

WESTPORT BOARD OF EDUCATION

AGENDA*

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER/PLEDGE OF ALLEGIANCE

7:30 p.m., Staples High School Cafeteria

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: January 14, 2019, *page 1*

DISCUSSION

- | | | |
|--|---------|--|
| 1. Update on CMS Task Force | | Ms. Vanessa Valadares |
| 2. Update on Portable Classroom Acquisition Process | | Mr. Paul Drummey
Mr. Elio Longo |
| 3. Proposed Graduation Requirements Commencing with Class of 2023, <i>page 3-11</i> | (Encl.) | Dr. Anthony Buono
Mr. James D'Amico |
| 4. Proposal for Long Lots Elementary School Supplemental Classrooms, <i>pages 13-15</i> | (Encl.) | Mr. Elio Longo |
| 5. Executive Summary: FY 2020 Budget of the Superintendent of Schools | | Dr. Colleen Palmer |
| 6. Update on Transition Planning for Implementation of K-6 Model <ul style="list-style-type: none">• Elementary School Building Utilization• Overview of Design Process | | Dr. Anthony Buono |
| 7. Discussion of Proposed Change of Date of Professional Development Day for 2019-2020 School Year, <i>page 17</i> | (Encl.) | Dr. Colleen Palmer |
| 8. Discussion of Modification to 2018-2019 School Year Calendar | | Dr. Colleen Palmer |

UPDATES

- | | |
|-------------------------------------|---|
| 1. Finance and Facilities Committee | Ms. Elaine Whitney
Mr. Neil Phillips |
| 2. Teaching and Learning Committee | Ms. Candice Savin |

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 Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

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
MEETING**

Board Members Present:

Mark Mathias Chair
Jeannie Smith Vice Chair
Elaine Whitney Secretary
Karen Kleine
Vik Muktavaram
Candice Savin
Neil Phillips

Administrators Present:

Colleen Palmer Superintendent of Schools
Anthony Buono Asst. Superintendent of Teaching and Learning
Tina Mannarino Asst..Superintendent Pupil Personnel Services
Elio Longo Chief Financial Officer
John Bayers Director of Human Resources

PUBLIC CALL TO ORDER/PLEDGE OF ALLEGIANCE: 7:33 p.m., Staples High School, Cafeteria B

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: January 7, 2019

Elaine Whitney moved to approve the minutes of January 7, 2019; seconded by Jeannie Smith and passed unanimously.

DISCUSSION

Discussion of Proposal for Technology Budget 2019-20

Update on Expenditures Related to Impact of Closing Coleytown Middle School

Update on Transition Planning for Implementation of K-6 Model

EXECUTIVE SESSION: Evaluation of the Performance of Individual Members of the Board of Education

At 9:45 p.m., Mark Mathias moved to go into executive session to discuss Evaluation of the Performance of Individual Members of the Board of Education; seconded by Jeannie Smith and passed unanimously. All Board members were present. Dr. Colleen Palmer was present at the invitation of the Board.

ADJOURNMENT: 10:36 p.m.

Respectfully submitted,
Elaine Whitney, Secretary
(Minutes written by Lisa Marriott)

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STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880-2799

JAMES J. D'AMICO
Principal

Phone: 203-341-1201
Fax: 203-341-1202

TO: Dr. Colleen Palmer
FROM: Mr. James D'Amico
SUBJECT: Graduation Requirements for Class of 2023 Discussion
DATE: January 18, 2019

The topic of changing graduation requirements at Staples High School was brought to the Board of Education during the 2014-2015 school year, as part of the last round of secondary education reforms in the State of Connecticut. Since that time, reform implementation has been delayed and changed, and new state requirements are set to be in place for the Class of 2023.

The highlights of the updated reform are:

- 25 credit minimum
- 9 credit minimum in humanities
- 9 credit minimum in STEM
- 1 credit minimum in Health
- 1 credit minimum in Physical Education
- 1 credit minimum in World Languages
- 1 credit for a Mastery-Based Diploma Assessment Requirement

Some of these new requirements have minimal impact on our current Staples graduation requirement structure, while others, if implemented according to State minimums, would have a major impact on our highly regarded rigorous and comprehensive program.

