

**WESTPORT BOARD OF EDUCATION**

**AGENDA\***

(Agenda Subject to Modification in Accordance with Law)

**PUBLIC CALL TO ORDER:**

7:00 p.m., Staples High School, Room 333, Pupil Services Conference Room

**ANTICIPATED EXECUTIVE SESSION:** Strategies for Negotiations

**RESUME 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 5, May 22, and May 30, 2017, *pages 1-5*

**DISCUSSION/ACTION:**

- 1. Acceptance of Gifts, *pages 7-9* (Encl.) Dr. Colleen Palmer
- 2. ZREC Application for Solar Installation (SHS) Mr. Elio Longo  
Mr. David Mann
- 3. Update on CMS Mold Remediation, *page 11* (Encl.) Mr. Elio Longo
- 4. Approval: Tuition Rates 2017-2018 School Year, (Encl.) Dr. Colleen Palmer  
*pages 13-15* Mr. Elio Longo
- 5. Discussion and Possible Vote on Proposed Revised Board (Encl.) Dr. Colleen Palmer  
Policy 5111 and Regulations 5111 (a), (b) and (c), Eligibility  
of Students to Attend the Westport Schools, *pages 17-26*
- 6. Authorization to Sign Contracts, *page 27* (Encl.) Dr. Colleen Palmer
- 7. Non-Union Personnel Compensation 2017-2018 Dr. Colleen Palmer
- 8. Employment Contract of the Superintendent of Schools Mr. Michael Gordon

**DISCUSSION:**

- 1. Chartwells: Review of the National School Lunch Program, (Encl.) Ms. Deb VanCoughnett  
*pages 29-37*
- 2. Best Practices in Homework, *pages 39-50* Ms. Jennifer Allen  
Ms. Julie Droller
- 3. Preliminary Innovation Fund Guidelines, *page 51* (Encl.) Ms. Jennifer Allen  
Ms. Julie Droller

**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](http://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 BOARD OF EDUCATION MINUTES**  
**Special Meeting**

**Board Members Present:**

Michael Gordon      Chair  
Jeannie Smith      Vice Chair  
Elaine Whitney\*      Secretary  
Mark Mathias  
Karen Kleine  
Vik Muktavaram  
Candice Savin

**Administrators Present:**

Colleen Palmer      Superintendent of Schools  
Elio Longo      Dir. of School Business Operations  
Jennifer Allen      Dir. of Secondary Ed. & Research  
John Bayers      Dir. of Human Resources  
Michael Rizzo      Director of Pupil Services

Absent: Julie Droller, Dir. of Elementary Education

\*Arrived at 12:12 p.m.

**PUBLIC CALL TO ORDER:** 12:07 p.m., Westport Town Hall Auditorium

**DISCUSSION:** Brown Bag Meeting of the Board of Education

As the district engages in its strategic planning, what should the Board of Education keep at the forefront of its thinking as it crafts this blueprint for the future of our school district?

Moderator: Velma Heller, Chair, RTM Education Committee

**ADJOURNMENT:** Michael Gordon moved to adjourn at 1:33 p.m.; seconded by Jeannie Smith and passed unanimously (7-0).

**WESTPORT BOARD OF EDUCATION MINUTES**

**Board Members Present:**

Michael Gordon	Chair
Jeannie Smith	Vice Chair
Elaine Whitney	Secretary
Mark Mathias	
Karen Kleine	
Vik Muktavaram	
Candice Savin	

**Administrators Present:**

Colleen Palmer	Superintendent of Schools
Elio Longo	Dir. of School Business Operations
Julie Droller	Dir. of Elementary Education
John Bayers	Dir. of Human Resources
Michael Rizzo	Director of Pupil Services
Absent:	
Jennifer Allen	Dir. of Secondary Ed. & Research

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE:** 7:34 p.m., Staples High School, Cafeteria (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES AND AGENDA:**

Elaine Whitney moved to approve the minutes of May 8 and May 20, 2017; seconded by Michael Gordon and passed unanimously.

Michael Gordon moved to add an agenda item on Superintendent’s Update at the end of the meeting; seconded by Jeannie Smith and passed unanimously.

**DISCUSSION/ACTION:**

Acceptance of Gifts

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation the donation of \$3,000 by Mr. and Mrs. Smithson to help sponsor the Westport Pops Concert.**

**MOTION:** Karen Kleine  
**SECOND:** Jeannie Smith  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Discussion and Possible Action Regarding Specific Mitigation Strategies to Adjust Operating Budget to a Reduction of \$494K Per the New Overall Operating Budget of \$114,377,346

& Adoption: 2017-18 Budget of the Board of Education

Note: The above two agenda items were merged by consensus into a single discussion and vote.

**Be It Resolved, That the Board of Education authorizes additions and deletions to the Proposed 2017-2018 Budget of the Board of Education (\$115,351,346; +2.44%) totaling a net decrease of \$974,000, to achieve a final budget in the amount of \$114,377,346 (+1.57%), as follows:**

- to **increase** and to **decrease** various budget lines in accordance with the recommendations of the Superintendent of Schools, as detailed in the May 22nd Alternate Mitigation Proposal, a copy of which is to be appended to the minutes of May 22, 2017, said amount representing a total net reduction of \$494,890 across all accounts other than line 210;
- to **decrease** line 210: Health Insurance by \$479,110, for a FY18 target reserve of 5%.

