

## Regular Meeting

Tuesday, May 17, 2016 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--Madison Lee, Kyle Ali; SPMS--Adah Abraham, Amir Spears
- b. WHS Culinary Students--NASA HUNCH Culinary Competition
- c. Windsor Lions Club Officers--Donation of Welch Allyn Spot Vision Screener
- d. CASBO Rising Star Award--Danielle Batchelder, Director of Business Services
- e. CAS-CIAC Recognition--Paul Cavaliere, Sage Park Middle School Principal

3. **Audience to Visitors**

4. **Student Representative Report**

5. **Board of Education**

- a. President's Report
- b. School Liaison Reports
  - 1. Windsor High School
  - 2. Sage Park Middle School
  - 3. Clover Street School
  - 4. John F. Kennedy School
  - 5. Oliver Ellsworth School
  - 6. Poquonock School
- c. Budget FY 2016-2017--The Board of Education will discuss the reduction of \$137,000 and take possible action

6. **Superintendent's Report**

- a. Study Circles
- b. Curriculum Development, 1st Reading
  - 1. Art, Grade 6-8
  - 2. Ceramics 1
  - 3. Ceramics 2
  - 4. 2D Foundations
  - 5. Painting
  - 6. Chemistry
- c. Summer School Update
- d. Elementary Student Behavior Teacher Survey Results

7. **Committee Reports**

- a. Curriculum Committee
- b. Finance Committee
- c. Long Range Planning
- d. Policy Committee
- e. 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 19, 2016 Regular Meeting
- b. April 26, 2016 Special Meeting

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

- a. BOE Policy Committee, Monday, June 6, 2016, 6:00 PM, LPW, Room 17
- b. Next BOE Regular Meeting is Tuesday, June 21, 2016, 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 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:**

**Subject:** WHS Culinary Students—NASA HUNCH Culinary Competition

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### BACKGROUND:

Last fall, the WHS Culinary Arts III students entered the NASA HUNCH Culinary Competition. The students were charged with researching and determining the most appropriate method to prepare food for space and how to reconstruct the dish once it is there. They developed a recipe for a vegetable entrée that met the nutritional criteria set by NASA.

In March, the WHS Culinary Arts III students were notified they were finalists in the annual NASA Hunch Culinary Challenge. On April 21, Alijah Comer, Jamiyah Barnaby-Anderson, Lydia Maldonado and Beaudie Ofsuryk along with teacher Kathy Taranto and library media specialist Brenda Berardy headed to Houston, Texas to compete against nine other schools from across the country.

The Culinary students had an outstanding experience in Houston including the actual competition judged by NASA personnel and a number of "by invitation only" tours of the Johnson Space Center.

### RECOMMENDATION:

That the BOE receive as information and for recognition.

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**Recommended by the Superintendent**

**Agenda Item #**

26.

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:** Lions Club informational materials

**Subject:** Windsor Lions Club—Donation of Welch Allyn SPOT Vision Screener

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### BACKGROUND:

This past October, Windsor Public Schools' head nurse, Laurie O'Brien, reached out to the Windsor Lions Club whose focus is a "KidSight" Program in which they have been providing vision testing and glasses for students for many years. Since the inception of the HUSKY Health Insurance Program, which covers both testing and glasses for students, Windsor Public Schools has asked for the Windsor Lions Club assistance over the years. Lou Morando from the Windsor Lions Club petitioned its Board and obtained approval to purchase the screener, a printer, printing paper, carrying case and insurance for the equipment. The donation of a Welch Allyn SPOT Vision Screener and accessories will assist district nurses in the screening of WPS students.

### RECOMMENDATION:

That the BOE receive as information and for recognition.

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**Recommended by the Superintendent:**



**Agenda Item #**

201

## Lions Eye Screening Takes Place at Magnet School

BY DENNIS A. HUBBS

Beginning on Monday, January 11th, the Bloomfield Lions Club, in conjunction with KidSight USA, began a free vision screening of all of the students at the Wintonbury Early Childhood Magnet School on Brown Street. The screenings continued through Thursday at another four pre-schools and the Kindergarten at Laurel School in town.

"This program could help thousands of Connecticut children see and perform better in school," said Daniel Uitti, one of three chairmen of Kidsight USA in Connecticut - a Lions program that provides free eye screenings to young children. Many parents never suspect that their children are experiencing eye problems and at an early age, those children are not likely to be able to articulate such. For example, experts estimate that as many as five percent of children have amblyopia — commonly



The Bloomfield Lions Club held Vision Screenings from January 11th through the 15th at Preschools and Kindergarten in Bloomfield. At left is Lions member Dorethia Goffe, testing a pre-schooler at the Wintonbury Early Childhood Magnet School on Brown Street.



Mary-Frances Murray (L) of the Bloomfield Lions Club assists Dorethia in the vision screening process

known as "lazy eye." At an early age, the child's brain is learning to use his or her developing eyes. If one of the child's eyes shows a blurry image, the brain will sometimes "turn that eye off."

The older a child gets, the greater the risk that the brain will the eye not to see permanently. The issue is of great importance, as educators say 80% of learning is .visual.

According to the Lions, 12% of pre-school children have some kind of vision issue. The aim is to catch as many of these children as early as possible so that any eyesight concerns discovered can be addressed and corrected quickly.

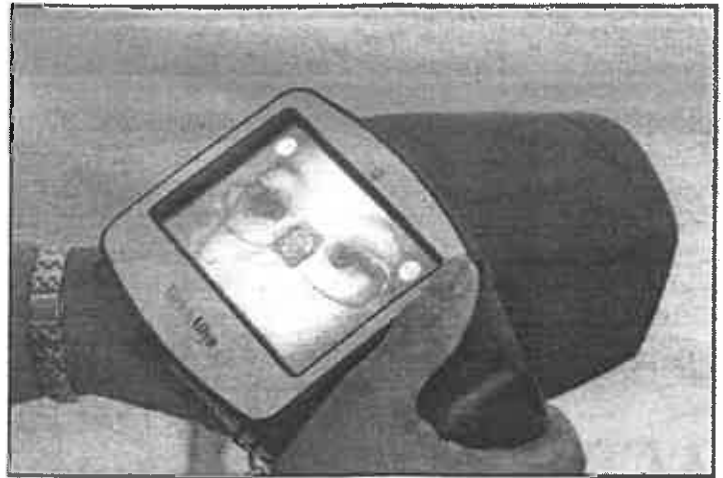
To help ensure that children are screened, Connecticut Lions have been encouraging public school districts to allow them to conduct eye screening as part of their regular battery of tests required of kindergartners. To date, the Connecticut organization has screened over 41,000 of the approximately 200,000 pre-school children for eye diseases. Lions Clubs around the state are raising money to augment the six vision screening devices that the Lions currently own.

