

## Board of Education Regular Meeting

Monday, June 15, 2020 6:00 PM

Conference Call 860-909-0916 PIN: 180 555 291#, 24 School Road, Weston, CT 06883-1623

I. Second Reading of Policy and Regulations 1312,  
Public Complaint

II. Second Reading of Policy and Regulations 1312,  
Public Complaint

III. **CALL TO ORDER, VERIFICATION OF QUORUM**

IV. **EXECUTIVE SESSION**

V. **RESUME PUBLIC SESSION**

VI. **PLEDGE OF ALLEGIANCE**

VII. **RECOGNITION**

A. Recognition of the Presidents of 2019-2020  
Weston High School, Weston Middle School, Weston  
Intermediate School and Hurlbutt Elementary  
School Parent Teacher Organizations

B. Recognition of Weston Public Schools 2019-2020  
Parent Teacher Organizations Funded Initiatives

VIII. **APPROVAL OF MINUTES**

IX. **PUBLIC COMMENT - \*\*To participate in Public  
Comment, please visit the District website at  
[www.westonps.org](http://www.westonps.org), and under the Board of  
Education tab-Public Participation Guidelines,  
view the procedures and guidelines for Public  
Participation in Remote Board Meetings.**

X. **NEW BUSINESS**

A. Fall 2020 Update-Verbal

1. WHS Presentation on Potential Fall 2020 Plans  
from Lisa Wolak

B. Distance Learning Update-Verbal

C. Eliminating Racism and Promoting Social  
Justice-Role of the Weston Public Schools-Verbal

D. Discussion and Possible Addition of a Third  
Grade Section Based on Current Enrollment Trend

E. Presentation of Weston High School New Course  
Proposal, AP Human Geography

F. Matters Pertaining to Personnel-Discussion and  
Vote of Promotion of Human Resources Specialist  
to Human Resources Manager

G. Matters Pertaining to Personnel-Discussion and  
Vote of salary increases for: District Medical  
Advisor; Nursing Supervisor; Food Service  
Director; Confidential Administrative Assistant  
for the Superintendent; Administrative Assistant  
for the Assistant Superintendent of Curriculum &

Instruction; Finance Coordinator; Confidential Finance and Operations Office Manager; Payroll and Benefits Coordinator; Accounts Payable/Accounts Receivable; Student Activities Bookkeeper; Information Technology Coordinator; District Data Coordinator; Data Analyst; Board Certified Behavioral Analyst (3); Board Certified Analyst; Vocational Therapist; Athletic Trainer (2); and Unaffiliated Bus Aides (5)

H. Discussion and Vote on Salary and Contract Term for 2020-2021 Unaffiliated Central Office Administrators

1. Assistant Superintendent of Curriculum and Instruction Contract

2. Director of Finance and Operations Contract

3. Director of Facilities Contract

I. Discussion and Vote on Additional Reductions to FY 21 Operating Budget

J. Discussion and Vote on 2020-2021 Tuition Rates

K. Discussion and Vote on 2020-2021 Utility and Facilities Rental Rates

L. Closeout of the WHS Windows and Doors Project, State Project Number 157-0052

M. Eleventh FY 2020 Financial Update and Approval of Transfers

N. Weston Board of Education Policies, Regulations, and Bylaws

1. First Reading of Policy and Regulations 1312, Public Complaint

2. First Reading of Policy and Regulation 1331, Use of Video Monitoring Devices and Video Recordings

3. First Reading of Policy and Regulation 5131.2, Video and Audio Recording On School Buses

#### XI. SUPERINTENDENT'S REPORT

A. District Update

#### XII. COMMITTEE REPORTS

A. Communications Committee

B. Curriculum Committee

C. Facilities Committee

D. Finance Committee

E. Policy Committee

F. Negotiations Committee

G. CES

H. CABE

I. Weston Education Foundation

**XIII. NEXT SCHEDULED MEETINGS OF THE BOARD OF  
EDUCATION**

A. Regular Session on July 27, at 6:00 p.m.

B. Review of Pending Agenda Items for Next Meeting

**XIV. ADJOURNMENT**

# Hurlbutt Elementary School PTO, Inc.

June 4, 2020

Dr. Bill McKersie  
Superintendent  
Weston Public Schools  
24 School Road  
Weston, CT 06883

Dear Dr. McKersie,

I am delighted to inform you that the Hurlbutt Elementary School (HES) PTO approved the following items from our 2019-2020 philanthropy account: \$2,870.00 in Principal Development Funds, which was for Responsive Classroom Training (\$1,370.00) and Educational Consultant for Teachers (1,500.00). \$3,065.00 for One School, One Book Program, \$2,260.00 Teachers Discretionary Fund for Educational Supplies, \$2,125.00 Talent on Tap an program for K's on Character Building and 1<sup>st</sup> Graders called Sounds Like Fun. \$450.00 for an A Frame and \$420.00 for A Spot of Kindness books. We feel that these gifts enhances the level of instruction in the classrooms and in the school for all the children.

The HES PTO is committed to supporting the district's overall educational curriculum. We hope that we will continue to have another successful year of fundraising so we can continue to support our children and the school.

Again, we are pleased to present these gifts to the Hurlbutt Elementary School.

Sincerely,



Nicole Copans  
Hurlbutt Elementary School PTO President

cc: Laura Kaddis, Principal Hurlbutt Elementary School

# Weston Intermediate School PTO, Inc.

June 12, 2020

Dr. Bill McKersie  
Superintendent  
Weston Public Schools  
24 School Road  
Weston, CT 06883

Dear Dr. McKersie,

I am happy to announce to the Weston Board of Education that the Weston Intermediate School (WIS) PTO approved the following items from our 2019-2020 philanthropy account. The purchases include the following:

Cafetorium supplies for student lunch tables (\$386). A new sound system in the Cafetorium (\$13,278). Sensory tools for classrooms (\$1,104), author visit Dan Gutman (\$314), and our Endangered Animal Species virtual visit to third grade (\$350).

The Weston Intermediate School (WIS) PTO also provided opportunities for teachers through our funding of the Teacher's Discretionary Fund, in which we paid \$1,435. We also allocated \$500 for the Principal's Discretionary Fund and \$1,882 for the Principal's Development Fund. The Weston Intermediate School (WIS) PTO is committed to improving our school landscape and assisted in maintaining our courtyard (\$702). We feel these gifts will enhance the level of instruction in the classes and the school for all the children.

The WIS PTO is committed to supporting and aligning with the district's overall educational curriculum. We hope next year will bring a successful year of fundraising so we can continue to support our children and the school.

Again, we are pleased to present these gifts to the Weston Intermediate School.

Sincerely,  
Monica Stromwall  
WIS PTO President

cc: Pattie Falber, Principal Weston Intermediate School

## Weston Middle School PTO, Inc.

May 17, 2020

Dr. Bill McKersie  
Superintendent  
Weston Public Schools  
24 School Road  
Weston, CT 06883

Dear Dr. McKersie,

I am delighted to inform you that the Weston Middle School (WMS) PTO approved the following items from our 2019-2020 philanthropy account: \$3,000 in Principal Discretionary Funds, to be used by the Team Leaders and the Principal, \$1,800 for Digital Cameras, \$753 for a Printmaking Cart, \$250 for Recess Equipment, \$3,000 for an Author Visit, and \$5,200 for Newsela 1 year subscription. We feel that these gifts will enhance the level of instruction in the classrooms and in the school for all the children.

The WMS PTO is committed to supporting the district's overall educational curriculum. We hope that we will continue to have another successful year of fundraising so we can continue to support our children and the school.

Again, we are pleased to present these gifts to the Weston Middle School.

Sincerely,  
Tammy Roberts  
Weston Middle School PTO President

cc: Dan Doak, Principal Weston Middle School

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**135 School Road, Weston, Connecticut 06883**

<b>WHS PTO Philanthropy</b>	<b>Amount</b>	<b>Dept</b>
<b>2019-20</b>		
Principal Discretionary Funds	\$ 4,000	Principal
Professional Development Funds	\$ 2,000	Teachers/Training
WHS Company Program Ads	\$ 300	Performing Arts
Weston Education Foundation, Annual Donation	\$ 500	Donations
PTO Citizenship Award	\$ 500	
Instrument Repair (May 2019)	\$ 875	Music
Virtual Reality Goggles	\$ 1,063	Technology
Upgrade TV Studio (Sports Broadcasting)	\$ 10,000	Videography
Midterm Breakfast	\$ 490	Work Study/ Student Life
Homecoming Float Decorations	\$ 864	Work Study/ Student Life
Youth Mental First Aid Training	\$ 2,200	Teachers/Training
Trout Tank Equipment	\$ 1,007	Science
3D Printer (2nd one)	\$ 2,500	Technology
<b>TOTAL 2019-20</b>	<b>\$ 26,299</b>	

**Weston Board of Education Executive Session**

May 18, 2020 5:15 PM

Via Conference Call

**Attendance Taken at 5:17 PM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner  
Victor Escandon

Others:

William McKersie  
Kenneth Craw

**1. Personnel Matter-Discussion of Search for New Director of Pupil Personnel Services Division**

Upon a MOTION by Ms. Miller, second by Ms. Albert, the Board entered Executive Session at 5:17 p.m. for a discussion regarding a personnel matter: the discussion of search for new Director of Pupil Personnel Services Division. The Board asked Dr. McKersie and Dr. Craw to join the discussion.

Upon a MOTION by Ms. Walker, second by Ms. Koyner, Executive Session adjourned at 5:59 p.m.

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Chairperson

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Superintendent

**Board of Education Regular Meeting**

May 18, 2020 6:00 PM

Via Conference Call

443-671-8542 PIN: 867 500 956#

**Attendance Taken at 6:02 PM:**

Present Board Members:

Anthony Pesco

Melissa Walker

Ruby Hedge

Gina Albert

Taffy Miller

Ms. Hillary Koyner

Victor Escandon

**I. CALL TO ORDER, VERIFICATION OF QUORUM**

**II. EXECUTIVE SESSION**

**III. RESUME PUBLIC SESSION**

**IV. PLEDGE OF ALLEGIANCE**

**V. RECOGNITION**

**V.A. Recognition of Student Board of Education Representatives**

Discussion:

The Board thanked Graham Fay and Chelsea Greenberg for their participation on the Board of Education and honest exchange of ideas and thoughts.

**Motion Passed:** Move that the Weston Board of Education recognize Chelsea Greenberg and Graham Fay for serving as the 2019-2020 Weston Board of Education Student Representatives; passed with a motion by Melissa Walker and a second by Taffy Miller.

**7 Yeas - 0 Nays.**

**VI. APPROVAL OF MINUTES**

**Motion Passed:** Move that the Weston Board of Education approve the minutes from March 3 BOE Workshop and Executive Session, March 17 Special Meeting, April 27 Regular Session and May 11 Executive and Regular Session; passed with a motion by Ruby Hedge and a second by Gina Albert.

**7 Yeas - 0 Nays.**

**VII. PUBLIC COMMENT - \*\*To participate in Public Comment, please visit the District website at [www.westonps.org](http://www.westonps.org), and under the Board of Education tab- Public Participation Guidelines, view the procedures and guidelines for Public Participation in Remote Board Meetings.**

Discussion:

Jenn and Gregg Haythorn-6 Winthrop Hill: Comments regarding transparency of Superintendents performance review and estimated savings due to COVID-19.

**VIII. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

Discussion:

Graham Fay began his comments reminding us that the high school students are beginning the second week of AP exams. Some people have had issues, but generally the transition to online exams has been a smooth transition. The teachers have been really helpful getting in preparing them for the exams.

Weston Against Cancer is offering tutoring services to students as well as selling bracelets and greeting cards. So far, the group has raised close to \$400 in a few weeks. All proposals for the Senior Experience have been submitted and it will begin on Monday, May 22. Thursday will be the last school day for all seniors.

Chelsea updated the Board that the Guidance department recently sent a survey to students asking about their mental health and what students were doing to keep busy while at home. Seniors are receiving guidance on college decisions, as many schools have pushed their deposit dates to June 1 instead of May 1. Juniors are beginning their process of transitioning into their college application season, with Ms. Green and counselors working to schedule meetings with the students. Chelsea expressed her thanks to the Guidance Department for reaching out during these times.

Graham spoke briefly about the WHS graduation on June 12. Caps, gowns and cords will be distributed through a drive through process on June 9 and 10. Graduation will be in a similar fashion. Planning for this year's senior class post-graduation events will happen when it is appropriate.

Both Chelsea and Graham thanked the Board, teachers and administration.

**IX. NEW BUSINESS**

**IX.A. Retirements**

**IX.A.1. Recognize the Retirement of Dr. John Kingston, Weston High School Physics Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the retirement of Dr. John Kingston, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.A.2. Recognize the Retirement of Lorraine DiNapoli, Weston High School Transition Coordinator**

**Motion Passed:** Move that the Weston Board of Education recognize the retirement of Lorraine DiNapoli, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B. Resignations**

**IX.B.1. Recognize the Resignation of Michael Rizzo, Assistant Superintendent of Pupil Personnel Services**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Michael Rizzo, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.2. Recognize the Resignation of Maria Caracuel, Weston High School Spanish Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Maria Caracuel, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.3. Recognize the Resignation of Kirsten Karlan, Weston Middle School Music Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Kristen Karlan, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.4. Recognize the Resignation of Ben Megna, Weston Intermediate School Special Education Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Ben Megna, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.5. Recognize the Resignation of Stacie Reisner, Physical Education Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Stacie Reisner, effective June 30, 2020; passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.6. Recognize the Resignation of Mackenzie Robens, Weston High School Technology & Engineering/Project Lead the Way Teacher**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Mackenzie Robens, effective June 30, 2020; passed with a motion by Gina Albert and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.B.7. Recognize the Resignation of Gary Webster, Art/Technology-District**

**Motion Passed:** Move that the Weston Board of Education recognize the resignation of Gary Webster, effective June 30, 2020. passed with a motion by Melissa Walker and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

**IX.C. Discussion of Effective School Solutions and Contract**

Discussion:

Mr. Rizzo introduced both Cheryl Planten and Lisa Ciappi of Effective School Solutions, and together spoke about the services they provide within Weston High School and how well the team from ESS and WHS worked to create a cohesive unit.

**IX.D. Annual Instructional Update**

Discussion:

Dr. Craw Spoke briefly about the Annual Instructional Update, which was presented at the May 13, 2020 Curriculum Committee meeting. A district wide email will be sent to all families and staff with the AIU attached. In future AIU's, both goals and accomplishments will be aligned.

**IX.E. Distance Learning Update**

Discussion:

The Distance Learning model has settled into a rhythm over the past few weeks and has evolved over the past two months. Dr. McKersie has received many thanks and constructive feedback regarding the current learning environment. The learning environments for the K-5 level, versus the 6-12 level are much different.

The June Curriculum Committee meeting will be one of reflection regarding distance learning. Emotional well-being of students is greatest concern right now.

**IX.F. Update on End-of-Year Events for All Schools**

Discussion:

Each of the principals spoke about the plans for each school's end-of-year events.

At HES, Ms. Kaddis and her team will hold a drive-thru parade for those second graders transitioning to third grade.

At WIS, a car parade for the fifth-graders moving up to WMS will be met with teachers and staff. T-shirts are being purchased for each fifth-grade student.

At WMS, eighth grade students will receive a Class of 2024 t-shirt and a video moving up ceremony will try to have the elements of the normal in-person ceremony normally held. A car parade is scheduled for the morning of June 12. Ms. Wolak is proud of all the plans for the graduating seniors of WHS. The Fox will be broadcasting the drive through ceremony live.

**IX.G. Fall 2020 Opening Update**

Discussion:

Dr. McKersie spoke about the Fall 2020 reopening plans. Both student and staff well-being is of top priority. He will look into what has been the effect in student learning because of distance learning. The District announced last

week that a Fall 2020 Task Force has been formed, modeled after the School Start and End Time Task Force, of which has guidelines and is an advisory body to the Superintendent.

The District closed fast for public health reasons, and will open slow for the same reason. A large planning framework has been created and is being shared throughout our neighboring districts to help inform and plan for Fall 2020. Currently the District is looking at three possible scenarios for the Fall: normal, in-person learning, hybrid model of in-person and distance learning, and full distance learning. However, Federal and State guidelines will dictate how we are able to open.

Mr. Rizzo outlined some of the planning that is going throughout the District with regard to health and safety, such as: PPE purchases, planning what smaller ratios within schools for spaces, students and staff look like, as well as cafeterias.

Dr. McKersie mentioned the three criteria being considered: students and staff well-being from a public health perspective, the effect on student learning, and the ability of families to support younger learners. Within the framework document there are six major "checklist" items being worked on.

