

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: May 18, 2015

DISCUSSION:

1. Permanent Art Collection Policy: P6161.13 (Encl.) Dr. Landon
2. Progress Report: Teacher Supervision and Evaluation PDEP Plan (Encl.) Ms. Cion
3. Use of Atlas Curriculum Mapping Software Grades 6-12 (Encl.) Mr. D'Amico

DISCUSSION/ACTION:

1. Adoption 2015-16 Goals of the Board of Education (Encl.) Dr. Landon
2. Establishment of School Lunch Prices: 2015-16 (Encl.) Mr. Longo
Ms. VanCoughnett
3. Tuition Rates: 2015-16 School Year (Encl.) Dr. Landon
4. Authorization to Sign Contracts (Encl.) Dr. Landon
5. Acceptance of Gifts (Encl.) Dr. Landon

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1024

To: Members of the Board of Education
From: Elliott Landon
Subject: Westport School Permanent Art Collection
Date: June 1, 2015

Over the past several months I have had the pleasure to interact with Kathie Bennewitz and Maija Krasts, the co-chairs of the Westport School Permanent Art Collection (WSPAC). Their knowledge of the collection and their commitment to growing and strengthening it has been an inspiration for me. Moving forward, under their direction and leadership, I feel confident that the Collection will expand and be of an even greater complement to our instructional programs throughout the school district in the years to come, Kindergarten through Grade 12.

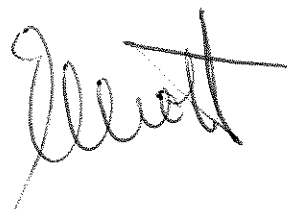
As WSPAC has evolved since its inception, much has changed in the art world and in our community. Initially, it was essential for the Westport Parent Teacher Association to be actively involved in the distribution of the Collection throughout the school system and its placement in critical locations in our individual schools. That involvement is no longer required and WSPAC can now grow and be an integral part of our instructional programs as an independent organization with a significant attachment to our school system.

As a result of the changes that have emerged over the years, it is essential that Board of Education Policy P 6161.13, Permanent Art Collection be modified to reflect these changes. The revisions to policy incorporate current terminology and practice and updates that reflect evolved practice as well as new topics (such as Rights and Reproductions). Several points have been reorganized for clarity, while the section concerned with "history and purpose" has been moved to the top.

Ms. Bennewitz and Ms. Krasts will be present at our meeting of June 1 to provide explanation and answer questions about the policy for the Board and the public present. If the Board wishes to adopt these policy changes at that meeting, I have prepared a Resolution for Board approval.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves modifications to Policy P6161.13, Permanent Art Collection, in accordance with the materials presented at the meeting of June 1, 2015.



Instruction

Permanent Art Collection

History and Purpose of the Collection

The Westport Schools Permanent Art Collection (WSPAC) is a sizable collection of original works of art acquired primarily through gifts, many given by the artists themselves. Some objects have been donated by heirs of artists, gallery owners or private collectors; several works were purchased with funds donated for the purpose of adding to the Collection, and some with the proceeds of insurance.

All donations to the Westport Schools' Permanent Art Collection, which was started in 1964/65 by Burt Chernow, a Westport Schools art teacher, were given with the understanding that the works would be displayed throughout the school system for the benefit of the children. The inventory and catalog of works in this Collection is on file in the Superintendent's office, and on a database on the Westport Public Schools server.

The Collection remains guided by the original vision for works of art to surround and be part of students' cultural education, as reflected in WSPAC's mission (2014):

WSPAC's purpose is to maximize the impact of its collection by using original works of art to inspire and educate Westport students, faculty and the community. We do this by increasing awareness and accessibility of the collection through developing and creating opportunities for programs and public display. WSPAC also cares for and curates this important collection to insure its growth for future generations.

The three goals of the Collection have remained essentially the same as they were at the inception of the program:

1. To distribute the art work throughout the schools so that students may experience art as an integral and important part of their environment.
2. To help all students develop appreciation for fine art through exposure to the vitality of original works of art.
3. To use original art as a tool to increase the effectiveness of teaching in the curriculum itself.

Ownership and Display

The Westport Board of Education is, has been, and shall continue to be the owner and possessor of all works in the Collection, and shall hold same for the benefit of the children enrolled in the Westport Public Schools. The Board of Education will continue to retain and maintain the Collection in support of the aforestated goals and will continue to display the work throughout the school district.

Instruction

Permanent Art Collection (continued)

In accordance with these goals, the Board shall not permit the removal of the entire collection or a substantial portion of the collection from the school system for permanent display elsewhere, nor shall it, for any purpose, divest the school system of the entire collection, or a substantial portion of it by selling or giving the collection to any other individual, group or agency.

The WSPAC Committee

The Collection will be curated and managed by a group of trained volunteers to be known as The WSPAC Committee. The Committee shall be comprised of, but not limited to, Westport school parents, town residents, the Town Curator, members of the Westport art community, professional artists, collectors and art history experts. In addition, if possible, the Committee should include one Westport educator serving on a voluntary basis. At least one member of the Committee should be a person knowledgeable about the art market and another about collection management and curatorial practices so as to be able to handle all aspects of curatorial, art handling, installation and collection management functions

Collection Management

The Collection will be managed by The WSPAC Committee which will include individuals who are qualified with respect to and interest, background and expertise in art so as to be able to handle the curatorial and collection management functions described in this policy and the following:

1. Maintaining an inventory of all artwork, by properly cataloging all objects and updating locations. The committee also maintains archives and research records pertaining to the objects and artists.
2. Rotating and displaying artwork among the various school locations and public spaces, and handling or coordinating fine art transportation. .
3. Keeping insurance appraisals up-to-date, with the aid and support of the Superintendent's Office as needed, so that Westport Public Schools can annually insure the artwork, and provide an annual report to the Superintendent and Board of Education.
4. Proper framing, conservation and storage of the Collection.
5. Stimulating interest in and access to the Collection for the purpose of education as well as cultivating donations of artwork and funds to care for and insure its growth.

Handling of Funds

All funds will be handled through the normal Board of Education procedures. Each year the Chairperson of The WSPAC Committee will account to the Superintendent for all funds donated to the Collection or allocated by the Board of Education.

Instruction

Permanent Art Collection (continued)

Accessioning and Deaccessioning

Procedures For Accessioning

The WSPAC Committee is to make recommendations on all accessions and deaccessions. Works may be added to the collection through donation or purchase.

Donation

The WSPAC Committee will review any work offered as a gift to the collection and the WSPAC Committee will make a recommendation as to whether the work ought to be accepted into the collection. If the work is recommended, the procedure for formal acceptance of the gift shall be in accordance with the Board's policy on gifts, grants and bequests.

Purchase

1. Any funds donated to the Board of Education for the purpose of managing and caring for the collection and/or purchasing art work will be subject to acceptance by the Board of Education through its regular procedures on gifts, grants and bequests.
2. Specific work to be purchased either with donated funds or funds acquired through other avenues will be selected by The WSPAC Committee. Board of Education approval is required for the purchase of any individual piece of art costing over \$2,000.

Procedures For Deaccessioning

It is understood that work once accepted will not be given away or sold unless the proceeds are used for the benefit of the collection.

Deaccessioning any work of art requires approval of the Board of Education upon recommendation of the Superintendent of Schools and The WSPAC Committee.

All monies from the proceeds of the sale of a work of art shall be used to purchase other work(s) or to manage and care for the collection.

Normally art work will be recommended for deaccession only if, in the opinion of the WSPAC Committee:

1. the work is not of a quality commensurate with the rest of the collection,
2. the work cannot safely or conveniently be displayed in the school system,
3. the condition of the work is such that it cannot be restored for display,
4. a work should be sold in order to use the proceeds to purchase a substitute work that will better enhance the collection.

