

Windsor Board of Education
Regular Meeting

Tuesday, April 16, 2024 7:00 PM

BOE Regular Meeting - Hybrid via Zoom and In-Person Please click the link below to join the webinar:
<https://us06web.zoom.us/j/83782536654> Or Telephone: +1 301 715 8592 +1 646 558 8656 Webinar ID: 837
8253 6654

601 Matianuck Avenue
Windsor, CT 06095

1. Call to Order, Pledge to the Flag, Moment of Silence
Speaker(s): D. Furie
2. Recognitions/Acknowledgements
Speaker(s): D. Furie
 - 2.a. Proclamation--Teacher Appreciation Week, May 6-10
Speaker(s): D. Furie
 - 2.b. Recognition -- Windsor Education Foundation Grants
Speaker(s): M. Mallery
3. Audience to Visitors
Speaker(s): D. Furie
4. Consent Agenda
Speaker(s): D. Furie
 - 4.a. Financial Report
Speaker(s): D. Batchelder
 - 4.b. Enrollment Report
Speaker(s): D. Batchelder
 - 4.c. Food Service Report
Speaker(s): D. Batchelder
 - 4.d. Human Resources Report
Speaker(s): D. Batchelder
5. Approval of Minutes
Speaker(s): L. Lockhart
 - 5.a. March 19, 2024 Regular Meeting
Speaker(s): L. Lockhart
6. Student Representative Report
Speaker(s): S. DiFelici
7. Board of Education
Speaker(s): D. Furie
 - 7.a. President's Report
Speaker(s): D. Furie
 - 7.b. School Liaison Reports
Speaker(s): D. Furie
 - 7.b.1. Windsor High School
Speaker(s): A. Taylor/N. Wolliston
 - 7.b.2. Sage Park Middle School
Speaker(s): A. King/P. Panos
 - 7.b.3. Clover Street School
Speaker(s): J. Madison
 - 7.b.4. John F. Kennedy School
Speaker(s): J. Canter
 - 7.b.5. Oliver Ellsworth School
Speaker(s): L. Lockhart
 - 7.b.6. Poquonock School
Speaker(s): J. Halek
 - 7.c. Set Last Day of School for 2023-2024
Speaker(s): T. Hill
 - 7.d. Healthy Food Certification
Speaker(s): D. Batchelder
8. Superintendent's Report
Speaker(s): T. Hill
 - 8.a. Right to Read Mandate
Speaker(s): N. Abdel-Hady

8.b. Portrait of a Graduate

Speaker(s): N. Abdel-Hady

8.c. Increasing Educator Diversity Plan

Speaker(s): D. Batchelder

9. Committee Reports

Speaker(s): D. Furie

10. Other Matters/Announcements/Regular BOE Meetings

Speaker(s): D. Furie

10.a. Next BOE Regular Meeting is Tuesday, May 21, 2024, 7:00 PM, LPW, Board Room

Speaker(s): D. Furie

11. Audience to Visitors

Speaker(s): D. Furie

12. Adjournment

Speaker(s): D. Furie

Proclamation Commemorating
Windsor Teacher Appreciation Week
May 6 through May 10, 2024



Let it be known by all citizens of Windsor, that

Whereas, Windsor's teachers are empowered to lead within and beyond the classroom, allowing them to best prepare young people to become contributing members of our community;

Whereas, our teachers challenge and inspire students every day to change the world;

Whereas, we hold Windsor's teachers in high regard, understanding the value placed on their skills and abilities, and recognizing the impact they have in our students' lives;

Whereas, our teachers play a crucial role in the development of a diverse student population and must continually adapt to meet the ever-changing needs of our children;

Whereas, the Windsor Board of Education is committed to investing in the current and next generation of educators that will lead our State's school system into the future, and

Now, therefore, be it proclaimed on this the 16th day of April 2024...

That, the Windsor Board of Education hereby declares our appreciation to our teaching staff and proclaims the week of May 6th through May 10th as Windsor Teacher Appreciation Week.

Windsor Board of Education

Ayana K. Taylor, Vice President
Paul J. Panos, Minority Leader
Jeremy C. Halek
James A. Madison

A handwritten signature in blue ink that reads 'David J. Furie'.

David J. Furie
President

Leonard O. Lockhart, Secretary
Jill A. Canter
Anthony King
Nathan G. Wolliston

A handwritten signature in blue ink that reads 'Terrell M. Hill'.

Terrell M. Hill, PhD
Superintendent of Schools

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 16, 2024

Prepared By: Dr. Michael Mallery

Presented By: Dr. Michael Mallery

Attachments: WEF Mini-Grant Awards 2023-2024

Subject: Windsor Education Foundation

BACKGROUND:

The Windsor Education Foundation (WEF) is a non-profit organization, now in their 16th year, after being established in April 2007. Its mission is to encourage community support for excellence in public education and to provide funding for innovative projects and programs in the Windsor Public Schools.

The Grant Review Committee looks for a variety of proposals from all grade levels and schools that:

- Are consistent with the Windsor Board of Education district and school goals
- Impact students with varying learning abilities
- Fall outside the regular operating budget
- Will ultimately impact/benefit a large number of individuals; in other words, the impact of the grant is not a one-time benefit to a single group of students, but may benefit additional students long term.
- Encourage professional collaboration.
- Promote school and community communication.

This year the WEF has approved 9 grants totaling \$11,686.00. All approved applications went toward furthering student learning and involving the schools in the community.

About The Windsor Education Foundation:

WEF is an independent, 501(c)(3) non-profit organization formed by Windsor citizens in 2007 to support its public school teachers who strive for student success. WEF is a volunteer-led organization with an active, passionate board. Visit windsoreducationfoundation.org or facebook.com/windsoreducationfoundation.

RECOMMENDATION:

That the BOE receive as information and for recognition.

Recommended by the Superintendent: TH/RO

Agenda Item # 2.b.

