

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 1025c, Principal’s Conference Room

EXECUTIVE SESSION: Matters Pertaining to Security

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: January 29, 2018, and February 9, 2018, *page 1*

DISCUSSION

- 1. Discussion of the Role of a School Resource Officer Dr. Colleen Palmer
Mr. Foti Koskinas

- 2. Student and Faculty Calendar 2019-20 School Year, *page 3* (Encl.) Dr. Colleen Palmer

- 3. First Reading of the Following Revised Westport Board of Education Policies: (Encl.) Ms. Karen Kleine
Dr. Colleen Palmer
Mr. Mike Rizzo
 - Policy 3320, Business and Non-Instructional Operations: Purchasing Policy, *pages 5-8*
 - Policy 2111, Administration: Equal Employment Opportunity. *page 9*
 - Policy 4118.11/4218.11, Personnel – Certified/Non-Certified: Nondiscrimination, *pages 11-12*

DISCUSSION/ACTION

- 1. Update on CMS Mold Remediation, *page 13* (Encl.) Mr. Elio Longo

UPDATES

- 1. Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account. *page 15* (Encl.) Mr. Elio Longo

COMMITTEE REPORTS

- 1. Policy Committee Ms. Karen Kleine
Mr. Mike Rizzo

- 2. Teaching and Learning Committee Ms. Elaine Whitney
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 Cablevision on channel 78; Frontier channel 99 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

Board Members Present:

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

Administrators Present:

Colleen Palmer Superintendent of Schools

Absent:

Elaine Whitney

PUBLIC CALL TO ORDER: 12:05, Westport Town Hall Auditorium

DISCUSSION:

Brown Bag Meeting of the Board of Education

Challenging Students in the Middle: Much of the feedback we received during our strategic planning was how to help children in the middle meet their potential. What issues and ideas do you have to help challenge these children even further?

ADJOURNMENT: Michael Gordon moved to adjourn at 1:16 p.m.; seconded by Mark Mathias and passed 6-0-1 (Candace Savin did not vote).

Respectfully submitted,

Michael Gordon for Elaine Whitney, Secretary
(Minutes written by Lisa Marriott)

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WESTPORT PUBLIC SCHOOLS

2019-2020 SCHOOL CALENDAR

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

SEPTEMBER					19 School Days
M	T	W	T	F	
2	3	4	5	6	2 Labor Day 30 Rosh Hashanah
9	10	11	12	13	
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
M	T	W	T	F	
				1	5 Election Day (Prof. Dev.)
4	5	6	7	8	27 Prof. Dev.
11	12	13	14	15	27-29 Thanksgiving Recess
18	19	20	21	22	
25	26	27	28	29	

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	
6	7	8	9	10	20 Martin Luther King Day	
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	7	8	9	10	6-10 Spring Recess	
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.

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Business and Non-Instructional Operations

Purchasing Policy

Purpose

The Westport Board of Education recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state laws governing purchasing, the importance of standardized purchasing regulations, and the need for clear documentation in meeting State of Connecticut and Federal Auditing requirements

Within the framework of applicable laws and regulations, purchases and use of material and other resources shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

Authority

The duties of purchasing shall be centralized under the Director of School Business Operations who shall be responsible for all purchase transactions for the district. In accordance with the Westport Town Charter, the Director of School Business Operations is the designated representative of the Board of Education to act with the Finance Director of the Town to maximize economies of purchasing through sharing of purchases in all areas practicable. If questions arise, the scope of this provision shall be determined by the Board of Education.

The Superintendent or designee shall sign purchase orders and other purchase obligations. For the purpose of this policy, only the Director of School Business Operations shall be deemed the designee of the Superintendent for the signing of purchase orders and other purchase obligations.

Purchasing Guides

Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions, to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

1. Best possible quality;
2. Lowest possible cost; specifications of the user;
3. Availability when needed;
4. Efficient use of time of staff;
5. Compliance of suppliers and staff with equal employment opportunity and other Board policies;

6. Preference to Westport vendors where possible, providing price, quality and availability are equal to or better, than non-Westport vendors.

All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the Director of School Business Operations.

Quantity Purchasing

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed. Cite several existing, commercially available "standard brands" that meet those qualifications acceptable as examples.
2. Invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Bidding

Competitive bidding is required as detailed below. Preference is to be given to local suppliers and vendors when quality and price are equal.

