

## Regular Meeting

Tuesday, May 19, 2015 7:00 PM

Town Hall, Council Chambers Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85191945173> Or Telephone: +1 646 558 8656 or +1 301

715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
- a. CABE Student Leadership Awards: WHS--Victoria Huertas, Brandon Monroe; SPMS--Gwyneth Bartolome, Jose Nieves
- b. Victoria Huertas, BOE Student Representative
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
  - a. Discussion of the legal opinion provided to the BOE by counsel (possible Executive Session)
  - b. Discussion of the actions of a BOE member and requests to and treatment of district staff (possible Executive Session)
  - c. President's Report
  - d. School Liaison Reports
    1. Windsor High School
    2. Sage Park Middle School
    3. Clover Street School
    4. John F. Kennedy School
    5. Oliver Ellsworth School
    6. Poquonock School
  6. **Superintendent's Report**
    - a. Teachers of Color Recruitment
    - b. Elementary Departmentalization
    - c. Policy Adoptions, 2nd Reading
      1. Revised P 5131.911 Bullying Prevention and Intervention Policy
    - d. Curriculum Development, 1st Reading
      1. Early Childhood Education--Grades 10-12
      2. Introduction to Health Care Services--Grades 9-12
      3. Fashion Clothing III--Grades 10-12
    - e. Residency Report
    - f. Textbook Adoption--French I "Bien Dit"
  7. **Committee Reports**
    - a. Technology Committee
  8. **Consent Agenda**
    - a. Financial Report
    - b. Enrollment Report
    - c. Food Service Report
    - d. Human Resources Report
    - e. Approval of Healthy Food Certification Program
  9. **Approval of Minutes**
    - a. April 28, 2015 Regular Meeting
    - b. April 30, 2015 Curriculum Committee
    - c. April 30, 2015 Technology Committee
    - d. May 4, 2015 Executive Committee
    - e. May 5, 2015 Special Meeting
  10. **Other Matters/Announcements/Regular BOE Meetings**

- a. BOE Policy Committee, Tuesday, May 26, 2015 at 6:00 PM, L.P. Wilson Community Center, Room 17
  - b. BOE Curriculum Committee, Thursday, May 28, 2015 at 4:30 PM, L.P. Wilson Community Center, Room 17
  - c. BOE Long Range Planning Committee, Tuesday, June 2, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17
  - d. Next BOE Regular Meeting is Wednesday, June 17, 2015, 7:00 PM, Town Hall, Council Chambers
- 11. **Audience to Visitors**
  - 12. **Adjournment**

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Craig Cooke

**Presented By:** C. Cooke, C. Santos, R. Sills,  
P. Cavaliere

**Attachments:**

**Subject:** Connecticut Association of Boards of Education (CABE) Student Leadership Awards

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## **Background:**

Each year, the Windsor Board of Education recognizes two outstanding students from both Windsor High School and Sage Park Middle School to receive the Connecticut Association Boards of Education Student Leadership Award. This award was developed to give local Boards of Education a chance to reward student potential. Students who are selected exhibit exemplary leadership qualities as defined by a list of criteria developed by the CABE Board of Directors.

## **Status:**

The two students chosen from Windsor High School are:

Victoria Huertas  
Brandon Monroe

The two students chosen from Sage Park Middle School are:

Gwyneth Bartolome  
Jose Nieves

## **Recommendation:**

For information only.

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**Recommended by the Superintendent:**



**Agenda Item #** 2a.

## WINDSOR BOARD OF EDUCATION AGENDA ITEM SUMMARY

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

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

**Attachments:** None

**SUBJECT:** Recruiting Teachers of Color

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### **BACKGROUND:**

There is a national concern around the issue of recruitment as it relates to teachers of color. The percentage of students of color nationally continues to rise, with the expectation that students of color will be the majority in our public schools nationwide by the year 2023. In Windsor, students of color represent 67% of the total student population. When we look at our professional staff numbers, we see that only 13.78% of our professional staff are educators of color. Some of the reasons why it is important to have more educators of color in the district are; their ability to serve as role models for our students, and they can help to bridge cultural gaps in our curricula, as well as provide a different perspective to our educational and social discussions.

#### Recruitment Fairs

We continue to recruit at the local career fairs. Unfortunately, the numbers of prospective educators of color at our local fairs are not promising. The fairs we attend are at University of Connecticut, Westfield State University (MA), and CREC Minority Teacher Recruitment Fair. Administrators and teachers accompany the Assistant Superintendent for Human Resources to fairs. Additionally, we have begun recruiting at Historically Black Colleges and Universities (HBCU's). This year we attended the career fairs at Hampton University (VA) and Howard University (DC). We have also begun to build connections with the respective schools of Education at these universities.

#### Advertisements

We have historically advertised our teacher/administrator openings in the *Hartford Courant*, *Northeast Minority News*, CT REAP (State of CT website open to anyone in the U.S.), Connecticut Education Association, and the Windsor Public Schools Website. In our efforts to reach a much larger and, more diverse population we have contracted with *CareerBuilder.com* which allows us to advertise a position on over 1600 websites nationwide, as well as 36 Diversity websites. We have also contracted with *HBCUcareers.com*, a company that focuses on recruiting efforts aimed at HBCU students.

### **RECOMMENDATION:**

N/A

Reviewed by: \_\_\_\_\_

Recommended by Superintendent \_\_\_\_\_

Agenda Item # 6a.



# **WINDSOR BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Craig Cooke

**Presented By:** Craig Cooke

**Attachments:**

**Subject:** Elementary Departmentalization

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## **BACKGROUND:**

The Elementary Advisory Council has met several times over the 2014-2015 school year. Based upon the Council's work and our work with teachers, we plan to pilot departmentalization for our intermediate schools for the 2015-2016 school year.

## **STATUS:**

N/A

## **RECOMMENDATION:**

The Board receive a report on departmentalization.

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**Recommended by the Superintendent:**

Agenda Item #

  
6b.

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Craig Cooke

**Presented By:** Paul Panos/Craig Cooke

**Attachments:** Revised P 5131.911 Bullying Prevention and Intervention Policy

**Subject:** Policy Adoptions, 2<sup>nd</sup> Reading

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**BACKGROUND:**

The Board of Education Policy Committee has reviewed the following policy and is recommending immediate adoption.

**STATUS:**

P 5131.911 Bullying Prevention and Intervention Policy will be revised to fulfill new legislative requirements.


**RECOMMENDATION:**

Move to approve P 5131.911 Bullying Prevention and Intervention Policy.

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**Recommended by the Superintendent:**

**Agenda Item #**

  
6c.

