting fixtures, including energy efficient measures,
9) Upgrading entryways, driveways, parking areas, play areas and athletic fields,
10) Upgrading equipment,
11) Installing or upgrading security systems, including but not limited to video surveillance devices and fencing, and
12) Other similar work approved by the **Commissioner of Administrative Services.**

Ineligible projects include:
1) Routine building maintenance and maintenance supplies,
2) Cleaning, and
3) Salaries of in-house maintenance staff and other school staff.

Note: Direct labor charges for overtime, or newly hired staff, to work exclusively on specific eligible projects with the **prior approval of the Department may be permitted**. Questions about a project's eligibility under Chapter 173 should be directed to Michelle Dixon or Tom Reault of the Office of School Facilities, at (860) 713-6480.

Eligible Districts:

Ansonia
Bloomfield
Bridgeport
Bristol
Danbury
Derby
East Hartford
East Haven
East Windsor
Hamden
Hartford
Killingly
Manchester
Meriden
Middletown
Naugatuck
New Britain
New Haven
New London
Norwalk
Norwich
Putnam
Stamford
Vernon
Waterbury
West Haven
Winchester
Windham
Windsor
Windsor Locks

Management of the Program:
The grantee has complete management control of this grant. While DAS staff may be consulted for their expertise, they will not be directly responsible for the selection of subgrantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Deadline for Applications:
For administrative purposes, applications shall be filed prior to the three periods of review: October 30, 2015; January 29, 2016; and March 31, 2016. Consideration for grant commitment will occur within 30 days of submittal for each period. Only applications with the original signatures will be accepted as timely filed. Preference in approving applications and awarding grants will be given to those applicants that submit complete application packages, including a life-cycle stewardship plan, on time. An approved life-cycle cost analysis worksheet, Life Cycle Cost Analysis Determination Request (Form 3020), may satisfy the life-cycle stewardship plan requirement. All funds are available for 2015 and 2016 fiscal years, however, all funds are to be spent by June 30, 2017.

A complete application consists of a) one signed copy of the Program Proposal; b) one signed District Certification; and c) one Project Description Form for **each facility**.

The mailing address is:

Department of Administrative Services
Office of School Facilities
165 Capitol Avenue
Room 437
Hartford, CT 06106

Questions regarding the application process should be directed to Michelle Dixon or Tom Reault, Office of School Facilities, at (860) 713-6480.

Applicants should not ask for approval of projects expressly denied in the statutory language to include school construction. Artificial Turf is an example of an item that is not an allowable expense. Questions about the eligibility of a project not clearly excluded should be referred to Michelle Dixon. When a clear determination cannot be made quickly, you will be instructed to include the project in your application rather than delay submitting the entire application package.

Once a formal determination is made, your application can be amended as necessary. We recommend that in applying for one or more projects with questionable eligibility, you also submit alternate work that is clearly eligible. In the event your first choice is deemed unacceptable, you will already have an approved alternate in place. Be sure that any projects intended as alternates are clearly labeled as such.

FUNDING IS CONTINGENT UPON APPROVAL OF THE BOND COMMISSION.

Review and Approval:
The Department of Administrative Services expects that complete applications received by October 30, 2015; January 29, 2016; and March 31, 2016 will be reviewed, negotiated and accepted, with modifications if necessary, within 30 days of receipt. Funding of grants shall be awarded as identified in the chart titled: **Alliance District Grants by Student Population.**
This is a two-year grant cycle for expenditure purposes with an annual expenditure report and final expenditure report required for each project. Reports are due June 30, 2016, and June 30, 2017, for final report, or upon completion of the project.

CONNECTICUT GENERAL STATUTES SECTION 10-265h
Grants for General Improvements to Alliance School Buildings

(a) The Commissioner of Administrative Services, in consultation with the Commissioner of Education, shall establish, within available bond authorizations, a grant program to assist alliance districts, as defined in section 10-262u, in paying for general improvements to school buildings. For purposes of this section "general improvements to school buildings" means work that (1) is generally not eligible for reimbursement pursuant to chapter 173, and (2) is to (A) replace windows, doors, boilers and other heating and ventilation system components, internal communications and technology systems, lockers, floors, cafeteria equipment and ceilings, including the installation of new drop ceilings, (B) upgrade restrooms including the replacement of fixtures and related water supplies and drainage, (C) upgrade and replace lighting, including energy efficient upgrades to lighting systems and controls to increase efficiency, and reduce consumption levels and cost, (D) upgrade entryways, driveways, parking areas, play areas and athletic fields, (E) upgrade equipment, (F) repair roofs, including the installation of energy efficient fixtures and systems and environmental enhancements, or (G) install or upgrade security equipment that is consistent with the school safety infrastructure standards, developed by the School Safety Infrastructure Council pursuant to section 10-292r, including, but not limited to, video surveillance devices and fencing, provided "general improvements to school buildings" may include work not specified in this subdivision if the alliance district provides justification for such work acceptable to the Commissioner of Administrative Services, but shall not include routine maintenance such as painting, cleaning, equipment repair or other minor repairs or work done at the administrative facilities of a board of education.

(b) Eligibility for grants pursuant to this section shall be determined for a five-year period based on a school district's designation as an alliance district in the initial year of designation as an alliance district. Grant awards shall be made annually contingent upon the filing of an application and a satisfactory annual evaluation. Priority shall be given to an alliance district that includes a life-cycle stewardship plan with such alliance district's application. The life-cycle stewardship plan shall describe the investments and other efforts that have been and will be made by the alliance district to extend the life cycle of its facilities and equipment. Alliance districts shall apply for grants pursuant to this section at such time and in such manner as the commissioner prescribes. Grant awards made to an alliance district that is one of the alliance districts with the five largest populations, based on the 2010 federal census, shall be in an amount equal to or greater than two million dollars.

(c) No funds received by an alliance district pursuant to this section shall be used to supplant local matching requirements for federal or state funding otherwise received by such alliance district for improvements to school buildings.

(d) Each alliance district that receives funds pursuant to this section shall file expenditure reports with the Department of Administrative Services as requested by the Commissioner of Administrative Services. Each alliance district shall refund (1) any unexpended amounts at the close of the project for which the grants are awarded and (2) any amounts not expended in accordance with the approved grant application.

(e) General improvements for which grants are awarded in any year shall be completed by the end of the succeeding fiscal year.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Construction Services
Office of School Facilities
165 Capitol Avenue, Room 439
Hartford, Connecticut 06106

General Improvements to Alliance Districts' School Buildings, 2015-2016 Program Proposal

Town/District Name	Completed by	Phone	Date

As the Superintendent of Schools, I do hereby certify and assure the following:

1. The application has been approved by the local board of education at its meeting of _____.

2. If funded, there will not be a decrease in the local share of financial support for schools.

3. The application is coordinated with other on-going operations and improvement strategies in the school district.

4. If funded, the district agrees:
   - to expend the grant funds on activities in the approved proposal and according to the approved budget and, if necessary, to request amendments prior to any project or budget changes;
   - to use appropriate fiscal control and accounting procedures to ensure proper disbursement of all awards;
   - to manage the project in compliance with all applicable state and federal laws and with the regulations, other policies and administrative directives of the Connecticut State Board of Education;
   - to submit the minutes of the Board of Education's acceptance of the completed project within 60 days of the completion of the project; and
   - to submit an itemized final expenditure report, with all paid invoices, requisitions, or purchase orders supporting the itemized amounts.

5. The application and expenditure reports are subject to a DAS audit.

Further, I certify that in the performance of this proposal, the district will not discriminate against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sexual orientation, sex, mental retardation*, or physical disability, including, but not limited to, blindness, unless it is shown by such applicant that such disability prevents performance of work involved in any manner and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the applicant as related to the provisions of this section. (Connecticut General Statutes Sections 4a-60 and 4a-60a, *including mental disability: Article first, State Constitution)

Superintendent's Name (print or type)	Superintendent's Signature	Date

Note: DAS reserves the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

District Certification

School District: _____

Address: _____

Superintendent of Schools: _____ Phone: _____

Certification that a current Affirmative Action packet is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Certification that a current Standard Statement of Assurances Grant Program is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current Standard Statement of Assurances Grant Program on file with the Connecticut State Department of Education. The Standard Statement of Assurances Grant Program is, by reference, part of this application/RFP.

_____ _____

Signature of Superintendent Date

_____

Print Name

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form.

Project Name_____

School Name_____

Project Description: Be specific. Describe the area to be affected. Include square footages and quantities where applicable. Describe any special equipment to be installed or materials to be used. Example: Install new ceiling tiles in main wing classrooms, corridor and library (15,000 sq. ft.).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Cost Estimates:

Professional Fees and Services: _____

Materials and Labor: _____

Special Equipment: _____

Total: _____

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Expenditure Report Cover Page

School District:_____

Project Name:_____

Total Grant Award:_____

Project Status: Complete ☐ In-Process ☐ Anticipated completion date:_____

Total Project Cost:_____

Amount Spent:_____

Balance Remaining:_____

I hereby certify that the attached Expenditure Report, including any attachments thereto, is accurate and complete, and lists all of the expenditures on the above-mentioned Project.

_____

Superintendent—print name

_____

Superintendent—sign name Date

PLEASE BE ADVISED THAT PURSUANT TO CONN. GEN. STAT. SECTION 10-265h, EACH ALLIANCE DISTRICT THAT RECEIVES FUNDS PURSUANT TO THIS SECTION SHALL FILE EXPENDITURE REPORTS WITH THE DEPARTMENT OF ADMINISTRATIVE SERVICES AS REQUESTED BY THE COMMISSIONER OF ADMINSTRATIVE SERVICES. EACH ALLIANCE DISTRICT SHALL REFUND (1) ANY UNEXPENDED AMOUNTS AT THE CLOSE OF THE PROJECT FOR WHICH THE GRANTS ARE AWARDED AND (2) ANY AMOUNTS NOT EXPENDED IN ACCORDANCE WITH THE APPROVED GRANT APPLICATION.

Alliance District Grants by Student Population[1]

Group 1: Districts with 15,000 students or more include: Bridgeport, New Haven, Hartford, Stamford and Waterbury.

Group 2: Districts with more than 5,000 students, but less than 15,000 students, include: Norwalk, Danbury, New Britain, Hamden, Meriden, Bristol, Manchester, West Haven, East Hartford, Middletown, Norwich and Naugatuck.

Group 3: Districts with 5,000 students or less include: East Haven, Vernon, Windsor, New London, Windham, Bloomfield, Ansonia, Killingly, Derby, Windsor Locks, Winchester, East Windsor and Putnam.

Total grant awards for districts in Group 1 shall not exceed $2,680,000 per district; for districts in Group 2 shall not exceed $1,710,000 per district; and for districts in Group 3 shall not exceed $1,225,000 per district. Total grant awards for each district may be spread across more than one project and more than one application deadline.

[1] Based on the School Strategic Plans on SDE Web site (2012/13)

General Improvements to Alliance Districts' School Buildings Grant
Summary of Requested Projects & Costs

Project Name	Total Cost	
Clover Street School Tile Abatement	$94,000.00	
Clover Street School Water Pipe Installation	$174,400.00	CIP Project
Poquonock School Tile Replacement	$80,450.00	
Oliver Ellsworth School Site Lighting	$99,576.34	CIP Project
John F. Kennedy Restroom Upgrades	$42,000.00	
Clover Street School Restroom Upgrade	$57,000.00	
Sage Park Middle School Restroom Upgrade	$85,000.00	
John F. Kennedy Air Condition Media Center	$70,000.00	
Sage Park Middle School Door Locks	$66,260.00	
Clover Street School Door Locks	$19,420.00	
Oliver Ellsworth School Door Locks	$24,780.00	
Windsor High School Digital Sign	$30,000.00	
Windsor High School Court Yard	$41,500.00	CIP Project
Sage Park Middle School Auditorium Remodel	$51,041.00	
Poquonock School Cafeteria Tables	$8,344.00	
John F. Kennedy School Cafeteria Tables	$10,430.00	
Interactive Classrooms	$197,291.00	
Windsor High School Media Center Remodel	$70,800.00	
	$1,222,292.34	

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Abate Tile Floors in Pods 2, 3 and 4**
School Name	**Clover Street School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

Clover Street School was constructed in 1957. The school has 4 pods. The original flooring of asbestos-containing tile was installed in 1957. Numerous quantities of these asbestos containing floor tiles are failing rapidly resulting in potential tripping hazards. This project will remove the existing floor tiles and install new vinyl composition tile in their place. The district has already abated one of the four pods three years ago when funds were available.

The Clover abatement project consists of the abatement of a total od 9,900 square feet of asbestos floor tile from 3 pods (buildings 2, 3 and 4). Each pod has approximately 3,300 square feet of tile. The new VCT tile will be installed in all pods.

The total costs are $43,000 for abatement; $43,000 for new tile installation and $8,000 for project contract administration for abatement.

Cost Estimate:	
Professional Fees and Services:	**$51,000.00**
Materials and Labor:	**$43,000.00**
Special Equipment:	
Total:	**$94,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Water Piping and Insulation**
School Name	**Clover Street School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

During the Clover Street School - Convert Steam to Hot Water/Media Center AC Construction, a mechanical review was done. The recommendation of the contractor was all of the hangers supporting the utilities that will remain (Sanitary, water, fire protection) should be systematically replaced. There are section of the fire protection piping that have been replaced but there are still additional sections that have to be replaced given that this system performs a life safety function. The domestic water piping has been a continuous source of leakage. Much of the pipe installation has been compromised or is missing. The piping needs to be replaced in its entirety including new installation.