Instruction

Permanent Art Collection (continued)

Loans

Short-Term

1. The loan of any individual work of art or portion of the collection for short-term exhibition elsewhere requires the approval of the Superintendent of Schools. Request for such loan should be made in writing by the borrower and state the location of the exhibit, the conditions of exhibit and venue and the length of time the work(s) will be loaned and exhibited.
2. Arrangements for the safe transport and return of the art work and for insurance coverage from the time it leaves the Westport School System until the time it is returned will be the responsibility of the borrower, and coordinated with the WSPAC Committee. .
3. The borrower must furnish the Superintendent or designee with evidence that the work or works being loaned are insured for an amount to be determined by The WSPAC Committee based upon the most recent appraisals available at the time of the loan.
4. Except under special circumstances approved by the Board of Education, work belonging to the Westport Public Schools shall not be used in an exhibit to which admission is charged unless for the benefit of the Collection and the Westport Schools.

Long-Term

Art work(s) may be placed on display on a long-term basis in Town-owned buildings open to the public or in another appropriate location open to the public within the Town of Westport. All other long-term loans of art works to other public spaces are subject to the approval of the Superintendent of Schools.

Rights and Reproductions

Art works belonging to the Westport Public Schools may be reproduced in print and online scholarly catalogs and school and WSPAC publications at the recommendation of the WSPAC Committee. Permissions will be for North American, NON-exclusive, one-time print only rights, and, if granted, applicants shall be subject to contracted conditions and payment of all applicable fees, which are collected for the benefit of the Collection and the Westport Schools.


Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

WESTPORT PUBLIC SCHOOLS

MARJORIE CION
Director of Human Resources

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1000
FAX: (203) 341-1024

To: Elliott Landon
From: Marge Cion 
Subject: Approval of Submission of the Teacher Evaluation Plan
Date: June 1, 2015

Connecticut General Statutes §§10-151b require that local Boards of Education approve the submission of Educator Evaluation Plans to the State Department of Education each year.

This year, the District's Professional Development and Evaluation Committee determined that there are no substantive revisions required to the current version of the evaluation plans for either teachers or administrators.

I am requesting that the Board of Education approve the submission of the evaluation plans for both teachers and administrators to the State Department of Education.

ADMINISTRATIVE RECOMMENDATION

Be it Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Superintendent or his designee to submit Westport's Professional Development and Evaluation Plans to the Connecticut Department of Education no later than June 5, 2015.



James J. D'Amico
Director of Secondary Education

TO: Elliott Landon
FROM: James D'Amico
SUBJECT: Update on Atlas Curriculum Mapping, Grades 6-12
DATE: June 1, 2105

Over the past year, the department chairs have been working diligently to ensure that all courses of study in grades 6-12 have had their curricular goals, standards alignment, core content and skills, and common assessment information entered into the Rubicon Atlas curriculum mapping software. This has been no easy task, considering that at Staples High School there are close to 250 course offerings when levels are taken into consideration.

Each curriculum map was populated by the teachers of that course under the supervision of the department chairs. The creation of the maps was seen at first by many as merely a recording task, but quickly began to engage the teachers and administrators in discussions of the most essential concepts and topics in their courses, how and why teachers have organized the content and designed assessments for their courses, and what the factors truly are that make different levels of the same course different.

Ultimately, while one purpose of mapping the curriculum is to communicate our learning goals for each course to the public, it's most significant use is in the arena of professional development. As we move towards standards-based assessment and progress reporting at the secondary level, Atlas will be an invaluable tool in helping the faculty identify and align to the most important standards in their subject area, design and share common formative and summative assessments, and provide a centralized location to make adjustments to course curriculum as our assessment practices evolve.

In many course-alike teacher groups, Atlas is already being used to structure discussion of curriculum revision and analysis. We have also seen teachers use the maps to look at the curriculum of other subject areas to look for overlaps in skill and content instruction, and foster cross-disciplinary discussion. As the use of this software becomes embedded in our practice, we expect that there will be greater consistency across multiple sections of a course of study. However, the use of Atlas software need not inhibit teachers' creativity in developing engaging lessons for their students. There is "behind the scenes" space in the program that allows teachers to share resources and individual ideas that are tied to each unit of a course.

The Atlas software allows for two different types of curriculum maps: Collaborative maps, which are able to be worked on by multiple users and Diary maps, which are only used by individual teachers. Currently, we only utilize the Collaborative map function, which we have used to populate the maps. In order to have the maps be "public", we will have to close down that ability so that the information in the website is not altered accidentally. As we move forward, we will transfer information to individual teacher diary maps, which can

then be used as tools for teachers to use in their planning, and then as departments make changes to courses, the information can be edited in the public maps.

Another exciting aspect of the curriculum mapping software is the ability to run analytic reports on curriculum. For example, if we want to locate where the Westport 2025 skills surrounding “Creative Thinking” are emphasized in the curriculum, or in which units a particular state standard is addressed, we can do so. This is now possible since the maps contain that information.

The maps will be published over the summer as part of a reorganized Teaching and Learning Center website, and available to the public in time for the next school year.

Westport Public School District GOALS FYE 2016

Our Mission is to prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community. **We achieve this** by fostering critical and creative thinking and collaborative problem solving through a robust curriculum delivered by engaging and dedicated educators.

We are committed to maintaining an environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

GOAL, PERFORMANCE OBJECTIVE and SPECIFIC ACTION Detail

Objective: Implement a plan of action that ensures that all students are equipped with globally competitive learning skills

Performance Objective	Specific Action	2015-16 Year 1	2016-17 Year 2	Progress Report
Goal 1: Continuous Improvement in Curriculum, Instruction and Assessment. Track and Quantify Progress Towards Curricular and Extracurricular Goals				
a. Obtain NEASC self-study accreditation [ON-GOING]	1. Complete the self-study process at SHS prior to October visit. 2. Report results to BOE.	September		
		March		
b. Significant and incremental improvement in district curriculum	1. Based on Kindergarten evaluation, determine and implement any curricular changes, if any, for Kindergarten based on Common Core standards, instructional minutes and benchmarking with peer school districts. 2. Evaluate any course changes and/or proposals. 3. Provide update on course sequencing and course offerings related to STEAM in grades 6-12; feasibility of creation of mini-maker spaces in all school library-media centers and after school continuing education programs; and, curriculum planning in K-5.	September		
		November		
		November		
		October		

ADOPTED:

<p>c. Successful preparation for SBAC testing (contingent upon decisions by the State)</p>	<p>4. Provide update on development of Senior Demonstration or "Capstone" requirement based on tenets of the Westport 2025 framework.</p>	<p>October</p>		
<p>d. Implement the new teacher evaluation system as per requirements by the State.</p> <p>[ON-GOING]</p>	<p>5. Enumerate ways in which to strengthen the elementary school world language program.</p> <p>1. Report district SBAC test results.</p> <p>[ON-GOING]</p>	<p>November</p> <p>April - June</p> <p>September</p> <p>May</p>	<p>September (K-12)</p>	
<p>e. Prepare for the implementation of BYOD including a professional development plan for teachers on the use of applicable digital tools. Include best practices for teaching, learning, and assessment.</p> <p>[ON-GOING]</p>	<p>1. Follow-up report to the Board of Education.</p> <p>1. Report on outcomes.</p>	<p>September (6-12)</p> <p>October</p>		

ADOPTED:

<p>f. Improve current assessment tools and define measurement of improvement to determine the effectiveness of Westport 2025.</p>	<p>1. Report anecdotally and quantitatively, where possible, on findings with regard to the effectiveness of Westport 2025.</p> <p>2. Update report on new K-5 standards-based progress reports.</p>	<p>September (6-12)</p> <p>October</p>		

