

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:00 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 23, 2016

RECOGNITION OF RETIREES

DISCUSSION/ACTION:

- | | | |
|--|---------|------------|
| 1. 2016-17 Goals of the Board of Education | (Encl.) | Dr. Landon |
| 2. School Food Services Contract | (Encl.) | Mr. Longo |
| 3. Approval: Tuition Rates for 2016-17 School Year | (Encl.) | Dr. Landon |
| 4. Authorization to Sign Contracts | (Encl.) | Dr. Landon |
| 5. Acceptance of Gifts | (Encl.) | Dr. Landon |

UPDATE:

- | | | |
|--|---------|------------|
| 1. Health and Medical Insurance Revenues and Expenses;
Projected Year-End Balance in Health Reserve Account | (Encl.) | Mr. Longo |
| 2. Educator Evaluation Plans | (Encl.) | Mr. Bayers |

ADJOURNMENT

EXECUTIVE SESSION: Personnel Matter

*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; Frontier TV 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) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: 2016-17 Goals of the Board of Education
Date: June 13, 2016

Following several conversations with the members of the Board in public session prior to the meeting of June 13 concerning the above-referenced subject, and aided by suggestions from individual members of the Board, I have compiled for the Board a final document that outlines the Goals of the Board of Education for the upcoming school year.

These goals focus upon:

1. Student Programming
2. Budgeting
3. Staffing
4. Facilities
5. Community Collaboration
6. Transition Planning

I believe these six goals will serve the Board and Dr. Palmer well as the new school year gets underway.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts the document entitled "2016-17 Goals of the Board of Education," a copy of which shall be included with the Minutes of the Meeting of June 13, 2016.



2016-17 GOALS OF THE BOARD OF EDUCATION

GOAL 1: Student programming

Focus all aspects of teaching and learning and creation of a positive school climate upon continuous improvement so as to best prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community based on our Westport 2025 framework, including the Guiding Principles.

GOAL 2: Budgeting

Prepare for 2017-18 budget consideration a fiscally sustainable, but not necessarily fiscally neutral budget, reflecting future State and local budgetary pressures and the strategic budgetary planning goals of the Board of Education for the 2017-18 school year.

†Key Drivers

- ›Compensation
- ›Enrollment
- ›Facilities
- ›Special education
- ›Contracted services

GOAL 3: Recruit, retain and support staff that move forward the vision and guiding principles of the Westport Schools

