Regular Meeting

Tuesday, June 21, 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. Recognition--WHS Track Coaches--Ron Wilson, Kelvan Kearse
b. Recognition--BOE Student Representative--Dan Hernandez
c. Recognition--WHS Juried Art Show, Board of Education Purchase Prize to Catie Lewis for "Bart's Drive-in"; Superintendent's Choice Purchase Prize to Shayla Gawlak for "Portrait"; WHS Purchase Prize to Gisselle Rosado for "Dreamer"
d. Announcement--Windsor Teacher of the Year--Jennifer Tigre

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. Student Directory Information

6. **Superintendent's Report**

a. Curriculum Development, 2nd Reading

1. Art, Grade 6-8
2. Ceramics 1
3. Ceramics 2
4. 2D Foundations
5. Painting
6. Chemistry

b. Policy Adoption, 1st Reading

1. Revised P 5113 Student Attendance and Truancy
2. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children
3. Revised P 5117 School Attendance Areas
4. Revised P 6155 Class Examinations

c. End of Year Financials

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. Clover Street School Partial Roof Replacement Project
f. Budget Transfers
9. **Approval of Minutes**
a. May 5, 2016 Curriculum Committee
b. May 5, 2016 Technology Committee
c. May 17, 2016 Regular Meeting
d. June 6, 2016 Policy Committee
10. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Special Meeting, Wednesday, June 22, 2016, 6:30 PM, LPW, Room 17
b. Next BOE Regular Meeting is Tuesday, September 20, 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: June 21, 2016

Prepared By: Craig A. Cooke **Presented By:** Cristina Santos, Craig A. Cooke

Attachments: 2016 Senior Exhibit Award Winners

Subject: WHS Juried Art Show Awards

Background:

On Wednesday, June 1, the Windsor High School held their annual juried art show. The board president and superintendent viewed the students' art work that afternoon and selected the BOE Purchase Prize "Bart's Drive-in" by Catie Lewis and the Superintendent's Choice Purchase Prize "Portrait" by Shayla Gawlak. The Windsor High School Purchase Prize "Dreamer" by Gisselle Rosado was selected by Principal Russell Sills. The students will receive $150.00 for their pieces.

BOE Purchase Prize by Catie Lewis for "Bart's Drive-in" - This work marks the beginning of Catie's journey through the Windsor High School AP Studio Art program. It is fitting for her community landscape drawing to be selected, as she has had such a powerful impact on our own school and local community from WHS Leadership Council to Shad Derby Court. As an employee of Bart's, this was her view for many months of high school. When assigned a community landscape she sought out the historic value, geographic location and family impact of Bart's Drive-in. She said it brought to mind the families she would watch eat ice cream at this picnic table and share stories of their own memories of Bart's, creating the sort of legacy that community is built on. Catie was also the recipient of the 2016 WHS Art Department Community Service Award, acknowledging her dedication to helping grow the art program for future students. Catie will bring her talents to the College of Charleston in South Carolina this fall where she plans to major in Business and minor in Art.

Superintendent's Choice Purchase Prize by Shayla Gawlak for"Portrait" - Shayla's keen observation skills lend themselves to her empathetic nature and excellent drawing technique. The selection of this particular self-portrait offers the community a glimpse into the eyes of our thoughtful youth. Shayla's continued desire to seek out critical feedback to help her work grow and evolve has taken her from simply being a student in art class to a stand out in the art show. Shayla embodies the mission of the Windsor Public Schools to develop the genius in every child and to create lifelong learners with this technically excellent and expressive artwork as a prime example of the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding, and resilience. These impressive skills will serve her well as she attends Becker College in Worcester, MA in the fall to major in Pre-Veterinary Science.

WHS Purchase Prize by Gisselle Rosado for "Dreamer" - This work is part of Gisselle's Senior Concentration Portfolio, where she developed a personal investigation with essential questions to guide her work. Gisselle's compassionate nature has led her to investigate how our personality traits manifest themselves as she created dynamic color compositions of symbolic objects merged with human anatomy. As a quiet, but not necessarily shy person, Gisselle eventually turned this

investigation inward with a reflective self-portrait where her opened skull reveals the brain of a dreamer drifting from butterflies in the night sky to whales and jellyfish in the deep blue sea. Throughout Gisselle's entire portfolio, her surreal imagery and exceptional technique draw viewers into a dreamlike world where individuals are seen for who they are on the inside and not limited to their physical appearance. Her artwork reaches a level of complexity and sophistication that is due in no small part to her tireless work ethic. Gisselle is sure to wow the faculty at Hartford Art School as she plans to major in Art at the University of Hartford this fall.

Recommendation:

Recognize Catie Lewis, Shayla Gawlak and Gisselle Rosado and their selected art pieces.

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

Agenda Item # 2C.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Teacher of the Year for 2016-2017

BACKGROUND: Jennifer Tigre from Sage Park Middle School has been selected as the 2016-2017 Windsor Public Schools Teacher of the Year. Ms. Tigre is an 8th grade English Language Arts teacher. Her teaching career spans 6 years and she has been at SPMS her entire career. Ms. Tigre is currently involved in the selection process for the Connecticut Teacher of the Year. We wish her the best as she goes through this process. Ms. Tigre will speak at the Opening Day Convocation on August 25th. She will also be present at the September BOE meeting.

RECOMMENDATION: This is for information only

Reviewed by:_____ Recommended by the Superintendent:_____

Agenda Item # 2d

2016-2017 Windsor Teacher of the Year



Jennifer Tigre is the Windsor Public Schools Teacher of the Year for 2016-2017. Jennifer has been a teacher in Windsor Public Schools since 2010 and is currently an Eighth Grade English Language Arts teacher at Sage Park Middle School. A committee of her peers selected her from 57 nominated teachers.

Jennifer is a graduate of Endicott College where she received a Bachelor of Arts Degree in English and completed coursework for her teaching certification at San Diego State University. She is currently pursuing a Masters Degree in Curriculum and Instruction from the University of New England.

Windsor's Teacher of the Year selection process begins in March when teachers are asked to submit written nominations of colleagues. Nominations were received. Those teachers who were nominated then decided whether or not to continue in the process and be interviewed by a panel of colleagues. Following the interview process, a classroom visit takes place on the finalist. Jennifer will now serve as Windsor Public Schools' nominee for the State of Connecticut Teacher of the Year.

The Windsor Public Schools' Teacher of the Year Program recognizes and honors excellence in teaching. Every recipient serves as a visible and vocal representative of what is best in the profession. The program celebrates excellence by recognizing teachers who have inspired a love for learning in their students and who have distinguished themselves in the profession.

The Windsor Board of Education announces the teacher of the year at its June meeting. The teacher of the year is invited to the September Board meeting and is formally recognized.

Teacher of the Year Selection Committee, 2016

- Lori Butterick – Oliver Ellsworth
- Michelle Carras - 2015 Teacher of the Year, WHS
- Vanessa Golec - Sage Park
- Keva Griggs - Clover
- Dustin Ricci - WHS
- Joan Simone - Poquonock
- Lenny Vann - WHS and WEA rep
- Mike Greenwood - Co-Facilitator
- Katrina P. Wicks - Co-Facilitator & 2004 Windsor Teacher of the Year
- Terrell Hill - Human Resources (ex-officio)

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Craig A. Cooke **Presented By:** Paul Panos

Attachments: BOE Policy 5125 Confidentiality and Access to Education Records
June 9, 2016 Memo from Shipman and Goodwin regarding Freedom of Information Request for Student Directory Information

Subject: Student Directory Information

Background:

This item was placed on the agenda at the request of Mr. Paul Panos with the support of Mr. Brian Bosch and Ms. Michaela Fissel.

Status:

Recommendation:

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

Agenda Item # 5c.

SHIPMAN & GOODWIN LLP
COUNSELORS AT LAW

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

MEMORANDUM

TO: Dr. Craig Cooke, Superintendent of Schools

FROM: Gary Brochu

DATE: June 9, 2016

RE: Freedom of Information Request for Student Directory Information

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This memorandum addresses the release of student directory information in response to a request for this information pursuant to the Connecticut Freedom of Information Act ("FOIA"). Specifically, the Windsor Board of Education (the "Board") received a request for parent email address information and the administration released the requested records in response.

Confidentiality of Student Educational Records

Student educational information is protected by Federal law from disclosure by educational institutions absent parental or student consent, once students reach the age of eighteen. Specifically, the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g prevents the disclosure of student "education records" without parental consent. Education records are defined as records, files, documents and other materials which contain information directly related to a student.

This protection for student educational records is recognized by the FOIA. Conn. Gen. Stat. § 1-210(b) states that educational records which are not subject to disclosure under the federal Family Educational Rights and Privacy Act, 20 U.S.C. §1232q need not be disclosed by a public agency in response to a FOIA request. Similarly, Board policy expressly notes that it "complies with the state and federal regulations regarding confidentiality, access to and amendment of education records." BOE Policy 5125.

Directory Information

Although the FERPA prevents the release of education records by educational institutions, it does exempt from this restriction "directory information." In other words, student information that is designated as "directory information" may be released upon request without parental notification or consent. Concerning directory information, the FERPA states that

> "any educational agency or institution making public directory information shall give public notice of the categories of information which it has designated as such information with respect to each student...and shall allow...a parent to inform the institution or agency that any or all of the information designated shall not be released without the parent's prior consent."

20 U.S.C. § 1232g(a)(5)(B). Board Policy 5125 contains a definition of directory information, stating that

> "Directory information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or email address, the student's name, address, telephone number, email address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended...."

BOE Policy 5125.

As required by both Federal law and Board policy, the Board sends to the parents of each district student at the start of the school year a form entitled "Release of Directory Information Without Prior Written Consent." This form expressly informs parents that directory information "may be released by the school district to third parties without the prior written consent of parents." It appropriately provides a provision for parents to refuse their consent for the release of directory information by the school district. In addition, this form specifically identifies twelve types of information that are considered directory information, including names of parents, address, and email address.