As our analysis demonstrated in 2015, while we were very concerned that the new requirements may severely impact student choice, our students have, on their own, made choices that would mostly fulfill the requirements. Students who would be most affected by the change are those whose course selections were unbalanced to a great degree. The overall impact seems to be that while some students will have to make some different choices, we are equipped with enough courses and staff to meet the new requirements. This is due, in part, to Westport's decision of several years ago to have a twenty-five credit requirement, well above the State minimum of twenty credits.

While we are prepared for the logistical impact of the new requirements, a committee was convened to review the State requirements and develop a plan that balanced our obligation to meet the requirements of the statutes, but that also represents the goals of a Westport education.

The committee's work and recommendations were shared with the Board of Education Teaching and Learning committee after having been shared for feedback with constituencies including the Staples High School Collaborative Team, the Staples High School Student Assembly, a parent focus group, Staples High School building administrators, and the district's grades K-12 and 6-12 curriculum coordinators.

Ultimately, the proposal that will be shared with the full Board of Education on January 23 contains most of what the committee recommended, the highlights of which are:

- Flexibility within categories for students to maintain a high element of choice
- Reductions to current requirements in Social Studies, Physical Education, and the current Practical Arts category to provide maximum student opportunities for choice
- Maintenance of the current requirements in World Languages at 2.0 credits
- Raising the graduation requirement to 26 credits to support the mastery-based diploma requirement

As the Board considers these new requirements, which will apply to students currently in grade eight and forward, it will also have to consider the multiple ways in which the State legislation will allow for administrative regulations on granting credit in non-traditional ways. Upon approval of the requirements, the high school administrative team, teachers, and curriculum coordinators will begin developing a proposal for meeting the mastery-based diploma requirement.

These requirements provide a framework for Staples High School to use as we continue to evaluate our offerings, and develop programs that meet the evolving needs of our students.

AN ACT CONCERNING REVISIONS TO THE HIGH SCHOOL GRADUATION REQUIREMENTS

SUMMARY: This act maintains current graduation requirements, which require students to earn at least 20 credits to graduate, for another two years and subsequently delays implementation of heightened graduation requirements, which require students to earn at least 25 credits.

Prior law required students, beginning with the 2017-18 freshman class, to earn at least 25 credits in order to graduate. The act postpones implementation of this heightened 25-credit requirement to the 2019-20 freshman class. The act also changes several of the heightened requirements' academic content areas and credit minimums established in prior law and allows their fulfillment through successful demonstration of subject matter content mastery achieved through alternative educational experiences and opportunities.

The act also does the following:

1. postpones by two years the beginning of required remedial services for grades seven through 12 (beginning with classes graduating high school in 2023, rather than 2021);
2. requires the State Board of Education (SBE) to adopt statewide subject matter content standards that are reviewed and revised at least every 10 years; and
3. specifies that high school courses must meet these statewide subject matter content standards to fulfill graduation requirements and allows mastery-based courses to satisfy these requirements.

It also makes technical and conforming changes.

EFFECTIVE DATE: July 1, 2017

HEIGHTENED GRADUATION REQUIREMENTS

Table 1 below compares the heightened graduation requirements in prior law that were set to take effect with the freshman class entering high school in 2017-18 with the heightened requirements under the act set to take effect two years later with the freshman class entering high school in 2019-20.

