Regular Meeting - Virtual Meeting

Tuesday, October 20, 2020 7:00 PM
Town Hall, Council Chambers Zoom Instructions Dialing in by Phone Only: Please call: 1-646-558-8656 or 1-312-626-6799 1. When prompted for participant or meeting ID enter: 812 3150 6465 then press # 2. You will then enter the meeting muted. Joining in by Computer: Please go to the following link: https://us02web.zoom.us/j/81231506465 When prompted for participant or meeting ID enter: 812 3150 6465 then press #, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
   a. Introduction of BOE Student Representative - Kamryn Monroe
3. **Student Representative Report**
4. **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. Consideration in recognizing the 2nd Monday of each October as Indigenous Peoples Day
5. **Superintendent's Report**
   a. Reopening Update
   b. School Calendar Considerations
6. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
7. **Approval of Minutes**
   a. September 15, 2020 Regular Meeting
   b. October 7, 2020 Special Meeting
8. **Other Matters/Announcements/Regular BOE Meetings**
   a. Next BOE Regular Meeting is Tuesday, November 17, 2020, 7:00 PM, Town Hall, Council Chambers
9. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2020

Prepared By: Craig A. Cooke **Presented By:** Leonard Lockhart

Attachments: None

Subject: Consideration in Recognizing the 2nd Monday of each October as Indigenous Peoples Day

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BACKGROUND:

(This following excerpt was taken from Windsor Town Council's September 8, 2020 Agenda Item Summary) Within the last few years, states and communities across the country have recognized Indigenous Peoples Day in order to promote the appreciation, tolerance, reconciliation understanding, friendship, and continued partnerships among all people and the Indigenous Peoples of this land.

Indigenous people have inhabited the State of Connecticut along with the Town of Windsor since time immemorial. The many contributions made to our community through indigenous peoples' knowledge, labor, technology, science, philosophy, and arts have shaped the character of the nation, state and local community.

STATUS:

On September 8, 2020, at its regular meeting, the Windsor Town Council resolved that it will now recognize the 2nd Monday of each October as Indigenous Peoples Day. Currently the district's academic calendar lists the 2nd Monday of each October as Columbus Day. If approved by the Board of Education, the 2nd Monday of each October would now be acknowledged as Indigenous Peoples Day.

RECOMMENDATION:

Move that the Board of Education recognize the 2nd Monday of each October as Indigenous Peoples Day on the district's school calendar.

Recommended by the Superintendent: _____

Agenda Item 4c.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2020

Prepared By: Craig A. Cooke **Presented By:** Terrell Hill

Attachments: School Schedule – October 12 – November 6, 2020

Subject: School Calendar Considerations

BACKGROUND:

Governor Lamont has provided school districts with flexibility in regards to learning options (hybrid, distance, in-person). The district will use CT Data COVID case rates along with guidance from the Town of Windsor Health Department and the CT Department of Education in its determination of which learning model the schools will follow and any particular time.

STATUS:

It was decided prior to Monday, October 5, 2020 to continue with our current hybrid model throughout October and the first week of November. Weeks containing Columbus Day and Election Day (no school for students) were revised accordingly. Prior to Monday, November 9, 2020, the district's reopening committee will review current COVID data trends and decide if it is appropriate to return students to 5 days of in-person instruction. This is subject to change based on many factors. There will continue to be a distance learning option and families will still have the option to switch to in-person learning or distance learning by giving the district a 5 school day notice.

In addition to the above, all Wednesdays through the end of 2020 will operate the early dismissal day schedule for students. This will allow professional development time for district staff on Wednesday afternoons.

RECOMMENDATION:

For information only.

Recommended by the Superintendent: _____

Agenda Item 5b

School Schedule - October 12 - November 6, 2020

The district will continue to operate on the hybrid model throughout the month of October and the first week of November. Due to Columbus Day on October 12 and Election Day on November 3, the school schedule has been revised for those two weeks.