Freedom of Information Requests

Except as otherwise provided by any federal or state law, all records maintained or kept on file by any public agency shall be public records. Every person shall have the right to promptly inspect such records during regular business hours and the public agency must provide copies of any such documents upon request, unless the records requested are exempt under the FOIA. Conn. Gen. Stat. § 1-210(a) (formerly § 1-19(a)).

Upon receipt of a request for records pursuant to the FOIA, the Board is obligated to allow for inspection of said records or provide copies, unless the records are exempt from disclosure. For example, a request for copies of student transcripts would be properly denied by the Board as those the transcripts would be protected from disclosure by the FERPA. A request for student records that have been properly designated as directory information, however, are expressly not protected from disclosure by the terms of the FERPA and are subject to disclosure pursuant to the requirements of the FOIA unless, as noted above, the parents have expressly refused consent of the release of their student's directory information.

In addition to the requirements of Federal and state law, BOE Policy 5125 contains a provision which states that "information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law." This language places an additional restriction on the release of directory information, calling for a determination by the administration as to whether the release of information is "in the educational interest of the school district."

A review of the FERPA does not find a similar provision concerning the release of directory information. Assuming that student information is properly designated as directory information, and the parents have not provided a refusal to consent to the release of this information, the FERPA does not provide for any additional restrictions on the release of this information. As noted above, the exemption for the release of student records under the FOIA is dependent on the provisions of the FERPA. The additional restriction imposed by Board policy (the determination of whether the release of records is in the educational interest of the school district) is beyond the exemption to disclosure recognized by the FOIA and will not be acknowledged or enforced by the FOIC. For example, State v. FOIC, p.1, Conn. L. Tribune (Conn. Super. 01/25/98) (unpublished op.), holds that an exemption from disclosure may be established only by a federal law or state statute, and not by an agency's regulations. Accordingly, a request for copies of directory information must be complied with by the school district without any consideration of whether or not the release of this information is in the "interest of the school district."

This analysis of the application of the effect of a directory information designation pursuant to the FERPA, as well as the specific provisions of BOE Policy 5125, was discussed with Thomas A Hennick, Public Education Officer for the Freedom of Information Commission ("FOIC"). Mr. Hennick agreed with the conclusion that student records designated as directory information must be disclosed pursuant to the FOIA and, furthermore, that the FOIC would not recognize any additional restrictions on the release of directory information imposed by board of education policies.

Conclusion

Based on the information provided, the Board properly released student directory information in response to a request pursuant to the FOIA.

Section: **Students**

Subject: **CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS** **P-5125**

I. POLICY

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs-- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of

birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

H. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records do not include:

a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;

c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;

d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;

e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

f) grades on peer-graded papers before they are collected and recorded by a teacher.

I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

J. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.

M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's

social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identify of the student to whom the education record relates.

N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.

C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

F. For **students requiring special education**, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.

G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties, may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.

2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:

   a. provide the parent or eligible student with a copy of the records requested, or

   b. make other arrangements for the parent or eligible student to inspect and review the requested records.

3) The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1) the name of any individual, agency, or organization that requested or obtained access to the student's records;
2) the date of the request for access;
3) whether access was given;
4) the purpose for which the party was granted access to the records;
5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
6) the legitimate educational interest in obtaining the information.

B. The record (log) requirement does <u>not</u> apply to requests from, or disclosure to:

1) a parent or eligible student;
2) a party seeking directory information;
3) a party who has a signed and dated written consent from the parent and/or eligible student;
4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

C. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.

D. If the district makes a release of education records without consent in **<u>a health and safety emergency</u>**, the district must record:

1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
2) the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

3. Transfer Students:

a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the

student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

b) When a student enrolls in a new public school district (including public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

c) Upon notification by the Department of Children and Families of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential educational records for the student, including, but not limited to, the student's individualized education plan and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b) above.

4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs, so long as the district enters into a written agreement with the authorized representatives conducting the audit or evaluation, which agreement must comply with 34 C.F.R. 99.35(a)(3) and require that the authorized representative protects the confidentiality of personally identifiable student information consistent with FERPA requirements. Such entities may make further disclosure of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.

15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

D. **Directory Information**

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. **De-identified Records and Information**

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
c) the record code is not based on a student's social security number or other personal information.

F. **Disciplinary Records**:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. **Records of the Department of Children and Families ("DCF")**

1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or

neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. REDISCLOSURE OF EDUCATION RECORDS

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and

2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).

3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.

4. The information is considered directory information.

C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the

school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;

2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.

2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.

2. The letters or statements are used only for the purpose for which they were originally intended.

3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.

4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

B. A waiver may be revoked with respect to any actions occurring after the revocation.

C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which

is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

   "School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

   a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

   b. any person who secures a release of confidential HIV-related information;

   c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

e. a medical examiner to assist in determining cause of death; or

f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy **[reference policy number]**

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 et seq.
Conn. Gen. Stat. § 1-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. § 46b-134
Regs. Conn. State Agencies § 10-76d-18

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at http://www.cslib.org/retschedules.htm

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
USA Patriot Act of 2001, Pub. L. 107-56
No Child Left Behind Act of 2001, Pub. L. No. 107-110
34 CFR 99.1 - 99.67 (as amended)
34 CFR 300.560-300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/.

Policy adopted: June 19, 2012

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Douglas Couture **Presented By:** Douglas Couture

Attachments:

Subject: Grades 6, 7 and 8 Art, Art Foundations, Ceramics 1, Ceramics 2, Painting 1, 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.

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

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.

Painting 1 is an accomplished level course that addresses color theory and advanced composition through painting techniques. Course title changed from Painting.

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

Status:

Grades 6, 7 and 8 Art, 2D Foundations, Ceramics 1, Ceramics 2, Painting, and Chemistry were presented at the regular BOE Meeting May 17, 2016. Curriculum for 2D Foundations has been changed to Art Foundations and Painting has been changed to Painting 1.

Recommendation:
The Board approves Grades 6, 7 and 8 Art, Art Foundations, Ceramics 1, Ceramics 2, Painting 1, and curricula as a 2nd reading as presented.

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: June 21, 2016

Prepared By: Craig Cooke **Presented By:** Yvette Ali/Craig Cooke

Attachments: Proposed Revised Policies: P 5113 Student Attendance and Truancy, P 5141.4 Reports of Suspected Abuse or Neglect of Children, P 5117 School Attendance Areas, P 6155 Class Examinations

Subject: Policy Adoptions, 1st Reading

BACKGROUND:

The Board of Education Policy Committee has reviewed the following policies and is bringing them to the full Board as a 1st reading.

STATUS:

P 5113 Student Attendance Areas is being revised to align with PA 15-225 adding new obligations for Boards of Education regarding students who are chronically absent.
P 5141.4 Reports of Suspected Abuse or Neglect of Children is being revised to align with PA 15-205 which has made substantial modifications for the General Statutes regarding the mandated reporting of child abuse and neglect by school employees.
P 6112 School Attendance Areas is being revised to align with current Board of Education practices.
P 6155 Class Examination is being revised to align with current high school test scheduling practices.

RECOMMENDATION:

Move to approve the policies being presented for a 1st reading.

Recommended by the Superintendent:

Agenda Item # 6b.

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Public Act 15-225, "An Act Concerning Chronic Absenteeism"

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Public Act 14-198, An Act Concerning Excused Absences from School for Children of Service Members

Policy Revised: March 17, 2015
Policy Revised: June 18, 2013
Policy Adopted: March 18, 2008

Windsor Public Schools
Windsor, CT

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Connecticut General Statute § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe **(1)** that a **any** child **under eighteen** has been abused or neglected, ~~or~~ **has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been** placed at imminent risk of serious harm, **or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee,** to report such suspicions to the appropriate authority.

In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education to require ALL EMPLOYEES of the Windsor Board of Education to report suspected abuse and/or neglect, ~~or~~ **nonaccidental physical injury,** imminent risk of serious harm **or sexual assault of a student by a school employee,** in accordance with the procedures set forth below.

1. Scope of Policy

   This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, **nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee,** but to ALL EMPLOYEES of the Windsor Board of Education.

2. Definitions

   For the purposes of this policy:

   "Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

   "Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

   "School employee" **means** (A) ~~A~~ **a** teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social

worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board.

"Sexual assault" means, for the purposed of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws, and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 **et seq.** to report suspected abuse and/or neglect of children **or the sexual assault of a student by a school employee**. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.

3. What Must Be Reported

a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that ~~a~~ **any** child **under the age of eighteen years**:

~~a)~~ has been abused or neglected;

~~b)~~ has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; ~~or~~

~~c) is placed at imminent risk of serious harm~~. **is placed at imminent risk of serious harm; or**

b) **A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:**

i) **sexual assault in first degree;**

ii) **aggravated sexual assault in the first degree;**

iii) **sexual assault in the second degree;**

iv) **sexual assault in the third degree;**

v) **sexual assault in the third degree with a firearm; or**

vi) **sexual assault in the fourth degree.**

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

c) **The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or elieft does not require certainty or probable cause.**

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Windsor Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is the victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm**, or is a victim of sexual assault by a school employee**. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/ ~~or~~ her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect **or sexual assault of a student,** then the employee shall notify the Superintendent ~~or the Superintendent's~~ **his/her** designee directly.

(3) In cases involving suspected or believed abuse ~~or~~, neglect **or sexual assault of a student** by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.

(5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse ~~or~~, neglect **or sexual assault of a student** by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is a victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected ~~or~~, placed at imminent risk of serious harm **or is a victim of sexual assault by a school employee.** Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm **or is a victim of sexual assault by school employee**, he/she shall cause

reports to be made in accordance with the procedures set forth for statutory mandated reporters.