1. For purchases totaling between \$3,000 and ~~\$5,000~~4,999, at least three (3) verbal price quotations must be sought and recorded.
2. For purchases totaling between \$5,000 and \$25,000, formal written quotations from at least three (3) separate vendors shall be provided, if available.
3. For purchases above \$25,000, formal bid(s) must be sought.
4. The following purchases are not subject to competitive bidding except as stated in paragraph 7 below:
 - a. Purchases under \$3,000;
 - b. Emergency purchases;
 - c. Goods purchased from state agencies, such as furniture produced by the State Department of Corrections;
 - d. Goods purchased under state contracts;
 - e. Purchasing collaboratives involving federal, state, local governments and regional entities;
 - f. Surplus and secondhand purchases from another governmental entity;

- g. Sole source goods or services;
- h. Purchases to maintain equipment consistency;
- i. Textbooks and other programmed instructional materials as only one source generally exists.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

- 5. Price quotes/bids are not required when items are available from one vendor only (e.g., most educational media, software and services).
- 6. When purchasing from approved vendors using school district, state or purchasing consortium contracts, if multiple price quotes or bids are not obtained from separate vendors, a written explanation and/or documentation must be provided to demonstrate why the purchase from the chosen vendor(s) provides the greatest value and benefit. Value and benefit are not to be measured solely by price level.
- 7. Except as stated in paragraphs 4(b), 4(g), and 5 above, and regardless of any previously listed exceptions, for single item purchases over \$50,000 the formal bid process must be followed.
- 8. There shall be an annual report of collective purchases made from single vendors to ensure that the verbal bid quotation process is consistent with the purchasing policy.

9. For capital projects, as defined by Board of Education Policy 3400, the Superintendent or his/her designee will have the Board's attorney review any contracts associated with the project prior to the final awarding of the contract.

Financing

The Board of Education, wherever possible, will seek the advice of the Board of Finance and the Education and Finance committees of the RTM as to manner of financing when considering purchase or lease agreements that obligate the Board of Education to finance the acquisition of goods by multi year periodic payments. A final decision will be made by the Board of Education.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-222 Appropriations amid budget

Policy adopted: March 15, 2004, November 10, 2014

Policy modified: June 7, 2004

Policy amended: October 20, 2014

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

Administration

Equal Employment Opportunity

~~The Westport Public Schools shall comply with all federal and state laws and regulations related to equal employment opportunities and prohibition of discrimination.~~

~~In accordance with the requirements of the federal and state laws and regulations regarding non-discrimination, the Westport Board of Education shall insure that there is equal employment opportunity within the Westport School District. No person shall, be excluded from, denied benefits of, or be discriminated against under any program, activity, or service of the Board of Education on the basis of:~~

- ~~a. race~~
- ~~b. color~~
- ~~c. religion~~
- ~~d. sex~~
- ~~e. sexual orientation~~
- ~~f. national origin~~
- ~~g. age (within statutory limits)~~
- ~~h. marital status~~
- ~~i. ancestry~~
- ~~j. disability (within limits of "reasonable accommodations" and if the disability does not impair the ability of the applicant or employer to perform the essential functions of the job).~~

~~Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e.
Age Discrimination in Employment Act, 29 U.S.C. Sec 621.
Executive Order 11246. (as amended by 11375)
Equal Pay Act of 1963 (as amended by the Education Amendment of 1972)
Section 504 of the Rehabilitation Act of 1973
Connecticut General Statutes Section 31-126
Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.
46a-51 (8), (17), (18) Discriminatory practices.
46a-58(a) Deprivation of rights.
46a-60 Discriminatory employment practices prohibited.
46a-79 State policy re employment of criminal offenders.
PA 91-58 An act concerning discrimination on the basis of sexual orientation~~

~~Policy adopted: October 10, 2000 WESTPORT PUBLIC SCHOOLS
Westport, Connecticut~~

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Personnel—Certified/Non-Certified

Non-discrimination

~~Under federal and state requirements regarding discrimination require procedures to be established in order to process alleged violations of the Board of Education non-discrimination policies.~~

Teachers

~~Teachers are to use the grievance procedure as established in Article IX, of the Professional Agreement between the Westport Board of Education and the Westport Education Association, Inc. In addition to the procedure indicated in the agreement, a copy of the complaint should be filed by the grievant with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy.~~