They plan to screen an additional 24,000 children by July 1, 2016.

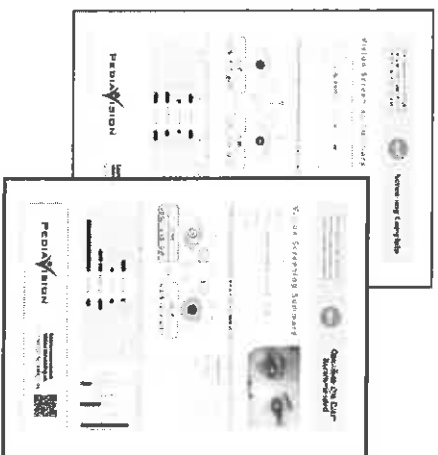
"Without parental consent, we cannot screen a child's eyes," said Uitti. "Our task is to get the word to parents of these youngsters so they can help prevent a lifetime of vision and learning issues." Lions Clubs International is the largest service club organization in the world. Its 1.35 million members in more than 46,000 clubs serve communities in more than 200 countries and geographical areas around the globe. Since 1917, Lions clubs have aided the blind and visually impaired, championed youth initiatives and strengthened local communities through hands-on service and humanitarian projects.

The Lions' goal of screening all pre-school children in Connecticut has one major impediment: lack of parent awareness of the risks facing their children if these diseases go undetected.

KidSight USA is supported by Lions Clubs International Foundation, which offers matching grants to Lions involved in vision screening. The foundation has awarded \$2.2 million in grants since 2000 to support children's vision-screening programs in the U.S. Two manufacturers of vision screening devices, Plusoptix and Welch Allyn, Inc., have also partnered with KidSight USA to provide financial support for the development of the program. For more information about Lions Clubs International, visit [www.lionsclubs.org](http://www.lionsclubs.org).



**Above: the Welch Allyn Spot Vision Screener. This camera-like device is used to perform fast vision screenings to provide for the early detection of a condition known as "Lazy Eye" or Amblyopia. Vision screenings can easily be performed at rates of up to 30 children per hour. (Dennis Hubbs photos)**



Parents are provided a printout of screening results if a complete eye exam is recommended.

"If we can save the sight of just one child, it is worth it"

For more information about the CT Lions Kidsight Program, Becoming a Lion, or to schedule a

Free vision screening,

**Contact your Local Lions Club:**

**Lions Clubs should contact:**

Dr. Keith Lemire, CLERF President

E Mail: [lionkeith23c@yahoo.com](mailto:lionkeith23c@yahoo.com)

H: 860-448-0201 B: 860-442-5663

CT Kidsight Program Chair (LEHP)

Dan Utti, PDG

E Mail: [dan@utti.net](mailto:dan@utti.net)

H/B/C: 860-274-9065

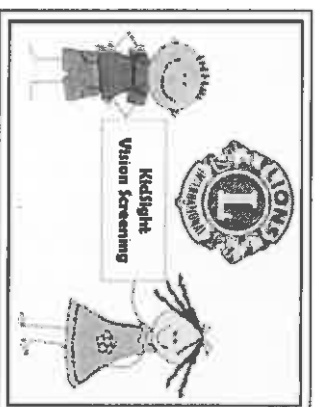


The Connecticut Lions  
Eye Research Foundation



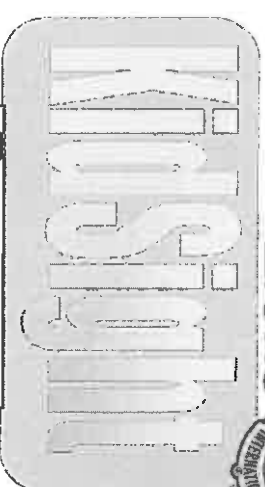
Lions Clubs International

[www.lionsclubs.org](http://www.lionsclubs.org)



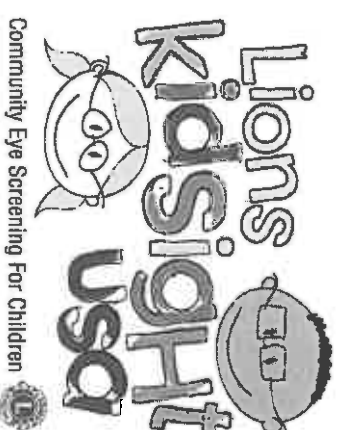
"If you could save a Child's sight with the push of a button, wouldn't you?"

Connecticut  
Lions



**FREE**

**Pediatric Vision  
Screening**



## What is KidSight?

KidSight is part of a nationwide initiative of Lions Clubs International to help parents, child care providers and educators to find and treat children's vision.

Our Mission is to Address America's  
#1 Health Issue for Children –  
VISION PROBLEMS

Connecticut Lions KidSight program is funded by The Connecticut Lions Eye Research Foundation (CLERF) under their Lions Eye Health Program (LEHP)

**Lions District 23-B** covers 52 Lions clubs of the Hartford & Litchfield Counties, with HIPPA compliant protocols and trained Lion volunteers, dedicated to solving the critical issue of vision problems in children.

Lions offer this service

Our #1 priority is to screen children in the 6 month to 6 year old age group, since the earlier vision disorders are detected, the higher success rate of correction.

Since children of all ages benefit from vision screening, Lions KidSight will expand its services to include state mandated grades and ages upon a School District's request.

## Why Vision Screening?

The first few years of a child's life are critical in the development of good vision. Starting as early as 6 months of age, children should have their vision checked.



According to educational experts, 80% of learning is visual. So if a child can't see well, they can't learn well. Yet most young children don't get their vision screened until they have problems learning or paying attention in school.

By then, it may already be too late. Unless vision problems are detected early and corrected, they risk becoming permanent by age 7.

The Lions KidSight program assures children are "vision ready" for life and learning, utilizing the latest vision screening technology.

As fast and easy as taking a picture, the WelchAllyn Spot auto-photo refraction device detects vision issues across all age groups.

## Spot Screens for These Common Vision Issues

Amblyopia risk factors: (*lazy eye*)

- \* Strabismus (*eye misalignment*)
- \* Myopia (*nearsightedness*)
- \* Hyperopia (*farsightedness*)
- \* Astigmatism (*blurred vision*)
- \* Anisometropia (*unequal refractive power*)
- \* Anisocoria: (*Unequal pupil size*)
- \* Ptosis: (*Lid droop*)

## Spot Provides Immediate and Meaningful Results



On-screen results are available in seconds.

Results are displayed as either:

All measurements in range or

Complete Eye Exam recommended.