## BULLYING PREVENTION AND INTERVENTION POLICY

The Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, **teen dating violence**, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior **or teen dating violence** shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**For purposes of this policy, "Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.**

Consistent with the requirements under state law, the Windsor Public Schools Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually **at the beginning of each school year** of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section; **and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against who such alleged act or acts were directed receive prompt notice that such investigation has commenced;**
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying **and teen dating violence;**
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom

such acts were directed not later than forty-eight hours after the completion of the investigation;

- (9) require each school to invite the parents or guardians of a student ~~who commits any verified act of bullying and the parents or guardians of the student~~ against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and **policies and procedures in place** to prevent further acts of bullying;
- (10) **require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;**
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- ~~(12)~~ direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- ~~(13)~~ prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- ~~(14)~~ direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- ~~(15)~~ require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- ~~(16)~~ prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, **or** (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- ~~(17)~~ require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(1718) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to ~~subdivision~~ **subdivisions (9) and (10)** (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

~~The~~ **By September 1, 2014, the** Windsor Public Schools' Board of Education shall ~~approve the~~ **submit its** Safe School Climate Plan ~~developed pursuant to this policy and submit such plan to the Department of Education for review and approval.~~ Not later than thirty (30) calendar days after approval by the ~~Board~~ **Department**, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

ADOPTED:

~~ADOPTED~~ **REVISED:** 1/24/12

REVISED: 6/18/13

REVISED: 2/12/14

Windsor Public Schools  
Windsor, CT

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Mary Anne Butler

**Presented By:** Mary Anne Butler

**Attachments:**

**Subject:** 10-12 Early Childhood Education, 9-12 Introduction to Health Care Services, 10-12 Fashion & Clothing III

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**Background:**

10-12 Early Childhood Education curriculum provides an introduction to all levels of early childhood education services and specialties in the workplace. Topics include theory, evaluation of early childhood programs and curriculum planning and assessment.

9-12 Introduction to Health Careers is a year-long course which introduces students to all levels of health care services and specialties.

10-12 Fashion & Clothing III provides students with an extensive understanding of designing and creating apparel by incorporating elements and principles of design.

**Status:**

10-12 Early Childhood Education, 9-12 Introduction to Health Careers, and 10-12 Fashion & Clothing III curricula were presented to the BOE Curriculum Committee on April 30, 2015.

**Recommendation:**

The Board approves 10-12 Early Childhood Education and 9-12 Introduction to Health Care Services, and 10-12 Fashion & Clothing III curricula as a 1st reading as presented.

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**Reviewed by:** MAB

**Recommended by the Superintendent:** [Signature]

**Agenda Item #** 6d.



**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Craig Cooke

**Presented By:** Craig Cooke

**Attachments:** Updated Investigation Report  
Dr. Cooke's Memorandum

**Subject:** Residency Report

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**BACKGROUND:**

The Board requested additional information on the district's residency efforts. An updated investigation report is provided along with a memorandum from Dr. Cooke.


**STATUS:**

N/A

**RECOMMENDATION:**

For informational purposes only.

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**Recommended by the Superintendent:** 

**Agenda Item #** 6e.



# Memo

**To:** Board of Education Members  
**From:** Craig A. Cooke, Ph.D.  
**Date:** 5/18/2015  
**Re:** Residency Report

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This memorandum addresses school residency investigations in Windsor and is in response to a series of questions from the April 28, 2015 Board of Education meeting. Residency investigations involve numerous school district employees and are overseen by the School Residency Officer. The Residency Officer is part of the registration department which is overseen by the district's Director of Business Services.

Important requirements related to residency:

- Burden of proof falls on a family to prove residency, however the school district must be able to point to another district in which the student should be attending school.
- The law favors a student attending school while a determination is made.
- The person with whom the student resides with is not required to obtain legal custody of the student.
- Students may live with other family members or friends as long as the residency is:
  - Permanent (as defined by State of CT);
  - Provided without pay, and
  - Not for the sole purpose of obtaining school accommodations.

It is important to note that the term "investigation" is used broadly in the count detailed in the attached document. An investigation may range from a review of paper records or a discussion with a family in the registration department to surveillance on multiple occasions and discussions with family and others. Time involved could be from 15 minutes to days of work over the course of a year. Each investigation is counted the same in the attached document.

## **How does the district receive referrals?**

Residency referrals become known to the district in a variety of ways such as completion of a district form (attached), anonymous information, employee notification, citizen notification, crossing guards, school security personnel, bus driver, or student/family notification.

**What is the process for referrals?**

Referrals received are initially reviewed by the school principal. The referrals are then forwarded to the Residency Officer. The following steps are taken by the Residency Officer:

- Review student database information (PowerSchool)
- Review registration information
- Discussion with person initiating referral, if applicable
- Review housing information on file, if applicable

**What information is reviewed that may lead to the district initiating an investigation:**

In addition to reports questioning residency, the district may initiate an investigation when:

- Mail is returned to the school
- House sale indicates a family is moving
- Phone numbers are not working (not solely the basis for an investigation)

**Does the district automatically investigate student attendance based on a Certificate of Residency (C.O.R.)?**

No, we do not automatically investigate. C.O.R.'s must be renewed annually and are legal documents. Information provided may lead to an investigation but it is not an automatic investigation.

**Consideration for 2015/16 school year**

The district currently has \$30,000 allotted for residency investigations. Following finalization of the 2015/16 budget, I would like to recommend the creation of a position titled School Security and Residency Officer which would be modeled after a similar position in Wethersfield Public Schools. This position could bring more consistency to the district's safety efforts by training and supervising the School Safety Monitors and conducting residency investigations. This person could conduct on-going safety audits throughout the school year. The position's work year and daily hours would need to be flexible to fit within the current budget allotment or other funds would need to be identified.

Attachments

# Windsor Public Schools

## Residency Investigation Report

### Fiscal Year 2014/2015

Date	Student Cases Referred	-----Student Cases Closed**----- Withdrawal	Residency Confirmed	Cases Open	BOE Hearings	STATE Appeals
Year to Date						
07/01/14-04/30/2015	390	100	237	53	0	0
Prior year to date						
07/01/13-06/30/2014	510	126	362	22	1	0

\*\*Residency investigations are "closed" for the following: voluntary withdrawal, formal disenrollment & confirmation of residency.

Note: Student cases referred includes open cases from previous year.

# Windsor Public Schools

## Residency Investigation Report

Breakdown by school

July 1, 2014 - April 30, 2015

School	Student Cases Referred	Withdrawal	Student Cases Closed	Residency Confirmed	Student Cases Open
WHS	149	37	85		27
SPMS	81	21	48		12
<b>Total Secondary</b>	<b>230</b>	<b>58</b>	<b>133</b>		<b>39</b>
CLO	30	7	20		3
POQ	40	8	27		5
JFK	42	14	23		5
OE	48	13	34		1
<b>Total Elementary</b>	<b>160</b>	<b>42</b>	<b>104</b>		<b>14</b>
<b>Total District</b>	<b>390</b>	<b>100</b>	<b>237</b>		<b>53</b>

# STUDENT RESIDENCY INVESTIGATION

## REFERRAL FORM

School \_\_\_\_\_ Student ID #: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School Registered Address: \_\_\_\_\_

Reason for Referral:

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Referred by: \_\_\_\_\_

Approved by School Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach copies of any documents to support referral; i.e., returned mail.