#### **IX.H. Discussion and Vote on 2020-2021 Board of Education Meeting Dates**

**Motion Passed:** Move that the Weston Board of Education approve the Board meeting dates for 2020-2021; passed with a motion by Ruby Hedge and a second by Gina Albert.

**7 Yeas - 0 Nays.**

#### **IX.I. Tenth FY 2020 Financial Update and Approval of Transfers**

Discussion:

Mr. Cross presented the tenth FY 20 Financial Update, with transfers in the amount of \$10,364.88, one in excess of \$5,000. A question was asked regarding any balances left in the budget when it is returned back to the Town of Weston. The Board of Finance is currently deliberating as to how to account for the monies.

**Motion Passed:** Move that the Weston Board of Education approve the tenth FY 2020 Financial Update; passed with a motion by Gina Albert and a second by Taffy Miller.

**7 Yeas - 0 Nays.**

#### **IX.J. Consideration of Additional Reductions to FY 21 Operating Budget**

Discussion:

The Weston Board of Finance is considering potential additional reductions to the FY 21 Operating Budget for WPS. Once we know the outcome of the BOF vote, the administration will bring additional considerations to the Board of Education.

### **X. SUPERINTENDENT'S REPORT**

#### **X.A. District Update**

Discussion:

Dr. McKersie mentioned that he was able to walk the campus today and was excited to see people enjoying themselves, while social distancing.

**XI. COMMITTEE REPORTS**

**XI.A. Communications Committee**

Discussion:

Ms. Hedge thanked Dr. Tunks for the hard work that has been done in rolling out the new district website.

**XI.B. Curriculum Committee**

**XI.C. Facilities Committee**

Discussion:

Dr. Pesco informed the Board that the Town is currently taking time to understand both Phase 1 and Phase 2 of the facilities studies.

**7 Yeas - 0 Nays.**

**XI.D. Finance Committee**

**XI.E. Policy Committee**

**XI.F. Negotiations Committee**

**XI.G. CES**

**XI.H. CABE**

**XI.I. Weston Education Foundation**

**XII. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION**

**XII.A. Regular Session on June 15, 2020 at 6:00 p.m.**

**XII.B. Review of Pending Agenda Items for Next Meeting**

**XIII. ADJOURNMENT**

Discussion:

The meeting was adjourned at 9:03 p.m.

**Motion Passed:** passed with a motion by Taffy Miller and a second by Ruby Hedge.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

**Weston Board of Education Executive Session**

May 19, 2020 9:00 AM  
Via Conference Call

**Attendance Taken at 9:05 AM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner  
Victor Escandon

- 1. Personnel Matters: Discussion Regarding Employment Contracts of the following Central Office Administrators---Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities.**
- 2. Personnel Matters: Discussion Regarding Superintendent's Annual Review**

Upon a MOTION by Mr. Escandon, second by Ms. Albert, the Board entered Executive Session at 9:05 a.m. for a discussion regarding personnel matters: discussion regarding employment contracts of the following Central Office Administrators- Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities and discussion regarding Superintendent's annual review.

Upon a MOTION by Ms. Miller, second by Ms. Albert, Executive Session adjourned at 10:34 a.m.

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Chairperson

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Superintendent

**Board of Education Executive Session**

May 27, 2020 8:00 AM  
Via Conference Call

**Attendance Taken at 8:05 AM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner  
Victor Escandon

**1. Personnel Matters: Discussion Regarding Employment Contracts of the following Central Office Administrators---Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities.**

**2. Personnel Matters: Discussion Regarding Superintendent's Annual Review**

Upon a MOTION by Dr. Pesco, second by Ms. Hedge, the Board entered Executive Session at 8:05 a.m. for a discussion regarding personnel matters: discussion regarding employment contracts of the following Central Office Administrators- Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities and discussion regarding Superintendent's annual review.

Upon a MOTION by Dr. Pesco, second by Ms. Hedge, Executive Session adjourned at 10:05 a.m.

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Chairperson

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Superintendent

**Weston Board of Education Executive Session**

June 01, 2020 8:00 AM

Via Conference Call

**Attendance Taken at 8:05 AM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner  
Victor Escandon

**1. Personnel Matters: Discussion Regarding Employment Contracts of the following Central Office Administrators---Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities.**

**2. Personnel Matters: Discussion Regarding Superintendent's Annual Review**

Upon a MOTION by Dr. Pesco, second by Ms. Hedge, the Board entered Executive Session at 8:05 a.m. for a discussion regarding personnel matters: discussion regarding employment contracts of the following Central Office Administrators- Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities and discussion regarding Superintendent's annual review.

Upon a MOTION by Dr. Pesco, second by Ms. Hedge, Executive Session adjourned at 10:05 a.m.

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Chairperson

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Superintendent

**Board of Education Special Meeting**

June 08, 2020 6:00 PM

Via Conference Call

470-499-1920 PIN: 864 025 698#

**Attendance Taken at 6:02 PM:**

Present Board Members:

Anthony Pesco

Melissa Walker

Ruby Hedge

Gina Albert

Taffy Miller

Hillary Koyner

Victor Escandon

**1. Review and Possible Vote Regarding Additional Reductions to FY 21 Operating Budget**

Discussion:

Dr. Pesco reviewed with the Board and administration what specifically was voted on by the Weston Board of Finance at their June 1, 2020 meeting. An additional reduction of \$120,000 to the Board of Education FY 21 Operating Budget is needed.

Dr. McKersie spoke about the list to be presented to the Board for additional reductions to the FY 21 Operating Budget.

Dr. Craw spoke about the three academic reductions. The first was a turnover savings with the departure of Dr. Tunks and Mr. Rizzo. The second was a reduction in .5 FTE at WHS, due to a more efficient use of staff due to the number of sections for course selections needed, and the third was a pause in the K-2 Spanish program for the upcoming school year.

Mr. Cross spoke about three areas of savings for FY 21: the reduction of transportation costs for the out-of-district Extended School Year now being offered through distance learning, a reduction in repairs and maintenance and a two and one-half percent overall reduction across the District in Dues and Fees. Listed in the reductions brought to the Board was the reinstatement of the IT Coordinator position.

The Board and administration discussed each line item, and all but the pause of the K-2 Spanish were approved. The Board felt strongly that this program not be paused for the FY 21 school year and that the administration come back to the Board with other reductions to cover the \$43,161 cost to administer this program.

The Board voted to approve the total of \$120,000 in reductions, knowing that the administration will present them with additional reductions to cover \$43,161.

**Motion Passed:** Move that the Weston Board of Education approve the proposed additional budget reduction items to the FY21 budget; passed with a motion by Gina Albert and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

## **2. Discussion of FY 21 Capital Budget**

Discussion:

The Board of Education FY 21 Capital Budget was approved by the Board of Finance at a total of \$692,324, which includes \$60,000 shifted from the sinking fund to the BOE Capital Budget for WHS track replacement.

## **3. Setting of Second Special Meeting Regarding Review and Possible Vote on Additional Reductions to FY 21 Operating Budget**

Discussion:

The Board of Education will add an agenda item to their previously scheduled monthly meeting on June 15 to discuss and vote on the \$43,161 additional reductions to the FY 21 Operating Budget in place of the pause to the K-2 Spanish at Hurlbutt Elementary School.

With a motion by Dr. Pesco, second by Ms. Hedge, the meeting was adjourned at 7:19 p.m.

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Chairperson

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Superintendent

**Board of Education Executive Session**

June 10, 2020 12:30 PM  
Via Conference Call

**Attendance Taken at 12:30 PM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner

Updated Attendance:

Victor Escandon was updated to present at: 1:23 PM

Others:

William McKersie  
Kenneth Craw  
Tracy Edwards  
Meredith Herman

**1. CALL TO ORDER**

Upon a MOTION by Ms. Albert, second by Ms. Koyner, the Board entered Executive Session at 12:30 p.m. for matters pertaining to personnel-interview of candidate for Director of Pupil Personnel Services.

**2. EXECUTIVE SESSION**

**2.1. Matters Pertaining to Personnel-Interview of Candidate for Director of Pupil Personnel Services**

The Board asked Dr. McKersie, Dr. Craw to join the discussion.

Upon a MOTION by Ms. Albert, second by Ms. Miller, the Board invited Ms. Edwards to join the discussion at 12:56 p.m., leaving the meeting at 1:39 p.m.

Upon a MOTION by Ms. Albert, second by Ms. Walker, the Board invited Ms. Herman to join the discussion at 1:00 p.m., leaving the meeting at 1:39 p.m.

**3. ADJOURNMENT**

Discussion:

The meeting was adjourned at 2:19 p.m.

**Motion Passed:** passed with a motion by Taffy Miller and a second by Gina Albert.

**7 Yeas - 0 Nays.**

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Chairperson

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Superintendent

**Weston Board of Education Regular Session**

June 10, 2020 2:15 PM

Via Conference Call

720-500-2867 PIN: 160 167 554#

**Attendance Taken at 2:20 PM:**

Present Board Members:

Anthony Pesco

Melissa Walker

Ruby Hedge

Gina Albert

Taffy Miller

Hillary Koyner

Victor Escandon

Others:

William McKersie

Kenneth Craw

**1. Call to Order**

**2. Personnel Matters-Discussion and Vote on Appointment of Director of Pupil Personnel Services**

Discussion:

Board Chairperson Dr. Pesco said that Ms. Tracy Edwards brings incredible experience and dedication to the role. Throughout the interview process, it was clear that her background and performance is exactly what we need as a Director of PPS. He was extremely happy to have her on board in Weston. All Board members voiced their enthusiasm at having Ms. Edwards as the new Director of Pupil Personnel Services for Weston. Before adjourning the meeting, Dr. Pesco thanked everyone who was involved in the interview process for this hire.

**Motion Passed:** Move that the Weston Board of Education appoint Tracy Edwards as the Director of Pupil Personnel Services effective July 1, 2020 with a salary of \$172,500. Final contract details to be negotiated by the Superintendent; passed with a motion by Gina Albert and a second by Taffy Miller.

**7 Yeas - 0 Nays.**

**3. Adjournment**

Discussion:

The meeting was adjourned at 2:27 p.m.

**Motion Passed:** passed with a motion by Anthony Pesco and a second by Ruby Hedge.

**7 Yeas - 0 Nays.**

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Chairperson

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Superintendent

**Board of Education Executive Session**

June 11, 2020 8:00 AM

Via Conference Call

**Attendance Taken at 8:01 AM:**

Present Board Members:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller  
Hillary Koyner  
Victor Escandon

**1. Personnel Matters: Discussion Regarding Employment Contracts of the following Central Office Administrators---Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities.**

**2. Personnel Matters: Discussion Regarding Superintendent's Annual Review**

Upon a MOTION by Ms. Walker, second by Ms. Albert, the Board entered Executive Session at 8:01 a.m. for a discussion regarding personnel matters: discussion regarding employment contracts of the following Central Office Administrators- Assistant Superintendent of Curriculum & Instruction, Director of Finance and Operations, and Director of Facilities and discussion regarding Superintendent's annual review.

Upon a MOTION by Ms. Miller, second by Ms. Walker, Executive Session adjourned at 8:44 a.m.

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Chairperson

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Superintendent

**Board of Education Executive Session**

June 11, 2020 9:00 AM

Via Conference Call

**Attendance Taken at 9:02 AM:**

Present Board Members:

Gina Albert  
Victor Escandon  
Ruby Hedge  
Ms. Hillary Koyner  
Taffy Miller  
Anthony Pesco  
Melissa Walker

Others:

William McKersie  
Michael Rizzo  
Margaret Courter

**1. CALL TO ORDER**

Upon a MOTION by Ms. Albert, second by Ms. Koyner, the Board entered Executive Session at 9:02a.m. for matters pertaining to personnel-interview of candidate for Director of Pupil Personnel Services.

The Board asked Dr. McKersie, Mr. Rizzo to join the discussion.

**2. EXECUTIVE SESSION**

**2.1. Matters Pertaining to Personnel-Interview of Candidate for Assistant Director of Pupil Personnel Services**

Upon a MOTION by Ms. Albert, second by Ms. Walker, the Board invited Ms. Courter to join the discussion at 9:37 a.m., leaving the meeting at 10:08 a.m.

**3. ADJOURNMENT**

Discussion:

The meeting was adjourned at 10:21 a.m.

**Motion Passed:** passed with a motion by Dr. Pesco and a second by Ms. Albert.

**7 Yeas - 0 Nays.**

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Chairperson

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Superintendent

**Weston Board of Education Regular Session**

June 11, 2020 10:30 AM

Via Conference Call

662-626-3498 PIN: 212 353 251#

**Attendance Taken at 10:30 AM:**

Present Board Members:

Gina Albert

Ruby Hedge

Ms. Hillary Koyner

Taffy Miller

Anthony Pesco

Melissa Walker

Absent Board Members:

Victor Escandon

Others:

William McKersie

Michael Rizzo

**1. CALL TO ORDER**

**2. Personnel Matters-Discussion and Vote on Appointment of Assistant Director of Pupil Personnel Services**

Discussion:

Board Chairperson Dr. Pesco commented that the Board had a great interview with Maggie Courter and fully endorse her as the new Assistant Director of Pupil Personnel Services. He also thanked the interview committee and Mr. Rizzo for all of their hard work in bringing a great candidate to the District. Board members also voiced their excitement and welcomed Maggie to the District.

**Motion Passed:** Move that the Weston Board of Education appoint Margaret Courter to the position of Assistant Director of Pupil Personnel Services effective July 1, 2020, details pursuant to the Weston Administrators Association contract; passed with a motion by Ms. Albert and a second by Ms. Walker.

**6 Yeas - 0 Nays.**

**3. ADJOURNMENT**

Discussion:

The meeting was adjourned at 10:33 a.m.

**Motion Passed:** passed with a motion by Ruby Hedge and a second by Melissa Walker.

**6 Yeas - 0 Nays.**

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Chairperson

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Superintendent

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 15, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** Fall 2020 Opening Update

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

Attached are two documents that Dr. McKersie will reference in his update of the Fall 2020 opening.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>





Governor Ned Lamont

Rules for operating  
Summer Schools during  
COVID19

May 20<sup>th</sup> , 2020





# Summer School

DRAFT

# Summer Schools | Introduction

When the effects of the pandemic required that schools across Connecticut cancel in-school classes during March of 2020, it took seconds to realize that education in Connecticut was forever changed. Connecticut has long been focused on providing all students equity and excellence in education. In the wake of this public health emergency demanding an entirely remote learning environment, meeting the needs of all of our students presents a dramatic challenge. Our ReOpen Connecticut PreK-12 Subcommittee is confident that we will all successfully navigate this challenge. Connecticut's continued focus on educational access and excellence is not only more important than ever, but we know that Connecticut's long-term social and economic stability depends on it.

We recognize that the way we deliver instruction will continue to evolve, whether this means hybrid models of in-school and remote learning, partial day or partial week school experiences for students, or extended remote learning. As we look toward resuming classes inside our school houses, we will keep the health and safety of our students and staff as our primary focus. Healthy schools will translate to healthy communities.

The summer school plan that follows was developed with input from educators, parents, and student advocacy partners, including consideration of a broad range of feedback via a public survey. All of this input was considered and solidified by our ReOpen Connecticut PreK-12 Subcommittee into this recommended plan. The plan to initiate summer school operations has also been reviewed by health officials to ensure safety for all involved. Our recommendations provide a strong roadmap to allow students limited summer school access while maintaining safety as the first priority.

While the needs of districts will drive specific plans for summer school, all programming is expected to adhere to these safety recommendations and requirements. Our Subcommittee understands that the course of the pandemic over the summer may change based on the most updated health and safety recommendations. Therefore, that schools should be flexible and plan contingencies related to programming as well as remain aware of any further executive orders or public health and safety restrictions that change the approach to resuming limited in-school summer classes.

We are privileged in this state to have resilient educational leaders, educators, and school communities that are equipped to take on this national crisis. As this plan is implemented, the Connecticut State Department of Education will continue its mission to provide meaningful support and guidance to school communities during this pandemic. With the support of our team, and our school communities, and our students we are more driven than ever to lead the evolution of education in Connecticut. This plan is the first step.