12% of screenings locally have been found to need referral.



# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:**

**Subject:** CASBO Rising Star Award—Danielle Batchelder, Director of Business Services

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### BACKGROUND:

Each year, the Connecticut Association of School Business Officials (CASBO), recognizes an individual for the Rising Star Award. This award is reserved for those who have had their certification for 10 years or less. The award was created to acknowledge the value and contributions of outstanding school business officials. Nominees are evaluated based upon their contributions to their profession, regardless of the size of their districts and job titles.

The selection process is based on four general criteria: service to school district, innovative projects or practices, professional contributions and activities and community service and activities.

The Rising Star Award recipient will be recognized at the annual CASBO Institute with a special presentation at their June meeting.

This year's recipient is Danielle Batchelder, Director of Business Services.

### RECOMMENDATION:

That the BOE receive as information and for recognition.

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Recommended by the Superintendent: 

Agenda Item # 2d.

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Cristina Santos/Craig A. Cooke

**Attachments:**

**Subject:** CAS-CIAS Recognition—Paul Cavaliere, Sage Park Middle School Principal

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### BACKGROUND:


Each year, the Connecticut Association of Schools recognizes individuals for their contribution and service to the CAS. On May 10<sup>th</sup> at its annual spring membership reception, Paul Cavaliere, Sage Park Middle School Principal, was recognized for his innumerable contributions to the association for over the past 26 years. He is also the only middle school principal who has received Middle School of Principal of the Year twice—in 1998 for Plainville Public Schools and in 2013 for Sage Park Middle School.

### RECOMMENDATION:

That the BOE receive as information and for recognition.

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**Recommended by the Superintendent:**



**Agenda Item #**

2e.

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:**

**Subject:** Budget FY 2016-2017

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### BACKGROUND:

On April 25, 2016, the Town Council voted to reduce the Board of Education budget by \$137,000 in funding to the Board of Education for the 2016-2017 school year. The \$137,000 is identified as savings by the Board of Education after the Board submitted its budget request to the Town Council. The savings is from lower fuel costs.

### RECOMMENDATION:

Move the Board of Education reduce the 2016-2017 operating budget in the line item, Transportation by \$137,000, which will reduce the total budget from \$67,608,330 to \$67,471,330.

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**Recommended by the Superintendent:**



**Agenda Item #**

50.

# **WINDSOR BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** R. Sills

**Presented By:** R. Sills

**Attachments:**

**Subject:** Study Circles

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## **Background:**

Our Study Circles are based on the model developed by the Montgomery County Schools in Maryland. They have been systematically doing Study Circles since 2003 involving thousands of staff, parents, students and community members.

The WHS School Governance Council participated our first Study Circle in June 2014. Based on that experience, the SGC chose the implementation of Study Circles as one of the three initiatives for improvement at Windsor High School.

This presentation will be an overview of the district's work to address race and achievement using the Study Circle model.

## **Recommendation:**

For informational purposes only.

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

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

**Agenda Item #** 6a.

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Douglas Couture

**Presented By:** Douglas Couture, Nuchette Black-Burke

**Attachments:**

**Subject:** Curriculum Development, 1<sup>st</sup> Reading--Grades 6, 7 and 8 Art, Ceramics 1, Ceramics 2, 2D Foundations, Painting, Chemistry

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**Background:**

Grades 6, 7 and 8 Art is a scaffolded curriculum that introduces students to the elements of art and principles of design through various 2-dimensional and 3-dimensional art experiences.

Ceramics 1 picks up where 2D Foundations leaves off with the expressive qualities of the clay medium explored through basic building processes with focus on 3D design characteristics.

Ceramics 2 begins where Ceramics 1 leaves off with clay as the dominant media with an emphasis on wheel throwing techniques, advanced hand-building techniques and sophisticated surface treatments.

2D Foundations introduces students to the elements of art and principles of design through the exploration of various 2-dimensional media.

Painting is an accomplished level course that addresses color theory and advanced composition through painting techniques.

Chemistry is a basic study of the concepts and applications of the major areas of chemistry.

**Status:**

Grades 6, 7 and 8 Art, Ceramics 1, Ceramics 2, 2D Foundations, Painting, and Chemistry were presented to the BOE Curriculum Committee on May 5, 2016.

**Recommendation:**

The Board approves Grades 6, 7 and 8 Art, 2D Foundations, Ceramics 1, Ceramics 2, Painting, and curricula as a 1<sup>st</sup> reading as presented.

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**Reviewed by:** DC

**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 17, 2016

**Prepared By:** Douglas Couture

**Presented By:** Douglas Couture

**Attachments:**

**Subject:** Summer School Update

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**Background:**

An update to plans for 2015-2016 summer school will discussed.

**Status:**

**Recommendation:**

For informational purposes only.

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**Reviewed by:** DC

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

**Agenda Item #** 600.

2/28/15

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Craig A. Cooke

**Presented By:** Craig A. Cooke

**Attachments:** Survey Responses

**Subject:** Elementary Student Behavior Teacher Survey Results

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### BACKGROUND:

As requested by the Board:

During the first week of May, certified staff in grades Pre-K-2 and grades 3-5, respectively, were asked to complete a survey on elementary student behavior. Forty-nine certified staff for grades Pre-K-2 responded to the survey; thirty-eight certified staff for grades 3-5 responded to the survey.

Survey concepts were reviewed with the district's Elementary Advisory Council. Responses are attached. Answers with numerical responses are provided. Open-ended answers contained identifiable information and will be used to inform PD and future work.

Pre-K-2 questions focused on the new supports put in place starting in January 2016.

Grade 3-5 teachers received only one open-ended question.

### RECOMMENDATION:

For informational purposes only.

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**Recommended by the Superintendent:**



**Agenda Item #**

6d.

# Grades PreK-2 Behavior Survey - 2016

This brief survey anonymous survey is a follow-up to our collective efforts regarding student behaviors in our Pre-K to Grade 2 schools. As you know, we instituted additional supports during this school year in January and we would like your input regarding how effective those supports have been. Responses are due by Monday, May 9th at 5:00 p.m.