# **WINDSOR BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Mary Anne Butler

**Presented By:** Mary Anne Butler

**Attachments:**

**Subject: Textbook Adoption: French 1 Text, “Bien Dit”**

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## **Background:**

Text is currently in use and this text is a newer version. It contains 5 skills: grammar, vocabulary, listening, speaking reading and writing, dual-pace in mind (middle school and high school), Internet component and online homework.

## **Status:**


Each text costs \$90.50 and 100 texts will be required; 60 for the high school and 40 for the middle school. Total cost is \$9,050, plus shipping.

## **Recommendation:**

The Board approves the text, “Bien Dit”, as presented suggesting the 2<sup>nd</sup> reading is waived.

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**Reviewed by:** MAB

**Recommended by the Superintendent:** 

**Agenda Item #** 6f.

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Danielle Batchelder

**Presented By:** Danielle Batchelder

**Attachments:** April 30, 2015 Financial Report

**Subject:** Financial Report

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**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, which includes encumbrances, is for the month of April 2015.

There were no inter-site transfers during the month.

**Recommendation:**

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

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

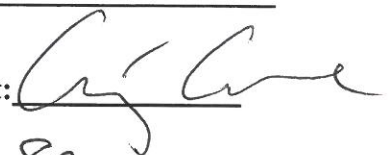
Expenditures for April 2015	\$ 5,287,847
Expenditures through April 30, 2015	\$51,502,671

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #** 8a.



Windsor Public Schools  
Financial Report  
April 30, 2015

	2014/2015	Expenditures	Encumbrance	Balance	%
	Budget	YTD 4/30/15	Projected Expense	4/30/15 Projected Balance 6/30/15	Balance
<b><u>Instructional Services</u></b>					
Clover Street School	60,960	35,665	4,056	21,239	35%
John F. Kennedy School	91,215	43,785	3,145	44,285	49%
Oliver Ellsworth School	93,356	72,424	6,424	14,508	16%
Poquonock School	53,111	38,780	1,313	13,018	25%
Sage Park Middle School	224,644	192,492	16,658	15,494	7%
Windsor High School	468,512	335,438	29,933	103,141	22%
Windsor High School Interscholastic Sports	158,425	88,965	52,656	16,804	11%
Athletic Coaches	266,731	148,836	117,895	0	0%
WHS Career & Technical Education	123,607	107,617	2,831	13,159	11%
Continuing Education	63,550	29,117	625	33,808	53%
Instructional Services Management	143,405	63,501	6,926	72,978	51%
Curriculum Management & Development	69,640	35,516	462	33,662	48%
Curriculum Mgt. & Dev. -Magnet School Tuition	1,450,600	1,544,105	4,950	(98,455)	-7%
Textbook Adoption	87,500	31,228	3,508	52,764	60%
Technology	254,569	233,325	18,752	2,492	1%
Technology - New Equipment	241,886	277,901	675	(36,690)	-15%
<b>Total Instructional Services</b>	<b>3,851,711</b>	<b>3,278,695</b>	<b>270,809</b>	<b>302,207</b>	<b>8%</b>
<b><u>Education Support Services</u></b>					
Pupil Personnel Services	242,064	187,094	57,292	(2,322)	-1%
Special Education	94,100	38,710	3,379	52,011	55%
Special Education Tuition	4,430,373	2,392,109		2,038,264	46%
Policy & Planning	147,350	115,847	2,309	29,194	20%
Employee Personnel Services	99,100	58,584	1,280	39,236	40%
Financial Management	161,200	170,211	3,720	(12,731)	-8%
Financial Services	37,000	51,863	7,226	(22,089)	-60%
Pupil Transportation & Safety	3,999,900	2,696,143	1,005,892	297,865	7%
Physical Plant Services	2,162,601	1,455,879	325,011	381,711	18%
Major Maintenance	286,000	275,474	15,474	(4,948)	-2%
L.P. Wilson Center	254,800	29,941	74,352	150,507	59%
Benefits	11,099,700	7,250,139	70,989	3,778,572	34%
Certified Salaries	29,858,198	25,814,865	0	4,043,333	14%
Non-Certified Salaries	7,343,922	6,229,979	0	1,113,943	15%
Regular Ed Tutor Salaries	430,699	332,570	64,774	33,355	8%
Special Ed Tutor Salaries	195,600	315,096	97,378	(216,874)	-111%
Substitute Salaries	497,910	809,472	243,788	(555,350)	-112%
<b>Total Education Support Services</b>	<b>61,340,517</b>	<b>48,223,976</b>	<b>1,972,864</b>	<b>11,143,677</b>	
<b>Total All Sites</b>	<b>65,192,228</b>	<b>51,502,671</b>	<b>2,243,673</b>	<b>11,445,884</b>	<b>18%</b>



**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Jeanne Woodstock

**Presented By:** Danielle Batchelder

**Attachments:** Student Enrollment Summary Reports

**Subject:** Student Enrollment as of May 1, 2015

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**Background:**

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

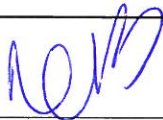
**Status:**

**Recommendation:**

Informational

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**Reviewed by:** \_\_\_\_\_



**Recommended by the Superintendent:** \_\_\_\_\_



**Agenda Item #** \_\_\_\_\_

86.

**Windsor Public Schools**  
**Student Enrollment Report Recap**  
**May 1, 2015**

<u><b>Enrollment in Windsor Public Schools</b></u>	
Grades PreK-5	1,375
Grades 6-8	688
Grades 9-12	1,133
<b>Total District Enrollment</b>	<b>3,196</b>

<u><b>Windsor Students not in district schools</b></u>	
Outside Placement/Private Placement(SPED)	54
Montessori Hartford CREC	17
Metropolitan Learning Center CREC	155
CREC Misc MAGNET SCHOOLS	207
Hartford Host Magnets	192
Misc Magnet Schools	23
Prince Tech	12
Cheney Tech	17
	<b>677</b>
<b>Total Windsor</b>	<b>3,873</b>

**Windsor Public Schools**  
**Student Enrollment Report**  
**May 1, 2015**

Grade	Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K			69		69
K	85		119		204
1	75		134		209
2	92		135		227
3		84		130	214
4		86		138	224
5		81		148	229
Subtotal K-5					1307
<b>Total</b>	<b>0</b>	<b>251</b>	<b>457</b>	<b>416</b>	<b>1,376</b>

Grade	Sage Park MS
6	212
7	241
8	235
<b>Total</b>	<b>688</b>

Grade	Windsor High
9	303
10	265
11	271
12	294
<b>Total</b>	<b>1,133</b>

<b>Total District Enrollment</b>	<b>3,197</b>
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WINDSOR HIGH SCHOOL  
Enrollment for  
School Year 2014-2015

	Projected	5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	277	313	309	311	311	312	316	303	302	303	
Grade 10	267	258	260	258	256	256	257	263	266	265	
Grade 11	251	267	265	265	266	265	268	271	271	271	
Grade 12	289	288	287	290	287	287	290	295	294	294	
Windsor High Total	1084	1126	1121	1124	1120	1120	1131	1132	1133	1133	0