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse ~~and/or~~ , neglect **or sexual assault by a school employee** from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) The names and addresses of the child and his/her parents or other person responsible for his/her care;

b) the age of the child;

c) the gender of the child;

d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;

g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

***For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.**

7. Investigation of the Report

a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse ~~and~~, neglect **or sexual assault** if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports **and reports of a student's sexual assault by school employees**, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.

c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child **or student victim of sexual assault** and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

d) Any person reporting child abuse or neglect **or the sexual assault of a student by a school employee**, or having any information relevant to alleged abuse or neglect **or of the sexual assault of a student by a school employee**, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

e) When the school district is conducting an investigation involving suspected abuse or neglect **or sexual assault of a student** by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse ~~or~~, neglect **or sexual assault** to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by a School Employee

a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that **(1)** a child has been abused or neglected by a school employee, as defined above, and **the Commissioner** has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, **or (2) a student is a victim of sexual assault by a school employee,** the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and **the** conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two **(72)** hours after such termination or resignation.

d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence

that a child has been abused or neglected by a school employee **or that a student has been victim of sexual assault by a school employee**.

f) **The Windsor Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.**

9. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, **or a student has been sexually assaulted,** by any individual who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. **Confidential Rapid Response Team**

No later than January 1, 2016, the Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The Windsor Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of

Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

~~12.~~

14. Non-~~discrimination~~ **Discrimination** Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect **or the sexual assault of a student by a school employee** and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect **or sexual assault by a school employee**. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect **or the sexual assault of a student by a school employee** or testifying in any proceeding involving child abuse or neglect **or the sexual assault of a student by a school employee.**

~~13.~~**15.** Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

~~14.~~**16.** Training

a) All school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

~~15.~~**17.** Records

a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee~~, as defined above,~~ employed by the Board **or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above**, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.

b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act ~~14-186 "An Act Concerning The Department of Children and Families And The Protection of Children"~~ **15-205, "An Act Protecting School Children"**

Policy Revised: March 17, 2015
Policy Adopted: June 19, 2012

Windsor Public Schools
Windsor, CT

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

"Intimate Parts" (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

"Sexual Contact" (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual

intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status

and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)
A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual

contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Section:	**Students**	
Subject:	**SCHOOL ATTENDANCE AREAS**	**P-5117**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The Board of Education shall establish school attendance area boundaries toward the goal of providing a quality education in schools that reflect the character and diversity of the community. The drawing of attendance area boundaries shall be guided by the following considerations:

   A. Educational needs of students

   B. Proximity of students to the school

   C. Safety of students

   D. Racial and ethnic balance of the school population

2. All Windsor students residing within each respective school attendance area shall attend that school, except that the Superintendent may allow individual students to attend, on a year-to-year basis, a different school in which space is available. Such exceptions shall be granted upon written application of the student's parents or guardian under any of the following conditions:

   A. The student's health requires a different school assignment. A physician's diagnosis must accompany the parents' request. The school medical advisor shall review the application and make a recommendation to the Superintendent.

   B. The student has moved to a different school attendance area in Windsor after January 1. Such a student may finish the school year at the school he or she attended at the time of the move.

   C. **Decision of** ~~A~~**a** Planning and Placement Team.~~, or~~

   D. ~~t~~**T**he Superintendent recommends attendance at a different school is in the best educational interests of the student.

~~3. Students attending schools outside their respective home school attendance areas during the 2006-2007 school year and younger siblings born before April 24, 2007 may remain in those schools through grade five. Commencing with the 2007-2008 school year, no other student may attend any school outside his or her home school attendance area except by application made pursuant to Item 2 above.~~

4. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area, unless the reason for attending another school falls under 2A or 2C above.

~~5. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area.~~

Legal Reference: Connecticut General Statutes
10-226b Existence of racial imbalance.
10-226c Plan to correct imbalance.
10-226d Approval of plan by state board.

Policy adopted: ~~April 24, 2007~~

Section:	**Instruction**	
Subject:	**CLASS EXAMINATIONS**	**P-6155**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. ~~Scheduling Major Tests~~ **Test Schedules**

   A. ~~In fairness to students who must be absent because of required religious holidays and in order to avoid the necessity for make-up activities, major tests and/or the introduction of new topics and materials should not be scheduled on these days.~~ **When scheduling either classroom or system-wide tests, teachers and administrators are encouraged to consider possible conflicts with religious holidays that the students in their classes may encounter. Efforts should be made to choose a schedule for tests and makeup opportunities that are reasonable under the circumstances and maximize the number of students in attendance. Teachers should let parents know of important class activities such as tests, field trips, or presentations as far in advance as possible so that potential conflicts with religious obligations can be avoided or accommodated. Windsor Public Schools does not designate specific days of religious significance on which testing is prohibited.**

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Policy Adopted: ~~4/14/81~~

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS:

SUBJECT: End of Year Financials

BACKGROUND:

The projected balance as of June 30, 2016 for FY 15/16 is $255,230. The surplus is largely due to the mild winter which contributed to less energy consumption in the forms of diesel fuel, oil, natural gas and electricity.

STATUS:

Request to purchase following items with year-end monies:

1. Security Camera Upgrade for Sage Park Middle School in the amount of $105,300. Sage Park Middle School is the only school that is not currently on the new Avigilon platform for the security cameras. This upgrade will provide a very intuitive interface allowing easy access to archived video and allow for multiple login capability and will accommodate any future expansion with the hardware.
2. New Window Blinds at John F. Kennedy School in the amount of $15,000. There rooms on the west side of the building facing the courtyard do not have blinds. This was a recommendation from the security audit that was done this school year.
3. 30 New Football Helmets. These helmets have worn out their life expectancy for re-conditioning them.
4. New Public Address System in WHS Main Gymnasium in the amount of $12,600. The current PA System is of poor quality and the sound is muffled. When there are events held in the gymnasium, individuals in the gym cannot hear an announcement which could pose a security risk.

RECOMMENDATION:

The BOE approve the purchase of the following items with year end surplus monies:

Sage Park Middle School Security Camera Upgrade in the amount of $105,300
New Window Blinds for John F. Kennedy School in the amount of $15,000
30 New Football Helmets in the amount of $6,000
New Public Address System in WHS Main Gymnasium in the amount of $12,600

The BOE approve to return $116,330 to the Town of Windsor (exact amount will be reported to the BOE during the September BOE Meeting once the financial audit is complete).

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

Agenda Item # 6c.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: June 15, 2016 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 the expenditures through June 15, 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 May 2016 & June 15, 2016	$ 11,548,115
Expenditures through June 15, 2016	$ 62,311,021

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

Agenda Item # 8a.

Windsor Public Schools
Financial Report
June 15, 2016

	2015/2016 Budget	Expenditures *YTD 6/15/2016	Encumbrance	Balance 6/15/16	Projected Balance 6/30/2016	% Balance
Instructional Services						
Clover Street School	57,657	48,133	1,602	7,922	7,922	14%
John F. Kennedy School	75,555	62,144	5,351	8,060	8,060	11%
Oliver Ellsworth School	81,356	78,101	719	2,536	2,536	3%
Poquonock School	53,060	45,509	2,265	5,286	5,286	10%
Sage Park Middle School	218,868	228,563	0	(9,695)	(9,695)	-4%
Windsor High School	380,283	319,811	31,968	28,504	28,504	7%
Windsor High School Interscholastic Sports	184,425	176,306	6,394	1,725	1,725	1%
Athletic Coaches	235,000	182,175	45,000	7,825	2,560	3%
WHS Career & Technical Education	59,745	49,342	2,448	7,955	7,955	13%
Continuing Education	71,185	53,629	0	17,556	8,560	25%
Instructional Services Management	234,008	206,528	0	27,480	27,480	12%
Curriculum Management & Development	120,385	69,386	6,950	44,049	12,529	37%
Magnet School Tuition	1,500,600	1,580,420	0	(79,820)	(79,820)	-5%
Textbook Adoption	50,000	50,372	0	(372)	(372)	-1%
Technology	663,767	667,265	215	(3,713)	(3,713)	-1%
Total Instructional Services	**3,985,894**	**3,817,684**	**102,912**	**65,298**	**19,517**	**2%**
Education Support Services						
Pupil Personnel Services	343,293	330,553	0	12,740	12,740	4%
Special Education	82,850	66,617	0	16,233	16,233	20%
Special Education Tuition	4,729,106	4,262,630	1,278	465,198	350,000	10%
Policy & Planning	140,850	139,156	627	1,067	1,067	1%
Employee Personnel Services	84,000	69,315	293	14,392	14,392	17%
Financial Management	281,870	215,063	66,258	549	549	0%
Financial Services	37,000	59,372	0	(22,372)	(22,372)	-60%
Pupil Transportation & Safety	3,059,319	2,155,900	903,396	23	23	0%
Special Education Transportation	989,780	1,244,757	186,000	(440,977)	(440,977)	-45%
Physical Plant Services	2,042,344	1,628,515	145,311	268,518	203,560	13%
Major Maintenance	361,000	366,002	0	(5,002)	(5,002)	-1%
L.P. Wilson Center	254,800	206,429	10,429	37,942	37,942	15%
Benefits	10,983,740	9,121,457	815,869	1,046,414	378,000	10%
Certified Salaries	29,838,780	29,357,830	0	480,950	286,848	2%
Non-Certified Salaries	7,589,227	7,734,421	0	(145,194)	(145,194)	-2%
Regular Ed Tutor Salaries	222,699	216,928	0	5,771	(6,696)	3%
Special Ed Tutor Salaries	320,000	366,792	0	(46,792)	(69,000)	-15%
Substitute Salaries	679,390	951,600	15,116	(287,326)	(377,000)	-42%
Total Education Support Services	**62,040,048**	**58,493,337**	**2,144,577**	**1,402,134**	**235,713**	
Total All Sites	**$66,025,942**	**$62,311,021**	**$2,247,489**	**$1,467,432**	**$255,230**	**2%**

*** Please note that the financial report is through June 15, 2016 in order to give the most up to date expenses prior to June 30th**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Jeanne Woodstock **Presented By:** Danielle Batchelder

Attachments: Student Enrollment Report & Recap

Subject: Student Enrollment as of June 1, 2016

Background:

Attached are the official enrollment figures as of June 1, 2016. Mrs. Batchelder will answer any questions.

