

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

6:00 p.m., Staples High School, Room 333, Pupil Services Conference Room

ANTICIPATED EXECUTIVE SESSION: Discussion of possible ratification of the Tentative Agreements with (1) Nurses and Health Assistants, (2) Westport School Maintenance Employees, and (3) Westport School Custodians

RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:00 p.m., Staples High School, Cafeteria B (Room 301)

RECOGNITION/RECEPTION: 2017 Westport Teacher of the Year

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: June 13, 2016, and August 29, 2016

DISCUSSION/ACTION:

- 1. Approval of Tentative Agreement with Nurses and Health Assistants Mr. John Bayers
- 2. Approval of Tentative Agreement with Westport School Maintenance Employees Mr. John Bayers
- 3. Approval of Tentative Agreement with Westport School Custodians Mr. John Bayers

DISCUSSION:

- 1. Calendar of Board of Education Agenda Items: (Encl.) Dr. Colleen Palmer
September 2016 – June 2017, *pages 1-3*
- 2. Health and Medical Insurance Revenue and Expenses FY16 End of Year Report, *page 4* (Encl.) Mr. Elio Longo
- 3. Health and Medical Insurance Revenue and Expenses FY17 as of July 31, 2016, *page 5* (Encl.) Mr. Elio Longo
- 4. Update on Teacher and Administrator Evaluation Plans 2016-2017, *pages 6-7* Dr. Colleen Palmer
Mr. John Bayers

ADJOURNMENT

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

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

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

**ANTICIPATED DATES FOR ADDRESSING ITEMS SCHEDULED FOR DISCUSSION
AND APPROVAL BY THE BOARD OF EDUCATION – September 12, 2016**

Working Draft

September 12, 2016

- Teacher of the Year Recognition
- Update: Teacher and Administrator Evaluation Plans, 2016-17 School Year
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Approval of Union Contracts

September 26, 2016

- Discussion: Board of Education 2017-18 Meeting Calendar
- Staffing and Enrollment, K-12, 2016-17 School Year
- NEASC Report

October 10, 2016

- Anticipated Programmatic Needs preK-12 for 2017-18
- Board of Education Establishment of FY 2018 Budget Guidelines: Goals and Priorities
- Report: Forecast of Fixed and Variable Budgetary Expenditures
- Adoption: Board of Education 2017-18 Meeting Calendar
- Report: Results of Standardized Testing
- Student Data Privacy Policy

October 24, 2016

- Approval: FY 2018 Budget Preparation Calendar
- NESDEC Ten Year Enrollment Projections
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Quarterly Financial Report: July 1, 2016 – September 30, 2016

November 7, 2016

- Discussion: Proposed Course Additions, Deletions, Modifications, preK – 12
- Discussion of Plan to Review/Update BOE Policies

November 21, 2016

- Election of Officers of the Board of Education
- Approval: Proposed Course Additions, Deletions, Modifications, preK-12
- Discussion: Capital Projects in Rank Order of Priority
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Discussion of School Enrollment Patterns and Projected Demographic Trends of Westport

December 5, 2016

- FY 2018 Preliminary Budget Discussions with Board of Finance, RTM Education and Finance Committee Chairs
- Action: Five-Year Capital Projects Ranked/Timeline for Implementation of Capital Projects: 2017-2018

December 19, 2016

- Performance Review of Individual Members of the Board of Education

January 3, 2017

- Executive Summary: FY 2018 Budget of the Superintendent of Schools
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

January 6, 2017

- Discussion: FY 2018 Proposed Budget of the Superintendent of Schools (This is planned as an “all-day” work session to review the proposed budget)

January 9, 2017

- Discussion: FY 2018 Proposed Budget of the Superintendent of Schools
- Discussion: Five Year Capital Forecast: July 1, 2016 – June 30, 2021
- Review with Insurance Consultant *Lockton Companies, LLC*, Health and Medical Insurance Projected Revenues and Expenses for FY 2017 and FY 2018