**Be It Further Resolved, That upon the recommendation of the Superintendent of Schools, the Westport Board of Education adopts a final budget for the 2017-2018 school year in the amount of \$114,377,346, said amount representing a 1.57% increase from the 2016-2017 budget, as approved by the Representative Town Meeting of the Town of Westport on May 2, 2017.**

**MOTION:** Mark Mathias  
**SECOND:** Michael Gordon

**Motion to amend the original motion to reduce the proposed allocation to the Innovation Fund (within line 323) by \$26,762 and to offset that reduction with an increase to maintenance items as follows: an increase of \$18,762 to line 435 and an increase of \$8,000 to line 734.**

**MOTION:** Vik Muktavaram  
**SECOND:** Karen Kleine  
**RESULT:** Failed  
**VOTE:** 2-5 (Vik Muktavaram and Karen Kleine in favor; Michael Gordon, Jeannie Smith, Elaine Whitney, Mark Mathias, and Candice Savin opposed)

**Vote on original motion:**

**RESULT:** Passed  
**VOTE:** 6-1 (Karen Kleine opposed)

Possible Vote on 2018-2019 School Year Student and Faculty Calendar

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Westport Board of Education approves the school calendar for the 2018-19 school year that is dated May 8, 2017 and is appended to the minutes of the meeting of May 22, 2017.**

**MOTION:** Elaine Whitney  
**SECOND:** Michael Gordon  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

2016-17 Healthy Food Certification

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education votes that it will not certify that all food items sold to students separately from reimbursable meals in the schools under its jurisdiction will meet the nutrition standards published by the Connecticut State Department of Education.**

**MOTION:** Elaine Whitney  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

**DISCUSSION:**

First Reading of Proposed Revised Board Policy 5111 and Regulations 5111 (a), (b) and (c):  
Eligibility of Students to Attend the Westport Schools

Superintendent's Update

**ADJOURNMENT:** Michael Gordon moved to adjourn at 10:20 p.m; seconded by Vik Muktavaram and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary  
(Minutes written by Lisa Marriott)

**Meeting: May 30, 2017**

**Staples High School**

**WESTPORT BOARD OF EDUCATION  
MINUTES  
Special Meeting**

**Board Members Present:**

Michael Gordon	Chair
Jeannie Smith	Vice Chair
Elaine Whitney	Secretary
Mark Mathias	
Karen Kleine	
Vik Muktavaram	
Candice Savin	

**PUBLIC CALL TO ORDER:** 8:24 p.m., Staples High School, Conference Room 333

**EXECUTIVE SESSION:** Personnel Matter: End-of-Year Evaluations for Unaffiliated Staff

Candice Savin moved to go into executive session to discuss End-of-Year Evaluations for Unaffiliated Staff; seconded by Vik Muktavaram and passed unanimously (7-0). Dr. Colleen Palmer participated in the executive session at the invitation of the Board.

**ADJOURNMENT:** 10:19 p.m.

Respectfully submitted,

Elaine Whitney, Secretary  
(Minutes written by Lisa Marriott)

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Green's Farms Elementary School  
17 Morningside Drive South  
Westport, CT 06880

**EXECUTIVE BOARD**

Elise Gabriele  
Elena Caggiano  
**Co-Presidents**

Marisa Zer  
Susanna Sachau  
Beatriz Jones  
Michelle Benner

Stacy Greiss  
Sara Melendez-Hossain  
James McLaughlin  
Jackie Schiavone

Katherine Copersino  
Dorie Hordon  
**Treasurers**

Michele Carey-Moody  
**Past President**

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May 25, 2017

Dear Dr. Palmer,

In April 2016, the Green's Farms Elementary School PTA held a fundraiser to raise money for a new playground, which was installed last summer. Due to the success of that fundraiser, we have some money leftover that we would like to use to put in a gaga pit.

Both the GFS staff and the kids have asked for a gaga pit, and we are thrilled to be able to install it. We would like to gift the amount of \$5,300 to the district for the purchase of the gaga pit from the Trassig Corporation. I have attached the invoice from Trassig to this letter.

Thank you in advance for your consideration.

Sincerely,

Elise Gabriele & Elena Caggiano  
GFS PTA Co-Presidents

**TRASSIG Corp.**  
 65 Redding Rd. #874  
 Georgetown, CT 06829  
 (203)659-0456  
 info@trassig.com  
 http://www.trassig.com



**ESTIMATE #** 2063  
**DATE** 01/23/2017  
**EXPIRATION DATE** 05/30/2017

# ESTIMATE

**ADDRESS**  
 Stacy Greiss  
 Greens Farms Elementary  
 School  
 17 Morningside Drive South  
 Westport, CT

Please detach top portion and return with your payment.

**SALES REP**  
 HG

ACTIVITY	QTY	RATE	AMOUNT
<b>Gaga pit</b> Gaga pit / Recycled plastic shipped and installed	1	5,300.00	5,300.00

Terms and Conditions:  
 50% due with contract  
 40% due upon arrival  
 10% due upon completion

**TOTAL**

**\$5,300.00**

All equipment and installs will meet ASTM and CPSC safety standards.  
 Unforeseen installation issues or additions to original proposal will be addressed at man hour rate of \$75.00 per hour, \$120.00/hr for foreman, plus material.  
 Installation crews cannot give estimates, all changes and requests must be estimated by Trassig project manager and signed by client before additional work begins.  
 1.5% monthly interest will be charged on unpaid invoices.  
 All returns are subject to 30% restocking fee.  
 All warranties are the property of Trassig Corp. until all invoices are paid in full.