Status:

Recommendation:

Informational

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

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
June 1, 2016

Enrollment in Windsor Public Schools	
Grades PreK-5	1,404
Grades 6-8	682
Grades 9-12	1,117
Total District Enrollment	**3,203**

Windsor Students not in district schools	
Outside Placement/Private Placement(SPED)	65
Montessori Hartford CREC	15
Metropolitan Learning Center CREC	138
CREC Misc MAGNET SCHOOLS	204
Hartford Host Magnets	221
Misc Magnet Schools	21
Prince Tech	10
Cheney Tech	11
	685
Total Windsor	**3,888**

Windsor Public Schools
Student Enrollment Report
June 1, 2016

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		37		65		102
K		84		101		185
1		101		115		216
2		77		123		200
3			113		138	251
4			94		120	214
5			91		145	236
Subtotal K-5						1302
Total		**299**	**298**	**404**	**403**	**1,404**

Grade	Sage Park MS
6	214
7	216
8	252
Total	**682**

Grade	Windsor High
9	270
10	299
11	281
12	267
Total	**1,117**

Total District Enrollment	**3,203**

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	13
2	W Dever					14	14	14	13	13	13	13	13	14
3	M Scott					14	14	14	14	14	14	14	15	15
22	L Roche					15	15	15	14	14	14	14	14	14
23	M Mitchell					14	14	14	14	14	14	14	14	14
24	L Corrao					12	12	12	13	13	14	14	14	14
		Total	**84**		**88**	**83**	**83**	**83**	**82**	**81**	**82**	**82**	**83**	**84**
		Grade 1												
15	E Velez					18	20	20	20	21	21	21	21	21
16	L Bishop					19	19	20	19	19	21	20	19	19
17	K Stoll					19	21	21	22	22	22	22	22	22
18	M Neals					19	17	17	17	17	18	18	19	19
19	New Teacher					20	20	20	20	21	21	20	20	20
		Total	**87**		**94**	**95**	**97**	**98**	**98**	**100**	**103**	**101**	**101**	**101**
		Grade 2												
8	R Brown					20	19	20	20	20	20	20	20	20
9	S Trummel					20	21	21	21	21	21	21	20	20
11	J Delsky					20	20	19	19	19	19	19	18	19
13	L Huntington					19	18	19	19	19	19	18	18	18
		Total	**82**		**77**	**79**	**78**	**79**	**79**	**79**	**79**	**78**	**76**	**77**
	PK Smart Start		**15**		14	15	14	15	15	16	16	16	16	16
	Sped & Peer		14		14	15	16	16	17	18	20	20	21	21
		Total			**28**	**30**	**30**	**31**	**32**	**34**	**36**	**36**	**37**	**37**
	Poquonock	**Totals**	**282**		**287**	**287**	**288**	**291**	**291**	**294**	**300**	**297**	**297**	**299**

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
		Grade 3												
8	J Su					20	20	20	20	21	22	22	23	23
9	S Michalic					21	19	19	21	21	22	21	21	21
11	J Darrell					21	23	23	23	23	23	23	23	23
12	J Murray					20	20	21	22	21	22	22	23	23
14	A Sanchez					22	22	22	21	22	22	22	22	23
		Total	**89**		**104**	**104**	**104**	**105**	**107**	**108**	**111**	**110**	**112**	**113**
		Grade 4												
13	L Arseneault					19	19	19	19	19	19	19	19	18
15	S Podgurski					19	19	19	19	19	19	19	18	18
16	L Schoenwolff					19	19	19	19	17	18	18	19	20
17	C Nowsch					18	17	18	18	19	19	19	19	19
18	D Williams					18	18	17	17	18	19	19	19	19
		Total	**78**		**95**	**93**	**92**	**92**	**92**	**92**	**94**	**94**	**94**	**94**
		Grade 5												
20	E Chartier					18	19	19	19	19	19	19	19	19
22	K LePage					18	18	18	18	18	18	19	18	18
24	S Lewis					18	18	18	17	18	18	18	18	18
26	C Lindsley					19	17	17	18	17	16	18	18	18
27	R Grimes					18	18	18	18	18	18	18	18	18
		Total	**80**		**90**	**91**	**90**	**90**	**90**	**90**	**89**	**92**	**91**	**91**
	Clover	**TOTAL**	**247**		**289**	**288**	**286**	**287**	**289**	**290**	**294**	**296**	**297**	**298**

OLIVER ELLSWORTH SCHOOL **ENROLLMENT REPORT**

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	12
20	L Butterick					14	14	14	14	14	14	14	14	14
21	J Addie					14	14	14	14	14	14	14	14	14
22	A Zawistowski					13	14	14	14	14	14	12	12	12
23	L Adamski					12	13	13	13	13	13	13	13	13
24	A Bartholomew					13	13	12	12	12	12	12	12	12
25	J Poole					13	13	13	13	12	12	12	12	12
26	S Marcella					13	13	14	13	13	12	12	12	12
		Total	**117**		**104**	**104**	**105**	**106**	**105**	**104**	**103**	**101**	100	**101**
11	S Rucker	**Grade 1**				16	16	16	16	16	17	17	17	17
12	T Tedeschi					16	16	17	17	17	17	17	17	16
13	E Larson					18	18	17	17	17	17	17	17	17
14	K Furie					18	16	16	16	16	16	16	16	16
15	T Strickland					15	15	16	16	15	16	16	16	16
16	L Rumrill					16	17	17	17	17	17	17	17	17
17	K Strempfer					17	16	17	16	16	16	16	16	16
		Total	**120**		**124**	**116**	**114**	**116**	**115**	**114**	**116**	**116**	**116**	**115**
		Grade 2												
1	B Mayo					19	20	20	21	21	21	22	22	22
2	J Goicochea					18	19	19	20	20	20	20	18	18
3	K Carlin					19	18	16	16	16	16	14	14	14
5	L Volz					19	20	20	20	20	20	20	20	20
6	K Simmons					17	16	16	14	14	14	14	14	14
7	L Neil					18	17	18	18	16	16	16	16	16
8	D Jaworski					19	19	19	19	19	19	19	19	19
		Total	**131**		**131**	**129**	**129**	**128**	**128**	**126**	**126**	**125**	**123**	**123**
	PK Smart Start		15		11	15	15	15	14	14	15	15	15	15
	PK Sped & Peers		36		36	39	39	43	46	47	48	49	49	50
		Total			**47**	**54**	**54**	**58**	**60**	**61**	**63**	**64**	**64**	**65**
	Ellsworth	**Total**	**419**		**406**	**403**	**402**	**408**	**408**	**405**	**408**	**406**	**403**	**404**

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	20
2	K Richards					19	19	20	20	20	20	20	20	20
3	A Moyal					19	18	19	19	18	19	19	19	19
4	D Ghanesh-May					19	19	19	19	19	19	19	20	20
5	K Mazur					20	20	20	20	20	20	20	19	20
6	M Johnston					20	20	20	20	20	19	19	19	19
8	V Vaicunas					20	20	20	20	20	20	20	20	20
		Total	**134**		**136**	**137**	**136**	**138**	**138**	**137**	**137**	**137**	**137**	**138**
		Grade 4												
9	M Macaluso					16	16	17	17	16	16	16	17	15
10	S Silliman					17	17	17	17	17	17	17	17	18
12	B Emerson					19	19	19	19	19	18	18	18	18
14	S Brown					18	18	18	18	18	18	18	18	18
15	N Donzella					17	17	16	16	16	16	16	16	16
16	D Taylor					18	18	17	17	17	18	18	18	18
18	A Caselli					19	18	18	18	18	18	17	17	17
		Total	**130**		**124**	**124**	**123**	**122**	**122**	**121**	**121**	**120**	**121**	**120**
		Grade 5												
19	S Fye					21	21	21	21	21	21	21	21	21
20	S Smith					21	20	20	20	20	20	21	20	20
24	J Nolte					21	21	21	20	20	20	20	20	20
25	S Paley					21	21	21	21	21	20	20	21	22
26	K Bowman					20	21	21	21	21	21	21	21	21
27	J Somero					20	21	22	23	22	22	22	22	21
28	G Davies					21	20	19	20	20	20	20	20	20
		Total	**139**		**144**	**145**	**145**	**145**	**146**	**145**	**144**	**145**	**145**	**145**
	Kennedy	**Total**	**403**		**404**	**406**	**404**	**405**	**406**	**403**	**402**	**402**	**403**	**403**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2015-16

		Projected		1-Sep	1-Oct	1-Nov	1-Dec	4-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					79	78	78	79	78	78	78	78	78	5	15.6
Team 2					66	67	66	66	67	67	67	69	69	5	13.8
Team 3					63	63	65	65	65	65	65	65	65	4	16.25
	Total	**197**		**210**	**208**	**208**	**209**	**210**	**210**	**210**	**210**	**212**	**212**		
Grade 7															
Team 4					73	72	72	74	74	72	73	73	73	5	14.6
Team 5					72	73	72	70	72	73	71	72	72	4	18
Team 6					65	65	67	66	66	66	68	68	69	5	13.8
	Total	**206**		**213**	**210**	**210**	**211**	**210**	**212**	**211**	**212**	**213**	**214**		
Grade 8															
Team 7					84	84	85	84	86	86	86	86	86	4	21.5
Team 8					86	86	85	86	87	86	87	87	87	5	17.4
Team 9					78	78	79	82	80	79	79	79	79	5	15.8
	Total	**247**		**248**	**248**	**248**	**249**	**252**	**253**	**251**	**252**	**252**	**252**		
SPARK					**7**	**4**	**4**	**4**	**5**	**5**	**4**	**4**	**4**		
Sage Park	**Total**	**650**		**671**	**673**	**670**	**673**	**676**	**680**	**677**	**678**	**681**	**682**		

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
Grade 9	**249**		292	293	294	289	291	287	266	268	271	270
Grade 10	**291**		308	306	309	311	312	307	299	299	298	299
Grade 11	**250**		273	275	270	268	266	273	284	282	281	281
Grade 12	**260**		261	256	257	256	256	257	267	269	268	267
Windsor High Total	**1050**		**1134**	**1130**	**1130**	**1124**	**1125**	**1124**	**1116**	**1118**	**1118**	**1117**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – May 2016

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 May 2016

Recommendation: Informational only.

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

Agenda Item # 8c.