GOAL 4: Maintain and improve facilities

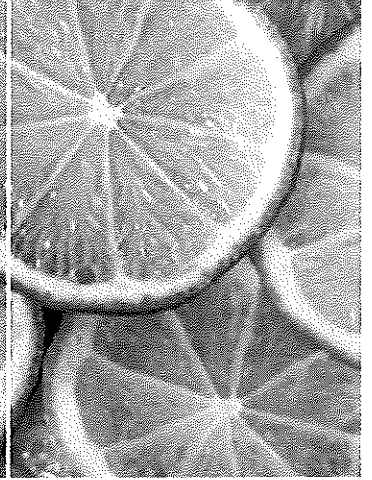
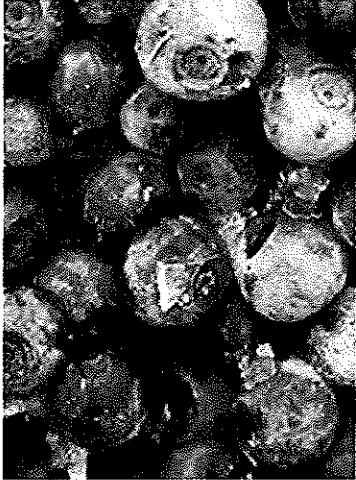
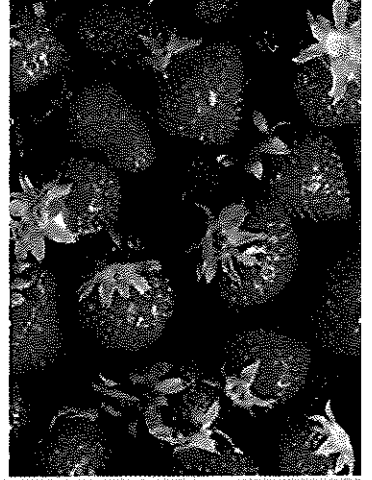
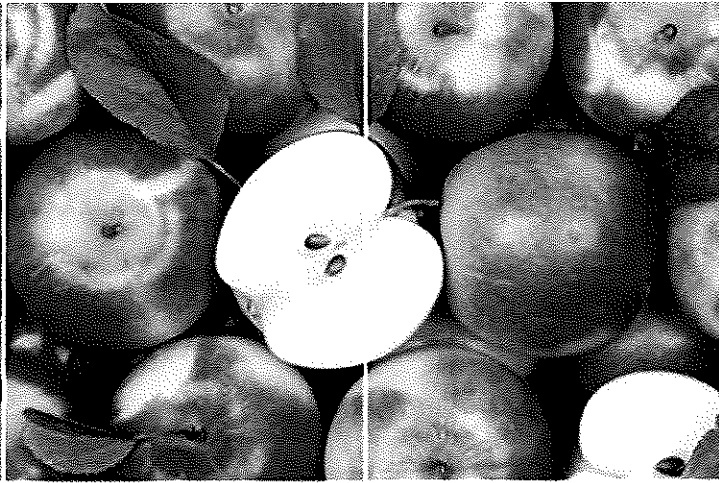
Utilize space to the maximum benefit of the instructional program.


GOAL 5: Expand community collaboration

Strengthen ties with community organizations and institutions for inter-organizational cooperative working relationships.

GOAL 6: Transition Planning

Assist the new superintendent of schools during the 2016-17 school year in developing an action-oriented transition plan for the Westport Public Schools that updates and strengthens the long-term strategic vision for the school system.



chartwells 
eat learn live



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Proposal Highlights

- Continued emphasis on culinary innovation and excellence; *fresh & local*
- Chefs 2 School, Celebrity Chef Series, Exhibition Cooking
- Continued commitment to nutrition education with Resident Dietitian
- Marketing refresh district-wide
- Café Chat; student engagement and feedback
- Introduction of **yOuRGANICS**
- Farm to School; School garden platform
- Promotional Strategies
- Optional Investment for Innovation
- Financial guarantee
- Dedicated team of operational, culinary and nutrition professionals





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Culinary Culture

We are passionate about Food!

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



FARM-TO-CHIEF WEEK
 SUPPORTING LOCAL FOOD SYSTEMS

WEDNESDAY, 8:00am - 12:00pm
 5000 University Parkway
 University Heights, OH 44155

THURSDAY, 12:00pm - 4:00pm
 5000 University Parkway
 University Heights, OH 44155

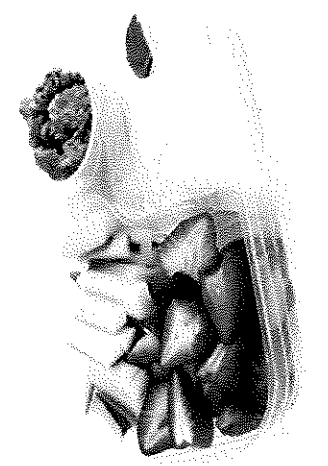
FRIDAY, 12:00pm - 4:00pm
 5000 University Parkway
 University Heights, OH 44155

SATURDAY, 10:00am - 4:00pm
 5000 University Parkway
 University Heights, OH 44155