The existing domestic water piping system (cold, hot, and recirc loop) is original to the building from 1957. The piping is pitted throughout the facility and the hangers which secure the piping is severely corroded and in several places failed. We have had numerous leaks and is in constant state of repair. This project would replace all the main lines to each pod (approx. 3,522 feet of pipe) along with the insulation and hangers to properly support the piping. The breakdown is below:

Materials	$30,647.00
Labor	$122,103.00
Insulation	$21,650.00

The labor is expensive because all the work is to be performed in a confined area space (tunnel)

Cost Estimate:	
Professional Fees and Services:	**$21,650.00**
Materials and Labor:	**$152,750.00**
Special Equipment:	
Total:	**$174,400.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**POQ Hallway Replacement Tile**
School Name	**Poquonock Elementary School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

There are four main hallways at Poquonock Elementary School. One hallway was replaced two years ago. Numerous quantities of these floor tiles are failing rapidly resulting in potential tripping hazards. This project would replace the final three hallways to finish the building.

There is 8,045 sq. ft. of floor tile to be replaced.
$5.50/sq. ft. for materials with moisture inhibitor and $4.50/sq. ft. labor

Materials	$44,247.50
Labor	$36,202.50

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$80,450.00**
Special Equipment:	
Total:	**$80,450.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Oliver Ellsworth Site Lighting**
School Name	**Oliver Ellsworth School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The existing exterior light fixtures are original to the school. This project would entail replacing all exterior lighting fixtures with new energy efficient LED or induction types. Currently, existing lighting fixture component are at or beyond life cycles, not operating due to faulty parts or broken buried conductors. The project would replace all exterior building lighting, including 19 new poles for entire perimeter of building and all parking lots. The new exterior lighting fixtures would reduce annual energy operational costs and provide improved night time site lighting while also improve night time security for the facility.

Lighting improvements are typically the first step towards becoming a more energy-efficient building. The visible improvement was made by switching to fixtures, lamps and ballasts that use less electricity to produce the same or even more illumination.

Lighting Cost

$34,273.43 Materials

$25,999.91 Labor

Excavation

$19,000.00 Materials

$20,303.00 Labor

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$99,576.34**
Special Equipment:	
Total:	**$99,576.34**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Restroom Upgrades**
School Name	**John F. Kennedy School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

This project will remodel the boys and girls restrooms located in the school. The restroom upgrade will consist of replacing fixtures, partitions, paint walls and improve lighting.

There is a total of 8 restrooms to be upgraded. 2 girls and 2 boys restrooms were installed in 1965 and then 2 other girls and 2 boys restrooms were installed in 1988.

The total cost of materials are $42,000. Labor will be performed by in-house staff.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$42,000.00**
Special Equipment:	
Total:	**$42,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Restroom Upgrades**
School Name	**Clover Street School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

This project will remodel the boys and girls restrooms as well as the staff restrooms located in the school. The restroom upgrade will consist of replacing fixtures, partitions, paint walls and improve lighting.

There is a total of 22 restrooms to be upgraded. 7 girls and 7 boys and 6 staff restrooms were installed in 1957 and then 1 other girls and 1 boys restrooms were installed in 1988.

The total cost of materials are $57,000. Labor will be performed by in-house staff.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$57,000.00**
Special Equipment:	
Total:	**$57,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Restroom Upgrades**
School Name	**Sage Park Middle School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

This project will remodel the boys and girls restrooms located in the school. The restroom upgrade will consist of replacing fixtures, partitions, paint walls and improve lighting.

There is a total of 12 restrooms to be upgraded. 4 girls and 4 boys restrooms were installed in 1968 and then 2 other girls and 2 boys restrooms were installed in 1994.

The total cost of materials are $85,000. Labor will be performed by in-house staff.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$85,000.00**
Special Equipment:	
Total:	**$85,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Air Condition Media Center**
School Name	**John F. Kennedy School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The current roof top unit is 20 years old and air conditions the computer lab, nurses office, conference room and psychologists office. The project would take out the current unit and replace it with a bigger unit which would air condition the media center as well. The new unit is $70,000 which would include new duct work. The

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$70,000.00**
Special Equipment:	
Total:	**$70,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Classroom Door Locks**
School Name	**Sage Park Middle School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The current classroom lock mechanism on the door has become loose which does not allow the door to fully lock and stay locked. The spring mechanism inside the lock breaks and the parts are becoming obsolete. This project would upgrade the locks to security lock function.

138 Security Locksets @ $260.00/unit = $35,880.00
45 Classroom Locksets @ $240.00/unit = $10,800.00
72 Storeroom Locksets @ $240/unit = $17,280.00
6 Lavatory Locksets @ $210.00/unit = $1,260.00
4 Key Both Sides @ $260.00/unit = $1,040.00

The cost is for materials only. All labor will be done by in-house staff

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$66,260.00**
Special Equipment:	
Total:	**$66,260.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Classroom Door Locks**
School Name	**Clover Street School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The current classroom lock mechanism on the door has become loose which does not allow the door to fully lock and stay locked. The spring mechanism inside the lock breaks and the parts are becoming obsolete. This project would upgrade the locks to security lock function.

34 Security Locksets @ $260.00/unit = $8,840.00
24 Storeroom Locksets @ $240/unit = $5,760.00
8 Lavatory Locksets @ $210.00/unit = $1,680.00
44 Mortise & Rim Cyls. @ $60.00/unit = $2,640.00
250 Key Blanks @ $2.00/unit = $500.00

The cost is for materials only. All labor will be done by in-house staff

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$19,420.00**
Special Equipment:	
Total:	**$19,420.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Classroom Door Locks**
School Name	**Oliver Ellsworth Elementary School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The current classroom lock mechanism on the door has become loose which does not allow the door to fully lock and stay locked. The spring mechanism inside the lock breaks and the parts are becoming obsolete. This project would upgrade the locks to security lock function.

64 Security Locksets @ $260.00/unit = $16,640.00
3 Classroom Locksets @ $240.00/unit = $720.00
17 Storeroom Locksets @ $240/unit = $4,080.00
6 Lavatory Locksets @ $210.00/unit = $1,260.00
8 Key Both Sides @ $260.00/unit = $2,080.00

The cost is for materials only. All labor will be done by in-house staff

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$24,780.00**
Special Equipment:	
Total:	**$24,780.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name Digital Sign

School Name Windsor High School

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The current Windsor High School Sign is original to the building. One of the district improvement goals is to increase family, community partnerships. One avenue of this is making our buildings welcoming to the public. The digital sign would help create a more inviting environment as well as allow the district to post upcoming events.

A Windsor High School student in the CAD program will be designing the digital sign. This will allow the student to experience a real world project.

The Town Zoning Department allows the district one freestanding sign not exceeding 64 square feet (32 square feet is typically permitted for identification signs but given the size of the properties, we apply a formula which allows the permitted sign area to be doubled). If double-sided, 32 square feet per side would be allowed.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	
Special Equipment:	
Total:	**$30,000.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**WHS Courtyard Egress Doors**
School Name	**Windsor High School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

Since the renovations to Windsor High School in 2002, the courtyard at the high school has been virtually unusable due to the fact of insufficient egress. Since 2002, there has been several attempts to maintain the courtyard by various groups. Due to the October snow storm of 2011, many trees in the courtyard were severally damaged or uprooted and had to be removed. The following summer, all the trees were removed from the courtyard leaving behind a barren area of open space. "Operational Courtyard" became the focus point of the Seminar III student class to transform this presently unusable space into usable space for staff and students. The district in the summer of 2015 leveled and regraded the courtyard area, placing mulch and small landscaping improvements. The Seminar III class designed two drawings of the proposed outdoor classroom area; however, the first major obstacle would be to install additional egress doors exiting from this space.

The cost of $36,000 would consist of cutting the hole for the new doors and cutting a hole in the masonry wall. Also, the cost of the new doors and hardware. An additional cost of $5,500 would be to re-connect the heat and electrical up and around the new doors.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$41,500.00**
Special Equipment:	
Total:	**$41,500.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Auditorium Remodel**
School Name	**Sage Park Middle School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

Sage Park Middle School was built in 1968. The auditorium is in need of cosmetic work. The project would refinish the stage, upgrade all the handrails and paint the ceiling, walls and floor. Due to the size of the auditorium, scaffolding would need to be put up which is the large part of the cost.

$18,700	Erect scaffolding in the auditorium to access the ceiling and walls for the purchase of painting. All scaffolding work shall be done according to OSHA standards
$2,641	Paint the inside half of all hollow metal doors, frames, and transom panels that access the auditorium.
$7,734	Prepare and paint all ceiling areas with the exception of the 2x2 lay in tiles at rear of auditorium. Included with the ceiling area are 11 louvers
$6,998	Prepare and paint all CMU walls in auditorium with PPG's 6-500 latex semi-gloss wall paint
$1,340	Paint the acoustical wall panels at the front and rear of the auditorium with PPG's 6-411 latex eggshell wall paint.
$644	Sand and paint all steel pipe handrails in the auditorium with a semi-gloss industrial enamel
$5,720	Sand and refinish the hardwood stage floor and oak nosing at front edge.
$7,264	Labor and materials to paint concrete floor in Auditorium with PPG's, V70-610 Break Thru water borne floor and deck enamel
$51,041	

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$51,041.00**
Special Equipment:	
Total:	**$51,041.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Cafeteria Tables**
School Name	**Poquonock School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

Poquonock Elementary School is in need of new cafeteria tables. The current cafeteria tables are broken, heavy and aren't not able to be easly moved..

The Round Mobile Stool Cafeteria Table creates a comfortable, durable and safe environment for students, faculty and guests. The obstacle-free entry design allows kids and adults to easily reach their seats, while the round shape makes it easy for students to converse. Reinforced plastic stools withstand the wear and tear of daily use. Gravity locks and Easy Clean feature secure table open or closed for easy movement and cleanup.

$1,043/table. The request is for 8 tables

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	
Special Equipment:	**$8,344.00**
Total:	**$8,344.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Cafeteria Tables**
School Name	**John F. Kennedy School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

John F. Kennedy School is in need of new cafeteria tables. The current cafeteria tables are broken, heavy and aren't not able to be easly moved..

The Round Mobile Stool Cafeteria Table creates a comfortable, durable and safe environment for students, faculty and guests. The obstacle-free entry design allows kids and adults to easily reach their seats, while the round shape makes it easy for students to converse. Reinforced plastic stools withstand the wear and tear of daily use. Gravity locks and Easy Clean feature secure table open or closed for easy movement and cleanup.

$1,043/table. The request is for 10 tables

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	
Special Equipment:	**$10,430.00**
Total:	**$10,430.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name **Interactive Classrooms**

School Name **District Wide**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

New Equipment

$36,774.00 Primary - 9 Projectors and Smartboards - $4,086/each

$69,597.00 Secondary - 33 iProjectors - $2,109/each

Replacement of Ceiling mounted Projectors

$11,700.00 Primary - 18 - $650/each

$27,950.00 Secondary - 43 - $650/each

Replacement of old odd model Projectors

$3,418.00 Primary - 2 - $1,709/each

$17,090.00 Secondary - 10 - $1,709/each

Replacement of the Oldest Short Throw Projectors

$29,053.00 Primary - 17 - $1,709/each

$1,709.00 LPW - 1 - $1,709/each

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$197,291.00**
Special Equipment:	
Total:	**$197,291.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2015-2016

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**WHS Library Media Center**
School Name	**Windsor High School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The library was last renovated 15 years ago. Several years ago flooding occurred due to a water line break and the damage to the facility was repaired but the water-damaged furniture was not replaced. With frequency, rainwater and snowmelt spill through onto the carpeted floor of the library from under the courtyard door.

These factors, and the need to transition from a traditional library media center to a center for 21st century learning, compel us to request these funds. In addition, we plan the following professional activities to prepare for the changes to the facility: Weeding outdated print materials and increasing the quality of digital resources

$1,800.00	Replacing over-sized reference desk with smaller, strategically placed desk that encourage interaction with students and reclaim usable space
$38,500.00	Replacing tall shelving with shorter units and mobile units
$30,500.00	Replacing worn items with flexible, mobile, easily grouped functional furniture

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$70,800.00**
Special Equipment:	
Total:	**$70,800.00**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

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

Attachments: Draft 2016-2017 School Calendar

Subject: Proposed 2016-2017 School Calendar, 1st Reading

Background:

Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

Status:

The calendar for 2016-2017 is being recommended. The teacher work year would begin on August 25th with opening day. The student school year would begin on August 30th. The last day of school would be tentatively scheduled for June 9th and would include 9 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

The calendar includes 187 teacher work days and 182 instructional days. The calendar also includes 7 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

Further information will be provided on times in January.

Recommendation:

That the Board of Education accept the proposed 2016-2017 school calendar for a 1st Reading.