- 1. The new position of behavior interventionist has assisted me in managing classroom behaviors.**

*Mark only one oval.*

- ☐ Strongly Agree  
☐ Agree  
☐ Disagree  
☐ Strongly Disagree  
☐ Not Applicable

- 2. The position of behavioral interventionist should be continued for the 2016-17 school year.**

*Mark only one oval.*

- ☐ Strongly Agree  
☐ Agree  
☐ Disagree  
☐ Strongly Disagree  
☐ Not Applicable

- 3. Second Step curriculum is helpful for me in establishing a positive classroom environment.**

*Mark only one oval.*

- ☐ Strongly Agree  
☐ Agree  
☐ Disagree  
☐ Strongly Disagree  
☐ Not Applicable



**4. Second Step curriculum should be continued for the 2016-17 school year.**

*Mark only one oval.*

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

**5. The professional development I have received this school year has assisted me in establishing a positive classroom environment and controlling student behaviors.**

*Mark only one oval.*

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

**6. I would like additional professional development regarding student behaviors on:**

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# Grades 3-5 Behavioral Survey - 2016

Please answer the question below to help us plan appropriate behavioral supports for the 2016-2017 school year. Responses are due by Monday, May 9th at 5:00 p.m.

**1. I would like the following additional behavioral supports for the 2016-2017 school year.**

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# PreK-2 Behavioral Survey, May 2016

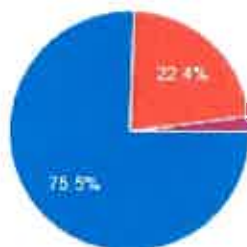
## 49 responses

**The new position of behavior interventionist has assisted me in managing classroom behaviors.**



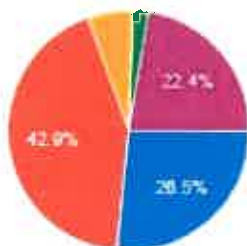
Strongly Agree	17	34.7%
Agree	18	36.7%
Disagree	0	0%
Strongly Disagree	2	4.1%
Not Applicable	12	24.5%

**The position of behavioral interventionist should be continued for the 2016-17 school year.**



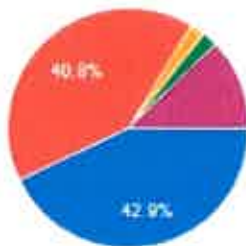
Strongly Agree	37	75.5%
Agree	11	22.4%
Disagree	0	0%
Strongly Disagree	0	0%
Not Applicable	1	2%

**Second Step curriculum is helpful for me in establishing a positive classroom environment.**



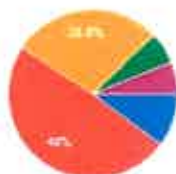
Strongly Agree	13	26.5%
Agree	21	42.9%
Disagree	3	6.1%
Strongly Disagree	1	2%
Not Applicable	11	22.4%

**Second Step curriculum should be continued for the 2016-17 school year.**



Strongly Agree	21	42.9%
Agree	20	40.8%
Disagree	1	2%
Strongly Disagree	1	2%
Not Applicable	6	12.2%

**The professional development I have received this school year has assisted me in establishing a positive classroom environment and controlling student behaviors.**



Strongly Agree	5	10.2%
Agree	24	49%
Disagree	14	28.6%
Strongly Disagree	3	6.1%
Not Applicable	3	6.1%

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of: May 17, 2016**

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** April 30, 2016 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 is for the month of April 2016.

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 2016	\$ 5,297,456
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Expenditures through April 30, 2016	\$50,762,906
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Reviewed by: 

Recommended by the Superintendent: 

Agenda Item # 8a.

Windsor Public Schools  
Financial Report  
April 30, 2016

	2015/2016 Budget	Expenditures YTD 4/30/16	Encumbrance	Balance 4/30/16	Projected Balance 6/30/2016	% Balance
<b><u>Instructional Services</u></b>						
Clover Street School	57,657	40,759	2,973	13,925	1,925	24%
John F. Kennedy School	75,555	54,162	5,265	16,128	1,808	21%
Oliver Ellsworth School	81,356	62,904	12,816	5,636	1,076	7%
Poquonock School	53,060	33,203	7,774	12,083	1,853	23%
Sage Park Middle School	218,868	200,119	12,152	6,597	97	3%
Windsor High School	380,283	258,823	45,883	75,577	3,017	20%
Windsor High School Interscholastic Sports	184,425	116,459	58,039	9,927	0	5%
Athletic Coaches	235,000	149,294	0	85,706	0	36%
WHS Career & Technical Education	59,745	44,611	4,427	10,707	1,744	18%
Continuing Education	71,185	42,650	0	28,535	28,535	40%
Instructional Services Management	234,008	195,260	25,630	13,118	8,650	6%
Curriculum Management & Development	120,385	59,932	26,029	34,424	2,904	29%
Magnet School Tuition	1,500,600	1,580,420	0	(79,820)	(79,820)	-5%
Textbook Adoption	50,000	40,589	9,403	8	8	0%
Technology	663,767	618,601	8,922	36,244	0	5%
<b>Total Instructional Services</b>	<b>3,985,894</b>	<b>3,497,786</b>	<b>219,313</b>	<b>268,795</b>	<b>(28,203)</b>	<b>7%</b>
<b><u>Education Support Services</u></b>						
Pupil Personnel Services	343,293	268,583	36,426	38,284	12,284	11%
Special Education	82,850	56,696	5,561	20,593	16,520	25%
Special Education Tuition	4,729,106	2,612,981	749,125	1,367,000	350,000	29%
Policy & Planning	140,850	135,200	2,560	3,090	0	2%
Employee Personnel Services	84,000	59,267	784	23,949	12,000	29%
Financial Management	281,870	105,502	175,737	631	631	0%
Financial Services	37,000	55,400	3,929	(22,329)	(22,329)	-60%
Pupil Transportation & Safety	3,059,319	2,155,900	903,396	23	23	0%
Special Education Transportation	989,780	1,146,627	150,000	(306,847)	(306,847)	-31%
Physical Plant Services	2,042,344	1,397,661	341,456	303,227	86,000	15%
Major Maintenance	361,000	352,293	18,563	(9,856)	(9,856)	-3%
L.P. Wilson Center	254,800	196,520	34,118	24,162	24,162	9%
Benefits	10,983,740	7,539,656	81,944	3,362,140	378,000	31%
Certified Salaries	29,838,780	22,805,602	0	7,033,178	160,000	24%
Non-Certified Salaries	7,589,227	7,153,063	0	436,164	(120,000)	6%
Regular Ed Tutor Salaries	222,699	174,440	0	48,259	(6,096)	22%
Special Ed Tutor Salaries	320,000	302,867	0	17,133	(69,000)	5%
Substitute Salaries	679,390	746,862	36,026	(103,498)	(377,000)	-15%
<b>Total Education Support Services</b>	<b>62,040,048</b>	<b>47,265,120</b>	<b>2,539,625</b>	<b>12,235,303</b>	<b>128,492</b>	
<b>Total All Sites</b>	<b>\$66,025,942</b>	<b>\$50,762,906</b>	<b>\$2,758,938</b>	<b>\$12,504,098</b>	<b>\$100,289</b>	<b>19%</b>