2023-2024 School Year Grant Awards

School & Grade Level Awarded	Grant Title	Grant Purpose	Awarded Funds
JFK (Gr. 3-5)	STEM PBL Classroom Aquarium	Students will learn about the aquatic ecosystem through hands-on real life learning experiences. Project is aligned with NGSS standards.	\$1,500
OE (Gr. PK-2)	Playground Communication Board	Design and build 2 communication boards which is commonly used for Augmentative Alternative Communication utilized by people who need support in aiding or supplementing their ability to communicate effectively.	\$1,350
LPW: CBTA, PEAK, SPARK (Gr. 9-12+)	No Limits Laser Engraving -- A WPS student run business	Students will use an engraving machine to customize PET ID tags. The more students familiarize themselves with the engraving machine the more likely the students' technical capacity increases.	\$1,500
SPMS (Gr. 6-8)	Sage Park Leaders	Sage Park Leaders is a program for middle level students to help them learn how to utilize their leadership abilities to have a positive impact on their school and their community.	\$1,000
CLOVER (Gr. 3-5)	Writing from the Soul -	Students will meet an NYTimes best selling author of Soul Food Sunday, learn about the writing process, poetry devices used and create an original work of their own.	\$1,200
WHS (9-12+)	WHS Aquaponics Lab	Students will learn to grow food without soil or fertilizer and understand types of farming implications for a sustainable future to feed a growing population.	\$1,486
CLOVER (Gr. 3-5)	Touch Tank	Students will have opportunities to engage in hands-on learning through this class size aquarium. The touch tank features live tide pool creatures, such as crabs, snails, whelks, and clams.	\$650
CLOVER (Gr. 3-5)	Electric Strings	Students will be exposed to new instruments not normally in the school district's budget. Electric Strings are a unique art instrument with looping technology to teach arrangements and composition skills.	\$1,500
WHS (Gr. 9-12+)	Electric Strings	Students will be exposed to new instruments not normally in the school district's budget. Electric Strings are a unique art instrument with looping technology to teach arrangements and composition skills.	\$1,500
Grand Totals			\$11,686

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 16, 2024

PREPARED BY: Danielle Batchelder

PRESENTED BY: Danielle Batchelder,
Director of Business Services & Human
Resources

ATTACHMENTS: March 31, 2024 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of March 2024

There were no inter-site transfers during the month.

RECOMMENDATION:

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

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for March 31, 2024	\$ 5,896,344
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Expenditures & Encumbrances through March 31, 2024	\$55,679,168
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Reviewed by: *DB*

Recommended by the Superintendent: *TH/SB*

Agenda Item # *4.a.*

Windsor Public Schools
Financial Report
March 31, 2024

	2023-2024 Budget	Expenditures YTD 3/31/24	Encumbrance	Balance 6/30/2024	% Balance
<u>Instructional Services</u>					
Clover Street School	63,170	27,209	652	35,309	56%
John F. Kennedy School	84,950	48,282	6,797	29,871	35%
Oliver Ellsworth School	86,730	43,861	8,978	33,891	39%
Poquonock School	69,300	41,915	3,555	23,830	34%
Sage Park Middle School	210,935	107,710	15,837	87,388	41%
Windsor High School	380,644	176,007	33,091	171,546	45%
Windsor High School Interscholastic Sports	207,000	200,958	5,820	222	0%
Athletic Coaches	299,000	223,147	0	75,853	25%
WHS Career & Technical Education	59,745	52,090	7,283	372	1%
Continuing Education	70,400	67,685	2,560	155	0%
Instructional Mgt. & Curriculum Development	181,985	38,447	7,836	135,702	75%
Magnet School Tuition	1,660,600	1,726,319	0	(65,719)	-4%
Technology	1,773,660	1,431,458	84,751	257,451	15%
Total Instructional Services	5,148,119	4,185,088	177,160	785,871	15%

<u>Education Support Services</u>					
Pupil Personnel Services	410,350	285,786	10,931	113,633	28%
Special Education	97,200	51,226	4,102	41,872	43%
Special Education Tuition	6,779,140	4,120,542	17,000	2,641,598	39%
Policy & Planning	136,386	103,284	5,619	27,483	20%
Employee Personnel Services	148,400	146,312	1,502	586	0%
Financial Management	268,340	146,802	37,492	84,046	31%
Financial Services	38,500	36,059	1,641	800	2%
Pupil Transportation & Safety	3,289,198	1,742,050	1,938	1,545,210	47%
Special Education Transportation	2,519,650	2,006,135	0	513,515	20%
Physical Plant Services	2,486,800	1,902,855	440,638	143,307	6%
Major Maintenance	486,000	237,794	4,901	243,305	50%
L.P. Wilson Center	254,800	153,690	55,361	45,749	18%
Benefits	11,919,971	6,213,690	135,383	5,570,898	47%
Certified Salaries	34,319,520	24,551,793	0	9,767,727	28%
Non-Certified Salaries	10,449,816	7,782,495	0	2,667,321	26%
Regular Ed Tutor Salaries	362,737	181,118	0	181,619	50%
Special Ed Tutor Salaries	298,370	410,761	0	(112,391)	-38%
Substitute Salaries	770,714	495,371	32,649	242,694	31%
***Treehouse Subsidy	0			0	
Total Education Support Services	75,035,892	50,567,763	749,157	23,718,972	32%

Total All Sites	\$80,184,011	\$54,752,851	\$926,317	\$24,504,843	31%
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WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 16, 2024

PREPARED BY: Danielle Batchelder
Director of Business Services
& Human Resources

PRESENTED BY: Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of April 1, 2024

BACKGROUND:

Attached are the enrollment figures as of April 1, 2024. Mrs. Batchelder will answer any questions.

STATUS:

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

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

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

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

RECOMMENDATION:

Informational

Reviewed by: NOB

Recommended by the Superintendent: TH/SB

Agenda Item # 4.6.

