

## **Long Range Planning Committee**

Thursday, September 6, 2018 6:30 PM

Long Range Planning Committee, L.P. Wilson Community Center, Room 17, 601  
Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Audience to Visitors**
3. **Discuss Preschool needs**
4. **Status of Infrastructure Projects**
5. **OFCP Update**
6. **Districts outside of CT with potential similar demographics**
7. **School Uniforms**
8. **School Enrollment**
9. **Communications Plan**
10. **Adjournment**

## Potential Cost of PreSchool Classrooms

| <b>1 PreSchool Classroom</b>     | <b>Salary</b>   | <b>Benefits</b> | <b>Supplies /<br/>Materials</b> | <b>One Time<br/>Cost</b> | <b>Grand Total</b> |
|----------------------------------|-----------------|-----------------|---------------------------------|--------------------------|--------------------|
| 1.0 FTE Teacher                  | \$55,000        | \$20,000        |                                 |                          |                    |
| 1.0 FTE Para(if needed)          | \$23,000        | \$20,000        |                                 |                          |                    |
| Annual Supplies & Materials      |                 |                 | \$5,000                         |                          |                    |
| <b>Annual Cost/Per Classroom</b> | <b>\$78,000</b> | <b>\$40,000</b> | <b>\$5,000</b>                  |                          | <b>\$123,000</b>   |

|                                                      |                 |
|------------------------------------------------------|-----------------|
| <b>One time Cost - Initial Classroom Setup</b>       |                 |
| <b>Classroom Furniture</b>                           |                 |
| 3-2-1 PreK-2 Table (3 sets)                          | \$2,300         |
| Stack Chairs (3 sets)                                | \$1,800         |
| Three Shelf Book Display                             | \$300           |
| Activity Table                                       | \$375           |
| Kitchen Center                                       | \$450           |
| Magnetic Easel                                       | \$300           |
| Mail Center                                          | \$350           |
| Kit Cubby - Flat Tray w/locking cast                 | \$500           |
| Teacher Desk & Chair                                 | \$1,500         |
| <b>Classroom Supplies</b>                            |                 |
| Supplies & Materials                                 | \$2,600         |
| <b>Total One time Cost - Initial Classroom Setup</b> | <b>\$10,475</b> |

**PROJECT DETAIL**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Project Title:          | <b>BOE - Poquonock School - HVAC Conversion (Phase III)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
| Department:             | <b>Board of Education</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| Description and Purpose | <p>The conversion of the school HVAC system from steam heating to hot water heating (Phase I and II) was completed in 2010 and 2011. This Phase III effort would entail architectural and engineering design services and construction for the installation of air handlers, energy recovery ventilators, and appurtenances to complete remaining proposed HVAC system improvements to the school. Implementation of this phase would bring air conditioning and ventilation throughout the building improving indoor air quality and bringing the facility up to code.</p>  |  |  |

**RECOMMENDED FINANCING**

|                                | Source of Funds      | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year |         |         |         |         |         | Six Year Total   |
|--------------------------------|----------------------|-----------------------------------|---------------------------------------|---------|---------|---------|---------|---------|------------------|
|                                |                      |                                   | FY 2019                               | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |                  |
| A. Planning and Engineering    |                      | -                                 | -                                     | -       | -       | -       | -       | -       | -                |
| B. Land and Right of Way       |                      | -                                 | -                                     | -       | -       | -       | -       | -       | -                |
| C. Construction                | 2                    | 900,000                           | 936,000                               | -       | -       | -       | -       | -       | 936,000          |
| D. Equipment                   |                      | -                                 | -                                     | -       | -       | -       | -       | -       | -                |
| E. Administration              |                      | -                                 | -                                     | -       | -       | -       | -       | -       | -                |
| F. Other Costs                 |                      | -                                 | -                                     | -       | -       | -       | -       | -       | -                |
| G. Bonding                     | 2                    | 16,200                            | 16,800                                | -       | -       | -       | -       | -       | 16,800           |
| H. Contingency                 | 2, 6                 | 180,000                           | 187,200                               | -       | -       | -       | -       | -       | 187,200          |
| <b>TOTAL</b>                   |                      | <b>1,096,200</b>                  | <b>1,140,000</b>                      | -       | -       | -       | -       | -       | <b>1,140,000</b> |
| F. Annual Maintenance & Repair |                      | 1250                              | -                                     | -       | -       | -       | -       | -       | -                |
| (1) General Fund               | (3) Private Funding  |                                   | (5) State/Federal Aid                 |         |         |         |         |         |                  |
| (2) Municipal Bonds            | (4) Enterprise Funds |                                   | (6) Other Funding                     |         |         |         |         |         |                  |