DRAFT

ADOPTED:

Westport Public School District GOALS FYE 2016

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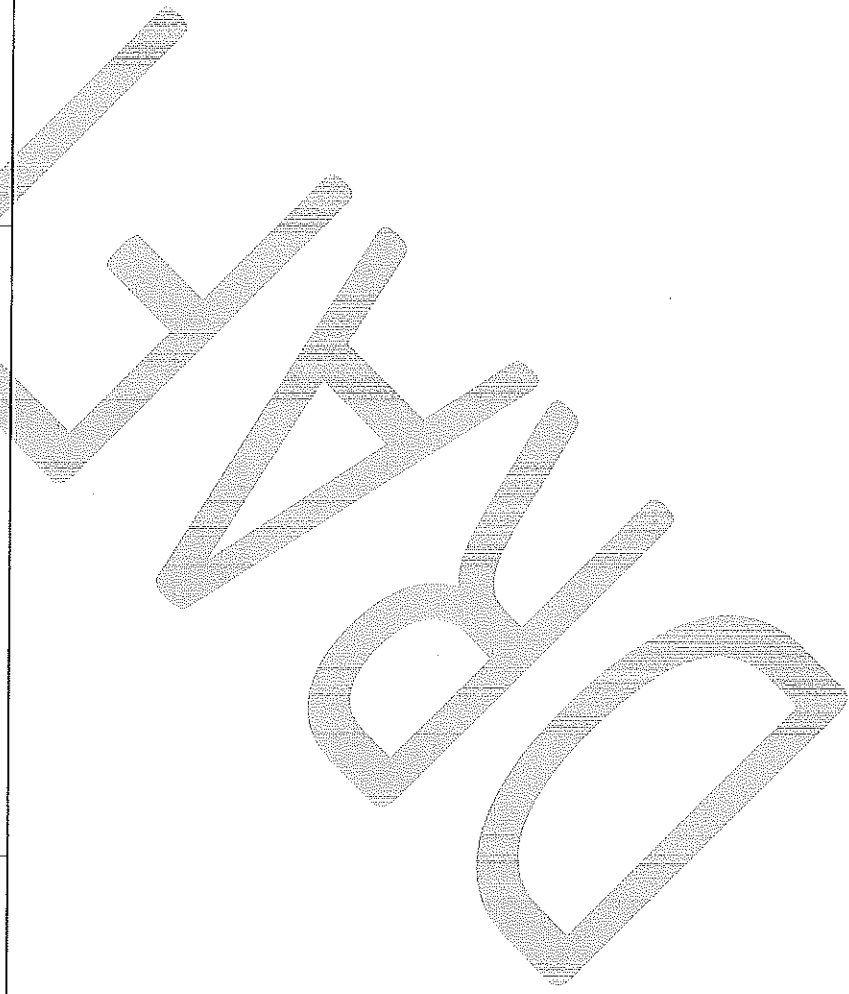
We are **committed** to maintaining an environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

GOAL, PERFORMANCE OBJECTIVE and SPECIFIC ACTION/Detail

Performance Objective	Specific Action	2015-2016 Year 1	2016-2017 Year 2	Progress Report
<p>Goal 2: Promote an Environment that fosters respect, ethical behavior and responsible global citizenship</p> <p>a. Implement a fifth domain for the Westport 2025 Critical Lens to reflect goals related to civic, social and ethical expectations at the elementary, middle and high school levels.</p> <p>[ON-GOING]</p> <p>b. Unify codes of conduct so as not to hold student athletes to a higher standard than that for clubs and other extracurricular activities.</p>	<p>1. Evaluate progress.</p> <p>1. Collect and evaluate all codes of conduct within the Westport Public Schools to determine similarities and differences.</p> <p>2. Propose, where feasible, unified codes of conduct for all activities, including consequences and processes for enforcement.</p> <p>3. Adopt unified codes of conduct, where feasible.</p>	<p>April - June</p> <p>September</p> <p>March</p> <p>May</p>		

ADOPTED:

c. Establish student data security protocols	<ol style="list-style-type: none"> 1. Review current data security protocols 2. Review best practices security protocols for student data 3. Propose data security protocols for all data (students and otherwise) 4. Approve data security protocols 	<p>October</p> <p>November</p> <p>February</p> <p>April</p>		
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ADOPTED:

Goal 3: Productivity and Efficiencies			
Performance Objective	Specific Action	2015-2016 Year 1	2016-2017 Year 2
a. Fiscal responsibility and transparency.	<ol style="list-style-type: none"> 1. Identify strategic improvements to the budget development process. 2. Provide a forecast of fixed and variable budgetary expenditures 	October	October
b. Assess the value of bus monitors.	<ol style="list-style-type: none"> 1. Identify role of monitors in student discipline and safety, to include comparisons with Westport school buses without monitors. 2. Analyze use of school bus monitors in all school districts in Connecticut. 	October	
c. Evaluate the desirability and effectiveness of seat belts on school buses.	<ol style="list-style-type: none"> 1. Review all research related to the safety and effectiveness of seat belts on school buses. 	August	
	<ol style="list-style-type: none"> 2. Identify all school districts in Connecticut who require the use of seat belts for students and the costs associated therein. 	November	November
			Progress Report

ADOPTED:

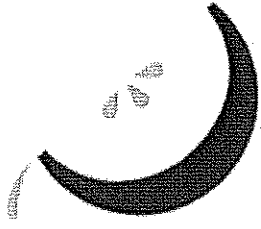
<p>d. Complete feasibility study to address space issues at Staples High School.</p>	<p>1. Report results to Board of Education</p>	<p>October</p>	
<p>e. Provide "Brown Bag" opportunities for full Board of Education to meet periodically with members of the public.</p>	<p>1. Present calendar of meeting dates for Board of Education approval.</p>	<p>Fall Spring</p>	
<p>f. Investigate alternative scheduling options for elementary and middle schools, and Staples High School to achieve efficiency.</p>	<p>1. Report outcomes and prepare recommendations for Board of Education consideration for implementation.</p>	<p>May</p>	

ADOPTED:

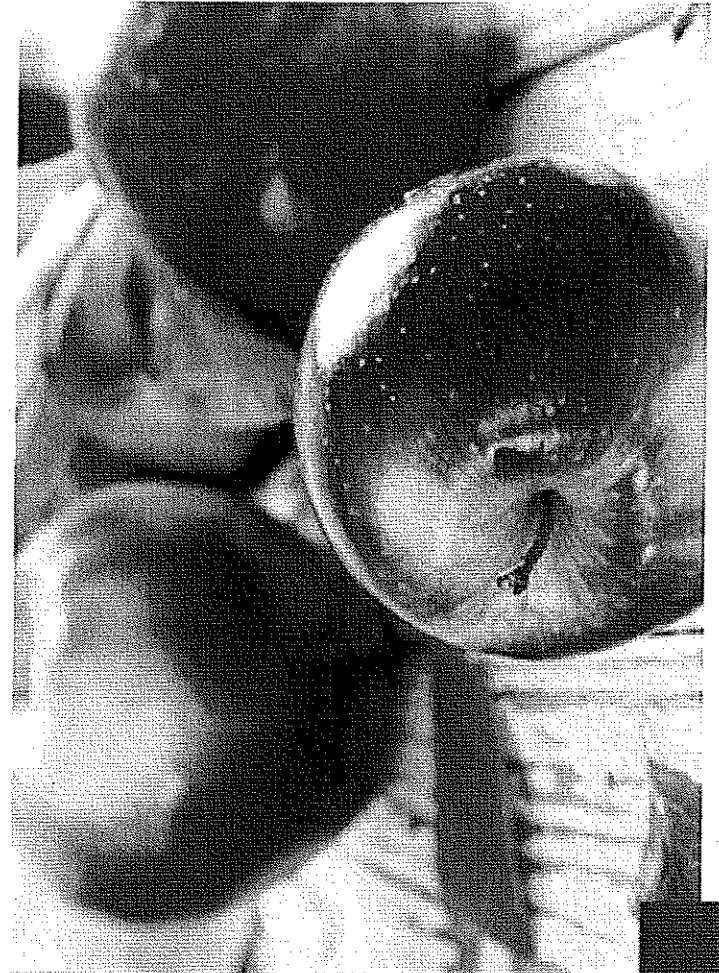
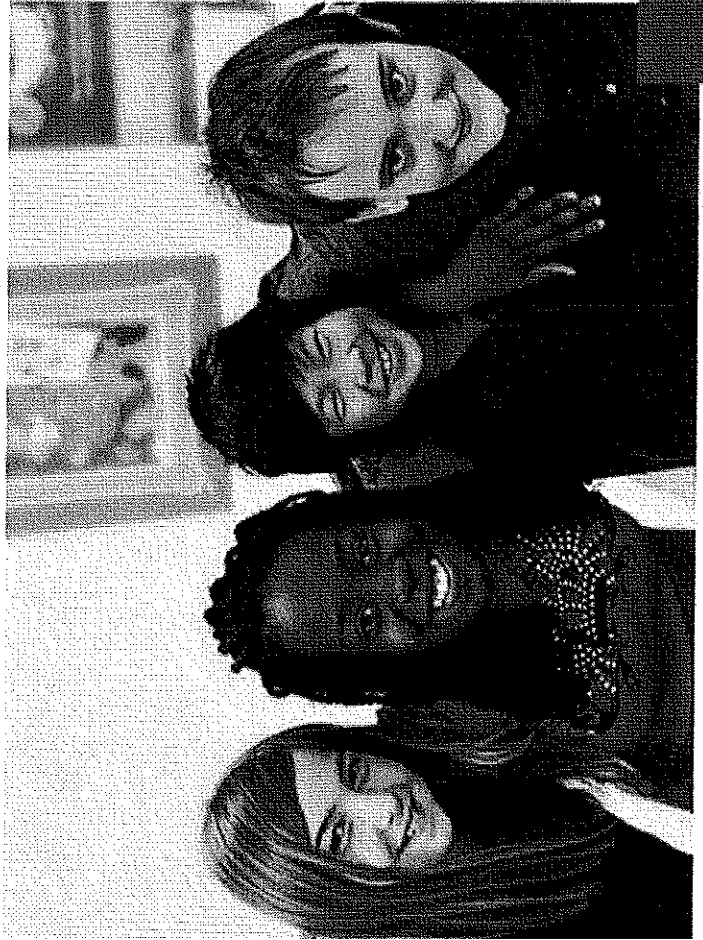
<p>g. Develop priority list of capital projects, both long-term and short-term.</p>	<p>1. Report upon capital projects in rank order of priority, with most needed leading the lists.</p>	<p>November</p>		
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ADOPTED:

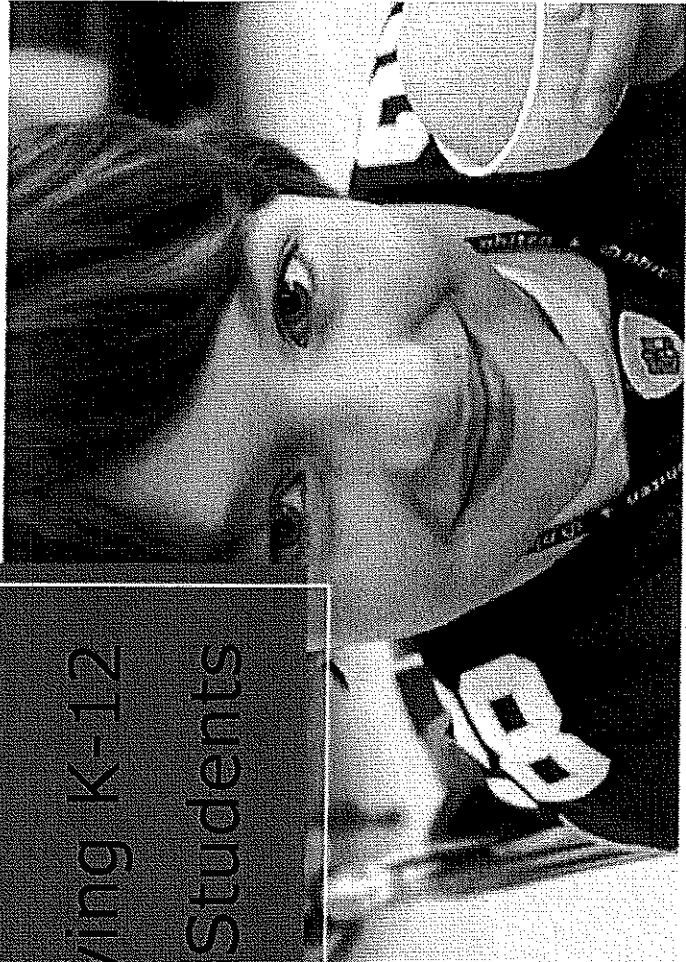
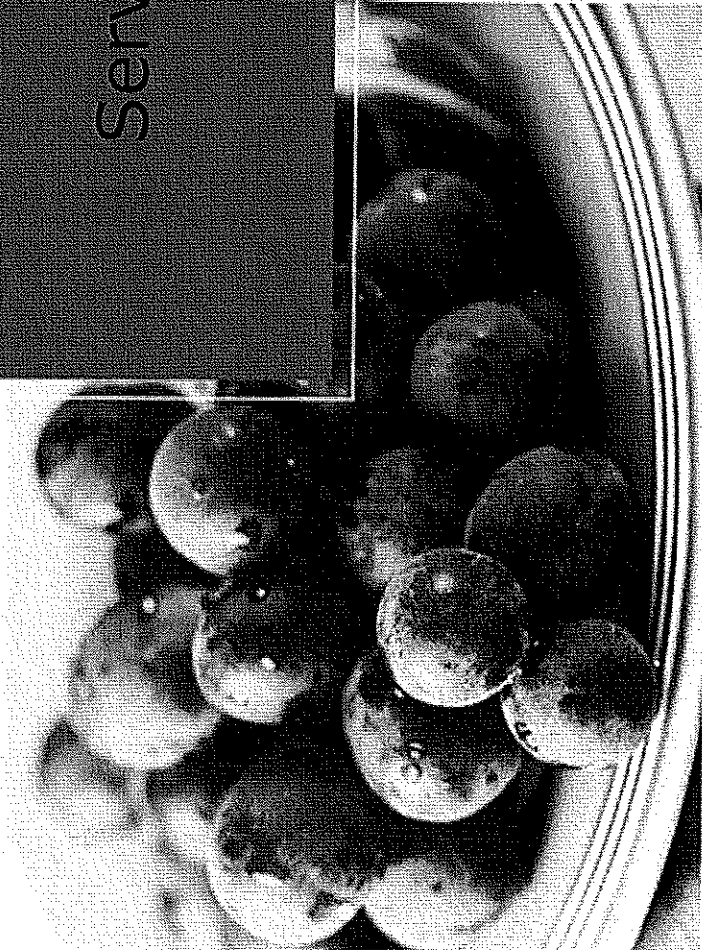



