Windsor Board of Education Regular Meeting

Tuesday, December 18, 2012 7:00 PM
Regular Meeting, Town Hall, Council Chambers, 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
   a. President's Report
   b. Action--Proposed 2013-2014 School Calendar, 1st Reading
6. **Superintendent's Report**
   a. Action--Capital Improvement Plan, 2nd Reading
   b. Textbook Adoption, 1st Reading: Algebra II, Part 2
7. **Committee Reports**
   a. Curriculum Committee
   b. Finance Committee
   c. Technology Committee
8. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Services Report
   d. Human Resources Report
9. **Approval of Minutes**
   a. November 6, 2012 BOE Curriculum Committee
   b. November 14, 2012 BOE Regular Meeting
   c. December 4, 2012 BOE Curriculum Committee
10. **Other Matters/Announcements/Regular BOE Meetings**
    a. BOE Curriculum Committee Meeting, Wednesday, January 9, 2013 at 4:30 PM, LP Wilson Community Center, Room 17
    b. January Regular BOE Meeting, Tuesday, January 15, 2013 at 7:00 PM, Town Hall Council Chambers
    c. BOE Technology Committee Meeting, Thursday, January 24, 2013 at 5:30 PM, LP Wilson Community Center, Room 17
11. **Audience to Visitors**
12. **Adjournment**

WINDSOR PUBLIC SCHOOLS
2013-2014
SCHOOL CALENDAR

AUGUST 2013

M	T	W	TH	F
			OD	PD
WD	27	28	29	30

SEPTEMBER 2013

M	T	W	TH	F
▨	3	4	5	6
9	10	11	12	13
16	⬠17	18	19	20
23	24	25	26	27

OCTOBER 2013

M	T	W	TH	F
	1	2	3	4
7	⬠8	9	10	11
▨	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2013

M	T	W	TH	F
				1
4	PD	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	▨	▨

DECEMBER 2013

M	T	W	TH	F
2	3	4	5	6
9	⬠10	11	12	13
16	17	18	19	20
23	▨	▨	26	27
30	31			

JANUARY 2014

M	T	W	TH	F
		▨	2	3
6	7	8	9	10
13	14	15	16	17
▨	21	22	23	◯24
27	28	29	30	31

Special Dates

August 27- School Opens for Students
September 2 - Labor Day
September 17 - Early Dismissal
October 8 - Early Dismissal
October 14 - Columbus Day
November 5 - Professional Day
November 27-29 - Thanksgiving Recess
December 10 - Early Dismissal
December 23 - January 1 - Holiday Recess
January 20 - Martin Luther King, Jr. Day
February 4 - Early Dismissal
February 17 - Presidents' Day
February 17-21 - Winter Recess
March 3-28 - CMT/CAPT Testing
April 14-18 - Spring Recess
April 18 - Good Friday
April 8 - Early Dismissal
May 6 - Early Dismissal
May 26 - Memorial Day
June 3 - Early Dismissal
June 13 - Tentative Last Day of School

Codes

OD	Opening Day for Staff	*	K-5 Parent Conferences (Early Dismissal)
PD	Professional Day	s	Sage Park Parent Conferences (Early Dismissal)
WD	Staff Workday	w	Windsor High School Parent Conferences (Early Dismissal)
□	No School for Students	x	High School examinations (Early Dismissal)
▨	All Offices Closed		
⬠	Early Dismissal - All Students		
◯	End of semester		

School Delay and Closing

- On the web: www.windsorct.org
- Phone: 687-2000 x 180
- Local radio and television stations

Important Information

1. School may be delayed due to inclement weather by either 90 minutes or two hours. Morning schedules would be adjusted accordingly and release time remains the same.

2. Calendar allots for ten(10) snow days beginning June 16th. If more are needed they will be deducted from the Spring Recess commencing Monday, April 14, 2014.

3. High School Graduation date to be determined in April by the Board of Education.

FEBRUARY 2014

M	T	W	TH	F
3	⬠4	5	6	7
10	11	12	13	14
▨	18	19	20	21
24	25	26	27	28

MARCH 2014

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
30	31			

APRIL 2014

M	T	W	TH	F
	1	2	3	4
7	⬠8	9	10	11
14	15	16	17	▨
21	22	23	24	25
28	29	30		

MAY 2014

M	T	W	TH	F
			1	2
5	⬠6	7	8	9
12	13	14	15	16
19	20	21	22	23
▨	27	28	29	30

JUNE 2014

M	T	W	TH	F
2	⬠3	4	5	6
9	10	11	12	◯13
16	17	18	19	20
23	24	25	26	27

June 13 - Tentative Last Day of School: Early Dismissal

High School Graduation date to be determined in April by the Board of Education.

DRAFT

Approved 1/24/2013

WINDSOR BOARD OF EDUCATION

Agenda Item Summary

For Consideration by the Board of Education at the Meeting of December 18, 2012

Prepared by: Craig Cooke, Ph.D. Assistant Superintendent for Human Resources **Presenter:** Craig Cooke, Ph.D.

SUBJECT: Draft 2013-2014 School Calendar, 1st Reading

ATTACHMENTS: Proposed 2013-2014 School Calendar

BACKGROUND: Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

STATUS: The calendar for 2013 – 2014 is being recommended. The teacher work year would begin on August 22nd with opening day. The student school year would begin on August 27th. The last day of school would be tentatively scheduled for June 13th and would include 10 potential snow days. There would be a February and an April vacation.

The calendar includes 187 teacher work days and 183 instructional days. The calendar also includes seven student early release days for purposes of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

You will note that the student school day information is not included in this draft. This information may change due to changes in the potential new teachers' contract. This information will be included on the calendar as soon as possible.

Please also note that in January 2012 a community survey was conducted. The responses from that survey indicated that 52% of the community favored a calendar with a full week of recess in February. 48% of the community responses indicated that they favored a long-weekend in February. The Board approved a calendar with a full week of recess in February for 2012/13.

It is our intention to provide the Board with a draft 2014-2015 calendar for the January Board meeting so that we may begin to plan for calendars two years in advance.

RECOMMENDATION: That the Board of Education accept the proposed 2013-2014 School Calendar for a 1st Reading.

Reviewed by _____ Recommended by Superintendent JAV

Agenda Item # 5b.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2012

Prepared By: Frank Williams **Presented By:** Frank Williams

Attachments: Long-Term Capital Plan FY2014 – 2019 (2nd Reading)

Subject: Long-Term Capital Plan

The Capital Improvement Plan (CIP) FY2014 – 2019 will be presented to the Board of Education.

Background

The proposed CIP has been developed in conjunction with Town and BOE staff.
The proposed timing of projects is based on need and the Town's ability to finance.

The 1st reading of the CIP was presented to the Board at its November 14, 2012 meeting.