Week of October 12 - October 16
(Columbus Day on October 12 - no school for students, staff, offices closed)

School Schedule - October 12 – October 16 Hybrid Model				
Monday October 12 No School for Students, Staff. Offices Closed	Tuesday October 13	Wednesday October 14	Thursday October 15	Friday October 16
PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)
No School	Group 1:In School	Group 1:In School	Group 2: In School	Group 2:In School
	Group 2: At Home	Group 2: At Home	Group 1: At Home	Group 1: At Home
	Group 3 Distance: At Home	Group 3 Distance: At Home	Group 3 Distance: At Home	Group 3 Distance: At Home

Weeks of October 19 - October 30

School Schedule - October 19 – October 30 Hybrid Model				
Monday October 19	Tuesday October 20	Wednesday October 21	Thursday October 22	Friday October 23
Monday October 26	Tuesday October 27	Wednesday October 28	Thursday October 29	Friday October 30
PreK-12 (All Schools)	PreK-12 (All Schools)	Distance Learning for all students	PreK-12 (All Schools)	PreK-12 (All Schools)
Group 1: In School	Group 1: In School	Distance Learning for all students	Group 2: In School	Group 2: In School
Group 2: At Home	Group 2: At Home	Distance Learning for all students	Group 1: At Home	Group 1: At Home
Group 3 Distance: At Home	Group 3 Distance: At Home	Distance Learning for all students	Group 3 Distance: At Home	Group 3 Distance: At Home

Week of November 2 - November 6
(Election Day on November 3 - no school for students)

School Schedule - November 2 - November 6 Hybrid Model				
Monday November 2	Tuesday November 3 No School for Students. Staff on Professional Development. Offices Open.	Wednesday November 4	Thursday November 5	Friday November 6
PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)	PreK-12 (All Schools)
Group 1:In School	No School	Group 1:In School	Group 2: In School	Group 2:In School
Group 2: At Home		Group 2: At Home	Group 1: At Home	Group 1: At Home
Group 3 Distance: At Home		Group 3 Distance: At Home	Group 3 Distance: At Home	Group 3 Distance: At Home

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2020

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

ATTACHMENTS: September 30, 2020 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.

The additional expenses that are outlined on the attached spreadsheet detail purchases related to the COVID19 pandemic. The additional expenses thus far will be offset once the district receives the Elementary and Secondary School Emergency Relief Fund (ESSER Fund) of $474,402 and the Coronavirus Relief Fund (CRF) $698,842.

STATUS:

The attached report is for the month of September 2020

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 September 30, 2020	$ 4,820,627
Expenditures through September 30, 2020	$13,805,357

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

Agenda Item # 6a.

Windsor Public Schools
Financial Report
September 30, 2020

	2020/2021 Budget	Expenditures YTD 9/30/2020	Encumbrance	Balance 9/30/2020	% Balance
Instructional Services					
Clover Street School	63,170	10,258	10,671	42,241	**67%**
John F. Kennedy School	84,950	20,377	3,354	61,219	**72%**
Oliver Ellsworth School	86,730	32,752	23,523	30,455	**35%**
Poquonock School	69,300	21,168	15,084	33,048	**48%**
Sage Park Middle School	210,935	54,393	20,790	135,752	**64%**
Windsor High School	398,069	43,908	12,507	341,654	**86%**
Windsor High School Interscholastic Sports	207,000	26,371	955	179,674	**87%**
Athletic Coaches	275,000	0	0	275,000	**100%**
WHS Career & Technical Education	59,745	5,357	7,121	47,267	**79%**
Continuing Education	70,400	14,320	4,806	51,274	**73%**
Instructional Mgt. & Curriculum Development	288,772	85,281	15,280	188,211	**65%**
Magnet School Tuition	1,480,600	0	0	1,480,600	**100%**
*Technology	878,518	601,496	190,450	86,572	**10%**
Total Instructional Services	**4,173,189**	**915,681**	**304,541**	**2,952,967**	**71%**
Education Support Services					
Pupil Personnel Services	454,950	34,701	28,695	391,554	**86%**
Special Education	98,150	3,485	14,445	80,220	**82%**
Special Education Tuition	5,068,264	450,009	45,287	4,572,968	**90%**
Policy & Planning	142,350	48,242	2,263	91,845	**65%**
Employee Personnel Services	129,000	60,074	3,370	65,556	**51%**
Financial Management	280,442	14,129	13,889	252,424	**90%**
Financial Services	38,500	5,032	41	33,427	**87%**
Pupil Transportation & Safety	3,075,248	0	0	3,075,248	**100%**
Special Education Transportation	2,231,659	15,980	0	2,215,679	**99%**
*Physical Plant Services	1,918,850	541,369	1,337,982	39,499	**2%**
Major Maintenance	461,000	73,095	71,675	316,230	**69%**
L.P. Wilson Center	254,800	42,186	160,484	52,130	**20%**
Benefits	10,923,331	2,051,562	289,001	8,582,768	**79%**
Certified Salaries	32,886,258	5,014,007	0	27,872,251	**85%**
Non-Certified Salaries	9,044,854	1,600,602	0	7,444,252	**82%**
Regular Ed Tutor Salaries	336,700	20,284	0	316,416	**94%**
Special Ed Tutor Salaries	284,000	27,778	0	256,222	**90%**
Substitute Salaries	747,732	27,124	1,872	718,736	**96%**
*COVID-19	0	198,080	388,392	(586,472)	
Total Education Support Services	**68,376,088**	**10,227,739**	**2,357,396**	**55,790,953**	**82%**
Total All Sites	**$72,549,277**	**$11,143,420**	**$2,661,937**	**$58,743,920**	**81%**