Secretaries

~~The grievance procedure as outlined in Paragraph M, of the Agreement Between the Westport Board of Education and the Westport Association of Educational Secretaries Civil Service Employees Affiliates, Inc., is to be used. In addition to the procedures indicated in the agreement, a copy of the complaint should be filed by the grievant with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy.~~

Intermediate Administrators

~~The Intermediate Administrators are to use the grievance procedure as established in Article XV, of the Professional Agreement Between the Westport Board of Education and the Westport Intermediate Administrators Association. In addition to the procedures indicated in the agreement, a copy of the complaint should be filed by the grievant with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy.~~

Custodians

~~Custodians are to use the procedures as established in Article IX, in the Agreement Between the Westport Board of Education and the National Association of Government Employees Covering Westport School Custodians. In addition to the procedures indicated in the agreement, a copy of the complaint should be filed by the grievant with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy.~~

Personnel—Certified/Non-Certified

Non-discrimination

Paraprofessionals

~~Paraprofessionals are to use the procedures as established in Paragraph K, of the Agreement Between the Westport Board of Education and the Westport Paraprofessional Association Civil Service Employees Affiliates, Inc. In addition to the procedures indicated in the agreement, a copy of the complaint should be filed by the grievant with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy.~~

Students, Parents, Employees of the Westport Public Schools Not Covered by Collective Bargaining Agreements

~~Students, parents and employees not covered by a collective bargaining unit are to file grievances with their school principal or immediate supervisor. Their statement of complaint should be signed and in writing, specifying the precise nature of the complaint. A copy of the complaint should be filed by the person(s) making the complaint with the Administrative Assistant to the Superintendent, who has been designated as the employee responsible for coordinating the Westport Schools' efforts to implement the non-discrimination policy. The principal (or supervisor) is to meet with the complainant to attempt to resolve the complaint. If the student, and/or parent, or employee is not satisfied with the principal's (supervisor's) proposed resolution, he/she may file a complaint with the Superintendent. The Superintendent, or his/her designee, will meet with the complainant to attempt to resolve the complaint. If the student, and/or parent, or employee is not satisfied with the Superintendent's proposed resolution, he/she may file a complaint with the Chairperson of the Board of Education. The Board of Education or a committee thereof, will meet with the complainant to resolve the complaint.~~

Policy adopted: June 12, 1978 WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Board of Education Carry Over Account

	FY 2015-16	FY 2016-17	FY 2017-18	Total
Beg. balance	\$ -	\$ 17,937.00	\$ 96,047.32	
Deposits	\$ 223,763.00	\$ 513,957.00	\$ 327,075.11	\$ 1,064,795.11
Expenditures	\$ (205,826.00)	\$ (435,846.68)	\$ (286,605.55)	\$ (928,278.23)
Ending balance	\$ 17,937.00	\$ 96,047.32	\$ 136,516.88	\$ 136,516.88

BOE pending:

Abatement Industries Group	\$ 123,740.89
Eagle Ridge Construction LLC	\$ 120,721.25
All Pro Cleaning & Restoration Services	\$ 26,830.73
Hygenix	\$ 9,070.00
Kinsella Electric	\$ 5,238.00
Environmental Systems Corp.	\$ 1,004.68
	<u>\$ 286,605.55</u>

BOE notice to the BOF:	\$ 200,000.00
BOE request to the BOF:	\$ 86,605.55

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**Medical Health Insurance Fund
FY 17-18 Projections
with Claims Cash Draw Data as of January 31, 2018**