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Jeanne Woodstock

**Presented By:** Danielle Batchelder

**Attachments:** Student Enrollment Report & Recap

**Subject:** Student Enrollment as of May 1, 2016

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**Background:**

Attached are the official enrollment figures as of May 1, 2016. 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, 2016**

<b><u>Enrollment in Windsor Public Schools</u></b>	
Grades PreK-5	1,400
Grades 6-8	681
Grades 9-12	1,118
<b>Total District Enrollment</b>	<b><u>3,199</u></b>

<b><u>Windsor Students not in district schools</u></b>	
Outside Placement/Private Placement(SPED)	61
Montessori Hartford CREC	16
Metropolitan Learning Center CREC	141
CREC Misc MAGNET SCHOOLS	210
Hartford Host Magnets	221
Misc Magnet Schools	21
Prince Tech	10
Cheney Tech	11
	<b><u>691</u></b>
<b>Total Windsor</b>	<b><u>3,890</u></b>

**Windsor Public Schools**  
**Student Enrollment Report**  
**May 1, 2016**

Grade	Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K	37		64		101
K	83		100		183
1	101		116		217
2	76		123		199
3		112		137	249
4		94		121	215
5		91		145	236
Subtotal K-5					1299
<b>Total</b>	<b>297</b>	<b>297</b>	<b>403</b>	<b>403</b>	<b>1,400</b>

Grade	Sage Park MS
6	214
7	215
8	252
<b>Total</b>	<b>681</b>

Grade	Windsor High
9	271
10	298
11	281
12	268
<b>Total</b>	<b>1,118</b>

<b>Total District Enrollment</b>	<b>3,199</b>
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POQUONOCK SCHOOL

ENROLLMENT REPORT  
2015-2016

Room #	Teacher	Grade	Projected	5-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
1	C McCann				14	14	14	14	13	13	13	13	
2	W Dever				14	14	14	13	13	13	13	13	
3	M Scott				14	14	14	14	14	14	14	15	
22	L Roche				15	15	15	14	14	14	14	14	
23	M Mitchell				14	14	14	14	14	14	14	14	
24	L Corrao				12	12	12	13	13	14	14	14	
		Total	84	88	83	83	83	82	81	82	82	83	0
		Grade 1											
15	E Velez				18	20	20	20	21	21	21	21	
16	L Bishop				19	19	20	19	19	21	20	19	
17	K Stoll				19	21	21	22	22	22	22	22	
18	M Neals				19	17	17	17	17	18	18	19	
19	New Teacher				20	20	20	20	21	21	20	20	
		Total	87	94	95	97	98	98	100	103	101	101	0
		Grade 2											
8	R Brown				20	19	20	20	20	20	20	20	
9	S Trummel				20	21	21	21	21	21	21	20	
11	J Delsky				20	20	19	19	19	19	19	18	
13	L Huntington				19	18	19	19	19	19	18	18	
		Total	82	77	79	78	79	79	79	79	78	76	0
	PK Smart Start		15	14	15	14	15	15	16	16	16	16	
	Sped & Peer		14	14	15	16	16	17	18	20	20	21	
		Total		28	30	30	31	32	34	36	36	37	
	Poquonock	Totals	282	287	287	288	291	291	294	300	297	297	0

**CLOVER STREET SCHOOL  
ENROLLMENT REPORT  
2015-2016**

Room#	Teacher	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
	<b>Grade 3</b>											
8	J Su			20	20	20	20	21	22	22	23	
9	S Michalic			21	19	19	21	21	22	21	21	
11	J Darrell			21	23	23	23	23	23	23	23	
12	J Murray			20	20	21	22	21	22	22	23	
14	A Sanchez			22	22	22	21	22	22	22	22	
	<b>Total</b>	<b>89</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>105</b>	<b>107</b>	<b>108</b>	<b>111</b>	<b>110</b>	<b>112</b>	<b>0</b>
	<b>Grade 4</b>											
13	L Arseneault			19	19	19	19	19	19	19	19	
15	S Podgurski			19	19	19	19	19	19	19	18	
16	L Schoenwolff			19	19	19	19	17	18	18	19	
17	C Nowach			18	17	18	18	19	19	19	19	
18	D Williams			18	18	17	17	18	19	19	19	
	<b>Total</b>	<b>78</b>	<b>95</b>	<b>93</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>0</b>
	<b>Grade 5</b>											
20	E Chartier			18	19	19	19	19	19	19	19	
22	K LePage			18	18	18	18	18	18	19	18	
24	S Lewis			18	18	18	17	18	18	18	18	
26	C Lindsley			19	17	17	18	17	16	18	18	
27	R Grimes			18	18	18	18	18	18	18	18	
	<b>Total</b>	<b>80</b>	<b>90</b>	<b>91</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>89</b>	<b>92</b>	<b>91</b>	<b>0</b>
	<b>Clover</b>	<b>247</b>	<b>289</b>	<b>288</b>	<b>286</b>	<b>287</b>	<b>289</b>	<b>290</b>	<b>294</b>	<b>296</b>	<b>297</b>	<b>0</b>

2015-2016

Room#	Teacher	Grade	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten			12	11	12	12	12	12	12	11	
20	L Butterick				14	14	14	14	14	14	14	14	
21	J Addie				14	14	14	14	14	14	14	14	
22	A Zawistowski				13	14	14	14	14	14	12	12	
23	L Adamski				12	13	13	13	13	13	13	13	
24	A Bartholomew				13	13	12	12	12	12	12	12	
25	J Poole				13	13	13	13	12	12	12	12	
26	S Marcello				13	13	14	13	13	12	12	12	
		<b>Total</b>	117	104	104	105	106	105	104	103	101	100	0
11	S Rucker	Grade 1			16	16	16	16	16	17	17	17	
12	K Freeman				16	16	17	17	17	17	17	17	
13	B Mayo				18	18	17	17	17	17	17	17	
14	K Furie				18	16	16	16	16	16	16	16	
15	T Strickland				15	15	16	16	15	16	16	16	
16	L Rumrill				16	17	17	17	17	17	17	17	
17	K Stremper				17	16	17	16	16	16	16	16	
		<b>Total</b>	120	124	116	114	116	115	114	116	116	116	0
		<b>Grade 2</b>											
1	J Olander				19	20	20	21	21	21	22	22	
2	J Goicochea				18	19	19	20	20	20	20	18	
3	K Sandsmark				19	18	16	16	16	16	14	14	
5	L Volz				19	20	20	20	20	20	20	20	
6	S Martinson				17	16	16	14	14	14	14	14	
7	L Neil				18	17	18	18	16	16	16	16	
8	D Jaworski				19	19	19	19	19	19	19	19	
		<b>Total</b>	131	131	129	129	128	128	126	126	125	123	0
	PK Smart Start		15	11	15	15	15	14	14	15	15	15	
	PK Sped & Peers		36	36	39	39	43	46	47	48	49	49	
		<b>Total</b>		47	54	54	58	60	61	63	64	64	0
		<b>Total</b>	419	406	403	402	408	408	405	408	406	403	0