**ENROLLMENT REPORT  
SCHOOL YEAR 2014-15**

Grade 6

POQUONOCK SCHOOL

ENROLLMENT REPORT  
2014-2015

Room #	Teacher	Grade	Projected	5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		<b>Kindergarten</b>											
1	C McCann			17	17	17	18	18	18	18	18	17	
2	W Dever			17	17	17	16	15	15	15	16	16	
3	M Scott			17	17	17	18	18	17	16	16	18	
22	L Roche			17	17	16	16	15	15	15	16	15	
24	L Corrao			19	19	19	19	19	19	19	19	19	
	<b>Total</b>		69	87	87	86	87	85	84	83	85	85	0
		<b>Grade 1</b>											
15	E Velez			18	18	18	19	19	19	19	19	19	
16	L Bishop			19	19	19	20	19	19	19	19	19	
17	K Stoll			18	18	18	18	19	19	19	18	19	
18	M Macaluso			17	18	18	19	18	18	18	18	18	
	<b>Total</b>		79	72	73	73	76	75	75	75	74	75	0
		<b>Grade 2</b>											
8	R Brown			18	18	18	18	18	18	18	18	18	
9	S Trummel			19	19	19	20	20	20	20	20	20	
11	J Delsky			18	18	18	18	18	18	18	18	18	
12	K Richards			19	18	18	18	18	18	18	18	18	
13	L Huntington			18	18	18	18	17	17	17	18	18	
	<b>Total</b>		94	92	91	91	92	91	91	91	92	92	0
	<b>Poquonock</b>		242	251	251	250	255	251	250	249	251	252	0

CLOVER STREET SCHOOL  
ENROLLMENT REPORT  
2014-2015

Room#	Teacher	Projected	5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
	Grade 3											
8	A Sanchez		17	15	15	15	15	15	16	16	16	
9	S Michalic		18	18	18	18	18	18	18	18	18	
11	J Darrell		16	18	17	17	17	17	17	17	17	
12	J Murray		15	15	15	15	15	16	16	16	16	
14	S Podgurski		17	16	16	16	16	16	16	17	17	
	<b>Total</b>	<b>88</b>	<b>83</b>	<b>82</b>	<b>81</b>	<b>81</b>	<b>81</b>	<b>82</b>	<b>83</b>	<b>84</b>	<b>84</b>	<b>0</b>
	Grade 4											
13	L Arseneault		16	17	18	17	17	17	17	17	17	
15	K Sutton		18	18	17	18	18	17	17	18	18	
16	L Schoenwolff		18	18	17	17	17	18	18	18	18	
17	C Nowsch		17	18	17	17	17	17	17	17	17	
18	D Williams		16	17	17	17	17	17	17	16	16	
	<b>Total</b>	<b>78</b>	<b>85</b>	<b>88</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>0</b>
	Grade 5											
20	P Reale		16	16	15	15	15	15	15	15	15	
22	K LePage		17	16	16	17	17	17	17	17	17	
24	S Lewis		14	17	16	16	16	16	15	15	15	
26	C Lindsley		16	16	16	16	16	16	16	16	16	
27	E Chartier		17	17	18	18	18	18	18	18	18	
	<b>Total</b>	<b>80</b>	<b>80</b>	<b>82</b>	<b>81</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>81</b>	<b>81</b>	<b>81</b>	<b>0</b>
	<b>Clover</b>	<b>246</b>	<b>248</b>	<b>252</b>	<b>248</b>	<b>249</b>	<b>249</b>	<b>250</b>	<b>250</b>	<b>251</b>	<b>251</b>	<b>0</b>

Room#	Teacher	Grade	Projected	5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten		16	16	17	17	17	17	17	16	16	
20	L Butterick			18	17	17	17	17	17	17	17	17	
21	J Addie			16	16	16	17	17	17	17	16	15	
22	A Zawistowski			16	16	16	17	17	17	17	18	18	
24	A Bartholomew			19	19	19	19	19	19	18	18	18	
25	J Poole			17	16	16	17	17	17	17	17	17	
26	S Marcello			17	16	16	16	17	17	17	18	18	
		<b>Total</b>	<b>128</b>	<b>119</b>	<b>116</b>	<b>117</b>	<b>120</b>	<b>121</b>	<b>121</b>	<b>120</b>	<b>120</b>	<b>119</b>	<b>0</b>
11	S Rucker	Grade 1		19	18	18	17	16	16	16	17	16	
12	K Freeman			20	19	19	19	19	19	20	20	20	
13	B Mayo			19	19	19	19	19	19	20	20	20	
14	K Furie			19	18	17	17	17	18	18	17	19	
15	T Strickland			21	19	17	17	17	17	18	18	19	
16	L Rumrill			20	21	20	20	20	20	20	20	20	
17	K Stremper			19	19	19	19	19	19	19	20	20	
		<b>Total</b>	<b>143</b>	<b>137</b>	<b>133</b>	<b>129</b>	<b>128</b>	<b>127</b>	<b>128</b>	<b>131</b>	<b>132</b>	<b>134</b>	<b>0</b>
		<b>Grade 2</b>											
1	J Olander			20	19	19	19	19	19	20	20	20	
2	J Goicochea			19	19	19	19	19	19	19	19	19	
3	K Sandsmark			19	19	21	20	20	20	20	20	20	
5	L Volz			20	20	20	20	20	20	20	18	18	
6	S Martinson			18	19	19	19	19	19	20	20	20	
7	L Neil			19	19	19	20	20	19	19	20	20	
8	D Jaworski			20	19	18	18	18	18	18	18	18	
		<b>Total</b>	<b>145</b>	<b>135</b>	<b>134</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>134</b>	<b>136</b>	<b>135</b>	<b>135</b>	<b>0</b>
5 & 10	Pre K Sped												
	& Peer			45	49	53	55	55	58	59	62	69	
		<b>Total</b>	<b>46</b>	<b>45</b>	<b>49</b>	<b>53</b>	<b>55</b>	<b>55</b>	<b>58</b>	<b>59</b>	<b>62</b>	<b>69</b>	
		<b>Total</b>	<b>462</b>	<b>436</b>	<b>432</b>	<b>434</b>	<b>438</b>	<b>438</b>	<b>441</b>	<b>446</b>	<b>449</b>	<b>457</b>	<b>0</b>