Accepted By

Accepted Date

COLEYTOWN MIDDLE SCHOOL PTA  
PTA GRANTS  
255 North Ave, Westport, CT 06880

May 31, 2017

VIA EMAIL

RE: CMS PTA GIFT TO COLEYTOWN MIDDLE SCHOOL

Dear Dr. Palmer,

The CMS PTA is delighted to inform you of a gift in the amount of \$5,645.73 for the purchase of outdoor furniture at Coleytown Middle School for use by the students.

Through the generosity of the CMS parent community, funds were raised earlier this year with the goal of purchasing much needed outdoor furniture. The recess area did not provide furniture for students to sit, socialize or relax. The addition of benches and tables offers students a place to sit and makes the outdoor recess area more inviting for all students.

The CMS PTA looks forward to the presentation of this gift to the Board of Education.

Sincerely,

Adrienne Tober  
CMS PTA Grants Coordinator

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## BOE CARRYOVER ACCOUNT

FY 15 Deposit	\$	223,763.00
FY 16 Facilities Projects	\$	<u>(205,826.00)</u>
FY 15 Ending Balance	\$	17,937.00
FY 16 Deposit	\$	<u>513,957.00</u>
FY 17 Beginning Balance	\$	531,894.00

**BOE approved:**

Milone and MacBroom	\$	(23,500.00)	BOE 10/24/16
CMS mold remediation #1	\$	(93,822.50)	BOE 10/24/16
CMS mold remediation #2	\$	(163,547.79)	BOE 01/09/17
CMS mold remediation #3:	\$	(107,904.70)	BOE 03/13/17
CMS mold remediation #4 (April):			
February abatement add'l	\$	(6,941.03)	BOE 06/05/17
Hygenix internal air quality	\$	(3,520.00)	BOE 06/05/17
AIG 205,206 A&B	\$	(14,119.42)	BOE 06/05/17
Eagle Ridge 205, 206 A&B	\$	(18,975.00)	BOE 06/05/17
ESC 205, 206 A&B	\$	(5,932.92)	BOE 06/05/17
Hygenix clearance testing	\$	(1,200.00)	BOE 06/05/17
Kinsella Electric	\$	<u>(1,739.40)</u>	BOE 06/05/17
Fiscal Year to date:	\$	(441,202.76)	

**Revised Balance** \$ 90,691.24

**BOF pending:**

February abatement add'l	\$	(6,941.03)	BOF 06/07/17
Hygenix internal air quality	\$	(3,520.00)	BOF 06/07/17
AIG 205,206 A&B	\$	(14,119.42)	BOF 06/07/17
Eagle Ridge 205, 206 A&B	\$	(18,975.00)	BOF 06/07/17
ESC 205, 206 A&B	\$	(5,932.92)	BOF 06/07/17
Hygenix clearance testing	\$	(1,200.00)	BOF 06/07/17
Kinsella Electric	\$	<u>(1,739.40)</u>	BOF 06/07/17
	\$	(52,427.77)	

**Total Remediation Cost to Date:** \$ 417,702.76

**BOF approved**

*Carryover Account fiscal year aggregate*

*expenditures in excess of \$200,000 requires  
BOF approval.*

	\$	188,774.99	BOF approved
	\$	<u>52,427.77</u>	BOF pending
	\$	241,202.76	

**CIRMA CREDIT** \$ 5,356.08

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## WESTPORT PUBLIC SCHOOLS

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COLLEEN A. PALMER, Ph.D.  
Superintendent of Schools

110 Myrtle Avenue  
Westport, Connecticut 06880  
Telephone: (203) 341-1025  
Fax: (203) 341-1029  
cpalmer@westport.k12.ct.us

To: Members of the Board of Education

From: Dr. Colleen A. Palmer *C.A.P.*

Re: Tuition Rates for 2017-18

Date: June 5, 2017

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 on a pro-rated basis;
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; and
4. to cover instances when students are accepted as tuition students for the year.

During the current 2016-17 school year there were 31 children of employees who attended our schools. We anticipate approximately the same number for the 2017-2018 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 2017-18 school year we have applied the general budget increase of 1.57% to the 2016-2017 rates. The chart below shows the current rates and the new rates for 2017-2018 (rounded off).

## TUITION RATES: 2017-18 GRADES K-12

Grade Level	Full Non-Resident Tuition		Employee Tuition	
	16-17	17-18	16-17	17-18
K-5	16,204	16,458	4,051	4,115
6-8	22,690	23,046	5,673	5,762
9-12	24,301	24,683	6,075	6,171

## TUITION RATES: 2017-18 PRE-SCHOOL

The full rates for our integrated pre-school were established during the 2017-18 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.

	<b>Full Rate</b>	<b>Employee Rate</b>
<b>3-5 year-olds 5 days per week</b>	<b>6,529</b>	<b>1,632</b>
<b>3-5 year-olds (Extended day)</b>	<b>10,071</b>	<b>2,518</b>