SUNDAY, 10:00am - 4:00pm
 5000 University Parkway
 University Heights, OH 44155

CONSUMERS GROWN
 LOCAL FOOD SYSTEMS

Local Food System
 5000 University Parkway
 University Heights, OH 44155



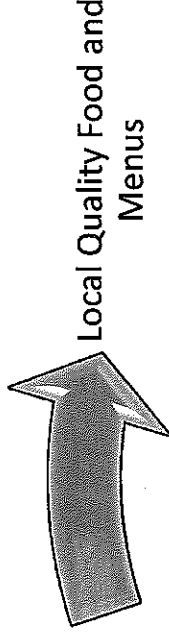
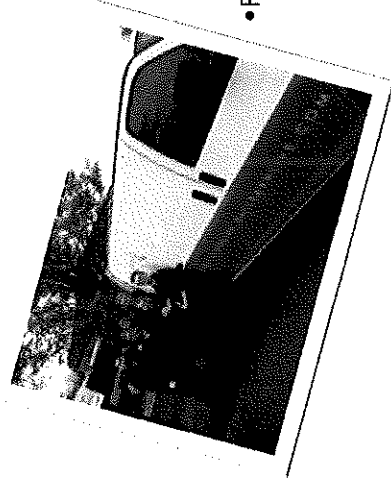


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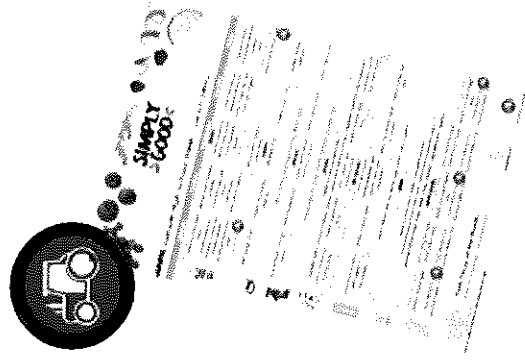
Nutrition & Sustainability – Looking Ahead



- Sustainability**
- Grants and Awards
 - Monitoring Success
 - Refining Food and Nutrition Programs
 - District Meetings and Presentations

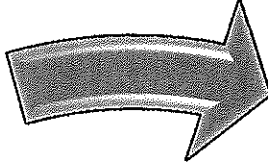
Local Quality Food and Menus

- USDA Compliance
- Local Procurement and Sustainable Food Focus
- Farms2School
- Scratch Cooking Techniques



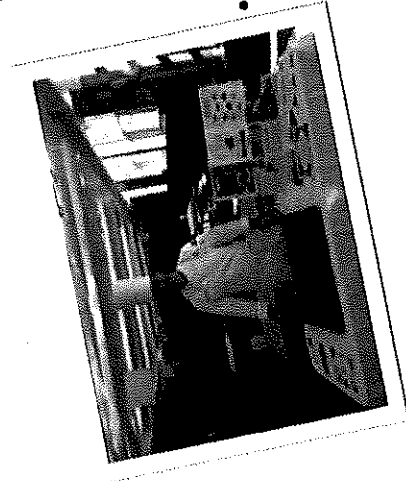
Impact

Diverse Compliant Fresh Food
Local Connections to the Cafe
Involved Students, Staff and Parents
Engaged and Knowledgeable District and Community
Vibrant Cafes
Healthy Students
EAT.LEARN.LIVE



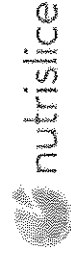
Nutrition Education and Innovation

- Food Focus
- Sports Nutrition
- Cafes as Wellness Centers
- Wellness Committee Involvement



Student and Parent Involvement

- Nutrislice
- Surveys
- Focus Groups
- PTA Education
- Monthly Nutrition Newsletter






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- Introduction of **yOuRGANICS**; a line of organic retail and entrée items



HORIZON ORGANIC MILK
Knudsen 100% Organic Juice-Apple, Pear, Grape, Lemonade

CLIF ORGANIC ZBARS
Lara Bars-Apple, Cherry

ANNIES ORGANIC BUNNY GRAHAMS
Stonyfield Organic Squeezers


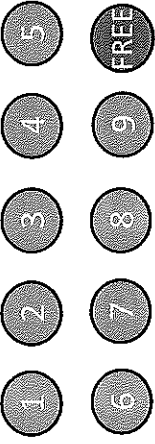
STONYFIELD YOKIDS YOGURT 4OZ
*yOuRGANIC** Yogurt Parfait with homemade granola & fruit*

ORGANIC FRESH FRUIT
Crudite' Vegetable Snackers

FRUITITE' FRUIT SNACKERS

yOuRGANIC

Nourish Your Body and Brain!