Windsor School Food Service
Program Participation May 2016

WHS	May 2015	May 2016
DAYS	20	21
SALES	$29,018.76	$29,180.98
AVERAGE	$1,450.94	$1,389.57

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	884	857
MLC	425	395
Museum Academy	245	264
Academy of Aerospace & Engineering		365
SPMS	395	396
WHS	538	518

Reimbursable Meals	Average BREAKFAST per day	
ELEMENTARY	381	322
MLC	166	134
Museum Academy	155	181
Academy of Aerospace & Engineering		144
SPMS	76	72
WHS	136	157

Reimbursable Meals	Average SNACK per day	
Treehouse Program	80	87
Museum Academy	61	53

Windsor School Food Service
Financial Statement
May 2016

REVENUE	May 2015	7/1/14 - YTD	May 2016	7/1/15-YTD
SALES	$107,280.06	$990,727.29	$117,397.79	$1,061,731.95
REIMBURSEMENTS - STATE		81,872.00		87,260.00
ACCOUNTS RECEIVEABLE	106,724.44	897,762.59	133,011.68	1,101,813.89
CLOC		139,494.00	9,415.00	134,498.00
INTEREST/Ret Check Fees		193.90		50.00
MISC. (Rebates)		6,767.15		2,969.31
6 Cents Certification	2,959.92	25,242.66	3,429.96	28,247.34
REVENUE TOTALS	**$216,964.42**	**$2,142,059.59**	**263,254.43**	**$2,416,570.49**

EXPENSES				
	3 paydates in May 2015			
WAGES	$100,821.45	$719,944.40	$84,944.53	$767,871.60
PAYROLL TAXES	7,396.52	53,020.56	6,498.26	57,952.83
BENEFITS	6,621.30	75,980.62	8,252.43	76,499.14
FOOD/MILK	124,640.78	1,136,659.64	152,965.61	1,292,355.06
PAPER	4,163.67	47,225.02	5,773.24	61,556.03
TRUCK	926.15	12,407.07	163.27	610.72
SUPPLIES		1,777.02		2,497.08
EQUIPMENT	13,031.58	32,914.20	535.40	12,006.00
SERVICES	162.02	3,863.54	294.66	4,987.18
EXPENSE TOTALS	**$257,763.47**	**$2,083,792.07**	**$259,427.40**	**$2,276,335.64**
NET INCOME	**($40,799.05)**	**$58,267.52**	**$3,827.03**	**$140,234.85**
INVENTORY		**$20,000.00**		**$27,761.79**
OPENING BALANCE 7/1		**$12,730.37**		**$3,531.34**
COMPUTED OPERATING POSITION		**$90,997.89**		**$171,527.98**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Terrell M. Hill **Presented By:** Terrell M. Hill
Assistant Superintendent for Human Resources
Attachments: None
Subject: Human Resources Report for May 1, 2016 – May 31, 2016

RESIGNATIONS/SEPARATIONS

Leah Arseneault	Grade 4 Teacher	Clover
Thomas Baird	STEM Director	L.P. Wilson
Keagan Colmer	Special Education Long Term Substitute Teacher	Sage Park
Cesar de Diego Martinez	Spanish Teacher	Windsor High
Wendy Dever	Kindergarten Teacher	Poquonock
David Dexter	Transportation Specialist	L.P. Wilson
Robert Eustace	Special Education SPARK Teacher	Sage Park
Jonela Karaja	Spanish Teacher	Windsor High
Sarah Krammen	Math Teacher	Windsor High
Nya Martin	Food Service General Worker	Kennedy
Margaret Norton	Science Teacher	Windsor High
Alicia Rossi	Speech and Language Pathologist Assistant	Ellsworth/Sage
Misty Wescott	Food Service Manager	Metropolitan L.C.
Nancy Winslow	Family Resource Center Coordinator	L.P. Wilson

RETIREMENTS

Brenda Berardy	Library Media Specialist	Windsor High
Paul Gallo	Technology Education Teacher	Sage Park
Valerie George	Grade 7 Language Arts Teacher	Sage Park
Laura LaBelle	Library Media Specialist	Ellsworth
Deborah Maccarone	Curriculum Supervisor CATE/Business Ed. Teacher	Windsor High
Lucia Magro	Special Education Paraprofessional	Sage Park
Dianne Mullin	Pre-K Special Education Teacher	Poquonock
Mary VanDerMeid	Challenge Resource Teacher	Windsor High
Leonard Vann	Social Worker	Windsor High
John Paul Weston	Gifted and Talented Math Teacher	Sage Park

TRANSFERS/REASSIGNMENTS

Evan Acevedo	From: Math Teacher – Limited	Windsor High
	To: Math Teacher	Windsor High
Kristin Blume	From: Reading Teacher	Poquonock
	To: Head Teacher	Poquonock
Monica Brase	From: Alternative Ed. Science Teacher - Limited	Windsor High
	To: Alternative Ed. Science Teacher	Windsor High
Audra Celio	From: School Social Worker	Clover
	To: School Social Worker	Windsor High
Jaf Chiang	From: .5 FTE Challenge Resource Math Teacher	Sage Park
	To: 1.0 FTE Challenge Resource Math Teacher	Sage Park
Randall Conway	From: School Psychologist – Limited	Sage Park
	To: School Psychologist	Sage Park

TRANSFERS/REASSIGNMENTS – CONTINUED

Matthew Dadona	From: Technology Education Teacher	Windsor High
	To: Curriculum Supervisor CATE/Teacher	Windsor High
Hubert Hyman	From: Substitute Custodian	District
	To: Evening Custodian II	Windsor High
Tara Jacques	From: Speech and Language Pathologist – Limited	Poquonock
	To: Speech and Language Pathologist	Poquonock
Melissa Kowalchik	From: PreK Special Ed. Long Term Substitute Teacher	Poquonock
	To: PreK Special Education Teacher	Poquonock
Erin Kuzmeskus	From: Science Long Term Substitute Teacher	Windsor High
	To: Science Teacher	Windsor High
Elizabeth Lepak	From: Family Center Leader	Poquonock
	To: Assist. To School,Family,Community Partnership	L.P. Wilson
Tyler Maine	From: Math Teacher Limited for Vigneault	Windsor High
	To: Math Teacher Limited for Bloomfield	Windsor High
Kristen Michalak	From: Leave of Absence	Sage Park
	To: French Teacher	Sage Park
Olga Mirontchik	From: Math Teacher – Limited	Windsor High
	To: Math Teacher	Windsor High
Jorie Predmore	From: Math Long Term Substitute Teacher	Windsor High
	To: Special Education SPARK Teacher	Sage Park
Kristen Ricci	From: .6 FTE Grade 7 Language Arts	Sage Park
	To: 1.0 FTE Grade 7 Language Arts	Sage Park
Hannah Ruede	From: Leave of Absence	Windsor High
	To: Science Teacher	Windsor High
Jessica Somero	From: Grade 5 Teacher – Limited	Kennedy
	To: Grade 5 Teacher	Kennedy
Lillie Stuart	From: Reading Teacher	Windsor High
	To: Secondary Humanities Coach	Sage Park
LeighAnn Tyson	From: SPARK Special Education Teacher – Limited	L.P. Wilson
	To: SPARK Special Education Teacher	L.P. Wilson
Dawn Vigneault	From: Leave of Absence	Windsor High
	To: Math Teacher	Windsor High

HIRES

Keagan Colmer	Special Education Long Term Substitute Teacher	Sage Park
Megan Hislop	Technology Teacher	Sage Park
Nicole Jones	English Teacher	Windsor High
Santosha Oliver	Assistant Superintendent for Instructional Services	L.P. Wilson
Uyi Osunde	Principal	Windsor High
Nicole Ouellette	Grade 2 Long Term Substitute Teacher	Ellsworth
Eleanor Palombizio	Grade 7 Language Arts Long Term Substitute Teacher	Sage Park

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

Agenda Item # 8d.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: George Greco **Presented By:** Danielle Batchelder

Attachments: Professional Cost Estimate

Subject: Clover Street Partial Roof Replacement Project

Background:

The existing roof in this area was installed at the Clover Street School in 1988. This roof is a ballasted EPDM (Ethylene Propylene Diene Monomer) rubber membrane roof and carried a 10 year warranty and was not addressed in 1995 or 1997 when the remaining buildings were re-roofed. As the rubber ages, the membrane shrinks and it begins to pull away from its termination point resulting in tears and leading ultimately to leaks. Replacement of the roof will prevent leaks and damage to the facility and also address major concerns pertaining to Indoor Air Quality (IAQ) issues.

At its January 20, 2016 regular meeting, the Board of Education approved the Educational Specifications for the Clover Street School Roof Replacement Project. The Town Council approved the application for the project on February 1, 2016, and also appointed the Public Building Commission (PBC) to oversee the project. The Town Council approved funding for the project in the amount of $360,000 on April 4, 2016. The PBC, through competitive bid process, selected the firm of Tecton Architects, Inc. to prepare professional cost estimates, bid documents and plans for the project. At its meeting of May 24, 2016 the PBC approved the plans and bid documents.

Status:

The project has been accepted for State reimbursement by the Office of School Construction Grants of the State Department of Administrative Services; it has been funded by the Town Council and is scheduled for accomplishment during the summer of 2016. The State Department of Administrative Services, Office of School Construction Grants, requires Board of Education approval of the final plans and project manual.

Recommendation:

The project has been accepted for State reimbursement by the Office of School Construction Grants of the State Department of Administrative Services; it has been funded by the Town Council and is scheduled for accomplishment during the summer of 2016. The State Department of Administrative Services, Office of School Construction Grants, requires Board of Education approval of the final plans and project manual.

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

Agenda Item # 8e)

SCG-042 Rev. 09/15
Statutory Ref.: C.G.S. Sections 10-282, 10-283, 10-291, 10-284 and 10-292

STATE OF CONNECTICUT
Department of Administrative Services
Office of School Construction Grants
165 Capitol Avenue
Hartford CT 06106-1630

REQUEST FOR REVIEW OF FINAL PLANS

DISTRICT NAME:	FACILITY NAME AND ADDRESS:	STATE PROJECT NUMBER:
WINDSOR	CLOVER STREET SCHOOL 57 CLOVER STREET WINDSOR, CT 06095	TMP-164-JCWN
		PHASE NUMBER: 1

Estimated date to begin construction* 7/1/2016 Estimated date to complete construction 8/15/2016

*** Please note that construction must begin within 2 years of grant commitment date to maintain grant eligibility.**

Certification of Approval dates:

	Final Plans & Prof. Costs estimate	Site Approval (if applicable)
Local Board of Education	06/21 / 16	/ /
School Building Committee	05/24 / 16	/ /

We hereby certify that these final plans and project manual(s) as prepared for bidding and dated 5/4/2016, and the professional cost estimate (complete in accordance with Level 3 of the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework-UNIFORMAT II) for this project, dated _____, have been reviewed and approved for this site on the dates shown above.