# PROJECT DETAIL

| Project Title: <b>BOE - Sage Park Middle School- Roof Repairs and Partial Roof Replacement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                                   |                                                                                     |                  |          |          |          |          |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-------------------------------------------------------------------------------------|------------------|----------|----------|----------|----------|------------------|
| Department: <b>Board of Education</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                   |                                                                                     |                  |          |          |          |          |                  |
| Description and Purpose:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                                   |  |                  |          |          |          |          |                  |
| <p>This project would include addressing multiple sections of roofing at the Sage Park Middle School which are beyond their original life expectancy and becoming problematic with ongoing leaks. This project includes the replacement of approximately 29,000 square feet of roofing as well as the repair of approximately 78,000 square feet of roofing which has begun to visually crack and blister. The section of roof to be replaced would be replaced with a built-up bluminous roof with a 25 year warranty. The recommended repairs to the sections of deteriorating roofing would be repaired by repairing blisters and adding a flood coat and gravel to the roof. The repairs are estimated to extend the life expectancy of the roof by an additional 15 to 20 years.</p> |                 |                                   |                                                                                     |                  |          |          |          |          |                  |
| <p>Design monies were allocated in FY18 for the design of the section of roof to be replaced. Additional design monies to be requested in FY19 will be used towards the development of plans for sections of roof to be repaired.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                   |                                                                                     |                  |          |          |          |          |                  |
| <b>RECOMMENDED FINANCING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                                   |                                                                                     |                  |          |          |          |          |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Source of Funds | Estimated Cost In Current Dollars | Estimated Expenditures by Fiscal Year                                               |                  |          |          |          |          |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                   | FY 2019                                                                             | FY 2020          | FY 2021  | FY 2022  | FY 2023  | FY 2024  | Six Year Total   |
| A. Planning and Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6               | 30,000                            | 32,400                                                                              | -                | -        | -        | -        | -        | 32,400           |
| B. Land and Right of Way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | -                                 | -                                                                                   | -                | -        | -        | -        | -        | -                |
| C. Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2               | 1,600,000                         | -                                                                                   | 1,734,000        | -        | -        | -        | -        | 1,734,000        |
| D. Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | -                                 | -                                                                                   | -                | -        | -        | -        | -        | -                |
| E. Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 | -                                 | -                                                                                   | -                | -        | -        | -        | -        | -                |
| F. Other Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | -                                 | -                                                                                   | -                | -        | -        | -        | -        | -                |
| G. Bonding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2               | 28,800                            | -                                                                                   | 30,000           | -        | -        | -        | -        | 30,000           |
| H. Contingency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2               | 320,000                           | -                                                                                   | 346,000          | -        | -        | -        | -        | 346,000          |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | <b>1,978,800</b>                  | <b>32,400</b>                                                                       | <b>2,110,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>2,142,400</b> |
| I. Annual Maintenance & Repair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | -                                 | -                                                                                   | -                | -        | -        | -        | -        | -                |
| (1) General Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | (3) Private Funding               | (5) State/Federal Aid                                                               |                  |          |          |          |          |                  |
| (2) Municipal Bonds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 | (4) Enterprise Funds              | (6) Other Funding                                                                   |                  |          |          |          |          |                  |

# PROJECT DETAIL

| Project Title: <b>BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                                   |                                                                                     |               |                  |          |          |          |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-------------------------------------------------------------------------------------|---------------|------------------|----------|----------|----------|------------------|
| Department: <b>Board of Education</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                   |                                                                                     |               |                  |          |          |          |                  |
| Description and Purpose:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                   |  |               |                  |          |          |          |                  |
| A study of Sage Park Middle School’s HVAC system and alternative energy and efficiency enhancements has been completed. The 2nd floor of the building gets excessively warm during May - September. Air conditioning the 2nd floor would greatly improve comfort levels. Due to the size and scope of work, anticipated design-construction would be done in multiple phases. Funding in FY18 was allocated for the design of HVAC improvements to the 2nd floor and FY20 is for the evaluation of alternative energy sources, potential funding opportunities, and design of the remaining recommended improvements. The proposed construction phase at this time includes the replacement of existing rooftop heating and ventilation units as well as the installation of air conditioning on the 2nd floor of the school. |                 |                                   |                                                                                     |               |                  |          |          |          |                  |
| <b>RECOMMENDED FINANCING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                                   |                                                                                     |               |                  |          |          |          |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Source of Funds | Estimated Cost in Current Dollars | Estimated Expenditures by Fiscal Year                                               |               |                  |          |          |          |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                                   | FY 2019                                                                             | FY 2020       | FY 2021          | FY 2022  | FY 2023  | FY 2024  | Six Year Total   |
| A. Planning and Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6               | 90,000                            | -                                                                                   | 97,000        | -                | -        |          | -        | 97,000           |
| B. Land and Right of Way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | -                                 | -                                                                                   | -             | -                | -        | -        | -        | -                |
| C. Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2               | 2,250,000                         | -                                                                                   | -             | 2,632,700        | -        | -        | -        | 2,632,700        |
| D. Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | -                                 | -                                                                                   | -             | -                | -        | -        | -        | -                |
| E. Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | -                                 | -                                                                                   | -             | -                | -        | -        | -        | -                |
| F. Other Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | -                                 | -                                                                                   | -             | -                | -        | -        | -        | -                |
| G. Bonding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2               | 43,900                            | -                                                                                   | -             | 51,400           | -        | -        | -        | 51,400           |
| H. Contingency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2               | 488,000                           | -                                                                                   | -             | 570,900          | -        | -        | -        | 570,900          |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | <b>2,871,900</b>                  | <b>-</b>                                                                            | <b>97,000</b> | <b>3,255,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>3,352,000</b> |
| I. Annual Maintenance & Repair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | -                                 | -                                                                                   | -             | -                | -        | -        | -        | -                |
| <div>(1) General Fund</div> <div>(2) Municipal Bonds</div> <div>(3) Private Funding</div> <div>(4) Enterprise Funds</div> <div>(5) State/Federal Aid</div> <div>(6) Other Funding</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                                   |                                                                                     |               |                  |          |          |          |                  |

## OVERVIEW AND MISSION

Enter search keywords here...