Buy Nine yOuRGANIC products and get the 10th FREE

A sample promotional campaign for Westport's new **yOuRGANIC** snack product line



EAT

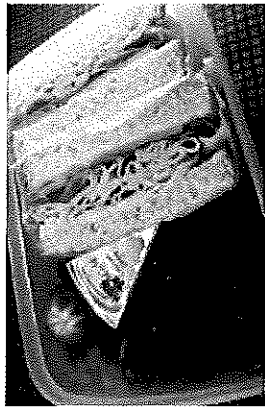
LEARN

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Innovation and Enhancements

Expand Staff/Teacher Menu throughout the district:

- Entrée Salads
 - A variety of premium salads
- Daily specials
 - Implementing Bento Boxes
- Deli Sandwiches
 - Boars Head products will allow us to drive participation as well as satisfaction through brand recognition and quality products.
- Adult size Café favorites





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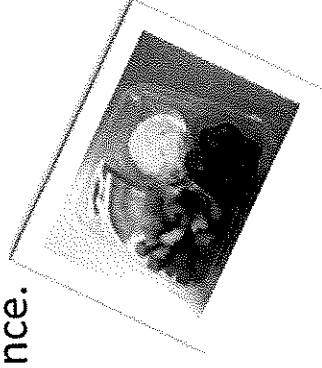
Innovation and Enhancements

Sports Nutrition Meals

- Pre-workout or Gameplay items-Perfectly portioned with the right amount of carbs without the fat or fiber to hinder performance.



- Pineapple skewers
- High Energy Mix
- Apricot Oatmeal Bars



- Recovery items-Designed to provide the proper nutritional refuel after hard workouts

- Grilled Chicken Breast Ciabatta
- Hawaiian Ham and Pineapple
- Rainbow Pasta Salad

ON THE GO



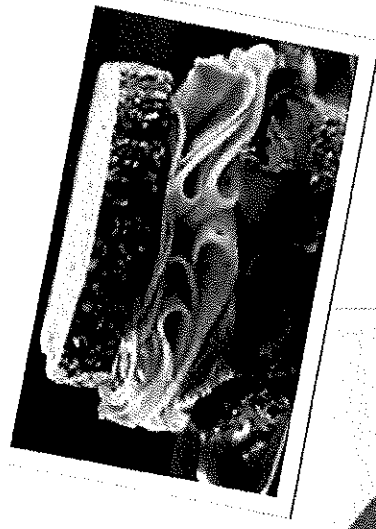
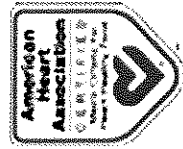
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Innovation and Enhancements

- Expansion of Boars Head product line to Elementary and Middle Schools



BOAR'S HEAD OVEN GOLD TURKEY

Amount/ Serving	% DV*	Amount/ Serving	% DV*
Total fat 1 g	2 %	Sodium 350 mg	15 %
Sat fat 0 g	0 %	Total carb 0 g	0 %
Monounsatur 0 g		Fiber 0 g	0 %
Polysatur 0 g		Sugars 0 g	
Cholest 20 mg	7 %	Protein 13 g	26 %
Vitamin A 0%		Vitamin C 0%	
Calcium 6%		Iron 2%	

Proudly Featuring

Boar's Head

PREMIUM DELI MEATS & CHEESES



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Innovation and Enhancements

Possibility of a Full time Registered Dietitian

- Expand nutrition education programs
- Cafes as wellness centers
- Grants and awards
- Wellness Committee
- USDA Compliance
- Assistance with school gardens
- Surveys/Focus Groups
- PTA Education
- Monthly Nutrition Newsletter
- Sustainability/food waste initiatives