## JF KENNEDY SCHOOL

ENROLLMENT REPORT  
SCHOOL YEAR 2015-2016

Room#	Teacher	Grade	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L Macaluso				20	20	20	20	20	20	20	20	
2	K Richards				19	19	20	20	20	20	20	20	
3	A Moyal				19	18	19	19	18	19	19	19	
4	D Ghanesh-May				19	19	19	19	19	19	19	19	
5	K Mazur				20	20	20	20	20	20	20	20	
6	M Johnston				20	20	20	20	20	19	19	19	
8	V Vaicunas				20	20	20	20	20	20	20	20	
		<b>Total</b>	<b>134</b>	<b>136</b>	<b>137</b>	<b>136</b>	<b>138</b>	<b>138</b>	<b>137</b>	<b>137</b>	<b>137</b>	<b>137</b>	<b>0</b>
		Grade 4											
9	M Macaluso				16	16	17	17	16	16	16	15	
10	S Silliman				17	17	17	17	17	17	17	18	
12	B Emerson				19	19	19	19	19	18	18	18	
14	S Brown				18	18	18	18	18	18	18	18	
15	N Donzella				17	17	16	16	16	16	16	17	
16	D Taylor				18	18	17	17	17	18	18	18	
18	A Caselli				19	18	18	18	18	18	17	17	
		<b>Total</b>	<b>130</b>	<b>124</b>	<b>124</b>	<b>123</b>	<b>122</b>	<b>122</b>	<b>121</b>	<b>121</b>	<b>120</b>	<b>121</b>	<b>0</b>
		Grade 5											
19	S Fye				21	21	21	21	21	21	21	21	
20	S Smith				21	20	20	20	20	20	21	21	
24	J Nolte				21	21	21	20	20	20	20	20	
25	S Paley				21	21	21	21	21	20	20	20	
26	K Bowman				20	21	21	21	21	21	21	21	
27	S Brown				20	21	22	23	22	22	22	22	
28	G Davies				21	20	19	20	20	20	20	20	
		<b>Total</b>	<b>139</b>	<b>144</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>146</b>	<b>145</b>	<b>144</b>	<b>145</b>	<b>145</b>	<b>0</b>
	<b>Kennedy</b>	<b>Total</b>	<b>403</b>	<b>404</b>	<b>406</b>	<b>404</b>	<b>405</b>	<b>406</b>	<b>403</b>	<b>402</b>	<b>402</b>	<b>403</b>	<b>0</b>

**ENROLLMENT REPORT  
SCHOOL YEAR 2015-16**[illegible]

WINDSOR HIGH SCHOOL  
Enrollment for  
School Year 2015-2016

	Projected	1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 9</b>	<b>249</b>	292	293	294	289	291	287	266	268	271	
<b>Grade 10</b>	<b>291</b>	308	306	309	311	312	307	299	299	298	
<b>Grade 11</b>	<b>250</b>	273	275	270	268	266	273	284	282	281	
<b>Grade 12</b>	<b>260</b>	261	256	257	256	256	257	267	269	268	
<b>Windsor High Total</b>	<b>1050</b>	<b>1134</b>	<b>1130</b>	<b>1130</b>	<b>1124</b>	<b>1125</b>	<b>1124</b>	<b>1116</b>	<b>1118</b>	<b>1118</b>	<b>0</b>

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**Prepared By:** Dana Plant

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – April 2016

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

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

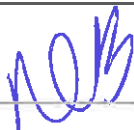
A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

**Status:** Financial Report for April 2016

**Recommendation:** Informational only.

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**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

80.

**Windsor School Food Service  
Financial Statement  
April 2016**

<b>REVENUE</b>	<b>April 2015</b>	<b>7/1/14- YTD</b>	<b>April 2016</b>	<b>7/1/15- YTD</b>
SALES	\$91,160.05	\$883,447.23	\$93,115.16	\$944,334.16
REIMBURSEMENTS - STATE	4,802.00	81,872.00	4,690.00	87,260.00
ACCOUNTS RECEIVABLE	86,488.07	791,038.15	98,395.76	968,802.21
CLOC	9,765.00	139,494.00		125,083.00
INTEREST (returned check fees)	25.00	193.90		50.00
MISC. (Rebates)	250.00	6,767.15		2,969.31
6 Cents Certification	2,387.40	22,282.74	2,588.28	24,817.38
<b>REVENUE TOTALS</b>	<b>\$194,877.52</b>	<b>\$1,925,095.17</b>	<b>\$198,789.20</b>	<b>\$2,153,316.06</b>
<b>EXPENSES</b>				
			3 paydates	
WAGES	\$76,224.19	\$619,122.95	\$106,951.48	\$682,927.07
PAYROLL TAXES	5,557.04	45,624.04	8,181.79	51,454.57
BENEFITS	6,621.30	69,359.32	8,187.75	68,246.71
FOOD/MILK	97,893.42	1,012,018.86	112,942.63	1,139,389.45
PAPER	5,257.56	43,061.35	4,390.09	55,782.79
TRUCK	926.15	11,480.92		447.45
SUPPLIES	525.42	1,777.02	238.99	2,497.08
EQUIPMENT	2,837.50	19,882.62	5,048.00	11,470.60
SERVICES	274.50	3,701.52	289.80	4,692.52
<b>EXPENSE TOTALS</b>	<b>\$196,117.08</b>	<b>\$1,826,028.60</b>	<b>\$246,230.53</b>	<b>\$2,016,908.24</b>
<b>NET INCOME</b>	<b>(\$1,239.56)</b>	<b>\$99,066.57</b>	<b>(\$47,441.33)</b>	<b>\$136,407.82</b>
<b>INVENTORY</b>		<b>\$20,000.00</b>		<b>\$30,457.00</b>
<b>OPENING BALANCE 7/1</b>		<b>\$12,730.37</b>		<b>\$3,531.34</b>
<b>COMPUTED OPERATING POSITION</b>		<b>\$131,796.94</b>		<b>\$170,396.16</b>



**Windsor School Food Service  
Program Participation April 2016**

<b>WHS</b>	<b>April 2015</b>	<b>April 2016</b>
DAYS	16	16
SALES	\$25,765.39	\$24,369.63
AVERAGE	\$1,610.34	\$1,523.10