January 17, 2017

- FY 2018 Proposed Budget of the Superintendent of Schools
- Approval: Five Year Capital Forecast: July 1, 2017 – June 30, 2022

January 23, 2017

- FY 2018 Proposed Budget of the Superintendent of Schools
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Quarterly Financial Report: July 1, 2016 – December 31, 2016

January 30, 2017

- FY 2018 Proposed Budget of the Superintendent of Schools

February 13, 2017

- Approval: 2017-18 Proposed Budget of the Board of Education
- Discussion: Student and Faculty Calendar: 2018-19 School Year

February 27, 2017

- Adoption: Student and Faculty Calendar: 2018-19 School Year
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

March 13, 2017

March 27, 2017

- School Climate Report Update

April 3, 2017

- Update: Review with Insurance Consultant *Lockton Companies, LLC*, Health and Medical Insurance Projected Revenues and Expenses for 2016-17 and 2017-18 Fiscal Years; Projected Year-End Balance in Health Reserve Account for 2016-17 and 2017-18
- Board of Education and Members of the Public: “Brown Bag” Daytime Meeting

April 24, 2017

- Approval: Non-Renewal of Certified Teaching Staff
- Presentation: Quarterly Financial Report: July 1, 2016-March 31, 2017
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Discussion: 2017-18 Goals of the Board of Education

May 8, 2017

- Discussion: 2017-18 Goals of the Board of Education

May 22, 2017

- Adoption: 2017-18 Budget of the Board of Education
- Approval: 2017-18 Goals of the Board of Education
- Approval: 2017-18 Healthy Food Certification
- Approval: Non-Union Personnel Compensation

June 5, 2017

June 12, 2017

- Recognition of Retirees
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Approval: Tuition Rates for 2017-18 School Year
- Approval: Annual Authorization to Sign Contracts

Medical Health Insurance Fund
FY 15-16 End of Year Fund Balance (Unaudited)
with Claims Cash Draw Data as of June 30, 2016

	FY16 Projections				Actual	Actual to Mar-16 Variance			
	Mar-15	Sep-15	Dec-15	Mar-16	Jun-16	\$	%		
Cash receipts									
General Fund Budget from line 210	14,049,493	14,247,493	14,247,493	14,247,493	14,247,493	-	0%		
Other Fund Contributions	85,000	70,000	70,000	115,808.00	115,808	-	0%		
Employee Contributions (Active)	2,672,011	2,607,655	2,607,655	2,611,452	2,607,326	(4,126)	0%		
Flex Spending Accounts	-	-	-	-	-	-	0%		
Cobra Participants	18,100	18,100	18,100	17,556	16,670	(886)	-5%		
Retirees under 65	365,701	365,701	365,701	370,000	380,009	10,009	3%		
State Teachers Retirement (TRB)	160,000	150,000	150,000	115,446	115,446	-	0%		
Life Insurance Premiums	25,000	25,000	25,000	25,000	26,861	1,861	7%		
Retirees over 65	442,939	442,939	442,939	442,939	494,852	51,913	12%		
Other Contributions (FMLA, Retiree Life, etc.)	-	45,000	45,000	45,000	111,577	66,577	148%		
Pharmacy Rebate	-	-	-	136,622	136,622	-	0%		
Total cash receipts	17,818,244	17,971,888	17,971,888	18,127,316	18,252,664	125,348	1%		
Cash disbursements									
Medical	11,914,994	11,394,635	11,085,349	10,828,288	10,961,308	133,020	1%		
Prescription	2,112,056	2,106,117	2,174,638	2,124,210	2,087,868	(36,342)	-2%		
Dental	1,082,451	1,149,455	1,118,896	1,068,343	1,060,901	(7,442)	-1%		
Flex Spending Accounts	-	-	-	-	-	-	0%		
Contribution to HSA	1,159,000	1,162,000	1,124,000	1,118,000	1,123,866	5,866	1%		
Medical Administrative	422,832	420,720	413,858	416,497	420,039	3,542	1%		
Network Access Fee	163,981	163,162	160,312	161,335	160,292	(1,043)	-1%		
Individual Stop-Loss	772,613	772,613	756,215	761,038	756,024	(5,014)	-1%		
Dental Administrative	54,850	54,564	53,847	53,275	53,108	(167)	0%		
FSA Administrative	2,931	2,931	2,931	2,931	1,738	(1,193)	-41%		
Consulting Fee	45,000	45,000	45,000	45,000	45,000	-	0%		
ACA Related Fees	89,540	88,792	89,907	89,907	89,907	-	0%		
PCORI Fee	1,666	4,197	4,268	8,431	8,431	-	0%		
Retirees over 65	723,435	723,435	723,435	723,435	716,538	(6,897)	-1%		
Total cash disbursements	18,545,349	18,087,621	17,752,656	17,400,690	17,485,019	84,329			
Change in cash balance	(727,105)	(115,733)	219,232	726,626	767,645	41,019			
Beginning cash balance	2,471,243	2,471,243	2,471,243	2,471,243	2,471,243	-			
Insurance Fund Draw Down (budget)	(500,000)	(500,000)	-	-	-	-			
Insurance Fund Draw Down (YTD delta)	(227,105)	384,267	-	-	-	-			
Projected Operating Surplus(Shortfall)-Cash basis			219,232	726,626	767,645	41,019			
Ending cash balance(deficit)-projection	1,744,138	2,355,510	2,690,475	3,197,869	3,238,887	41,019		23.0%	\$ 1,269,907
Less: Incurred but not reported claims (carrying FY15)	(952,000)	(952,000)	(952,000)	(952,000)	(952,000)	-		-6.7%	\$ (952,000)
Net Position(Deficit) end of year-projection	792,138	1,403,510	1,738,475	2,245,869	2,286,887	41,019		16.2%	\$ 317,907
									Drawdown FY17 (11%) 1,532,375
									Excess Above 9% Ceiling 436,605