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

Agenda Item # 5c

2016-2017 WINDSOR PUBLIC SCHOOLS SCHOOL CALENDAR

AUGUST 2016

M	T	W	TH	F
22	23	24	OD	WD
PD	30	31		

SEPTEMBER 2016

			1	2
▨	6	7	8	9
12	⬠13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2016

3	⬠4	5	6	7
▨	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2016

	1	2	3	4
7	PD	9	10	11
14	15	16	17	18
21	22	23	▨	▨
28	29	30		

DECEMBER 2016

			1	2
5	6	7	8	9
12	⬠13	14	15	16
19	20	21	22	23
▨	27	28	29	30

JANUARY 2017

▨	3	4	5	6
9	10	11	12	13
▨	17_x	18_x	19_x	20_x
23	24	25	26	27
30	31			

Special Dates

August 30- School Opens for Students
September 5 - Labor Day
September 13 - Early Dismissal
October 4 - Early Dismissal
October 10 - Columbus Day
November 8 - Election Day
November 23-25 - Thanksgiving Recess
December 13 - Early Dismissal
December 26 - January 2 - Holiday Recess
January 16 - Martin Luther King Day
February 7 - Early Dismissal
February 17 - No School
February 20 - President's Day
February 21 - Professional Day
March 7 - Early Dismissal
April 10-14 - Spring Recess
April 14 - Good Friday
April 25 - Early Dismissal
May 23 - Early Dismissal
May 29 - Memorial Day
June 9 - Tentative Last Day of School

Codes

OD Opening Day for Staff
PD Professional Day
WD Staff Workday
☐ No School for Students
▨ All Offices Closed
⬠ Early Dismissal - All Students
○ End of Semester
* PK-5 Parent Conferences (Early Dismissal)
s Sage Park Parent Conferences (Early Dismissal)
w Windsor High School Parent Conferences (Early Dismissal)
x High School Examinations (Early Dismissal)

School Delay and Closing

- On the web: www.windsorct.org
- Phone: 860-687-2000 x 180
- Local radio and television stations

Important Information

1. School may be delayed due to inclement weather by either 90 minutes or two hours. Morning schedules would be adjusted accordingly and release time remains the same. AM Pre-K is cancelled on delayed openings.

2. Calendar allots for nine (9) snow days beginning June 12th. If more are needed they will be deducted from the Spring Recess commencing Monday, April 10, 2017

3. High School Graduation date to be determined in April by the Board of Education

		Hours	Early Dismissal
High School		**7:35a - 2:20p**	**7:35a - 12:25p**
Middle School		**8:05a - 2:50p**	**8:05a - 12:55p**
Elementary		**8:40a - 3:25p**	**8:40a - 1:30p**
Pre-K	**AM Session**	**8:40a - 11:35a**	**8:40a - 10:50a**
	PM Session	**12:30p - 3:25p**	**11:25a - 1:30p**

FEBRUARY 2017

		1	2	3
6	⬠7	8	9	10
13	14	15	16	☐17
▨	PD	22	23	24
27	28			

MARCH 2017

		1	2	3
6	⬠7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 2017

3	4	5	6	7
☐10	☐11	☐12	☐13	▨
17	18	19	20	21
24	⬠25	26	27	28

MAY 2017

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	⬠23	24	25	26
▨	30	31		

JUNE 2017

			1	2
5_x	6_x	7_x	8_x	○9_x
12	13	14	15	16
19	20	21	22*23	

June 9- Tentative Last Day of School: Early Dismissal

High School Graduation date to be determined in April by the Board of Education

* *Potential last day of school due to school cancellations*

DRAFT

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Douglas Couture **Presented By:** Douglas Couture

Attachments:

Subject: Curriculum Development, 2nd Reading

Background:

WHS Stage Music Stage Craft is for students interested in learning how to do set design/construction; lighting and sound support for events that take place on stage, such as drama productions, concerts and awards ceremonies.

Drawing 2 serves as a bridge between Drawing 1 and Pre-AP Art with a deeper focus on technique. This course presents more advanced drawing practices including complex mechanical forms and foreshortening using a variety of drawing media such as graphite, charcoal and/or marker.

Drawing 3 (ECE) is a year-long course that challenges students to expand their critical and creative thinking skills through opportunities to work with linear perspective, complex organic forms, interior spaces, reflective objects and personal still lifes. This course provides a college level experience I Drawing where students can earn college credit as part of the UConn ECE program.

3D Foundations follows 2D Foundations by introducing students to the elements and principles of design through the study and manipulation of three-dimensional media that requires dexterity, self-discipline and attention to details.

Status:

WHS Music Stage Craft, Drawing 2, Drawing 3 (ECE), and 3D Foundations were presented to the BOE Regular Meeting as a 1st on November 17, 2015.

Recommendation:
The Board approves WHS Music Stage Craft, Drawing 2, Drawing 3 (ECE), and 3D Foundations curricula as a 2nd reading as presented.

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

Agenda Item # 5d.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Craig A. Cooke **Presented By:** Yvette Ali/Craig A. Cooke, Ph.D.

Attachments: 1. Proposed Revised Policy 3524.1 Use of Pesticides
2. Proposed Revised Policy 5114 Student Discipline

Subject: Policy Adoptions, 1st Reading

BACKGROUND:

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

STATUS:

1. Policy 3524.1 Use of Pesticides will be revised to fulfill legislative requirements for Boards of Education related to notification requirements to families and staff regarding the application of pesticides at schools.
2. Policy 5114 will be revised to fulfill legislative requirements regarding suspensions and expulsions.

RECOMMENDATION:

Move to approve the policies Policy 3524.1 Use of Pesticides and Policy 5114 Student Discipline as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 5e.

PESTICIDE APPLICATION ON SCHOOL PROPERTY

It is the policy of the Windsor Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Windsor Public School, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Windsor Public School is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Windsor Public School during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Legal References:

Connecticut General Statutes:
§10-231a
§10-231b
§10-231d

Special Session Public Act 15-5, §§ 437-38, "An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State"

ADOPTED:_____
REVISED:_____

Students

STUDENT DISCIPLINE

I. Definitions

A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four

ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. **School Days** shall mean days when school is in session for students.

L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. ***Conduct on School Grounds or at a School-Sponsored Activity:***

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that **endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board**.

B. ***Conduct off School Grounds:***

1. Students may be ~~suspended or expelled~~ disciplined for conduct off school grounds if such conduct **is seriously disruptive of the educational process and violative of a publicized policy of the Board**. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school**; (2) **whether other students from the school were involved or whether there was any gang involvement**; (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon**, as defined in section Conn. Gen. Stat. § 29-38, and **whether any injuries occurred**; and (4) **whether the conduct involved the use of alcohol**.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider **whether such off-campus conduct involved the use of drugs**.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.

2. Theft.

3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.

7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive

device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, **electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. . For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product.** For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the

purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. **Unlawful** ~~P~~possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, **which** ~~that~~:

    a) causes physical or emotional harm to such student or damage to such student's property;

    b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

    c) creates a hostile environment at school for such student;

    d) infringes on the rights of such student at school; or

    e) substantially disrupts the education process or the orderly operation of a school.

    Bullying ~~shall~~ include, but **is** not be limited to, ~~a~~ repeated written, **oral** ~~verbal~~ or electronic communication or physical acts or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status,

academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. ~~Any action prohibited by any Federal or State law.~~ **Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.**

40. **Any action prohibited by any Federal or State law.**

41. **Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.**

IV. Discretionary and Mandatory Expulsions

A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive,** in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.

B. A principal must recommend expulsion proceedings in all cases against any student **in grades kindergarten to twelve, inclusive,** whom the administration has reason to believe:

1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon**, or **firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or

2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon**, a **dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or

3. was engaged **on or off school grounds** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms "**dangerous instrument**," "**deadly weapon**," **electronic defense weapon**," "**firearm**," and "**martial arts weapon**," are defined above in Section I.

C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term **"firearm"** is defined above in Section I.

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

~~D~~E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for~~:~~ the conduct described in Section IV(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend ~~any~~ a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension ~~unless~~, except the principal or designee may impose an out-of-school suspension on any pupil:

(1) in grades three to twelve, inclusive, if, during the informal hearing, (a) the principal or designee determines that the student: ~~(a)~~ poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or (b) the ~~administration~~principal or designee determines that an out-of-school suspension is appropriate based on evidence of (i) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

(2) in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.

4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.

7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.

11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and Public Act 15-96, and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.

2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:

   a. The date, time, place and nature of the hearing.

   b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.

   c. A short, plain description of the conduct alleged by the administration.

   d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.

   e. The student may cross-examine witnesses called by the Administration.

   f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.

g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.

2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.

4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.

5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.

6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.

7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will

be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.

8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.

9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.

11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open

session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. *Students sixteen (16) to eighteen (18) years of age:*

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

E. *Students for whom an alternative educational opportunity is not required:*

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was

made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior <u>was</u> a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student's PPT finds that the behavior <u>was not</u> a manifestation of the student's disability, the Administration

may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or

3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XII.C.:

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is

legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XIV. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

§29-38 Weapons in vehicles
§53a-3 Definitions
§53a-206 (definition of "weapon")
Public Act 14-76, "An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

Public Act 14-229, "An Act Concerning The Expungement Of A Pupil's Cumulative Education Record For Certain Expulsions"

Public Act 14-234, "An Act Concerning Domestic Violence And Sexual Assault"

Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products"

Public Act 15-96, "An Act Concerning Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two"

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).
State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).
State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).
18 U.S.C. § 921 (definition of "firearm")
18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")
18 U.S.C. § 1365(h)(3) (identifying "serious bodily injury")
21 U.S.C. § 812(c) (identifying "controlled substances")
34 C.F.R. § 300.530 (defining "illegal drugs")
Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

ADOPTED: September 18, 2007
REVISED: June 18, 2013
REVISED:

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

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

ATTACHMENTS: Budget Assumptions 2016 – 2017

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2016 – 2017 Budget 1st Reading

---

BACKGROUND:

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimates for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

RECOMMENDATION:

That the Board of Education accept for a 1st Reading the Budget Assumptions for FY 2016 – 2017.

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

Agenda Item # 3f.

Budget Assumptions 2016 – 2017

The charge of the Board of Education is to develop a fiscally responsible budget that meets the needs of the Windsor Public School students.

1. We will continue our commitment to finding efficiencies within the budget.

2. **Enrollment:** 2016-2017 is projected to remain relatively flat or increase slightly.

3. **Staffing & Programs:** Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

4. **Class Size:** The Board of Education will make every attempt to honor class size guidelines.

5. **Health Insurance:** Costs are estimated to rise by approximately 5%.

6. **Contractual Obligations**: Base salaries will increase approximately 3%.

7. **Special Education:** Out-of-district tuition costs are projected to increase by 3%. The goal is to reduce the increase in costs.

8. **Utility costs (heat & electricity)**: Projected to remain relatively flat. Over the past two years, the district has reduced the utility cost by over $400,000 due to better efficiencies in our buildings.

9. **Transportation:** The district has Requested Proposals for the Regular Education Transportation Service. Costs are estimated to rise by 5%.

10. **Magnet School**: The tuition line item is projected to remain relatively flat. Enrollment is projected to remain flat or decrease, however, tuition rates are set by the magnet schools and not known until June.

11. **State & Federal Funding/Grants**: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or decrease for FY 16/17.

12. **Alliance Grant:** The funding from the Alliance grant is expected to be flat and 2016-2017 will be the last year for the Alliance Grant. The Board must advocate for the continuation of Alliance funding to continue for the district through the State of Connecticut and Town of Windsor. It is anticipated that Alliance funds will continue beyond 2016-2017 in the form of the Educational Cost Sharing Grant.

13. **Budget Support and Communication:** The Board of Education agrees, following the approval of the Board's budget, to support the passage of a Board budget to the Town Council and then ultimately the passage of a Windsor Town Budget to the public.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Craig A. Cooke **Presented By:** Craig A. Cooke

Attachments: Discipline Referral Data 2014-2015
Year-to-Date Data 2015-2016
Procedures for Discipline Referrals (each school)

Subject: Student Discipline Data and Procedures Overview

Background:

This item was placed on the agenda after discussions with the Executive Committee. A special meeting/workshop on discipline has been scheduled for Tuesday, January 12, 2016.

Attached is discipline referral data for 2014-2015 and year-to-date data for 2015-2016. Also attached is procedures for discipline referrals for each school.

Status:

The Board will receive a report on discipline on January 12th.

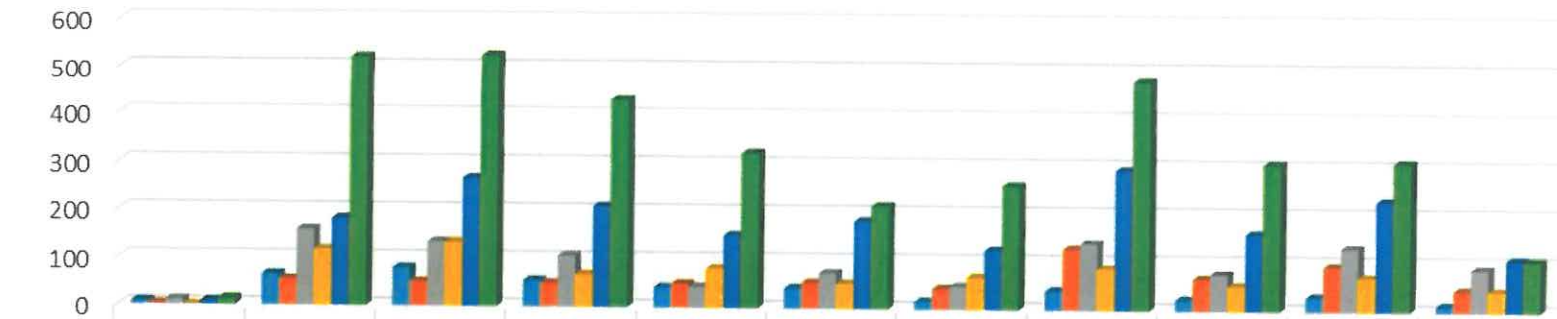
Recommendation:

N/A

Reviewed by:_____ **Recommended by the Superintendent:** C. A. Cooke

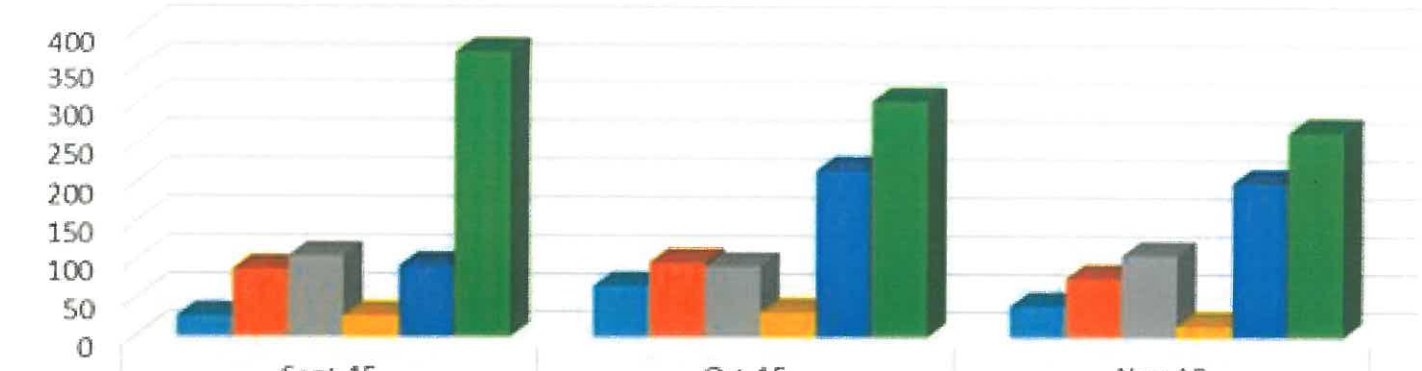
Agenda Item # 5g.