*COVID related expenses - see attached

Budget Update for COVID-19 Related Expenses

Below is an evolving list of additional expenses WPS have incurred due to the COVID-19 pandemic. The additional expenses thus far will be offset by grants and additional funds the district is expecting from the state. The two funding sources and allocations that were communicated to WPS thus far are:

Grant/Funding Source	WPS Allocation
Elementary & Secondary School Emergency Relief Fund (ESSER Fund)	$474,402
Coronavirus Relief Fund (CRF)	$698,842
Total Allocation due to WPS	**$1,173,244**

Additional Expenses Incurred To Date

Staffing		Expense	
1.0 FTE Teacher - Clover - Grade 5		$75,000	
1.0 FTE Teacher - JFK - Distance Learning		$75,000	
1.0 FTE Teacher - OE - Special Education		$75,000	
1.0 FTE Teacher - OE - Grade 1		$75,000	
1.0 FTE Teacher - OE - Grade 2		$75,000	
1.0 FTE Teacher - POQ - PreK		$75,000	
1.0 FTE Teacher - POQ - Grade 2		$75,000	
1.0 FTE Teacher - Elementary Special Education		$75,000	
1.0 FTE Nurse - Floating - District Wide		$75,000	
(2.0) FTE Teachers - Sage Park Middle School		($150,000)	Retirements/Resignation not being
(2.0) FTE Teachers - Windsor High School		($150,000)	backfilled for FY 20/21 Only
	Sub Total	**$375,000**	
Furniture			
Elementary Desks		$231,609	
	Sub Total	**$231,609**	
PPE and Cleaning Supplies & Materials			
Face Shields; Masks; Gloves; Mask Lanyards		$47,401	
Classroom, Labs, Café. & Countertop Protective Dividers/Barriers		$93,177	
Floor, Window, & Door Signage		$12,285	
Hand Sanitizer; Disinfectant Wipes & Increased Cleaning Supplies		$35,341	
Equipment (Air Filters, Portable Air Scrubbers, Cleaning)		$200,633	
	Sub Total	**$388,837**	
Consulting Services			
Engineering Services		$8,600	
	Sub Total	**$8,600**	
Technology			
PD Platforms & Software		$16,560	
Hotspots, Devices, Phones		$48,179	
	Sub Total	**$64,739**	
Grand Total Expenses as of 10/13/2020		**$1,060,185**	

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2020

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of October 1, 2020

BACKGROUND:

Attached are the enrollment figures as of October 1, 2020. Mrs. Batchelder will answer any questions.

STATUS:

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

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

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

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

RECOMMENDATION:

Informational

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

Agenda Item # 6b.

Windsor Public Schools
Student Enrollment Report
October 1, 2020

Enrollment in Windsor Public Schools

Grades PreK - 5	1,418
Grades 6-8	743
Grades 9-12	1,130
Total District Enrollment	**3,291**

Windsor Students not in District Schools

Out of District Placements (SPED)	55
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	17
CREC Montessori Hartford	6
CREC Metropolitan Learning Center (MLC)	63
CREC Miscellaneous Magnet Schools	284
Hartford Host Magnet Schools	172
Miscellaneous Magnet Schools	24
A.I. Prince Technical High School	21
Howard Cheney Technical High School	11
	653
Total Students	**3,944**

Windsor Public Schools
Student Enrollment Report
October 1, 2020

GRADE		Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK		56		67		123
K		77		126		203
1		83		132		215
2		116		120		236
3			94		119	213
4			75		134	209
5			103		116	219
Subtotal K-5						1,295
Total		**332**	**272**	**445**	**369**	**1,418**