For the Town or Regional Board of Education:

CRISTINA SANTOS		**
Chairperson's Name (Type or print)	Signature	Date

For the School Building Committee:

ROBERT GUSTAFSON		**
Chairperson's Name (Type or print)	Signature	Date

**** Signature dates cannot precede the date on the submitted plans.**

Project Architect/Engineer Firm:

TECTON ARCHITECHTS, INC.	860/548-0802
Firm Name (Type or print)	Telephone

We hereby request a review of the final plans, project manual, Ineligible and Limited Eligible Costs Worksheet and professional cost estimate as cited above. (Attach copies of all the above referenced documents.)

CRAIG A. COOKE, Ph.D.		
Superintendent's Name (Type or print)	Signature	Date

NOTE: NO PHASE OF THIS SCHOOL CONSTRUCTION PROJECT AND NO PURCHASE ORDER OVER $10,000 SHALL GO OUT TO BID UNTIL YOU HAVE RECEIVED WRITTEN NOTIFICATION FROM THE STATE DEPARTMENT OF EDUCATION THAT IT HAS APPROVED YOUR FINAL PLANS AND PROJECT MANUAL.

State Project No. TMP-164-JCWN

Name of Contact Person	Telephone	Date
DANIELLE BATCHELDER	860/687-2000	

Certifications of Local Approval:

I certify that I have local jurisdiction over the State Building Code and that the plans and project manual dated 5/4/16 for the above referenced project comply with all applicable building codes.

ROBERT RUZZO _____ _____

Local Building Official's Name | Signature | Date

I certify that I have local jurisdiction over the State Fire Safety Code and that the plans and project manual dated 5/4/16 for the above referenced project comply with all applicable fire codes

ROBERT BOLASEVICH _____ _____

Local Fire Marshal's Name | Signature | Date

I certify that I have local jurisdiction over the State Health Code and that the plans and project manual dated 5/4/16 for the above referenced project comply with all applicable health codes.

MICHAEL PEPE _____ _____

Local Health Official's Name | Signature | Date

I certify that I have local jurisdiction over Section 504 of the Rehabilitation Act of 1973 including the Uniform Federal Accessibility Standards (UFAS) and the 504 Regulations. I further certify that the plans and project manual dated 5/4/16 for the above referenced project comply with all applicable accessibility codes.

STEVE CARVALHO Steven Carvalho 6-16-16

Local Federal 504 Official's Name | Signature | Date

NOTES: IF ANY REQUIRED CERTIFICATION CANNOT BE OBTAINED LOCALLY, PLANS AND PROJECT MANUAL MUST BE REVIEWED AND APPROVED IN THEIR ENTIRETY BY THE STATE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF SCHOOLCONSTRUCTION GRANTS.

A COPY OF THE APPROVED PLANS AND PROJECT MANUAL MUST BE KEPT ON FILE AT THE LOCAL BOARD OF EDUCATION UNTIL FINAL GRANT PAYMENT HAS BEEN MADE ON THIS PROJECT.

6/16/2016

Whit Przech
Town of Windsor
275 Broad Street
2nd Floor
Windsor, CT 06120

Dear Whit,

I'm happy to provide the following budget numbers for the properties listed below. Please let me know if you need any additional information. On the School roof, the budget does not include A/E services or any mechanical requirements. For the Town facilities I will be happy to provide specifications, assistance with the bid process and daily inspections services.

Clover Street Elementary School (Gym Main Office Section)

Budget for replacement following all State requirements for reimbursement.

- complete removal
- new tapered insulation as required (1/4")
- new secondary drainage system
- new metal flashings.
- new modified built-up roof system

Budget includes Section G, I and J on the attached roof plan

$270,000

Poquonock Aveue Fire Department

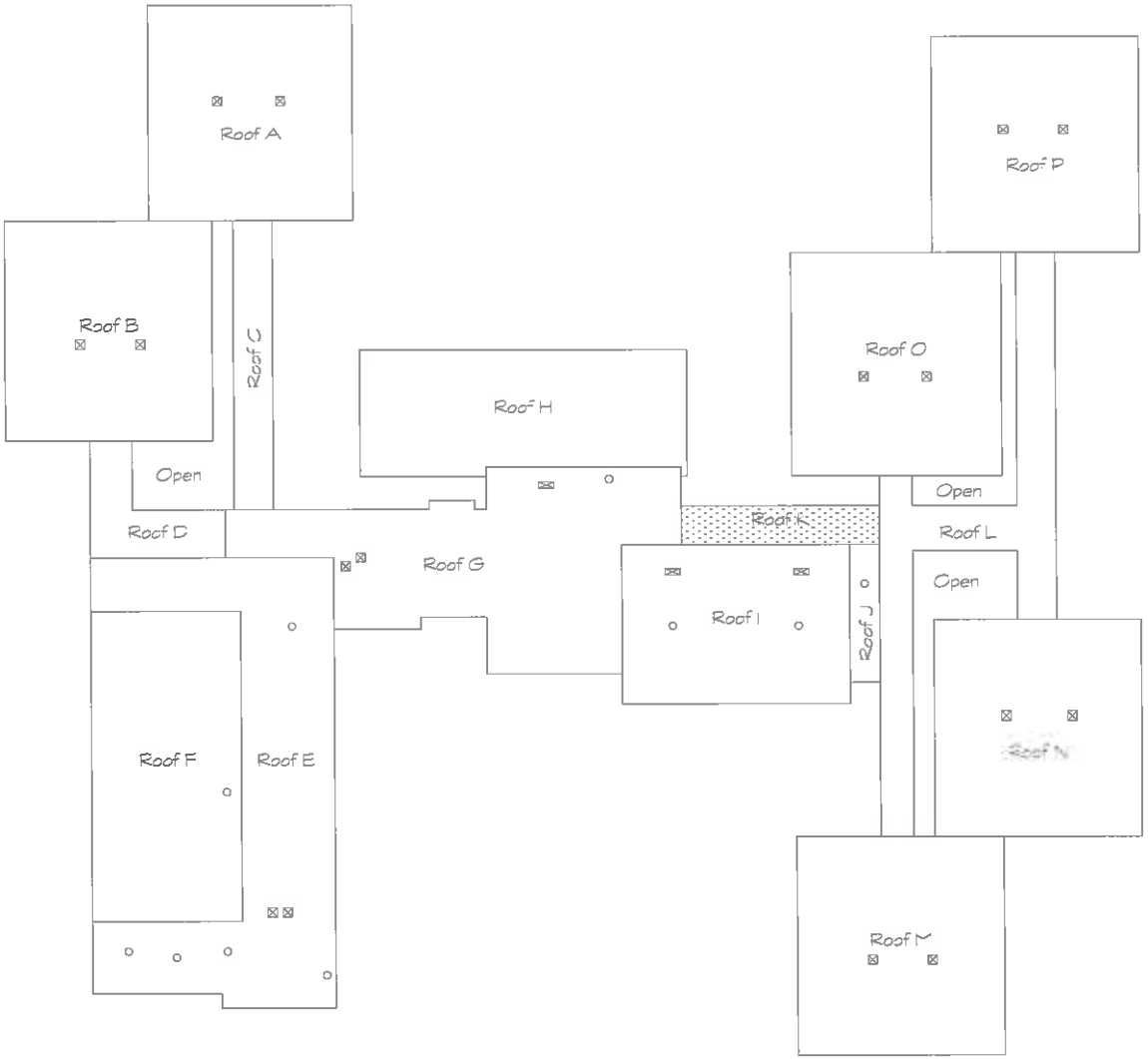
Low Slope areas - (Sections C and D)

- Complete removal the existing roof
- new insulation
- new overflow drains as required
- installation of a new modified built-up roof system

$95,000

Pitched Areas (Repairs only)

$2500



The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-7% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.

CLOVER STREET
ELEMENTARY SCHOOL
57 CLOVER STREET
WINDSOR, CT

SCALE: NTS	
DWG # 2 OF 4	
KEY DRAWING	
DRAWING #:	2-ALL ROOFS
DATE:	12-2-13
DRAWN BY:	DMS
REVISION #:	-
REVISION #2	-
REVISION #3	-

SR PRODUCTS
CUSTOMER SATISFACTION SINCE 1920
30505 BAINBRIDGE RD., SUITE 210
SOLON, OHIO 44139
440.248.0220

CLOVER STREET ELEMENTARY SCHOOL

57 CLOVER STREET
WINDSOR, CT



TABLE OF CONTENTS

PAGE #	DRAWING NUMBER	AREA
PAGE 1	1-TITLE PAGE	
PAGE 2	2-ALL ROOFS	63,717 sq. ft.
PAGE 3	3-SECTION 1	34,739 sq. ft.
PAGE 4	4-SECTION 2	28,978 sq. ft.

LEGEND

WALL TYPE	SYMBOL TYPE
FLAT ROOF	CURB (HVAC)
PITCHED ROOF	CURB
	STACK

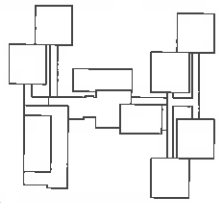
The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-7% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.