# Projected Enrollment and Elementary Class Sections

Next School Year: 2017-18

		PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total Enrollment	K-12 Enrollment	Total Sections	Average	
<b>Coleytown EI</b>	Enrollment		56	51	66	58	70	72								373	373			
	Sections		3	3	4	3	3	3										19		
	Average		18.67	17.00	16.50	19.33	23.33	24.00											19.63	
	Open Seats		10	15	22	17	5	3												
<b>Greens Farms EI</b>	Enrollment		36	65	59	60	85	80								385	385			
	Sections		2	4	3	3	4	4										20		
	Average		18.00	16.25	19.67	20.00	21.25	20.00											19.25	
	Open Seats		8	23	7	15	15	20												
<b>King's Highway EI</b>	Enrollment		55	78	83	91	78	78								463	463			
	Sections		3	4	4	4	4	4										23		
	Average		18.33	19.50	20.75	22.75	19.50	19.50											20.13	
	Open Seats		11	10	5	9	22	22												
<b>Long Lots EI</b>	Enrollment		70	74	99	74	103	98								518	518			
	Sections		4	4	5	4	5	5										27		
	Average		17.50	18.50	19.80	18.50	20.60	19.60											19.19	
	Open Seats		18	14	11	26	22	27												
<b>Saugatuck EI</b>	Enrollment		66	68	74	86	93	92								479	479			
	Sections		4	4	4	4	4	4										24		
	Average		16.50	17.00	18.50	21.50	23.25	23.00											19.96	
	Open Seats		22	20	14	14	7	8												
<b>Stepping Stones</b>	Enrollment	63														63				
<b>Bedford Middle</b>	Enrollment							269	287	283						839	839			
<b>Coleytown Middle</b>	Enrollment							160	164	169						493	493			
<b>Staples High</b>	Enrollment										487	465	496	467	1915	1915				
<b>Total Enrollment</b>		<b>63</b>	<b>283</b>	<b>336</b>	<b>381</b>	<b>369</b>	<b>429</b>	<b>420</b>	<b>429</b>	<b>451</b>	<b>452</b>	<b>487</b>	<b>465</b>	<b>496</b>	<b>467</b>	<b>5528</b>				
<b>K-12 Enrollment</b>			<b>283</b>	<b>336</b>	<b>381</b>	<b>369</b>	<b>429</b>	<b>420</b>	<b>429</b>	<b>451</b>	<b>452</b>	<b>487</b>	<b>465</b>	<b>496</b>	<b>467</b>		<b>5465</b>			
<b>Total Sections</b>			<b>16</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>20</b>	<b>20</b>										<b>113</b>		
<b>Average</b>			<b>17.69</b>	<b>17.68</b>	<b>19.05</b>	<b>20.50</b>	<b>21.45</b>	<b>21.00</b>												

Notes: These are the **projected** class sections.

Elementary Class Breakpoints:

	Number of Sections				
	1	2	3	4	5
Grades K-2	21	22 - 42	43 - 64	65 - 85	86 +
Grades 3-5	24	25 - 48	49 - 73	74 - 97	98 +

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## **Students**

### **Eligibility of Students to Attend the Westport Schools**

#### **Resident Students**

- A. Children of school age (who are not graduates of a high school or vocational school) who are residents of the Town of Westport, are entitled to all school privileges provided by the Board of Education. For the purposes of determining those students entitled to the privileges described above, the following definitions of resident student shall apply:
1. Any child residing with his or her custodial parent or parents, or in the custody of a legally appointed guardian or guardians, within the boundaries of the Town of Westport; or
  2. A legally emancipated minor or a student 18 years of age or older who is residing independently within the boundaries of the Town of Westport.
  3. In accordance with CGS, Section 10-186, any child residing with parent(s) or guardian(s), or any emancipated minor residing in a domicile that is situated on a Town line.
  4. No student enrolled in the Westport Public Schools can be dually enrolled. Dual enrollment is defined as being enrolled in another public or private school or program during Westport school hours.
- B. The decision regarding the residency status of any student shall be made by the Superintendent of Schools (or his/her designee).

#### **Non-Resident Students**

- A. In accordance with State law 10-253, certain non-resident students are entitled to free school privileges in the Westport Public Schools on the following terms and conditions.

##### **Section One**

1. A non-resident child who is residing with adult Westport residents who are relatives or non-relatives of the child; or
2. A non-resident child who is residing with a non-custodial parent who is a Westport resident; or
3. A non-resident child who is residing in a group or foster home who has been placed in the home by the Commissioner of Children and Families or some other public agency;

## Students

### Eligibility of Students to Attend the Westport Schools

#### Non-Resident Students (continued)

##### Section One (continued)

###### *Provided that:*

1. It is the intention of the Westport resident, and the child's custodial parent(s)/ legal guardian(s) or the child that such residence in Westport shall be permanent, and
2. The residence is provided without pay to the Westport resident (except for the payment of child support by one of the child's parents to the other parent), and
3. The residence arrangement is not for the sole purpose of having the child attend school in Westport, and
4. A notarized statement signed by the custodial parent(s) or legal guardian(s) is submitted to the Superintendent or the Superintendent's designee, attesting to all of the above conditions, and

The Superintendent or the Superintendent's designee may require the Westport resident and/or the custodial parent(s) or legal guardians(s) to submit other supporting documentation as he or she deems necessary.

##### Section Two

A non-resident child who is residing with adult Westport residents who are either relatives or non-relatives and for whom legal guardianship is in question, shall be entitled to all school privileges provided by the Board of Education to resident students provided that the Westport resident with whom the child is residing shall submit documentation which attests to the fact that a guardianship proceeding with regard to said child is pending, the purpose of which proceeding is to seek legal guardianship in the Westport resident(s) with whom the child is residing.

##### Section Three

A non-resident child who is residing in a home in Westport as a result of placement by the Commissioner of Children and Families or by some other public agency shall be entitled to school privileges as defined under 10-253 of the General Statutes.

## Students

### Eligibility of Students to Attend the Westport Schools

#### Non-Resident Students (continued)

##### Section Four

A non-resident student who is residing in Westport by arrangement with a sponsoring agency approved by the Board of Education (including the American Field Service, and A Better Chance, Inc.), which agency clearly accepts responsibility for the student's welfare (including responsibility to make educational decisions) for the duration of the school year, *may* be entitled to attend public schools in the Town of Westport. Pursuant to federal law, students in the United States on an F-1 visa are required to furnish evidence to the Superintendent or his/her designee that the Westport Board of Education has been reimbursed in advance for the unsubsidized cost of the student's education in the Westport Public Schools. Full information concerning the details of the arrangement must be supplied to the Superintendent or designee by the sponsoring agency and must be approved by the Superintendent or designee. As the Board of Education is not legally required to furnish this service, the number of such students accepted in any one year is at the discretion of the Superintendent whose decision shall be final.