GRADE		Sage Park Middle School
6		252
7		245
8		246
Total		**743**

GRADE	Windsor High School
9	313
10	280
11	262
12	275
Total	**1,130**

District Wide Enrollment	**3,291**

ENROLLMENT REPORT 2020-2021
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
2	Brown			10	14								
3	Scott			10	10								
Distance Learning - 22	Roche			12	16								
Distance Learning - 23	Blume			15	15								
24	Eskenazi			11	11								
26	Scerra			10	11								
		Total	**78**	**68**	**77**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1											
1	McCann			12	11								
12	Elkey			15	13								
15	Velez			12	13								
Distance Learning - 17	Stoll			25	23								
16	Turin			12	9								
18	Hernandez			14	14								
		Total	**122**	**90**	**83**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2											
8	Mercier			15	16								
9	Parker			16	19								
10	Olensiak			19	17								
11	Delskey			17	16								
Distance Learning - 13	Hoogewerff			17	18								
14	Couchon			18	16								
18	Neals			15	14								
		Total	**92**	**117**	**116**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start			21	18								
	Sped & Peer			37	38								
		Total	**51**	**58**	**56**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Poqunonock	**Totals**	**343**	**333**	**332**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2020-2021
OLIVER ELLSWORTH SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
19	Adamski			15	15								
20	Butterick			15	13								
21	Tedeschi			15	15								
Distance Learning - 22	Bishop			19	21								
23	Wazkelewicz			13	15								
24	Bartholomew			13	13								
Distance Learning - 25	Chapple			19	19								
26	Marcella			14	15								
		Total	**141**	**123**	**126**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1											
10	Strickland			13	12								
11	Capizzi			15	14								
12	Furie			18	16								
13	Fleury			7	9								
Distance Learning - 14	Moreno			25	27								
Distance Learning - 15	D'Errico			27	26								
16	Miller			18	14								
17	Strempfer			16	14								
		Total	**126**	**139**	**132**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2											
1	Mayo			18	19								
Distance Learning - 2	Goicohea			22	21								
3	Majors			16	15								
6	Broyles			12	14								
Distance Learning - 5	Heilman			21	20								
7	Gonzalez			17	18								
8	Coffey			16	13								
		Total	**116**	**122**	**120**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start			23	24								
	Sped & Peers			43	43								
		Total	**78**	**66**	**67**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Oliver Ellsworth		**Totals**	**461**	**450**	**445**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2020-2021
JF KENNEDY SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L. Macaluso			15	15								
Distance Learning - 2	Richards			41	44								
3	Lamoureux			19	17								
4	Filomeno			16	11								
6	Johnston			17	16								
8	Estelle			16	16								
		Total	**121**	**124**	**119**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4											
5	Eckman			16	16								
Distance Learning - 7	Brown			40	42								
9	Jones			13	12								
10	Silliman			15	17								
12	Bishop			12	11								
14	Atkins			11	10								
16	Nguyen			14	14								
18	Caselli			13	12								
		Total	**109**	**134**	**134**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5											
19	Bowman			12	12								
20	Paley			11	11								
Distance Learning - 24	Freitas			45	47								
25	Sciarretta			12	11								
27	Ewald			25	12								
28	Schultz			10	10								
24	Epler				13								
		Total	**135**	**115**	**116**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
John F. Kennedy		**Totals**	**365**	**373**	**369**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2020-2021
Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
Distance Learning -	6 Lewis			31	31								
	8 Dugalic			14	14								
	10 Murray			13	15								
	11 Sanchez			13	10								
	25 Darrell			11	10								
	26 Rivers			14	14								
		Total	**83**	**96**	**94**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4											
	9 Michalic			14	14								
	14 McLaughlin			15	14								
Distance Learning -	18 Keach-Longo			25	22								
	24 Comer			13	13								
	27 Williams			10	12								
		Total	**103**	**77**	**75**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5											
	12 Grimes			17	16								
Distance Learning -	13 Carlson			32	36								
	15 Junious			13	11								
	16 Webster			14	14								
	17 Nowsch			14	12								
	19 Siegel			17	14								
		Total	**99**	**107**	**103**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Clover	**Totals**	**285**	**280**	**272**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2020-2021
Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1			88	86								
Team 2			83	83								
Team 3			86	83								
	Total	**245**	**257**	**252**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Grade 7												
Team 4			83	81								
Team 5			84	81								
Team 6			85	83								
	Total	**232**	**252**	**245**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Grade 8												
Team 7			85	82								
Team 8			78	85								
Team 9			78	79								
	Total	**239**	**241**	**246**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Sage Park	**Totals**	**716**	**750**	**743**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2020-2021
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	304	318	313								
Grade 10	272	275	280								
Grade 11	296	265	262								
Grade 12	292	271	275								
Windsor High Total	**1,164**	**1,129**	**1,130**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: Tuesday October 20, 2020

Prepared By: Patricia Patton **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – July-September 2020

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and CREC's 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 CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and breakfast at the following locations; Windsor High School, Oliver Ellsworth School and Wilson Library 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 July-September 2020

Recommendation:

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

Agenda Item # 6c.