*This document may be updated due to the rapidly changing response to this pandemic emergency and ongoing updates from Centers for Disease Control and Prevention (CDC) and/or changes to federal and state orders and guidance. The Connecticut State Department of Education will provide any such updates to Superintendents.*

# Summer Schools | Reopening processes

## (I/II)

- **Opening In-Person Summer Classes:** A Superintendent, may allow in-person summer school classes to begin on July 6 if:
  - Locations comply with the requirements set out in this document and with the CDC Decision Tool available [here](#); and
  - Local infection rates of COVID-19 do not prevent the safe operation of summer schools (DRAFT LANGUAGE) – to be finalized with input by the Department of Public Health.
- **Suspending In-Person Summer Classes:** A Superintendent, may suspend in-person classes at any time due to health & safety risks.
- **Announcement:** LEAs must communicate their summer school plans and associated safety protocols, including by posting their plans on their school district websites.
- **Summer Distance Learning:** Distance Learning and any other remote continued educational opportunities should continue during summer school programming to enhance student experience for those who are attending in-school classes, or to extend learning opportunities to those who may not be attending summer school. Programs that are run in high schools should focus on credit recovery options and may be done through distance learning.
- **Safe Harbor and Liability Considerations:** The State should consider ways to mitigate liability for those boards of education that, in good faith and to the greatest extent possible, comply with the planning efforts set out in this document and with all relevant public health and safety mandates and orders.
- **Compliance Liaison:** The Superintendent must appoint an employee of the school district to serve as COVID 19 Health & Safety Compliance Liaison.
  - The Liaison, whose contact information must be made public, will engage with students, parents, faculty, staff, and administrators to answer questions about the health & safety requirements set out in this document and address questions about compliance.
  - The Liaison will support the implementation of these requirements, as well as the implementation of other school health & safety measures relating to COVID-19 and any additional guidance provided by the Reopen Connecticut Advisory Group.
- **Priority Access for Special Student Populations Requiring Learning Recovery Support:** LEAs will develop a consistent policy for their approach to priority access. Where possible consistent with the public health and safety requirements, in-person summer school programming will prioritize students who require the most learning recovery support. Schools should also prioritize their obligations for extended school year (ESY) services when determining access to in-person educational opportunities. LEAs will assess and then determine how to safely accommodate students with special health care needs during summer school. Students most in need of learning recovery support include, but are not limited to:
  - Students with special needs;
  - Students who are English Learners;
  - Students who have had limited to no access to devices to engage in virtual distance learning, or;
  - Students who otherwise did not access educational materials despite the LEA's providing the opportunity.

# Summer Schools | Reopening processes

## (II/II)

- **Medical Professional:** The Superintendent must ensure that a nurse or other medical professional is available to each school in their district to manage positive and suspected cases, including overseeing testing and tracing.
- **Notice of Risks:** All participants will receive latest CDC guidance and risks, including additional risks associated with comorbidity and risk factors. This information will also be posted in public areas.
  - Information will be made available in native language of recipient.
  - All staff and parents and guardians, on behalf of the students, should sign written confirmation that they have received these notices.
  - A participant's failure to sign confirmation regarding notice will be addressed on a case-by-case basis and in no cases will a student be forbidden access to summer school on this basis.
- **No Visitors:** Visitors will not be permitted into school facilities unless required by law, or otherwise required by a student's individualized educational plan.
- **Student Meals:** Given that summer school should require students to be at school for only part of the day, student meal times should not be scheduled inside the facilities. In districts that provide summer meals for students, students should be able to grab their lunch to-go as they exit, and this exchange should be planned to happen consistent with all public health and safety guidelines for social distancing.

# Summer Schools | Physical space setup

- **Class groups:** Group size in every classroom should be limited to no more than one teacher and ten additional individuals.
  - Individual student needs should determine the exact student-to-teacher ratio. Recommended ratio for students with specialized learning needs is 5:1, but no greater than 7:1.
  - Both children and additional support professionals should be counted towards the 10:1 group size limit.
  - 10:1 group size limit assumes that the classroom (or other instructional area) is large enough to allow for six-foot social distancing between individuals. If this is not the case, the ratio must be lower.
- **Distancing strategies:** Appropriate social distancing strategies should be implemented allowing for at least six feet of physical distance between individuals. To ensure appropriate social distancing, schools should select strategies based on feasibility given the unique space and needs of the school as recommended by CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#), including:
  - Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- **Facilities:** Ensure that all water and ventilation systems are safe to use after a prolonged shutdown. Additionally, when possible, adjust facilities to minimize risk of infection:
  - Maximize ventilation with outdoor air.
  - Use outdoor instruction where safety conditions and physical space allow.
  - Install no-touch entrances, exits, and bathroom fixtures when possible.
- **Bus Transportation:** Transportation to summer school should be provided by a guardian if possible. Otherwise, it will be made available where students cannot be transported by their guardian and where it is required as part of an individualized education program or otherwise as required by law. In these instances:
  - A bus monitor must be employed by the school district to ride on the bus at all times it is transporting students to monitor student density and ensure the use of face masks.
  - Student seating must allow for social distancing and adhere to the following restrictions: No more than one student seated per row, unless from the same household; Students seated no closer than every other row; Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.
  - Face masks for all as described above are required on bus rides, except among exempt individuals.
  - Cleaning protocols must be communicated to all staff, including measures to prevent harmful human exposure to chemicals.
  - Bus Drivers and bus monitors must wear face masks. These must always be worn when children are in the bus

# Summer Schools | Personal protection

- **Wearing masks:** All students and school personnel must always use a face mask while on school property or a school bus. This requirement also applies to parents dropping off or picking up children. Instructions for use of face mask are available from the CDC:
  - The following individuals are exempt from this requirement per CDC guidelines: Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition; a child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
  - In addition, educators that can maintain a six-foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face masks.
- **Providing masks:** Schools must provide face masks to any student or staff member who does not have one.
- **Protecting high-risk educators:** In cases where close contact between educators and students is highly likely (such as when interacting with certain students with disabilities who cannot socially distance), schools must provide educators with surgical masks and face shields.
- **Social Distancing:** Six-foot distancing should always be maintained. In the few cases where distancing is not possible, appropriate face coverings and other protection should be available. The only times when distancing may not be possible should be when staff members are:
  - Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
  - Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse).

# Summer Schools | Cleaning and disinfecting

- **Promoting Health Hygiene Practices, and Cleaning & Disinfection:** School administrators, under the supervision of the Superintendent, will communicate cleaning and hygiene protocols as recommended by the CDC (see link below). These protocols will be adhered to by all summer school staff and participants. Signs on how to “Stop the Spread” should be posted in all school buildings in easily seen locations.
  - Areas where summer school operations are used must be cleaned, disinfected and/or sanitized, as per CDC guidelines. Door handles, desks, and other high contact areas should be given special attention.
- **Bathroom cleaning:** should be sanitized at least twice a day. Where possible, consider designating separate bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes). *Detailed guidance to follow in coming pages.*
- **Cleaning logs:** Implement use of cleaning log to track cleaning frequency.
- **Hand hygiene:**
  - Reinforce to staff and children, regular hand washing with soap and water for at least 20 seconds should be done.
  - Alcohol-based hand sanitizer should be provided at every school entrance and in every classroom.
- **Respiratory hygiene:** Encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.
- **Training:** An in-person or video training that covers social distancing, cleaning protocols, and hygiene practices must be provided to and attended by all students and staff.

# Summer Schools | Health guidance for employees

- **Testing and contact tracing:** Testing for COVID-19 must be available for staff or students if there is a suspected case of COVID. The decision to suspend or close program for some or all participants will be made by the Superintendent or designee. In addition, school districts need to have contact tracing and testing protocols in place to enable efficient tracing within the school community in the event of a positive case.
  - If a child or staff member who has been present in the program is diagnosed with COVID-19, the school must notify families and staff about the exposure.
  - Schools should establish specific procedures to address next steps if a staff member or child is suspected to be sick, or has been diagnosed with COVID-19, including the protocols around information sharing while respecting privacy expectations.
- **Health Screening:** All staff and students are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse or medical professional in their district. Staff and students will also be encouraged to self-report symptoms or exposures. Staff or students who have a temperature greater than 100 degrees are not permitted into the school. When conducting screening, the school should include the following in their protocols:
  - Use touchless or disposable (preferred) or oral with single-use disposable covers or adequate disinfection between individual uses.
  - The health screener must wear a face mask and face shield while performing this action.
  - In addition to the health office, schools must identify an isolation room for holding students who exhibit symptoms consistent with COVID-19, until a parent or guardian arrives.
  - Students must never be left unattended in an isolation room.
- **Attendance monitoring:** LEAs should also actively monitor staff and student absenteeism to identify any trends that would suggest spread of illness such as COVID-19.
- **Materials Sharing:** Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.
  - No two individuals should use the same materials in a given school day.
  - Appropriately clean, disinfect, or sanitize materials at the end of each school day. See the Cleaning & Disinfection section for specific guidance on disinfection practices.
- **Consistent teams:** If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible.

# Summer Schools | Detailed bathroom protocols (I/II)

**These cleaning protocols must be followed by all schools, but may also be informative for any shared bathroom facility.**

## **Physical distancing:**

- Multi-stall bathrooms should only be used by those who feel well. A separate bathroom should be designated for any student that becomes ill.
- In multi-stall shared bathrooms, in-use bathroom stalls and sinks should be greater than 6 feet apart. If that is not the case, tape off some stalls or sinks and place a sign indicating they should not be used.
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom.
- Bathroom occupancy is determined by the number of persons that are able to use the facility while maintaining 6 feet social distance, therefore, will vary based on size and layout of each bathroom.
- If needed, implement a shower schedule to accommodate for the decreased availability of shower stalls at a given time and/or to improve social distancing.
- No personal items should be stored within the bathroom.
- Toilet lids (if present) should be closed before flushing.
- Minimize time in the bathroom
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom.

## **Cleaning practices:**

- Bathrooms should be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols. Additionally, ensure that you:
  - Know how to use disinfectants correctly. READ THE LABEL to determine the appropriate application procedure, dilution contact/"dwell" time (time needed for disinfectant to work as indicated), and personal protective equipment (PPE)
  - Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier.
  - Use green products. Green products are certified by an independent third party. The CT Green Cleaning law requires such certification.
  - Conduct disinfection in the absence of children or periods of lowest occupancy.
  - Use the least amount of disinfectant as recommended.
- If bleach is used:
  - Treat as toxic. Open a new bottle every month as bleach loses its effectiveness when stored.
  - Make dilution daily. Use only on surfaces that need to be disinfected.
  - Limit spraying onto surfaces. Use a pump bottle or spray onto a cloth and wipe.
  - Bleach solution should be left on surface for 2 minutes or allowed to air dry. If the area or item is going to be used right away, rinse.
- In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
- Place signs reminding students and staff to wash hands before and after using the restroom.

# Summer Schools | Detailed bathroom protocols (II/II)

## **Bathroom fixtures:**

- Optimize ventilation –Should exhaust to outside, negative pressure. optimize fresh air intake. Check ASHRAE guidelines.
- Do not use hand dryers. If they are present, tape them and indicate that they should not be used.
- Place a trash can and paper towel roll by the bathroom door to allow students and staff to prevent from touching the handle with their hands.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install touch-free single-use paper towel dispensers, garbage bins, faucets, urinals, and toilets if possible.

DRAFT

# Summer Schools | Detailed bus protocols

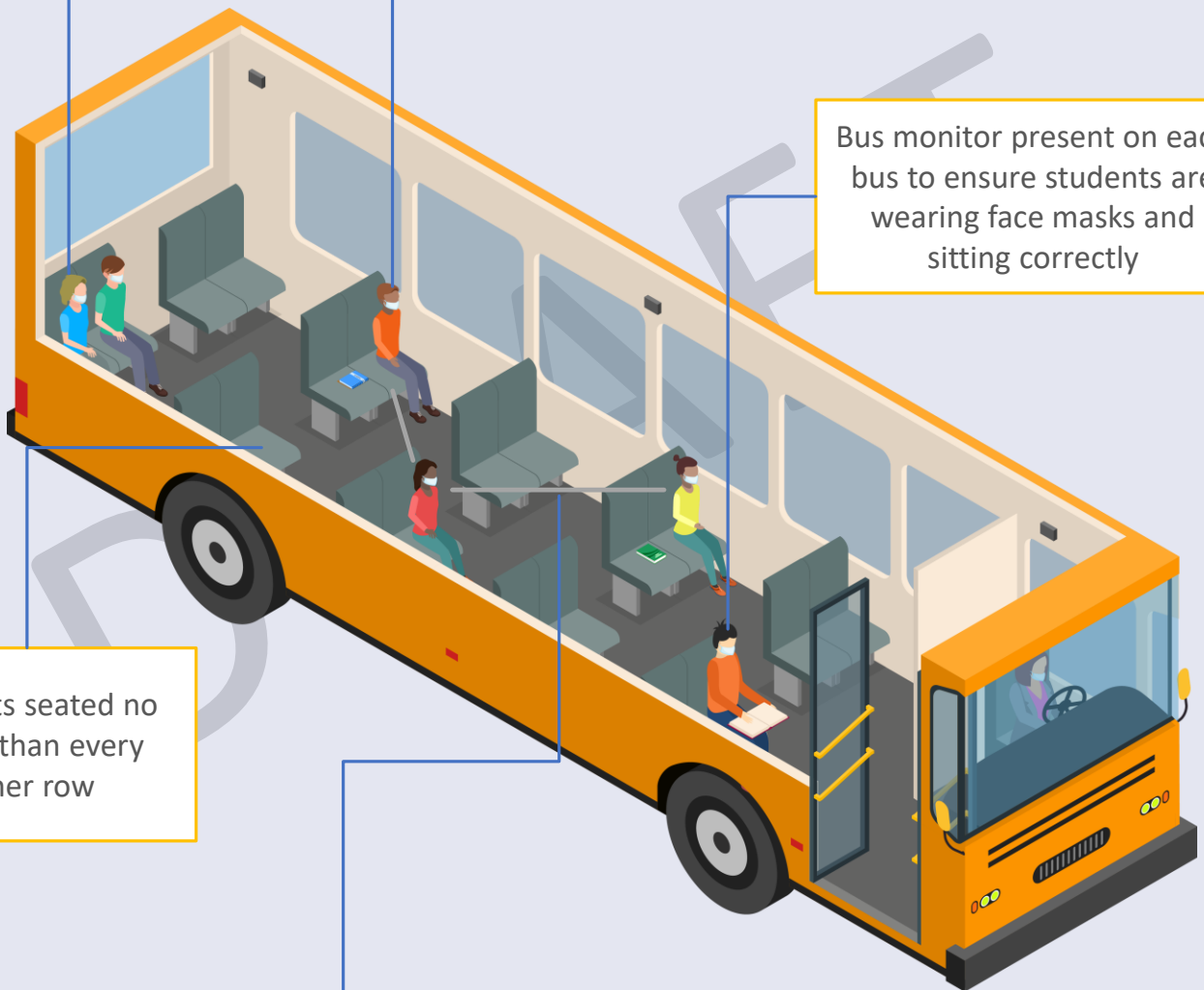
No more than one student seated per row, unless from the same household

Masks must be worn by all

Bus monitor present on each bus to ensure students are wearing face masks and sitting correctly

Students seated no closer than every other row

Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus



# Summer Schools | Additional resources

- **General cleaning & disinfecting:** <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **Handwashing materials:** <https://www.cdc.gov/handwashing/campaign.html>
- **Facilities & ventilation:** [https://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVID-19\\_guidance\\_document\\_ver2\\_20200403\\_1.pdf](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf)
- **Green certified cleaning product information:** Green Seal (<http://www.greenseal.org>), Eco-Logo (<http://www.ecologo.org/en/index.asp>) or Design for the Environment (DfE) (<http://www.epa.gov/dfe>)

DRAFT



## Weston Public Schools Textbook Adoption Form

**School:** WHS                      **Date:** 6/3/2020

**Subject Area:** Social Studies (AP Human Geography)

**Grade Level:** Secondary                      **Grades:** 11-12

### Committee Members:

Kara Swezey, Teacher
Nick Torres, CIL

### Selection criteria or parameters established for this textbook:

- Organizational Structure
  - Seven units based on College Board curriculum outline
  - Subdivided into 20 chapters, each with essential question, geographic perspectives, and review material, and sample question(s)
- Methodology
  - Systematic Methodology
- High Rigor
  - Reading Level: Lexile = 1170 (according to publisher)
  - Aligned to the College Board course-exam description
  - Practice exam questions, including paired-source and free-response
- Accessibility
  - Each unit has a one-page overview of essential knowledge and terms
  - Writing skills activities aligned to essential questions, by chapter
- Engagement
  - Black and white
  - Half-page or larger maps, diagrams, tables, graphs

# Weston Public Schools Textbook Adoption Form

**Textbooks reviewed during the process:**

**Title:** Advanced Placement Human Geography  
**Author:** David Palmer  
**Publisher:** AMSCO  
**Publication Date:** 2020

No other textbook was reviewed during the process.