RECOMMENDATION:

That the Board of Education accept for a 2nd Reading the Capital Improvement Plan FY2014 – 2019 to be submitted to the Town for incorporation into the Town of Windsor Capital Plan.

Recommended by the Superintendent: JAV

Agenda Item # 6a.

WINDSOR PUBLIC SCHOOLS
Capital Improvement Plan Proposed
FY 2014- 2019

Project Title	FY 13	FY14	FY15	FY16	FY17	FY 18	FY 19	FY 13-18 Total
								$ -
Sage park Middle school HVAC project		2,209,170	1,607,760					$ -
								$ 3,816,930
Sage Park WHS Lighting Upgrade		200,000						$ -
								$ 200,000
Oliver Ellsworth - Roof Replacement Project	1,750,875							$ -
								$ 1,750,875
Clover School - Convert Steam Heating To								$ -
Hot Water / Media Center AC Design	95,000	1,646,736						$ -
								$ 1,741,736
Oliver Ellsworth School-Remodel Main	371,655							$ -
								$ 371,655
								$ -
Clover - Code Compliance (Design)		30,000						$ -
								$ 30,000
Oliver Ellsworth School- Abate Main								$ -
Gymnasium Floor Adhesive	126,672							$ -
								$ 126,672
Olliver Ellsworth School - Code Compliance			327,449					$ -
								$ 327,449
Poquonock School Phase III HVAC project			810,000					$ 810,000
L.P. Wilson Center Abate Asbestos Floor Tiles		307,624						$ -
								$ 307,624
								$ -
District - School Window Replacement		136,446	141,904		230,225	239,829		$ -
								$ 748,404
District - Mechanical Systems Energy Efficiencies				637,420		675,665		$ -
								$ 1,313,085
Boiler Replacement JFK, OE, Sage Park, Field House							1,200,000	$ -
								$ 1,200,000
CAPITAL PLAN TOTAL	**$ 2,344,202**	**$ 4,529,976**	**$ 2,887,113**	**$ 637,420**	**$ 230,225**	**$ 915,494**	**$ 1,200,000**	$ -
								$ 12,744,430

PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School - Alternative Energy and Efficiencies**

Department: **Board of Education**

Description and Purpose:

A study of Sage Park Middle School's HVAC system and alternative energy and efficiency enhancements is planned for FY 14. In later years of the CIP, it is anticipated that recommendations from the plan would be implemented. The 2nd floor in particular gets excessively warm during the period of May - September. Air conditioning the 2nd floor would greatly improve comfort levels. Due to the size and scope of work anticipated design construction will be done in two phases. The planning and engineering would include options for alternative energy sources and state funding possibilities.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering	2, 6	175,000	-	150,000	50,000	-	-	-	200,000
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	2,600,000	-	1,665,000	1,270,000	-	-	-	2,935,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	50,000	-	31,170	23,760	-	-	-	54,930
H. Contingency	2	600,000	-	363,000	264,000	-	-	-	627,000
TOTAL		3,425,000	-	2,209,170	1,607,760	-	-	-	3,816,930
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **Sage Park / Windsor High School Campus Lighting Upgrade**

Department:

Description and Purpose:

The exterior lighting at both schools is outdated, inefficient, and in some cases unrepairable due to obsolescence. This project would replace all existing mercury, metal halide, and HID fixtures with a combination of LED and Induction technologies for maximum energy savings and light output. This project would also considerably lower maintenance costs. At the time of construction, we will review eligibilty and utilize all rebates available from the utility company.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Six Year Total
A. Planning and Engineering									-
B. Land and Right of Way									-
C. Construction		200,000	200,000						200,000
D. Equipment									-
E. Administration									-
F. Other Costs									-
G. Bonding									-
H. Contingency									-
TOTAL		200,000	200,000	-	-	-	-	-	200,000
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Oliver Ellsworth School - Roof Replacement Project**

Department: **Board of Education**

Description and Purpose:

The existing roof at Ellsworth School was installed in 1993. This roof is a built up roof and carries a 20-year warranty. Many leaks have developed and have been repaired. More extensive leaks are anticipated within the next several years due to unauthorized traffic on the roof. Recommended repairs to maintain the roof's integrity will be completed in the current fiscal year.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2, 5	1,500,000	1,500,000	-	-	-	-	-	1,500,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2, 5	25,875	25,875	-	-	-	-	-	25,875
H. Contingency	2, 5	225,000	225,000	-	-	-	-	-	225,000
TOTAL		1,750,875	1,750,875	-	-	-	-	-	1,750,875
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Clover St. School - Convert Steam To Hot Water/Media Center AC Design**

Department: **Board of Education**

Description and Purpose:

Boilers #1 and #2 were installed in 1957 and recent, repairable leaks indicate that these boilers are approaching the end of their useful life. The entire facility is heated with steam directly from these boilers. Converting the heating system, including the replacement of the existing steam boilers, will: 1) improve heating efficiently which will reduce fuel oil consumption by an estimated 45% or an annual savings of $42,000 at current fuel costs; 2) provide more even and controllable temperature throughout the building; and 3) significantly reduce the maintenance costs of the heating system.

Design phase will include evaluating optional alternative energy sources.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering	6	95,000	90,000	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	1,250,000	-	1,352,000	-	-	-	-	1,352,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	22,785	-	24,336	-	-	-	-	24,336
H. Contingency	2, 6	269,000	5,000	270,400	-	-	-	-	275,400
TOTAL		1,636,785	95,000	1,646,736	-	-	-	-	1,651,736
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **Oliver Ellsworth School - Remodel Main Office Area**

Department: **Board of Education**

Description and Purpose:

This project, involving approximately 1,800 square feet, will rearrange the main office and nurse's office space to permit observation of the main entrance, reduce congestion and provide for a separate entrance from the corridor to the nurse's office.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Six Year Total
A. Planning and Engineering	6	31,408	32,664	-	-	-	-	-	32,664
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	282,672	-	305,738	-	-	-	-	305,738
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	4,491	-	4,770	-	-	-	-	4,770
H. Contingency	2	62,816	-	61,148	-	-	-	-	61,148
TOTAL		**381,387**	**32,664**	**371,655**	**-**	**-**	**-**	**-**	**404,319**
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Clover St. School - Design And Specifications For Code Compliance Upgrade (Design)**

Department: **Board of Education**

Description and Purpose:

Clover Street School was constructed in 1957 and is not in compliance with all building, life safety, handicapped accessibility and OSHA codes and regulations. As part of a site improvement project in 2002, permanent wheelchair access ramps were installed at the main entrance/exit and most secondary entrances/exits of each building. Performance of this project will bring the facility into full compliance with all building life safety, handicapped accessibility and OSHA codes and regulations. With all the changing regulations and ongoing discussions of the future building use, this design phase will give us firm numbers for inclusion in future CIP projects.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering	6	30,000		30,000	-	-	-	-	30,000
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction		-	-	-	-	-	-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding		-	-	-	-	-	-	-	-
H. Contingency		-	-	-	-	-	-	-	-
TOTAL		30,000	-	30,000	-	-	-	-	30,000
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Oliver Ellsworth School - Abate Gymnasium Floor Adhesive**

Department: **Board of Education**

Description and Purpose:

The gymnasium floor is a wooden floor and was installed in 1971. During periods of high humidity in recent years, the floor has buckled and then relaxed once ambient humidity levels declined. The floor has exceeded its anticipated life and experience has shown that this condition will only worsen with age. The new floor will be a modern, all-purpose, synthetic, rubberized surface.