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**HEALTHY KIDS
ARE THE PATH
TO A HEALTHY
FUTURE**

Serving K-12
Students



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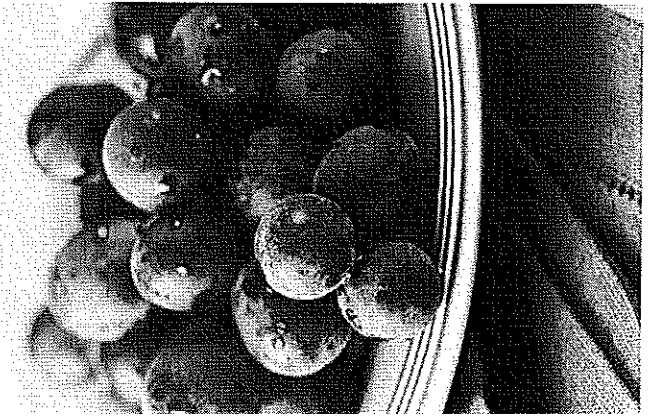
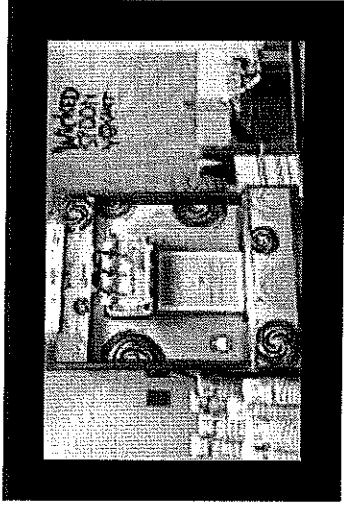


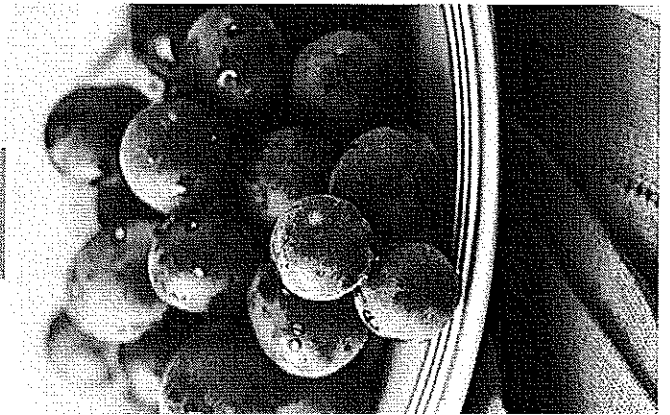
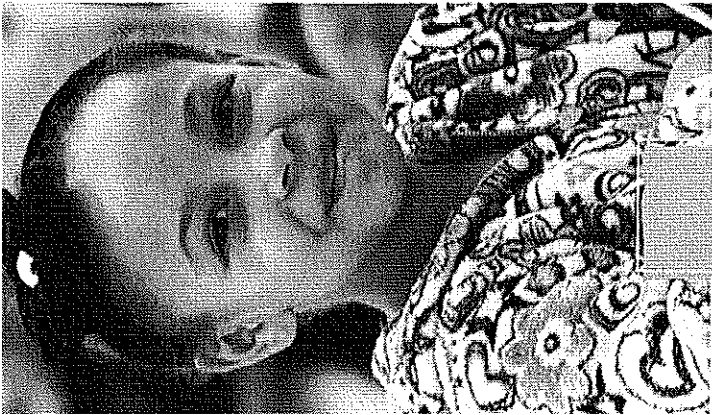
Culinary Happenings

eot.

in the cafe

- Wicked Spoon Frozen Yogurt at SHS
 - Fat Free & Gluten Free
 - Healthy Toppings
 - Fresh fruit, granola, etc.
 - Sold by the ounce
 - Avg. daily sales-\$450
- After Hours Snack at SHS
 - 2:00pm-2:45pm
 - Monday-Friday
 - Healthy Snacks & Beverages
 - Salads, Sandwiches
 - Fruit Cups, Veggie Cups
 - Fresh Fruit, Yogurt
 - Hummus/Pretzel Cups
 - Gluten Free options
 - Average daily sales-\$400
- Expanded Gluten Free options for all schools
 - Pre-order process for parents
 - Hot options now available





Culinary Happenings

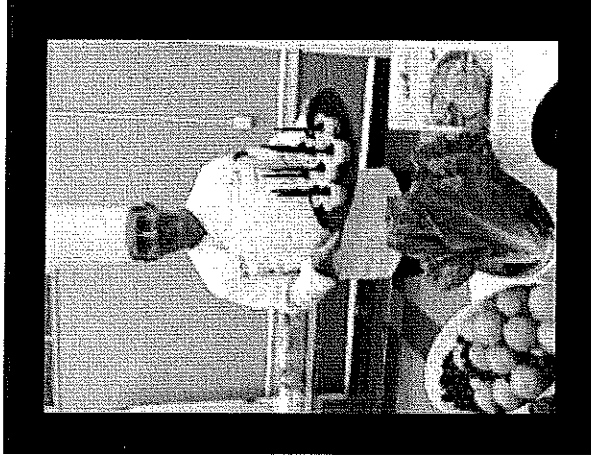
eat.

in the cafe

- Chef's Tables
 - Monthly in each school
 - Interactive lessons and tastings
 - Items are offered on next month's menu
 - Chef Logo to identify items on menus.




- Farmer's Market
 - Local farmers displayed their products at SHS in April for National Nutrition Month.





Sack Lunches



Westport Public Schools Lunch-To-Go Request Form

Please complete and email to: dmsenough@westport.k12.ct.us
(Allow 5 days in advance of your field trip or event)

Contact Person:	Today's Date:
Date of Event:	# of Student Lunches:
Departure Time:	# of Adult Lunches:
School:	Teacher:
Grade:	STUDENT NAME:
Contact Person Signature:	(Please give the event day's attendance to your Food Service Lead by 10am the day of event or trip)

ENTRÉE CHOICE (check one)		SIDE DISH CHOICE (check one)	
<input type="checkbox"/> Roasted Turkey & Potatoes on a whole wheat bun	3.00	<input type="checkbox"/> Fresh Veget. Cup	
<input type="checkbox"/> Braised Beef & Cheddar on a whole wheat bun	3.00	<input type="checkbox"/> Fresh Orange	
<input type="checkbox"/> Cheese, Calabrese & Fowl Bites Box	3.00	<input type="checkbox"/> Fresh Apple	
<input type="checkbox"/> Tiramisu, Brie & Honey Cheese	3.00	<input type="checkbox"/> Fresh Banana	


BEVERAGE CHOICES (enter # of each beverage needed)	
Utah Milk	Orange Juice
Tea/Hot	Apple Juice
Chartwells Milk	Other

A La Carte Extras (please call the food service office to add)

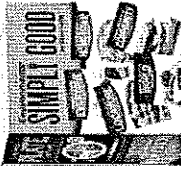
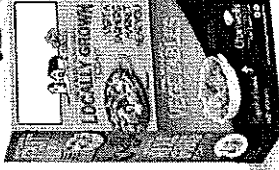
Buns or trays	75¢	Nut-Free Snack Bar	1.00
Cheer Snack Box	75¢	Free Kosher Treat	1.00
Fresh Baked Cheese	75¢	3 oz. Baked Potato	75¢

All meals served with Fresh Baby Carrots, condiment packets, napkins and straws.

Custom menus are also available. Please call us at 341-5431 with any questions.
Thank you for choosing school lunch!



It's Field Trip Season! Order Your Class Lunch-To-Go Today!

Chartwells School Dining Services makes your field trip or spring event fun with delicious and healthy Lunches-To-Go!