**Windsor Public Schools
Student Enrollment Report
April 1, 2024**

Enrollment in Windsor Public Schools

Grades PreK - 5	1,494
Grades 6-8	720
Grades 9-12	1,146
Total District Enrollment	3,360

Windsor Students not in District Schools

Out of District Placements (SPED)	33
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	54
CREC Montessori Hartford	3
CREC Metropolitan Learning Center (MLC)	56
CREC Miscellaneous Magnet Schools	227
Hartford Host Magnet Schools	194
Miscellaneous Magnet Schools (LEARN, Goodwin College & Global Experience)	28
A.I. Prince Technical High School	18
Howard Cheney Technical High School	15
	628
Total Students	3,988

**Windsor Public Schools
Student Enrollment Report
April 1, 2024**

GRADE	Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK	102		43		145
K	85		128		213
1	101		116		217
2	108		142		250
3		77		138	215
4		88		135	223
5		108		123	231
Subtotal K-5					1,349
Total	396	273	429	396	1,494

GRADE	Sage Park Middle School
6	235
7	239
8	246
Total	720

GRADE	Windsor High School
9	284
10	293
11	266
12	303
Total	1,146

District Wide Enrollment	3,360
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**ENROLLMENT REPORT 2023-2024
POQUONOCK SCHOOL**

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
23	B. Brown			13	15	14	14	14	14	14	15		
2	R. Brown			14	14	14	14	14	14	14	14		
24	Eskenazi			14	14	14	14	14	14	14	14		
22	Roche			13	13	13	13	13	14	14	14		
3	Scott			14	14	14	14	14	14	14	14		
26	Scerra			14	14	13	13	13	14	14	14		
		Total	81	82	84	82	82	82	84	84	85	0	0
		Grade 1											
1	Kowalski			20	20	20	20	20	21	21	21		
12	Alzamora			19	19	19	20	20	20	21	21		
15	McCann			19	19	20	20	20	20	20	20		
16	Harrison			19	19	20	20	20	20	20	19		
18	Velez			20	20	20	20	20	21	21	20		
		Total	102	97	97	100	100	100	102	103	101	0	0
		Grade 2											
14	Achim			22	22	22	23	23	21	21	21		
11	Delskey			22	21	21	21	21	21	21	20		
8	Parker			23	23	22	22	22	22	22	23		
4	Stoll			23	23	22	22	22	22	22	22		
9	Tweeddale			22	22	22	22	22	22	22	22		
		Total	100	112	111	110	110	110	108	108	108	0	0
		PK Smart Start											
		Sped & Peer											
		Total	70	102	102	103	103	103	103	102	102	0	0
		Poquonock Totals	353	0	393	394	395	395	397	397	396	0	0

ENROLLMENT REPORT 2023-2024
Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 3													
25	Darrell				18	18	18	18	20	20	17		
8	Voronchak			21	21	21	21	21	21	21	21		
27	Rivers			18	18	18	19	19	20	20	19		
8	Driscoll			20	20	20	20	21	20	20	20		
	Total		82	77	77	77	78	79	81	81	77	0	0
Grade 4													
24	Comer			16	17	17	17	17	18	17	17		
18	Sumner			18	18	18	18	18	18	18	18		
16	Murray			17	17	17	17	17	17	17	17		
11	Sanchez			18	18	18	18	18	18	19	18		
26	Junious			18	18	18	18	18	18	18	18		
	Total		105	87	88	88	88	88	89	89	88	0	0
Grade 5													
15	Grimes			18	18	18	16	16	17	17	17		
13	Steele			19	19	19	20	19	20	20	20		
17	Nowusch			17	16	16	16	16	15	15	16		
18	Michalic			18	18	18	18	18	18	18	18		
19	Williams			18	18	18	19	19	19	19	19		
12	Burnham			18	18	18	18	18	18	18	18		
	Total		90	108	107	107	107	106	107	107	108	0	0
Clover			277	0	272	272	273	273	277	277	273	0	0

**ENROLLMENT REPORT 2023-2024
JF KENNEDY SCHOOL**

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 3													
1	Stout			19	19	19	19	19	19	19	19	19	19
2	Nguyen			19	19	19	19	19	18	19	19	19	19
3	Lamoureux			19	19	19	20	19	19	20	20	20	20
4	Filomeno			20	20	20	20	20	21	21	21	21	21
5	May			19	19	19	19	20	20	20	20	20	20
6	Schultz			18	19	19	19	19	19	18	19	19	19
8	Estelle			20	19	19	19	19	19	20	20	20	20
	Total		130	134	134	134	135	135	135	137	138	0	0
Grade 4													
7	Gilligan			21	23	23	23	23	23	23	23	23	23
9	Jones			23	23	23	23	23	23	23	23	23	23
10	Bell			22	22	22	22	22	21	22	22	22	22
12	Kasavage			22	20	20	20	22	21	21	21	21	21
14	Feliciano			22	23	23	23	22	23	23	23	23	23
16	DaCosta			22	22	22	22	22	23	23	23	23	23
	Total		120	132	133	133	133	134	134	135	135	0	0
Grade 5													
19	Johnson			19	20	20	20	20	21	21	20	20	20
20	Carpenter			21	21	21	21	21	21	21	21	21	21
24	Lam			20	20	20	20	20	20	20	21	21	21
25	Mitchell			21	21	21	21	21	20	20	20	20	20
27	Kingsley			19	19	19	19	19	19	20	20	20	20
28	Everett			20	20	20	20	20	21	21	21	21	21
	Total		121	120	121	121	121	121	122	123	123	0	0
Totals			371	0	386	388	389	390	391	395	396	0	0
John F. Kennedy													