**Research Conducted:** *Feedback from area high schools that currently offer AP Human Geography. List districts surveyed and text used if course is offered.*

<b>District</b>	<b>Text</b>
Trumbull High School	Palmer, Advanced Placement Human Geography

**Recommendation from APSI Instructor:** *Feedback from APSI instructor, who was also the 2019 President of the National Council for Geographic Education.*

<b>Instructor</b>	<b>Year/Location</b>	<b>Text</b>
Kenneth Keller	2018/Taft	Palmer, Advanced Placement Human Geography

**Pilot:**  
*(If the text was piloted, please explain the process and include dates. If the textbook was not piloted, please explain the rationale for not piloting.)*

This text was not piloted because the course is not currently offered.
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**Committee Recommendations:**

Advanced Placement Human Geography by Palmer is the most commonly used supplemental text for AP Human Geography. APSI instructor Kenneth Keller recommended this text, saying that it should be considered necessary rather than supplementary (Summer 2018 training attended by CIL). It is also highly recommended by the AP Human Geography teacher at Trumbull High School. The most recent edition of this text was published in 2020, meaning that this version will remain usable for many years. This text, in concert with Rubenstein, will provide students with the most comprehensive coverage of the AP Human Geography curriculum. This specific benefit of this text is as an additional resource for the most challenging concepts, skills, and terms they will encounter in this course.
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## Weston Public Schools Textbook Adoption Form

**Title:** Advanced Placement Human Geography

**Author:** David Palmer

**Publisher:** AMSCO

**Publication Date:** 2020

**Planned date of next edition:** unknown                      **DRP Score:** 67-74

**Unit Cost:** \$25.95 (Soft Cover + ebook)

**Number of texts being purchased:** 40

**Total cost (including shipping):** \$1,038 (+ 12% shipping + \$5.99 handling) = \$1,168.55

**Based on criteria established, explain why this textbook is being recommended for purchase.**

This text is being recommended for purchase because it supplements and clarifies the most challenging concepts covered in AP Human Geography, and found on the AP exam. The content is divided into seven units, and 20 chapters. Each chapter is subdivided by essential question, geographic perspectives, review material, and sample questions. The text emphasizes the Systematic Method. It is highly rigorous, though slightly more accessible in reading level (1170 Lexile  $\approx$  11th grade) than the primary textbook. It also mirrors the types of questions and skills students will encounter on the exam. Despite being a black and white text, it maintains a high level of engagement through the use of multiple expressions of content (visual and textual), and provides students with a resource that can easily be used to support the most difficult elements of AP Human Geography.

**Recommendation approved by:**

**Nicholas Torres**                      **Date:** 6/4/2020                      **CIL**

**Lisa Wolak**                      **Date:** [Click here to enter a date.](#)                      **Principal**

**Dr. Ken Crow**                      **Date:** [Click here to enter a date.](#)                      **Assistant Superintendent**



## Weston Public Schools Textbook Adoption Form

**School:** WHS                      **Date:** 6/3/2020

**Subject Area:** Social Studies (AP Human Geography)

**Grade Level:** Secondary                      **Grades:** 11-12

### Committee Members:

Kara Swezey, Teacher
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Nick Torres, CIL
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### Selection criteria or parameters established for this textbook:

- Organizational Structure
  - Thematic chapters, subdivided by “key issues”
  - Chunking of content into digestible 8-10 page sections (by “key issue”)
- Methodology
  - Dual Methodology: Systematic Method and Descriptive Method
- High Rigor
  - Reading Level: Flesch-Kincaid score = 13.9 (text sample from Chapter Nine)
  - Saturated with Tier III (content-specific) terms
- Accessibility
  - Use of signposting (bold text, key terms, guiding questions, explanatory notes)
  - Content presented in multiple ways: maps, text, graphs, charts, infographics
- Engagement
  - Full color text
  - Rich use of photography, in addition to large (1/2 pg. or greater) maps and diagrams

# Weston Public Schools Textbook Adoption Form

**Textbooks reviewed during the process:**

**Title:** The Cultural Landscape: An Introduction to Human Geography, 13<sup>th</sup> ed.  
**Author:** James M. Rubenstein  
**Publisher:** Pearson  
**Publication Date:** 2020

**Title:** Human Geography: People, Place, and Culture, 11<sup>th</sup> ed.  
**Author:** Fouberg, Murphy, and de Blij  
**Publisher:** Prentice Hall  
**Publication Date:** 2015

**Research Conducted:** *Feedback from two area high schools that currently offer AP Human Geography. List districts surveyed and text used if course is offered.*

<b>District</b>	<b>Text</b>
Trumbull High School	Rubenstein, The Cultural Landscape 11e
Darien High School	Rubenstein, The Cultural Landscape 11e

**Recommendation from APSI Instructor:** *Feedback from APSI instructor, who was also the 2019 President of the National Council for Geographic Education.*

<b>Instructor</b>	<b>Year/Location</b>	<b>Text</b>
Kenneth Keller	2018/Taft	Rubenstein, The Cultural Landscape 12e

**Pilot:**  
*(If the text was piloted, please explain the process and include dates. If the textbook was not piloted, please explain the rationale for not piloting.)*

This text was not piloted because the course is not currently offered.
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**Committee Recommendations:**

The Cultural Landscape by Rubenstein is one of the most commonly used textbooks for AP Human Geography. It was recommended by APSI instructor Kenneth Keller during the Summer 2018 training (attended by CIL). It is currently used by Darien High School, and was recommended as a “necessity” by the AP Human Geography instructor at Trumbull High School. The most recent edition of this text was published in 2020, meaning that this version will remain usable for many years. Since there is no single text which covers 100% of the AP Human Geography exam, a secondary/supplemental text is also being recommended. However, The Cultural Landscape is the premier primary textbook used to teach the AP Human Geography curriculum.
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## Weston Public Schools Textbook Adoption Form

**Title:** The Cultural Landscape: An Introduction to Human Geography, 13th ed.

**Author:** James M. Rubenstein

**Publisher:** Pearson

**Publication Date:** 2020

**Planned date of next edition:** unknown                      **DRP Score:** 70+

**Unit Cost:** \$159.47

**Number of texts being purchased:** 40

**Total cost (including shipping):** \$6,378.80 (+ 7.5% shipping) = \$6,857.21

**Based on criteria established, explain why this textbook is being recommended for purchase.**

This text is being recommended for purchase because it presents material in a highly organized way, which closely aligns to the AP Human Geography curriculum as designed by College Board. The content is broken into small chunks within chapters, so as to make it more accessible to students. The text uses a dual methodology (Systematic and Descriptive), which provides students with a comprehensive range of geographic study. It is highly rigorous, written at a college level, and incorporates Tier III vocabulary students will need for the AP exam. However, it is also written with a keen awareness of audience, and uses multiple strategies of expressing and organizing content so that it is highly accessible and engaging to a high school population. This package is also particularly engaging for students because it includes six-year access to eText, and Mastering Geography, a GIS-type of mapping interface which enables students to build custom maps using hundreds of data layers.

**Recommendation approved by:**

**Nicholas Torres**

**Date:** 6/4/2020

**CIL**

**Lisa Wolak**

**Date:** [Click here to enter a date.](#)

**Principal**

**Dr. Ken Crow**

**Date:** [Click here to enter a date.](#)

**Assistant Superintendent**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 15, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: Discussion and Vote on Changing the Human Resources Specialist Position to Human Resources Manager Position**

**Submitted by: William McKersie**

**Document Summary/Purpose and/or Recommended Action:**

I am submitting to the Board of Education background information and analysis for a recommended change in the staffing of the Human Resources Department, which now has only one staff member.

As is explained in the following memorandum and supporting attachment, I recommend that the Board of Education change the existing position of Human Resources Specialist to be Human Resources Manager. I also recommend that the FY 21 salary for the position be set at \$87,500.

I look forward to discussing this matter at the Board of Education meeting on Monday, June 15 2020.

Thank you.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



Weston Public Schools  
Office of the Superintendent  
William S. McKersie, Ph.D.

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## MEMORANDUM

To: Weston Board of Education  
Date: June 9, 2020  
Subject: Adjusting Position of Human Resources Specialist to Human Resources Manager

### Background

As the Board of Education is well aware, we decided not to fill the position of Director of Human Resources after Lewis Brey left the Weston Public Schools in mid-March 2020. The decision was based solely on financial considerations and the need to reduce the Central Administration head-count and budget for FY 21 (by \$175,000). We advised the Board of Education that we would leave the Director's role open for at least FY 21, but would review whether this was viable for 2021-22 when developing the FY 22 Operating Budget.

We immediately transferred the responsibilities of the Director of Human Resources across the Superintendent of Schools, Assistant Superintendent for Curriculum & Instruction and the Human Resources Specialist. We advised the Board of Education we likely would be upgrading the Human Resources Specialist position to assume more responsibilities.

### Analysis

We have determined that it is necessary to upgrade the Human Resources Specialist position. While the Superintendent of Schools and Assistant Superintendent are able to cover the high level human resources responsibilities, there is a significant amount of work required by a dedicated Human Resources professional to ensure we are meeting the standards of effective and legal human resource operations.

We have analyzed the work conducted by the Human Resources Specialist relative to what is necessary in a one-person Human Resources office. The work is at a level more appropriate for what is considered a Human Resources Manager. I have attached a Job Description for a Human Resource Manager. The attached version has been modified for the purposes of this memorandum and discussion with the Board of Education. It highlights the specific items that would be new responsibilities for the Human Resource Manager (as compared to the HR Specialist). The most essential new responsibilities are within employee relations; recruitment and

on-boarding of new staff; management of personnel policies, reports and studies; and, special tasks, including management of the HR department budget.

The Human Resources Manager would report to the Assistant Superintendent for Curriculum & Instruction, with a dotted line to the Superintendent of Schools. Given that the vast majority of human resource issues pertain to personnel on the “academic side of the house,” it is logical to have the reporting line to our lead academic official.

The salary for the Human Resources Manager would be set in part relative to market rates in comparative districts. We have looked specifically at three districts for staffing levels and salaries in their Human Resource departments.

- ER9 has the position of Human Resources Manager, with no other staff or a Director. The salary for FY20 is \$101,967.
- Darien has a Human Resources Coordinator, reporting to a Human Resources Director. The salary for FY20 is \$95,338.
- Wilton has two Human Resources Coordinators, reporting to a Human Resources Director. The salaries for FY 20 are both at \$84,794.

We would set the salary for the Human Resources Manager for FY 21 at \$87,500. This would be within the market range, albeit at the lower end.

The current Human Resources Specialist would be promoted into the position of Human Resources Manager.

### Recommendation

I recommend that the Board of Education change the existing position of Human Resources Specialist to be Human Resources Manager. I also recommend that the FY 21 salary for the position be set at \$87,500.

Attachment

## **Weston Public Schools**

### **Job Description**

**Title:** Human Resources Manager

**Department:** Human Resources

**General Function:** The Human Resources Manager is a confidential position, which guides and manages human resources practices and objectives that will provide services, policies, and programs for Weston Public Schools overall personnel operations. The Human Resources Manager reports to the Assistant Superintendent for Curriculum and Instruction.

### **Employee Relations**

- Recommends employee relations practices necessary to establish a positive employer-employee partnership. (*New Responsibility*)
- Employee relations guidance and contact for such issues as – Absences, illnesses, work related problems. (*New Responsibility – moving from assisting to lead role*)
- Resource for building support staff in translating policies and contract language. (*New Responsibility*)
- First contact in coordinating investigations regarding employee complaints or concerns. (*New Responsibility – moving from assisting to lead role*)
- Monitor, report, and resolve Family Medical Leave Act (FMLA), Americans with Disability Act (ADA), and Affordable Care Act.
- Monitors all pay practices and recommends pay actions and structures. Advises and prepares new hire contracts. (*New Responsibility*)
- Responsible for preparing and timely disseminating of personnel schedules, including holiday and vacation schedules and summer work schedules.
- Analyzes, and advises on non-renewal and tenure in regards to employees' status. (*New Responsibility*)
- Maintain secure and confidential human resource related files and records are accurately maintained; contracts, evaluations applications, certification and other relevant personnel information consistent with the overall function.
- Updates, maintains, and operates the absence online system – Aesop.
  - Monitors the utilization of system-wide substitute teachers system to ensure quality coverage.
- Coordinate with employee and organize process of WTA Tuition Reimbursement. (*New Responsibility*)
- Coordinate WTA Sick Bank Committee
- Assumes lead responsibility for implementing the MUNIS Employee Self Service Human Resources software program.

## **Recruitment and On-Boarding**

- Determine and recommend recruitment efforts and employee relation practices that will create and sustain an inclusive and diverse work culture. **(New Responsibility)**
  - Continue work with CES Diversity Program and Diversity in Ed Partnership **(New Responsibility)**
- Posts all notices of employment vacancies, including internal and external, public advertisements and postings on appropriate websites.
- Presents all the employment on-boarding for Certified, Non-Certified, long-term substitutes, buildings substitutes, daily substitutes, coaches, interns, and student teachers.
- Responsible for all criminal history records checking, fingerprinting, employment eligibility and all required employment/payroll forms.
  - Maintains criminal history/fingerprinting process completed for all internal and outside contract workers: Affinico/Chartwells/First Student, volunteers and Town volunteers
  - Tracking and maintaining verification of employment paperwork for all staff, Public Act 16-67
  - Contact for FBI Audits
- Substitutes: reviews applications, conducts interviews, updates and maintains the substitute teacher list.
- Coordinates and presents at Substitute and Fall Coaches Workshops. **(New Responsibility)**
- Maintain and update Substitute Handbook. **(New Responsibility)**
- Assumes major responsibility for coordinating recruitment events, including preparation of schedules, publicity, set up booth, interview scheduling and all related functions and managing activities at the recruitment fair.
- Update and Maintain PowerSchool (Employee side).

## **Personnel Policies, Reports, & Studies**

- Conducts a continuing study of all Human Resources policies, programs, and practices to keep administration informed of new developments. **(New Responsibility)**
- Monitors legal compliance, and federal and state requirements as they pertain to the HR function. **(New Responsibility)**
- Research, develop, write and update procedures, methods and guidelines that will streamline processes and efficiencies in HR. Identifies opportunities for improvement and resolves problems. **(New Responsibility)**
- Federal and State Reporting – EDS, ED165, ED156, EEO5, TNC, Title IX, and Civil Rights.
- Ensures that all regulations of State Certification Bureau, State Teachers' Retirement Board and Federal Department of Immigration and criminal history/fingerprinting are met.
- Unemployment - Filing, protesting, and attending hearings. **(New Responsibility – moving from assisting to lead role)**

*Modified Version for Analysis Purposes Only -- Shows "new responsibilities" relative to the current Human Resources Specialist position -- June 15, 2020*

- Responsible for preparing contract data and research information for contract negotiations for all employee groups.
- Staffing Reports i.e. tenure, turn-over, FTE's, Reduction in Forces, Non-renewals, Early Retirement offers.
- Assist building administrators in finalizing all certified staff assignments and FTEs and check proper certification.
- Collects and analyzes HR data, maintain relationships with Human Resources Offices in other districts.
- Creates tenure timeline and notification.

**Special Tasks & Other Responsibilities**

- Payroll Liaison – coordinate salary adjustments charts/budget development, leaves of absences, and staffing reports.
- Manages Human Resources Budget. (*New Responsibility*)
- Policy Committee posting, production, and minutes.
- Human Resources Website and Social Media.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares reports for administration as necessary.
- Performs special assignments, studies and other functions as assigned by the Administration.

**Job Qualifications:**

- Post-secondary education; bachelor's degree preferred
- Certification in Human Resources preferred
- Highly competent in written and spoken communication skills
- Outstanding interpersonal relationship building and employee coaching skills
- General knowledge of various employment laws and practices
- Experience in the administration of benefits and compensation programs and other HR programs and processes
- Experience word processing and other computer application software, such as Google Platform, Microsoft Office, Excel, PowerPoint, Adobe Reader, etc.
- Experience in office management/organization preferred
- Flexibility and working as part of an administrative team

**Employment Terms:**

- Five (5) day work week, 8 hour work day. Salary established by Board of Education based on skills and experience; non-represented position.

*Modified Version for Analysis Purposes Only -- Shows "new responsibilities" relative to the current Human Resources Specialist position -- June 15, 2020*

**Supervision:**

- Supervised by the Assistant Superintendent of Curriculum and Instruction. Evaluation in accordance with the provisions of the Board of Education's policy governing the performance evaluation of non-represented classified staff.