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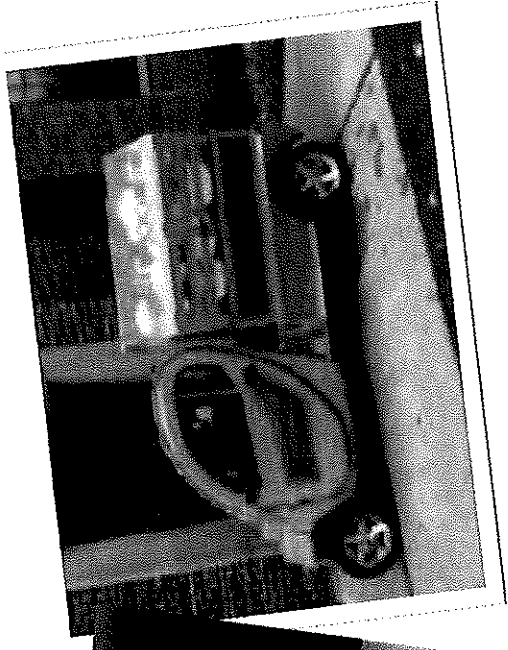
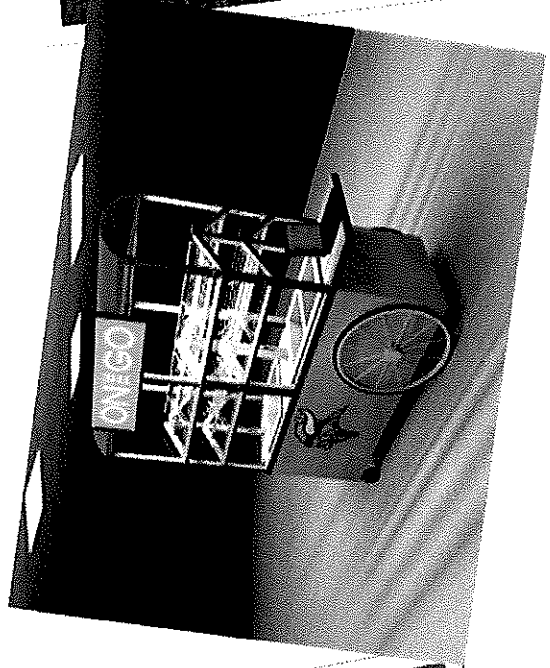
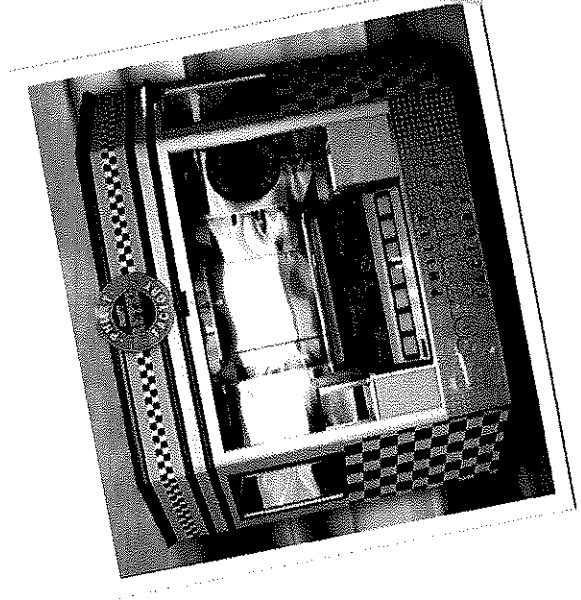
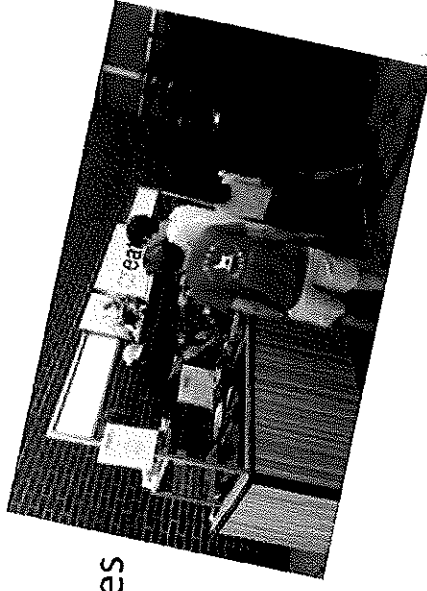
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Innovation and Enhancements