Discipline Referral Data 2014-15
Minor and Major Incidents



	Aug-14	Sept-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Clover	7	65	80	55	42	42	16	40	23	30	13
JFK	3	55	51	50	50	54	43	128	67	94	45
OE	11	159	135	107	44	74	48	139	76	132	89
POQ	0	117	134	68	83	52	67	87	52	71	44
Sage	8	182	268	210	152	182	124	293	161	230	109
WHS	14	521	525	432	324	214	259	479	307	311	107

Discipline Referral Data 2015-16 Year-to-Date Minor and Major Incidents



	Sept-15	Oct-15	Nov-15
Clover	27	67	41
JFK	89	98	78
OE	106	93	108
POQ	27	32	15
Sage	93	218	203
WHS	373	308	269

Oliver Ellsworth Elementary School
Behavior Flowchart

What type of behavior is it?

TEACHER MANAGED

Defiance/Disrespect/Noncompliance
- Inappropriate line behavior
- Inappropriate body language
- Throwing objects
- Unauthorized items at school
- Refusal to follow directions/uncooperative
- Loitering in the bathroom
- Incomplete work
- Touching other people's property without permission
- Name calling/teasing

Disruption
- Out of seat without permission
- Disruptive tattling

Inappropriate Language
- General inappropriate language
- Racial /ethnic
- Toilet talk
- Profanity

Physical Contact/Aggression
- Threatening body language
- Inappropriate display of affection
- Throwing objects at someone
- Non-aggressive touch with hands, feet, objects

Property Misuse
- Misuse of school supplies/materials

Classroom based appropriate intervention/consequence

Did the behavior resolve?

Yes
Recognize the student change

No

Does the student already have 2 MIR's for the same category in one month?

No
- Write a MIR and forward to Holly
- Notify parent by certified staff
- Reinforce expectations

Yes
- Complete a Major

OFFICE MANAGED

Harassment
- Inappropriate language (racial, gender, swear)
- Threatening (verbal/gestures)
- Bullying (documented)

Fighting/Physical Aggression
- Fighting
- Throwing an object at a person
- Hitting, pushing, kicking, punching

Forgery/Theft
- Stealing
- Cheating/plagiarism

Property Damage/Vandalism
- Destruction of property

Defiance/Disrespect/Noncompliance
- Leaving school grounds
- Not accepting consequences
- Purposefully being in an area without adult permission
- Illegal substances, items, acts, weapons

Reoccurring Minors within a Month

*Any minor classroom incident that occurs in the same category 3 or more times in 1 month
- Defiance/Disrespect/Non-compliance
- Disruption
- Inappropriate Language
- Physical Contact/Aggression
- Property Misuse

Complete office referral and **send with student** to the office

Administrative action
- Determine consequence/plan
- Notify parent
- Provide teacher feedback

MINOR INCIDENT REPORTS

- *Once written or completed, forward to Holly Mangano*
- *Parent must be notified of MIR by referring teacher or certified staff*

MINOR/Classroom~ Oliver Ellsworth Conduct Referral

Student Name: _____ Date: _____

Referring Staff: _____ Time of Incident: _____

Grade Level: K 1 2

Interventions Teacher Has Tried
- ☐ verbal prompting/redirection
- ☐ reteaching
- ☐ practice
- ☐ other
- ☐ 1-2-3 reflection
- ☐ action apology

Location
- ☐ classroom
- ☐ bathroom
- ☐ art
- ☐ music
- ☐ gym
- ☐ cafeteria
- ☐ gym
- ☐ hallway
- ☐ playground
- ☐ other _____

Possible Motivation
- ☐ obtain peer attention
- ☐ obtain adult attention
- ☐ obtain item/activity
- ☐ avoid task/activity
- ☐ avoid peer(s)
- ☐ avoid adult(s)
- ☐ unknown
- ☐ other _____

Action Taken
- ☐ individual student reflection time (time out)
- ☐ loss of privilege(s)
- ☐ conference with student
- ☐ you break it/you fix it (restitution)
- ☐ individualized instruction
- ☐ other _____

_____

_____

_____

Defiance/Disrespect/Noncompliance
- ☐ inappropriate line behavior
- ☐ inappropriate body language
- ☐ throwing objects
- ☐ unauthorized items at school
- ☐ refusal to follow directions/uncooperative
- ☐ loitering in bathroom
- ☐ incomplete work
- ☐ touching other people's property without permission
- ☐ name calling/teasing

Disruption
- ☐ out of seat without permission
- ☐ disruptive tattling
- ☐ other _____

Inappropriate Language
- ☐ general inappropriate language
- ☐ racial/ethnic
- ☐ toilet talk
- ☐ profanity

Physical Contact/Aggression
- ☐ threatening body language
- ☐ inappropriate display of affection
- ☐ throwing objects at someone
- ☐ non-aggressive touch with hands, feet, objects

Property Misuse
- ☐ misuse of school supplies/materials

Comments _____

_____

_____

_____

Parent/Guardian Notification (Required)
- ☐ phone
- ☐ e-mail
- ☐ in person
- ☐ note home with student
- ☐ U.S. mail

☐ **Parent/Guardian sign & return** (if box checked) _____

Teacher Signature _____ Date _____

MAJOR /Office ~ Oliver Ellsworth Conduct Referral

Student Name: _____ Date: _____

Referring Staff: _____ Time of Incident: _____

Grade Level: K 1 2

Location
- ☐ classroom
- ☐ bathroom
- ☐ bus
- ☐ cafeteria
- ☐ gym
- ☐ hallway
- ☐ playground
- ☐ other _____

Possible Motivation
- ☐ obtain peer attention
- ☐ obtain adult attention
- ☐ obtain item/activity
- ☐ avoid task/activity
- ☐ avoid peer(s)
- ☐ avoid adult(s)
- ☐ unknown
- ☐ other _____

Others Involved
- ☐ none
- ☐ peer(s) _____
- ☐ staff _____
- ☐ teacher _____
- ☐ substitute _____
- ☐ unknown
- ☐ other _____

Comments: _____

Inappropriate Physical Contact
- ☐ _____

Harassment
- ☐ inappropriate language (racial, gender, swear)
- ☐ threatening (verbal/gestures)
- ☐ bullying (documented)

Fighting/Physical Aggression
- ☐ fighting
- ☐ throwing an object at a person
- ☐ hitting, pushing, kicking, punching

Forgery/Theft
- ☐ stealing
- ☐ cheating/plagiarism

Property Damage/Vandalism
- ☐ destruction of property

Defiance/Disrespect/Noncompliance
- ☐ leaving school grounds
- ☐ not accepting consequences
- ☐ purposefully being in an area without adult permission
- ☐ illegal substances, items, acts, weapons

Reoccurring Minors within a Month

* Any minor/classroom incident that occurs in the same category 3 or more times in 1 month
- ☐ Defiance/Disrespect/Noncompliance
- ☐ Disruption
- ☐ Inappropriate Language
- ☐ Physical Contact/Aggression
- ☐ Property Misuse

Administrative Action Taken
- ☐ time in office
- ☐ loss of privilege(s)
- ☐ conference with student
- ☐ reflection (time out)
- ☐ you break it/you fix it (restitution)
- ☐ individualized instruction
- ☐ other _____
- ☐ bus suspension
- ☐ in school suspension
- ☐ out of school suspension
- ☐ time before school
- ☐ time after school
- ☐ Saturday session

Administrator Signature _____

Date _____

Parent/Guardian Notification
- ☐ phone
- ☐ e-mail
- ☐ in person
- ☐ note home with student
- ☐ U. S. mail

OFFICE USE ONLY

Poquonock Primary School
Student Behavior Management Process

Prepare students, pre-correct potential misbehaviors, and set tone

↓

Observe and Identify problem behavior

↓

Is the behavior *teacher* or *office* managed?

Step 1: Redirect student and/or re-teach behavior.

↓

Step 2: Remind student of appropriate behavior and possible consequences

↓

Step 3: Did the behavior Change?

↓

Yes... Step 4: Notice and reward correct behavior

No... Step 4: Complete the Minor infraction form. Email a copy to the office. **A call home by the teacher must accompany the referral.**

Step 1: Major referral form completed Email to office * (see box below)

↓

Step 2: Administrator determines consequences

↓

Step 3: Administrator follows through and contacts parent or guardian. Completes ODR form

↓

Step 4: Administrator follows through with referring teacher regarding outcome.

Teacher Managed (Minor)	Office Managed (Major ODR)
• Chewing gum or candy in class • Inappropriate line behavior • Out of seat without permission • Verbally disrespectful • Disrespectful body language • Throwing objects • Dishonesty • Bringing unauthorized items to school (toys) • Talking without permission • Touching others • Loitering/wandering in hallways • Touching/using other people's property without permission • Name calling/ teasing • Misuse of school supplies/ materials (writing on desks, lockers, etc) • Refusal to follow directions • Disruptive behavior (crying/yelling) • Minor inappropriate bathroom behaviors (littering, screaming, general fooling around) • Cheating/copying others work • Inappropriate play	• 3 minor behaviors of the same infraction • Stealing • Not accepting consequences/defiance • Using inappropriate language (racial, gender, swearing, etc.) • Hitting, pushing, kicking, punching • Threatening (verbal/physical gesture) • Destruction of property (writing on bathroom stalls, throwing desks, jamming toilets with objects) • Inappropriate bathroom behavior (looking under stalls, exposure, touching, climbing) • Leaving assigned area or school grounds • Fighting • Disruptive behaviors that impede learning (temper tantrum, excessive screaming, etc.)

★ Teacher is to call the family of the student and inform them that an Office Discipline Referral (ODR) was completed. Let them know that an administrator will follow up regarding an appropriate consequence.

Major Problem Behaviors:	Definition:
Threat: words or gestures	Direct words or gestures that imply an intent to hurt or harm someone else; finger shooting.
Disruption	High intensity inappropriate behavior such as: throwing furniture, screaming/yelling/outbursts that continue even after redirection
Physical Contact; aggressive	Engages in serious physical contact with hands, feet or objects that moves the other child
Harassment	Delivery of disrespectful messages related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected classes. The behavior violates the civil rights of others.
Inappropriate Location	Student is in an area that is outside of school boundaries.
Inappropriate Language	Repeated use of offensive language directed or not directed towards others, including profanity.
Property Damage/Vandalism	High-intensity misuse of property that results in destruction or disfigurement of property such as: ripping bulletin boards. books, filling toilets with paper towels or toilet paper, damaging school property.
Inappropriate Physical Contact	Unwanted physical touch such as: touching another child in a private area
Other	Other problem behaviors that don't fall with the above categories.

Possible Motivation:	Definition:
Attention seeking	Behavior in pursuit of attention from another student or adult.
Power	Behaving in a way that directly influences the behavior of others or the course of events.
Retaliation	Impulsive act towards another because that person did something that hurt or offended them.
Task Avoidance/Inadequacy	Escape the tasks at hand that is perceived to be uncomfortable.