- Packaged in a colorful, handy bag
- A variety of menus to choose from
- Available to all students
- Meals meet healthy USDA meal guidelines
- Teacher and parent meals available

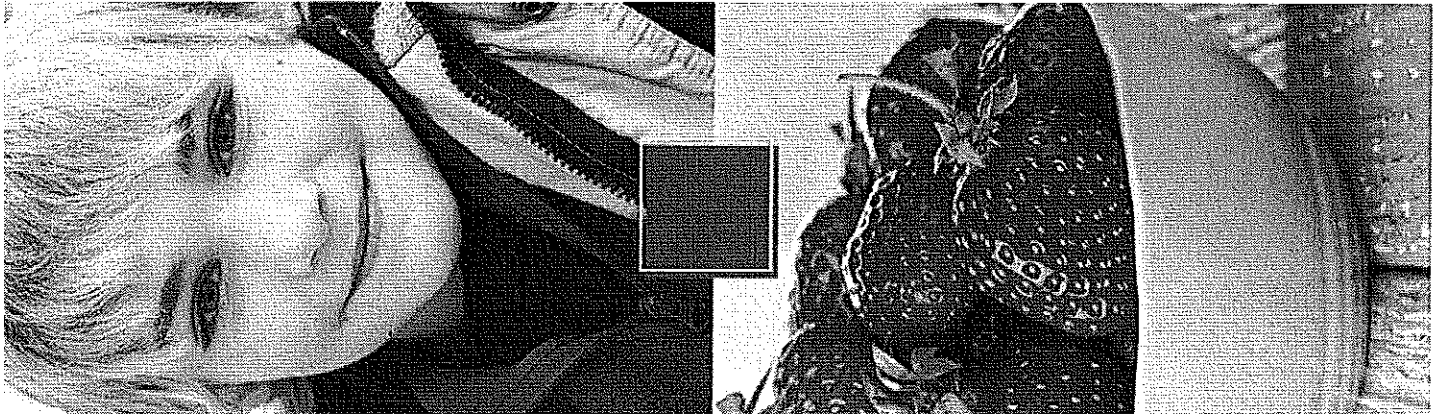
CALL: 341-5431
EMAIL: dmsenough@k12.ct.us

Order from your Dining Services Director today!

- Use the order form on the back of this page
- A la carte selections and custom menus are available, too.

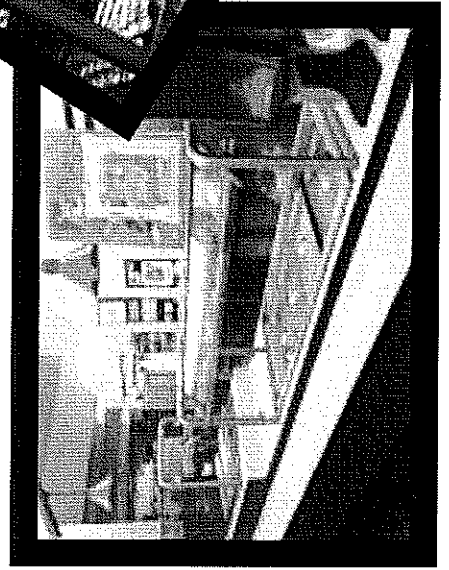
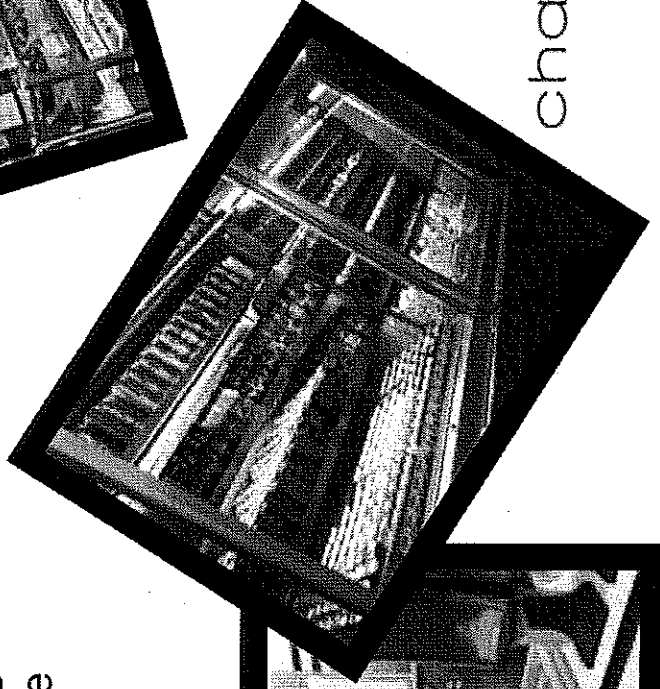
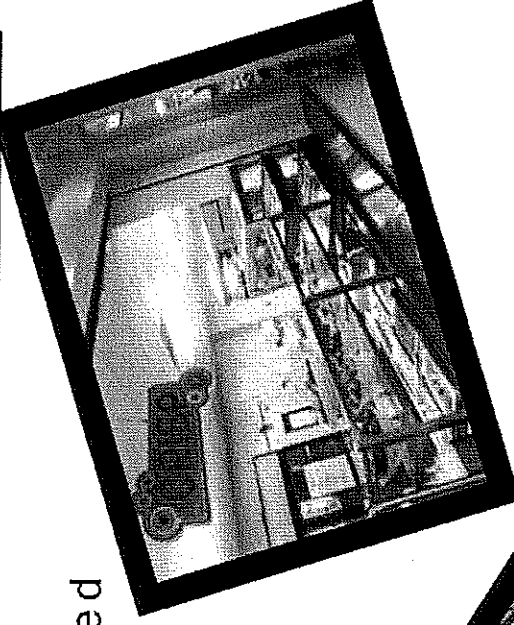
Thank you for choosing school lunch!

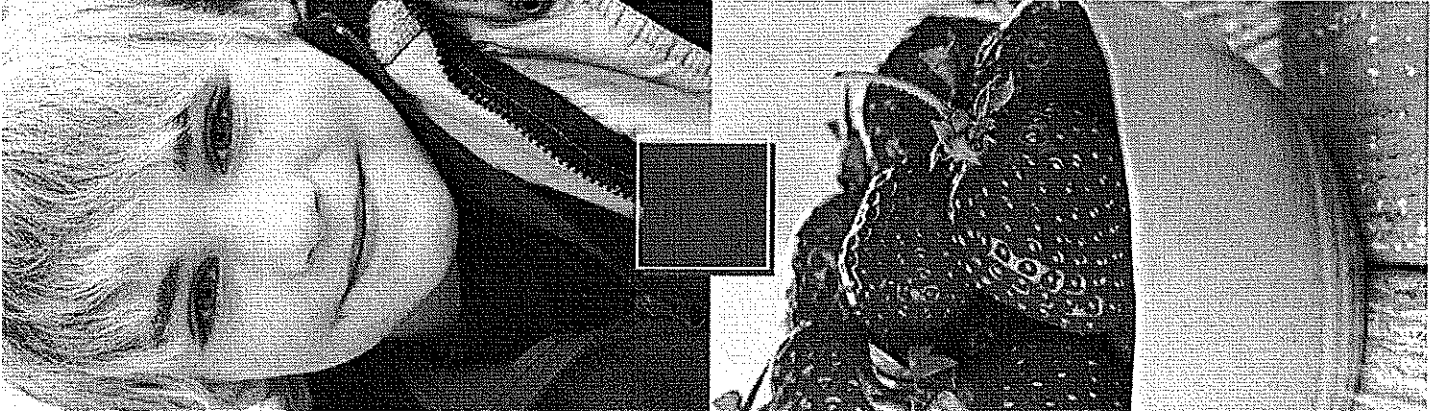




Renovations

- Bedford Middle School
- Coleytown Middle School
- Saugatuck Elementary School
 - Airscreen coolers
 - Refrigerated and heated serving lines
 - Cooking Equipment
 - Beverage Coolers
 - Lighting
 - Signage