The Minority Student Achievement Network (MSAN) is a national coalition of multiracial school districts that have come together to understand and eliminate opportunity/achievement gaps that persist in their schools. MSAN districts have student populations between 3,000 and 33,000 and are most often located in well-established first-ring suburbs or small/mid-size cities. Additionally, the districts share a history of high academic achievement and connections to major research universities.

Across MSAN districts, disparities on an array of achievement data demonstrate wide gaps in performance across students from diverse racial, ethnic, and linguistic backgrounds. Since 1999, MSAN has worked fervently to achieve the parallel goals of closing gaps while ensuring all students achieve to high levels. To this end, districts work collaboratively to conduct and publish research, analyze policies, and share promising practices that support the Network's mission: *to understand and change school practices and structures that keep racial opportunity/achievement gaps in place.*

MSAN has worked to build a community of learners who engage in a common set of core practices across school districts. These include

- Engaging in collaborative research in which practitioners and researchers are equal partners in designing, conducting, and publishing research
- Evaluating programs intended to raise the academic achievement of students of color
- Conducting training and professional development activities for district teachers and administrators relative to the MSAN mission
- Creating opportunities for students to guide the work of the organization
- Disseminating results of Network activities among MSAN districts and the larger educational community.

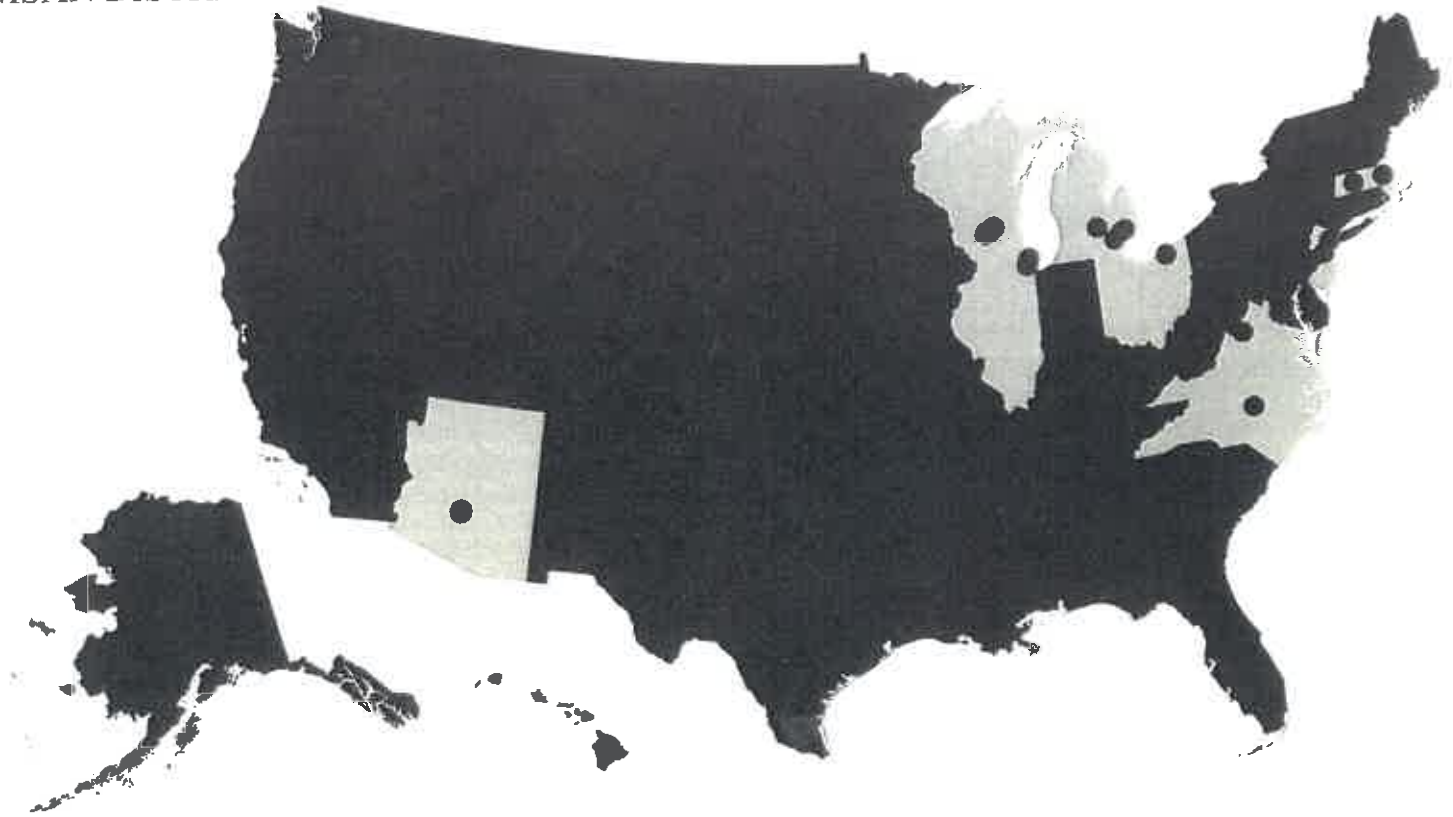
## MSAN Mission

*To understand and change school practices and structures that keep racial opportunity/achievement gaps in place.*



For more information about MSAN please contact Executive Director, Dr. Madeline Hafner at 608.262.1665 or [mhafner@wisc.edu](mailto:mhafner@wisc.edu)