Poquonock School

Minor Incident Referral

Student:

Grade:

Referring Teacher:

Date of Incident:

Time of Incident:

Location:

Reason(s) for referral:

Others involved: ☐none ☐peers ☐staff ☐teacher ☐substitute ☐unknown ☐other

Problem Behavior:

- ☐ Disruption
- ☐ Physical contact; non- aggressive
- ☐ Inappropriate language
- ☐ Harassment
- ☐ Inappropriate Location
- ☐ Property misuse
- ☐ Other

Motivation:

- ☐ Attention Seeking
- ☐ Power
- ☐ Retaliation
- ☐ Task Avoidance/Inadequacy

Action Taken:

- ☐ Loss of privileges
- ☐ Conference with student
- ☐ Parent contact **DATE:**_____
- ☐ Buddy classroom time out
- ☐ Time out/detention
- ☐ Restitution
- ☐ Community service
- ☐ Individualized instruction

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐in person ☐sent home with student ☐ daily/weekly chart

☐ Parent/Guardian sign & return if box is checked (√)

Staff signature: Date:

Poquonock School

Major Incident Referral

Student:

Grade:

Referring Teacher:

Date of Incident:

Time of Incident:

Location:

Reason(s) for referral:

Others involved: ☐none ☐peers ☐staff ☐teacher ☐substitute ☐unknown ☐other

Problem Behavior:

- ☐ Threat; words or gestures
- ☐ Disruption
- ☐ Physical Contact; aggressive
- ☐ Harassment
- ☐ Inappropriate Location
- ☐ Inappropriate Language
- ☐ Property Damage/Vandalism
- ☐ Inappropriate physical contact
- ☐ Other

Motivation:

- ☐ Attention Seeking
- ☐ Power
- ☐ Retaliation
- ☐ Task avoidance/inadequacy

Office use only:

Administrative decision:

- ☐ Time in office
- ☐ Loss of privileges
- ☐ Conference with student
- ☐ Parent contact **DATE:**_____
- ☐ Other Administrative decision:
- ☐ Other information:
- ☐ Time out/detention
- ☐ Restitution
- ☐ Community service
- ☐ Individualized instruction
- ☐ Bus suspension
- ☐ In school suspension
- ☐ Out of school suspension

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐in person ☐sent home with student ☐ daily/weekly chart

☐ Parent/Guardian sign & return if box is checked (√)

Administrator signature:

Date:

Clover Street School
Minor Office Discipline Referral

Student Name: **Date of Incident:** **Time of Incident:** **Location of Incident:** **Referring Staff Name:** **Reason for Referral:** **Others Involved:**	**Problem Behavior:** **Motivation:** **Action Taken :** **Parent/Guardian informed of referral:**

Other information:

Parent Signature:

_____

Administrator/Teacher Signature:

_____

MINOR FORM

ELEMENTARY SCHOOL CONDUCT REFERRAL

Clover Street School

STUDENT	DATE OF INCIDENT
GRADE	TIME OF INCIDENT
REFERRING TEACHER	LOCATION

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving your child.

REASON (S) FOR REFERRAL: What was happening prior to the behavior? (this space only):

OTHERS INVOLVED: ☐ none ☐ peers ☐ staff ☐ teacher ☐ substitute ☐ unknown ☐ other

PROBLEM BEHAVIOR:

- ☐____ inappropriate/profane language
- ☐____ physical aggression/contact
- ☐____ defiance/disrespect/insubordination/non-compliance
- ☐____ dress code violation
- ☐____ technology violation
- ☐____ disruption
- ☐____ property misuse
- ☐____ tardy
- ☐____ other

MOTIVATION

- ☐_____ obtain peer attention
- ☐_____ obtain adult attention
- ☐_____ obtain items/activities
- ☐_____ avoid tasks/activities
- ☐_____ avoid peer(s)
- ☐_____ avoid adult(s)
- ☐_____ other motivation

ACTION TAKEN:

- ☐ TIME IN OFFICE
- ☐ LOSS OF PRIVILEGES
- ☐ CONFERENCE WITH STUDENT
- ☐ PARENT CONTACT
- ☐ OTHER ADMIN DECISION:
- ☐ TIME OUT/DETENTION
- ☐ RESTITUTION
- ☐ COMMUNITY SERVICE
- ☐ INDIVIDUALIZED INSTRUCTION

☐ OTHER INFORMATION:

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐ in person ☐ sent home with student

☐ **Parent sign & return if box (√) checked** _____ **Administrator /Teacher Signature** _____ **Date** _____

Clover Street School
Major Office Discipline Referral

Student Name:	**Reason for Referral:**
Date of Incident:	**Others Involved:**
Time of Incident:	**Problem Behavior:**
Location of Incident:	**Motivation:**
Referring Staff Name:	**Parent/Guardian informed of referral:**

Action Taken:

- ☐ TIME IN OFFICE
- ☐ LOSS OF PRIVILEGES
- ☐ CONFERENCE WITH STUDENT
- ☐ PARENT CONTACT
- ☐ TIME OUT/DETENTION
- ☐ RESTITUTION
- ☐ COMMUNITY SERVICE
- ☐ INDIVIDUALIZED INSTRUCTION
- ☐ BUS SUSPENSION
- ☐ IN SCHOOL SUSPENSION
- ☐ OUT OF SCHOOL SUSPENSION
- ☐ OTHER ADMINISTRATIVE DECISION

Other information:

Parent Signature:

_____

Administrator/Teacher Signature:

_____

MAJOR FORM

ELEMENTARY SCHOOL CONDUCT REFERRAL **Clover Street School**	STUDENT	DATE OF INCIDENT
	GRADE	TIME OF INCIDENT
	REFERRING TEACHER	LOCATION

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving your child.

REASON (S) FOR REFERRAL: What was happening prior to the behavior? (this space only):

OTHERS INVOLVED: ☐ none ☐ peers ☐ staff ☐ teacher ☐ substitute ☐ unknown ☐ other

PROBLEM BEHAVIOR:

☐ abusive/inappropriate/profane language	☐ tardy
☐ physical aggression	☐ truancy
☐ defiance/disrespect/insubordination/non-compliance	☐ property damage/vandalism
☐ lying/cheating	☐ forgery/theft
☐ harassment/mean behavior	☐ dress code violation
☐ fighting	☐ technology violation
☐ disruption	☐ inappropriate location/out of bounds
☐ use/possession of combustibles	☐ arson
☐ possession of a weapon	☐ other

MOTIVATION

☐ obtain peer attention
☐ obtain adult attention
☐ obtain items/activities
☐ avoid tasks/activities
☐ avoid peer(s)
☐ avoid adult(s)
☐ other motivation

Remainder of form Office Use Only:

ADMINISTRATIVE DECISION:

☐ TIME IN OFFICE	☐ TIME OUT/DETENTION	☐ BUS SUSPENSION
☐ LOSS OF PRIVILEGES	☐ RESTITUTION	☐ IN SCHOOL SUSPENSION
☐ CONFERENCE WITH STUDENT	☐ COMMUNITY SERVICE	☐ OUT OF SCHOOL SUSPENSION
☐ PARENT CONTACT	☐ INDIVIDUALIZED INSTRUCTION	
☐ OTHER ADMIN DECISION		
☐ OTHER INFORMATION:		

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐ in person ☐ sent home with student

☐ **Parent sign & return if box (√) checked** _____ **Administrator Signature** _____ **Date** _____

PK

	IF	THEN	BY
Classroom Managed Behaviors	**Student engages in:** • disrespectful behavior • off task behavior • calling/shouting out • out of seat/area	**IGNORE and PRAISE OTHER STUDENTS**	**Ignoring:** • **No eye contact, Neutral face** • **Do not acknowledge** student or behavior **Behavior-Specific Praise:** • *Ex:* **Say** "I like how XXX is sitting & reading." • **Give students eagle tickets** **Once student is appropriate, praise & give token**
	If above behavior continues OR **Student engages in:** • **interrupting learning** • **engaging a peer in off task behavior**	**POSITIVELY STATE EXPECTATION**	**Positively State Expectation:** • Ask student to state the expectation "What is the expectation right now?" • Use **calm, neutral, increasingly quiet** voice in close proximity of student *Ex*: "You should be ..." or "The expectation right now is to..."
	If above behavior continues:	**Make Eye Contact and Provide Choice**	**Say**: "Your choice right now is to____ or ____, show me your choice" (Choices should be in class and academic in nature) • Wait ten seconds for a response • Ask student to restate choices and repeat if needed • Use **calm, neutral, increasingly quiet** voice in close proximity of student
	Behavior continues and student does not make choice.	**Wait,** then direct to **BREAK Area** (Time Aside in classroom)	**Staff-Directed Break:** • Say, "You are showing me that you need a break. Please take a 5 minute break in the designated break area." • Use **calm, neutral, increasingly quiet** voice in close proximity of student
	Student refuses a break and behavior continues	**Wait then direct to BuddyTeacher**	**Staff-Directed Break:** • Say, "You are showing me that you need a break from this room. Please take a 10 minute break in the buddy teacher's classroom." • Use **calm, neutral, increasingly quiet** voice in close proximity of student
Office Managed Behaviors	**Student refuses to take a break becomes loud & disruptive. Student engages in:** interfering with learning and becoming physical or **leaves the classroom** without permission	**Call the Office for Assistance**	• **Give nonverbal cue** to go to Office • **Calm, Quiet voice** (if needed) • **Call office and complete referral form** • **Ensure that work is supplied for student to do in the office**
Classroom Re-integration	**When Student Returns:**	**WELCOME BACK and Re-Teach**	• **Tell student you are glad he/she is back** • **Review expectations** • **Be positive**
	When student: • Demonstrates respectful or resposible behaviors	**Positive Praise**	**Behavior-Specific Praise:** • *Ex:* **Say** "I like how you are following directions." • Say one positive statement to the child within 5 minutes of return; continue praise

Adapted from BMS by Rose Jaffery, Ph.D., BCBA, developed by Natalie Starling, NCSP **Note: Contact Administration*

JFK

Behavior Definitions

(Minor) Behaviors	Definition
Disrespect	Student demonstrates non expected behaviors as categorized by respect on the Kennedy Constitution after class wide and/or individualized interventions have been provided by staff member. Student ends the day at the lowest level of the classroom behavioral chart/system. Example: Red Card, Strike Three. Three disrespect minors in one day is a major.
Disruption	Student engages in a behavior that causes a minimal disruption in class.
Non compliance	Student does not follow specific directions given to him or her individually after class wide and/or individualized interventions have been provided by staff member. Three noncompliance minors in one day is a major.
Inappropriate language	Student engages in use of inappropriate language that is not directed toward another adult or child.
Inappropriate location	Student is out of expected area/location
Physical contact	Student engages in non-aggressive, but inappropriate physical contact.
Property misuse	Student misuses property and does not cause permanent damage.
Technology violation	Student uses prohibited personal electronic devices or violates WPS acceptable use policy.

(Major) Behaviors	Definition
Disrespect	Student continues to demonstrate non expected behaviors as categorized by respect on the Kennedy Constitution after class wide and/or individualized interventions have been provided by staff member. Three disrespect minors in one day is a major.
Disruption	Student causes an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior
Abusive language	Student delivers verbal messages that include swearing or use of words in an inappropriate way that is directed toward another student or adult.
Harassment	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. **Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*
Non Compliance	Student repeatedly does not follow specific directions given to him or her individually after class wide and/or individualized interventions have been provided by staff member. Three noncompliance minors in one day is a major.
Physical aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property damage	Student participates in an activity that results in destruction or disfigurement of property.
Technology violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, electronic game and/or computer.
Inappropriate location	Student leaves the classroom or building without permission

Adapted from BMS by Rose Jaffery, Ph.D., BCBA, developed by Natalie Starling, NCSP **Note: Contact Administration*

MINOR FORM

ELEMENTARY SCHOOL CONDUCT REFERRAL **John F. Kennedy School**	STUDENT	DATE OF INCIDENT
	GRADE	TIME OF INCIDENT
	REFERRING TEACHER	LOCATION

NOTICE TO PARENTS
The purpose of this report is to inform you of a disciplinary incident involving your child.

REASON (S) FOR REFERRAL: What was happening prior to the behavior? (this space only):

OTHERS INVOLVED: ☐ none ☐ peers ☐ staff ☐ teacher ☐ substitute ☐ unknown ☐ other

PROBLEM BEHAVIOR:

☐____ inappropriate/profane language
☐____ physical /contact
☐____ defiance/disrespect/insubordination/non-compliance
☐____ dress code violation
☐____ disruption
☐____ property misuse
☐____ other

MOTIVATION

☐_____ obtain peer attention
☐_____ obtain adult attention
☐_____ obtain items/activities
☐_____ avoid tasks/activities
☐_____ avoid peer(s)
☐_____ avoid adult(s)
☐_____ other motivation

ACTION TAKEN:

☐ LOSS OF PRIVILEGES
☐ CONFERENCE WITH STUDENT
☐ PARENT CONTACT (MANDATORY)
☐ TIME OUT

☐ OTHER INFORMATION:

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐ in person ☐ sent home with student

☐ **Parent sign & return if box (√) checked**_____ **Teacher Signature** _____ **Date** _____

MAJOR FORM

ELEMENTARY SCHOOL CONDUCT REFERRAL **John F. Kennedy School**	STUDENT	DATE OF INCIDENT
	GRADE	TIME OF INCIDENT
	REFERRING TEACHER	LOCATION

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving your child.