CLOVER STREET
ELEMENTARY SCHOOL
57 CLOVER STREET
WINDSOR, CT

SCALE : NTS

DWG # 1 OF 4

KEY DRAWING



DRAWING # :	1-TITLE PAGE
DATE :	12-12-13
DRAWN BY :	DMR
REVISION #	-
REVISION #2	-
REVISION #3	-

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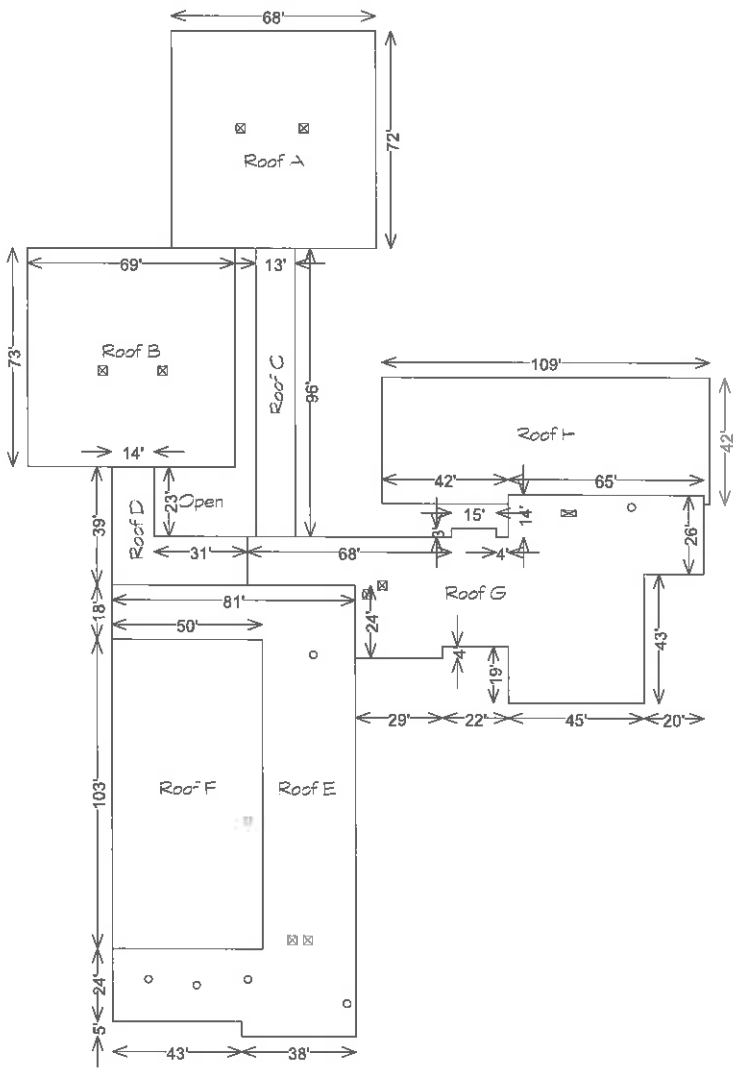


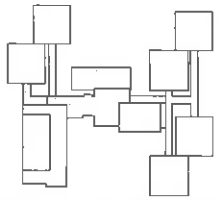
The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-5% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.

CLOVER STREET
ELEMENTARY SCHOOL
57 CLOVER STREET
WINDSOR, CT

SCALE : NTS

DWG # 3 OF 4

KEY DRAWING



DRAWING # :	3-SECTION 1
DATE :	12-12-13
DRAWN BY :	DMR
REVISION #	-
REVISION #2	-
REVISION #3	-

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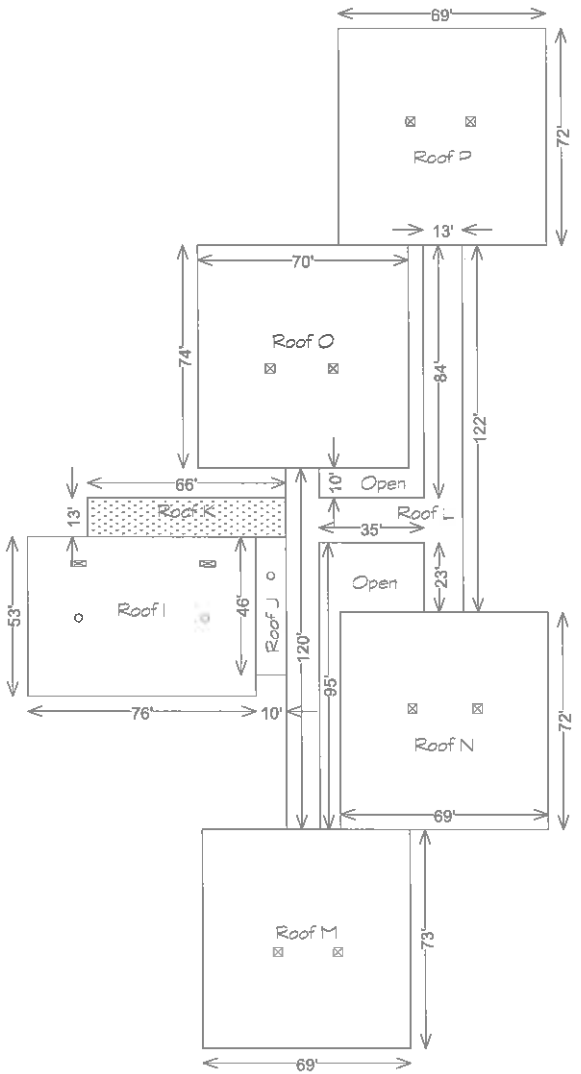


N

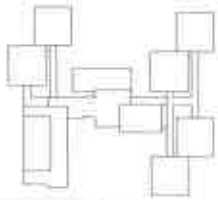
The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-7% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.

CLOVER STREET ELEMENTARY SCHOOL
57 CLOVER STREET
WINDSOR, CT

SCALE: NTS

DWG # 4 OF 4

KEY DRAWING



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DATE:	12-12-13
DRAWN BY:	DMR
REVISION #:	-
REVISION #2	-
REVISION #3	-

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30505 BAINBRIDGE RD., SUITE 210
SOLON, OHIO 44139
440.248.0220

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: June 21, 2016

Prepared By: Danielle Batchelder **Presented By:** Danielle Batchelder

Attachments: None

Subject: Budget Transfers

Background:

Board Policy 3160 requires budget transfers to be approved by the Board of Education. Financial reports are provided monthly to the BOE. As we move to close out FY 2016 there is a need for budget transfers. While the June 30th final report of school expenditures will not be submitted until the September Board meeting (Policy 3150), the key area of budget transfers for this fiscal year are indicated below.

Status:

The projections of expenditures for the close of Fiscal Year 2016 indicate that budget transfers are necessary; the largest amounts are for Special Education Transportation, Magnet School Tuition, Substitutes and Tutor Salaries. Other budget transfers will be needed to cover supplies and purchased services.

The line items that will cover the above needs are Benefits, Salaries, and miscellaneous supply and material accounts from all department budgets.

It should be noted that these transfers are **within** the total approved appropriation from the Town of Windsor for the Fiscal Year. Total expenditures for the fiscal year will **not** exceed the budget appropriation of $66,025,942.

Recommendation:

The BOE approve the projected line item transfers. In accordance with BOE Policy 3150, a final financial report including line item transfers will be presented at the regular Board of Education meeting in September 2016.

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

Agenda Item # 8f.

Windsor Board of Education
Curriculum Committee
Unapproved Minutes

Thursday, May 5, 2016 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the May 5, 2016 Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Ms. Michaela Fissel
Mr. Leonard Lockhart
Ms. Cristina Santos

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

Discussion:
The meeting was called to order at 4:30 PM by Ms. Nuchette Black-Burke with the Pledge to the Flag and moment of silence. Douglas Couture, Interim Assistant Superintendent for Instructional Services was also in attendance.

2. Audience to Visitors

Discussion:
None

3. Art, Grade 6-8

Discussion:
The committee reviewed Grade 6-8 Art and this item will be brought forward to the full Board of Education for a first reading.

4. Ceramics 1

Discussion:
The committee reviewed Ceramics 1 and this items will be brought forward to the full Board of Education for a first reading.

5. Ceramics 2

Discussion:
The committee reviewed Ceramics 2 and this items will be brought forward to the full Board of Education for a first reading.

6. 2D Foundations

Discussion:

The committee reviewed 2D Foundations and this item will be brought forward to the full Board of Education for a first reading.

7. Painting

Discussion:
The committee reviewed Painting and this item will be brought forward to the full Board of Education for a first reading.

8. Chemistry

Discussion:
The committee reviewed Chemistry and this item will be brought forward to the full Board of Education for a first reading.

9. Adjournment

Discussion:
The meeting was adjourned at 5:40 PM.

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

Windsor Board of Education
Technology Committee
Unapproved Minutes

Thursday, May 5, 2016 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the May 5, 2016 Technology Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali

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

Discussion:
The meeting was called to order at 6:30 PM by Nuchette Black-Burke. Douglas Couture, Interim Assistant Superintendent for Instructional Services was also in attendance.

2. Audience to Visitors

Discussion:
None

3. State of Technology for District

Discussion:
Doug Couture presented on the state of technology in the district.

4. District Data Systems

Discussion:
Doug Couture presented on district data systems.

5. Adjournment

Discussion:
The meeting was adjourned at 8:00 PM.

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

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, May 17, 2016 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the May 17, 2016 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Cristina Santos

Absent Board Members:
Ms. Melissa Rizzo Holmes

Updated Attendance:
Ms. Michaela Fissel was updated to absent at: 9:30 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 Pledge of Allegiance and a Moment of Silence.

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

2. Recognitions/Acknowledgements
2.a. CABE Student Leadership Awards: WHS--Madison Lee, Kyle Ali; SPMS--Adah Abraham, Amir Spears
Discussion:
Dr. Cooke and the Board recognized this year's CABE Student Leadership Award recipients.

Mr. Sills introduced Windsor High School CABE Student Leadership Award recipients Kyle Ali and Madison Lee.
Mr. Cavaliere introduced Sage Park Middle School CABE Student Leadership Award recipients Adah Abraham and Amir Spears.

2.b. WHS Culinary Students--NASA HUNCH Culinary Competition
Discussion:
Dr. Cooke and the Board recognized the Windsor High School Culinary Arts III students Alijah Comer, Jamiyah Barnaby-Anderson, Lydia Maldanado and Beaudie Ofsuryk along with Culinary Arts teacher Kathy Taranto and Library Media Specialist Brenda Berardy for their participation and success in achieving finalist status in the NASA HUNCH Culinary Competition.