	<u>FY 18 Projection</u> <u>Mar-17</u>	<u>FY 18 Projection</u> <u>Oct-17</u>	<u>Variance</u>		
Cash receipts					
General Fund Budget from line 210	13,447,595	13,447,595	-		
Other Fund Contributions	100,000	100,000	-		
Employee Contributions (Active)	3,058,383	3,055,442	(2,941)	U	
Flex Spending Accounts	-	-	-		
Cobra Participants	49,397	62,736	13,339	F	
Retirees Self Insured	479,272	400,000	(79,272)	U	
State Teachers Retirement (TRB)	115,000	115,000	-		
Life Insurance Premiums	25,000	25,000	-		
Retirees Medicare Surround	492,000	554,277	62,277	F	
Other Contributions (FMLA, Retiree Life, etc.)	64,500	64,500	-		
Prescription Guarantee Adjustment	98,789	98,789	-		
Pharmacy Rebate	326,209	326,209	-		
Total cash receipts	18,256,145	18,249,548	(6,597)	U	
Cash disbursements					
Medical	12,060,244	13,375,009	1,314,765	U	
Prescription	2,649,308	2,424,488	(224,820)	F	
Dental	1,145,136	1,076,334	(68,802)	F	
Flex Spending Accounts	-	-	-		
Contribution to HSA	1,188,000	1,234,000	46,000	U	
Medical Administrative	388,214	397,153	8,939	U	
Network Access Fee	158,676	159,085	409	U	
Individual Stop-Loss	1,047,898	895,976	(151,922)	F	
Dental Administrative	55,236	55,758	522	U	
FSA Administrative	2,000	2,000	-		
Consulting Fee	50,000	50,000	-		
ACA Related Fees	-	-	-		
PCORI Fee	4,279	4,279	-		
Retirees Medicare Surround	810,747	846,024	35,277	U	
Total cash disbursements	19,559,738	20,520,106	960,368	U	
Change in cash balance	(1,303,593)	(2,270,558)	966,965	U	
Beginning cash balance	2,034,188	2,034,188			
Insurance Fund Draw Down (budget)	(1,509,994)	(1,509,994)			
Insurance Fund Draw Down (YTD delta)	206,401	(760,564)	966,965		
Ending cash balance(deficit)-projection	730,595	(236,370)	-1.4%	\$ 843,792	\$ (1,080,162)
Less: Incurred but not reported claims	(968,308)	(1,053,000)	-6.2%		
Net Position(Deficit) end of year-projection	(237,713)	(1,289,370)	-7.6%		

Claims Cash Draw Against Insurance Fund Account

	Medical/Rx	Dental	Flex	Other	Total	Avg. Monthly Claims (Med/Rx/Dental)	Variance	Avg. Monthly Claims-FY 17	
								(Med/Rx/Dental)	Variance
Jul 2017	\$ 1,385,628	\$ 101,584	\$ 875	\$ -	\$ 1,488,087	\$ 1,487,212	\$	\$ 1,103,161	\$
Aug 2017	\$ 1,972,668	\$ 94,032	\$ 4,400	\$ -	\$ 2,071,100	\$ 1,776,956	\$ 289,744	\$ 1,426,306	\$ 323,145
Sept 2017	\$ 1,278,736	\$ 86,461	\$ 5,256	\$ -	\$ 1,370,454	\$ 1,639,703	\$ (137,253)	\$ 1,410,030	\$ (16,276)
Oct 2017	\$ 1,415,081	\$ 84,978	\$ 9,694	\$ -	\$ 1,509,753	\$ 1,604,792	\$ (34,911)	\$ 1,375,645	\$ (34,385)
Nov 2017	\$ 943,015	\$ 70,196	\$ 11,290	\$ -	\$ 1,024,500	\$ 1,486,476	\$ (118,316)	\$ 1,304,202	\$ (71,442)
Dec 2017	\$ 1,279,050	\$ 76,462	\$ 7,954	\$ -	\$ 1,363,466	\$ 1,464,648	\$ (21,827)	\$ 1,291,690	\$ (12,512)
Jan 2018	\$ 1,088,143	\$ 84,443	\$ 10,391	\$ -	\$ 1,182,977	\$ 1,422,925	\$ (41,723)	\$ 1,256,863	\$ (34,828)
	\$ 9,362,320	\$ 598,156	\$ 49,860	\$ -	\$ 10,010,336				
YTD/Estimate	59.3%	55.6%	n/a	n/a					
Theoretical YTD Spend Rate	58.3%	58.3%	n/a	n/a					
variance %	0.9%	-2.8%							
variance \$	\$ 145,947	\$ (29,705)							
FY18 Projection (Oct-17):	\$ 15,799,497	\$ 1,076,334							
YTD Expense:	\$ (9,362,320)	\$ (598,156)							
Balance available to June 30:	\$ 6,437,177	\$ 478,178							
Average remaining monthly allowance:	\$ 1,287,435	\$ 95,636	=		1,383,071				