Windsor School Food Service
Profit Loss
July through September 2020

REVENUE	July-Sept 2020	7/1/20- YTD	July-Sept 2019	7/1/19 - YTD
SALES	$6,638.99	$6,638.99	$142,118.16	$142,118.16
REIMBURSEMENTS - STATE				
ACCOUNTS RECEIVEABLE FED	127,836.67	127,836.67	153,020.67	153,020.67
CLOC	51,289.00	51,289.00	47,921.00	47,921.00
MISC. (REBATES)	20.00	20.00	18,400.74	18,400.74
6 CENTS CERTIFICATION			3,169.60	3,169.60
REVENUE TOTALS	**$185,784.66**	**$185,784.66**	**$364,630.17**	**$364,630.17**
EXPENSES				
WAGES	$77,641.47	$77,641.47	$113,139.17	$113,139.17
PAYROLL TAXES	5,939.57	5,939.57	8,654.93	8,654.93
EMPLOYEE BENEFITS	31,186.49	31,186.49	15,822.71	15,822.71
FOOD/MILK/ICE CREAM	64,761.37	64,761.37	180,057.10	180,057.10
PAPER	5,928.31	5,928.31	8,389.35	8,389.35
TRUCK/GAS/MILEAGE	494.39	494.39	788.95	788.95
SUPPLIES	586.65	586.65	728.49	728.49
EQUIPMENT & Building Repairs	882.82	882.82	19.12	19.12
SERVICES	0.00	0.00	756.90	756.90
EXPENSE TOTALS	**$187,421.07**	**$187,421.07**	**$328,356.72**	**$328,356.72**
NET INCOME	**($1,636.41)**	**($1,636.41)**	**$36,273.45**	**$36,273.45**
INVENTORY		**$33,052.78**		**$24,781.23**
OPENING BALANCE 7/1		**$454,758.15**		**$193,933.23**
COMPUTED OPERATING POSITION		**$486,174.52**		**$254,987.91**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 20, 2020

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

Attachments: None

Subject: Human Resources Report for September 1, 2020 – September 30, 2020

RESIGNATIONS/SEPARATIONS

Jerome Davenport	Maintenance Worker	LP Wilson
Teresa Hartling	Library Media Specialist	Sage Park
Marla Knight	Elementary Cook/Secondary Salad Worker	Sage Park
Erin Kuzmeskus	Science Teacher	Windsor High
Danielle Maguire	Reading Specialist	Windsor High
Kate Mazur	Grade 5 Teacher	Kennedy
Craig Pazdar	Special Education Paraeducator	LP Wilson
Lynne Raum-Fisher	Tutor	Clover
Genell Taylor	Treehouse Group Leader	Kennedy
Marie Tredway	Tutor	Clover
Aurqum Zeeshan	Treehouse Group Leader	Kennedy
Sidra Zeeshan	Treehouse Group Leader	Kennedy

RETIREMENTS

Marcia Cyr	Math Teacher (6/30/2021)	Windsor High
Veronica D'Addabbo	Grade 6 Teacher (1/26/2021)	Sage Park
Rita Daves	Speech & Language Clinician (6/30/2021)	Poquonock
Gary Dennis	Social Studies Teacher	Sage Park
Theresa Faucher	Reading Teacher	Clover
Howard Gardner	Custodian (11/20/2020)	Poquonock
Paula Verrier	Special Education Paraeducator	Ellsworth

TRANSFERS/REASSIGNMENTS

George Aristi	From: Building Substitute	Clover
	To: Special Education Paraeducator	Clover
Briana Beland	From: .5 FTE Cashier	Windsor High
	To: .5 FTE Cashier	Sage Park
Jazmin Cabrera	From: .5 FTE Cashier	Sage Park
	To: 1.0 FTE Elementary Cook/Secondary Salad Worker	Sage Park
Paul Harris	From: Treehouse Camp Group Leader	Windsor High
	To: Building Substitute	Windsor High
Jennifer Lattal	From: Speech & Language Pathologist Assistant	Poquonock
	To: Speech & Language Pathologist Assistant	Pupil Services
Jessica Snyder	From: Girls Soccer Coach	Windsor High
	To: Part-time Clerical Support (and Girls Soccer Coach)	Poquonock