## MSAN DISTRICTS



**Alexandria City Public Schools** - Grades: K-12  
Alexandria, VA

**Amherst-Pelham Regional Schools** - Grades: K-12  
Amherst, MA

**Ann Arbor Public Schools** - Grades: K-12  
Ann Arbor, MI

**Arlington Public Schools** - Grades: K-12  
Arlington, VA

**Birmingham Public Schools** - Grades: K-12  
Birmingham, MI

**Brookline Public School** - Grades: K-12  
Brookline, MA

**Buckeye Elementary School District #33** - Grades: K-8  
Buckeye, AZ

**Chapel Hill-Carrboro City Schools** - Grades: K-12  
Chapel Hill, NC

**Cleveland Heights-University Heights City School District**  
University Heights, OH - Grades: K-12

**East Lansing Public Schools** - Grades: K-12  
East Lansing, MI

**Evanston Township High School District 202** - Grades: 9-12  
Evanston, IL

**Evanston/Skokie Elementary School District 65** - Grades: K-8  
Evanston, IL

**Farmington Public Schools** - Grades: K-12  
Farmington, MI

**Harrisonburg City Public Schools** - Grades K-12  
Harrisonburg, VA

**Isaac Elementary School District #5** - Grades PreK-8  
Phoenix, AZ

**La Grange School District 102** - Grades PreK-8  
LaGrange Park, IL

**Madison Metropolitan School District** - Grades: K-12  
Madison, WI

**Middleton-Cross Plains Area School District** - Grades: K-12  
Middleton, WI

**Niles Township High School District 219** - Grades 9-12  
Skokie, IL

**Oak Park and River Forest High School District 200** - Grades: 9-12  
Oak Park, IL

**Oak Park Elementary School District 97** - Grades: K-8  
Oak Park, IL

**Paradise Valley Unified School District** - Grades: K-12  
Phoenix, AZ

**Princeton Public Schools** - Grades: K-12  
Princeton, NJ

**School District of South Orange & Maplewood** - Grades: K-12  
South Orange, NJ

**Shaker Heights City School District** - Grades: K-12  
Shaker Heights, OH

**Sun Prairie Area School District** - Grades: K-12  
Sun Prairie, WI

**Verona Area School District** - Grades: K-12  
Verona, WI

**WINDSOR BOARD OF EDUCATION**

**Agenda Item SUMMARY**

**For Consideration by the Board of Education at the Meeting of:** June 17, 2014

**Prepared by:** Craig Cooke

**Presenter(s):** Craig Cooke

**Attachments:** Dress Code Survey Results

**SUBJECT:** Dress Code Survey

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**Background:**

In February 2007, Windsor Public Schools considered the implementation of defined clothing or formal school uniforms. After consideration, the Board decided not to institute either. The District Improvement Committee received requests to ask the Board to consider defined clothing or school uniforms.

**Status:**

At the March 2014 Regular Meeting, the Board directed the Superintendent to conduct a survey of parents, staff and students on their opinion regarding school uniforms and report the result to the Board of Education at the June 2014 meeting. The survey was conducted over two weeks in May.

**RECOMMENDATION:**

The presentation this evening includes the findings that resulted from the Dress Code Survey. For informational purposes only.

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Recommended by the Superintendent

Agenda Item# 6d



## **Dress Code Survey Report June 17, 2014**

### **Background**

The Windsor Board of Education District Improvement Committee received seven comments from parents and community members suggesting that the Board of Education consider the implementation of a dress code or formal dress policy for students. As part of their process, the District Improvement Committee referred those suggestions to the full Board. The Superintendent provided the Board of Education with the results of a dress code survey that was conducted in 2007. The Board of Education reviewed and discussed those results.

At the March Board of Education meeting, the Board of Education asked the Superintendent to conduct a survey regarding dress code in the schools and that the Superintendent should report the results of the survey at the June Board meeting. It was discussed that the Superintendent would develop questions similar to the questions asked in 2007. The particulars of the methodology were left up to the Superintendent to determine.

### **Methodology**

Survey questions were created from the 2007 bank of survey questions removing what were felt to be leading underlining marks and duplicate/unnecessary questions. The survey was loaded into Survey Monkey which allowed for ease of use and tabulation. Survey Monkey was utilized for the entire survey population except for high school students. In discussion with Russell Sills, Windsor High School Principal, it was determined that the survey would be administered during students' advisory time through paper copy and scantron sheets. This would lead to the least amount of disruption to the education process and provide the most accurate results for this sample. Katrina Palazzolo-Wicks, Technology Teacher Leader, was in charge of monitoring the survey and tabulating the results.

#### **Survey methods:**

##### **Students:**

All students completed the Survey Monkey survey except Windsor High School as previously noted.

##### **Administrators:**

All administrators received an e-mail with a survey link attached requesting them to complete the survey.

##### **Staff:**

All staff received an e-mail with a survey link attached requesting them to complete the survey.

##### **Parents and Guardians:**

The district sent out notices to all families that a survey was available regarding student dress code and requested their response to the survey. Survey was available on the website for parents and guardians to access.

##### **Protection against multiple responses from one participant:**

The district took great care to protect against multiple responses from the same survey participant. Where possible, students completed the survey at the same time to ensure that students did not have

the opportunity to submit multiple responses. When the parent/guardian survey was initially opened up, the survey was allowing for multiple responses. When this was brought to our attention, a change was made and duplicate responses were deleted.