## JF KENNEDY SCHOOL

ENROLLMENT REPORT  
SCHOOL YEAR 2014-15

Room#	Teacher	Grade	Projected	5-Sep	1-Oct	1-Nov	1-Dec	5-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	K Mazur			18	18	18	18	18	18	18	18	18	
2	J Herner			18	17	17	17	17	18	18	18	18	
3	A Moyal			17	19	20	20	20	20	20	18	19	
4	D Ghanesh-May			19	19	19	19	20	20	20	20	20	
5	L Macaluso			19	19	19	19	18	18	18	18	18	
6	M Johnston			19	19	19	19	19	19	19	19	19	
8	V Vaicunas			20	19	19	19	18	18	18	18	18	
		<b>Total</b>	<b>139</b>	<b>130</b>	<b>130</b>	<b>131</b>	<b>131</b>	<b>130</b>	<b>131</b>	<b>131</b>	<b>129</b>	<b>130</b>	<b>0</b>
		Grade 4											
7	S Silliman			19	19	19	20	20	20	20	20	20	
9	R Tomkowit			21	21	20	17	18	19	19	19	19	
10	S Smith			19	20	21	20	20	20	20	20	20	
12	B Emerson			18	18	19	19	19	19	20	20	20	
14	S Brown			20	20	20	21	21	20	20	20	19	
15	N Donzella			21	20	19	20	20	20	20	20	20	
18	A Caselli			20	20	20	20	20	20	19	20	20	
		<b>Total</b>	<b>135</b>	<b>138</b>	<b>138</b>	<b>138</b>	<b>137</b>	<b>138</b>	<b>138</b>	<b>138</b>	<b>139</b>	<b>138</b>	<b>0</b>
		Grade 5											
19	S Fye			22	22	22	22	22	22	21	22	22	
20	S Paley			21	22	21	22	23	22	22	22	22	
24	J Nolte			21	21	21	21	21	21	20	20	20	
25	D Mosher			20	20	21	21	20	20	19	19	19	
26	K Bowman			23	22	22	22	22	22	23	23	23	
27	R Grimes			22	22	22	22	21	21	22	22	22	
28	O Walker			21	21	22	22	22	21	20	20	20	
		<b>Total</b>	<b>149</b>	<b>150</b>	<b>150</b>	<b>151</b>	<b>152</b>	<b>151</b>	<b>149</b>	<b>147</b>	<b>148</b>	<b>148</b>	<b>0</b>
	<b>Kennedy</b>	<b>Total</b>	<b>423</b>	<b>418</b>	<b>418</b>	<b>420</b>	<b>420</b>	<b>419</b>	<b>418</b>	<b>416</b>	<b>416</b>	<b>416</b>	<b>0</b>

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations - April 2015

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

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

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

**Status:** Financial Report for April 2015

**Recommendation:** Informational only.

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

8c.

**Windsor School Food Service  
Financial Statement  
April 2015**

<b>REVENUE</b>	<b>April 2014</b>	<b>7/1/13- YTD</b>	<b>April 2015</b>	<b>7/1/14- YTD</b>
SALES	\$97,693.57	\$926,368.50	\$91,160.05	\$883,447.23
REIMBURSEMENTS - STATE		80,535.00	4,802.00	81,872.00
ACCOUNTS RECEIVABLE	81,970.65	723,200.54	86,488.07	791,038.15
CLOC		111,949.00	9,765.00	139,494.00
INTEREST (returned check fees)	77.53	407.23	25.00	193.90
MISC. (Rebates)	36.00	4,388.52	250.00	6,767.15
6 Cents Certification	2,538.42	23,128.38	2,387.40	22,282.74
<b>REVENUE TOTALS</b>	<b>\$182,316.17</b>	<b>\$1,869,977.17</b>	<b>\$194,877.52</b>	<b>\$1,925,095.17</b>
<b>EXPENSES</b>				
WAGES	\$81,580.37	\$622,623.81	\$76,224.19	\$619,122.95
PAYROLL TAXES	6,021.68	45,886.24	5,557.04	45,624.04
BENEFITS	6,387.01	74,516.08	6,621.30	69,359.32
FOOD/MILK	113,241.23	1,087,488.12	97,893.42	1,012,018.86
PAPER	5,094.76	42,001.71	5,257.56	43,061.35
TRUCK	1,164.75	9,638.37	926.15	11,480.92
SUPPLIES	92.75	3,739.29	525.42	1,777.02
EQUIPMENT		14,367.26	2,837.50	19,882.62
SERVICES	311.69	5,142.88	274.50	3,701.52
<b>EXPENSE TOTALS</b>	<b>\$213,894.24</b>	<b>\$1,905,403.76</b>	<b>\$196,117.08</b>	<b>\$1,826,028.60</b>
<b>NET INCOME</b>	<b>(\$31,578.07)</b>	<b>(\$35,426.59)</b>	<b>(\$1,239.56)</b>	<b>\$99,066.57</b>
<b>INVENTORY</b>		<b>\$25,000.00</b>		<b>\$20,000.00</b>
<b>OPENING BALANCE 7/1</b>		<b>\$12,742.89</b>		<b>\$12,730.37</b>
<b>COMPUTED OPERATING POSITION</b>		<b>\$2,316.30</b>		<b>\$131,796.94</b>

**Windsor School Food Service  
Program Participation April 2015**

<b>WHS</b>	<b>April 2014</b>	<b>April 2015</b>
DAYS	17	16
SALES	\$25,717.80	\$25,765.39
AVERAGE	\$1,512.81	\$1,610.34

**Reimbursable Meals                      Average LUNCH per day      16 Serving Days**

ELEMENTARY	983	884
MLC	460	449
MPTP 2013//Museum Academy 201	155	256
SPMS	454	396
WHS	518	530

**Reimbursable Meals                      Average BREAKFAST per day      16 Serving Days**

ELEMENTARY	361	383
MLC	144	168
MPTP 2013/Museum Academy 2014	73	151
SPMS	85	67
WHS	151	165

**Reimbursable Meals                      Average SNACK per day**

Treehouse Program	97
Museum Academy	60

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

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

**Attachments:** None

**Subject:** Human Resources Report for April 1, 2015 – April 30, 2015



**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 19, 2015

**Prepared By:** Danielle Batchelder

**Presented by:** Danielle Batchelder

**Attachments:** Healthy Food Certification Statement

**Subject:** Healthy Food Certification (Section 10-215f of the CT General Statutes)  
(Pending Approval of Governor's Budget)

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**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 nine years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2015-2016 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), as well as the following resolution:

The Windsor Board of Education, pursuant to Connecticut General Statute 10-215f, certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the nutrition standards published by the Connecticut State Department of Education on August 1, 2006, will meet said standards again for the 2015-2016 school year. Such certification shall include food offered for sale to students 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, whether or not school sponsored.

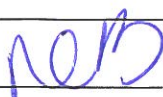
Pursuant to Connecticut General Statute 10-215f, that the Windsor Board of Education may exclude from certification food items that do not meet such standards, provided (1) such sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

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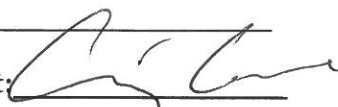
\*Has been changed to Section 10-215f of the Connecticut General Statutes

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Reviewed by: \_\_\_\_\_



Recommended by the Superintendent: \_\_\_\_\_



Agenda Item # 8e.

Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the WINDSOR BOARD OF EDUCATION and  
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (select appropriate box)

☒ **will** (must complete Sections 3 and 4 on page 2)

☐ **will not** (sign below and return form)

meet said standards during the period of **July 1, 2015 through June 30, 2016**. Such 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, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
(Signature of the Authorized Representative)

CRAIG A. COOKE, Ph.D.  
(Printed Name of the Authorized Representative)

SUPERINTENDENT OF SCHOOLS

Title (Superintendent of Schools, President or Chairperson of the Board)

\_\_\_\_\_  
Date of Authorization

### Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (select appropriate box)

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

### Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

#### **WINDSOR BOARD OF EDUCATION**

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2015 through June 30, 2016.**

#### **Local or Regional Board of Education or Governing Authority**

Signature: \_\_\_\_\_ **CRAIG A. COOKE, Ph.D.**  
(Signature of the Authorized Representative) (Printed Name of the Authorized Representative)

**SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
Title (Superintendent of Schools, President or Chairperson of the Board) Date of Authorization

#### **FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_ **Kathy Demsey**  
(Signature of State Agency Representative) (Printed Name of State Agency Representative)

**Chief Financial Officer**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.*



Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the WINDSOR BOARD OF EDUCATION and  
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (*select appropriate box*)

☒ **will** (*must complete Sections 3 and 4 on page 2*)

☐ **will not** (*sign below and return form*)

meet said standards during the period of **July 1, 2015 through June 30, 2016**. Such 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, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
(Signature of the Authorized Representative)

CRAIG A. COOKE, Ph.D.  
(Printed Name of the Authorized Representative)

**SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
Title (Superintendent of Schools, President or Chairperson of the Board)

\_\_\_\_\_  
Date of Authorization

### Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

### Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

### WINDSOR BOARD OF EDUCATION

*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2015 through June 30, 2016.**

#### Local or Regional Board of Education or Governing Authority

Signature: \_\_\_\_\_ **CRAIG A. COOKE, Ph.D.**  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*

#### SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
*Title (Superintendent of Schools, President or Chairperson of the Board)* *Date of Authorization*

### FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

#### Connecticut State Department of Education

Signature: \_\_\_\_\_ **Kathy Demsey**  
*(Signature of State Agency Representative)* *(Printed Name of State Agency Representative)*

#### Chief Financial Officer

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

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**Windsor Board of Education**  
**Regular Meeting**  
**Unapproved Minutes**  
Tuesday, April 28, 2015 7:00 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the April 28, 2015 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:00 PM:**

Present Board Members:

Mr. Ronald Eleveld  
Ms. Michaela Fissel  
Ms. Darleen Klase  
Mr. Leonard Lockhart  
Mr. Richard O'Reilly  
Mr. Paul Panos  
Ms. Melissa Rizzo Holmes  
Ms. Cristina Santos  
Mr. Kenneth Williams

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

Discussion:

The meeting was called to order by Ms. Santos at 7:00 PM with the Pledge of Allegiance and a Moment of Silence.

**2. Recognitions/Acknowledgements**

**2.a. Proclamation--Teacher Appreciation Week May 4th-May 8th**

Discussion:

Dr. Cooke and Ms. Santos read the proclamation recognizing Teacher Appreciation Week May 4-8, and presented it to Dr. Miriam Klein, Co- President of the Windsor Education Association, who accepted the proclamation on behalf of the association.

**2.b. State citation presented by State Representative Peggy Sayers to Windsor High School on being honored with the Support Music Merit Award from The NAMM Foundation for its outstanding commitment to music education. Windsor High School is one of 120 schools from across the country in receiving this prestigious award in 2015.**

Discussion:

Dr. Cooke introduced Ms. Sayers and Mr. Baram who presented the Windsor High Music Teachers with state citations, listing their exemplary musical achievements in recognition and support of being recipients of the 2015 Music Merit Award from the NAMM Foundation.

**2.c. Sage Park Students--Model UN**

Discussion:

Dr. Cooke introduced Catherine Amadasun and students who participated in the Model UN workshop held at Kingswood Oxford School on March 21, 2015. Sage Park students received awards in four categories.

### **3. Audience to Visitors**

Discussion:

Mr. Charles William Jackson, III, 26 Wilson Avenue presented a one-time \$300.00 scholarship opportunity for a student to participate in the summer Laurel Music Camp, instructed by Callie D'Addio, Sage Park teacher.

### **4. Student Representative Report**

Discussion:

Victoria Huertes reported on The Dub Against Hunger, Windsor High's community outreach event. This was a community partnership with 300 volunteers (packers), 2100 meals, and total funds raised \$5300.00. She discussed that during the week of vacation, many of the high school's annual travel competitions took place, as well as junior prom. She discussed the Senior Citizen Breakfast and SATs to be held at WHS on Saturday, May 2, 2015.

### **5. Board of Education**

#### **5.a. President's Report**

Discussion:

Ms. Santos congratulated the Windsor High School students on their community outreach event, naming all of the participating community businesses. Ms. Santos commended the Windsor Chamber of Commerce Auction Event and highlighted the Windsor High School Woodworking Department for their contributions and creation of the featured Adirondack chairs.

#### **5.b. Last Day of School for 2014-2015**

Discussion:

Ms. Santos announced the last day of school for the 2014-2015 school year will be Friday, June 19, 2015 with Windsor High graduation date set for Tuesday, June 16, 2015.

#### **5.c. School Liaison Reports**

Discussion:

Ms. Santos thanked the elementary school principals for welcoming the various visits to their schools and she was proud to report the active learning she witnessed and the enthusiasm of students as they engaged in peer to peer learning which is directly aligned with the Reader's Workshop initiative.

##### **5.c.1. Windsor High School**

Discussion:

Ms. Santos met with the school's Governance Council and presented the proposed 2015-2016 budget. Study Circles will continue.

##### **5.c.2. Sage Park Middle School**

Discussion:

Ms. Rizzo Holmes reported on upcoming activities and events and the Annual Cape Cod field trip, May 26th. Ms. Rizzo Holmes congratulated grade 7 math teacher, Nancy Pansa, on the accomplishments of her written article published in The Journal Mathematics Teaching In the U.S.

##### **5.c.3. Clover Street School**

Discussion:

Mr. Lockhart thanked Principal Michelle Jones and her staff for their continued efforts and accomplishments in keeping students engaged and excited about learning through various student activities and family engagement.

#### **5.c.4. John F. Kennedy School**

Discussion:

Ms. Fissel reported on the completion of the student climate survey and upcoming activities and fundraising events.

#### **5.c.5. Oliver Ellsworth School**

Discussion:

Mr. Eleveld reported upcoming student activities and events.

#### **5.c.6. Poquonock School**

Discussion:

Mr. Panos reported success on the No TV week, and upcoming student activities and events. Playgroups will be held on May 7th from 12:15-1:30 PM.

### **6. Superintendent's Report**

Discussion:

Dr. Cooke reviewed the most recent residency report. Additional discussions on residency protocol and technology will take place in the Executive Committee meeting to be held on May 4th.