In order to replace this gymnasium floor, the asbestos-containing adhesive, which attaches the maple flooring to the concrete slab below, will be abated by this state reimbursable project.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	100,000	104,000	-	-	-	-	-	104,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	1,800	1,872	-	-	-	-	-	1,872
H. Contingency	2	20,000	20,800	-	-	-	-	-	20,800
TOTAL		121,800	126,672	-	-	-	-	-	126,672
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **Olliver Ellsworth School - Code Compliance Upgrade**

Department: **Board of Education**

Description and Purpose:

Oliver Ellsworth School was constructed in 1971 and is not in compliance with all building, life safety, handicapped accessibility and OSHA codes and regulations. Performance of this project will bring the facility into full compliance with these regulations.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering	2	30,000	-	-	34,800	-	-	-	34,800
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	201,760	-	-	234,042	-	-	-	234,042
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	3,147	-	-	4,839	-	-	-	4,839
H. Contingency	2	40,352	-	-	53,768	-	-	-	53,768
TOTAL		275,259	-	-	327,449	-	-	-	327,449
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **Poquonock School HVAC Phase III**

Department: **Board of Education & Public Works**

Description and Purpose:

Conversion of school HVAC Phase I & II were completed in 2010 and 2011. The Phase III effort would entail architectural and engineering design services for the installation of new piping, air handlers, energy recovery ventilators, heating coils, air conditioning media center and appurtenances to complete proposed ventilation systems bringing the school up to code.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Six Year Total
A. Planning and Engineering		25,000		25,000					25,000
B. Land and Right of Way									-
C. Construction		650,000		650,000					650,000
D. Equipment									-
E. Administration									-
F. Other Costs									-
G. Bonding									-
H. Contingency		135,000		135,000					135,000
TOTAL		810,000	-	810,000	-	-	-	-	810,000
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - L.P. Wilson Center - Abate Asbestos Floor Tile**

Department: **Board of Education**

Description and Purpose:

The original corridor flooring of asbestos-containing tile was installed in 1972. Numerous quantities of these asbestos containing floor tiles are failing rapidly resulting in potential tripping hazards. This project will remove the existing corridor floor tiles and install new vinyl composition tile in their place.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	216,320	-	253,064	-	-	-	-	253,064
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	3,375	-	3,948	-	-	-	-	3,948
H. Contingency	2	43,264	-	50,613	-	-	-	-	50,613
TOTAL		262,959	-	307,624	-	-	-	-	307,624
I. Annual Maintenance & Repair		-	-	-	-	-	-	1	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - School Window Replacement**

Department: **Board of Education**

Description and Purpose:

The windows at many of the schools throughout the district are made of the old single pane, are not energy efficient and are at the end of their life expectancy. Replacing these windows would reduce energy costs overall and in some cases prevent water leakage.



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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	350,000	-	112,486	116,986	-	189,798	197,390	419,270
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	5,460	-	1,462	1,521	-	2,467	2,961	5,451
H. Contingency	2	70,000	-	22,497	23,397	-	37,960	39,478	83,854
TOTAL		425,460	-	136,446	141,904	-	230,225	239,829	508,575
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Mechanical Systems Energy Efficiencies**

Department: **Board of Education**

Description and Purpose:

A comprehensive evaluation of the mechanical systems throughout the district will provide the town with a very accurate indication of the total energy efficiency of the present equipment and recommendations to lower our energy costs. This evaluation will also provide us with a schedule for recommended equipment replacement so as to maximize energy dollars spent. Along with this evaluation, alternative energy sources for HVAC equipment replacement will be entertained.

T O W N O F

First in Connecticut. First for its citizens.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	1,000,000	-	-	-	520,000		551,200	520,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	18,000	-	-	-	9,420	-	9,985	19,405
H. Contingency	2	200,000	-	-	-	108,000	-	114,480	222,480
TOTAL		1,218,000	-	-	-	637,420	-	675,665	761,885
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **Boiler Replacement / Natural Gas Conversion JFK, OE, Sage Park, Fieldhouse**

Department:

Description and Purpose:

The existing boilers at Kennedy School, Oliver Ellsworth, Sage Park, and the WHS Field House are all original to the buildings and average 44 years old. They are coming to their useful life expectancy along with incresed maintenance costs and unreliability. This project would replace exisitng boilers with new energy efficient models along with natural gas conversion for locations that are not presently gas fired.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Six Year Total
A. Planning and Engineering									-
B. Land and Right of Way									-
C. Construction		1,200,000						1,200,000	1,200,000
D. Equipment									-
E. Administration									-
F. Other Costs									-
G. Bonding									-
H. Contingency									-
TOTAL		1,200,000	-	-	-	-	-	1,200,000	1,200,000
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2012

Prepared By: Tom Baird **Presented By:** Tom Baird

Attachments:

Subject: Textbooks Adoption Proposals for Algebra 2 Part 2/Statistics

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Background:

The board previously approved the creation of the extended sequencing for Algebra 2 three years ago during the revision of the program of studies. Algebra 2 Part 1 was run with the first cohort of students in 2011-2012 school year. Algebra 2 Part 2/Statistics is now running this school year with this cohort of students. The structure of content of the two courses is as follows:

Algebra 2 Part 1: 1st Semester – Foundations of Algebra 1 & 2nd Semester – Algebra 2 Topics
Algebra 2 Part 2: 1st Semester – Algebra 2 Topics & 2nd Semester – Statistics Topics

The board approved funding for the statistics book for the 2nd half of Algebra 2 Part 2/Statistics during the 2012-2013 budget process. The selection committee was comprised of the two Algebra 2 Part 2/Statistics teachers with the consultation of the AP Statistics teacher. After the statistics topics were outlined, the teachers began a review of four statistics text books. The book selected represents the topics in the same sequencing as the curriculum outline, has application and analysis as the focus of the topics, has real world examples throughout the book and has calculator directions embedded as well. The book is also the non-AP version of the book the board adopted in 2010 for the AP Statistics course.

Desired text(s): *Stats in your World*, Bock & Mariano, Pearson (2012)

RECOMMENDATION: That the Board accept as a first reading.