REASON (S) FOR REFERRAL: What was happening prior to the behavior? (this space only):

OTHERS INVOLVED: ☐ none ☐ peers ☐ staff ☐ teacher ☐ substitute ☐ unknown ☐ other

PROBLEM BEHAVIOR:

☐ abusive/inappropriate/profane language	
☐ physical aggression	
☐ defiance/disrespect/insubordination/non-compliance	☐ property damage/vandalism
☐ lying/cheating	☐ forgery/theft
☐ harassment/mean behavior	
☐ fighting	☐ technology violation
☐ disruption	☐ inappropriate location/out of bounds
☐ use/possession of combustibles	☐ arson
☐ possession of a weapon	☐ other

MOTIVATION

☐ obtain peer attention
☐ obtain adult attention
☐ obtain items/activities
☐ avoid tasks/activities
☐ avoid peer(s)
☐ avoid adult(s)
☐ other motivation

Remainder of form Office Use Only:

ADMINISTRATIVE DECISION:

☐ TIME IN OFFICE	☐ TIME OUT/DETENTION	☐ BUS SUSPENSION
☐ LOSS OF PRIVILEGES	☐ RESTITUTION	☐ IN SCHOOL SUSPENSION
☐ STUDENT /TEACHER CONFERENCE		☐ OUT OF SCHOOL SUSPENSION
☐ PARENT CONTACT	☐ INDIVIDUALIZED INSTRUCTION	
☐ OTHER ADMIN DECISION		
☐ OTHER INFORMATION:		

Parent/Guardian informed of referral: ☐ phone ☐ mail ☐ in person ☐ sent home with student

☐ **Parent sign & return if box (√) checked** _____ **Administrator Signature** _____ **Date** _____

SAGE PARK MIDDLE SCHOOL

25 SAGE PARK ROAD WINDSOR, CT 06095
OFFICE REFERRAL FORM
(860) 687-2030

Student Name: _____ Date _____
Team/Grade: _____ Time: _____
Referring Staff: _____ Period: _____
Phone Call Home: _____ Time: _____

☐ Be Respectful ☐ Be Responsible ☐ Be Safe

Incident Location

Behavior(s) occurred during	**Possible Motivation**	**Previous Interventions:**
☐ Direct instruction	☐ Avoid Adults	☐ Conference with student
☐ Group/pair work	☐ Avoid Peers	☐ Conference with parent
☐ Independent work	☐ Obtain Adult Attention	☐ Re-teach expectation
☐ Silent reading	☐ Obtain Peer Attention	☐ Removal from class
☐ Student presentation	☐ Obtain items\activities	☐ Phone call home Date: _____
☐ Transition between classes	☐ Others:	☐ Consult support staff
☐ Transition in classroom		☐ 3 MIRS Date: _____ , _____ , _____

Description of Level II Behavior Observed:

Administrative Action ☐ **Mr. Cavaliere Ext 1191** ☐ **Mr. Fisher Ext 1129** ☐ **Mr. Schneider Ext 1355** ☐ **Mrs. Jorgensen Ext 1192**

Level II Behavior Addressed

- ☐ Defiance/insubordination
- ☐ Disrespect
- ☐ Disruption
- ☐ Drugs/alcohol/weapons
- ☐ Failure to serve after school detention
- ☐ Fighting
- ☐ Forgery/plagiarism
- ☐ Horseplay
- ☐ Inappropriate behavior (major)
- ☐ Inappropriate language
- ☐ Leaving class w/o permission
- ☐ Physical contact
- ☐ Property misuse
- ☐ 3 MIRs
- ☐ Other

Actions

- ☐ Apology
- ☐ Conference with student
- ☐ Consult/related services
- ☐ Loss of privilege
- ☐ Parent contact
- ☐ Peer mediation
- ☐ Time out/detention

Comments:

Consequences	**Number of Day(s)**	**Date(s)**
☐ Office Detention(s) *Office Detentions are held in the cafeteria from 2:55 to 3:50 pm*		
☐ Extended Detention(s) *Extended Detentions are held in room 222 from 2:55 to 5:00 pm Parent/guardian will provide transportation*		
☐ In-School Suspension		
☐ Out-of-School Suspension		
☐		

Parent/Guardian Contacted

Name: _____
Date: _____

☐ Email ☐ Mail
☐ In-person ☐ Phone

**If your child is suspended out of school, his/her work will be available in the main office after 3:00 p.m. on the second day of suspension. Students are expected to complete all assigned work.*

_____ _____
Administrator's Signature *Date*

White – Parent Yellow – Administrator Pink – Teacher

REV. 07/2015

SAGE PARK MIDDLE SCHOOL

INFRACTION REPORT

All minor infractions are to be submitted to the Team Leader
3 minor infractions = office referral

Last Name:	**First Name:**	
Date:	**Time:**	**Referring Teacher:**
Phone Call Home (date):	**Grade/Team:**	**Team Leader:**
Person contacted:		
Incident Location		**Possible Motivation**
Select one Other:		Select one Other:

Expectation(s) Violated

☐ Be Respectful ☐ Be Responsible ☐ Be Honest ☐ Be Safe

Incident Type: Select one

Incident Description:

Intervention:

☐ Conference with student
☐ Consult support staff
☐ Conference with parent
☐ Re-teach expectation
☐ Removal from class
☐ Teacher detention: Date
☐ Team detention: Date:

Phone call home: Date:

Please email this *Infraction Report* to your Vice Principal's Administrative Assistant.

White- Team Leader Yellow- Administrator Pink- Teacher

WINDSOR HIGH SCHOOL



Write Referral

Search

- Dashboard
- 8 New Referrals
- Write Referral
- History
- Calendar
- Rosters
- Reports
- Students
- Employees
- Settings
- Logout

Student: A ▾ Choose a Student... ▾

Add a Student...

Date/Time: Today ▾ at 2 ▾ : 20 ▾

Referred By: Sills, Russell ▾

Location: Choose a Location... ▾

Subject: Choose a Subject... ▾

Arrangement: Choose an Arrangement... ▾

Offense: Choose an Offense... ▾

Description:

Action: Send to Inbox ▾

Send Referral

WINDSOR HIGH SCHOOL

DISCIPLINARY GUIDELINES: SAFETY/LEGAL

These lists ARE NOT COMPREHENSIVE and are ONLY GUIDES. The consequence a student receives is determined by his/her administrator and is based on the severity of the offense and the prior record of the student.

CODES: OD= Office Detention ISS= In School Suspension OSS= Out of School Suspension

Infraction	1st Offense	2nd+ Offense
Arson/Bomb Threat/False Fire Alarm	10 Day OSS, Police Notification, Recommendation for Expulsion	10 Day OSS, Police Notification, Recommendation for Expulsion
Alcohol or Drug Distribution	10 Day OSS, Police Notification, Recommendation for Expulsion	10 Day OSS, Police Notification, Recommendation for Expulsion
Alcohol or Drug Use/Possession (including paraphernalia), and/or Under the Influence of Alcohol or Drugs	5 Day OSS AND 5 Day ISS, Police Notification, Possible Recommendation for Expulsion	5 Day OSS AND 5 Day ISS /10 Day OSS, Police Notification, Possible Recommendation for Expulsion
Assault/Fight/Violence	5 Day OSS AND 5 Day ISS, Police Notification, Possible Recommendation for Expulsion	5 Day OSS AND 5 Day ISS /10 Days OSS, Police Notification, Possible Recommendation for Expulsion
Bullying	ISS – OSS, Possible Police Notification, Possible Recommendation for Expulsion	OSS, Possible Police Notification, Possible Recommendation for Expulsion
Bus Misbehavior	Dictated by the particular behavior in other sections of this chart. May include loss of bus privileges	Dictated by the particular behavior in other sections of this chart. May include loss of bus privileges
Instigation or Recording of Verbal/Physical Altercations	OD - ISS, Possible Police Notification	ISS - OSS, Possible Police Notification
Intimidation/Harassment/ Hazing/Sexual Harassment	ISS - OSS, Police Notification, Possible Recommendation for Expulsion	OSS, Police Notification, Possible Recommendation for Expulsion
Motor Vehicle Violation	Possible Suspension of Parking Privileges, Possible Police Notification	Possible Suspension of Parking Privileges, Possible Police Notification
Possession Weapons/Firearms, Fireworks, Explosives	10 Day OSS, Police Notification, Recommendation for Expulsion	10 Day OSS, Police Notification, Recommendation for Expulsion
Sexual Activity	10 Days ISS/OSS, Police Notification, Possible Recommendation for Expulsion	10 Days OSS, Police Notification, Recommendation for Expulsion
Social Media/Technology Violation On/Off School Grounds	Dictated by the particular behavior in other sections of this chart. May include loss of technology privileges	Dictated by the particular behavior in other sections of this chart. May include loss of technology privileges
Theft or Possession of Stolen Property	3–10 Day ISS/OSS, Police Notification, Possible Recommendation for Expulsion	5-10 Days ISS/ OSS, Police Notification, Possible Recommendation for Expulsion
Threatening	ISS – OSS, Police Notification, Possible Recommendation for Expulsion	ISS - OSS, Police Notification, Possible Recommendation for Expulsion
Tobacco Use or Possession; Electronic Cigarette/Liquid Nicotine	ISS	ISS
Vandalism/Defacing Property	ISS – OSS, Restitution, Possible Police Notification	OSS, Police Notification, Restitution, Possible Recommendation for Expulsion
Violation of Technology Acceptable Use Policy	OD - OSS, Possible Police Notification	OD - OSS, Possible Police Notification

WINDSOR HIGH SCHOOL

DISCIPLINARY GUIDELINES: LEARNING/TEACHING ENVIRONMENT

Infraction	1st Offense	2nd + Offense
Cheating/Plagiarism	No credit for assignment	No credit for assignment. Possible further academic consequences.
Cutting class/Out of Bounds/In area Not Scheduled	2 hr. OD	2 hr. OD - ISS
Disruption in Class/Inappropriate Behavior	OD - ISS	OD - ISS
Disruption (non-class) Café or Halls	OD - ISS	OD - ISS
Dress Code	Change to Appropriate Dress - OD	Change to Appropriate Dress - OD
Electronic Devices (iPods, MP3 Players, Cell Phones, and any other devices not registered with or provided by WHS).	SEE ELECTRONICS POLICY	SEE ELECTRONICS POLICY
Failure to Identify Self /Giving a False Name	OD - ISS	OD - ISS
Failure to Serve Office Detention	Reassignment of Missed Detention and Next Step OD - ISS	Reassignment of Missed Detention and Next Step OD – ISS
Failure to Serve Teacher Detention	2 hr. OD	2 hr. OD - ISS
Forgery	OD - ISS	ISS
Gambling	ISS, Possible Police Notification	ISS – OSS, Police Notification
Horseplay	OD - ISS	OD - ISS
Insubordination, Disrespect, Disrespectful Language, or Gesture	OD - ISS	OD – ISS
Leaving Bldg. w/o permission	ISS	ISS - OSS
Leaving Class Without Permission	OD	OD - ISS
Loitering (after school)	Warning	OD - ISS, Possible Police Notification
Misuse of Hall Pass	Pass Restriction - OD	Pass Restriction - OD – ISS
Profanity Directed at Faculty/Staff	5 day ISS, Possible Police Notification	ISS – OSS, Possible Police Notification
Public Display of Affection Considered Inappropriate for School	Warning	OD - ISS
Recording for Non-Academic Purpose	OD- ISS	ISS
Selling Items for Personal Profit	OD-ISS, Confiscation of Items, possible police notification	ISS, confiscation of items, possible police notification
Trespassing	OD - ISS, OSS Extended; Police Notification	ISS, OSS Extended; Police Notification
Truancy	ISS	ISS - Notification of Appropriate Agency
Verbal Altercation/Profanity	2 hr. OD - ISS	2 hr. OD - ISS
Violation of Technology Acceptable Use Policy	OD - ISS	OD - ISS
Vulgarity/Obscenity	ISS - OSS, Possible Police Notification - Possible referral to Juvenile Review Board (JRB)	ISS - OSS, Possible Police Notification - Possible referral to JRB

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

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

ATTACHMENTS: November 30, 2015 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 November 2015.

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 November 2015	$ 7,193,007
Expenditures through November 30, 2015	$21,898,965

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

Agenda Item # 7a.

Windsor Public Schools
Financial Report
November 30, 2015

	2015/2016 Budget	Expenditures YTD 11/30/15	Encumbrance	Balance 11/30/15	% Balance
Instructional Services					
Clover Street School	57,657	24,842	1,596	31,219	**54%**
John F. Kennedy School	75,555	25,991	4,175	45,389	**60%**
Oliver Ellsworth School	81,356	44,746	9,236	27,374	**34%**
Poquonock School	53,060	25,571	2,208	25,281	**48%**
Sage Park Middle School	218,868	113,054	35,253	70,561	**32%**
Windsor High School	380,283	162,879	44,953	172,451	**45%**
Windsor High School Interscholastic Sports	184,425	67,199	4,183	113,043	**61%**
Athletic Coaches	235,000	53,506	0	181,494	**77%**
WHS Career & Technical Education	59,745	25,010	4,959	29,776	**50%**
Continuing Education	71,185	8,043	2,652	60,490	**85%**
Instructional Services Management	234,008	119,278	11,616	103,114	**44%**
Curriculum Management & Development	120,385	17,249	18,216	84,920	**71%**
Curriculum Mgt. & Dev. Magnet School Tuition	1,500,600	823,370	578,160	99,070	**7%**
Textbook Adoption	50,000	25,952	0	24,048	**48%**
Technology	663,767	341,360	273,933	48,474	**7%**
Total Instructional Services	**3,985,894**	**1,878,050**	**991,140**	**1,116,704**	**28%**
Education Support Services					
Pupil Personnel Services	343,293	100,356	44,054	198,883	**58%**
Special Education	82,850	23,220	527	59,103	**71%**
Special Education Tuition	4,729,106	1,034,655	53,727	3,640,724	**77%**
Policy & Planning	140,850	96,222	2,313	42,315	**30%**
Employee Personnel Services	84,000	38,758	1,930	43,312	**52%**
Financial Management	281,870	82,171	267	199,432	**71%**
Financial Services	37,000	19,104	8,904	8,992	**24%**
Pupil Transportation & Safety	4,049,099	437,886	215,869	3,395,344	**84%**
Physical Plant Services	2,042,344	707,307	916,892	418,145	**20%**
Major Maintenance	361,000	254,025	16,500	90,475	**25%**
L.P. Wilson Center	254,800	46,736	113,311	94,753	**37%**
Benefits	10,983,740	4,067,511	206,103	6,710,126	**61%**
Certified Salaries	29,838,780	9,818,876	0	20,019,904	**67%**
Non-Certified Salaries	7,589,227	2,873,700	0	4,715,527	**62%**
Regular Ed Tutor Salaries	222,699	58,752	0	163,947	**74%**
Special Ed Tutor Salaries	320,000	108,157	0	211,843	**66%**
Substitute Salaries	679,390	253,479	18,230	407,681	**60%**
Total Education Support Services	**62,040,048**	**20,020,915**	**1,598,627**	**40,420,506**	
Total All Sites	**$66,025,942**	**$21,898,965**	**$2,589,767**	**$41,537,210**	**63%**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Jeanne Woodstock **Presented By:** Danielle Batchelder

Attachments: Student Enrollment Report & Recap

Subject: Student Enrollment as of December 1, 2015

Background:

Attached are the official enrollment figures as of December 1, 2015. Mrs. Batchelder will answer any questions.