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/15/20

**Information Only**

**Action Requested**

**Agenda Item Subject:** Discussion and Vote on Additional Reductions to FY21 Operating Budget

**Submitted by:** Phillip Cross

**Document Summary/Purpose and/or Recommended Action:**

Following are the proposed additional budget reduction items to the FY21 operating budget.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

**WESTON PUBLIC SCHOOLS  
PROPOSED ADDITIONAL BUDGET REDUCTION OPTIONS -6-15-20**

DESCRIPTION	AMOUNT	%	Notes
FY 21 Approved Budget (3/26/20)	54,281,443	2.28%	
<u>Reductions:</u>			
Discussed and approved 6/8/20	(76,839)		
<u>Further Reductions</u>			
Salary Savings (MR)	(20,910)		
Electricity	(11,751)		There has been a year over year reduction in electricity (KWH) use.
Homebound Tutors	(10,500)		A review of current spending indicates a reduction in this account is possible for FY21.
	(43,161)		
Total Reductions	(120,000)		

**FY21 Adjusted Budget      54,161,443      2.05%**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/15/20

**Information Only**

**Action Requested**

**Agenda Item Subject: Approval of the FY21 Tuition Rates for Non-Residents**

**Submitted by: Phillip Cross**

**Document Summary/Purpose and/or Recommended Action:**

**Following are the proposed tuition rates for non-residents for FY21. We are recommending approval of the rates.**

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

**WESTON PUBLIC SCHOOLS  
2020-2021 NON-RESIDENT TUITION RATES**

Description	FY21 Recommended		FY20 Rates	
<u>ELEMENTARY GRADES K-5</u>	<u>Total</u>	<u>Semester</u>	<u>Total</u>	<u>Semester</u>
KINDERGARTEN	\$19,635.27	\$9,817.64	\$19,240.84	\$9,620.42
REGULAR	\$19,635.27	\$9,817.64	\$19,240.84	\$9,620.42
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	
<u>MIDDLE SCHOOL GRADES 6-8</u>				
REGULAR	\$19,784.61	\$9,892.31	\$19,387.18	\$9,693.59
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	
<u>HIGH SCHOOL GRADES 9-12</u>				
REGULAR	\$21,296.82	\$10,648.41	\$20,869.01	\$10,434.51
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	
<b><u>CERTIFIED STAFF NON-RESIDENT PUPILS</u></b>				
<u>ELEMENTARY GRADES K-5</u>	<u>Total</u>	<u>Semester</u>	<u>Total</u>	<u>Semester</u>
KINDERGARTEN	\$4,908.82	\$2,454.41	\$4,810.21	\$2,405.11
REGULAR	\$4,908.82	\$2,454.41	\$4,810.21	\$2,405.11
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	
<u>MIDDLE SCHOOL GRADES 6-8</u>				
REGULAR	\$4,946.15	\$2,473.08	\$4,846.80	\$2,423.40
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	
<u>HIGH SCHOOL GRADES 9-12</u>				
REGULAR	\$5,324.21	\$2,662.10	\$5,217.25	\$2,608.63
GIFTED	Actual Cost		Actual Cost	
SPECIAL EDUCATION	Actual Cost		Actual Cost	

**For approval by Weston Board of Education at the June BOE Meeting.**

**Weston Board of Education Policy 5118**

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/15/20

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the FY21 Utility and Facility Rental Rates

**Submitted by:** Phillip Cross

**Document Summary/Purpose and/or Recommended Action:**

**Following are the proposed utility and facility rental rates for FY21. We are recommending approval of the rates.**

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

**WESTON PUBLIC SCHOOLS**  
**FY 20-21 BUILDING/FACILITY USE – HOURLY RATES - DRAFT**

Building	Capacity	Group I School/Town	Group II Community		Group III Private		Energy Rates	
			2019-2020	2020-2021	2019-2020	2020-2021	2019-2020	2020-2021
<b>Hourly Building Rental Fees</b>								
<b>High School</b>								
Auditorium & Stage	602 seated	No Fee	\$67	\$68	\$134	\$136	\$17.05	\$17.35
Gymnasium	577 seated, 1320 standing	No Fee	\$77	\$78	\$154	\$157	\$17.05	\$17.35
New Gymnasium	1100 seated, 1603 standing	No Fee	\$77	\$78	\$154	\$157	\$17.05	\$17.35
Cafeteria/Kitchen	250 seated, 600 standing	No Fee	\$67	\$68	\$134	\$136	\$17.05	\$17.35
<b>Middle School</b>								
New Gymnasium	360 seated, 770 standing	No Fee	\$77	\$78	\$154	\$157	\$17.05	\$17.35
Old Gymnasium	360 seated, 780 standing	No Fee	\$77	\$78	\$154	\$157	\$17.05	\$17.35
Cafeteria Kitchen	236 seated, 507 standing	No Fee	\$67	\$68	\$134	\$136	\$17.05	\$17.35
Library		No Fee	\$67	\$68	\$134	\$136	\$17.05	\$17.35
<b>Intermediate School</b>								
Gymnasium	398 (no bleachers)	No Fee	\$77	\$78	\$154	\$157	\$17.05	\$17.35
Cafetorium/Kitchen	626/stage 63	No Fee	\$67	\$68	\$134	\$136	\$17.05	\$17.35
<b>Elementary School</b>								
Gymnasium	300	No Fee	\$40	\$41	\$79	\$80	\$17.05	\$17.35
South House All Purpose Room	100 seated, 225 standing	No Fee	\$35	\$36	\$69	\$70	\$17.05	\$17.35
South Cafeteria/Kitchen	112 seated, 240 standing	No Fee	\$35	\$36	\$69	\$70	\$17.05	\$17.35
East Cafeteria/Kitchen	99 seated, 212 standing	No Fee	\$35	\$36	\$69	\$70	\$17.05	\$17.35
<b>Classrooms</b>								
All Buildings	25	No Fee	\$35	\$36	\$69	\$70	11.36	\$11.56
<b>Fields</b>								
*Turf I		No Fee						
*Turf II		No Fee						
*All Other Fields		No Fee						

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date: 6/15/20**

**Information Only**

**Action Requested**

**Agenda Item Subject: Close Out of the WHS Windows and Doors Project, State project number 157-0052, from 2015**

**Submitted by: Phillip Cross**

**Document Summary/Purpose and/or Recommended Action: Moved that the Weston Board of Education approves filing the form ED049F and the final grant application for a school building project with the Bureau of School Facilities for the Weston High School and adopting the following resolution, accepting the project as complete. Be it resolved that the Board of Education accepts the Weston High School project, State project number 157-0052 as complete.**

For more Board of Education Meeting and Committee Meeting Information, visit:

# HIGH SCHOOL WINDOWS AND DOORS

## 157-052 EC

<b>ARCHITECT FEES</b>	<b>AMOUNT PAID</b>
KG&D (Design & Const. Documents, Const Admin.)	161,725.25
Kaestle Boos (Architectural and Engineering)	<u>69,746.00</u>
	231,471.25
<b>OTHER PROFESSIONAL FEES</b>	
Carl Goedeke (Owner's Rep.)	8,370.23
Eagle Environmental (PCB Sampling & Analysis)	23,478.00
Cardno Engineering (environmental testing and monitoring)	<u>20,933.44</u>
	52,781.67
<b>BOND FINANCING COSTS</b>	n/a
<b>CONSTRUCTION COSTS</b>	
J.A. Rosa	1,461,855.18
<b>GRAND TOTAL</b>	<u><b>1,746,108.10</b></u>

Note: bond financing costs were not charged directly to the project. On a pro-rated basis, this project's share is estimated at \$5,657.

# HIGH SCHOOL WINDOWS AND DOORS FINANCING SOURCES

EXPENDITURES	1,746,108
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SOURCES:

BONDS	1,076,933
GENERAL FUND SUPPLEMENTAL APPROP. 6/2012	250,000
TRANSFER FROM CAPITAL NON-RECURRING 10/2013	200,000
TRANSFER FROM CAPITAL NON-RECURRING 7/2014	60,000
STATE REIMBURSEMENT 11/2014	<u>107,338</u>
TOTAL SOURCES	1,694,271

Note: \$2,485 also received from the state in November, 2015. Can't confirm whether that was for the Middle School or High School project.

Weston Public Schools  
 Board of Education Meeting  
 Weston Middle School Library Resource Center  
 May18, 2015

**Attendance:**

Philip Schaefer, Chairperson	Dr. Colleen Palmer, Superintendent
Ellen Uzenoff, Vice Chairperson	Dr. Kenneth Craw, Assistant Superintendent
Dana Levin, Secretary/Treasurer	Dr. Jo-Ann Keating, Director of Finance & Ops.
Nina Daniel	Lewis Brey, Director of Human Resources
Denise Harvey	Jack Seigenthaler, Student Representative
Elise Major	
Sara Spaulding	<i>Absent:</i> Jackson Marvin, Student Representative

**I. CALL TO ORDER, VERIFICATION OF QUORUM**

Philip Schaefer, Chairperson

**II. EXECUTIVE SESSION**

**1. Matters Pertaining to Personnel**

- Discussion of finalist for Director of Finance and Operations

**III. RESUME PUBLIC SESSION, PLEDGE OF ALLEGIANCE**

**IV. RECOGNITION**

Dr. Palmer, Superintendent of Schools, and Mr. Schaefer, Board Chair, honored 2014-2015 Board of Education Student Representatives Jack Seigenthaler and Jackson Marvin and presented them with a token of their appreciation.

*Motion: Moved that the Board of Education recognizes Jack Seigenthaler and Jackson Marvin for serving as the 2014-2015 Weston Board of Education Student Representatives. Motion by Mrs. Levin, second by Ms. Major, all in favor. (7-0)*

Mrs. Deorio, Weston High School Principal, presented Weston High School's two National Merit Scholarship recipients, Jack Seigenthaler and Micah Zirn.

*Motion: Moved that the Board of Education recognizes Jack Seigenthaler and Micah Zirn for receiving National Merit Scholarships. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (7-0)*

Ms. Pernice, Director of Pupil Personnel Services, introduced Weston High School student Eric Benninghoff, who created a disability awareness video with the vision and support of Transition and Life Skills Coordinator Nancy Johnston. The video was shown to all high school students previously. Dr. Palmer, Superintendent of Schools, and Mr.

grade orchestra program, reintroduction of K-2 Spanish program, and the AIM initiative. All Curriculum Instructional Leaders presented their subject area reports to the Board Curriculum Committee at the May 13, 2015 meeting.

Dr. Palmer, Superintendent of Schools, expressed pride towards the work the Weston Public Schools team put into this work, and thanked the Board members for their support. Discussion by the Board followed.

**8. Discussion and Vote on 2015-2016 Board of Education Meeting Dates**

Dr. Palmer, Superintendent of Schools, reviewed the dates for the 2015-2016 Board meetings and changes from last year's meeting schedule.

*Motion: Moved that the Weston Board of Education approves the proposed Board of Education meeting schedule for the 2015-2016 school year. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (7-0)*

➤ **9. Building Project Close-Outs**

Due to some open-items, this vote will be postponed.

**10. Discussion and Vote on Healthy Food Certification**

Section 10-215f of the Connecticut General Statutes requires that each local boards of education or governing authority for all Connecticut public schools districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, inter-district magnet schools and endowed academies.

*Motion: Moved that the Weston Board of Education declines to participate in the State of Connecticut Incentive Program. It is important to note that Weston Public Schools exceeds the Connecticut Nutrition Standards. Motion by Mrs. Levin, second by Ms. Harvey, all in favor. (7-0)*

*Motion: Moved that the Weston Board of Education approves the following authorized signers of the ED-099 Agreement for Child Nutrition Program: Colleen A. Palmer, Ph.D., Superintendent of Schools, or her designee, are authorized to sign the Agreement and to sign claims for reimbursement. Motion by Ms. Major, second by Ms. Harvey, all in favor. (7-0)*

**11. Eighth FY 2015 Financial Update and Approval of Transfers**

Dr. Keating, Director of Finance and Operations, provided a monthly financial report. Accounts with areas of concern are energy costs, overtime in facilities, and Zenon plant pumping fees, communications, and substitutes while the special education account is falling within budget and health claims continue to track below budget. Transfers were made for substitute paras and teachers, replacement books for social studies, mileage reimbursement, a shortfall in parking fees, an outside contractor for

DRAFT  
Building Committee  
Meeting Minutes  
April 15, 2015

ATTENDANCE: Chairman Swerdlowe convened the meeting in the Town Hall Commission Room at 7:32 pm with the following members present: Soloff, Wolf, Pianin, and Coprio. Also present were: Town Administrator Landry, Library Director Karen Tatarka, Library Board of Trustees Chairperson Amy Sanborn, Library Board Secretary Anne Hunt, Gisolfi Associates Architect Michael Tribe, and School Facilities Director Joe Olenik.

HIGH SCHOOL WINDOWS PROJECT: Mr. Olenik reviewed the punch list of seven remaining items from this project. There was discussion about a valve to be replaced behind installed cabinetry. The Committee that the reinstallation be examined as to fit so that the need for access panels on the cabinetry as an alternative to total removal and reinstallation can be assessed.

In separate motions the Committee voted unanimously to approve four invoices for payment as follows: Rosa Construction invoice 7 in the amount of \$160,826.72 ( RS motion, RW second); change order 12 from Rosa Construction providing a credit to the Town of \$2,600 related to window shades ( RS motion, DC second); KG&D Architects invoice 15 in the amount of \$11,543.64 ( RS motion, DC second) ; KG&D Architects invoice #14 in the amount of \$18.48 ( RS motion, DC second). Chairman Swerdlowe signed all invoices.

The Committee instructed Mr. Olenik not to release payment to Rosa until a partial lien waiver for the invoice amount is received. Chairman Swerdlowe further directed that the Committee be kept informed of progress on the punch list, and that it be informed of the final walk through so that interested members can participate.

Mr. Olenik informed the Committee that classroom E11 at the High School has insufficient heat. It is a bit larger than others and also has a higher ceiling. KG&D and their engineers are looking into it. This may require the installation of additional fin tube and/or use of supplemental heating units.

LIBRARY PROJECT: Director Tatarka, Trustees Sanborn and Hunt, and architect Michael Tribe discussed several issues with the Committee. As to project timing, the direction from the Committee was to proceed in the preparation of bid documents, but not issue them until the State Bond Commission has formally voted to release funding for the project. Although the Commission meets monthly, the timing of their action is a bit unpredictable. Mr. Tribe said he was perhaps a week away from having a design development set, and another three from draft bid documents.

The sequence of work was discussed in as much detail as possible, given that the final scope of work is not yet decided. Mr. Tribe said he initially envisioned four phases of

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 6/15/20

- Information Only**  
 **Action Requested**

**Agenda Item Subject:** Approval of the May 2020 Financial Report

**Submitted by:** Phillip Cross

**Document Summary/Purpose and/or Recommended Action:**

**Following is the financial report, with an update on the Internal Services Fund (for Dental), for May 2020. We are recommending approval of the report.**

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



June 8, 2020

**TO:** BOE Finance Committee

**FROM:** Phillip Cross, Director of Finance and Operations

**SUBJECT:** May Financial Report for FY 2020

Below is a summary report of the FY 20 Budget through May 2020.

<b>Object Series</b>	<b>Adjusted Budget</b>	<b>YTD Actuals</b>	<b>FY 20 Encumbrances</b>	<b>FY 20 Anticipated</b>	<b>FY 20 Balance Available</b>	<b>Previous Month Balance</b>
Salaries (1000's)	\$32,305,462	\$26,614,544	\$5,517,758	\$0	\$173,161	\$188,500
Benefits (2000's)	\$9,188,657	\$8,292,026	\$904,477	\$0	(\$7,846)	(\$52,909)
Professional Services (3000's)	\$1,570,677	\$1,264,473	\$273,262	\$0	\$32,942	\$69,837
Property Services (4000s)	\$2,353,884	\$1,882,476	\$433,231	\$9,242	\$28,934	\$38,720
Other Services (5000s)	\$5,680,067	\$4,394,195	\$1,024,579	\$1,948	\$259,344	\$239,552
Supplies (6000s)	\$2,662,157	\$2,109,724	\$321,202	\$0	\$231,230	\$203,328
Equipment (7000s)	\$394,227	\$429,987	\$42,585	\$0	\$(78,345)	(\$78,348)
Other Objects (8000s)	\$134,424	\$110,296	\$0	\$0	\$24,128	\$15,945
Revenue (9000s)	(\$1,215,843)	(\$1,074,883)	(\$57,582)	\$0	(\$83,378)	(\$73,348)
<b>Total</b>	<b>\$53,073,710</b>	<b>\$44,022,838</b>	<b>\$ 8,459,513</b>	<b>\$ 11,190</b>	<b>\$580,169</b>	<b>\$551,278</b>

Although there are several line item deficits I will not be recommending any transfers for the month of May. Instead, I will submit a final list of recommended transfer at the end of the fiscal year.