#### Survey Sample

|                         |                                                                 |       |
|-------------------------|-----------------------------------------------------------------|-------|
| Windsor High School     | 9 <sup>th</sup> and 10 <sup>th</sup> Graders                    | 375   |
| Sage Park Middle School | 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Graders | 609   |
| Clover and JFK          | 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Graders | 163   |
| Administration          |                                                                 | 19    |
| Staff                   |                                                                 | 355   |
| Families                |                                                                 | 545   |
| Total                   |                                                                 | 2,066 |

A sample size of 375 ninth and tenth graders was utilized at Windsor High School. Students in grades 11 and 12 would not be at Windsor High School at the time a potential dress code change would be instituted and, therefore, it was determined not to elicit their feedback. At Sage Park, a sample size of 609 students was utilized and a sample size of 163 at Clover Street and JFK combined was utilized. The differing sample sizes were not a concern because results are reported by level not total number of student responses. The sample size is representative of the student population at each level.

#### Summary of Results

The results for each individual survey are attached to this report. The results should be considered in the context of this survey administration, which was to receive input to inform future work. These results should not be considered scientific as surveys were administered in some cases with limited control.

Student results indicate that students are typically finding their peers dressed appropriately for school and that there is some, but not a majority, of families that have disagreements over what clothes should be worn to school.

It is important to note for follow-up that students agreed with the statement that students tease or make fun of others because of what they wear. Although these results are not unique to Windsor Public Schools, the schools should address these results through activities involving Positive Behavioral Intervention Supports (PBIS) and advisory time at the high school.

In the opinion of this author there were three major questions that should be discussed and considered as next steps. The three major questions appear below along with the answers from the different groups.

Would you support revisions to the current student dress code?

|                            | Yes  | No   |
|----------------------------|------|------|
| Parents                    | 57.8 | 42.2 |
| Administration             | 68.4 | 31.6 |
| Staff                      | 87.7 | 12.3 |
| High School Students       | 31.7 | 68.3 |
| Middle School Students     | 49.7 | 50.2 |
| Elementary School Students | N/A  | N/A  |

Would you support a dress code that consists of collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses?

|                | Yes  | No   |
|----------------|------|------|
| Parents        | 51.9 | 48.1 |
| Administration | 42.1 | 57.9 |
| Staff          | 75.5 | 24.5 |

Would you support a formal school uniform?

|                | Yes  | No   |
|----------------|------|------|
| Parents        | 47.1 | 52.9 |
| Administration | 31.6 | 68.4 |
| Staff          | 64.8 | 35.2 |

The results indicate support for revisions to the current dress code from parents, administration and staff. The results indicate support for a dress code that consists of collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses from staff and slight support from parents. Only staff supported a formal school uniform.

#### **Recommendation**

There is not significant support to move to a formal school uniform or to institute a defined dress code policy (collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses). It is important to note and consider that staff surveyed supported both defined dress and uniforms. This survey did provide extremely useful information to the district regarding the perception of the current dress code policy. Overwhelming support exists for examining the current policy. Therefore, the school district should create a committee made up of students (high school), parents, staff, and administration to review the current district dress code. The Superintendent would charge the committee with developing recommendations for an updated dress code policy. The committee would complete their work during the fall semester and make a recommendation to the full Board of Education regarding the dress code. The policy committee would then be asked to consider the recommendations.

Respectfully submitted,

Craig Cooke, Ph.D., Superintendent

## Dress Code Survey - Parents

### 1. Which school does your child(ren) attend?

| Answer Options          | Response<br>Percent      | Response<br>Count |
|-------------------------|--------------------------|-------------------|
| Clover Street School    | 6.8%                     | 37                |
| John F. Kennedy School  | 17.6%                    | 96                |
| Oliver Ellsworth School | 23.3%                    | 127               |
| Poquonock Schools       | 5.7%                     | 31                |
| Sage Park Middle School | 25.9%                    | 141               |
| Windsor High School     | 48.2%                    | 262               |
| Other (please specify)  | 0.4%                     | 2                 |
|                         | <i>answered question</i> | 544               |
|                         | <i>skipped question</i>  | 2                 |

### 2. Would you support revisions in the current student dress code? To view a copy of the current dress code, [click here](#).

| Answer Options | Response<br>Percent      | Response<br>Count |
|----------------|--------------------------|-------------------|
| Yes            | 57.8%                    | 312               |
| No             | 42.2%                    | 228               |
|                | <i>answered question</i> | 540               |
|                | <i>skipped question</i>  | 6                 |

### 3. Would you support a dress code that consists of collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses?

| Answer Options | Response<br>Percent      | Response<br>Count |
|----------------|--------------------------|-------------------|
| Yes            | 51.9%                    | 283               |
| No             | 48.1%                    | 262               |
|                | <i>answered question</i> | 545               |
|                | <i>skipped question</i>  | 1                 |

### 4. Would you support a formal school uniform?

| Answer Options | Response<br>Percent      | Response<br>Count |
|----------------|--------------------------|-------------------|
| Yes            | 47.1%                    | 256               |
| No             | 52.9%                    | 288               |
|                | <i>answered question</i> | 544               |
|                | <i>skipped question</i>  | 2                 |

## Dress Code Survey - Administration

1. Would you support revisions in the current student dress code? To view a copy of the current dress code, [click here](#).

| Answer Options           | Response Percent | Response Count |    |
|--------------------------|------------------|----------------|----|
| Yes                      | 68.4%            | 13             |    |
| No                       | 31.6%            | 6              |    |
| <i>answered question</i> |                  |                | 19 |
| <i>skipped question</i>  |                  |                | 0  |