ENROLLMENT REPORT 2023-2024
Sage Park Middle School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6											
House 1			114	115	115	116	117	118	120		
House 2			110	110	111	112	114	114	115		
Total	210		224	225	226	228	231	232	235	0	0
Grade 7											
House 3			132	121	121	119	119	120	121		
House 4			102	117	118	117	117	117	118		
Total	228		234	238	239	236	236	237	239	0	0
Grade 8											
House 5			121	122	122	123	124	124	123		
House 6			120	120	121	121	122	123	123		
Total	261		241	242	243	244	246	247	246	0	0
Sage Park Totals	699	0	699	705	708	708	713	716	720	0	0

ENROLLMENT REPORT 2023-2024
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	302		299	300	300	300	282	282	284		
Grade 10	283		291	291	289	292	293	294	293		
Grade 11	292		270	269	269	270	264	266	266		
Grade 12	270		286	283	285	283	306	303	303		
Windsor High Total	1,147	1,138	1,146	1,143	1,143	1,145	1,145	1,145	1,146	0	0

**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: Tuesday, April 16, 2024

Prepared By: Patricia Patton

Presented By: Danielle Batchelder

Attachments: Cafeteria Operations – March 2024

Subject: Food Service Financial Report

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School and Windsor High School. We operated our Summer Food Service Program at John Fitch Park and Sharshon Park during summer break serving lunch. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

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

Status: Financial Report for March

Recommendation: Informational Only

Reviewed by: _____

WPB

Recommended by the Superintendent: _____

TH/SB

Agenda Item # _____

4.c.

WINDSOR SCHOOL FOOD SERVICE
FINANCIAL STATEMENT
MARCH 2024

REVENUE	March 2024	7/1/23 - YTD	March 2023	7/1/22-YTD
SALES	\$39,436.85	\$321,888.24	\$24,279.67	\$261,699.66
REIMBURSEMENTS - STATE		9,291.15		
Federal Reimbursement	130,010.65	886,008.91	159,922.32	1,153,999.30
CLOC		105,865.00		217,716.00
MISC. (Rebates & Grants)		132,008.97	30,677.92	311,440.61
8 Cents Certification	3,254.08	22,088.88	3,894.88	23,418.32
REVENUE TOTALS	\$172,701.58	\$1,477,151.15	\$218,774.79	\$1,968,273.89
Refunds		\$2,919.60		
TOTAL REVENUE	\$172,701.58	\$1,474,231.55		
EXPENSES				
WAGES	\$103,312.71	\$553,854.40	\$91,113.30	\$530,160.19
PAYROLL TAXES	7,903.42	42,608.74	6,970.17	41,021.97
BENEFITS	7,535.61	59,989.57	10,032.91	91,755.99
FOOD/MILK/ICE CREAM	129,978.51	928,168.55	125,458.08	797,480.84
PAPER	2,236.27	34,425.32	7,183.53	46,074.54
TRUCK	0.00	2,278.93	161.19	3,575.93
SUPPLIES	16,156.61	20,768.24	7,215.23	8,900.69
EQUIPMENT	2,144.60	200,966.97	50,702.72	335,572.20
SERVICES	750.00	2,173.98	17.00	1,400.80
EXPENSE TOTALS	\$270,017.73	\$1,845,234.70	\$298,854.13	\$1,855,943.15
Net other income				
NET INCOME	-\$97,316.15	-\$371,003.15	(\$80,079.34)	\$112,330.74
INVENTORY	\$16,109.18			\$37,489.12
OPENING BALANCE 7/1		\$1,995,808.62		\$209,503.15
COMPUTED OPERATING POSITION		\$1,624,805.47		\$359,323.01

**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: April 16, 2024

Prepared By: Katherine Zager, HR Manager **Presented By:** Danielle Batchelder, Director of Business Services & Human Resources

Attachments: Human Resources Report

Subject: Human Resources Report for March 1, 2024 – March 31, 2024

NEW HIRES/REAPPOINTMENTS

First Name	Last Name	Position	Location
Kellie	Lawrence	Speech Language Pathologist	O. Ellsworth and Poquonock
Ashley	Vargas	English Teacher	Windsor High
Gabriela	Lopez	Lunch Monitor	John F. Kennedy
Rana	Jandaly	Paraprofessional	Oliver Ellsworth
Imani	Richardson	Paraprofessional	Oliver Ellsworth
Cori	Richardson	Paraprofessional	Poquonock
Trionna	Crowe	Paraprofessional	Poquonock
Hector	Rodriguez	Head Softball Coach	Sage Park
Junior	Eschoe	Varsity Boys Lacrosse Coach	Windsor High
LA'Tosha	Woodard	Assistant Varsity Girls Tennis Coach	Windsor High
Joshua	Amaro	Assistant Lacrosse Coach	Windsor High
Tanya	Prince	Assistant Boys Volleyball Coach	Windsor High
Samantha	Shemanskis	Assistant Softball Coach	Windsor High
Erik	Brown	Substitute Custodian	Districtwide

REASSIGNMENTS/TRANSFERS

First Name	Last Name	Position	Location
Ruben	Feliciano	Custodian II	Windsor High

RESIGNATIONS/SEPARATIONS

First Name	Last Name	Position	Location
Lindsay	DiBacco	Special Education Teacher	Sage Park
Justin	Patton	Music/Choir Teacher	Sage Park
Meghan	Gill	English Teacher	Windsor High
Ketura	Braswell	Lunch Monitor	John F. Kennedy
Jonathan	Beane	Paraprofessional	Oliver Ellsworth
Katherine	Feltes	Tutor	Poquonock

Christine	Huestis	Head Softball Coach	Sage Park
Laura	Jolly	School Nurse	Sage Park
Thomas	Burke	Assistant Lacrosse Coach	Windsor High
Ryan	Hodder	Assistant Boys Volleyball Coach	Windsor High
Kamryn	McCorison	Assistant Softball Coach	Windsor High

Reviewed by: NB Recommended by the Superintendent: TH/SB
Agenda Item # 4.d.