**Reimbursable Meals                      Average LUNCH per day**

<b>ELEMENTARY</b>	884	871
<b>MLC</b>	449	386
<b>Museum Academy</b>	256	258
<b>Academy of Aerospace &amp; Engineering</b>		365
<b>SPMS</b>	396	368
<b>WHS</b>	530	554

**Reimbursable Meals                      Average BREAKFAST per day**

<b>ELEMENTARY</b>	383	316
<b>MLC</b>	168	138
<b>Museum Academy</b>	151	157
<b>Academy of Aerospace &amp; Engineering</b>		147
<b>SPMS</b>	67	67
<b>WHS</b>	165	159

**Reimbursable Meals                      Average SNACK per day**

<b>Treehouse Program</b>	97	83
<b>Museum Academy</b>	60	54

**Agenda Item #**

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** May 17, 2016

**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 ten years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2016-2017 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 2016-2017 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 (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, 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 CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

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*)

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. 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**

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

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

**Section 3 – Exemption Statement**

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools 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** exclude from certification food items that do not meet the CNS, 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.
- ☐ **will not** exclude from certification food items that do not meet the CNS.

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

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools 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 CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

**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** \_\_\_\_\_  
*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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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 (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, 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 CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

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*)

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. 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

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

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

**Section 3 – Exemption Statement**

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools 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** exclude from certification food items that do not meet the CNS, 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.
- ☐ **will not** exclude from certification food items that do not meet the CNS.

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

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools 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 CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

**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**

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

*Date of Authorization*

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Connecticut State Department of Education

Signature: \_\_\_\_\_

*(Signature of State Agency Representative)*

**Kathy Demsey**

*(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 19, 2016 7:00 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the April 19, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

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

Absent Board Members:

Ms. Yvette Ali

Updated Attendance:

Mr. Paul Panos was updated to present at: 7:03 PM

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

Discussion:

The meeting was called to order at 7:00 PM by Ms. Santos with the Windsor High School Junior ROTC Color Guard presenting the colors and Sgt. Michael Cross singing the National Anthem. It was followed by the Pledge of Allegiance and a Moment of Silence.

Also in attendance were Superintendent of Schools Dr. Craig Cooke, Student Representative Dan Hernandez, Interim Assistant for Instructional Services Doug Couture, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, and Director of Business Services Danielle Batchelder.

**2. Recognitions/Acknowledgements**

**2.a. Proclamation--Teacher Appreciation Week May 2-6**

Discussion:

Ms. Santos and Dr. Cooke presented a proclamation commemorating Teacher Appreciation Week to Windsor Education Association Co-Presidents Lenny Vann and Miriam Klein and Vice President Nancy Field. Teacher Appreciation Week is May 2 through May 6, 2016.

**2.b. WHS AFJROTC Cadet Program Briefing**

Discussion:

Sgt. Cross introduced the briefing presented by Cadet Major Asia Williams, Cadet Colonel Sarah Gegetskas and Cadet Major Edwin Diaz. Students reported each unit is required to develop six measurable goals; they reported on the program's first year goals and achievements.



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

Discussion:

Mr. Dan Hooley, English teacher at Windsor High School, read an essay on behalf of a student who cannot be present this evening. Mr. Hooley reported the essay he was reading, written by Ryan Crisanti as a college entrance essay, represents the best of what Windsor represents.

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

Discussion:

Student Representative Dan Hernandez reported that Windsor High had hosted the monthly meeting of the Connecticut Youth Forum earlier in the day, and gave a brief overview of the program. He also reported that Windsor High School had been selected by the Connecticut Youth Forum as one of five schools to participate in a two year program "Violence in Our Lives" and gave a brief description of the program.

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

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

Discussion:

Ms. Santos reported on the Chamber of Commerce "Chamber Cares" Auction, and thanked everyone who worked to put it on, and those who participated. The Windsor Education Foundation is one of the beneficiaries of this year's event. The district-wide Art Show for students grades K-8 is currently being exhibited in the upper levels at Town Hall through April 29. The Board also recognized the Windsor High School Unified Sports Basketball Team and its coaches, Mr. Giza, Mr. Hooley and Mr. Green, for winning the CCC League Championship.

#### **5.b. Set Last Day of School for 2015-2016**

Discussion:

Ms. Santos reported that each year the Board of Education communicates the last day of school; per the Board approved calendar, June 15th would be the 182nd student day and the 187th teacher day of Windsor's school year. The State of Connecticut requires each district to hold 180 student days. The last student day is always a half day, therefore, Wednesday, June 15, 2016 would be a half day for students. It was also noted that June 14th is graduation day for the Class of 2016, while June 15th is the last day of schools for Pre-K through grade 11.

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

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

Discussion:

Mr. Bosch reported that the new principal has been hired, and more information about him is available on the district website. He also reported that Project Graduation is holding a number of fundraising events and it looking for volunteers for all of them.

Ms. Black-Burke reported on the Social Studies Honor Society induction, the National Conference on Community and Justice who honored senior Nathan Nugent with the 2015 Youth Human Relations Award, the Gospel Choir Concert, the Black Man Can Institute hosted at Windsor High School, Feeding Children Everywhere, financial aid package night, World Language Honor Society induction; upcoming events include the National Honor Society induction Thursday night, the spring band concert, and the culinary students leaving tomorrow for Houston to participate in the NASA competition with their veggie meatballs.

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

Discussion:

No report.

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

Discussion:

No report.

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

Discussion:

No report.

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

Discussion:

Mr. O'Reilly reported Oliver Ellsworth Family Reading Nights will be held on April 21 and April 25 from 5:30-7:30 p.m. and additional dates will be held in May. The Book Sale runs May 3, 4 and 5 during the day, and at night on the May 4. The next PTO meeting is May 1st, and they are held on the first Thursday of the month at 6:00 p.m.

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

Discussion:

Ms. Rizzo-Holmes reported that this Thursday is the next PTO meeting at 6:00 p.m., April 27 will be a Turn Off TV event for students and families at 6:30 p.m. in the cafe; on May 19 at 6:30 p.m., they'll be having a joint strings concert with Oliver Ellsworth at OE.

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

Discussion:

Dr. Cooke reported that the State's budget is ever ongoing and subject to change but as of now the Governor's recommendation is no money cut from Educational Cost Sharing in Windsor. Windsor is one of a few towns that received no cuts; the budget is far from finished but it is good news at this point. He also reported that Board members have brochures for all of the schools that were just received a couple of days ago.

The Connecticut Association of Schools will be giving a citation to Paul Cavaliere for his career's work with CAS; there will be a recognition ceremony in May.