##### Section Five

**New Students:** A family that expects to move to Westport within three (3) months may enroll a child in Westport schools at no cost, provided that the family furnishes a copy of the lease or construction contract or sales contract of the prospective residence in Westport. Transportation is the responsibility of the family.

##### Section Six

#### Families That Are Moving:

##### Grades K-11:

- a. If the family is moving after April 1, the child may be permitted to complete the *current* school year with no tuition charge.
- b. If the family is moving before April 1, the child may apply to complete the *current* school year at ~~25%~~pro-rated tuition.

##### Grade 12:

Students enrolled as Staples seniors may complete the year at Staples with no tuition charge regardless of whether the family moves before or after April 1.

The parents of such students shall be required to pay the actual cost of providing special education services while such non-resident students are enrolled in the Westport Public Schools.

## Students

### Eligibility of Students to Attend the Westport Schools

#### Non-Resident Students (continued)

#### B. Decisions About Enrollment of Non-Resident Students

1. In all instances the determination to approve the enrollment of a non-resident child shall be made by the Superintendent or the Superintendent's designee. The decision to approve the enrollment of a non-resident child in any school year shall not be binding in any subsequent school years.
2. At the end of each school year, the Superintendent or designee will review the status of each non-resident child enrolled pursuant to this policy for approval or denial for the ensuing school year.
3. The Superintendent of Schools shall periodically advise the Board of Education with regard to the number of students enrolled under this policy.
4. This policy in no way waives the Board of Education's right to seek reimbursement from the State Department of Education or another school district for education provided hereunder.

#### **Tuition Payment**

~~The Board of Education may allow certain non-resident students living within the geographical boundaries of Westport who do not meet the above described criteria, to attend Westport Public Schools upon the payment of tuition fees as established by the Board, plus any expenses that may be required for special education services. Such non-resident students would also be required to apply for admission as outlined by criteria established by the Board.~~

#### **Right of Appeal**

Any decision rendered by the Superintendent shall be in writing and shall be mailed to the parent(s), legal guardian(s), emancipated minor or student eighteen years of age or older, as applicable. The parent(s), legal guardian(s), emancipated minor or student eighteen years of age or older may appeal the Superintendent's decision in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, by making a written request for a hearing with the Board of Education. The Board of Education must grant a hearing within ten days after receipt of a written request, must make a stenographic record or tape recording of the hearing and must make a finding within ten days after the close of the hearing.

Persons wishing to appeal the decision of the Board of Education, shall, upon request, be furnished with a copy of the transcript of the hearing within 30 days after the request. Such persons may make a written request for a hearing to the State Board of Education.

## Students

### Eligibility of Students to Attend the Westport Schools

#### Non-Resident Students (continued)

#### *Tuition-Paying Students*

***The Board of Education authorizes the Superintendent to admit on a tuition basis students who are not otherwise eligible to attend the Westport Public Schools. Admission of such students shall be governed by Regulation established under this Policy.***

Legal Reference: Connecticut General Statutes

- 10-15 Towns to maintain schools
- 10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247
- 10-76a - 10-76g re special education
- 10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, and PA 00-157
- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students
- Appeals to state board. Establishment of hearing board
- 10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
- 10-233c Suspension of pupils
- 10-233d Expulsion of pupils
- 10-261 Definitions
- State Board of Education Regulations
- 10-76a-1 General definitions (c) (d) (q) (t)
- 10-76d-7 Admission of student requiring special education (referral)
- 10-204a Required immunizations (as amended by PA 98-243)

United States Statutes

***8 U.S.C. § 1184(m)(1)***

## Students

### Eligibility of Students to Attend the Westport Schools

#### Guidelines For Placement Out Of Regular Attendance Area

Plans for class sizes, staffing and allocation of resources among schools at each level, as well as transportation schedules, are based on enrollment projections, which *already account for movement of families within the Town*. To insure equitability among schools, students are expected to attend the elementary and middle school in the attendance area for their address. A waiver for attendance in another Westport district may be granted under the following circumstances *provided the waiver does not have a negative impact on enrollment/class-size or scheduling at the affected schools*:

- **Early Start in New District:** Children moving to another Westport attendance area may attend the new attendance area, by presenting proof of anticipated move-in date within three months.
- **Terminal Grade:** Children moving to another Westport attendance area, who have *completed* grade 4 or 7, may, if they wish, complete the terminal grade, i.e. grade 5 or 8, in their current school.
- **Move during School Year:** It is strongly suggested that children moving to another attendance area prior to Jan. 30 move to the new school district. However, children will be permitted to complete the year at their current school, *but will attend the new school district for the following year* unless they move while in the 4<sup>th</sup> or 7<sup>th</sup> grade, in which case they may remain for the terminal grade, i.e., 5 or 8.
- **Temporary:** Students moving to another Westport school district on a *temporary* basis (e.g., for home renovation, or temporary illness of a parent, etc.) may remain at the current school for the balance of the year. However, if they are residing in the temporary address by the following school year, they will attend school in the new district except if they are then entering grade five or eight.
- **Siblings:** To ensure equitability between those who do and those who do not have siblings, when a child remains for the terminal grade, siblings must attend the school in the new attendance area. In order to stay together siblings must both/all attend the new school.