Recommended by the Superintendent: JAV

Agenda Item # 6b.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2012

PREPARED BY: Frank Williams **PRESENTED BY:** Frank Williams

ATTACHMENTS: November 30, 2012 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of November 2012. There are two reports: one with encumbrances and one without.

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 November 2012	$ 5,935,649
Expenditures through November 30, 2012	$18,274,335

Recommended by the Superintendent: JAV

Agenda Item # 8a.

Windsor Public Schools
Financial Report with Encumberances
November 30,2012

	2012/2013 Budget	Expenditures YTD 11/30/12	Encumbrances @ 11/30/12	Balance @ 11/30/12	% Balance
Instructional Services					
Elementary Schools**	$ 563,680	153,774	20,900	389,007	69%
Sage Park Middle School	330,625	107,530	26,496	196,599	59%
Windsor High School	500,512	163,265	60,140	277,107	55%
Windsor High School Interscholastic Sports	158,425	28,741	20,401	109,282	69%
WHS Career & Technical Education	62,000	19,975	8,556	33,468	54%
Continuing Education	88,400	7,105	-	81,295	92%
Instructional Services Management	435,905	61,099	27,244	347,561	80%
Curriculum Management & Development	69,640	27,965	1,643	40,031	57%
Curriculum Mgt. & Dev. -Magnet School Tuition	999,200	55,700	9,900	933,600	
Textbook Adoption	97,500	-	8,876	88,624	91%
Technology	461,055	134,819	112,131	214,105	46%
Total Instructional Services	$ 3,766,942	$ 759,974	$ 296,288	$ 2,710,680	72%
Education Support Services					
Pupil Personnel Services	$ 196,575	$82,894	$45,612	$68,069	35%
Special Education	312,660	58,946	10,568	243,146	78%
Special Education Tuition	3,867,000	529,444	2,069,520	1,268,036	33%
Policy & Planning	147,350	50,295	1,285	95,771	65%
Employee Personnel Services	115,100	26,352	4,423	84,324	73%
Financial Management	161,200	32,390	7,449	121,361	75%
Financial Services	37,000	6,121	275	30,604	83%
Pupil Transportation & Safety	3,283,900	312,203	53,366	2,918,331	89%
Physical Plant Services	2,642,747	648,047	1,553,257	441,443	17%
Major Maintenance	278,000	247,619	2,830	27,551	10%
L.P. Wilson Center	123,600	17,217	81,425	24,958	20%
Salaries & Benefits	47,511,056	15,502,833	22,786,750	9,221,473	19%
Total Education Support Services	$ 58,676,188	$ 17,514,361	$ 26,616,761	$ 14,545,066	25%
Total All Sites	**$ 62,443,130**	**$ 18,274,335**	**$ 26,913,049**	**$ 17,255,746**	**28%**

** Windsor Elementary Schools:Clover Street School, John F Kennedy School, Oliver Ellsworth School, Poquonock School

Windsor Public Schools
Financial Report
November 30,2012

	2012/2013 Budget	Expenditures YTD 11/30/12	Balance * @ 11/30/12	% Balance
Instructional Services				
Elementary Schools**	$ 563,680	153,774	409,906	73%
Sage Park Middle School	330,625	107,530	223,095	67%
Windsor High School	500,512	163,265	337,247	67%
Windsor High School Interscholastic Sports	158,425	28,741	129,684	82%
WHS Career & Technical Education	62,000	19,975	42,025	68%
Continuing Education	88,400	7,105	81,295	92%
Instructional Services Management	435,905	61,099	374,806	86%
Curriculum Management & Development	69,640	27,965	41,675	60%
Curriculum Mgt. & Dev. -Magnet School Tuition	999,200	55,700	943,500	94%
Textbook Adoption	97,500	-	97,500	100%
Technology	461,055	134,819	326,236	71%
Total Instructional Services	$ 3,766,942	$ 759,974	$ 3,006,968	80%
Education Support Services				
Pupil Personnel Services	$ 196,575	$82,894	$113,681	58%
Special Education	312,660	58,946	253,714	81%
Special Education Tuition	3,867,000	529,444	3,337,556	86%
Policy & Planning	147,350	50,295	97,055	66%
Employee Personnel Services	115,100	26,352	88,748	77%
Financial Management	161,200	32,390	128,810	80%
Financial Services	37,000	6,121	30,879	83%
Pupil Transportation & Safety	3,283,900	312,203	2,971,697	90%
Physical Plant Services	2,642,747	648,047	1,994,700	75%
Major Maintenance	278,000	247,619	30,381	11%
L.P. Wilson Center	123,600	17,217	106,383	86%
Salaries & Benefits	47,511,056	15,502,833	32,008,223	67%
Total Education Support Services	$ 58,676,188	$ 17,514,361	$ 41,161,827	70%
Total All Sites	**$ 62,443,130**	**$ 18,274,335**	**$ 44,168,795**	**71%**

** Windsor Elementary Schools:Clover Street School, John F Kennedy School, Oliver Ellsworth School, Poquonock School

Note does not include encumbrances

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2012

Prepared by: Jeanne Woodstock **Presented by:** Frank Williams

Attachments: Student Enrollment Summary

Subject: **Enrollment Summary – November 2012**

Attached are the official enrollment figures as of December 1, 2012. Mr. Williams will answer any questions.

Recommended by the Superintendent: JAV

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
December 1, 2012

Enrollment in Windsor Public Schools	
Grades PreK-5	1,432
Grades 6-8	758
Grades 9-12	1,193
Total District Enrollment	**3,383**

Windsor Students not in district schools	
Itinerant Speech / Outside Speech	4
Outside Placement/Private Placement(SPED)	59
Montessori Hartford CREC	31
Metropolitan Learning Center CREC	160
CREC Misc MAGNET SCHOOLS	119
Hartford Host Magnets	174
Misc Magnet Schools	22
Prince Tech	22
Cheny Tech	10
	601
Total Windsor	**3,984**

Windsor Public Schools
Student Enrollment Report
December 1, 2012

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K				47		47
K		87		129		216
1		79		128		207
2		86		137		223
3			88		148	236
4			99		136	235
5			113		155	268
Subtotal K-5						1385
Total	**0**	**252**	**300**	**441**	**439**	**1,432**

Grade	Sage Park MS
6	232
7	248
8	278
Total	**758**

Grade	Windsor High
9	283
10	303
11	290
12	317
Total	**1,193**

Total District Enrollment	**3,383**

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2012-2013

	Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**319**		295	283	283	283						
Grade 10	**274**		307	309	306	303						
Grade 11	**286**		290	290	291	290						
Grade 12	**296**		323	321	317	317						
Windsor High Total	**1175**		**1215**	**1203**	**1197**	**1193**	**0**	**0**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
2012-2013

		Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1				**82**	78	78	79							5	15.8
Team 2				**71**	69	69	69							4	17.25
Team 3				**80**	79	83	83							5	16.6
	Total	**248**		**233**	**226**	**230**	**231**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 7															
Team 4				**81**	81	80	81							5	16.2
Team 5				**84**	85	84	84							4	21
Team 6				**79**	77	80	81							5	16.2
	Total	**250**		**244**	**243**	**244**	**246**	**0**	**0**	**0**	**0**	**0**	**0**		
Grade 8															
Team 7				**89**	90	90	88							5	17.6
Team 8				**89**	90	92	90							5	18
Team 9				**94**	92	92	93							4	23.25
	Total	**277**		**272**	**272**	**274**	**271**	**0**	**0**	**0**	**0**	**0**	**0**		
SPARK				**8**	**9**	**7**	**9**								
Sage Park	**Total**	**775**		**757**	**750**	**755**	**757**	**0**	**0**	**0**	**0**	**0**	**0**		

POQUONOCK SCHOOL

ENROLLMENT REPORT
2012-2013

RM	Teacher	Grade	Project		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
1	C McCann				17	18	18	18						
2	A Anzaldi				18	18	17	17						
3	M Scott				18	17	17	17						
22	I Hilbert				17	17	18	18						
24	J Delskey				17	17	17	17						
		Total	**79**		**87**	**87**	**87**	**87**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1												
15	M Lafayette				17	15	15	15						
16	L Bishop				16	16	16	15						
17	S Raupach				15	15	16	16						
18	M Macaluso				16	16	16	16						
19	K Blume				17	17	17	17						
		Total	**93**		**81**	**79**	**80**	**79**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
8	L King				19	18	17	17						
9	S Trummel				17	16	16	16						
11	D Diodato				19	18	18	18						
12	K Richards				19	18	18	18						
13	L Huntington				19	19	17	17						
		Total	**99**		**93**	**89**	**86**	**86**	**0**	**0**	**0**		**0**	**0**
	Poquonock	**Totals**	**271**		**261**	**255**	**253**	**252**	**0**	**0**	**0**	**0**	**0**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2012-2013

Room#	Teacher		Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	K Baker				23	22	22	22						
9	S Michalic				22	22	21	21						
10	J Murray				23	23	22	23						
11	J Darrell				23	23	23	22						
		Total	**85**		**91**	**90**	**88**	**88**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
14	S Podgurski				19	19	19	19						
15	K Baker				19	20	20	20						
16	L Schoenwolff				19	20	20	20						
17	C Nowsch				20	20	20	20						
18	D Williams				20	19	20	20						
		Total	**96**		**97**	**98**	**99**	**99**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
12	P Reale				21	21	21	21						
13	S Smith				19	17	19	19						
24	M O'Brien				18	18	19	19						
25	S Lewis				18	18	18	18						
26	C Lindsley				18	19	18	18						
27	E Chartier				19	18	18	18						
		Total	**116**		**113**	**111**	**113**	**113**	**0**	**0**	**0**	**0**	**0**	**0**
	CLOVER	**TOTAL**	**297**		**301**	**299**	**300**	**300**	**0**	**0**	**0**	**0**	**0**	**0**

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT

2012-2013

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	**Kindergarten**			16	17	17	17						
20	L Butterick				17	18	18	18						
21	J Addie				17	16	16	16						
22	A Zawistowski				16	17	16	16						
23	L Rumrill				15	15	15	15						
24	A Bartholomew				15	15	15	15						
25	K Lehn				16	16	16	17						
26	S Marcello				**16**	**17**	**16**	**16**						
		Total	**132**		**128**	**131**	**129**	**130**	**0**	**0**	**0**	**0**	**0**	**0**
11	K Stoll	**Grade 1**			20	20	20	21						
12	K Freeman				19	19	19	18						
13	B O'Rourke				19	18	18	18						
14	K Furie				20	20	20	20						
15	T Strickland				19	19	19	17						
16	J Roebelen				17	18	17	17						
17	S Paley				18	17	17	16						
		Total	141		132	131	130	127	0	0	0	0	0	0
		Grade 2												
1	V Golec				21	21	20	20						
2	R Brown				20	19	**19**	**19**						
3	M Baldyga				19	19	**19**	**18**						
4	D Ghanesh-May				20	20	19	20						
6	S Martinson				21	21	20	20						
7	L Neil				20	21	20	20						
8	D Jaworski				21	21	21	20						
		Total	**134**		**142**	**142**	**138**	**137**	**0**	**0**	**0**	**0**	**0**	**0**
5 & 10	Pre K Sped													
	& Peer				41	41	44	47						
		Total	**54**		**41**	**41**	**44**	**47**						
	Ellsworth	**Total**	**461**		**443**	**445**	**441**	**441**	**0**	**0**	**0**	**0**	**0**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
2012-2013

Room#	Teacher	Grade	Projecte		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
2	J Herner				21	21	21	21						
3	A Johnson				21	22	21	21						
1	K Mazur				22	21	21	21						
4	S Schreiber				21	21	21	21						
5	S Silliman				21	21	22	22						
6	M Johnston				21	21	21	21						
8	E Vazquez				20	21	21	21						
		Total	**138**		**147**	**148**	**148**	**148**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
15	N Donzella				23	24	24	24						
12	B Emerson				23	23	23	23						
14	M Murzak				25	22	22	22						
7	M Pettibone-Johnson				24	23	23	23						
10	C Romero				23	21	21	21						
9	R Tomkowit				24	24	23	23						
		Total	**138**		**142**	**137**	**136**	**136**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
27	B Belzer				21	21	21	22						
16	C Deacon				23	23	23	23						
20	M Herman				22	22	22	22						
24	V Hoerle				22	22	22	22						
19	S Fye				20	21	21	21						
25	D Mosher				23	23	23	23						
28	O Walker				23	22	22	22						
		Total	**155**		**154**	**154**	**154**	**155**	**0**	**0**	**0**	**0**	**0**	**0**
	Kennedy	**Total**	**431**		**443**	**439**	**438**	**439**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION

Agenda Item

For Consideration by the Board of Education at the Meeting of: December 18, 2012

Prepared by: Dana Plant **Presented By:** Franklin Williams, III

Attachments: Food Service Financial Report

SUBJECT: Statement on Cafeteria Operations – November 2012

BACKGROUND: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, Trinity Christian School, CREC's Metropolitan Learning Center and Medical Professions and Teacher Preparation 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, Metropolitan Learning Center and Medical Professions and Teacher Preparation Academy. We operated our second year of the Seamless Summer Feeding program serving both breakfast and snacks at Metropolitan Learning Center in July 2012 and added the same service to Medical Professions Teacher Preparation Academy. Windsor School Food Service is 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 both the breakfast and lunch programs.

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

STATUS: Attached is a Financial Report for the month of November 2012.

RECOMMENDATION: Informational only.