Windsor Board of Education
Regular Meeting – Hybrid via Zoom and In-Person
Unapproved Minutes

Tuesday, March 19, 2024 7:00 PM
L.P. Wilson Community Center, Board Room
601 Matianuck Avenue
Windsor, CT 06095

The following are the unapproved minutes of the Tuesday, March 19, 2024 Regular Meeting. Any additions or corrections will be made at a future meeting.

Ms. Jill Canter: Present
Mr. David Furie: Present
Mr. Jeremy Halek: Present
Mr. Anthony King: Present
Mr. Leonard Lockhart: Present
Mr. James Madison: Present
Mr. Paul Panos: Present
Ms. Ayana Taylor: Present
Mr. Nathan Wolliston: Present

All board members were present in the board room.

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

Mr. Furie called the meeting to order at 7:04 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance were Superintendent of Schools Dr. Terrell Hill, Director of Business Services and Human Resources Danielle Batchelder, Assistant Superintendent for Instructional Services Dr. Noha Abdel-Hady.

2. Recognitions/Acknowledgments

a. Recognition—WHS Indoor Track & Field Class L Championship – Boys and Girls

Move to add 2024 CIAC Division II Boys Basketball Champions, CCC Boys Basketball Champions, 2024 CCC Girls Basketball Champions, and 2024 CCC East All Conference Wrestling Team to agenda item 2.a. Recognitions. This motion, made by Ms. Ayana Taylor and seconded by Mr. Paul Panos, Passed.

Ms. Jill Canter: Yes, Mr. David Furie: Yes, Mr. Jeremy Halek: Yes, Mr. Anthony King: Yes, Mr. Leonard Lockhart: Yes, Mr. James Madison: Yes, Mr. Paul Panos: Yes, Ms. Ayana Taylor: Yes, Mr. Nathan Wolliston: Yes

Yes: 9, No: 0

In turn, Athletic Director Fulton introduced each team and highlighted their achievements.

3. Audience to Visitors

There were no speakers.

4. Consent Agenda

a. Financial Report

Expenditures for February 29, 2024 \$5,926,565

Expenditures and Encumbrances through February 29, 2024 \$49,782,824

c. Enrollment Report

d. Food Service Report

e. Human Resources Report

Move the Board of Education approve consent agenda items 4.a. Financial Report, 4.b. Enrollment Report, 4.c. Food Service Report, 4.d. Human Resources Report. This motion, made by Ms. Ayana Taylor and seconded by Mr. Paul Panos, Passed.

Ms. Jill Canter: Yes, Mr. David Furie: Yes, Mr. Jeremy Halek: Yes, Mr. Anthony King: Yes, Mr. Leonard Lockhart: Yes, Mr. James Madison: Yes, Mr. Paul Panos: Yes, Ms. Ayana Taylor: Yes

Yes: 8, No: 0

Mr. Wolliston left the board room at 7:21 PM and returned at 7:25 PM. He was not present for the Consent Agenda vote.

5. Approval of Minutes

a. February 21, 2024 Regular Meeting

Move the Board of Education approve the minutes of the February 21, 2024 Regular Meeting. This motion, made by Mr. Leonard Lockhart and seconded by Mr. Paul Panos, Passed.

Ms. Jill Canter: Yes, Mr. David Furie: Yes, Mr. Jeremy Halek: Yes, Mr. Anthony King: Yes, Mr. Leonard Lockhart: Yes, Mr. James Madison: Yes, Mr. Paul Panos: Yes, Ms. Ayana Taylor: Yes, Mr. Nathan Wolliston: Yes

Yes: 9, No: 0

6. Student Representative Report

Ms. DeFelici highlighted many of the recent events including: SEL Day, CAFE Day on the Hill, and the gospel choir performance. Upcoming events include: baseball and softball season openers, the JROTC Ball, winter sports awards, a robotics competition, a Tina Turner tribute concert, and SAT's. She congratulated all the recognized sports teams and also congratulated Junior Korbin Conliffe for breaking the WHS 100m breaststroke record. There is also a fundraiser, through April, for Meadow Farms products.

7. Board of Education

a. President's Report

Mr. Furie spoke about his attendance at CAFE Day on the Hill, Read Across America, STEM night at Poquonock Elementary, Chair Roundtable discussion at CAFE, and the most recent Coffee Talk.

b. School Liaison Reports

1. Windsor High School

Ms. Taylor commended Ms. DeFelici for presenting a very thorough report. Ms. Taylor suggested that junior students get rest for the SAT test. While they are testing, the remaining WHS students have no school. She said that Women's History Month events are ongoing, including a Tina Turner tribute concert. She congratulated the recognized teams and also offered special congratulations to Korbin Conliffe for her new swimming record.

Mr. Wolliston congratulated all of the recognized students.

2. Sage Park Middle School

Mr. Panos announced student-led conferences at Sage Park are being held this week. Recent competitions included: 8th Grade CT History Day and Future Problem Solvers Artist Contest.

Mr. King said that the PTO is still in need of volunteers. He said that there have been several writing competitions recently. He announced the students who were recognized for their accomplishments in writing.

3. Clover Street School

Mr. Madison said that Clover Street School held an awards ceremony.

Mr. Lockhart shared that he had spoken to Ms. Batchelder regarding the conditions of the basketball court and soccer field.

4. John F. Kennedy School

Ms. Canter congratulated Sue Lyons, the district Para-educator of the Year. She said that Read Across America was very well done. Conferences were held last week. Mr. Gagne will be holding his own Coffee Talk.

5. Oliver Ellsworth School

Mr. Lockhart attended the School Governance Council meeting. He thanked everyone who has been involved in the air quality resolution and he announced that the Town Council is moving forward on the project.