On June 4, 2020, the BOF approved the FY21 TOW budget. The budget was approved with the assumption that the BOE will have an unexpended balance of \$600,000. As of May, the projected balance is \$580,169. We are cautiously optimistic that we will achieve the targeted end of year balance. If we are unable to find additional savings, I will recommend that the internal services fund be used (to the extent needed to achieve the end of year targeted balance) to partially fund the line item deficit for health insurance.

There are no other significant highlights for the month of May.

**WESTON PUBLIC SCHOOLS  
INTERNAL SERVICES FUND  
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended Actual 2020

**STATEMENT OF REVENUES AND EXPENDITURES**

Fund Balance -July 1, 2019 \$ 1,537,357

Revenues:

General Fund Appropriation (July-October)	\$ -
Reimbursements	\$ -
Total Contributions	\$ -

Total Revenues (A) \$ -

Expenditures

Delta Dental:

Claims	\$ 326,879
Administrative Fees	\$ 20,382
Total Health Plan Costs (B)	\$ 347,261

Net Change (A-B) \$ (347,261)

Fund balance June 30, 2020 \$ 1,190,096

Medical Cost \$ -

Fund balance June 30, 2020 \$ 1,190,096

**Balance Sheet:**

Assets:

Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357	
Year End Accounts Payable	\$ -	
Net Change	\$ (347,261)	
Total Assets		\$ 1,190,096

Beg Year Fund Balance	\$ 1,537,357	
Year to Date Net Change	\$ (347,261)	
Total Fund Balance		\$ 1,190,096

Total Liabilities + Fund Balance		\$ 1,190,096
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WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

May-20

Period: 11 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected to EOY	FY 2020 Balance Available
<b>WESTON PUBLIC SCHOOLS</b>										
<b>Salaries &amp; Wages (1000s)</b>										
	Certified Staff	25,278,541	(275,911)		25,002,630	20,341,210	4,579,079	(0)	24,920,289	82,341
	Non Certified Staff	6,057,273	(44,298)		6,012,975	5,287,912	714,136	0	6,002,049	10,926
	Overtime	187,700	2,593		190,293	161,299		(0)	161,299	28,994
	Certified Stipends	842,981	(686)		842,295	651,094	168,742	0	819,836	22,459
	Non Certified Stipends	262,378	(5,108)		257,270	173,029	55,801	(0)	228,829	28,441
	Turnover Savings	(318,013)	318,013		0			0	0	0
	Salary Differential	82,020	(82,020)		0			0	0	0
	Group \$ transfer in/(transfer out):	\$32,392,880	(\$87,417)	\$0	\$32,305,462	\$26,614,544	\$5,517,758	(\$1)	\$32,132,301	\$173,161
	Group change %:				-0.3%	82.4%	17.1%	0.0%	99.5%	
<b>Benefits (2000's)</b>										
	2000 Health Insurance	7,701,232	(2,637)		7,698,595	7,143,732	647,584	0	7,791,315	(92,720)
	2022 Premium Cost Share	(1,368,814)	0		(1,368,814)	(1,210,427)	(148,207)	0	(1,358,634)	(10,180)
	2001 Social Security	558,237	0		558,237	483,523	65,277	(0)	548,800	9,437
	2002 Medicare	466,950	0		466,950	380,800	53,919	0	434,719	32,231
	2003 Workers Compensation	238,335	(37,935)		200,400	200,400	5,011	0	205,411	(5,011)
	2004 Unemployment Compensation	37,065	(4,065)		33,000	30,799	2,201	0	33,000	0
	2005 Early Retirement Incentive	276,499	39,167		315,666	315,665	0	1	315,666	0
	2007 Pension Contributions	1,010,900	81,523		1,092,423	863,397	206,073	0	1,069,470	22,953
	2010 Tuition Reimbursement	80,000	0		80,000	0	65,000	0	65,000	15,000
	2011 Life Insurance	54,054	5,946		60,000	53,768	6,232	0	60,000	0
	2012 Disability Insurance	15,306	(8,106)		7,200	5,813	1,387	0	7,200	0
	2014 Sick Bank	45,000	0		45,000	24,556	0	(0)	24,556	20,444
	Group \$ transfer in/(transfer out):	\$9,114,764	\$73,893	\$0	\$9,188,657	\$8,292,026	\$904,477	\$0	\$9,196,503	(\$7,846)
	Group change %:				0.8%	90.2%	9.8%	0.0%	100.1%	
<b>Professional &amp; Technical Services (3000s)</b>										
	3210 Contracted Services Educational	365,670	(113,804)		251,866	145,662	68,119	0	213,781	38,085
	3220/3221 Consulting Services	257,200	16,504		273,704	230,094	45,740	(0)	275,835	(2,131)
	3235 Testing	99,600	(5,160)		94,440	64,730	16,770	0	81,499	12,941
	3239 Other Pupil Services	182,075	1,020		183,095	181,749	35,537	0	217,285	(34,190)
	3303 Management Services	64,105	10,715		74,820	62,395	11,239	(0)	73,634	1,186

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

May-20

Period: 11 of 12

Object	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected to EOY	FY 2020 Balance Available
3304	License Fees-Facilities	3,500	0		3,500	1,135	240	0	1,375	2,125
3306	Legal Fees	250,000	126,214		376,214	318,981	77,990	0	396,971	(20,757)
3308	Police/Fire	89,013	0		89,013	66,323	5,250	0	71,573	17,440
3309	Professional Technical Services	166,579	5,397		171,976	141,354	12,378	0	153,733	18,243
3310	Sports Officials	52,049	0		52,049	52,049	0	0	52,049	0
	Group \$ transfer in/(transfer out):	\$1,529,791	\$-40,886	\$0	\$1,570,677	\$1,264,473	\$273,262	(\$0)	\$1,537,735	\$32,942
	Group change %:				\$40,886	80.5%	17.4%	0.0%	97.9%	
					2.7%					
<b>Property Services (4000s)</b>										
4200	Cleaning Services	756,109	0		756,109	626,937	121,772	(0)	748,709	7,400
4202	Rubbish Removal	55,020	(2,500)		52,520	36,162	14,871	(0)	51,033	1,487
4302	Equipment Repairs	125,960	(3,730)		122,230	75,368	38,914	0	114,282	7,948
4400	Equipment Rental	252,237	14,300		266,537	243,071	22,741	724	266,537	0
4401	Rental of Facilities	4,675	(200)		4,475	3,968	434	0	4,402	73
4500	Repair Allowance	204,400	80		204,480	147,804	48,731	7,945	204,480	0
4509	Septic Cleaning	40,000	26,002		66,002	54,228	42,342	0	96,571	(30,569)
4510	Asbestos Abatement	5,000	(2,766)		2,244	0	0	0	0	2,244
4514	Fire Alarm System	25,000	7,226		32,226	29,658	841	(0)	30,499	1,727
4518	Sewer System Plant Maintenance	93,162	0		93,162	77,718	15,444	0	93,162	0
4520	Service Contracts	142,688	(1,492)		141,196	101,952	34,043	0	135,995	5,201
4530	Parks & Recreation	64,372	0		64,372	25,016	39,356	0	64,372	0
4533	Glass Replacement	5,000	(2,595)		2,405	2,010	0	0	2,010	395
4534	Roof Repair	17,000	0		17,000	0	0	0	0	17,000
4535	Window Treatments	3,000	0		3,000	0	0	0	0	3,000
4539	Energy Management System	21,650	106		21,756	21,756	0	0	21,756	0
4540	Athletic Facilities Repairs	20,000	125,707		145,707	145,134	0	573	145,707	0
4541-4542/4550	Contracted Services	202,350	(7,864)		194,486	143,558	48,431	0	191,989	2,497
4543	Paving	11,300	0		11,300	4,800	0	0	4,800	6,500
4600	Special Projects	37,500	(20,130)		17,370	17,370	0	0	17,370	0
4602	Tree Service	7,500	5,230		12,730	12,730	0	0	12,730	0
4604	Snow Plowing	12,500	(3,275)		9,225	9,032	193	0	9,225	0
4605	Signage	2,500	(750)		1,750	1,081	0	0	1,081	669
4606	Sprinkler Repairs	3,000	6,574		9,574	8,011	1,231	0	9,242	332
4610	Playground Repairs	5,000	5,284		10,284	7,398	0	0	7,398	2,886
4701	Security System Monitoring	78,311	3,241		81,552	77,746	3,805	0	81,552	0
4702	Locks/Keys	8,500	1,693		10,193	9,966	82	(0)	10,048	144
	Group \$ transfer in/(transfer out):	\$2,203,734	\$150,150	\$0	\$2,353,884	\$1,862,476	\$433,231	\$9,242	\$2,324,950	\$ 28,934
	Group change %:				\$150,150	80.0%	18.4%	0.4%	98.8%	
					6.8%					
<b>Other Services (5000s)</b>										
5100	Regular Transportation	1,359,639	255		1,359,894	1,334,690	(78,857)	0	1,255,834	104,060
5101	SPED Transportation	478,530	223,254		701,784	591,260	93,376	(0)	684,635	17,149
5104	Athletic Transportation	90,520	0		90,520	51,618	9,982	0	61,600	28,920
5105	Extra Curricular Transportation	11,350	0		11,350	5,716	2,960	0	8,676	2,674

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

May-20

Period: 11 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected to EOY	FY 2020 Balance Available
5200	General Liability Insurance	112,340	(41,739)		70,605	70,605	0	0	70,605	0
5202	Athletic Insurance	29,939	(13,289)		16,650	16,650	0	0	16,650	0
5205	Property Insurance	104,375	(6,540)		97,855	97,319	0	0	97,319	516
5300	Communications	86,000	816		86,816	72,915	14,716	(0)	87,631	(815)
5400	Postage	23,467	11,188		34,655	30,630	4,311	(0)	34,941	(286)
5500	Advertising	8,000	(1,025)		6,975	5,865	1,500	0	7,365	(390)
5501	Printing	21,633	4,108		25,741	12,061	7,300	0	19,361	6,380
5600	Tuition	2,936,536	(133,522)		2,803,014	1,766,738	965,850	0	2,732,588	70,426
5605	Tuition-ESS	287,228	0		287,228	286,110	0	0	286,110	1,118
5800, 5802-5880	Travel & Conference	63,182	3,862		67,044	42,871	2,219	(0)	45,090	21,954
5801	Mileage Reimbursement	12,355	0		12,355	6,620	1,098	1,000	8,717	3,638
5900	Other Purchased Services	6,700	900		7,600	2,528	125	948	3,600	4,000
	Group \$ transfer in/(transfer out):	\$5,631,794	\$-48,273	\$0	\$5,680,067	\$4,394,195	\$1,024,579	\$1,948	\$5,420,723	\$259,344
	Group change %:				\$48,273	77.4%	18.0%	0.0%	95.4%	
					0.9%					
<b>Supplies &amp; Materials (6000's)</b>										
6110	Materials	537,246	(13,188)		524,058	373,072	80,612	(0)	453,683	70,375
6120	Office Materials	39,510	(2,467)		37,044	17,997	7,846	0	25,844	11,200
6130	Maintenance Materials	178,500	(18,138)		160,362	105,087	42,030	(0)	147,116	13,246
6131	Custodial Materials	77,000	8,658		85,658	76,065	23,007	(0)	99,072	(13,414)
6132	Security Materials	20,100	(445)		19,655	16,200	0	0	16,200	3,455
6140	Software	512,469	0		512,469	457,311	7,559	(0)	464,870	47,599
6270	Diesel Fuel	91,031	0		91,031	75,490	15,000	(0)	90,490	541
6410	Books	171,269	(1,227)		170,041	128,442	20,688	0	149,131	20,910
6510	Heating Oil	392,894	(23,694)		369,200	316,733	33,677	0	350,410	18,790
6520	Electricity	710,317	(21,678)		688,639	541,663	89,648	0	631,311	57,328
6530	Propane gas	4,000	0		4,000	1,664	1,136	0	2,800	1,200
	Group \$ transfer in/(transfer out):	\$2,734,336	(\$72,179)	\$0	\$2,662,157	\$2,109,724	\$321,202	\$0	\$2,430,927	\$231,230
	Group change %:				(\$72,179)	79.2%	12.1%	0.0%	91.3%	
					-2.6%					
<b>Equipment (7000's)</b>										
7300	Equipment	390,027	4,200		394,227	429,987	42,585	(0)	472,572	(78,345)
		\$390,027	\$4,200	\$0	\$394,227	\$429,987	\$42,585	(\$0)	\$472,572	(\$78,345)
	Group \$ transfer in/(transfer out):				\$4,200	109.1%	10.8%	0.0%	119.9%	
	Group change %:				1%					
<b>Other Objects (8000's)</b>										
8100	Dues, Fees and Memberships	97,087	9,942		107,029	91,149		0	91,149	15,880
8900	Other Objects	27,395	0		27,395	19,147		0	19,147	8,248
		\$124,482	\$9,942	\$0	\$134,424	\$110,296	\$0	(\$0)	\$110,296	\$24,128
	Group \$ transfer in/(transfer out):				\$9,942	82.1%	0.0%	0.0%	82.1%	
	Group change %:				8.0%					

WESTON PUBLIC SCHOOLS  
FINANCIAL REPORT

May-20

Period: 11 of 12

Object Series	Account	FY 20 Adopted Budget	Cumulative Budget Adjustments	Current Report Budget Adjustments	Adjusted Budget	FY 2020 Expended	FY 2020 Encumbered	FY 2020 Anticipated	FY 2020 Projected to EOY	FY 2020 Balance Available
9200	Technology Revenue	(103,101)	0		(103,101)	(102,106)	0		(102,106)	(995)
9201	Participation Fees, Athletics	(83,097)	0		(83,097)	(60,515)	0		(60,515)	(22,582)
9202	Gate Receipts, Athletics	(16,000)	0		(16,000)	(15,914)	0		(15,914)	(86)
9205	Excess Cost SPED	(536,300)	(129,363)		(665,663)	(655,410)	0		(655,410)	(10,253)
9206	Pre School Tuition SPED	(100,000)	0		(100,000)	(78,876)	(21,124)		(100,000)	0
9207	Regular Ed. Tuition	(29,769)	(38,383)		(68,152)	(65,274)	(2,879)		(68,153)	0
9208	Revenue from Town for Fields	(55,580)	0		(55,580)	(24,801)	(30,779)		(55,580)	0
9209	Parking Fees	(45,000)	0		(45,000)	(39,600)	0		(39,600)	(5,400)
9210	Theater Receipts	(46,750)	0		(46,750)	(24,112)	0		(24,112)	(22,638)
9212	Facility Use Rental	(17,500)	0		(17,500)	(2,706)	0		(2,706)	(14,794)
9215	Medicaid Revenue	(15,000)	0		(15,000)	(5,570)	(2,800)		(8,370)	(6,630)
	Group \$ transfer in/(transfer out):	(\$1,048,097)	(\$167,746)	\$0	(\$1,215,843)	(\$1,074,883)	(\$57,582)	\$0	(\$1,132,465)	(\$83,378)
	Group change %:			\$	(167,746)					
					16%					
<b>Total:</b>		\$53,073,710	\$0	\$0	\$53,073,710	\$44,022,838	\$ 8,459,513	\$ 11,190	\$ 52,493,541	\$580,169
							82.95%	15.94%	98.91%	1.09%

**WESTON PUBLIC SCHOOLS  
INTERNAL SERVICES FUND  
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended	<u>Actual 2020</u>
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>	
Fund Balance -July 1, 2019	\$ 1,537,357
Revenues:	
General Fund Appropriation (July-October)	\$ -
Reimbursements	\$ -
Total Contributions	<u>\$ -</u>
 Total Revenues (A)	 <u><u>\$ -</u></u>
Expenditures	
Delta Dental:	
Claims	\$ 326,879
Administrative Fees	\$ 20,382
Total Health Plan Costs (B)	<u>\$ 347,261</u>
 Net Change (A-B)	 <u><u>\$ (347,261)</u></u>
 Fund balance June 30, 2020	 \$ 1,190,096
 Medical Cost	 \$ -
 Fund balance June 30, 2020	 \$ 1,190,096

**Balance Sheet:**

Assets:	
Fund Balance (Opening Fund Balance + Prior Year IBNR)	\$ 1,537,357
Year End Accounts Payable	\$ -
Net Change	\$ (347,261)
Total Assets	<u>\$ 1,190,096</u>
 Beg Year Fund Balance	 \$ 1,537,357
Year to Date Net Change	\$ (347,261)
Total Fund Balance	<u>\$ 1,190,096</u>
 Total Liabilities + Fund Balance	 \$ 1,190,096

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 11, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject:** 1312 Public Complaint Policy and Regulation – First Reading

**Submitted by:** William McKersie

**Document Summary/Purpose and/or Recommended Action:**

William McKersie will present proposed changes to policy and regulation 1312 – Public Complaint. This item is on for a first reading.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

## Community Relations

### Public Complaints

Weston Board of Education (“Board”) members shall refer parents, students, other citizens, and school personnel making complaints about the schools to the Superintendent of Schools who will then refer the complainant to the most immediate level at which the **problems complaint** can be resolved. Persons making complaints should be made aware of the proper channels of communication and the process of requesting an appeal. The decision of a **principal or other administrator** regarding a complaint must reference this Policy and the related Regulations. Any request for an appeal from the decision of a principal **or other administrator** to the Superintendent or of the Superintendent to the Board shall be in writing and signed. Not all decisions of principals **or other administrators** and/or the Superintendent are proper subjects of appeal.