Recommended by the Superintendent: JAW

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
November 2012

REVENUE	November 2011	7/1/11 - YTD	November 2012	7/1/12- YTD
SALES	$98,546.52	$428,756.27	$110,735.52	$442,865.38
REIMBURSEMENTS - STATE	37,611.00	55,808.00	24,000.00	42,313.00
ACCOUNTS RECEIVEABLE	88,505.80	275,537.91	83,870.35	300,198.42
CLOC		84,710.00	48,234.00	91,896.40
INTEREST/FEES	28.49	92.52	25.00	106.28
MISC. (Rebates)	162.00	2,213.38	179.00	2,113.10
REVENUE TOTALS	**$224,853.81**	**$847,118.08**	**$267,043.87**	**$879,492.58**
EXPENSES				
WAGES	$72,342.90	$229,641.40	$116,022.60	$272,746.95
PAYROLL TAXES	5,328.83	17,160.10	8,638.31	20,698.91
BENEFITS	8,408.75	44,358.61	7,714.49	42,589.95
FOOD/MILK	128,190.71	477,820.81	107,954.21	481,830.24
PAPER	2,601.31	17,009.20	5,971.63	22,560.38
SUPPLIES	548.25	1,384.16	88.98	408.98
EQUIPMENT		2,894.05		
SERVICES	1,991.03	5,400.79	727.50	7,122.14
EXPENSE TOTALS	**$219,411.78**	**$795,669.12**	**$247,117.72**	**$847,957.55**
NET INCOME			**$19,926.15**	**$31,535.03**
INVENTORY		**$25,000.00**		**$20,000.00**
OPENING BALANCE 7/1		($6,002.58)		($25,858.48)
COMPUTED OPERATING POSITION		**$18,997.42**		**$25,676.55**

Windsor School Food Service
Program Participation
November 2012

SALES

		NOV 11	NOV 12
WHS			
	# OF DAYS	15	18
	SALES	$29,598.26	$29,712.61
	AVERAGE	$1,973.22	$1,650.70

REIMBURSABLE MEALS LUNCH

ELEMENTARY	1,065	1,036
SPMS	615	533
MPTP	154	151
MLC	558	475
WHS	643	591

REIMBURSABLE MEALS BREAKFAST

# OF DAYS	15	18
ELEMENTARY	185	239
SPMS	61	73
MPTP	64	75
MLC	165	156
WHS	154	135

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2012

PREPARED BY: Craig Cooke, Ph.D.
Assistant Superintendent for Human Resources

PRESENTED BY: Craig Cooke, Ph.D.

SUBJECT: Human Resources Report – November 3, 2012 – December 2, 2012

ATTACHMENTS: None

RESIGNATIONS/SEPARATIONS

Lisa Finger	Lunchroom Monitor	Kennedy
Ganesha Knight	Food Service	MLC
Cindy Todd	Food Service	Sage Park

RETIREMENTS

None

TRANSFERS/REASSIGNMENTS

None

PERSONAL LEAVES

None

HIRES

Carla Brown	Lunchroom Monitor	Ellsworth
Jo-Ann Cannitello	Special Education Paraprofessional	WHS
Nina Gagnon	Long Term Substitute Math	Windsor High
Roxanne Griffith	Food Service	MLC
LaRissa Johnson	Lunchroom Monitor	Poquonock
Beverly Moody	ELL Teacher	District
Mary O'Brien	Special Education Paraprofessional	Global Magnet
Gloria Seery	Food Service	MLC
Laura Tuneski	Paraprofessional, Read 180	Sage Park
Yesenia Vazquez	Lunchroom Monitor	Poquonock

Reviewed by: _____ Recommended by the Superintendent: JAV

Agenda Item # 8d.

Windsor BOE Curriculum Committee

Unapproved Minutes
November 6, 2012 4:30 PM
LPW, Room 17

The following are the unapproved minutes of the November 6, 2012 Windsor BOE Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:28 p.m.:

Present Board Members:
Mrs. Kristin Ingram
Ms. Darleen Klase
Ms. Cristina Santos

Absent Board Members:
Mrs. Doreen Richardson
Updated Attendance:
Mrs. Doreen Richardson was updated to present at: 4:40 p.m.

1. Call to Order, Pledge of Allegiance, Moment of Silence

Discussion:
Chairperson Cristina Santos called the meeting to order at 4:30 p.m. Also in attendance were Assistant Superintendent Mary Anne Butler and Superintendent Jeffrey A. Villar, Ph.D.

2. University of Buffalo, Case Studies PD

Discussion:
Mary Anne Butler, Assistant Superintendent for Instructional Services, introduced Mona Fitzgerald, Sage Park science teacher; Lee Curry, Windsor High School science teacher; and Christine Tedisky, Science Curriculum Supervisor to present findings regarding their visit to the UB Case Study Conference in Buffalo during September. Christine Tedisky distributed folders and gave a Power Point presentation regarding case studies and described the potential benefit they could provide to facilitate learning for all students in Windsor schools.

3. Curriculum Development Update

Discussion:
Mary Anne Butler reported that the curriculum supervisors and staff have been working hard at curriculum work with an emphasis on English language arts and mathematics. The plan is to be in good shape by the end of the year with the language arts component.

4. Proposed Program of Studies

Discussion:
Mike Leclair, Windsor High School technology education teacher, presented a proposal to the committee about Applied Graphics that was inadvertently left off the proposed Program of Studies presented last month.

Motion Passed: Motion for the BOE Curriculum Committee to present the Proposed Program of Studies to the BOE meeting on November 14, 2012. Motion passed with a motion by Mrs. Kristin Ingram and a second by Ms. Darleen Klase.
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mrs. Doreen Richardson Yes

Ms. Cristina Santos Yes

5. Adjournment

Discussion:
Cristina Santos adjourned the meeting at 6:18 p.m.

_____
Cristina Santos, Chairperson
BOE Curriculum Committee

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Windsor Board of Education Regular Meeting
Unapproved Minutes

November 14, 2012 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the November 14, 2012 Windsor Board of Education Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Ms. Pam DiGiore
Mrs. Kristin Ingram
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Mrs. Doreen Richardson
Ms. Cristina Santos
Mr. Kenneth Williams

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

Discussion:
Doreen Richardson, President, called the meeting to order with the Pledge of Allegiance and a moment of silence. Ms. Richardson asked the Secretary, Richard O'Reilly, to read the Board's new mission statement as follows: "The mission of the Windsor Public Schools is to develop the genius in every child and to create lifelong learners." Also in attendance were Superintendent Jeffrey A. Villar, Ph.D., Cabinet Members Mary Anne Butler, Jody Lefkowitz, Frank Williams and Craig Cooke.