HIRES

Teyonna Campbell	Treehouse Group Leader/District Child Care	Kennedy
Jacob Conde	Special Education Paraeducator	Sage Park
Jerome Davenport	Maintenance Worker	LP Wilson
Alexandra Dehart	Treehouse Group Leader/District Child Care	Kennedy
Morgan Epler	Distance Learning Teacher	Kennedy
Julia Haake	Senior Accounts Payable Coordinator	LP Wilson
Felicia Harvey-Clarke	Social Worker	Kennedy
Alexandra Hebert	Science Teacher (Limited)	Windsor High
Kayla Hughes	Treehouse Group Leader/District Child Care	Kennedy
Davia Johnson	Elementary Cook/Secondary Salad Worker	Sage Park
Brianna Kriscenski	Special Education Paraeducator	Ellsworth
Joseph Maffiolini	Building Substitute	Windsor High
James Pezzulo	Building Substitute	Windsor High
Christine Powers	Elementary Cook/Secondary Salad Worker	Poquonock
Nathaniel Revenaugh	Building Substitute	Sage Park
Luis Sanchez	Treehouse Group Leader/District Child Care	Kennedy
Raymond Sciarretta	Grade 5 Teacher	Kennedy
Michael Thigpen	Special Education Paraeducator	District-wide
Elisha Valle	Treehouse Group Leader/District Child Care	Kennedy
Benjamin Wallek	Treehouse Program Leader	Kennedy
Devon Woodstock	Substitute Custodian	District-wide

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

Agenda Item # 6d.

Windsor Board of Education
Regular Meeting - Virtual Meeting
Unapproved Minutes
Tuesday, September 15, 2020 7:00 PM
Town Hall Council Chambers - Closed to the Public

The following are the unapproved minutes of the September 15, 2020 Regular Meeting - Virtual Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:01 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. David Furie
Mr. James Ristas
Mr. Brian Bosch
Mr. Ronald Eleveld
Mr. Paul Panos
Ms. Charlotte Ricketts
Ms. Ayana Taylor

Updated Attendance:
Ms. Charlotte Ricketts was updated to present at: 7:16 PM

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

Discussion:
The meeting was called to order by Mr. Lockhart at 7:01 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Business Services Danielle Batchelder and Interim Director of Pupil and Special Education Services Barbara Trinks.

2. Recognitions/Acknowledgements
2.a. Introduction of Windsor Educator of the Year Rochelle Brown

Discussion:
Dr. Terrell Hill introduced Windsor Educator of the Year for the 2020-2021 school year, Rochelle Brown. Ms. Brown presented the video that she created for Convocation, which was held remotely. She spoke afterward about the importance of inclusion and equality among the students. Mr. Lockhart, Mr. Panos, Mr. Ristas, and Ms. Taylor offered their congratulations and thanks.

3. Board of Education
3.a. President's Report

Discussion:
Mr. Lockhart thanked Dr. Cooke and the reopening committee for the work they did over the summer. He reminded the community that currently no one but students are allowed in the buildings, including parents. He thanked DATTCO for providing safe transportation as well as the parents who choose to drive their students to school. Positive stories have been shared with him by community members regarding the principals and their staff. CABE has postponed their next gathering, until spring, but he would like the board to engage in training in the meantime. He urged families to follow the chain of command if issues arise. Begin with teachers, proceed to school administration, and if needed, reach beyond them. He emphasized that the superintendent's office should be last course of action.

3.b. Set Graduation Date for Class of 2021

Discussion:
Dr. Cooke commented that the selected date would be used regardless if the Bushnell were used or alternate activities were needed.

Motion Passed: Move the Board of Education approve Monday, June 14, 2021 as the graduation date for the Class of 2021 passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

3.c. Discussion of Equity Materials by RE Center for Teacher Professional Development

Discussion:
Mr. Panos offered to the board, the documentation that was provided to staff as a professional development program in the spring and prior to the start of the school year. He stated that he felt that this type of professional development is harmful to the educational process and can lead to differences when minorities are held to lower standards. He had concerns that this type of training endorses discrimination.

Dr. Cooke explained that this was a state and nationally recognized program and that additional material on the topic may be beneficial to the district.

Several board members made the recommendation that the board participate in the actual professional development that this packet was based on.

Discussion ensued.

4. Superintendent's Report

Discussion:
Dr. Cooke introduced his two superintendent interns. Dr. Darcy Fiano is enrolled in the UCONN's Executive Leadership Program. She currently is the Supervisor of Literacy and Humanities for the CT Technical Education and Career System. Prior to her current position, she served as the PK-12 Reading Coordinator for our district. Antonio DeMelo is currently enrolled in the CCSU 093 Program. He is currently the principal of East Granby High School.

4.a. Reopening Update

Discussion:
Dr. Cooke stated that there was a very successful start to the school year. Weather has been good, although Sage Park did require an early release due to high humidity. He and Dr. Hill have been monitoring the local health situation and there will be an assessment prior to a potential full time return to school for October 5. The online Convocation program from opening day is available for viewing online. He thanked Mayor Trinks and Town Manager Peter Souza for their participation.