May 2-6 is Teacher Appreciation Week and teacher breakfasts will be held in all our buildings; he invited all members to attend as many as they can.

The District had our first ever Para-educator of the Year, Neelam Kumar; she will serve as the nominee for the State process. There were 57 nominees from throughout the buildings.

The 10th Annual Senior Citizen Breakfast will be May 6 at Windsor High School, call the Superintendent's office to register.

Three remaining budget forums will be held: Thursday at the Senior Center 10:00 a.m., April 28 at 6:30 p.m. at 330 Windsor Ave, May 4 at 6:00 p.m. at Town Hall. On Wednesday April 27<sup>th</sup>, Ms. Santos, Mr. Lockhart and Dr. Cooke will attend the Sage Park Middle School PTO meeting at 7:00 p.m. in the Sage Park library.

#### **6.a. Residency Update**

Discussion:

Captain Kearse and Ms. Batchelder gave an update on the status of residency investigations for the period of September 14, 2015 through April 15, 2016. Questions from Board members ensued.

#### **6.b. Tectonic Summit**

Discussion:

Mr. Couture and members of the Tectonic Summit gave a presentation on the professional development model for teachers during the past two years. Questions from Board members ensued.

#### **6.c. Food Services Price Increase (Action Anticipated)**

Discussion:

Ms. Black-Burke asked what would happen if the Board did not vote to increase lunch prices. Ms. Batchelder reported the district would lose approximately \$900,000.

**Motion Passed:** Motion that the Board of Education increase the price of school lunches at all levels by \$.15 beginning with the 2016-2017 school year passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

**7. Committee Reports**

**7.a. Curriculum Committee**

Discussion:

No report.

**7.b. Finance Committee**

Discussion:

Mr. Lockhart reported that the budget was presented to Town Council on April 6.

**7.c. Long Range Planning**

Discussion:

No report.

**7.d. Policy Committee**

Discussion:

No report. The meeting that had been snowed out will be rescheduled.

**7.e. Technology Committee**

Discussion:

No report.

**8. Consent Agenda**

**8.b. Enrollment Report**

**8.c. Food Service Report**

**8.d. Human Resources Report**

**Motion Passed:** Motion to accept Consent Agenda items 8.b, Enrollment Report, 8.c, Food Service Report and 8.d Human Resources Report passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

Ms. Cristina Santos      Yes

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

Discussion:

Expenditures for March 2016: \$5,095,472

Expenditures through March 31, 2016: \$45,465,450

**Motion Passed:** Motion to accept Consent Agenda item 8.a, Financial Report passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

### **9. Approval of Minutes**

#### **9.a. March 14, 2016 Long Range Planning Committee**

#### **9.b. March 15, 2016 Regular Meeting**

#### **9.c. April 5, 2016 Special Meeting (6:00 PM)**

**Motion Passed:** Motion to accept the minutes of the March 14, 2016 Long Range Planning Committee meeting, March 15, 2016 Regular Meeting, and April 5, 2016 Special Meeting (6:00 p.m.) passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**8 Yeas - 0 Nays.**

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

#### **9.d. April 5, 2016 Special Meeting (7:00 PM)**

**Motion Passed:** Motion to accept the minutes of the April 5, 2016 Special Meeting (7:00 p.m.) with the correction of indicating Ms. Rizzo-Holmes absent passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

**8 Yeas - 0 Nays.**

Ms. Yvette Ali              Absent  
Ms. Nuchette Black-Burke   Yes  
Mr. Brian Bosch            Yes  
Ms. Michaela Fissel        Yes  
Mr. Leonard Lockhart      Yes

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

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

**10.a. BOE Special Meeting, Tuesday, May 3, 2016, 6:30 PM, LPW, Board Room**

**10.b. BOE Curriculum Committee, Thursday, May 5, 2016, 4:30 PM, LPW, Room 17**

**10.c. BOE Technology Committee, Thursday, May 5, 2016, 6:30 PM, LPW, Room 17**

**10.d. BOE Long Range Planning Committee, Monday, May 9, 2016, 6:00 PM, Oliver Ellsworth School**

**10.e. Next BOE Regular Meeting is Tuesday, May 17, 2016, 7:00 PM, Town Hall, Council Chambers**

Discussion:

Ms. Fissel reported on community forums on heroin and opioid abuse being held on May 9 and 10. Information is available from the Capitol Area Substance Abuse Council.

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

**Motion Passed:** Motion at 9:07 p.m. 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, asking that we invite Dr. Cooke and Mr. Hill into executive session passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

Discussion:

The meeting returned from Executive Session at 9:21 p.m.

**Motion Passed:** Motion 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 2015-2016 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. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

## **12. Audience to Visitors**

Discussion:

None.

## **13. Adjournment**

**Motion Passed:** The meeting adjourned at 9:22 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

## **8 Yeas - 0 Nays.**

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

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

**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
April 26, 2016 6:30 PM  
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 26, 2016 Special Meeting. Any additions or corrections will be made at a future meeting.

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

Present Board Members:

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

Absent Board Members:

Ms. Michaela Fissel

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

Discussion:

The meeting was called to order at 6:31 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence.

Also in attendance: Superintendent of Schools Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill.

**2. Audience to Visitors**

Discussion:

None.

**3. Interview Candidate--Assistant Superintendent for Instructional Services--Dr. Cooke will present a candidate for this position. Prior to possible motion in the public portion of the meeting, it is proposed that the Board of Education go into Executive Session to interview the candidate.**

**Motion Passed:** Motion to move into Executive Session for the purpose of interviewing the candidate for the Assistant Superintendent for Instructional Services passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

Ms. Yvette Ali	Yes
Ms. Nuchette Black-Burke	Yes
Mr. Brian Bosch	Yes
Ms. Michaela Fissel	Absent
Mr. Leonard Lockhart	Yes

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

Discussion:

The meeting went into Executive Session at 6:35 p.m.

The meeting returned from Executive Session at 7:48 p.m.

**Motion Passed:** Motion that we offer Dr. Santosha Oliver the position of Assistant Superintendent for Instructional Services passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**7 Yeas - 1 Nays.**

Ms. Yvette Ali        Yes  
Ms. Nuchette Black-Burke Yes  
Mr. Brian Bosch       No  
Ms. Michaela Fissel    Absent  
Mr. Leonard Lockhart   Yes  
Mr. Richard O'Reilly    Yes  
Mr. Paul Panos        Yes  
Ms. Melissa Rizzo Holmes Yes  
Ms. Cristina Santos    Yes

**4. Adjournment**

**Motion Passed:** The meeting adjourned at 7:50 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

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

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