2. Recognitions/Acknowledgements
2.a. CT Association of Public School Superintendents (CAPSS) Student Awards for

Sage Park
Leadership: Amani Jorgensen;
Academic Excellence: Ifteda Ahmed;
Community Service: Gillian Klase

2.b. CT Association of Public School Superintendents (CAPSS) Student Awards for

Windsor High School
Leadership: Jonathan Rush;
Academic Excellence: Elizabeth Lauri;
Community Service: Gwendolyn Peyton;

3. Audience to Visitors

Discussion:
Jeff Ingram, 35 Buckland Way. Mr. Ingram spoke about the need for sharing student scholarship achievement with the public and budget issues.

George Slate, 74 Ethan Drive. Mr. Slate spoke about budget issues and the Loyola equity study.

Bradshaw Smith, 23 Ludlow Road. Mr. Smith spoke about budget assumptions and expenditures.

Cynthia Jennings, property owner 55 Filley Street. Ms. Jennings, a member of the National Council of Negro Women, Greater Hartford Chapter, spoke about disparity and education gap in students of color. Stated more male teachers of color are needed to serve as role models.

Rose Miskavitch, 20 Coach Circle. Ms. Miskavitch spoke about the possible BOE Policy violations.

4. Student Representative Report

Discussion:
Tyler Jennings Peczka reported Thanksgiving recess starts November 21. Current school activities; the boys' soccer team lost to Farmington; a mock election was held and President Obama won with 79% of the vote. Winter music concerts will be held at Sage Park. Thank you to Mr. Sills for the SAT breakfast provided on November 5.

5. Board of Education
5.a. Discussion of Attorney/Client Privileged Communication in Response to Alleged BOE Policy Violations (Executive Session Anticipated)

Motion Passed: Darlene Klase made a motion to move Agenda Item 5.a. after Agenda Item 10.d. This motion passed with a motion by Ms. Darleen Klase and a second by Mr. Richard O'Reilly.
Ms. Pam DiGiore No
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Mrs. Doreen Richardson Yes
Ms. Cristina Santos No
Mr. Kenneth Williams Yes

5.b. President's Report

Discussion:
Doreen Richardson congratulated student award recipients and their families on their hard work and the role model they provide for other students. Newly established Board goals were read and have been published on the district website. Benchmarks will be set to make sure goals are realized so that the work of the Board and district are aligned to ensure student achievement for all students. The CABE Conference, Connecticut Association of Boards of Education, is this weekend. The keynote speaker is Dr. Pedro Noguera, who wrote the book "Unfinished Business" about closing the achievement gap. Ms. Richardson attended CREC Council as Advisory Board member. School construction continues for magnet schools, both new schools and remodeling. The Governor's Year Education Reform legislative update is that reform continues to flesh out legislative measures of the reform bills that had been passed. ECS Task Force, Education Cost Sharing, formula has not changed, but it has been tweaked; no final outcome yet. Implementation of high school reform has moved beyond high school graduation requirements to what does a high school diploma really mean. CREC Council is going through strategic analysis of its mission and goals.

6. Superintendent's Report
6.a. Presentation--School Performance Index (SPI)

Discussion:
Mary Anne Butler, Assistant Superintendent for Instructional Services, discussed School Performance Index (SPI) released over the summer by the CSDE. The PowerPoint presentation was prepared as a tutorial regarding the future of new metrics that will take the place of CMT and CAPT scores. New indicators include math, reading, writing and science and follows student progress through high school graduation.

6.b. Presentation -- MAP (Measures of Academic Progress) Test

Discussion:
Mary Anne Butler provided a PowerPoint presentation about MAP, Measures of Academic Progress, a normed-referenced assessment that will be administered 3 times a year in September, January and May for students in grades K-8. The assessments will measure growth over time at an individualized level as well as district, grade, school. This is a computer adaptive test that looks for a range of student capabilities.

6.c. WHS Program of Studies 2013-2014: Proposed Changes (1st Reading)

Discussion:
Russell Sills presented the proposed changes to the Program of Studies, which has been presented to the BOE Curriculum subcommittee.

Motion Passed: Darleen Klase made a motion to waive the second reading of the WHS Program of Studies proposed changes and adopt. This motion passed with a motion by Ms. Darleen Klase and a second by Ms. Cristina Santos.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

6.d. Capital Improvement Plan (1st Reading)

Discussion:
Frank Williams, Director of Business Services, discussed the Capital Improvement Plan that was developed in conjunction with Town and BOE Facilities staff. These proposed projects are incorporated into the town's plans and are based on perceived need of the schools and the town's ability to finance.

7. Committee Reports
7.a. Curriculum Committee

Discussion:
Cristina Santos, BOE Curriculum Committee Chairperson, reported many changes for the district are taking place such as the Program of Studies. Mike Leclair, Windsor High School technology teacher, spoke about the applied graphics course that is exciting, but equipment is expensive. Curriculum development continues with all content areas. The science department reported about their trip to Buffalo regarding case studies used for teaching. The next meeting is December 4.

7.b. Finance Committee

Discussion:
Kristin Ingram, BOE Finance Committee Chairperson, will be looking at budget assumptions as budget season is here and begin to put a schedule together for future meetings.

7.c. Technology Committee

Discussion:
Richard O'Reilly, BOE Technology Committee Chairperson had no meeting to report.

8. Consent Agenda

Discussion:
Consent Agenda Item 8.h.; Immigrant Youth Grant
Cristina Santos asked Mary Anne Butler to explain if the ESOL teacher paid by the Immigrant Youth Grant will become part of the budget if the grant is not renewed. Mrs. Butler stated it depends on the reconfiguration of services for ELLs.

Motion Passed: Darleen Klase made a motion to accept the Consent Agenda Items a,b,c,d,e,f,g,h. Cristina Santos requested the removal of Consent Agenda Item 8.h. Darleen Klase amended the motion to accept the Consent Agenda Items a,b,c,d,e,f,g passed with a motion by Ms. Darleen Klase and a second by Mr. Paul Panos.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

8.a. Financial Report
8.b. Budget Assumptions (2nd Reading)
8.c. Amendment to the Town of Windsor Pension Plan
8.d. Enrollment Report
8.e. Food Services Report
8.f. Human Resources Report
8.g. Childrearing Leave Request
8.h. Immigrant Youth Grant

Discussion:
Mary Anne Butler explained the Immigrant Youth Grant which is done every two years, ends in June 2014. The question of the 1 FTE TESOL teacher paid through grant funding remaining as part of the salary budget if the grant is not renewed is a matter of discussion for how services will be configured for ELLs and immigrant students.

Motion Passed: Cristina Santos made a motion to accept Consent Agenda Item 8.h. which passed with a motion by Ms. Cristina Santos and a second by Mr. Paul Panos.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made a motion to take a 15 minute recess to have a non-meeting regarding teacher contract negotiation. Richard O'Reilly seconded the motion. This motion passed with a motion by Ms. Darleen Klase and a second by Mr. Richard O'Reilly.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes

Mr. Richard O'Reilly Yes
Mr. Paul Panos Abstain
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Time out: 9:41 p.m. Time reconvened: 10:03 p.m.