#### **6.a. Teacher Leadership**

Discussion:

Christopher Todd, a previous Windsor Teacher of the Year, and Vice Principal Christopher Rau presented the model created for building leadership skills in teachers and implementation of professional development of teacher trainers within the schools. Mr. Todd and a select group of Connecticut teachers are currently working with the Department of Education in establishing a resource website for teachers throughout the state.

#### **6.b. Alliance Grant Update**

Discussion:

Dr. Cooke gave an update on the Alliance Grant. The 2015-2016 will be year 4 of the 5 year grant. Ms. Mary Anne Butler gave a PowerPoint presentation on the Alliance Grant. The amount provided to the district will remain as a \$928,381 grant amount.

#### **6.c. STAR Assessment**

Discussion:

Mr. Tom Baird and Ms. Bonnie Fineman gave a PowerPoint presentation on the Star Assessment for 2015-2016. This assessment will provide screening and will monitoring student progress.

#### **6.d. Capital Improvement Plan (CIP) FY 2016-2021**

Discussion:

d. Capital Improvement Plan (CIP) FY 2016-2021

Dr. Cooke thanked the town for working closely with the Board of Education and prioritizing major capital improvements of the school buildings.

**Motion Passed:** Move to approve the plan as presented for 2016-2021 passed with a motion by Mr. Paul Panos and a second by Mr. Kenneth Williams.

Mr. Ronald Eleveld      Yes

Ms. Michaela Fissel      Yes

Ms. Darleen Klase      Yes

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

#### **6.e. Policy Adoptions, 1st Reading**

Discussion:

Additional language will be included on teen dating violence.

**Motion Passed:** Move to accept the first reading of the policy adoption with additional language to be included on teen dating violence passed with a motion by Mr. Paul Panos and a second by Mr. Richard O'Reilly.

Mr. Ronald Eleveld       Yes  
Ms. Michaela Fissel       Yes  
Ms. Darleen Klase        Yes  
Mr. Leonard Lockhart    Yes  
Mr. Richard O'Reilly    Yes  
Mr. Paul Panos            Yes  
Ms. Melissa Rizzo Holmes Yes  
Ms. Cristina Santos       Yes  
Mr. Kenneth Williams    Yes

#### **6.e.1. Revised P 5131.911 Bullying Prevention and Intervention Policy**

#### **6.f. Curriculum Development, 2nd Reading**

**Motion Passed:** Move to accept the second reading of Wood Technology and U.S. History passed with a motion by Ms. Darleen Klase and a second by Ms. Melissa Rizzo Holmes.

Mr. Ronald Eleveld       Yes  
Ms. Michaela Fissel       Yes  
Ms. Darleen Klase        Yes  
Mr. Leonard Lockhart    Yes  
Mr. Richard O'Reilly    Yes  
Mr. Paul Panos            Yes  
Ms. Melissa Rizzo Holmes Yes  
Ms. Cristina Santos       Yes  
Mr. Kenneth Williams    Yes

#### **6.f.1. Wood Technology - Introduction**

#### **6.f.2. U.S. History**

#### **6.g. Budget Update**

Discussion:

Dr. Cooke stated the budget increase is under at 3.07% after the Council's reduction. The budget referendum will be held on May 12, 2015.

### **7. Committee Reports**

Discussion:

Mr. Panos suggested the renewal of retention policy revision to either AR or Policy.

#### **7.a. Policy Committee**

Discussion:

Mr. Panos suggested renewal of the retention policy revision to either AR or Policy.

## **7.b. Long Range Planning Committee**

Discussion:

The May 5th meeting has been cancelled.

## **8. Consent Agenda**

**Motion Passed:** Move that the Board accepts Consent Agenda Items 8.a. Financial Report, 8.b. Enrollment Report, 8.c. Food Service Report and 8.d. Human Resources Report passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes
Mr. Kenneth Williams	Yes

### **8.a. Financial Report**

Discussion:

Expenditures for March 2015: \$6,905,375

Expenditures through March 31, 2015: \$46,214,824

### **8.b. Enrollment Report**

### **8.c. Food Service Report**

### **8.d. Human Resources Report**

## **9. Approval of Minutes**

**Motion Passed:** Move to accept the minutes from 9b. through 9h. passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes
Mr. Kenneth Williams	Yes

### **9.a. March 10, 2015 Long Range Planning Committee**

Discussion:

Amendment to end time in minutes to 6:16 PM.

**Motion Passed:** Move to accept minutes 9a. March 10, 2015 Long Range Planning Committee as amended passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes

Mr. Paul Panos            Yes  
Ms. Melissa Rizzo Holmes   Yes  
Ms. Cristina Santos       Yes  
Mr. Kenneth Williams      Yes

- 9.b. March 10, 2015 Special Meeting**
- 9.c. March 17, 2015 Regular Meeting**
- 9.d. March 30, 2015 Policy Committee**
- 9.e. April 1, 2015 Special Meeting**
- 9.f. April 6, 2015 Executive Committee**
- 9.g. April 7, 2015 Long Range Planning Committee**
- 9.h. April 7, 2015 Special Meeting**

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

**10.a. BOE Curriculum Committee, Thursday, April 30, 2015 at 4:30 PM, L.P. Wilson Community Center, Room 17**

**10.b. BOE Technology Committee, Thursday, April 30, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room**

**10.c. BOE Long Range Planning Committee, Tuesday, May 5, 2015 at 5:00 PM, L.P. Wilson Community Center, Room 17**

**10.d. BOE Special Meeting, Tuesday, May 5, 2015 at 6:30 PM, L.P. Wilson Community Center, Board Room**

**10.e. Next BOE Regular Meeting is Tuesday, May 19, 2015, 7:00 PM, Town Hall, Council Chambers**

**11. Executive Session on Employee Personnel Matter--It is proposed that the Board move into Executive Session to discuss contract non-renewals before taking possible action in the Regular meeting.**

Discussion:

**Motion Passed:** Move to extend the meeting to 11:00 PM passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

Mr. Ronald Eleveld        Yes  
Ms. Michaela Fissel       Yes  
Ms. Darleen Klase        Yes  
Mr. Leonard Lockhart     Yes  
Mr. Richard O'Reilly      Yes  
Mr. Paul Panos            Yes  
Ms. Melissa Rizzo Holmes   Yes  
Ms. Cristina Santos       Yes  
Mr. Kenneth Williams      Yes

**Motion Passed:** Move to go into executive session to discuss the performance and employment of the employees listed on the agenda addendum before possibly taking action in the Regular meeting. We invite Dr. Cooke and Mr. Hill into executive session passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld        Yes  
Ms. Michaela Fissel       Yes  
Ms. Darleen Klase        Yes  
Mr. Leonard Lockhart     Yes  
Mr. Richard O'Reilly      Yes  
Mr. Paul Panos            Yes  
Ms. Melissa Rizzo Holmes   Yes  
Ms. Cristina Santos       Yes  
Mr. Kenneth Williams      Yes



**Motion Passed:** Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report -- Addendum' not be renewed for the following year upon its expiration at the end of the 2014-2015 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes
Mr. Kenneth Williams	Yes

## **12. Audience to Visitors**

Discussion:  
None.