2.c. Windsor Lions Club Officers--Donation of Welch Allyn Spot Vision Screener
Discussion:
Dr. Cooke introduced Lions Club President Debbie Orth and Vice Presidents Lou Morando and Bill Haberman, who gave background on the Lions Club national initiative "Kids Sight" program, and presented the Windsor Public School District with the donation of a Welch Allyn SPOT Vision Screener and accessories, which can be used year round by district nurses to screen students' vision and aid in identification of a variety of sight difficulties. Dr. Cooke stated that WPS is the only district in the state that the Lions Club knows of that has this device.

2.d. CASBO Rising Star Award--Danielle Batchelder, Director of Business Services
Discussion:
Dr. Cooke announced that the Connecticut Association of School Business Officials has selected Ms. Danielle Batchelder for this year's Rising Star Award, and recognized Ms. Batchelder for her contributions to the Windsor Public School District.

2.e. CAS-CIAC Recognition--Paul Cavaliere, Sage Park Middle School Principal
Discussion:
Dr. Cooke introduced Mr. Paul Newton, who recognized Mr. Paul Cavaliere on behalf of the Connecticut Association of Schools (CAS). Mr. Cavaliere was recognized with a citation from CAS for his many years of service and contributions.

3. Audience to Visitors
Discussion:
Bradshaw Smith, 23 Ludlow Road, stated West Hartford has three times the students and half the administrators when compared with Windsor.
Nancy Fields, 27 Pilgrim Drive, thanked the Board for the hard work done with the town council and administration to make the budget process an open one.

4. Student Representative Report
Discussion:
Mr. Hernandez reported that Mr. Osunde, the incoming Windsor High School principal had spent the prior Friday in the building meeting students and staff. He also reported on the All School Awards program, and upcoming end of year events.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos reported on a number of celebrations, including the recognition of the Windsor High School Music Department receiving the Support Music Merit Award, NHS Induction, Adult Education Recognition Ceremony, the 10th Annual Senior Citizen Breakfast, All School Awards, and the crowning of Ms. Iris Afantchao as the Shad Derby Queen. She also recognized WHS freshman Kali vom Eigen who has published her self-illustrated book "When You Love Your Pet."

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Mr. Bosch congratulated Ms. vom Eigen on her book. Ms. Black-Burke reported that the Windsor High School award-winning choral students participated in the Music in the Parks Festival in New Jersey; both the Honors Choir and the Gospel Choir received first place and out of all the schools received the Esprit de Corps Award. She reported the Annual Student Fashion Show and Art Show will be held the evening of June 1, and encouraged everyone to please come out and support our students.

5.b.2. Sage Park Middle School
Discussion:
Ms. Fissel reported that five Sage Park Middle School students received honors as writers at the CT Student Writers Recognition Night, and teacher Shirley Cowles was also received a Gold Award for outstanding mentoring of student writers. She reported on upcoming school concerts, and the upcoming annual Cape Cod trip for 8th graders.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart had no report; however, he thanked all the Clover Street parents who had reached out to him with questions and comments regarding the budget.

5.b.4. John F. Kennedy School
Discussion:
Ms. Ali reported on student field trips, congratulated students on the band and choral concert, and reported that the first School Governance Council meeting since the new elections were held took place.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. O'Reilly reported that he had attended the PTO meeting, where there was a great deal of discussion on the budget, and encouraged all parents to become involved in their school's PTO. The OE PTO meets the first Thursday of each month. He reported on upcoming Family Read night and concerts.

5.b.6. Poquonock School
Discussion:
No report.

5.c. Budget FY 2016-2017--The Board of Education will discuss the reduction of $137,000 and take possible action
Discussion:
Dr. Cooke reported that the District had locked in its diesel fuel cost with the Town after submitting the budget. The Town Council subsequently voted to reduce the amount of the WPS budget by the amount of $137,000, which reflects the savings resulting in the lock in rate of $1.49 for the fiscal year 2016-2017 being lower than the projected rate.

Motion Passed: Motion that the Board of Education reduces 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 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 Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Absent
Ms. Cristina Santos Yes

6. Superintendent's Report
Discussion:
Dr. Cooke reported there is no reduction in the Board's budget for the referendum. There is an expected reduction ECS funding coming out of Alliance Grant funding. He had been requested to get information from CABE regarding resolutions; resolutions must come from the Board and they are due in August. Also, CABE is looking for volunteers to serve on committees, it does not require Board action, just that the individual submit an application. Dr. Cooke reported SAT scores from the March testing date had been received and it appears the juniors who took the test in March have done well. He reported on a variety of small grants received throughout the district, the visit of superintendents from around the state to WHS, and the upcoming May 26 welcome reception for the District's newest administrators.

Questions and discussion ensued.

6.a. Study Circles
Discussion:
Mr. Russell Sills, Ms. Derrith Green, Ms. Diane Smith and Capt. Chris McKee gave an update on the District's work to address race and achievement using the Study Circle model.

Questions and discussion ensued.

6.b. Curriculum Development, 1st Reading
6.b.1. Art, Grade 6-8
6.b.2. Ceramics 1
6.b.3. Ceramics 2
6.b.4. 2D Foundations
6.b.5. Painting
6.b.6. Chemistry
Discussion:
It was noted that the name of 2D Foundations will be changed to Art Foundations, and Painting will become Painting 1.

Motion Passed: Motion that the Board approves Grades 6, 7 and 8 Art, 2D Foundations, Ceramics 1, Ceramics 2,Painting and Chemistry curricula as a 1st reading as presented passed with a motion by Ms. Nuchette Black-Burke and a second by Mr. Leonard Lockhart.

8 Yeas - 0 Nays.

Ms. Yvette Ali Yes
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 Absent
Ms. Cristina Santos Yes

6.c. Summer School Update
Discussion:
Mr. Couture presented an update to plans for 2015-2016 summer school. Questions and discussion ensued.

6.d. Elementary Student Behavior Teacher Survey Results
Discussion:
Dr. Cooke presented the results of the Elementary School Student Behavior Teacher Surveys that were conducted during the first week in May. Questions and discussion ensued.

7. Committee Reports
7.a. Curriculum Committee
Discussion:
No report.

7.b. Finance Committee
Discussion:
No report. Mr. Lockhart thanked the public for their participation thus far in the budget process, and encouraged voters to reach out to members of the Board and Town Council with questions and concerns.

7.c. Long Range Planning
Discussion:
Mr. O'Reilly reported their meeting had been cancelled.

7.d. Policy Committee
Discussion:
No report.

7.e. Technology Committee
Discussion:
No report.

8. Consent Agenda
8.a. Financial Report
Discussion:
Expenditures for April 2016: $5,297,456
Expenditures through April 30, 2016: $50,762,906
8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report
8.e. Approval of Healthy Food Certification Program

Motion Passed: Motion to accept Consent Agenda items a. Financial Report, c. Food Service Report, d. Human Resources Report and e. Approval of Healthy Food Certification Program passed with a motion by Mr. Leonard Lockhart and a second by Ms. Yvette Ali.

7 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 Absent
Ms. Cristina Santos Yes

Motion Passed: Motion to accept Consent Agenda item b. Enrollment Report passed with a motion by Mr. Leonard Lockhart and a second by Mr. Brian Bosch.

7 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 Absent
Ms. Cristina Santos Yes

9. Approval of Minutes
9.a. April 19, 2016 Regular Meeting
9.b. April 26, 2016 Special Meeting

Motion Passed: Motion to accept the minutes of the April 19, 2016 Regular Meeting and the April 26, 2016 Special Meeting as presented passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

7 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 Absent
Ms. Cristina Santos Yes

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Policy Committee, Monday, June 6, 2016, 6:00 PM, LPW, Room 17
10.b. Next BOE Regular Meeting is Tuesday, June 21, 2016, 7:00 PM, Town Hall, Council Chambers
Discussion:
Ms. Santos reminded the public that the Board of Education does not have regular Board meetings for the months of July and August. If the need for a special meeting arises it will be posted.

The next referendum is June 7 from 6:00 a.m. to 8:00 p.m. at the regular polling places.

11. Audience to Visitors
Discussion:
None.

12. Adjournment

Motion Passed: The meeting adjourned at 10:17 p.m. with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

7 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 Absent
Ms. Cristina Santos Yes

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

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, June 6, 2016 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the June 6, 2016 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Ms. Yvette Ali
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
The meeting was called to order at 6:00 PM by Ms. Ali with the Pledge to the Flag and Moment of Silence. Also in attendance was Superintendent Dr. Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill.

2. Audience to Visitors

Discussion:
None

3. Review Revised P/AR 5113 Student Attendance and Truancy

Discussion:
Policy 5113 Student Attendance and Truancy will be brought forward to the full Board of Education.

4. Review Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children

Discussion:
Policy 5141.1 Reports of Suspected Abuse or Neglect of Children will be brought forward to the full Board of Education.

5. Review Revised P 5117 School Attendance Areas

Discussion:
Policy 5117 School Attendance Areas will be brought forward to the full Board of Education.

6. Review Revised P/AR 6155 Class Examinations

Discussion:
Policy 6155 Class Examinations will be brought forward to the full Board of Education.

7. Review Revised AR 5123.1 Promotion/Retention - Windsor High School Graduation Requirements

Discussion:
The committee reviewed AR 5123.1 Promotion/Retention-Windsor High School Graduation Requirements.

8. Review Revised AR 3515.2 Parking

Discussion:
The committee reviewed revised AR 3515.2 Parking.

9. Review Revised AR 5131.3 Student Driving and Parking

Discussion:
The committee reviewed revised AR 5131.3 Student Driving and Parking.

10. Review Revised AR 5145.4 Administrative Regulations Regarding Discrimination Complaints (Students)

Discussion:
The committee reviewed AR 5145.4 Administrative Regulations Regarding Discrimination Complaints (Students).

11. Review Revised AR 5145.5 Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students)

Discussion:
The committee reviewed AR 5145.5 Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students).

12. Adjournment

Discussion:
The meeting was adjourned at 6:33 PM.

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