At this time, all students have devices and more devices are available as needed. Bus ridership is down as many parents have chosen to drive their students to school. This has resulted in different traffic patterns. He thanked Windsor Police Department for assisting with the new traffic pattern at Sage Park. Fall sports are practicing in cohorts of 10, and although football has been cancelled, it may be postponed to the winter or spring. Videos of student sports performance will be made for scholarship opportunities. Free breakfast and lunches will continue to be provided to WPS students through December. Students are still registering for school and there has not been a significant change in

the student enrollments. Currently there are 964 students in the district who are fully distance learning, but those numbers are shifting almost daily. WIN-TV, with the help of several high school students, filmed several how-to videos which are available on the district website.

Dr. Cooke answered several questions from the board.

4.b. Staffing Update for Opening of 2020-2021 School Year

Discussion:
Dr. Hill stated that the hiring kick-start has happened with many applicants being recommended from within, although no job fairs were held. Video interviews have been performed and the new teacher orientation was held virtually this year.

4.c. Fiscal Year 2021 Update

Discussion:
Ms. Batchelder presented an overview of the 2 major grants from the state totaling over $1,000,000 and how the funds have and will be spent. The biggest expenditures have already been completed. PPE will be an ongoing expense but will be covered by the grants.

4.d. Fiscal Year 2020 Year End Financial Report

Motion Passed: Move that the Board approves the return of $731,560 to the Town with the details of the projected budget/category surpluses and deficits as attached. (Final amount subject to completion of the audit passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

5. Consent Agenda

Motion Passed: Move the Board accept Consent Agenda items 5b. Human Resources Report, 5c. Approval of BOE Regular Meetings for 2021, and 5d. Appointment of Replacement Representative to Town of Windsor Insurance Commission passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

5.a. Enrollment Report

Discussion:

Mr. Furie inquired about classrooms containing 30 or more students participating in distance learning and how they may be incorporated into the school when full-time status is achieved.

Dr. Cooke explained that it is a huge challenge but with shifting in-person student numbers it is a work in progress.

Motion Passed: Move the Board accept Consent Agenda item 5a. Enrollment Report passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

5.b. Human Resources Report
5.c. Approval of BOE Regular Meetings for 2021
5.d. Appointment of Replacement Representative to Town of Windsor Insurance Commission

6. Approval of Minutes

Motion Passed: Move to approve the minutes of the June 17, 2020 Regular Meeting, August 6, 2020 Policy Committee Meeting, and the August 19, 2020 Special Meeting passed with a motion by Ms. Ayana Taylor and a second by Mr. Ronald Eleveld.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

6.a. June 17, 2020 Regular Meeting
6.b. August 6, 2020 Policy Committee
6.c. August 19, 2020 Special Meeting

7. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Ms. Ricketts informed the JFK community that if full in-person instruction resumes on Monday, October 5, that school pictures are scheduled for Tuesday, October 6 from 9:00 AM - 2:00 PM.

Mr. Eleveld explained the process for absentee voting in the November election. The Secretary of State will have a website to verify that your ballot has been received.

Ms. Khan welcomed students, families, and staff back to school and suggested that if help is needed to reach out to the schools.

Mr. Ristas said he had a good meeting with Principal Jorgensen. He was impressed with the number of students actively participating in cross country, soccer, and field hockey.

Ms. Taylor announced the start of Hispanic Heritage Month, which continues until October 15. She stated that there is still time to be counted in the census. Windsor Youth Services Bureau is holding an American Red Cross babysitter training for ages 11 to 17.

Mr. Bosch offered his thanks to Dr. Cooke, the Cabinet, students, and the staff for working hard during this time. He reminded the community that the Northwest Park Country Fair is holding events virtually and some can be entered from home including a scarecrow building contest.

Mr. Furie expressed his thanks to staff and students. He suggested being supportive to one another. Robotics may still go on but on a smaller scale.

Mr. Panos stated that based on government reports, students are at a lower than average risk.

Mr. Lockhart thanked everyone for their support. He reminded parents that the board is here to support them. He also reminded the community about both the absentee ballot procedure and being counted in the census.

