

Weston Public Schools
 Board of Education Meeting
 Weston Middle School Library Resource Center
 September 16, 2013

Attendance:

Philip Schaefer, Chairperson	Dr. Colleen Palmer, Superintendent
Dana Levin, Secretary/Treasurer	Dr. Kenneth Craw, Assistant Superintendent
Nina Daniel	Dr. Jo-Ann Keating, Director of Finance & Ops.
Denise Harvey	Lewis Brey, Director of Human Resources
Sara Spaulding	
Sonya Stack	Absent: Ellen Uzenoff, Vice Chairperson

III. RESUME PUBLIC SESSION, PLEDGE OF ALLEGIANCE

Motion: Moved that the agenda for tonight's meeting of the Weston Board of Education meeting be amended as follows: item number one, discussion of 2012-2013 CMT and CAPT testing reports, becomes item number five, and subsequently the items under that are moved up. Motion by Mrs. Levin, second by Ms. Harvey, all in favor. (6-0)

IV. RECOGNITION – No report

V. APPROVAL OF MINUTES

The Board voted to approve the minutes from July 15 (Mrs. Uzenoff, Ms. Harvey, and Mrs. Stack were absent). One correction was indicated.

Motion: Moved that the Weston Board of Education approves the minutes of the July 15, 2013 Regular and Executive Sessions. Motion by Mrs. Stack, second by Mrs. Spaulding, 4 (Mr. Schaefer, Mrs. Levin, Ms. Daniel, Mrs. Spaulding) in favor, 2 (Ms. Harvey, Mrs. Stack) abstain. (4-0-2)

The Board voted to approve the minutes from August 6.

Motion: Moved that the Weston Board of Education approves the minutes of the August 6, 2013 Board Retreat. Motion by Mrs. Stack, second by Ms. Harvey, all in favor. (6-0)

The Board voted to approve the minutes from August 19 (Mrs. Levin was absent).

Motion: Moved that the Weston Board of Education approves the minutes of the August 19, 2013 Regular and Executive Sessions. Motion by Ms. Daniel, second by Ms. Harvey, 5 (Mr. Schaefer, Ms. Daniel, Ms. Harvey, Mrs. Spaulding, Mrs. Stack), 1 (Mrs. Levin) abstain. (5-0-1)

The Board voted to approve the minutes from August 22 (Mr. Schaefer and Mrs. Levin were absent).

Motion: Moved that the Weston Board of Education approves the minutes of the August 22, 2013 Special Meeting. Motion by Mrs. Levin, second by Ms. Harvey, 4 (Ms. Daniel, Ms. Harvey, Mrs. Spaulding, Mrs. Stack) in favor, 2 (Mr. Schaefer, Mrs. Levin) abstain. (4-0-2)

VI. PUBLIC COMMENT – No report

VII. NEW BUSINESS

1. Discussion and vote to request that the Board of Selectmen authorize and sign a contract for the architecture firm KG&D to create schematic design documents for Area E of WHS as part of the windows and doors project

Dr. Palmer provided a background on the high school windows and doors project and introduced Allen Swerdlowe, Chair of the Town Building Committee. Mr. Swerdlowe gave a PowerPoint presentation on the history of the project, rationale behind decisions, and project timelines. Mrs. Deorio described what it was like to teach in the rooms with the outdated ventilators with regards to temperature and noise and discussed pertinent feedback in our NEASC report. Dr. Keating discussed the financials for this project, and specifically option 2B in the plan.

Motion: Moved that the Weston Board of Education requests that the Board of Selectmen execute a fixed-price services contract in the amount of \$78,500 with Kaeyer, Garment and Davidson Architects, PC, to develop construction documents for Area E of Weston High School for the completion of work as described in the firm's Final Report dated July 31, 2013, noted as "Option 2B: Redesigned Windows & Rooftop Energy Recovery," with appropriate add alternate options. Motion by Ms. Harvey, second by Mrs. Spaulding, all in favor. (6-0)

2. Request that the Board of Finance reallocate funds for the high school windows and doors project from a previous unexpended capital project

Mr. Clarke discussed the middle school air conditioning project, and that funding remains because the cost exceeded the budget.

Motion: Moved that the Weston Board of Education requests that the Board of Finance authorizes the reallocation of \$200,000 from the 2005 capital budget, previously set aside for air conditioning at the middle school, as part of the WHS windows and doors project. Motion by Mrs. Levin, second by Mrs. Spaulding, all in favor. (6-0)

3. Discussion and vote on disposition of records beyond retention requirement

Per "The State of Connecticut Municipal Records Retention Schedule M8: Education Records," records are considered to be no longer needed to provide educational services to a student when the retention requirement is fulfilled. Education Cumulative Records, including records of academic achievement, attendance records, and records of immunization, must be retained for a minimum of 50 years after a student leaves the school district. Other Education Cumulative Records must be maintained for six years after a student leaves the school district or such other period of time stated in the State of Connecticut Municipal Records Retention Schedule M8. (See also Administrative Regulation R-5125).