Table 1: Comparison of Heightened Graduation Requirements

<i>Heightened Graduation Requirements in Prior Law (CGS § 10-221a)</i>	<i>Heightened Graduation Requirements under the Act</i>
Total minimum credits required: 25	Total minimum credits required: 25
<p>Humanities: at least nine credits, including at least:</p> <ul style="list-style-type: none"> ● four in English, including composition; ● three in social studies, including one in American history and at least one-half credit in civics and American government; ● one credit in fine arts; and ● one credit in a humanities elective 	<p>Humanities: at least nine credits, including civics and the arts</p>
<p>Science, technology, engineering, and mathematics: at least eight credits, including at least:</p> <ul style="list-style-type: none"> ● four credits in mathematics, including algebra I, geometry, and algebra II or probability and statistics; ● three credits in science, including at least one credit in life science and one in physical science; and ● one credit in a science, technology, engineering, and mathematics elective 	<p>Science, technology, engineering, and mathematics: at least nine credits</p>
<p>Career and life skills: at least three-and-a-half credits, including at least:</p> <ul style="list-style-type: none"> ● one credit in physical education; ● one-half credit in health and safety education; and ● two credits in career and life skills electives, such as career and technical education, personal finance, and public speaking 	<p>Physical education and wellness: at least one credit Health and safety education: at least one credit</p>
<p>World languages: at least two credits*</p>	<p>World languages: at least one credit*</p>
<p>Senior demonstration project or an approved equivalent: one credit</p>	<p>Mastery-based diploma assessment: at least one credit</p>
<p>End of school year examinations in algebra I, geometry, biology, American history, and grade 10 English</p>	<p>N/A</p>

*Existing law, unchanged by the act, allows students to earn up to four credits in fulfillment of the world language requirement (1) in grade six, seven, or eight; (2) through online coursework; or (3) privately through a nonprofit provider, as long as the student achieves a passing grade on an exam prescribed, within available appropriations, by the education commissioner.

SUBJECT MATTER CONTENT MASTERY

The act allows boards of education to grant students credits in fulfillment of high school graduation requirements for successful demonstration of subject matter content mastery achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning.

These pathways include:

1. cross-curricular graduation requirements,
2. career and technical education,
3. virtual learning,
4. work-based learning,
5. service learning,
6. dual enrollment and early college,
7. courses taken in middle school,
8. internships, and
9. student-designed independent studies.

The act specifies that (1) a local or regional board of education determines whether to grant academic credit for demonstration of mastery through these pathways and (2) demonstration of mastery must be in accordance with the statewide subject matter content standards the act requires SBE to adopt.

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**High School Graduation Requirements - Revisions to Committee Recommendation
January 4, 2019**

	Category	Minimum Credits
Humanities	English (4.0) Social Studies (3.0) Global Themes (1.0) U.S. History (1.0) Civics Requirement (0.5) Area Studies (0.5) Visual and Performing Arts (1.0) Open Humanities (1.0) <u>Any course in:</u> English, Social Studies, Visual and Performing Arts, World Languages	9.0
STEAM	Math (3.0) Science (3.0) Open STEAM (3.0) <u>Any course in:</u> Mathematics, Science, Technology Education, Media <u>Or:</u> <i>(full list to be established)</i> <ul style="list-style-type: none"> ● <i>Design & Technology</i> ● <i>Digital Darkroom</i> ● <i>Music Technology</i> ● <i>Audio Production</i> ● <i>Culinary Arts (specific courses)</i> ● <i>Stagecraft: Scene Design & Construction</i> 	9.0
P.E./Health	Health (1.0) P.E. (1.5)	2.5
World Languages	World Languages	2.0
	Mastery-Based Diploma Requirement	1.0
	Electives	2.5
	TOTAL MINIMUM CREDITS:	26

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Current Graduation Requirements