2. Would you support a dress code that consists of collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses?

| Answer Options           | Response Percent | Response Count |    |
|--------------------------|------------------|----------------|----|
| Yes                      | 42.1%            | 8              |    |
| No                       | 57.9%            | 11             |    |
| <i>answered question</i> |                  |                | 19 |
| <i>skipped question</i>  |                  |                | 0  |

3. Would you support a formal school uniform?

| Answer Options           | Response Percent | Response Count |    |
|--------------------------|------------------|----------------|----|
| Yes                      | 31.6%            | 6              |    |
| No                       | 68.4%            | 13             |    |
| <i>answered question</i> |                  |                | 19 |
| <i>skipped question</i>  |                  |                | 0  |

## Dress Code Survey - Staff

1. In which school do you work most of the time?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Clover Street School     | 10.3%            | 36             |
| John F. Kennedy School   | 12.8%            | 45             |
| Oliver Ellsworth School  | 10.8%            | 38             |
| Poquonock Schools        | 6.3%             | 22             |
| Sage Park Middle School  | 23.9%            | 84             |
| Windsor High School      | 27.9%            | 98             |
| LP Wilson                | 8.0%             | 28             |
| <i>answered question</i> |                  | 351            |
| <i>skipped question</i>  |                  | 4              |

2. Would you support revisions in the current student dress code? To view a copy of the current dress code, [click here](#).

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes                      | 87.7%            | 308            |
| No                       | 12.3%            | 43             |
| <i>answered question</i> |                  | 351            |
| <i>skipped question</i>  |                  | 4              |

3. Would you support a dress code that consists of collared shirts, solid-colored dress pants belted at the waist, skirts, or blouses?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes                      | 75.5%            | 268            |
| No                       | 24.5%            | 87             |
| <i>answered question</i> |                  | 355            |
| <i>skipped question</i>  |                  | 0              |

4. Would you support a formal school uniform?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes                      | 64.8%            | 230            |
| No                       | 35.2%            | 125            |
| <i>answered question</i> |                  | 355            |
| <i>skipped question</i>  |                  | 0              |

## Dress Code Survey - Windsor High School Students

### 1. Which school do you attend?

| Answer Options      | Response Percent         | Response Count |
|---------------------|--------------------------|----------------|
| Windsor High School |                          | 368            |
|                     | <i>answered question</i> | 368            |

### 2. I am a ...

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Boy            | 56.6%                    | 212            |
| Girl           | 43.3%                    | 156            |
|                | <i>answered question</i> | 368            |

### 3. Choose your grade

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Grade 9        | 53.6%                    | 199            |
| Grade 10       | 46.6%                    | 172            |
| Grade 11       | 0.0%                     | 0              |
| Grade 12       | 0.0%                     | 0              |
|                | <i>answered question</i> | 371            |

### 4. Would you support revisions in the current student dress code? To view a copy of the current

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 31.7%                    | 117            |
| No             | 68.3%                    | 252            |
|                | <i>answered question</i> | 369            |

### 5. Do you feel students are dressed appropriately for school?

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 76.8%                    | 288            |
| No             | 23.2%                    | 87             |
|                | <i>answered question</i> | 375            |

6. Do some students tease or make fun of others because of what they wear?

| Answer Options | Response Percent         | Response Count |     |
|----------------|--------------------------|----------------|-----|
| Yes            | 46.3%                    | 173            |     |
| No             | 53.7%                    | 201            |     |
|                | <i>answered question</i> |                | 374 |

7. Do students feel pressured to wear popular name brand clothes?

| Answer Options | Response Percent         | Response Count |     |
|----------------|--------------------------|----------------|-----|
| Yes            | 36.7%                    | 137            |     |
| No             | 63.3%                    | 236            |     |
|                | <i>answered question</i> |                | 373 |

8. Do you ever have disagreements with your parents/guardians about the clothes you wear to

| Answer Options | Response Percent         | Response Count |     |
|----------------|--------------------------|----------------|-----|
| Yes            | 18.3%                    | 67             |     |
| No             | 81.7%                    | 299            |     |
|                | <i>answered question</i> |                | 366 |



### Dress Code Survey - Sage Park Middle School Students

1. Which school do you attend?

| Answer Options          | Response Percent         | Response Count |
|-------------------------|--------------------------|----------------|
| Sage Park Middle School |                          | 601            |
|                         | <i>answered question</i> | 601            |

2. I am a ...

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Boy            | 45.3%                    | 276            |
| Girl           | 54.7%                    | 333            |
|                | <i>answered question</i> | 609            |

3. Choose your grade

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Grade 6        | 18.5%                    | 190            |
| Grade 7        | 19.0%                    | 196            |
| Grade 8        | 21.3%                    | 219            |
|                | <i>answered question</i> | 605            |

4. Would you support revisions in the current student dress code? To view a copy of the current

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 49.7%                    | 300            |
| No             | 50.2%                    | 303            |
|                | <i>answered question</i> | 603            |

5. Do you feel students are dressed appropriately for school?

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 78.7%                    | 472            |
| No             | 21.3%                    | 128            |
|                | <i>answered question</i> | 600            |

6. Do some students tease or make fun of others because of what they wear?

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 66.2%                    | 397            |
| No             | 33.7%                    | 202            |
|                | <i>answered question</i> | 599            |