*Middle School Assignment: Children granted a waiver at any grade in elementary school, regardless of the reason or grade, including 5th, when the exception is granted, will still be required to attend the appropriate middle school for their street address*



## **Students**

### **Eligibility of Students to Attend the Westport Schools**

#### **Guidelines For Placement Out Of Regular Attendance Area** (continued)

- **Unusual Extenuating Circumstances:** While some families ask to remain at their current school when moving, it is our experience that with support from parents and school staff, children adjust very well to a move. Similarly, while a particular situation may prompt a request for a change, we have found that most issues can be resolved at the school level. Therefore, *exceptions for reasons other than those listed above are extremely rare, and will not be granted unless unusual extenuating circumstances exist. Principals do not make the decision and will not be involved in the initial steps.*

#### **Application Process:**

1. *All requests* must be submitted on the application form for either permanent or temporary out-of-district placement.
2. During review of the application, the principal will be informed. School and parents will be contacted for additional or supporting information and documentation if necessary.
3. Upon receipt of all relevant information, the Superintendent or designee will inform parents in writing of the decision, *which shall be final.*

## R-5111 (c)

### Students

#### Non-Resident Attendance and Tuition Fees

The Westport Board of Education (“the Board”) authorizes the Superintendent of Schools to accept nonresident students on a tuition basis under the following conditions:

1. The Board will set tuition rates on an annual basis. In the case of a student entering school after the first day of school, tuition will be prorated on a per diem basis based on a 182 day school year.
2. The admission of any non-resident student is contingent upon the Superintendent of Schools’ assessment of class size and the availability of school resources. A non-resident student will not be admitted if such admission will require that an additional staff member be hired by the Board or if the Superintendent determines, in his/her sole discretion that admitting the student is not in the best interest of Westport Public Schools.
3. Application for admission on a tuition basis shall be made in writing on a form supplied by Westport Public Schools, and the prospective student and the student’s parents/guardians shall be interviewed by the principal of the school which the students would attend if admitted. The decision to admit a tuition student is in the sole discretion of the Superintendent.
4. Semi-annual tuition shall be paid as follows:
  - (a) One-half of the annual tuition fee is payable by the first day of school or the first day the student is enrolled to attend school;
  - (b) One-half of the annual tuition fee is due and payable on January 15th.
5. Tuition students will not be permitted to attend school until the first tuition payment described in paragraph 4(a) above is received by the Superintendent’s office. Tuition students will not be permitted to continue to attend school past January 15 in a given school year unless the second tuition payment described in paragraph 4(b) is received by

the Superintendent's office by January 15. In the event a student withdraws mid-semester, tuition for the semester in progress will not be refunded.

6. Tuition students will not be provided with transportation services provided by the Board and must make their own transportation arrangements. However, tuition students may, at the Superintendent's sole discretion, be allowed to use district transportation services if they board and disembark at an already established bus stop within the district and there is sufficient space on the bus to accommodate them.

This regulation does not obligate the Board to provide special education programs and/or other services beyond the regular education program. The attendance of a tuition student with disabilities at a Westport public school pursuant to the provisions of this regulation is not an acknowledgement that Westport Public Schools must provide special education or other services beyond the regular program, and Westport Public Schools shall not act as the responsible local educational agency for the purpose of meeting the mandates of federal and state laws that concern the education of disabled children. The tuition student's district of residence remains responsible for the provision of a free, appropriate education and meeting all associated procedural requirements. Tuition students requiring special education and/or other services beyond the regular education program must pay, in addition to the regular tuition fee, the full cost of any such special education services and/or other services. Such costs will be estimated at the beginning of the school year and must be paid in two equal installments when regular tuition is paid as described in paragraph 4 above. To the extent that that the costs of such services exceed the estimated amount, Westport Public Schools will send the tuition student's parent(s) or guardian(s) an invoice reflecting the increased amount which must be paid within thirty (30) days of its issuance. If the cost of such services is lower than the estimated amount, the parent(s)/guardian(s) of the tuition student will receive a refund reflecting the difference between the estimated costs and the actual costs.

7. Admission as a student will be for one year or less. Students shall be required to reapply for all subsequent years of attendance, and their continued enrollment will be conditioned on the student's cooperation and compliance with all school requirements and expectations, satisfactory academic process and attendance, and a satisfactory disciplinary record. In addition, the decision to readmit a tuition student for subsequent school years is in the sole discretion of the Superintendent. The Superintendent or his/her designee may ~~commence proceedings to deny~~ further school accommodations at any time if he or she determines, in his or her sole discretion, that the student's continued enrollment is not in the best interest of the school system and/or the student. ***Prior to taking such action, the Superintendent or his/her designee shall provide the student's parent or guardian (1) a written notice of the basis for considering such action, and (2) an opportunity to respond to such notice. Thereafter, the Superintendent or his/her designee shall determine whether to terminate school accommodations or to permit continued school accommodations subject to conditions as the Superintendent or his/her designee may establish.***

Legal References:

Conn. Gen. Stat. 10-261, Definitions

Conn. Gen. Stat. 10-15, Towns to Maintain Schools

Conn. Gen. Stat. 10-220, Duties of Boards of Education

Regulation approved:

WESTPORT PUBLIC  
SCHOOLS  
Westport,  
Connecticut



## WESTPORT PUBLIC SCHOOLS

**COLLEEN A. PALMER, Ph.D.**

*Superintendent of Schools*

110 Myrtle Avenue  
Westport, Connecticut 06880  
Telephone: (203) 341-1025  
Fax: (203) 341-1029  
cpalmer@westport.k12.ct.us

To: Members of the Board of Education  
From: Dr. Colleen A. Palmer *C.A.P.*  
Subject: Authorization to Sign Contracts  
Date: June 5, 2017

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 authorize Dr. Colleen Palmer, 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, 2017 through June 30, 2018.