## **13. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 10:34 PM passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes
Mr. Kenneth Williams	Yes

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Melissa Rizzo Holmes, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Curriculum Committee**  
**Unapproved Minutes**  
Thursday, April 30, 2015 4:30 PM  
L.P. Wilson Community Center, Room 17

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

**Attendance Taken at 4:30 PM:**

Present Board Members:

Ms. Michaela Fissel  
Ms. Melissa Rizzo Holmes  
Ms. Cristina Santos

Absent Board Members:

Ms. Darleen Klase

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

Discussion:

The meeting was called to order by Cristina Santos at 4:30 PM. Also in attendance was Superintendent of Schools Dr. Craig Cooke and Assistant Superintendent for Instructional Services Mary Anne Butler.

**2. Audience to Visitors**

Discussion:

None

**3. Graduation Requirements--Review AR 5123.1**

Discussion:

Lori Foote-Mitchell reviewed AR 5123.1. The AR will move forward to the Policy Committee.

**4. French 1 Textbook "Bien Dit"**

Discussion:

Blanca Jaramillo reviewed the new French textbook. The book was approved by the committee and will be brought forward to the full BOE, suggesting that the 2nd reading be waived.

**5. Early Childhood Education--Grades 10-12**

Discussion:

Deb Maccarone reviewed the Early Childhood Education curriculum. Ms. Maccarone will respond to question on Page 2.D. and cultural diversity.

**6. Fashion Clothing III--Grades 10-12**

Discussion:

Deb Maccarone reviewed the Fashion Clothing III curriculum.

## **7. Introduction to Health Care Services--Grades 9-12**

Discussion:

Deb Maccarone reviewed the Introduction to Health Care Services curriculum.

## **8. Adjournment**

Discussion:

The meeting was adjourned at 5:45 PM.

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Melissa Rizzo Holmes, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Technology Committee**  
**Unapproved Minutes**  
Thursday, April 30, 2015 6:30 PM  
L.P. Wilson Community Center, Board Room

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

**Attendance Taken at 6:30 PM:**

Present Board Members:

Ms. Michaela Fissel  
Mr. Richard O'Reilly  
Ms. Cristina Santos

Absent Board Members:

Mr. Kenneth Williams

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

Discussion:

The meeting was called to order at 6:30 PM by Richard O'Reilly. Also in attendance was Superintendent of Schools Dr. Craig Cooke and Chief Information and Technology Officer Doug Couture.

**2. Audience to Visitors**

Discussion:

None

**3. Status of State Technology Grant**

Discussion:

Doug Couture informed the committee that the State of Connecticut expects to post a new RFP for technology upgrades.

**4. PEGPETIA Educational Technology Grant**

Discussion:

Doug Couture informed the committee that Windsor Public Schools was awarded \$78,388 through the PEGPETIA Educational Technology Grant.

**5. Technology Updates**

Discussion:

Doug Couture informed the committee on the distribution of new devices to Oliver Ellsworth and Poquonock Schools. The committee discussed research around effective use of devices for K-2.

**6. WPS Website Design**

Discussion:

Doug Couture informed the committee that Windsor Public Schools intends to switch website vendors. A discussion ensued regarding obtaining parental input on the new website.

## 7. Student Help Request Process

Discussion:

Richard O'Reilly discussed the need for a "help desk" where students could report bullying. Doug Couture will research.

## 8. Adjournment

Discussion:

The meeting was adjourned at 7:45 PM.

**Motion Passed:** Move to adjourn the meeting passed with a motion by Ms. Michaela Fissel and a second by Ms. Cristina Santos.

Ms. Michaela Fissel      Yes

Mr. Richard O'Reilly    Yes

Ms. Cristina Santos     Yes

Mr. Kenneth Williams    Absent

---

Melissa Rizzo Holmes, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Executive Committee**  
**Unapproved Minutes**  
Monday, May 4, 2015 4:30 PM  
L.P. Wilson Community Center, Supt. Conference Room

The following are the unapproved minutes of the May 4, 2015 Executive Committee. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 4:30 PM:**

Present Board Members:

Ms. Darleen Klase  
Mr. Paul Panos  
Ms. Cristina Santos

**1. Call to Order**

Discussion:

The meeting was called to order at 4:30 PM by Cristina Santos. Also in attendance was Superintendent Dr. Craig Cooke.

**2. Set the agenda for the Regular Board Meeting on Tuesday, May 19, 2015**

Discussion:

The committee set the agenda for May 19, 2015.

**3. Executive Committee Member Comments**

**4. Adjournment**

Discussion:

The meeting was adjourned at 5:18 PM.

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Melissa Rizzo Holmes, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, May 5, 2015 6:30 PM  
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the May 5, 2015 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:30 PM:**

Present Board Members:

Mr. Ronald Eleveld  
Ms. Michaela Fissel  
Ms. Darleen Klase  
Mr. Leonard Lockhart  
Mr. Richard O'Reilly  
Mr. Paul Panos  
Ms. Melissa Rizzo Holmes  
Ms. Cristina Santos  
Mr. Kenneth Williams

Updated Attendance:

Mr. Kenneth Williams was updated to absent at: 7:15 PM

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

Discussion:

The meeting was called to order at 6:30 PM by President Santos with the pledge to the flag and moment of silence. Superintendent Dr. Craig Cooke, Assistant Superintendent for Instructional Services Mary Anne Butler, Assistant Superintendent for Human Resources Terrell Hill, Business Director Danielle Batchelder and Director of Pupil and Special Educational Services Steve Carvalho were also in attendance.

**2. Audience to Visitors**

Discussion:

Ms. Wende Cooper, 114 Overlook Drive, and representative of Capital Area Substance Abuse Council (CASAC), requested permission for a survey to be distributed in efforts to providing future services to students/families in the Windsor school district.

**3. Presentation on Student Supports in Windsor Public Schools**

Discussion:

Attorney Leander Dolphin of Shipman & Goodwin provided a presentation on the mental health needs of students. Steve Carvalho also presented on school-based supports available in Windsor Public Schools.

**4. Announcements**

Discussion:

Ms. Santos reminded everyone of the May 12th referendum.

## 5. Adjournment

**Motion Passed:** Move to adjourn meeting at 8:45 PM passed with a motion by Mr. Ronald Eleveld and a second by Ms. Michaela Fissel.

Mr. Ronald Eleveld	Yes
Ms. Michaela Fissel	Yes
Ms. Darleen Klase	Yes
Mr. Leonard Lockhart	Yes
Mr. Richard O'Reilly	Yes
Mr. Paul Panos	Yes
Ms. Melissa Rizzo Holmes	Yes
Ms. Cristina Santos	Yes
Mr. Kenneth Williams	Absent

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Melissa Rizzo Holmes, Secretary  
Windsor Board of Education