Courtyard Dining at Staples

- Additional points of service to reduce queue times
- Available for special events indoors or out
- Ability to serve hot and cold menu items
- Many different custom designs





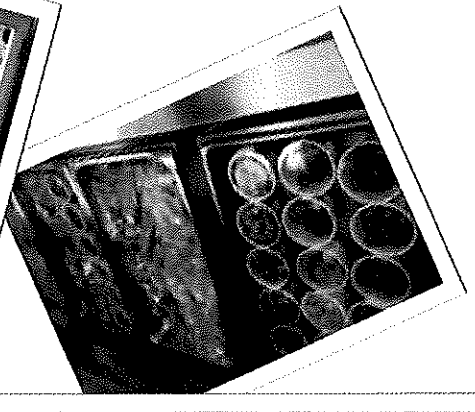
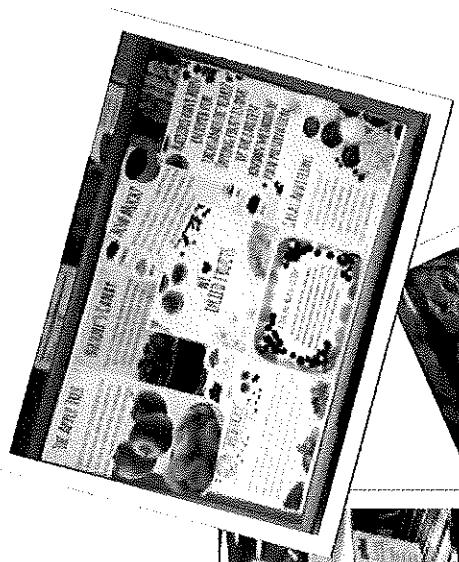
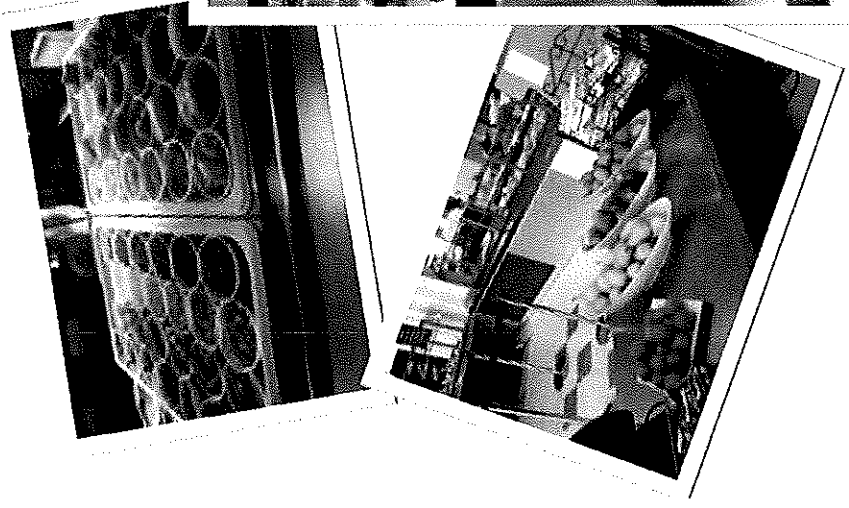
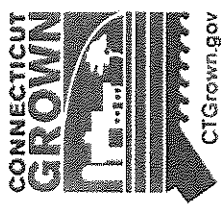
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Innovation and Enhancements

- Chef Dave and our Leads have done a great job this year increasing and promoting fresh fruits and vegetables throughout the schools.