### **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.*

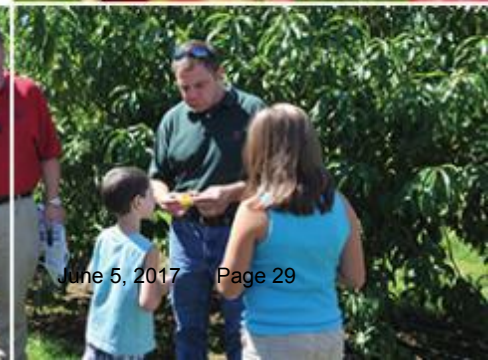
*This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.*

*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.*

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chartwells  
eat. learn. live.



# Culinary Culture

*We are passionate about Food!*

We would continue to offer:

- Fresh, local ingredients
- Farm2School
- Tastings and samplings
- Exhibition cooking
- Pop up Farmers Markets
- Organic and Gluten Free





# Culinary Culture

*We are passionate about Food!*

This would allow us to be more innovative and create menu items that the students are asking for:

Angus Beef Burgers  
Fresh Fruit Smoothies  
Boneless Chicken Wings  
Frozen Yogurt  
Tofu  
Naan Bread  
Sunflower Seeds  
Local, Fresh Baked Desserts

Sushi  
Indian Food  
Organic Snacks  
All Beef Hot dogs  
Mozzarella Sticks  
Hoagie Rolls  
Roast Beef  
Ice Cream



# Culinary Culture

*We are passionate about Food!*

Additions to our current Elementary School program:

- Soups
- Fresh Baked Muffins
- Garden Bars-served by Chartwells staff
- Daily snack-fresh baked and local when possible
- Grilled Panini's
- Fresh Fruit and Yogurt Bar
- Assorted fresh baked bread in addition to whole grain
- Enriched pasta as well as whole grain pasta
- Thin crust pizza with assorted toppings
- Bento Boxes-Organic, non-GMO meals



# Culinary Culture

*We are passionate about Food!*

Additions to our current Middle School program:

- Soups available everyday for students and staff
- Fresh Baked Muffins
- Fruit and Yogurt Bar
- Assorted fresh baked bread in addition to whole grain
- Rolled to order Sushi on a monthly basis
- Enriched pasta as well as whole grain pasta
- Bento Boxes-Organic, non-GMO meals
- Customized thin crust pizza with toppings
- Build your own Trail Mix Bar
- Frozen Yogurt





# Innovation and Enhancements

## Customized Meal Stations

- Panini Grills at the elementary schools (5)
- Frozen Yogurt machines at the Middle schools (Annie's)
- Portable soup wells

## The Freedom To Choose

- Students will not be required to take items they do not want
- Customization will entice more students to purchase daily lunch
- Enhanced food quality
- Less food waste

## Preference surveys to collect information from the students and parents

- To be developed and presented at least 2x per year
- Frequently asked questions
- “We Heard You” boards to show what we are adding or changing



# Innovation and Enhancements

## Personalized Service at the Elementary Schools

- Additional Team Members will be added
- Allowing the team at each school to serve the students faster
- Giving them additional prep time to enhance the menus and offerings
- Enriching the students experience
- Made to order salad or fruit & yogurt parfait
- Team members will have the chance to know each and every child

Overall, better service for all schools and students



# Financial

- Reimbursement Impact **\$175,367**
- Commodity Impact **\$110,280**

PLUS

- Customized Solutions
- Enhanced Adult Offerings
- Enriched Culinary Choices
- Personalized Service

EQUALS

## Guaranteed Breakeven



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# Homework:

## Research and Recommendations

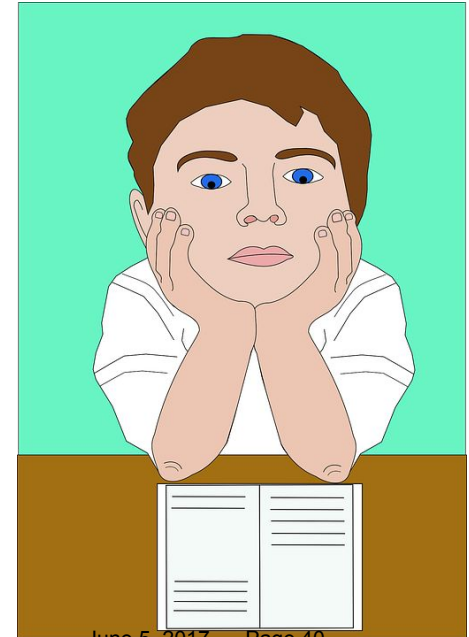


Jennifer Allen, Director of Secondary Education  
Julie Droller, Director of Elementary Education

**June 5, 2017**

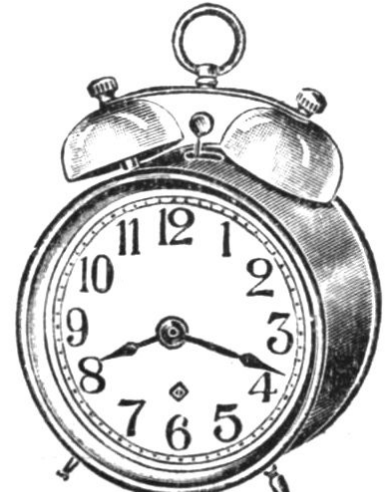
# Our Process

- Task Force
- Research study
- Research synthesis
- Interviews and focus groups
- Review similar district policies