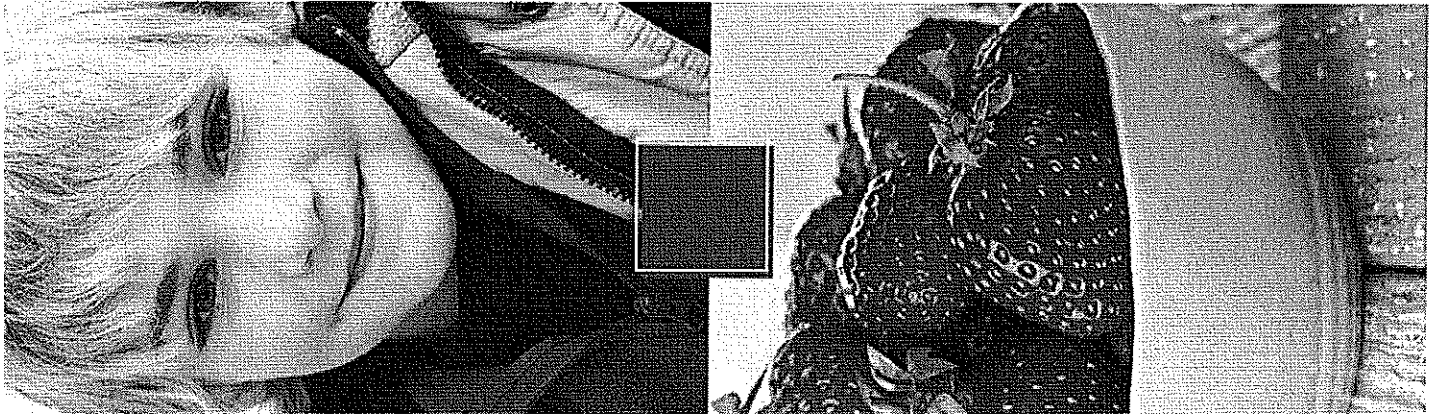


learn.

in the classroom

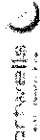
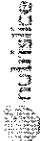
How we build our healthy school menus

- We utilize the USDA recipe database in conjunction with local and regional food trends with input from the Westport Wellness Committee, students, teachers, Corporate Dietitians and Chefs as well as local Food Service Directors.
- We use “Webtrition”, the only menu management and nutrition software program in the industry, which helps to control costs, plan and produce high quality meals and delivers accurate nutritional information.



NEW

**EASY-TO-ACCESS
SCHOOL MENUS**

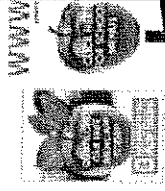

presented by  

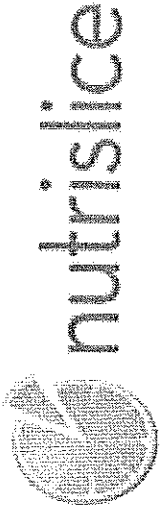
**SCHOOL MENUS THAT ARE INNOVATIVE,
VIBRANT, AND ACCESSIBLE!**

The way you access school menus is changing, and we are sure you will love it! Chartwells, in partnership with Chartwells K12, is now using Nutrilice to publish the school menu to a new interactive website and a free smartphone app! Now you can access your menus anywhere, anytime!

NOW YOU CAN ALSO:

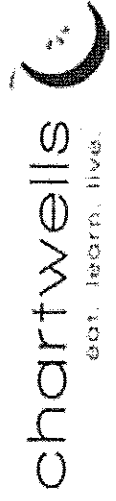
- **SEE** more information about menu items, including a photo and description.
- **FILTER** common food allergens like nuts, wheat and dairy.
- **TRANSLATE** your menus into a number of different languages.
- **ACCESS** nutrition information like carb counts and calories with just a few clicks!
- **PRINT** a PDF version of the menus directly from the website, if you prefer.

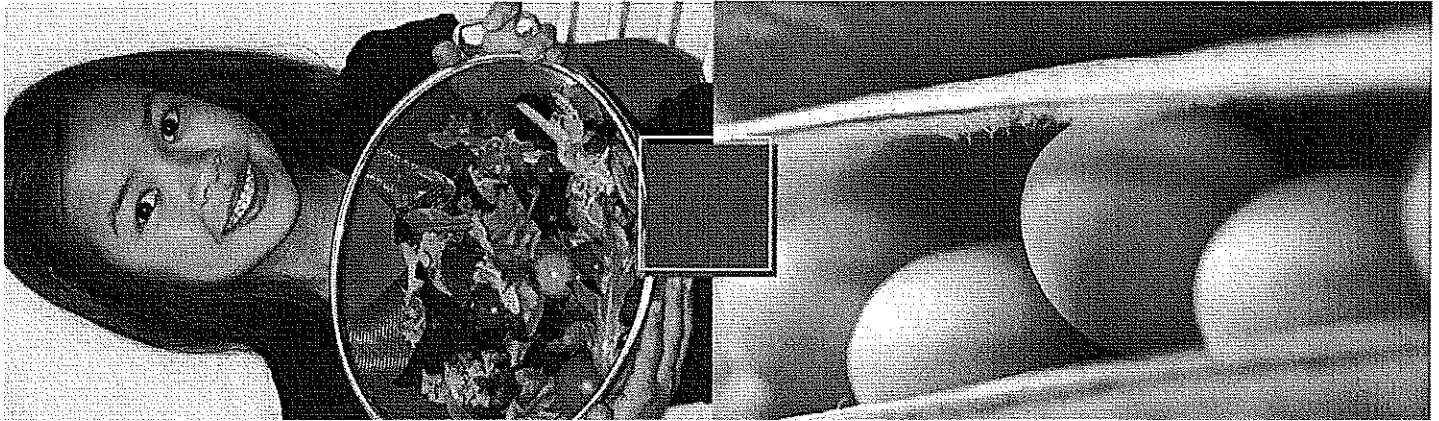





<http://westport.nutrilslice.com>
(Going live this month)

- ✓ Complete information about menu items, including a photo and description.
- ✓ Filter for common food allergens like nuts, wheat, soy and dairy
- ✓ A translation feature to translate your menus into a number of different languages
- ✓ Access to nutrition information like carb counts and calories with just a few clicks!





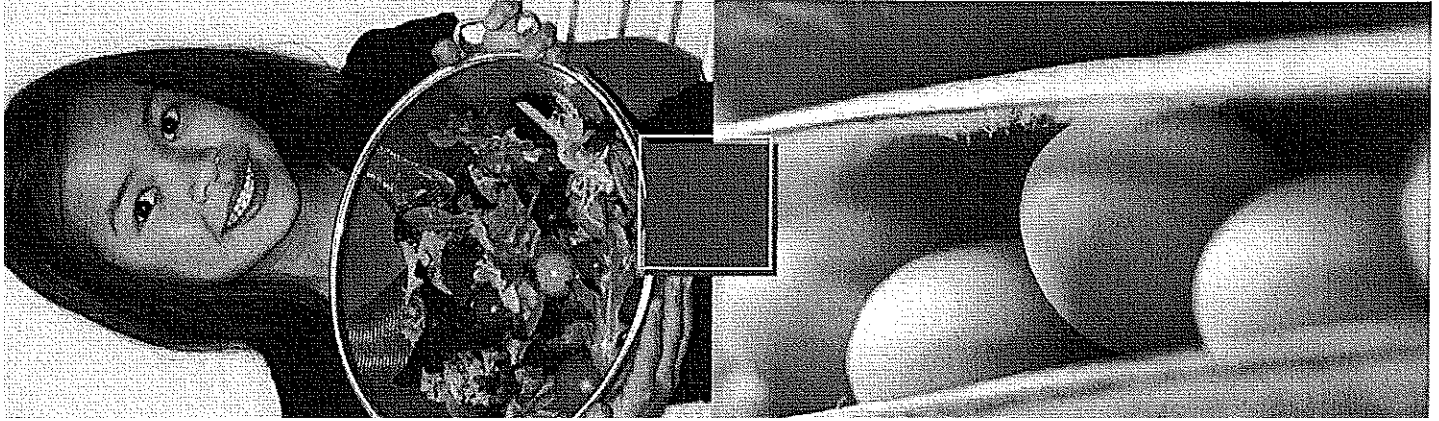
Statistics

live.