7.a. Next BOE Regular Meeting is Tuesday, October 20, 2020, 7:00 PM, Town Hall, Council Chambers

8. Adjournment

Motion Passed: Move to adjourn the meeting at 10:01 PM passed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

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Ayana K. Taylor, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting - Virtual Meeting
Unapproved Minutes

Wednesday, October 7, 2020 6:30 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the October 7, 2020 Special Meeting - Virtual Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. David Furie
Mr. James Ristas
Mr. Brian Bosch
Mr. Ronald Eleveld
Mr. Paul Panos
Ms. Charlotte Ricketts
Ms. Ayana Taylor

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

Discussion:
The meeting was called to order by Mr. Lockhart at 6:30 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill and Interim Director of Pupil and Special Education Services Barbara Trinks.

2. Accept Resignation of Superintendent

Discussion:
Mr. Furie said his family will miss Dr. Cooke very much and he wishes him good luck on his next endeavor

Mr. Panos wished Dr. Cooke all the best.

Ms. Taylor wished him well and thanked him for all he's done.

Mr. Eleveld thanked Dr. Cooke for his time here.

Ms. Khan thanked him for all he's done for Windsor Public Schools.

Ms. Ricketts thanked him for a wonderful job.

Mr. Ristas reserved comments for when he is closer to leaving.

Mr. Lockhart accepts the resignation with regret and gives his best to the Cooke family.

Motion Passed: Move the Board of Education accept the resignation of Dr. Craig Cooke effective December 4, 2020 passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes

Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

3. Appointment of Interim Superintendent (Action Anticipated)

Discussion:
Discussion included support for Dr. Terrell Hill, concern over a perceived conflict of interest in hiring and creating an equitable process.

Mr. Ristas proposed an amendment to the original motion which was intended to clarify the role the candidate would have in the search process, to eliminate the possibility of an unfair advantage.

Discussion ensued.

Motion to Amend Passed: To amend the motion from: "Move to appoint candidate Dr. Terrell Hill as Interim Superintendent of Schools beginning Monday October 26, 2020" to: "Move to appoint candidate Dr. Terrell Hill as Interim Superintendent of Schools beginning Monday October 26, 2020 provided the candidate may not be involved in the search process" passed with a motion by Mr. James Ristas and a second by Mr. Paul Panos.

6 Yeas - 3 Nays.

Mr. Leonard Lockhart No
Ms. Maryam Khan No
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor No

Motion Passed: Move to appoint candidate Dr. Terrell Hill as Interim Superintendent of Schools beginning Monday October 26, 2020 provided the candidate may not be involved in the search process passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

8 Yeas - 1 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld No
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

Mr. Lockhart stated during the vote that he was in support of the candidate but not the amendment.

Mr. Ristas stated during the vote that he is happy with the process under the circumstances.

4. Discussion on Superintendent Search and Policy 2141

Discussion:
Mr. Lockhart made a statement expressing an interest in the waiver of Policy 2141. To do so, a vote of a two-thirds majority of the board would be needed. He stated that the requirement of completing an external search, when qualified internal candidates exist, would cost time and money to the community.

Mr. Panos stated that the decisions for Superintendent would not be taken lightly and that to keep the process equitable and open to qualified external candidates, the waiver of the policy should not be an option. The cost and time would benefit the community in order to find the most qualified applicant.

Discussion ensued.

5. Appoint Board as Search Committee

Discussion:
Mr. Eleveld requested that the process be started immediately and he impressed upon the board that their timely presence at all meetings is imperative to the Superintendent Search Committee's success.

Mr. Panos requested clarification of the purpose and process of the Superintendent Search Committee.

Mr. Lockhart initiated the process by requesting that board members with ideas and concerns reach out prior to the next Executive Committee meeting.

Dr. Cooke will have the Request for Qualifications document sent to all board members prior to the Executive Committee meeting. He also offered to share with the board what the process involves.

Motion Passed: Move the entire Board of Education serve as the Superintendent Search Committee passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

6. Announcements

Discussion:
Ms. Ricketts wants students and families to stay safe. She also reminded the community to vote.

Mr. Eleveld hopes the community stays healthy. He reminded the community that masks should be worn to protect others from transmission.

Ms. Taylor stated that the Youth Services Bureau has a Kindness Rocks campaign. If you see a decorated rock around town, feel free to take it home or leave it elsewhere in town.

Mr. Lockhart said that he looks forward to the search process and feedback from various cohorts. He wants the community to be safe and be vigilant.

7. Adjournment

Discussion:
The meeting was adjourned at 8:17 PM.

Motion Passed: Move to adjourn the meeting at 8:17 PM passed with a motion by Mr. Paul Panos and a second by Mr. Brian Bosch.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. David Furie Yes
Mr. James Ristas Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Ms. Ayana Taylor Yes

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Ayana K. Taylor, Secretary
Windsor Board of Education