# Benefits of Homework - Middle & High School

- Correlation between homework completion and school achievement in high school
- Time management
- Independence
- Preparing for class activities



# Benefits of Homework - Elementary School

- Can foster positive attitudes and academic identity
- Develops good work habits
- Builds responsibility and independence
- Improves time management skills
- Offers little academic benefit

# Indicators of Quality Homework

- Clear purpose, communicated to students
- Focus on skill building
- Opportunities for collaboration at upper grades
- Achievable but challenging tasks
- Connection to prior or upcoming lesson

# Indicators of Quality Homework

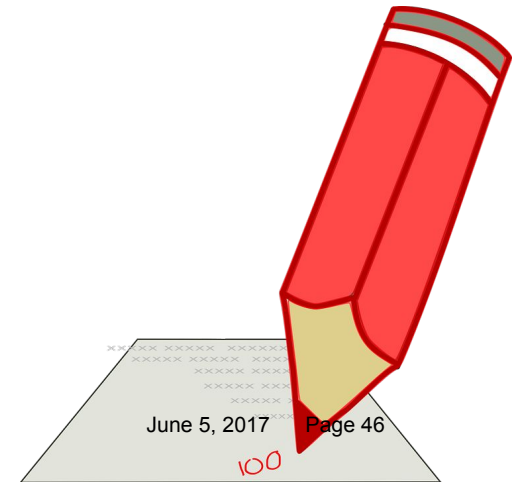
- **Authentic learning assignments**
  - Tap into students' interests
  - Foster effort and persistence
  - Connect concepts and skills to real world
  - Integrate into students' lives

# Teacher's Role in Homework

- Articulate purpose and monitor understanding
- Personalize and individualize
- Provide opportunities for student voice and choice
- Encourage transfer of learning
- Establish mechanism for feedback

# Student's Role in Homework

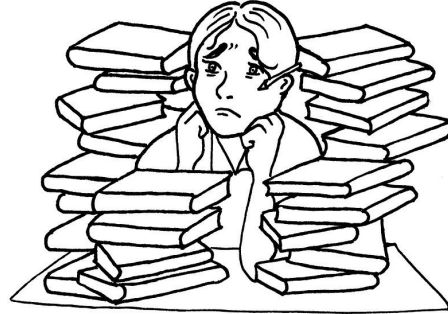
- Keep track of assignments in a systematic way
- Develop a timeline for long-term assignments
- Complete work independently or with peers
- Develop a sense of ownership
- Self-advocate





# Amount of Homework

- Ten-minute rule
- High school - research vs. reality



- Importance of daily at-home reading

# Parental Involvement in Homework

- Parent involvement is beneficial.
- Type of involvement matters.
- Communicate expectations by setting clear parameters
- Engagement in academic conversations is valuable

# Communication Regarding Homework

- Schools should educate parents about helping their children at home.
- Parents should communicate with teachers about challenges their children are facing.

## Timeline

- **June 2017: Input from Strategic Planning**
- **September 2017: Stakeholder Focus Groups**
- **October 2017: Guidelines for Each Level**
- **October 2017: Recommended Policy Revisions**
- **November 2017: BOE Policy Approval**

## The Westport iLab

The Westport iLab will be actualized with a hub of intellectual, financial, and physical resources that will further the **innovation, imagination, and inspiration** in all aspects of the District's work to achieve its mission for each Westport student as a global citizen.

Innovation is an integral component of the core beliefs of Westport Public Schools (WPS). It is the goal of WPS to create and sustain an environment of innovation across the system. This mindset will empower individuals to reimagine the way in which the design of learning experiences could expand typical boundaries in terms of how, what, and where.

Integrated within this Westport iLab will be the Westport Innovation Fund that will provide financial resources for research and development through an RFP process. For the 2017-18 fiscal year, there will be an allotment of \$50,000 from the District operating budget to fund pilot projects of innovation proposed by the faculty and staff. Approved proposals will allow educators to explore and implement some new aspect of the student learning experience within a model of action research. Collaboration with community partnerships, connections with institutions of higher learning, and joint ventures involving other relevant partners will all be welcomed. This fund will fuel a pathway to test new ideas, to develop new approaches, and to expand the scope and quality of educational experiences for students. Learning may happen beyond the walls of our schools, through access to more authentic learning environments, or by reimaging our own educational programs within our schools.

Julie Droller, Director of Elementary Education, and Natalie Carrigan, Director of Technology, will oversee the Westport iLab and all aspects of its operations.

### **Innovation Fund**

- Housed within the Westport iLab structure
- Timelines for application, review, and implementation of projects in 2017-18:
  - July 13 – Development of all documents related to review process finalized
  - July 21 – RFP Announced
  - Summer 2017 – Outreach to District educators to inform them of details of the process and support for crafting RFPs
  - August 28 – Grant Review Committee established
  - September 26 – Grant proposals due
  - September 29 – Evaluation of grant proposals completed
  - October 2 – Grant winners announced
  - May 18 – Final project reports due

### **Superintendent's Advisory Council**

To commence in the fall of 2017, Superintendent Palmer will convene a "think tank" of community members who are actively engaged diverse fields. This advisory group will partake in periodic roundtable discussions with the Superintendent and key staff to highlight a "real world" focus on the challenges of a global society for which our students will contribute and thrive. This group of accomplished practitioners will enrich the focus of the work of the District.