6. Poquonock School

Mr. Halek said that tickets would be available to attend a Hartford Wolf Pack game. The school climate survey is due by April 15. Poquonock Elementary will host an Easter Egg Hunt on Good Friday, with a rain date for the next day.

8. Superintendent's Report

Dr. Hill asked Dr. Abdel-Hady to review the ECE Course Curriculum adoption process. She said that class schedule requests would be reviewed in May and at that time, with enough interest, ECE courses being offered will be announced.

Dr. Hill recognized the board for Board Appreciation Month. Each board member was given a tumbler and a piece of artwork, *Bart's Bridge*, by WHS Junior Auboni Chambers.

The district had special guests: President Dr. Davis and his team from Livingstone College. They participated in a special Coffee Talk as well as *Conversation on HBCUs*. This relationship promotes small college experiences for students and the opportunity for collaboration.

Applications for Pre-K are being accepted until March 30. No exceptions will be made after that date. New student registration is also open and returning students can register beginning May 1.

In place of Summer Enrichment, Camp Treehouse will be held this summer with similar programming.

On Thursday, March 7, 2024 a climate survey was sent by text and/or email to all families. The deadline for completing the brief survey is April 15.

Schools will be closed on Good Friday, March 29 with break running from Monday, April 8 to Friday, April 12.

The BOE budget will be presented to Town Council on Wednesday, April 3 at 6:30 PM. Ms. Batchelder, President Furie, Mr. Lockhart, and Dr. Hill will present it.

a. Residency Report

Mr. Kears explained the purpose of Certificates of Residency and how they're reviewed. He also elaborated on the process for any investigations of potential residency fraud. He shared reasons why a family may choose to enroll a student who does not reside in Windsor, as well as why this is an issue in other towns as well. He explained why some towns do not have this type of an issue.

9. Committee Reports

There were no committee reports.

10. Other Matters/Announcements/Regular BOE Meetings

a. Next BOE Regular Meeting , Tuesday, April 16, 2024, 7:00 PM, LPW, Board Room

Mr. Wolliston wished a happy early birthday to his fiancée.

Ms. Canter wished everyone a happy spring.

Mr. Halek wished everyone a happy spring, and he recognized his fellow board members for Board Appreciation Month.

Ms. Taylor stated her appreciation for the board members during Board Appreciation Month. She extended happy birthday wishes to several individuals.

11. Audience to Visitors

There were no speakers

12. Legal Opinion Related to Transportation Contract Options (Executive Session and Possible Action)

Move the Board of Education enter into Executive Session for the purpose of presenting the legal opinion for the transportation contract. The board invites Superintendent Hill, Director of Business Services and Human Resources Danielle Batchelder, and Assistant Superintendent for Instructional Services Dr. Noha Abdel-Hady to be part of the discussion. This motion, made by Ms. Ayana Taylor and seconded by Mr. Paul Panos, Passed.

Ms. Jill Canter: Yes, Mr. David Furie: Yes, Mr. Jeremy Halek: Yes, Mr. Anthony King: Yes, Mr. Leonard Lockhart: Yes, Mr. James Madison: Yes, Mr. Paul Panos: Yes, Ms. Ayana Taylor: Yes, Mr. Nathan Wolliston: Yes

Yes: 9, No: 0

The board entered into executive session at 8:47 PM. They returned to the open session at 9:34 PM.

13. Adjournment

Move to adjourn the meeting at 9:36 PM. This motion, made by Ms. Ayana Taylor and seconded by Mr. Paul Panos, Passed.

Ms. Jill Canter: Yes, Mr. David Furie: Yes, Mr. Jeremy Halek: Yes, Mr. Anthony King: Yes, Mr. Leonard Lockhart: Yes, Mr. James Madison: Yes, Mr. Paul Panos: Yes, Ms. Ayana Taylor: Yes, Mr. Nathan Wolliston: Yes

Yes: 9, No: 0

The meeting adjourned at 9:36 PM.

Leonard O. Lockhart, Secretary
Windsor Board of Education

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 16, 2024

PREPARED BY: Danielle Batchelder

PRESENTED BY: Terrell M. Hill, PhD

ATTACHMENTS: N/A

SUBJECT: Last Day of School for 2023-2024

BACKGROUND:

Each year the Board of Education communicates the last day of school. Per the Board approved calendar, Monday, June 10, 2024 would be 181st student day and the 187th teacher day of Windsor's school year. The State Department of Education requires all Connecticut public schools to hold 180 student days. Thus, there is one day for which the board has discretion and can implement local control.

It is proposed that the last day of school for Pre-Kindergarten through Grade 11 be scheduled for Friday, June 7, 2024 (180th student day) with an early release for students. Certified staff would return on Monday, June 10, 2024 (187th teacher day) for a professional development day.

RECOMMENDATION:

Move the Board of Education approve a change to their approved 2023-2024 calendar setting Friday, June 7, 2024 as the last day of school for students in grades kindergarten to grade 11 and the last day for teachers would be Monday, June 10, 2024.

Reviewed by: 

Recommended by the Superintendent: 

Agenda Item # 7.C.

**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: Tuesday, April 16, 2024

Prepared By: Danielle Batchelder

Presented by: Danielle Batchelder

Attachments: CSDE Operational Memorandum No. 05-19

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

BACKGROUND:

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

STATUS:

The Windsor Public Schools has successfully completed sixteen years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2024-2025 school year, the Board of Education is required to certify compliance with the Act.

RECOMMENDATION:

That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes). The following motions are needed:

Motion 1:

The Windsor Board of Education, pursuant to C.G.S. Section 10-215F, certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024 through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organization and groups.

Motion 2:

Food and beverage exemptions required: The Windsor Public School's board of education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend
2. The sale is at the location of the event
3. The food and beverage items are not sold from a vending machine or school store.