Status:

Recommendation:

Informational

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

Agenda Item # 7b.

Windsor Public Schools
Student Enrollment Report Recap
December 1, 2015

Enrollment in Windsor Public Schools	
Grades PreK-5	1,391
Grades 6-8	673
Grades 9-12	1,124
Total District Enrollment	**3,188**

Windsor Students not in district schools	
Outside Placement/Private Placement(SPED)	49
Montessori Hartford CREC	15
Metropolitan Learning Center CREC	146
CREC Misc MAGNET SCHOOLS	217
Hartford Host Magnets	207
Misc Magnet Schools	21
Prince Tech	10
Cheney Tech	11
	676
Total Windsor	**3,864**

Windsor Public Schools
Student Enrollment Report
December 1, 2015

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		31		58		89
K		83		106		189
1		98		116		214
2		79		128		207
3			105		138	243
4			92		122	214
5			90		145	235
Subtotal K-5						1302
Total		**291**	**287**	**408**	**405**	**1,391**

Grade	Sage Park MS
6	210
7	213
8	250
Total	**673**

Grade	Windsor High
9	289
10	311
11	268
12	256
Total	**1,124**

Total District Enrollment	**3,188**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2015-2016

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

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2015-2016

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

OLIVER ELLSWORTH SCHOOL **ENROLLMENT REPORT**

2015-2016

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

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2015-2016

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

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2015-16

		Projected		1-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					79	78	78							5	15.6
Team 2					66	67	66							5	13.2
Team 3					63	63	65							4	16.25
	Total	**197**		**210**	**208**	**208**	**209**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 7															
Team 4					73	72	72							5	14.4
Team 5					72	73	72							4	18
Team 6					65	65	67							5	13.4
	Total	**206**		**213**	**210**	**210**	**211**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 8															
Team 7					84	84	85							4	21.25
Team 8					86	86	85							5	17
Team 9					78	78	79							5	15.8
	Total	**247**		**248**	**248**	**248**	**249**	**0**	**0**	**0**	**0**	**0**	**0**		
SPARK					7	4	4								
Sage Park	**Total**	**650**		**671**	**673**	**670**	**673**	**0**	**0**	**0**	**0**	**0**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2015-2016

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – November 2015

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

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

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

Status: Financial Report for November 2015

Recommendation: Informational only.

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

Agenda Item # 7c.

Windsor School Food Service November 2015 Participation

SALES

		Nov 2014	Nov 2015
WHS			
	# OF DAYS	16	17
	SALES	$28,037.30	$28,436
	AVERAGE	$1,752.33	$1,673

Reimbursable Meals	**Average LUNCH per day**	
ELEMENTARY	891	871
MLC	455	415
Museum Academy	248	260
Academy of Aerospace & Engineering		387
SPMS	429	415
WHS	594	580

Reimbursable Meals	**Average BREAKFAST per day**	
ELEMENTARY	384	365
MLC	143	134
Museum Academy	153	186
Academy of Aerospace & Engineering		146
SPMS	78	66
WHS	151	165

Reimbursable Meals	**Average SNACK per day**	
Treehouse Program	105	84
Museum Academy	60	49

Windsor School Food Service
Financial Statement
November 2015

REVENUE	November 2014	7/1/14 - YTD	November 2015	7/1/15- YTD
SALES	$99,273.05	$408,898.19	$112,631.13	$414,097.14
REIMBURSEMENTS - STATE	24,000.00	42,117.00	27,000.00	44,189.00
ACCOUNTS RECEIVEABLE	86,036.56	352,475.43	106,674.85	399,615.11
CLOC	54,837.00	105,548.00	52,805.00	105,610.00
INTEREST/FEES	50.00	110.60		
MISC. (Rebates)		4,720.00		1,808.31
6 Cents Certification	2,484.84	13,008.84	2,794.50	9,986.34
REVENUE TOTALS	**$266,681.45**	**$926,878.06**	**$301,905.48**	**$975,305.90**
EXPENSES				
WAGES	$81,339.98	$279,361.10	$84,412.95	$280,486.24
PAYROLL TAXES	5,938.07	20,774.60	6,248.68	20,914.58
BENEFITS	6,079.36	33,285.60	5,811.46	30,202.38
FOOD/MILK	96,821.03	448,239.23	124,079.66	496,813.38
PAPER	3,863.27	19,531.12	4,630.48	24,292.44
TRUCK	149.99	4,419.57		447.45
SUPPLIES		551.15	249.23	1,528.91
EQUIPMENT		15,547.38		3,394.73
SERVICES	221.72	1,559.99	1,350.37	2,677.77
EXPENSE TOTALS	**$194,413.42**	**$823,269.74**	**$226,782.83**	**$860,757.88**
NET INCOME	**$72,268.03**	**$103,608.32**	**$75,122.65**	**$114,548.02**
INVENTORY		**$15,000.00**		**$31,334.83**
OPENING BALANCE 7/1		**$12,730.37**		**$3,531.34**
COMPUTED OPERATING POSITION		**$131,338.69**		**$149,414.19**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 15, 2015

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for November 1, 2015 – November 30, 2015

RESIGNATIONS/SEPARATIONS

Thelma Amoako-Atta	Part-Time Food Service General Worker	Ellsworth
Nicholas Guillette	Long Term Substitute Special Education Teacher	Windsor High
LaToya Johnson	Lunchroom Monitor	Ellsworth
Alyssa Schankman	Grade 2 Teacher	Ellsworth
Stephanie Turner	Lunchroom Monitor	Clover
Yesenia Vazquez	Lunchroom Monitor	Poquonock

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Douglas Couture	From: Chief Information & Technology Officer	District
	To: CITO and Interim Assist. Supt. for Inst. Svcs.	District
Anthony Edwards	From: Regular Education Paraprofessional	Windsor High
	To: Special Education ABA Paraprofessional	Kennedy
Randolph Ewart	From: Math Teacher	Windsor High
	To: Math Intervention Teacher	Windsor High
Allison Gozzo	From: Special Education ABA Paraprofessional	Kennedy
	To: Regular Education Paraprofessional	Windsor High
Vaneva Joseph	From: Lunchroom Monitor	Poquonock
	To: Substitute Lunchroom Monitor	Poquonock

HIRES

Evan Acevedo	Math Teacher	Windsor High
Raquel Beckles	Lunchroom Monitor	Clover
Tarah Jacques	Speech and Language Pathologist	Poquonock
Lauren Ludwin	Physical Therapy Assistant	District
Joyce Moulter	Long Term Substitute Biology Teacher	Windsor High

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

Agenda Item # 7d.

Windsor Board of Education
Special Meeting - Public Forum
Unapproved Minutes

Tuesday, November 17, 2015 6:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the Tuesday, November 17, 2015 Special Meeting - Public Forum. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

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

Updated Attendance:
Ms. Michaela Fissel was updated to present at: 6:10 PM
Ms. Melissa Rizzo Holmes was updated to present at: 6:07 PM

1. Call to Order
Discussion:
The meeting was called to order by Ms. Santos at 6:01 p.m. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Interim Assistant Superintendent for Instructional Services Doug Couture.

2. Public Forum (concentration on 2016-2017 Budget) (limited to 7:00 PM)--The Board welcomes public participation and asks that speakers please limit their comments to 5 minutes.
Discussion:
Coralee Jones, 1171 Matianuck Avenue, addressed the Board with some questions, including breakout of students and costs, the formula for per pupil costs, information on Special education students and the costs associated with them, and an operational analysis and evaluation.

Michelle Vanelli spoke on behalf of Linda Alexander of 155 Fieldstone, asking for an operational audit, questioning overruns in the substitute budget, and asking for information on per pupil expenditures.

Bradshaw Smith 23 Ludlow Road, stated that in January Social Security recipients will get a zero percent increase, as tied to the rate of inflation.

George Slate, 74 Ethan Drive, addressed the Board regarding the budget, stating a special meeting should be called when there is a problem with something, school rankings by the Department of Education have not been done in a long time, and the criteria they look at now is the graduation rate and attendance. He suggested Lesley Carson come preset to the Board during the budget process, audit reports, per pupil costs, cost of mandates.

3. Adjournment

Motion Passed: The meeting adjourned at 6:19 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

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

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

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, November 17, 2015 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the Tuesday, November 17, 2015 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

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

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order by Ms. Santos at 7:00 p.m. with the Pledge of Allegiance and a moment of silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil & Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder and Interim Assistant Superintendent for Instructional Services Doug Couture.

2. Recognitions/Acknowledgements
2.a. Oletha Walker, 2015 Teacher Grant Award from Tobacco Valley Teachers Federal Credit Union
Discussion:
Dr. Cooke introduced Oletha Walker, Challenge teacher at John F. Kennedy, as the recipient of a 2015 Teacher Grant Award from Tobacco Valley Teachers Federal Credit Union. Ms. Walker reported the grant was used to purchase a 3D printer to be used by all students at JFK.

2.b. CAPPS Student Leadership Awards for Sage Park Middle School--Madison Tyburski, Academic Excellence; Tishay Johnson, Jr., Leadership; Angelnique Wells, Community Service
Discussion:
Mr. Cavaliere introduced the CAPPS Student Leadership Awards for Sage Park Middle School: Madison Tyburski, Academic Excellence; Tishay Johnson, Jr., Leadership; and Angelnique Wells, Community Service.

2.c. CAPSS Student Leadership Awards for Windsor High School--Elena Peters, Academic Excellence; Madison Lee, Leadership; Dan Hernandez, Community Service
Discussion:
Mr. Sills introduced the CAPPS Student Leadership Awards for Windsor High School: Elena Peters, Academic Excellence; Madison Lee, Leadership; and Dan Hernandez, Community Service.

3. Audience to Visitors

Discussion:
Marsha Hinkley, 209 Palisado Ave., spoke to the board about the hostility and anger she hears on the Board, and encouraged them to put it aside to do their best work for the community.

Amanda Racht, 49 Marshall Street, also works for Windsor Public Schools. She thanked the Board of their support of the Family Resource Grant at Oliver Ellsworth, praised the Superintendent for making office hours at each of the schools, and reported on a variety of activities at OE.

4. Student Representative Report
Discussion:
Mr. Ali reported on a activities at Windsor High School, including the end of quarter 1 and report cards; Future Students Night on November 19, Financial Aid Night December 3. He reported on the Badminton Tournament hosted by NHS, the upcoming 3x3 basketball tournament hosted by FBLA, results of the blood drive, and the Thanksgiving football game.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos thanked the schools for their various recognitions of Veterans Day, reported on the Athletic Hall of Fame induction of the Class of 2015, thanking the Induction Committee.

Ms. Santos asked Dr. Cooke to clarify a statement made at the last regular meeting that Stratford Public Schools pays a bounty for each non-resident identified; Dr. Cooke reported the Superintendent of Stratford said that has not been, and is not currently, a practice.

Ms. Santos made the following change to committee assignments as the result of work requirements: Mr. Bosch will serve on the Technology Committee and Ms. Fissel will serve on the Curriculum Committee. All other appointments remain the same.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Ms. Black-Burke reported that the Student Leadership Council is sponsoring a food drive through November 20, the fall drama production of Huckleberry In Love is December 4 and 5, and Fall Sports Awards is December 8.

Mr. Bosch reported that report cards have been sent out, and encouraged parents to use the Parent Portal to follow their student grades. He reported the Windsor High School Band will be performing with the Army Band, and the online school store has some a nice offering of products.

5.b.2. Sage Park Middle School
Discussion:
Ms. Fissel reported on parent conferences which begin December 1, winter enrichment cluster, upcoming concerts, students recognitions. She reported students sponsored a food drive for the Windsor Food Bank, and attended Seabury Nursing Home to play bingo and will decorate next month. Students from SPMS will be attending the Young Men of Color Conference, and extended congratulations to the soccer team for their season.

Dr. Cooke introduced the SPMS soccer team and coach Mr. Lepak, congratulating them for their second place finish in their regular season -- the first ever.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart reported that on November 18 from 5-8, 20% of the proceeds of purchases at Jim's will be donated to the PTO. November 23 at 5:30 is the School Governance Council meeting, and he encouraged parents to attend.

5.b.4. John F. Kennedy School
Discussion:
Ms. Ali reported JFK had a fantastic science fair with over 200 participants. The high school had Forensics and Kids 'n' Critters there. On Wednesday is breakfast for the 5th grade, coffee with the Principal; the book fair will be held November 30 to December 4, and the next PTO/PIE (Partners in Education) meeting is December 7.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. O'Reilly reported on the morning Donuts and Dads, and he will be attending the PTO meetings beginning in December.

5.b.6. Poquonock School
Discussion:
Ms. Rizzo Holmes reported the community service project for October was to collect items for service mentors; the mentoring program is in full swing; breakfast with the Principal is happening.

6. Superintendent's Report
Discussion:
Dr. Cooke welcomed Doug Couture, Interim Superintendent of Curriculum and Instruction. He reported the Chris Baker Foundation donated 2,000 books to the district, originating with Josephine Pittman and the Women's Athletic Initiative and reported on a variety of events across the district.

He informed the Board that there will be two important items upcoming at the December meeting. There is a state grant for Alliance Districts for infrastructure work; the State of Connecticut has set aside $1.225 million for Windsor for major projects. The proposal will be presented to the Board in December, submitted in early January, and hope for a quick turnaround.

Dr. Cooke also reported that there will be a presentation to the Board in December about summer school.