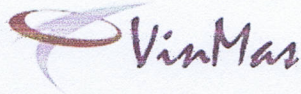
GRADUATION CREDIT AND DISTRIBUTION REQUIREMENT

CREDIT AND DISTRIBUTION REQUIREMENT

As adopted 3-6-06 by the Board of Education

<u>Area</u>	<u>No. of Credits</u>
<p>English (1.0 each year)</p> <p>Distribution: As part of the English requirement, all students must produce and successfully pass a major research paper in their sophomore English class. Students not meeting this requirement MUST take a full-year English class in their junior year.</p>	4.0
<p>Social Studies</p> <p>Distribution:</p> <ul style="list-style-type: none"> • Global Themes 1.0 • U.S. History 1.0 • American Government .5 • Area Study .5 • Additional Course .5 	3.5
<p>Mathematics</p>	3.0
<p>Science</p>	2.0
<p>World Language (any one world language, in sequence)</p>	2.0
<p>Physical Education and Health</p> <p>Distribution:</p> <ul style="list-style-type: none"> • Freshman year 1.0 • Sophomore year 1.0 • Junior year 1.0 	3.0
<p>Arts</p> <p>(Minimum of .5 in Fine Arts and .5 in Practical/Human Arts; remaining .5 in either area.)</p> <ul style="list-style-type: none"> • Fine Arts: Art, Music, Theater <p>Practical Arts/Human Arts: Academic Support, Accounting, Advanced Journalism, Community Service, Computer Science, Culinary Arts, Engineering & Applied Physics, Financial Decision Making, Media, Personal Financial Management, Psychology of Child Development, Relationships, Scientific Research, Technology Education, Wellness Seminar</p>	1.5
<p>Electives</p>	6.0
<p>TOTAL</p>	25

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Vinmas Corp.
16 Bainbridge Boulevard
Bethel, Connecticut 06801

Tel: 203.837.0301

January 11, 2019

Dr. Colleen Palmer
Superintendent
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

Re: Long Lots Elementary School
Supplemental Classroom Options

Dear Dr. Palmer,

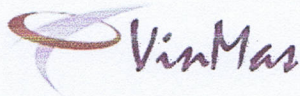
Thank you for inviting me to meet with you and Elio Longo to discuss the current situation at Coleytown Middle School and the various options being explored to deal with the situation. During that discussion you requested a proposal on the Options at Long Lots School.

We will explore the two proposed options at Long Lots School, providing General Concepts with order of magnitude cost estimates including contingencies and soft costs.

Our scope of services will include the following:

- A. Option 1 - Conversion of lower level into classrooms
 - 1. Review existing conditions.
 - 2. Provide conceptual scope of work required.
 - 3. Preliminary Cost Estimate based on prevailing wages, including soft costs and contingencies
- B. Option 2 - Add 4 Kindergarten Classrooms
 - 1. Preliminary review of existing site plans. Note that Zoning Regulations may require variances for proposed addition.
 - 2. Investigate up to 2 options for location of the addition based on site plans and adequate available space. The location reviewed with you may or may not be usable.
 - 3. Provide conceptual scope of work required.
 - 4. Preliminary Cost Estimate based on prevailing wages, including soft costs and contingencies.

Pros and Cons of both Options will also be addressed.



Vinmas Corp.
16 Bainbridge Boulevard
Bethel, Connecticut 06801

Tel: 203.837.0301

Please note that the concept is not being produced by an Architectural Firm, nor are Engineers included for service and infrastructure work. Scope beyond conceptual ideas will require the services of these consultants, which will be additional and may require conceptual adjustment. We shall include allowances for infrastructure.

Our Lump Sum Fee for the above referenced services is Six Thousand Eight Hundred Dollars (\$6,800.00).

The proposed report will be completed in 4 weeks. Invoicing will be monthly and is due upon receipt.

Our proposal is valid for Sixty (60) days.

Any additional services can be completed on an hourly rate or a negotiated lump sum. When I last worked for Westport, I charged \$100.00 per hour. I would offer this same rate to Westport for additional hourly services.