Claims Cash Draw Against Insurance Fund Account

	Medical/Rx				Dental				Flex				Other				Total				Avg. Monthly Claims (Med/Rx/Dental)		Variance		Avg. Monthly Claims-FY 2015			
	Med	Rx	Dental	Flex	Other	Total	Avg. Monthly	Variance	Med	Rx	Dental	Flex	Other	Total	Avg. Monthly	Variance	Med	Rx	Dental	Variance								
Jul 2015	\$	1,069,478	\$	66,973		383	\$	1,136,863	\$	1,136,451				\$	1,034,843													
Aug 2015	\$	1,254,174	\$	113,005		8,498	\$	1,375,677	\$	1,251,815				\$	1,339,689	\$	304,846											
Sept 2015	\$	1,411,824	\$	81,297		5,898	\$	1,499,018	\$	1,332,250				\$	1,342,380	\$	2,691											
Oct 2015	\$	814,214	\$	92,276		4,785	\$	911,274	\$	1,225,810				\$	1,193,967	\$	(148,413)											
Nov 2015	\$	1,206,377	\$	73,055		13,315	\$	1,382,903	\$	1,236,534				\$	1,109,290	\$	(84,677)											
Dec 2015	\$	901,778	\$	88,803		14,797	\$	1,005,378	\$	1,195,542				\$	1,086,694	\$	(22,596)											
Jan 2016	\$	830,448	\$	64,138		9,885	\$	904,471	\$	1,152,548				\$	1,105,627	\$	18,933											
Feb 2016	\$	1,095,098	\$	110,546		9,516	\$	1,215,161	\$	1,159,185				\$	1,089,630	\$	(15,997)											
Mar 2016	\$	1,242,555	\$	98,241		7,584	\$	1,348,380	\$	1,179,364				\$	1,095,959	\$	6,328											
Apr 2016	\$	1,158,104	\$	90,034		6,777	\$	1,254,915	\$	1,186,242				\$	1,108,983	\$	13,024											
May 2016	\$	1,069,236	\$	115,964		9,978	\$	1,195,177	\$	1,186,147				\$	1,109,762	\$	779											
Jun 2016	\$	995,889	\$	66,570		13,101	\$	1,075,832	\$	1,175,840				\$	1,106,144	\$	(3,618)											
	\$	13,049,176	\$	1,060,901		104,516	\$	14,305,049																				
YTD/Estimate		100.7%		99.3%		n/a		n/a																				
Theoretical YTD Spend Rate		100.0%		100.0%		n/a		n/a																				
variance %		0.7%		-0.7%																								
variance \$	\$	96,678	\$	(7,442)																								
FY16 Projection (Mar-16):	\$	12,952,498		1,068,343																								
YTD Expense:	\$	(13,049,176)		(1,060,901)																								
Balance available to June 30:	\$	(96,678)		7,442																								
Average remaining monthly allowance:	\$	(96,678)	+	7,442	=	(89,236)																						