Motion: Moved that the Weston Board of Education approves the completion of the Records Disposition Authorization Form and subsequent disposition of the following

documents, which have been retained for the minimum time period, upon receipt of State approval:

- *Cumulative Education Records 1920-1960;*
- *Attendance Registers 1931-1960; and*
- *Cumulative Health Records 1954-2000.*

Motion by Mrs. Stack, second by Ms. Daniel, all in favor. (6-0)

4. Discussion and vote on School Resource Officer Memorandum of Understanding

Mr. Brey presented the proposed memorandum of understanding with the Weston Board of Police Commissioners regarding implementation of the School Resource Officer program.

Motion: Moved that the Weston Board of Education approves the memorandum of understanding with the Weston Board of Police Commissioners regarding implementation of the School Resource Officer program and authorizes the Chairperson and Superintendent to execute the Memorandum of Understanding. Motion by Ms. Harvey, second by Mrs. Spaulding, all in favor. (6-0)

5. Discussion of 2012-2013 CMT and CAPT testing reports

Dr. Craw presented the 2012-2013 CMT and CAPT testing reports and discussed changes at the state level.

6. Discussion of FY 2013 Year-End Financial Report

Dr. Keating reviewed the Year-End Financial Report.

Motion: Moved that the Weston Board of Education approve the Final Financial Report for the Fiscal Year ending June 30, 2013. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (6-0)

VIII. OLD BUSINESS – No report

IX. SUPERINTENDENT’S REPORT

1. Next regular Board meeting Monday, October 21, 2013 at 7:30 p.m.

2. District update

Dr. Palmer discussed back-to-school nights, the joint facilities study, and lack of parking for Hurlbutt.

3. Principals’ reports

Mrs. Deorio, Weston High School Principal, spoke about Thursday’s parents’ night, the upcoming club fair, district email addresses for students, and the October Chinese delegation visit. Mrs. Watkins, Weston Middle School Principal, spoke about the successes for sixth graders and the new Google email addresses for students. Mrs. Falber, Weston Intermediate School Principal, commented on the start to the year, first school-wide assembly on bus behavior, and back-to-school nights. Mrs. Kaddis, Hurlbutt Elementary School Principal, discussed welcoming the class of 2026, the teacher meet-and-greet with parents, the first PTO meeting and first all-school assembly, success of the summer reading program, and receipt of a Got Milk grant.

X. COMMITTEE REPORTS

1. Communications Committee

First meeting is Wednesday, September 25 at 4:00 p.m.

2. Curriculum Committee

The following items from the last Committee meeting were discussed by Mr. Schaefer: math blended learning (Teach-to-One), communications strategies for AIM, and a review of graduation requirements. The next Committee meeting is scheduled for October 9 at 8:00 a.m.

3. Finance Committee

The following items from the last Committee meeting were discussed by Ms. Harvey: The fourth-quarter financial report, budget for FY 2014, security upgrades that have been completed, enrollment/staffing updates, and the presentation for upcoming Tri-Board meeting on September 25.

4. Facilities Committee

The following items from the last Committee meeting were discussed by Mrs. Stack: high school windows and doors, field lights proposal for the high school stadium (public meeting on this in early October), a facilities update, approval of future dates for Special Olympics, CL&P, solar panels, and the cost avoidance report.

5. Policy Committee

First meeting is Tuesday, September 24 at 8:15 a.m.

6. Negotiations Committee

Ms. Harvey announced that discussions continue with WAA contract negotiations.

7. CES

Ms. Daniel explained what CES stands for and discussed her recent visit to CES. She also discussed the CES newly developed crisis response and recovery program and consultation and services offered for school planning and enrollment analysis.

8. CABE

Mrs. Spaulding discussed links to common core information on the CABE website. Ms. Harvey added that the Weston Middle School chamber orchestra will be performing Saturday morning at the CABE/CAPSS convention.

9. Weston Education Foundation

Ms. Harvey announced that Trivia night is oversold and should be a lot of fun. She also announced that a grant was approved for the \$1898.00 for levels one and two of the Circle of Social Skills curriculum – a program for students with disabilities at the middle school and high school.

XI. ADJOURNMENT

*Motion: Motion to adjourn by Mrs. Levin, second by Mrs. Stack, all in favor.
(6-0) Meeting adjourned at 10:28 p.m.*

Minutes prepared by Jennifer Markov, Board of Education Clerk.

Minutes reviewed/approved by Dr. Colleen Palmer, Superintendent.

Chairman

Secretary

Approved by the Board of Education: October 21, 2013