Vinmas Corp. provides Construction Management, Project Management and Owner's Representative Services. On past Westport Projects we assisted with: Inventory of existing building FF&E; preparation for moving of existing FF&E; Preparation of State Funding Application paperwork; Reviewing the Educational Specifications; Working with the Building Committee in preparation for Consultant and Construction Funding; Worked with Purchasing Department, preparing RFPs for various Consultants and then Participated in the review and selection of all consultants; Managed Project Team for presentations to the Board of Finance and RTM for Funding Approval; Oversaw the design process with the consultants, including schedules, further cost estimates, reviewing for compliance with the Educational Specification and meetings with local officials and school stakeholders; Worked with the Building Committee and Project Team in the Planning & Zoning process, including meeting with staff, Architectural Review, Conservation, Health, Building, Fire and P&Z Commission; Prepared Agendas and Minutes for Building Committee meetings; Reviewed CMs estimates, logistic plans and schedules; Met with local officials to obtain necessary approvals; With Consultants we met with State agencies for review at various stages, including Preliminary submissions to the State, including detailed reviews with all consultants prior to PCT meeting for approval to bid project; Participated in all trade scoping reviews; Attended all construction project meetings; Created & Managed POs, PCOs and COs through the TOW approval process; Worked with CM to ensure final project close out; Assisted in the procurement process for FF&E; Attended BOE meetings to provide project updates; Prepared all necessary paperwork for submission of COs to the State; provided information required for Town's consultant to requires reimbursement; Maintained detailed project accounting records, from funding through project completion; Prepared and issued monthly reports to RTM, Board of Finance, Board of Education, Board of Selectmen & Building Committee; Coordinated storage of documents required for state audit.



Vinmas Corp.
16 Bainbridge Boulevard
Bethel, Connecticut 06801

Tel: 203.837.0301

Should you have any questions, please contact me, at your convenience.

I look forward to the opportunity to work with the Town of Westport and the Westport Board of Education on this and any additional projects.

We can start the work immediately with authorization of this proposal, we can await a formal PO later.

Regards,

A handwritten signature in blue ink that reads "Susan M. Chipouras".

Susan M. Chipouras
President

Approved by: _____ Date: _____
BOE - Dr. Colleen Palmer

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WESTPORT PUBLIC SCHOOLS

2019-2020 SCHOOL CALENDAR

Approved 3-12-18 - **DRAFT** Changes

AUGUST					4 School Days	20 Proposed
M	T	W	T	F		Prof. Dev. Day
19	20	21	22	23		21-23, 26 Prof. Dev.
26	27	28	29	30		27 Students' First Day

SEPTEMBER					19 School Days	
M	T	W	T	F		
2	3	4	5	6		2 Labor Day
9	10	11	12	13		30 Rosh Hashanah
16	17	18	19	20		
23	24	25	26	27		
30						

OCTOBER					22 School Days	
M	T	W	T	F		
	1	2	3	4		9 Yom Kippur
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

NOVEMBER					17 School Days	5 Election Day
M	T	W	T	F		(Prof. Dev.)
				1		27 Prof. Dev.
4	5	6	7	8		27-29 Thanksgiving
11	12	13	14	15		Recess
18	19	20	21	22		27 Proposed School
25	26	27	28	29		Closure - no P.D.

DECEMBER					15 School Days	
M	T	W	T	F		
2	3	4	5	6		23-31 Holiday Recess
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

Key	
	Schools Closed
	Schools Closed for Professional Development
	Early Release
Total Instructional Days: 182	
Total Teacher Days: 188	

JANUARY					21 School Days	
M	T	W	T	F		
		1	2	3		1 New Year's Day
						20 Martin Luther King Day
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

FEBRUARY					15 School Days	
M	T	W	T	F		
3	4	5	6	7		17 Presidents' Day
10	11	12	13	14		17-21 February Recess
17	18	19	20	21		
24	25	26	27	28		

MARCH					22 School Days	
M	T	W	T	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

APRIL					17 School Days	
M	T	W	T	F		
		1	2	3		10 Good Friday
						6-10 Spring Recess
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

MAY					20 School Days	
M	T	W	T	F		
				1		25 Memorial Day
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

JUNE					10 School Days	
M	T	W	T	F		
1	2	3	4	5		19 Projected Last Day (Early Release)
8	9	10	11	12		
15	16	17	18	19		

NOTE: Students'/teachers' last day will be June 19. If there are no snow days, students'/teachers' last day will be June 12. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 6; Tuesday, April 7; Wednesday, April 8; Thursday, April 9.