He was asked by the Executive Committee to present information on discipline; if there is still interest for that to be brought forward will be at the December or January meeting.

6.a. Presentation on Scholastic Aptitude Test (SAT)
Discussion:
Mr. Sills and Mr. Rau presented information to the Board on the new SAT. The SAT will now be the state test replacing CAPT and SBAC at the high school level. The State recently announced that the SAT will be given to all juniors in the state on March 2, a school day, and paid for by the state. Questions from Board members were answered.

6.b. WHS Program of Studies 2016-2017--Proposed Changes
Discussion:
Questions from members regarding Read 180/Literacy and ECE courses ensued. Ms. Fissel requested that information on the Literacy Center be provided in a presentation.

Motion Passed: Motion that the Board of Education approved the proposed changes to the Windsor High School Program of Studies for the 1st reading, waiving the 2nd reading passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

9 Yeas - 0 Nays.

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

Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

6.c. Curriculum Development (1st Reading)
6.c.1. WHS Music Stage Craft
6.c.2. Drawing 2
6.c.3. Drawing 3 (ECE)
6.c.4. 3D Foundations (Art course)

Motion Passed: Motion that the Board approves WHS Music Stage Craft, Drawing 2, Drawing 3 (ECE), and 3D Foundations curricula as a 1st reading as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

9 Yeas - 0 Nays.

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

7. Committee Reports
7.a. Curriculum Committee
Discussion:
The Committee reported that the Board just voted on curriculum work done; also they had a presentation on coding through the STEM piece. The next meeting will be in December.

8. Consent Agenda
8.c. Food Service Report
Motion Passed: Motion that items 8.a, Financial Report and 8.c, Food Service Report be accepted as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

9 Yeas - 0 Nays.

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

8.a. Financial Report
Discussion:
Expenditures for October 2015: $6,824,260
Expenditures through October 31,2015: $14,705,958

8.b. Enrollment Report
Discussion:
Mr. Lockhart stated that the number of students Windsor Public Schools is responsible for is 3,856. Within our public school buildings is 3,180, not in our buildings is 676.

Motion Passed: Motion that the Board accept item 8.b, Enrollment Report, as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

9 Yeas - 0 Nays.

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

8.d. Human Resources Report

Motion Passed: Motion that the Board accept item 8.d, Human Resources Report, as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

9 Yeas - 0 Nays.

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

9. Approval of Minutes
9.a. October 1, 2015 Technology Committee
9.b. October 20, 2015 Regular Meeting
9.c. November 2, 2015 Executive Committee
9.d. November 5, 2015 Curriculum Committee
9.e. November 9, 2015 Special Meeting

Motion Passed: Motion that the minutes of the October 1, 2015 Technology Committee meeting, November 2, 2015 Executive Committee meeting, and November 5, 2015 Curriculum Committee meeting be accepted as presented passed with a motion by Mr. Richard O'Reilly and a second by Brian Bosch.

9 Yeas - 0 Nays.

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

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

Motion Passed: Motion that the minutes of the October 20, 2015 Regular meeting be accepted as corrected to change the word "beatification" in item 5.b.4 to "beautification" passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

9 Yeas - 0 Nays.

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

Motion Passed: Motion that the minutes of the November 9, 2015 Special Meeting be accepted with the following corrections: Item 3.a, Nominations for election of officers should reflect Mr. Bosch was absent; Item 3.a Vote for President should be corrected to reflect 3 vote for Leonard Lockhart; Item 3.d, Ms. Rizzo Holmes announced the Minority Leader on behalf of the Republican Party; passed with a motion by Mr. Richard O'Reilly and a second by Yvette Ali.

9 Yeas - 0 Nays.

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

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Policy Committee, Monday, November 30, 2015, 6:00 PM, LPW, Room 17
10.b. BOE Long Range Planning Committee, Tuesday, December 1, 2015, 5:00 PM, LPW, Room 17
10.c. BOE Special Meeting, Tuesday, December 1, 2015, 6:00 PM, LPW, Board Room.
10.d. BOE Finance Committee, Monday, December 7, 2015, 6:30 PM followed by Public Forum, 7:30 PM, LPW, Board Room
10.e. BOE Curriculum Committee, Thursday, December 10, 2015, 4:30 PM, LPW, Room 17
10.f. BOE Technology Committee, Thursday, December 10, 2015, 6:30 PM, LPW, Board Room
10.g. Next BOE Regular Meeting is Tuesday, December 15, 2015, 7:00 PM, Town Hall, Council Chambers

Discussion:
Mr. Bosch stated it would be nice to get a report on the actual food services around how we're trying to improve nutrition, what our constraints are.

Mr. Lockhart encouraged the town to be more participatory in the budget process moving forward.

11. Audience to Visitors
Discussion:
Bradshaw Smith stated he misspoke in his earlier statement; he should have said as far as this speaker is concerned double digit increases are done, and as far as this speaker is concerned increases of 2, 3, or 4 times the rate of inflation are history as far as he is concerned.

12. Adjournment

The meeting adjourned at 9:39 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

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

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

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, November 30, 2015 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the November 30, 2015 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Ms. Yvette Ali
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
Ms. Ali called the meeting to order at 6:00 PM. Also in attendance was Superintendent Dr. Craig Cooke, Assistant Superintendent for Human Resources Terrell Hill and Board member Paul Panos.

2. Audience to Visitors

Discussion:
None

3. Review AR 5123.1 WHS Graduation Requirement

Discussion:
The committee reviewed AR 5123.1 WHS Graduation Requirement.

4. Review AR 5141.31 Immunizations

Discussion:
The committee reviewed AR 5141.31 Immunizations.

5. Review AR 4120.5 Concussion Training for Athletic Coaches

Discussion:
The committee reviewed AR 4120.5 Concussion Training for Athletic Coaches.

6. Review AR 6114 Emergencies and Disaster Preparedness--Emergency Closing of Schools

Discussion:
The committee reviewed AR 6114 Emergencies and Disaster Preparedness--Emergency Closing of Schools.

7. Review P/AR 3524.1 Use of Pesticides

Discussion:
The committee review P/AR 3524.1 Use of Pesticides. This policy will be brought forward to the December 15, 2015 Regular meeting for a first reading.

8. Review P 5114 Student Discipline

Discussion:
The committee reviewed P 5114 Student Discipline. This policy will be brought forward to the December 15, 2015 Regular meeting for a first reading.

9. Adjournment

Discussion:
The meeting was adjourned at 6:55 PM.

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

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Tuesday, December 1, 2015 5:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 1, 2015 Long Range Planning Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 5:05 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Richard O'Reilly
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order by Mr. O'Reilly with the Pledge of Allegiance and a Moment of Silence. Superintendent of Schools Craig Cooke joined the meeting at 5:13 p.m.

2. Audience to Visitors
Discussion:
None.

3. Discuss and Review Past Committee's Recommended Areas of Focus
Discussion:
The list of fourteen focus areas identified by the prior Committee was reviewed and possible areas of focus were discussed.

Mr. O'Reilly will reorganize the list and forward it to Committee members.

The Committee reviewed possible dates and meeting times; Mr. O'Reilly will check the calendar with Dr. Cooke's office to firm up dates. Future meetings will start at 6:00 p.m.

4. Discussion of Committee Goals and Objectives
Discussion:
The framing of Committee goals and objectives was discussed; it was agreed a 5 to 10 year plan of what the district should look like will be central to discussion and recommendations.

5. Adjournment

Motion Passed: The meeting adjourned at 5:48 p.m. with a motion by Ms. Nuchette Black-Burke and a second by Ms. Melissa Rizzo Holmes.

4 Yeas - 0 Nays.

Ms. Nuchette Black-Burke Yes
Mr. Richard O'Reilly Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, December 1, 2015 6:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 1, 2015 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

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

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

Also in attendance: Superintendent of Schools Craig Cooke, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, and Attorney Thomas Mooney of Shipman and Goodwin.

2. Audience to Visitors
Discussion:
Bradshaw Smith, 23 Ludlow Street, asked why the collective bargaining agreement on the agenda was not made public prior to the meeting.

3. Discussion and possible action regarding collective bargaining agreement between the Board of Education and the Windsor Educators Association (Executive Session Anticipated)

Motion Passed: Motion that the Board of Education move into Executive Session for the purpose of discussing the collective bargaining agreement between the Board of Education and the Windsor Education Association, inviting Dr. Cooke, Terrell Hill, Danielle Batchelder and Attorney Thomas Mooney to be part of the discussion passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

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

Discussion:
The meeting returned from Executive Session at 6:06 p.m.

Motion Passed: Motion that the Board of Education vote to ratify the agreement between the Windsor Board of Education and the Windsor Education Association covering July 1, 2016 through June 30, 2019 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

8 Yeas - 0 Nays - 1 Abstained.

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

4. Board Orientation with Attorney Thomas Mooney, Shipman and Goodwin

Discussion:
Attorney Thomas Mooney reviewed the role of a Board of Education in the State of Connecticut, the legal rights and responsibilities of Board members, parliamentary procedure, caution on Board member communication by email, and answered questions from members of the Board.

5. Discussion on District Discipline Data, Polices, Procedures and Programs (Possible Action)
Discussion:
Discussion ensued regarding the request for discipline data, including what data and other information regarding discipline was requested, how expansive the discussion should be, and when the item should be placed on the Board agenda. Because at least three Board members requested that it be placed on the December agenda it will be included. At the December meeting, data, practices at each building in terms of how a teacher makes a referral, and State law on the moratorium on suspensions and expulsions for K-2 will be presented. At the January special meeting there will be presentations from each of the building principals.

6. Adjournment

Motion Passed: The meeting adjourned at 9:20 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Nuchette Black-Burke.

9 Yeas - 0 Nays.

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

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

Windsor Board of Education
Finance Committee
Unapproved Minutes
Monday, December 7, 2015 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the December 7, 2015 Finance Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

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

Absent Board Members:
Ms. Michaela Fissel

Updated Attendance:
Mr. Richard O'Reilly was updated to absent at: 7:10 PM
Ms. Yvette Ali was updated to present at: 6:36 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order by Mr. Lockhart at 6:31 p.m. with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Craig Cooke and Director of Business Service Danielle Batchelder.

2. Audience to Visitors
Discussion:
None.

3. Discussion of Budget Assumptions FY 17
Discussion:
Dr. Cooke and Ms. Batchelder presented the draft Budget Assumptions for the 2016-17 budget preparation process:

The charge of the Board of Education is to develop a fiscally responsible budget that meets the needs of the Windsor Public School students.
1. We will continue our commitment to finding efficiencies within the budget.
2. Enrollment: 2016-2017 is projected to remain relatively flat or increase slightly.
3. Staffing & Programs: Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.
4. Class Size: The Board of Education will make every attempt to honor class size guidelines.
5. Health Insurance: Costs are estimated to rise by approximately 5%.
6. Contractual Obligations: Base salaries will increase approximately 3%.
7. Special Education: Out-of-district tuition costs are projected to increase by 3%. The goal is to reduce the increase in costs.
8. Utility costs (heat & electricity): Projected to remain relatively flat. Over the past two years, the district has reduced the utility cost by over $400,000 due to better efficiencies in our buildings.
9. Transportation: The district has Requested Proposals for the Regular Education Transportation Service. Costs are estimated to rise by 5%.

10. Magnet School: Tuition is projected to will remain relatively flat. Enrollment is projected to remain flat or decrease, however, tuition rates are set by the magnet schools and not known until June.
11. State & Federal Funding/Grants: Educational Cost Share Funding & Excess Cost Funding is expected to remain flat or decrease for FY 16/17.
12. Alliance Grant: The funding from the Alliance grant is expected to be flat and 2016-2017 will be the last year for the Alliance Grant. The Board must advocate for the continuation of Alliance funding to continue for the district through the State of Connecticut and Town of Windsor. It is anticipated that Alliance funds will continue beyond 2016-2017 in the form of the Educational Cost Sharing Grant.
13. Budget Support and Communication: The Board of Education agrees, following the approval of the Board's budget, to support the passage of a Board budget to the Town Council and then ultimately the passage of a Windsor Town Budget to the public.

Any revisions requested by the Committee will be addressed, and the revised draft assumptions will be presented to the full Board at the regular December Board meeting for them to vote on. Mr. Lockhart stated number 13 came directly from him as Finance Chair; he wants to set a positive tone and have a collaborative and productive budget season.

It was agreed the following will be addressed:

- Cost of fuel for Regular Education Transportation Service will be added to the Budget Assumptions.
- Ms. Batchelder will request information from NESDEC as to what they use to develop enrollment projections for the district and Dr. Cooke will forward that information to all Board members.
- Magnet School Tuition will be changed to reflect the Tuition line item in the budget.
- After reviewing the budget book, any questions from Board members should be forwarded to Mr. Lockhart no later than noon on December 18. He will forward the information to Dr. Cooke; Dr. Cooke will send the information to all Board members at the same time.

4. Adjournment

Motion Passed: The meeting adjourned at 7:32 p.m. with a motion by Ms. Cristina Santos and a second by Ms. Nuchette Black-Burke.

7 Yeas - 0 Nays.

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

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

Windsor Board of Education
Special Meeting - Public Forum
Unapproved Minutes

Monday, December 7, 2015 7:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 7, 2015 Special Meeting - Public Forum. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:36 AM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali
Mr. Richard O'Reilly

1. Call to Order
Discussion:
The meeting was called to order by Ms. Santos at 7:37 p.m.

2. Public Forum (concentration on 2016-2017 Budget)(limited to 7:00 PM)--The Board welcomes public participation and asks that speakers please limit their comments to 5 minutes.
Discussion:
None.

3. Adjournment

Motion Passed: The meeting adjourned at 7:38 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

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

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