9. Approval of Minutes

Discussion:
Cristina Santos stated a correction was needed to minutes of Special Meeting of October 25, 2012, Item 2: Pam DiGiore is recorded as voting Yes, should be No.

Motion Passed: Richard O'Reilly made a motion to accept the Approval of Minutes as amended. Ken Willliams seconded motion. This motion passed with a motion by Mr. Richard O'Reilly and a second by Mr. Kenneth Williams.
Ms. Pam DiGiore No vote
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9.a. October 9, 2012 BOE Curriculum Committee
9.b. October 16, 2012 Regular BOE Meeting
9.c. October 25, 2012 Special BOE Meeting

10. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Doreen Richardson announced upcoming meeting dates for BOE Committee meetings. The Technology Committee meeting schedule for November 29 has been canceled and needs to be rescheduled. Ms. Richardson urged Board members to attend the CABE convention this weekend.

Motion Passed: Darleen Klase made a motion for the Board to move to Executive Session for Agenda Item 5.a. for the purpose of discussion of attorney client privilege communication response to alleged BOE policy violations. This motion passed with a motion by Ms. Darleen Klase and a second by Mr. Leonard Lockhart.
Ms. Pam DiGiore No
Mrs. Kristin Ingram No
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos No
Mrs. Doreen Richardson Yes
Ms. Cristina Santos No
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made a motion to come out of Executive Session at 10:26 p.m. to discuss Agenda Item 5.a. This motion passed with a motion by Ms. Darleen Klase and a second by Mrs. Kristin Ingram.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart No

Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made motion to waive attorney client privilege for discussion of response to claims of BOE Policy violations. This motion passed with a motion by Ms. Darleen Klase and a second by Mrs. Kristin Ingram.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion to Amend Withdrawn: To amend the motion from: "Darleen Klase made motion to waive attorney client privilege for discussion of response to claims of BOE Policy violations" to: " Darleen Klase made a motion to waive attorney client privilege information for discussion of the November 13, 2012 memo from Gary Brochu of Shipman and Goodwin titled Response to Claims of BOE Violations." This motion was withdrawn by Ms. Darleen Klase.

Motion Passed: Kristin Ingram made a motion to waive attorney client privilege pertaining to the memo dated November 13, 2012 from Gary Brochu of Shipman and Goodwin. This motion passed with a motion by Mrs. Kristin Ingram and a second by Mr. Kenneth Williams.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made a motion to make the memo dated November 13, 2012 from Gary Brochu of Shipman and Goodwin public with public airing of Board response to be contained to a Board meeting. This motion passed with a motion by Ms. Darleen Klase and a second by Mr. Kenneth Williams.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart No
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made a motion to request Dr. Villar schedule a formal meeting with Shipman and Goodwin to discuss the memo title Response to Claims of BOE Violations dated November 13, 2012. This motion passed with a motion by Ms. Darleen Klase and a second by Mrs. Kristin Ingram.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes

Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

Motion Passed: Darleen Klase made a motion the November 13, 2012 memo from Shipman and Goodwin titled Response to Claims of BOE Policy Violations be posted on the BOE website. This motion passed with a motion by Ms. Darleen Klase and a second by Mrs. Kristin Ingram.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

10.a. BOE Technology Committee Meeting, Thursday, November 29, 2012 at 5:30 PM, LP Wilson Community Center, Room 17
10.b. BOE Curriculum Committee Meeting, Tuesday, December 4, 2012 at 4:30 PM, LP Wilson Community Center, Room 17
10.c. December Regular BOE Meeting, Tuesday, December 18, 2012 at 7:00 PM, Town Hall Council Chambers
10.d. CABE Convention November 16-17, Mystic Marriott

Discussion:
Doreen Richardson urged Board members to attend meeting as the subject of equity reviews will be timely.

11. Audience to Visitors

Discussion:
George Slate, 74 Ethan Drive. Mr. Slate spoke about the achievement gap and the Loyola study.

12. Adjournment

Motion Passed: Darleen Klase made a motion to adjourn the meeting. Richard O'Reilly seconded the motion to adjourn at 10:59 p.m. This motion passed with a motion by Ms. Darleen Klase and a second by Mr. Richard O'Reilly.
Ms. Pam DiGiore Yes
Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Mrs. Doreen Richardson Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

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

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Windsor BOE Curriculum Committee
Unapproved Minutes

December 4, 2012 4:30 PM
LPW, Room 17

The following are the unapproved minutes of the December 4, 2012 Windsor BOE Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:29 PM:

Present Board Members:
Mrs. Kristin Ingram
Ms. Cristina Santos

Absent Board Members:
Ms. Darleen Klase
Mrs. Doreen Richardson
Updated Attendance:
Ms. Darleen Klase was updated to present at: 5:08 PM

1. Call to Order, Pledge of Allegiance, Moment of Silence

Discussion:
Cristina Santos, BOE Curriculum Chairperson, called the meeting to order at 4:38 p.m. with the Pledge of Allegiance followed by a Moment of Silence. Also in attendance were Superintendent Jeffrey A. Villar, Ph.D., and Assistant Superintendent for Instructional Services, Mary Anne Butler.

2. Math for All

Discussion:
Joyce Hamilton, math consultant, and Cay Freeman, Sage Park Math Mastery teacher, gave a PowerPoint presentation about Math for All, a professional development program that utilizes collaboration between general education and special education teachers. This program aligns with CCSS and makes learning accessible to all students. Five full-day training sessions for teachers in grade 3-5 to facilitate collaboration have already begun. This training builds on providing a deeper understanding of math and instructional strategies for the classroom.

3. Algebra II, Part 2 textbook

Discussion:
Tom Baird, Math Curriculum Supervisor, spoke about *Stats in Your World*, Bock and Mariano, 2012, Pearson Education, Inc., a text for Algebra II Part 2. This is a non-AP version of text and is for the student that typically struggles with Algebra I. Units are broken down in easy to understand components for student to recognize what they need to achieve success for the lesson along with practice problems. It also explains and utilizes a graphing calculator which helps with more advance math courses. The text illustrates real life examples for students to help make connections.

This text will be brought forward for a first reading at the Board of Education meeting on December 18, 2012 and a second reading in January 2013.

4. Adjournment

Motion Passed: Kristin Ingram made a motion to adjourn the meeting at 5:50 p.m. Darleen Klase seconded motion. This passed with a motion by Mrs. Kristin Ingram and a second by Ms. Darleen Klase.

Mrs. Kristin Ingram Yes
Ms. Darleen Klase Yes
Mrs. Doreen Richardson Absent
Ms. Cristina Santos Yes

_____
Cristina Santos, Chairperson
BOE Curriculum Committee

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