7. Do students feel pressured to wear popular name brand clothes?

| Answer Options | Response Percent | Response Count |
|----------------|------------------|----------------|
|----------------|------------------|----------------|

|                          |       |     |     |
|--------------------------|-------|-----|-----|
| Yes                      | 55.8% | 334 |     |
| No                       | 44.2% | 265 |     |
| <i>answered question</i> |       |     | 599 |

8. Do you ever have disagreements with your parents/guardians about the clothes you wear to

| Answer Options           | Response Percent | Response Count |     |
|--------------------------|------------------|----------------|-----|
| Yes                      | 30.8%            | 185            |     |
| No                       | 69.2%            | 416            |     |
| <i>answered question</i> |                  |                | 601 |

## Dress Code Survey - Elementary

### 1. I am a

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Boy            | 42.9%                    | 69             |
| Girl           | 57.1%                    | 92             |
|                | <i>answered question</i> | 161            |
|                | <i>skipped question</i>  | 2              |

### 2. Choose your grade

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Grade 3        | 12.3%                    | 20             |
| Grade 4        | 35.0%                    | 57             |
| Grade 5        | 52.8%                    | 86             |
|                | <i>answered question</i> | 163            |
|                | <i>skipped question</i>  | 0              |

### 3. Which school do you attend?

| Answer Options         | Response Percent         | Response Count |
|------------------------|--------------------------|----------------|
| Clover Street School   | 52.8%                    | 85             |
| John F. Kennedy School | 47.2%                    | 76             |
|                        | <i>answered question</i> | 161            |
|                        | <i>skipped question</i>  | 2              |

### 4. Do some students tease or make fun of others because of what they wear?

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 46.3%                    | 75             |
| No             | 53.7%                    | 87             |
|                | <i>answered question</i> | 162            |
|                | <i>skipped question</i>  | 1              |

### 5. Do you feel students are dressed appropriately for school?

| Answer Options | Response Percent         | Response Count |
|----------------|--------------------------|----------------|
| Yes            | 74.2%                    | 121            |
| No             | 25.8%                    | 42             |
|                | <i>answered question</i> | 163            |

*skipped question* 0

6. Do you ever have disagreements with your parents/guardians about the clothes you wear to school?

| Answer Options | Response<br>Percent      | Response<br>Count |
|----------------|--------------------------|-------------------|
| Yes            | 31.9%                    | 52                |
| No             | 68.1%                    | 111               |
|                | <i>answered question</i> | 163               |
|                | <i>skipped question</i>  | 0                 |

**WINDSOR PUBLIC SCHOOLS**  
**COMMUNICATIONS PLAN 2018-2019 DRAFT**



**Jenna Herrick**  
**District Communications Specialist**  
**Last updated: September 2018**

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# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### **Board of Education Mission Statement:**

*to develop the genius in every child and create life-long learners.*

### **Goals:**

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

1. All students will demonstrate a strong work ethic, exemplary academic skills, effective oral and written communications, technological aptitude, and necessary skills to work collaboratively with others.
2. All students will demonstrate the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding and resilience.
3. All students will demonstrate a knowledge and understanding of the increasingly global nature of society and behaviors associated with good citizenship.
4. All students will graduate from Windsor Public Schools with a clear achievable post-secondary plan.
5. All students will demonstrate an understanding of the importance of health and wellness.
6. All students will gain an appreciation for the visual and performing arts.

*\*Approved by the Board of Education: December 20, 2016*

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### Stakeholders

Windsor Public School's stakeholders consist of internal and external audiences. Each stakeholder plays a valuable role in the success of Windsor Public Schools, and benefit from the success of the district.

#### **Internal**

- All Employees
- Students
- Volunteers

#### **External**

- Parents
- Taxpayers of the District
- Business Leaders
- Elected Officials
- Civic Leaders
- Local Media
- Alumni
- Parent-Teacher Organizations
- Local Colleges and Universities
- New / Prospective Residents of the Windsor Community
- Neighboring School Districts
- Residents without children in the district
- Windsor Education Foundation
- Among other external stakeholders

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### **Communication Goals and Strategies**

#### **1) Promote a positive image of the Windsor Public Schools District resulting in increased public support.**

- Distribute a variety of communications such as newsletters, press releases, media alerts etc. to keep the media and public informed of district-wide activities.
- Expand the district's social media presence to inform the public and encourage community engagement.
- Maintain an informative, user-friendly and up-to-date district website with fresh content and news.

#### **2) Maintain a proactive media relations plan with local, state, and national media outlets**

- Establish a strong positive relationship with key members of the media.
- Develop an editorial calendar and pitch feature stories to local media to highlight programs, events or exceptional students and staff.
- Distribute informative news releases to educate the public and control the district's overall message.

#### **3) Strengthen relationships with key stakeholders and encourage community and family engagement**

- Implement School Messenger protocols to staff members to bring consistency in the way we share information to our families across the district.



# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### **Communication Goals and Strategies**

- Utilize District Communication Specialist for all media related inquiries and story ideas.
- Work with Office of Family and Community Partnership to promote opportunities to get involved in our schools and the community.

#### **4) Improve internal communications by establishing an effective employee communication process**

- Identify proper protocol for approval of professional communication (school and district level).
- Continue to seek feedback from staff and establish areas of improvement regarding internal communications.
- Utilize appropriate communication tools to distribute messages to select audiences.