in the community

➤ Student Enrollment and Total Meals

	2012- 2013	2013- 2014	Forecast 2014-2015
Total Students	5705	5724	5,749
Total Meals Purchased	945,433	984,859	1,020,926



Proposed Lunch Increase K-8

live.

in the community

Calculating your average price:

Elementary \$2.35

Middle School \$2.60

Average \$2.48

Calculating the USDA minimum:

Free meal \$3.04

Paid Meal \$.34

Difference between rates \$2.70

Mandatory increase 2% + Inflation 2.18% = 4.18%

Our average price of 2.48 at 4.18% = \$.103

Proposed new prices:

Elementary \$2.45

Middle School \$2.70

Average \$2.58

Still below the USDA minimum of \$2.70

NOTE: The maximum required annual average increase for school lunch pricing is capped at \$0.10. SFA's can elect to increase their average paid lunch price by more than the above calculation requires (Example: School District's calculated increase equals \$.05 but the SFA can elect to raise it's average price by \$0.15 if it so chooses. Under Section 205, the school food authority would never be required to increase its average lunch price by more than \$0.10



chartwells
eat. learn. live.



Thank You!

**WESTPORT BOARD OF EDUCATION
CAFETERIA FUND**

**Summary of Financial Performance and Fund Balance
5 YEARS (FY10 - FY14)**

	30-Jun-10	30-Jun-11	30-Jun-12	30-Jun-13	30-Jun-14
Total Revenues	\$ 2,692,641	\$ 2,742,089	\$ 2,901,985	\$ 2,802,710	\$ 3,035,783
Total Expenditures	\$ (2,576,636)	\$ (2,702,223)	\$ (2,581,611)	\$ (2,910,002)	\$ (2,831,421)
Revenues over Expenditures	\$ 116,005	\$ 39,866	\$ 320,374	\$ (107,292)	\$ 204,362
Total Assets	\$ 399,940	\$ 611,484	\$ 792,446	\$ 728,359	\$ 914,801
Total Liabilities	\$ (124,839)	\$ (296,517)	\$ (157,105)	\$ (200,310)	\$ (182,390)
Total Fund balance	\$ 275,101	\$ 314,967	\$ 635,341	\$ 528,049	\$ 732,411

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1025
FAX: (203) 341-1029

To: Members of the Board of Education

From: Elliott Landon

Re: Tuition Rates for 2015-16

Date: June 1, 2015

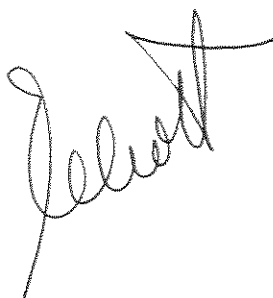
We annually establish tuition rates to cover the following circumstances:

1. To provide the basis for calculating the 25% tuition rate for the non-resident children of school employees.
2. To cover students who move out of Westport before April 1, who are permitted to complete the school year at 25% of the full-year tuition.
3. To cover exceptional cases, such as when families enroll children expecting to move to Westport and then fail to establish residency, or other unforeseen circumstances.

During the current 2014-15 school year there were 31 children of employees who attended our schools. We anticipate approximately the same number for the 2015-2016 school year.

Several years ago, in response to a Board request, a formula was developed for tuition rates for the various levels which gave a close approximation of actual costs. (The base tuition figures do not include the cost of bus transportation between home and school as this service is not provided to non-resident students. It also does not include special education costs as these are assessed on an individual basis for students requiring special education.)

For the upcoming 2015-16 school year we have applied the general budget increase of 1.80% to the 2014-2015 rates. The chart below shows the current rates and the new rates for 2015-2016 (rounded off).



TUITION RATES: 2015-16 GRADES K-12

Grade Level	Full Non-Resident Tuition		Employee Tuition	
	14-15	15-16	14-15	15-16
K-5	15,715	15,998	3,929	3,999
6-8	22,005	22,401	5,501	5,600
9-12	23,568	23,992	5,892	5,998

TUITION RATES: 2015-16 PRE-SCHOOL

The full rates for our integrated pre-school were established during the 2014-15 budget process by the Pupil Services Department in collaboration with the Business Office, and are competitive with other area pre-schools. Westport residents' children with special needs receive free tuition, as per federal mandate. Westport residents' children without special needs are admitted to the program at the tuition rate(s) shown below. Employees' children are admitted only after all residents' children have been accommodated. As with K-12 tuition, employees pay 25% of the full rate.

	Full Rate	Employee Rate
2-3 year-olds 4-days per week	4,917	1,229
3-4 year-olds 5 days per week	6,296	1,574
3-4 year-olds 5 days per week (Extended day)	9,954	2,488

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the establishment of the tuition rates for the 2015-2016 school year, as set forth in a memo dated June 1, 2015 and appended to the Minutes of that Meeting.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1025
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: Authorization to Sign Contracts
Date: June 1, 2015

Regulations of the State Department of Education and Board of Education policy require the designation by name and position of administrators authorized to sign contracts on behalf of the Board of Education. To meet this requirement, I am recommending that the Board reauthorize Elliott Landon, Superintendent of Schools and Elio Longo, Director of School Business Operations, to be designated as the administrative representatives authorized to sign contracts on behalf of the Board effective July 1, 2015 through June 30, 2016.

ADMINISTRATIVE RECOMMENDATION

The Board of Education authorizes Elliott Landon, Superintendent of Schools, and Elio Longo, Director of School Business Operations, to sign contracts on behalf of the Board of Education, effective July 1, 2015 through June 30, 2016.

POLICY 3293.1 (AUTHORIZATION TO SIGN CONTRACTS)

The superintendent and/or the school business administrator, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs.

This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.

To comply with regulations of the State Department of Education, the Board of Education will annually renew this authority, designating by name the individuals holding the positions of superintendent of schools and school business administrator who are so authorized.



WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1025

To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gifts
Date: June 1, 2015

We have received offers of several gifts; one from the Bedford Middle School PTA (BMS) and two from the Long Lots School PTA (LLS).

The gift from the Bedford Middle School PTA is valued at \$7,808. Consisting of five custom-made, heavy-duty vinyl link all-weather entrance mats for three BMS entrances, each of these mats is brightly colored and of commercial quality. Three of the five mats will cover and protect the entire BMS front entrance and include a custom BMS logo, while the other mats will grace the highly trafficked bus entrances. Besides being extremely attractive and welcoming, these mats will go a long way towards helping us to maintain the cleanliness and hygiene of Bedford Middle School.

From the Long Lots PTA we have been offered: (1) a gift valued at \$9,975 that will enable significant physical improvements to be made to the rear play yard area, a vital enhancement to the external environment of this beautiful school facility; and, (2) another of \$3,950 to cover the incremental expense for upgrades to the artwork on the Long Lots School gymnasium floor that includes a portrayal of the "Lion Logo."

It is recommended that the Board accept these generous gifts with gratitude and appreciation to the Bedford Middle School PTA and the Long Lots PTA.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with thanks and appreciation: (1) a gift from the Bedford Middle School PTA in the amount of \$7,808 to be used for the purchase of five custom-made entrance mats for all Bedford Middle School main office entrances; (2) a gift of \$9,975 from the Long Lots PTA for significant physical improvements to the rear play yard area of Long Lots; and, (3) \$3,950 to enhance the artwork of the Long Lots gymnasium floor.