An "event" is an occurrence that involves more than just a regularly schedule practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

Reviewed by: JOB

Recommended by the Superintendent: TH/SB

Agenda Item # 7.d.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John Frassinelli for Shannon Yearwood, Bureau Chief *JDF*
Bureau of Child Nutrition Programs

DATE: February 27, 2024

SUBJECT: Operational Memorandum No. 07-24
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2024-25

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards \(CNS\)](#). The CNS also applies to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP). **Note:** “Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2024-25. Please review carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2024-25 (July 1, 2024, through June 30, 2025), the BOE must conduct the HFC votes by **July 1, 2024**. All votes must use the **exact motion language** provided in attachment 1.

- All BOEs must vote on whether to participate in the healthy food option of HFC.
- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is required. The BOE may also choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is not required. The BOE may choose to vote on whether to allow beverage exemptions.

Note: Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2024-25

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2024**, for school year 2024-25.

1. Carefully review the requirements in this memorandum and Attachment 1 to ensure accurate and timely submission of the HFC Statement.
2. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2024, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
3. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 4).
4. **May 2024:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do not access the CNP System prior to receiving this notification.

For more information, visit the “[Apply](#)” section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, *Completing the Application Process for Healthy Food Certification*.

Refer to attachment 2 for a list of HFC compliance resources. Training on the HFC requirements is available in the CSDE's training program, *Complying with Healthy Food Certification*.

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

SKY:sff

Attachments: (2)

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

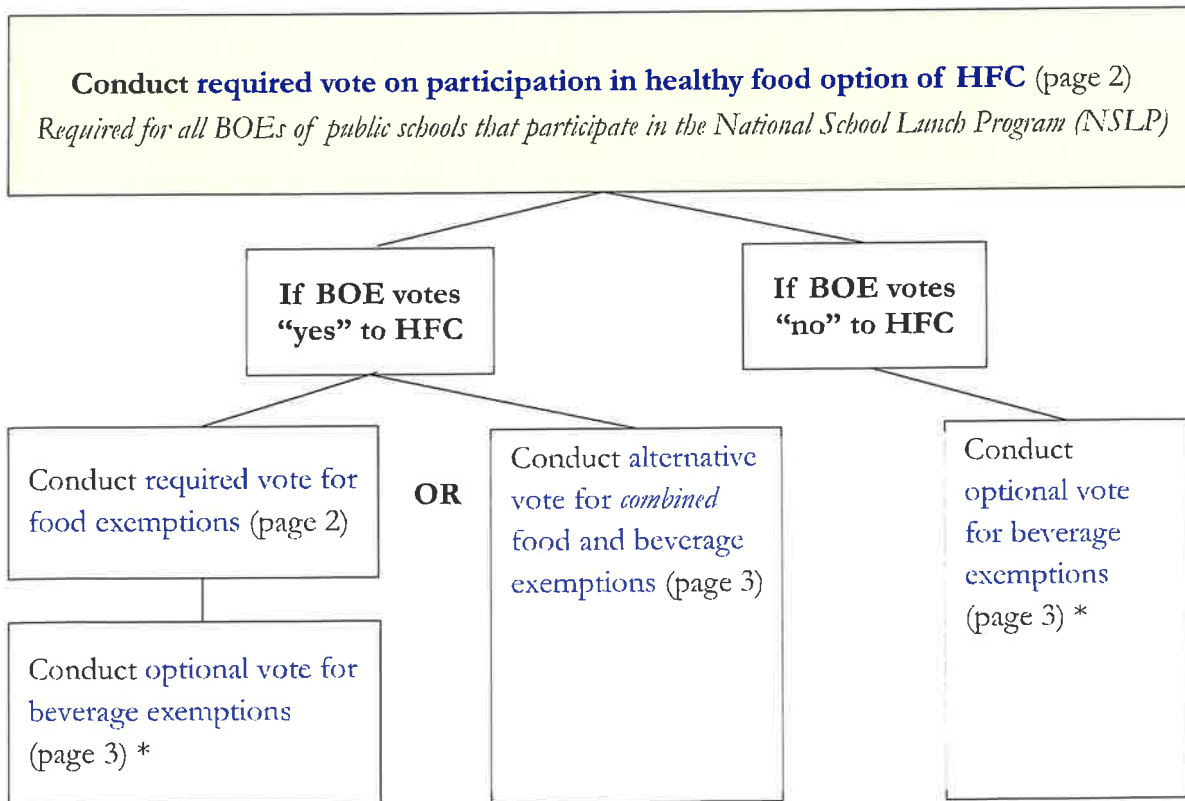
Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2024-25

This attachment accompanies the Connecticut State Department of Education’s (CSDE) Operational Memorandum No. 07-24: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2024-25*. It provides the required motion language for the board of education or governing authority’s (BOE) votes and the final BOE-approved minutes that must be submitted to the CSDE with the annual HFC Statement. The HFC Statement and final BOE minutes are due to the CSDE on July 1, 2024.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable). Figure 1 summarizes the required BOE votes.

Figure 1. Summary of BOE Votes



* Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. BOEs may choose whether to allow beverage exemptions. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: April 16, 2024

Prepared By: Terrell M. Hill, PhD

Presented By: Dr. Noha Abdel-Hady

Attachments: N/A

Subject: Right to Read Mandate

BACKGROUND:

During the 2023 legislative session, lawmakers passed the Right to Read bill, which will require that all Connecticut school districts shift to a reading program aligned with the Science of Reading — a body of research that shows the best way to teach reading is through five pillars of skill development: phonemic awareness, phonics, oral reading fluency, vocabulary and comprehension. Districts were permitted to submit a waiver application explaining to the state the current curriculum and program that is being used. Windsor’s waiver review showed that our current program meets the Science of Reading expectations in phonics and phonological awareness and fluency, and does not meet the expectations in vocabulary and comprehension. Thus, we were granted a transitional waiver and asked to add and substitute specific programmatic or curriculum components to be implemented fully by July 1, 2025.