This Policy and the related Regulations do not apply to complaints that are subject to a process governed by statute, regulation, contract, other Board Policy, and/or other procedures set forth outside this Policy ~~statutory process or a process governed by contract~~ (e.g., **complaint processes related** to residency, special education, student **conduct and discipline**, employee **conduct and discipline**, grievances, collective bargaining, **discrimination, sexual harassment, the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA)**).

**A procedure for processing and responding to public complaints at the administrative level shall be established and set forth in the accompanying Regulations.**

#### **I. Procedure for Appeal to the Superintendent**

A request to appeal a decision by a principal **or other administrator** may be made to the Superintendent. A request to appeal a principal’s **or other administrator** decision must be made within **fifteen (15) ~~ten (10)~~** school days of the date of the principal’s decision. The Superintendent shall have the discretion whether to hear such an appeal.

#### **II. Procedure for Appeal to Board of Education**

- A. A request to appeal the decision of the Superintendent may be made to the Board. The Board shall have the discretion whether to hear such an appeal. Examples of decisions by the Superintendent that are not proper subjects of appeal include, but are not limited to:
1. A decision by the Superintendent not to hear an appeal
  2. Teacher assignment and/or grade level placement

To Board of Education for First Reading  
June 15, 2020

3. Academic grades and course placement
  4. Athletic participation and athletic disciplinary decisions
  5. Co-curricular participation and co-curricular disciplinary decisions
- B. A request to appeal the decision of the Superintendent to the Board must be made within ~~ten (10)~~ **fifteen (15)** school days of the date of the Superintendent's decision. If a timely appeal is made, the following procedure will be followed:
1. If the appeal of the decision of the Superintendent substantially relates to one of the subjects listed in Section (A) above, the Chairperson of the Board shall decline consideration of the appeal without further Board involvement.
  2. In the event that the Chairperson does not decline consideration of the appeal as provided in Section B(1) above, at its next regular meeting, or in a special meeting, the Board shall vote whether to hear the appeal of the Superintendent's decision. Deliberation regarding whether to hear an appeal may be held in executive session if permitted by law.
- C. In the event that the Board decides to hear the appeal, it shall follow the procedure below:
1. **The Board will decide whether to hear testimony and/or oral argument regarding any appeal brought under this Policy. The Board may elect to consider an appeal based solely on the written submission of the complainant(s) and the Superintendent and/or his/her designee.**
  2. ~~4. If the Board decides to hear testimony and/or oral argument, T~~the Board will allow the complainant to present his/her appeal. The Board may elect to hold the hearing in executive session if permitted by law. The Board will also permit the Superintendent, or his/her designee, an opportunity to present the reasons for the Superintendent's decision. The Chairperson of the Board shall have the right to limit the time and scope of the presentations taking into consideration the nature of the complaint.
  3. If permitted by law, the Board may deliberate in executive session regarding the appeal and resume public session in order to vote ~~on whether to grant the appeal~~ on a decision regarding the appeal. **The Board shall provide the complainant with a written decision regarding the appeal within fifteen (15) school days after the appeal is heard, unless the Board extends such time for good cause.**

~~Nothing herein shall require the Board to hear testimony or oral argument regarding any appeal brought under this Policy. Rather, the Board may elect to consider an appeal based solely on the written submission of the complainant(s) and the Superintendent or his/her designee.~~

Challenged Material  
Request for Evaluation of Instructional Materials

A procedure for processing and responding to criticism of approved materials and/or a request for the evaluation of instructional materials shall be established and set forth in the accompanying Regulations. This procedure shall include a formal, signed complaint of standard format and an appointed committee to reevaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material has a legitimate pedagogical basis. Considerations for whether the material has a legitimate pedagogical basis include, but are not limited to, whether the circumstances are realistically dealt with, and whether the material has literary or special value. Factual material shall be included in all instructional material collections.

(cf. 1220 – Citizens’ Advisory Committees)

(cf. 5145.2 – Freedom of Speech/Expression)

(cf. 6144 – Controversial Issues)

(cf. 6161 – Equipment, Books, Materials: Provision/Selection)

Legal Reference:

Conn. Gen. Statutes Section 10-229

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Policy adopted: December 4, 1989  
Revised: October 18, 2010  
May 15, 2017

**WESTON PUBLIC SCHOOLS**  
**Weston, Connecticut**

**R 1312**

**Community Relations**

**Public Complaints**

**Weston Board of Education (“Board”) members shall refer parents, students, other citizens, and school personnel making complaints about the schools to the Superintendent of Schools who will then refer the complainant to the most immediate level at which the complaint can be resolved.** Persons making complaints should be made aware of the proper channels of communication and the process of requesting an appeal. The decision of a principal or other administrator regarding a complaint must reference Policy 1312 and these Regulations. Any request for an appeal from the decision of a principal or other administrator to the Superintendent or of the Superintendent to the Board shall be in writing and signed. Not all decisions of principals or other administrators and/or the Superintendent are proper subjects of appeal.

Policy 1312 and these Regulations do not apply to complaints that are subject to a process governed by statute, regulation, contract, other Board Policy, and/or other procedures set forth outside this Policy (e.g., complaint processes related to residency, special education, student conduct and discipline, employee conduct and discipline, grievances, collective bargaining, discrimination, sexual harassment, the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA)).

**I. Complaints Not Related to Personnel**

Constructive criticism of the schools is welcome through whatever medium on the assumption that it is motivated by a sincere desire to improve the quality of educational program and to equip the school to perform its task more effectively.

Specific complaints about the conduct of the schools may originate with school personnel, students, parents, and/or other citizens. Such complaints can be resolved most expeditiously if they are taken first to the appropriate staff member or faculty leader, ~~and~~ then the administrator immediately in charge of the area in which the complaint arose, ~~and ultimately, if not resolved, to the principal or other administrator.~~ A complainant may request an appeal of the decision of a principal or other administrator to the Superintendent subject to the provisions of Policy 1312 and ~~these Regulations.~~

To Board of Education for First Reading  
June 15, 2020

Complaints regarding school employees shall be addressed using the procedures described under “School Personnel” below.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the complaint shall be referred to the Superintendent who will direct the complaint to the appropriate school personnel ~~and ultimately, to the principal or other administrator.~~

~~While the Board will consider constructive criticism and may hear an appeal from a decision by the Superintendent, the Board protects staff insofar as possible from anonymous, unreasonable, and/or ill-considered complaints.~~

A request to appeal a decision by a principal ~~or other administrator~~ may be made to the Superintendent. Any request to appeal to the Superintendent must be in writing, signed by the Complainant, and made within ~~ten (10)~~ fifteen (15) school days of the decision of the principal. The Superintendent shall have the discretion whether to hear such an appeal. The Superintendent’s decision on the merits of the appeal or his/her decision not to hear such appeal will be made within fifteen (15) ~~ten (10)~~ school days of his/her receipt of such appeal. The Superintendent may extend the time to issue his/her decision by up to an additional fifteen (15) ~~ten (10)~~ school days, ~~or for an additional period of time for good cause.~~

A request to appeal a decision of the Superintendent must be made to the Board within ~~ten (10)~~ fifteen (15) school days of the Superintendent’s decision. The Board shall have the discretion whether to hear such an appeal. The Board’s appeal procedure is described in Policy 1312, Article II.

## **II. Complaints Related to School Personnel**

### **A. Informal Level**

If a complaint arises ~~against~~ regarding a specific employee, the complainant shall first attempt to resolve the complaint on an informal level by directly contacting the specific employee involved. If the complainant is uncomfortable with directly contacting the employee, ~~or if the nature of the complaint is of an extremely serious nature~~ the principal ~~or other administrator~~ determines that the nature of the complaint is of an extremely serious nature, the principal ~~or other administrator~~ shall be brought into the informal meeting. A sincere attempt shall be made to resolve all complaints expeditiously at this informal level. However, should resolution not be possible or the nature of the complaint is extremely serious, the complaint shall advance to the formal level.

### **B. Formal Level**

#### **I. Administrator Below the Rank of Superintendent**

To Board of Education for First Reading  
June 15, 2020

At the formal level, ~~the~~an administrator (building principal, ~~Director Assistant Superintendent~~ of Pupil Services, or other administrator assigned by the Superintendent) may, in his or her discretion, as directed by the Superintendent, or as required by applicable law, a collective bargaining agreement, or employment contract conduct an investigation of the complaint. ~~If a specific employee is involved in a formal investigation, that employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.~~ If a specific employee is involved in a formal investigation, that employee shall be advised of the nature of the complaint and shall be given an opportunity to be heard regarding the complaint, consistent with the employee's due process rights.

Upon concluding an investigation, the administrator will prepare and provide the Superintendent with a written report including:

1. A statement of the complaint prepared by the complainant and specifying the precise nature of the complaint. The statement must be signed by the complainant. ~~If the complainant will not prepare a signed written statement of the complaint, the administrator will summarize the complaint based on the information provided by the complainant and will seek to have the complainant sign such statement, or (as applicable) will include a statement in the complaint summary indicating that the complainant declined to provide a signed written statement.~~
2. A summary of the pertinent information discovered during the investigation.
3. A summary of the opportunities afforded both sides to be heard during the investigation.
4. ~~A concluding decision on the complaint~~ A decision regarding the complaint by the administrator. ~~and provided in a redacted form (to protect student privacy) to the complainant.~~

A copy of the administrator's report shall be provided to the complainant and the employee. The version of the report provided to each party shall be redacted for that party to the extent required by any applicable laws.

Documents relative to the complaint filing and investigation shall not automatically become part of the specific employee's personnel file. After complete and thorough investigation by the administration, any documents placed in any employee's personnel file shall be dealt with according to the appropriate article of the applicable collective bargaining agreement. By openly participating in the investigation, neither the specific employee nor the bargaining agent waives ~~its~~ his/her rights to further action.

## II. Superintendent

To Board of Education for First Reading  
June 15, 2020

A request to appeal a decision by the administrator at Level I may be made to the Superintendent. Any request to appeal to the Superintendent must be in writing, signed by the Complainant, and made within fifteen (15) school days of the decision of the administrator. The Superintendent shall have the discretion whether to hear such an appeal. The Superintendent's decision on the merits of the appeal or his/her decision not to hear such appeal will be made within fifteen (15) school days of his/her receipt of such appeal and shall be in writing. The Superintendent may extend the time to issue his/her decision by up to an additional fifteen (15) school days or for an additional period of time for good cause (e.g., if further investigation is warranted).

### III. Board

A request to appeal a decision of the Superintendent at Level II must be made to the Board within fifteen (15) school days of the Superintendent's decision. The Board shall have the discretion whether to hear such an appeal. Board involvement, if any, shall be in compliance with applicable law, collective bargaining agreements, and/or employment contracts. ~~Issues pertaining to complaints against school personnel are, by law, the responsibility of the Superintendent.~~ The Board will hear a complaint about school personnel only in exceptional circumstances. The Board's appeal procedure is described in Policy 1312, Article II.

While the Board will consider constructive criticism and may hear an appeal from a decision by the Superintendent, the Board protects staff insofar as possible from anonymous, unreasonable, and/or ill-considered complaints.

~~The Superintendent shall provide a written response to the complaint within ten (10) school days from his receipt of the report from the principal, Director of Pupil Services or other administrator assigned by the Superintendent notifying the complainant of his/her decision and whether Board involvement will be necessary to resolve the matter. If the Superintendent decides to conduct a further investigation regarding the complaint, the Superintendent shall provide a written response within ten (10) school days of the conclusion of his/her investigation. The Superintendent will also notify the employee who is the subject of the complaint of his/her decision. If the Superintendent decides that Board involvement is not necessary, then the Superintendent's decision shall be final.~~

~~The Superintendent shall prepare a written report of his/her own if the Superintendent decides that Board involvement is necessary to resolve the complaint or is required by applicable law, a collective bargaining agreement, or employment contract. Board involvement, if any, shall only occur upon the recommendation of the Superintendent and shall be in compliance with applicable law, collective bargaining agreements, and/or employment contracts. Issues pertaining to complaints against school personnel are, by law, the responsibility of the Superintendent. The Board will hear a complaint about school personnel only in exceptional circumstances.~~

To Board of Education for First Reading  
June 15, 2020

~~If a specific employee is involved in an informal or formal investigation, that employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.~~

~~Documents relative to the complaint filing and investigation shall not automatically become part of the specific employee's personnel file. After complete and thorough investigation by the administration, any documents placed in any employee's personnel file shall be dealt with according to the appropriate article of the applicable collective bargaining agreement. By openly participating in the investigation, neither the specific employee nor the bargaining agent waives its rights to further action.~~

**Request for Re-Evaluation of Instructional Materials**

The following procedure shall be followed whenever there is a request for the evaluation of instructional materials and the Superintendent decides, in his/her discretion, to undertake a formal review. This procedure shall not be applicable to proposed changes in textbooks which are governed by Conn. Gen. Statutes Section 10-229.

1. The Superintendent shall establish an ad hoc review committee broadly representative of:
  - A. Teachers competent in the area of the content covered by the material.
  - B. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
2. Objections to materials and requests for reevaluation must be presented in writing.
3. Initial action on a written request on the proper form shall be taken no later than fifteen (15) school days after receipt of the request.
4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his or her decision to the person requesting reevaluation.
5. Should the decision of the Superintendent not satisfy the person(s) requesting the reevaluation, the Board of Education may hold a special hearing to review the Superintendent's decision. The procedures set forth in Board Policy 1312 shall apply to such special hearing. If the Board of Education decides not to hold a special hearing, then the Superintendent's decision shall be final.

**To Board of Education for First Reading**  
**June 15, 2020**

6. Instructional materials may be deemed appropriate whenever it is found that there is a legitimate pedagogical basis for the materials, irrespective of the fact that individuals may have objected to the material.
7. Once instructional material has been adopted and reevaluated, the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Education.

**Policy References:**

Policy 5145.2 – Freedom of Speech/Expression

Policy 6144 – Controversial Issues

Policy\_6161 – Equipment, Books, Materials: Provisions/Selection

**Legal References:**

Conn. Gen. Statutes Section 10-229

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Regulation Approved: December 4, 1989

Regulation Revised: October 18, 2010

Regulation Revised: May 15, 2017

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 11, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: Use of Video Monitoring Devices and Video Recordings 1331 Policy and Regulation– First Reading**

**Submitted by: William McKersie**

**Document Summary/Purpose and/or Recommended Action:**

William McKersie will present proposed changes to policy and regulation 1331 Use of Video Monitoring Devices and Video Recordings. This item is on for a first reading.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

### **Use of Video Monitoring Devices and Video Recordings**

The Board of Education authorizes the installation of and use of video monitoring and recording devices which produce video coverage and recordings in its school buildings and on school grounds to enhance the safety and security of students, staff, and visitors; to protect school property; to monitor student and adult behavior; and as may otherwise be permitted by state and federal law. The Board of Education further authorizes the administration to allow access to video monitoring and recording devices and video recordings by law enforcement for the limited purposes, and in the limited manner, specified in administrative regulation 1331.

#### **Legal References:**

Connecticut General Statutes §10-221, Boards of Education to prescribe rules

Connecticut General Statutes §31-48d, Employers Engaged in Electronic Monitoring

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Education Rights and Privacy Act

#### **Policy References:**

Policy and Administrative Regulation 5145.12, Search and Seizure

Policy and Administrative Regulation 5131.2, Video and Audio Recording on School Buses

Policy adopted: July 21, 2014

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

## **Use of Video Monitoring Devices and Video Recordings**

### **Student Records**

1. The District will comply with provisions of law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the District's use of video recordings ("Recordings"). Recordings considered for retention as a part of a student's behavioral record will be maintained in accordance with established procedures governing access, review and release of student records.
2. The District will include notice in parent/student handbooks that video monitoring and recording devices ("Cameras") are in use in schools and on school grounds. The District will include, as a part of its notice procedures, a link to this regulation and the governing policy.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted at the entrance to each school indicating that Cameras are in operation. Such notice will be posted in a conspicuous location.