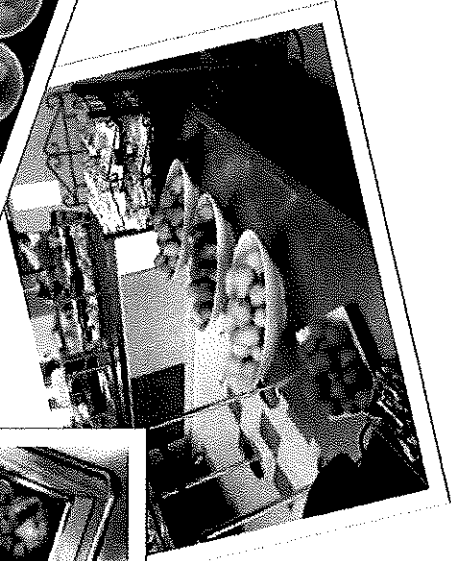
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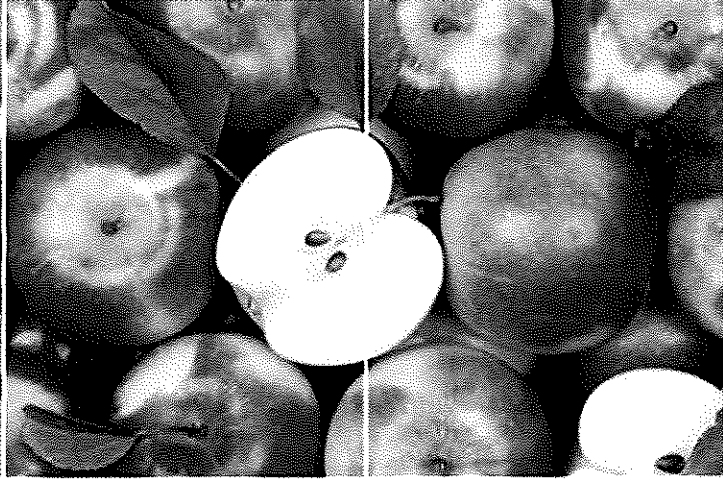
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Innovation and Enhancements

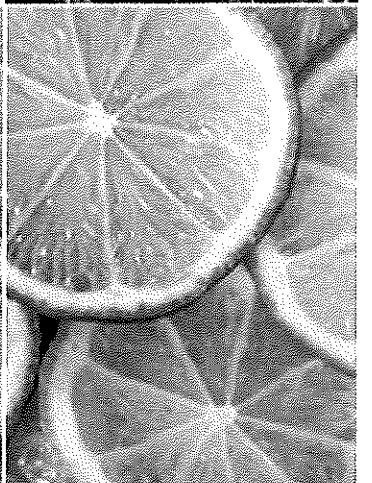
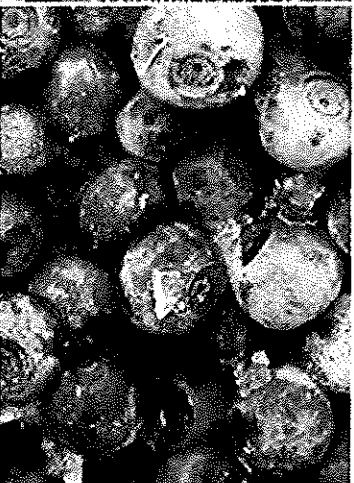
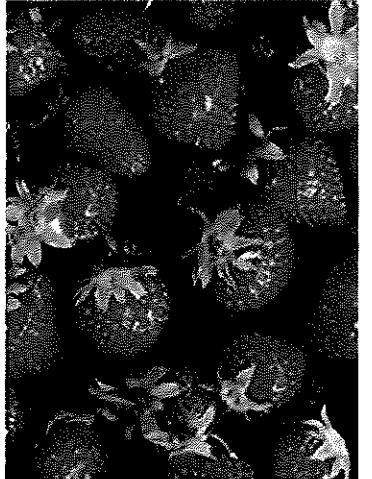
- Examples of Fresh Fruits and Vegetables served in our schools



Chefs
SCHOOLS
EST. 2004



***Thank you for your continued
partnership and support!***

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 2016-17

Date: June 13, 2016

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 2015-16 school year there were 31 children of employees who attended our schools. We anticipate approximately the same number for the 2016-2017 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 2016-17 school year we have applied the general budget increase of 1.29% to the 2015-2016 rates. The chart below shows the current rates and the new rates for 2016-2017 (rounded off).