RECOMMENDATION:

N/A

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

Agenda Item # 8.a.

**WINDSOR BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: April 16, 2024

Prepared By: Terrell M. Hill, PhD

Presented By: Dr. Noha Abdel-Hady

Attachments: WPS Portrait of the Graduate

Subject: Portrait of a Graduate

BACKGROUND:

In our pursuit of educational excellence, WPS proudly presents the WPS Portrait of the Graduate, a foundational element guiding our strategic planning endeavors. This visionary framework encapsulates our commitment to holistic education, aiming not only to prepare students academically, but to shape them into well-rounded individuals equipped for the challenges of the future. By articulating the knowledge, skills, and attributes we aspire for our graduates to embody. The Portrait of the Graduate serves as a compass, aligning our collective efforts toward a shared vision. This strategic tool fosters a sense of unity among stakeholders, providing a clear roadmap for curriculum development, teaching methodologies, and extracurricular activities. As we embark on this journey, the Portrait of the Graduate ensures that our strategic planning remains student-centric, purpose-driven, and forward-looking, guiding our school community towards a future where each graduate is prepared to excel academically, socially, and ethically.

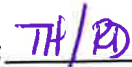
RECOMMENDATION:

N/A

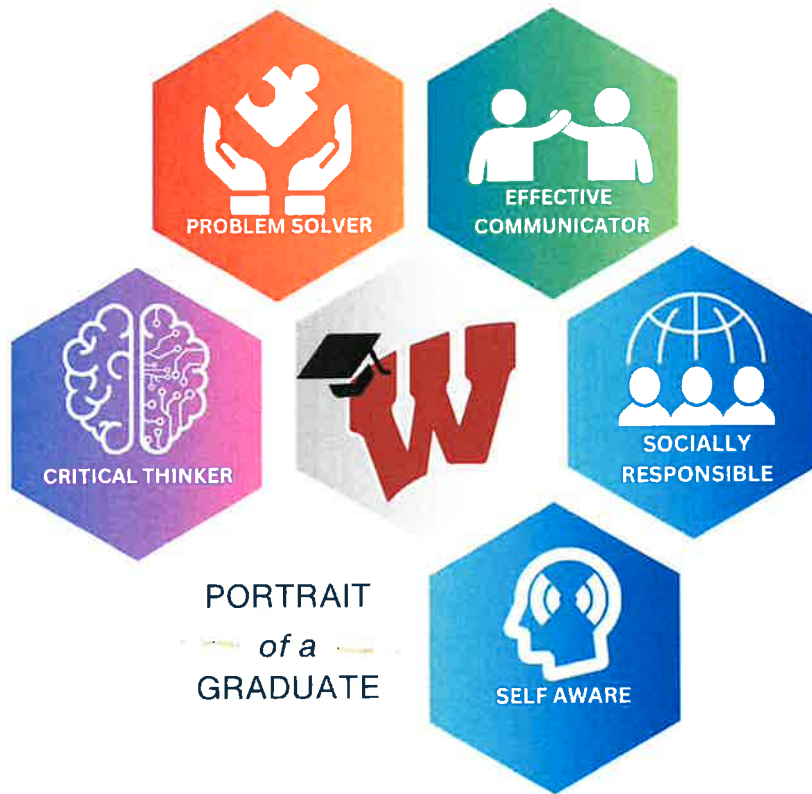
Reviewed by:



Recommended by the Superintendent:



Agenda Item # 8.b.



WINDSOR PUBLIC SCHOOLS PORTRAIT OF A GRADUATE



EFFECTIVE COMMUNICATOR

Our students actively listen, speak confidently, utilize diverse communication tools effectively, collaborate in group discussions, and adapt their communication style for various audiences.



CRITICAL THINKER

Our students inquire thoughtfully, exhibit curiosity in exploring new ideas, connect information, make predictions with reasoned explanations, and assess information for reliability and relevance.



PROBLEM SOLVER

Our students adeptly identify problems, showcase creativity in proposing solutions, select appropriate resolutions based on available information, collaborate with peers in problem-solving, and reflect on the effectiveness of their chosen solutions and adapt as needed.



SELF AWARE

Our students recognize and express basic emotions, exhibit age-appropriate self-regulation, accomplish simple goals, comprehend personal strengths and areas for improvement, and display awareness of the impact of their actions on others.



SOCIALLY RESPONSIBLE

Our students exemplify kindness and empathy towards peers, respect and value diversity, actively contribute to community service or projects benefiting others, take responsibility for personal actions and their impact, and engage in activities promoting social and environmental awareness.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 16, 2024

PREPARED BY: Danielle Batchelder
Director of Business Services
& Human Resources

PRESENTED BY: Danielle Batchelder

ATTACHMENTS:

SUBJECT: **Increasing Educator Diversity Plan**

BACKGROUND:

In accordance with PA 23-167, Sec. 10, each Connecticut school district is required to develop and submit to the Connecticut State Department of Education (CSDE) a plan that addresses increasing educator diversity to ensure that all students have racially, ethnically, and linguistically diverse teachers and leaders who can provide them with a high-quality education. The plan must be approved by each local Board of Education and submitted electronically to the CSDE.

Windsor Public Schools' plan was developed through the collaborative work of the Human Resources Department, the Curriculum & Instruction Department and the SEL & Engagement Dept. The WPS plan addresses Recruitment, Retention, Hiring, and Selection.

Highlights of the plan include the following elements:

- Continuing and Enhancing the district's "Grow Your Own" educator program.
- Continue to partnering with local colleges and universities to create teacher residency programs.
- Continue to enhance all job descriptions to ensure they display awareness of racial, ethnic, and linguistic diversity.
- Continue to promote our partnership with RELAY and CHESLA and support our current employees in becoming certified.

RECOMMENDATION: Informational Only

Reviewed by: _____



Recommended by the Superintendent: _____



Agenda Item # _____

8.C.