### **Staff Records**

1. Recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records. This provision applies to all employees of the District as well as all contractors, agents and their employees.
2. The District will post notices in the main office of each school, and in a conspicuous location at other school facilities, that Cameras are in use in the District.
3. Staff should assume that the Cameras are in operation at all times.

### **Storage/Security**

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.
2. Recordings identified for review of student or adult incident will be maintained in a digital format pending resolution. The Recording will then be either released for

erasure or retained as necessary as a part of the student's behavioral record, employee's personnel record, or in another appropriate location in the case of an adult who is not an employee in accordance with the established District procedures.

3. For bus videos, retrieval and viewing of stored video recordings will include a school administrator and/or transportation official from the district bus company designated by the Superintendent of Schools. Employees of the district bus company will sign an agreement reflecting that they will abide by the district's student records confidentiality policy and FERPA.

## **Use**

1. Cameras will be installed and used as directed by the Superintendent of Schools or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with Camera equipment.
3. Recordings will be stored for the period of at least fourteen (14) days.

## **Viewing Requests**

1. Requests for viewing Recordings will be limited to the administration, security personnel, and other individuals authorized by the Superintendent or his/her designee. In the event that a Recording is utilized in connection with student discipline, the parent/guardian of the student, and/or the student if he/she has reached the age of eighteen (18), will be permitted to view the recording being used in connection with the discipline. In the event that a Recording is utilized in connection with staff discipline, the staff member (and his/her union representative at the request of the employee) will be permitted to view the recording being used in connection with the discipline.
2. Except as stated below under Law Enforcement, requests for viewing Recordings by parties other than those listed herein will only be granted as may otherwise be required by law. Video recordings are related to school security, and in some cases may constitute confidential educational records pursuant to the Family Educational Rights and Privacy Act ("FERPA"), and are thus exempt from disclose under the Freedom of Information Act ("FOIA").
3. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing.
4. Approval/denial for viewing will be made in writing within no more than seven (7) school days of receipt of request and so communicated to the requesting individuals(s).

5. Recordings will be made available for viewing within no more than five (5) school days of the request approval.

### **Viewing**

1. Actual viewing will be permitted at school sites only or as otherwise required by law.
1. All viewing will be done in the presence of ~~the transportation coordinator and/or~~ a school administrator ~~and/or a transportation official designated by the Superintendent of Schools.~~
- 2.
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
4. Recordings remain the property of the District and may be reproduced only in accordance with law, applicable District student and personnel records policies and procedures, and applicable labor agreements.

### **Law Enforcement**

1. For the purposes of this section (“Law Enforcement”), “External Cameras” shall mean Cameras which monitor the areas on the outside of the schools and other District buildings. “Internal Cameras” shall mean Cameras which monitor the interior space of the schools and other District buildings.
2. The Weston Police Department (“WPD”) will be granted access to live video coverage of all External Cameras which monitor the areas outside of the school buildings.
3. The WPD will be provided with a code to gain access to the live video on the Internal Cameras which may only be used in the case of an active threat of physical violence within the District. The District will monitor the use of this code to ensure compliance with this section.
4. The District does not authorize the use of the Internal Cameras for criminal investigations or monitoring other than may be related to the monitoring authorized in subsection 3 above. However, the Superintendent of Schools or his/her designee, in his/her discretion, may authorize the WPD to access the

Internal Cameras for use in an active police investigation. Such authorization must be in writing.

5. The District does not authorize the WPD to make recordings of the live video on the External Cameras and Internal Cameras. The WPD and/or other law enforcement agencies may request access to recordings by contacting the Superintendent or his/her designee. Unless access to recordings is required by law, access to such recordings will be at the discretion of the Superintendent or his/her designee. In the event that a recording constitutes a confidential student record, the recording may only be provided to the WPD, or other law enforcement agency, as permitted by FERPA.

**Legal References:**

Connecticut General Statutes, 10-221, Boards of Education to prescribe rules

Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring

Titles I – Amendments to the Individuals with Disabilities Act (PL 105-17)

Family Educational Rights and Privacy Act

**Policy References:**

Policy and Administrative Regulation 5145.12, Search and Seizure

Policy and Administrative Regulation 5131.2, Video and Audio Recording on School Buses

Regulation approved: July 21, 2014

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** June 11, 2020

**Information Only**

**Action Requested**

**Agenda Item Subject: 5131.2 Video and Audio Recording On School Buses, Policy and Regulation – First Reading**

**Submitted by: William McKersie**

**Document Summary/Purpose and/or Recommended Action:**

William McKersie will present proposed changes to policy and regulation 5131.2 Video and Audio Recording On School Buses. This item is on for a first reading.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

## **Video and Audio Recording on School Buses**

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras which produce both video and audio coverage of school buses as an aid in monitoring student and adult behavior. The recordings from these cameras will be used to assist school administrators in deciding upon disciplinary action.

Legal Reference: Connecticut General Statutes, 10-221 Boards of Education to prescribe rules

Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring

Title I – Amendments to the Individuals with Disabilities Act (PL 105-17)

Family Education Rights and Privacy Act.

## Video and Audio Recording on School Buses

### Student Records

1. The District will comply with provisions of law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the District's use of video recordings ("Recordings"). Recordings considered for retention as part of a student's behavioral records will be maintained in accordance with established procedures governing access, review and release of student records.
2. The District will include notice in parent/student handbook that video and audio cameras ("Cameras") may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's Camera policy and procedures to all students and parents. A separate notice will be sent to students and parents prior to the initial activation of the Cameras.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted on each school bus equipped with a Camera indicating that Cameras are on board and that the Cameras produce both video and audio recordings. Such notice will be posted in a conspicuous location.

### Staff Records

1. Recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records. This provision applies to all employees of the District as well as all contractors, agents and their employees.
2. The District will **provide notice to staff** ~~include notice in personnel handbooks~~ that Cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities.

3. Staff should assume that the Cameras are in operation at all times.

### **Storage/Security**

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.
2. After a period of thirty (30) days, Recordings will be erased unless otherwise identified to be preserved by the school administration.
3. Recordings held for review of student or adult incident will be maintained in a digital format pending resolution. The Recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record, employee's personnel record, or in another appropriate location in the case of an adult who is not an employee in accordance with the established District procedures. **For bus videos, retrieval and viewing of stored video recordings will include a school administrator and/or transportation official from the district bus company designated by the Superintendent of Schools. Employees of the district bus company will sign an agreement reflecting that they will abide by the district's student records confidentiality policy and FERPA.**

### **Use**

1. Cameras will be used on school transportation vehicles as determined by the transportation supervisor/Superintendent or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.
3. The operators of the buses (i.e. the bus company) are required to notify the drivers and outside parties who use Weston school district buses that audio and video recording will occur on the buses.

### **Viewing Requests**

1. Requests for viewing Recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or other as deemed appropriate by the Principal.
2. Requests for viewing shall be made in writing to the Principal within 7 school days of the date of recording.

3. Requests for viewing will be limited to those parents or guardians, students, district officials, employees, and drivers with a direct interest in the proceedings as deemed appropriate by the Principal.
4. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made in writing within no more than 7 school days of receipt of request and so communicated to the requesting individuals(s).
6. Recordings will be made available for viewing no more than 5 school days of the request approval.

### **Viewing**

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include ~~the transportation coordinator and/or~~ a school administrator ~~and/or a transportation official designated by the Superintendent of Schools.~~
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, the specific vehicle and driver recorded, and the signature of the viewer.
4. Recordings remain the property of the District and may be reproduced only in accordance with law, applicable District student and personnel records policies and procedures, and applicable labor agreements.

Legal Reference: Connecticut General Statutes, 10-221, Boards of Education to prescribe rules  
Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring  
Title I – Amendments to the Individuals with Disabilities act (PL 105-17)  
Family Educational Rights and Privacy Act

Regulation approved: September 20, 2010

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

**Minutes  
Facilities Committee  
June 5, 2020**

Present:

Tony Pesco, Committee Chair  
Ruby Hedge, Committee Member  
Victor Escandon, Committee Member  
Phil Cross, Director of Finance and Operations  
Mike DelMastro, Director of Facilities

Absent:

Dr. William McKersie, Superintendent of Schools

Guests:

Christopher Spaulding, Weston First Selectman  
Taffy Miller, Weston Resident  
Richard Wolfe, Weston Building Committee

The meeting was called to order by Mr. Pesco at 9:02 a.m.

The Committee discussed the following items regarding the Weston Sidewalk Committee:

- Mr. Spaulding reported that the Town of Weston applied for three separate grants to have sidewalks installed in town. The first grant has been awarded and received, and is the Weston Community Connectivity Grant. This would allow for the installation of sidewalks connecting the school campus, the Town Hall complex, and the town center. It would also allow for installation of signal lighting to permit for safer crossing of Rt. 57 and access to the town center. All work would be conducted when it is the least impactful to school operation. There would very little actual roadwork, and most of the work that is done would be removed from student areas. Regarding lighting of the sidewalks, there isn't any funding available currently for lighting, but that may be something that could be addressed in the future. Mr. Spaulding added that beauty enhancements are included in the projects, so tree removal and grass seeding are included in the scope of work.

The Committee discussed the following items regarding facility and grounds monitoring/maintenance during the District's closure:

- Mr. DelMastro informed the Committee that with the closing of schools he has been able to start on summer work. Custodians have been helping teachers gather and bag student belongings for pick up, and they have also been walking the schools checking for leaks or any other issues. They have also started on painting projects. The grounds department has been mowing, trimming, mulching and planting, and the maintenance department has been keeping up with preventative maintenance projects. Some security has been on campus trying to maintain social distancing regulations since the campus has been partially re-opened to the public. The entire security staff will be on campus the following week for graduation ceremonies and also to aid in student pick up of belongings.

- Mr. DelMastro reported that the back-up septic pump at the elementary school needs to be repaired, as there seems to be an electrical problem that is holding the water back. The contractor will be there the following Thursday to make an assessment.

The Committee discussed the following regarding an update on the intermediate school floor:

- Mr. DelMastro informed the Committee that the project is moving along well. The cleaning company has taken responsibility for the damage they caused, and Mr. DelMastro will send them the exact amount they are responsible for. Additionally, he reported that he and Mr. Wolfe will review the color of the new tiles, as they are slightly different from the ones currently there, and he will also show Mr. Wolfe which tiles are being repaired, and which are being replaced.

The Committee discussed the following regarding a FY21 capital project update:

- Mr. Wolfe reported that the building committee will be going out to bid the following week for the high school façade repairs, and they should have the bids in hand by the end of June, and they are looking to complete the project by the end of August. Regarding the replacement of the chiller in Hurlbutt, he reported that the equipment has been purchased and should be delivered in mid-July.

- Mr. DelMastro informed the Committee that regarding the water heater project in East House, the contractor was in and figuring out all the valve sizes and locations. Once that is complete, he will order the materials and have a contractor come in to make the repairs. All wiring will be accomplished by District staff.

- Mr. Wolf reported that going forward the Board of Education should work directly with the Building Committee on all projects rather than going through Jonathan Luiz, the Town Administrator.

The Committee discussed the following regarding the May minutes:

- The Committee approved the May minutes.

There being no further business to discuss, the Committee adjourned at 10:14 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

DRAFT

**Minutes  
Finance Committee  
June 8, 2020**

Present:

Gina Albert, Committee Chair

Ruby Hedge, Committee Member

Victor Escandon, Committee Member

Dr. William McKersie, Superintendent of Schools

Phil Cross, Director of Finance and Operations

The meeting was called to order by Ms. Albert at 9:33 a.m.

The Committee discussed the following items regarding the monthly financial update including internal services fund (for dental):

- Mr. Cross reported a projected fund balance for FY 2020 of \$580,169, which is slightly below the \$600,000 unexpended budget that the Town is expecting. The Board of Finance approved the FY21 budget with the assumption that the Board of Education would provide the \$600,000. Mr. Cross is still optimistic that the goal can still be reached, but if the District is not able to find the additional savings, he recommended that the internal services fund be used to achieve that targeted balance. The Committee approved that action.
- Mr. Cross reported that the District was invoiced for a Zenon plant repair from the previous summer, in the amount of \$20,000. The Committee suggested creating an analysis of the plant to ensure that there aren't any other major repairs that are needed.
- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the current fund balance is \$1,190,096. The Committee suggested that it should be noted that while there was positive movement in the fund this year, there could be a spike in claims once the COVID restrictions ease and staff members resume dental appointments.

The Committee discussed the following regarding the construction grant close-out:

- Mr. Cross informed the Committee that the 2015 windows and doors project at the high school was never officially closed out with the State, so the Board of Education needs to formally approve the project as complete, and then a final audit can be conducted. The Committee agreed that the District should follow-up with the Town to see if there is any

documentation indicating that the Board of Finance voted to close-out the project. If so, then this item could be brought to the full Board for approval.

The Committee discussed the following regarding the 2021 tuition rates for non-residents:

- Mr. Cross shared with the committee the 2021 non-resident tuition rates. The rate increase is based on the budget increase, and the Committee agreed to bring the rates to the full Board for approval.

The Committee discussed the following regarding the 2021 utility and facility rental rates:

- Mr. Cross shared with the committee the 2021 utility and facility rental rates. The rates were increased by 1.75%, the current CPI, over the previous year. The Committee agreed to bring the rates to the full Board for approval.

The Committee discussed the following regarding approval of the May minutes:

- The Committee approved the May minutes.

The Committee discussed the following regarding other business:

- The Committee discussed the fact that going forward, the District should keep track of any COVID related expenses and present these to the Board of Finance so they are aware of these unforeseen expenses. Additionally, regarding any additional staff that needs to be hired related to COVID, there should be an MOU in place with the unions that these hires are temporary.

There being no further business to discuss, the meeting adjourned at 10:21 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

## **Policy Committee Meeting**

May 21, 2020 - Via Google Hangout

### Members Present:

Melissa Walker

Hillary Koyner

Taffy Miller

### **1. Call to Order**

Melissa Walker called the meeting to order at 11:06am. In attendance, William McKersie, Ph.D., Superintendent of Schools, Kenneth Craw, Ed.D., Assistant Superintendent of C&I, Lisa Wolak, Principal, Weston High School, Daniel Doak, Principal, Weston Middle School, Pattie Falber, Principal, Weston Intermediate School, Laura Kaddis, Principal, Hurlbutt Elementary School, and Jen Ryan, HR Specialist

### **2. Approval of Minutes**

Discussion:

April minutes were approved.

### **3. Discussion of policies, regulations, and bylaws**

#### **3.A. Discussion of Policy and Regulation 6154, Homework/Makeup Work**

Discussion: Dr. Craw began the discussion by explaining the Report on K-12 Homework Processes. This included work by the Curriculum Committee, and survey results from parents, students, and staff. The school principals then explained their specific building changes in homework assignments. The committee then discussed any changes that a continuation of distance learning would have on the new policy and regulation. It was decided to wait to see if that would be a necessary addition, once the district had better knowledge about the Fall 2020 return to school. The committee also asked about how to communicate this new policy and regulation to families and staff. If approved by the Board it will be given at Back to School nights, in handbooks and given to all staff at their team meetings. This policy and regulation will go to the Curriculum Committee in June, if approved, it will then go to a first reading to the Board of Education.

#### **3.B. Discussion of policies and regulations applicable to planning for potential effects of COVID-19**

Discussion: Dr. McKersie spoke about how the current State of Connecticut requirements for schools re-opening for summer school is a good indication of what a Fall re-opening will look like. Depending on the next few months, more policy and regulations will need to be looked at, including Weston's technology policy. (Please see Agenda item 3.D.)

#### **3.C. Discussion of Policy and Regulation 1312, Public Complaints**

Discussion: Dr. McKersie introduced the changes to Policy and Regulation 1312, Public Complaints, by explaining it was now more parallel to other current processes. It clarifies the steps and progression of complaints from the building up to the Board of Education. This policy and regulation will be shared with Shipman and Goodwin and then any changes made will be sent to the Committee Chair, Ms. Walker. If accepted then it will go for a first reading at the June Board of Education meeting.

### **3.D. Discussion of Policy and Regulation 5135, Student Use of District's Computer Systems and Internet**

Discussion: Dr. McKersie explained that this was an on-going issue that will need external legal counsel guidance. It was agreed to wait until Weston's new Director of Digital Learning and Technology began over the summer to review and revise with Sipman and Goodwin's guidance.

### **Discussion of policies, regulations, and bylaws in future meetings**

Discussion:

- Policy and Regulation 5135, Student Use of the District's Computer systems and Internet
- Sustainability (New)
- IDEA, Alternative Assessments (New)
- New Directives from the State (TBD)
- New Policies regarding Distance Learning (TBD)

**5. Adjourn 12:15pm**