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### Family Communication Protocol

*Effective communication with families is essential for a thriving school environment. We strive to improve communication with our families to build trust, transparency and collaboration to best fulfill our mission. These protocols have been created to bring consistency in the way we share information to our families across the district.*

- **School Messenger**

| Type of Information  | Phone | Text | Email | Website | Social Media |
|----------------------|-------|------|-------|---------|--------------|
| Important Reminders  | X     | X    | X     | X       | X            |
| Event Promotion      | X     | X    | X     | X       | X            |
| Forms / Documents    |       |      | X     | X       |              |
| School E-Newsletters |       |      | X     | X       |              |
| Public Relations     |       |      |       | X       | X            |

*\*Messages should be sent to families at 6:00 p.m. unless it is an emergency or time sensitive.*

- **Weekly School E-Newsletters:**

- Schools are responsible for distributing a weekly E-Newsletter to families on Fridays.
- The E-Newsletter is required to be uploaded to its designated school folder to appear on the website and must be emailed to families using School Messenger.
- The E-Newsletter should include pertinent information about each school including weekly events, announcements, links to documents, resources for parents / guardians etc. Events should also be reflected accordingly on each school's Google calendar and will automatically appear on the website.
- If an E-Newsletter is not distributed weekly, a follow-up from the District Communication Specialist will take place. An additional follow-up from the Superintendent will take place after two weeks.

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### Family Communication Protocol

- **Website / Social Media:**

- Content maintained daily
- Includes news, announcements, events, articles, multimedia content (videos, photos), forms/documents etc.
- Increase the district's social media presence, promote positive district news, and encourage community engagement
- District Communications Specialist and Superintendent are responsible for sharing district level news
- Superintendent Twitter Feed and WPS Facebook page stream on district website
- Principals (or a designated staff member) are encouraged to utilize school Twitter accounts which stream directly on the individual school's website.
- Encourage staff members to have a positive social media presence
- WPS Mobile App

- **Submitting School News**

- Schools are also responsible for submitting important news, photos, videos, and special events to District Communications Specialist to promote on district social media channels, future marketing materials, website, and the media.
- All students in submitted photos must not appear on school's "no photo list." If a staff member is contacted by the media, please refer to the District Communications Specialist.

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### District Communication Schedule

- **District Newsletter**

- 3 times per year (Fall, Winter, Spring)
- Fall Deadline - October 5, 2018
- Winter Deadline - January 11, 2018
- Spring Deadline - April 5, 2018
- Distributed to all Windsor households, posted on website and social media
- Displayed at individual schools
- Includes district-wide news, community-related topics, recognitions etc.
- Designed to raise awareness, increase support and educate the Windsor community

- **Board of Education Meeting Recaps**

- A brief recap emailed to staff including important items and actions taken at each BOE meeting:
- September 18, 2018 Meeting - Recap distributed by September 25, 2018
- October 16, 2018 Meeting - Recap distributed by October 23, 2018
- November 20, 2018 Meeting - Recap distributed by November 27, 2018
- Tuesday, December 18, 2018 - Recap distributed by January 2, 2019 (holiday)

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### District Communication Schedule

- **Early Dismissal Days**

- A reminder will be sent to all families using School Messenger the day before an early release day:
- September 18, 2018 (Early Dismissal)
- October 16, 2018 (Early Dismissal)
- January 8, 2019 (Early Dismissal)
- February 5, 2019 (Early Dismissal)
- March 5, 2019 (Early Dismissal)
- May 7, 2019 (Early Dismissal)

- **Back to School Communications**

- Communicate with schools in June to determine what information is being distributed to families in the District Back to School Packet (Mailed in August):
  1. Dr. Cooke Back to School Introduction Letter
  2. Instructions to update information in PowerSchool
  3. District Calendar
  4. Chromebook Information
  5. Transportation Reminder
- Dr. Cooke Back to School Letter to Staff (Mid August)
- Dr. Cooke Back to School Letter to Families (End of August)

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### District Communication Schedule

- **Media Coverage**

- Distribute daily media coverage emails
- Articles posted to “In the News” section on the district website
- Monthly clip report including all WPS related news to be distributed to Cabinet members and appropriate staff at the beginning of each month.

- **Additional District / Superintendent Communications**

- Snow Days / 2-Hour Delays
- Important Reminders
- Event Promotion as needed
- Transportation Issues as needed
- Emergency Situations

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### 2018-2019 Editorial Calendar

- **September:**
  - Back to School Stories / Convocation
  - Calling All Windsor Men & Calling All Windsor Women
  
- **October:**
  - National Bullying Prevention Month
  - Breast Cancer Awareness Month
  
- **November:**
  - National Career Development Month
  - Veterans Day Activities
  
- **December:**
  - Holiday Stories
  - Windsor Public Schools Give Back
  
- **January:**
  - Health stories / careers
  - WEF Grants
  
- **February:**
  - Stories featuring WHS alumni
  - NCAA National Letter of Intent Signing Day

# WINDSOR PUBLIC SCHOOLS

## COMMUNICATIONS PLAN 2018-2019 DRAFT



### 2017-2018 Editorial Calendar

- **March:**
  - National Nutrition Month
  - National Reading Awareness Month
  - PreK / Kindergarten Registration
  
- **April:**
  - Safe Prom Season stories
  - Autism Awareness Month
  - National Poetry Month
  
- **May:**
  - Senior Citizen Month Breakfast
  - Teacher of the Year Announcement
  
- **June:**
  - Graduation Stories, Year in Review
  - Thank community for scholarships to graduates
  - Post high school plans
  - New student registration

*\*Not an inclusive list. Editorial Content subject to change as needed.*