TUITION RATES: 2016-17 GRADES K-12

Grade Level	Full Non-Resident Tuition		Employee Tuition	
	15-16	16-17	15-16	16-17
K-5	15,998	16,204	3,999	4,051
6-8	22,401	22,690	5,600	5,673
9-12	23,992	24,301	5,998	6,075

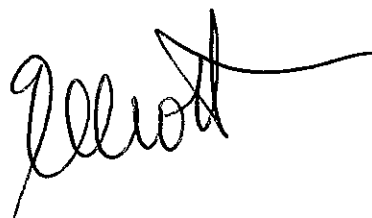
TUITION RATES: 2016-17 PRE-SCHOOL

The full rates for our integrated pre-school were established during the 2016-17 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	4,980	1,245
3-4 year-olds 5 days per week	6,370	1,593
3-4 year-olds 5 days per week (Extended day)	10,070	2,518

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 2016-2017 school year, as set forth in a memo dated June 13, 2016 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 13, 2016

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 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, 2016 through June 30, 2017.

ADMINISTRATIVE RECOMMENDATION

The Board of Education authorizes Colleen Palmer, Superintendent of Schools, and Elio Longo, Director of School Business Operations, to sign contracts on behalf of the Board of Education, effective July 1, 2016 through June 30, 2017.

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) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gifts
Date: June 13, 2016

We have received two very generous gifts for acceptance by the Board of Education at our meeting of June 13.

The first of these is from the Long Lots School PTA for a sound system for the Long Lots gymnasium. Similar to the sound system in the Green's Farms School gymnasium, it will enable the teachers of physical education to better control the amplification of the music they incorporate into their instruction and, ultimately, enhancement the students' enjoyment of all their activities in gym. This gift is valued at \$8,550.

Our second generous gift comes to us from Mr. and Mrs. Franchon Smithson to cover the cost of our participation in the annual Best Buddies Special Education Leadership Conference that is being held at Indiana University. This gift is in the amount of \$3,000.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with great appreciation two very generous gifts for the Westport Public Schools; namely, a sound system for the gymnasium at Long Lots School from the LLS PTA valued at \$8,550 and \$3,000 from Mr. and Mrs. Franchon Smithson for funding to enable us to participate in the Best Buddies Special Education Leadership Conference being held at Indiana University.



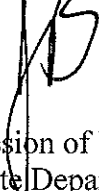
WESTPORT PUBLIC SCHOOLS

JOHN BAYERS

Director of Human Resources & General Administration

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06881
TELEPHONE: (203) 341-100
FAX: (203) 341-102

To: Elliott Landon

From: John Bayers 

Subject: Update: Submission of Educator Evaluation Plans to the Connecticut State Department of Education

Date: June 8, 2016

In March, 2016, the Performance Evaluation Advisory Council (PEAC), the body responsible for making recommendations to the State Board of Education (SBE) for the Educator Evaluation plans, advised that school districts in Connecticut continue with their current plans for the 2016-2017 school year. It also suggested that amendments to these plans be submitted for review to the Connecticut State Department of Education. During its April meeting, the SBE adopted these recommendations.

The Westport Professional Development and Evaluation Plan committee (PDEP), our local teachers and administrators charged with reviewing and updating our plans, appreciates the State Board of Education's plan to have school districts continue with their current Educator Evaluation plans. Our group has met four times over the past year and has provided great support for both teachers and administrators. This team of educators has recommended some technical changes to our current plans, and these suggested changes will be submitted to the CSDE for review during the upcoming summer months.

Upon return for the 2016-2017 school year, as required by state statute, the PDEP committee will submit the updated Educator Evaluation plans to the Board of Education for adoption.