**Medical Health Insurance Fund
FY 16-17 Projections
with Claims Cash Draw Data as of July 31, 2016**

	<u>FY 17 Projection</u>			
	<u>Mar-16</u>			
Cash receipts				
General Fund Budget from line 210	12,956,551			
Other Fund Contributions	100,000			
Employee Contributions (Active)	2,964,727			
Flex Spending Accounts	-			
Cobra Participants	17,556			
Retirees under 65	395,900			
State Teachers Retirement (TRB)	150,000			
Life Insurance Premiums	25,000			
Retirees over 65	478,374			
Other Contributions (FMLA, Retiree Life, etc.)	64,500			
Prescription Guarantee Adjustment	57,351			
Pharmacy Rebate	248,617			
Total cash receipts	17,458,576			
Cash disbursements				
Medical	11,689,283			
Prescription	2,293,113			
Dental	1,161,944			
Flex Spending Accounts	-			
Contribution to HSA	1,118,000			
Medical Administrative	423,212			
Network Access Fee	160,721			
Individual Stop-Loss	754,286			
Dental Administrative	54,127			
FSA Administrative	2,931			
Consulting Fee	45,000			
ACA Related Fees	54,486			
PCORI Fee	4,197			
Retirees over 65	785,478			
Total cash disbursements	18,546,778			
Change in cash balance	(1,088,202)			
Beginning cash balance	3,238,887			
Insurance Fund Draw Down (budget)	(1,532,375)			
Insurance Fund Draw Down (YTD delta)	444,173			
Projected Operating Surplus(Shortfall)-Cash basis	-			
Ending cash balance(deficit)-projection	2,150,686	14.2%	1,362,991	Excess 787,695
Less: Incurred but not reported claims (carrying FY15)	(952,000)	-6.3%		
Net Position(Deficit) end of year-projection	1,198,686	7.9%		

Claims Cash Draw Against Insurance Fund Account					Avg. Monthly Claims	Avg. Monthly Claims-FY 16			
	Medical/Rx	Dental	Flex	Other	Total	(Med/Rx/Dental)	Variance	(Med/Rx/Dental)	Variance
Jul 2016	\$ 1,021,997	\$ 81,164	4,139	\$ 127	\$ 1,107,427	\$ 1,103,161		\$ 1,136,451	
	\$ 1,021,997	\$ 81,164	4,139	\$ 127	\$ 1,107,427				
YTD/Estimate	7.3%	7.0%	n/a	n/a					
Theoretical YTD Spend Rate	8.3%	8.3%	n/a	n/a					
variance %	-1.0%	-1.3%							
variance \$	\$ (143,203)	\$ (15,665)							
FY17 Projection (Mar-16):	\$ 13,982,396	1,161,944							
YTD Expense:	\$ (1,021,997)	\$ (81,164)							
Balance available to June 30:	\$ 12,960,399	\$ 1,080,780							
Average remaining monthly allowance:	\$ 1,178,218	\$ 98,253	+	1,276,471					



WESTPORT PUBLIC SCHOOLS

JOHN BAYERS

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To: Colleen Palmer
From: John Bayers
Subject: 2016-2017 Educator Evaluation Plans Update
Date: September 8, 2016

In April 21, 2016, Shannon Marimón, Division Director of the Talent Office with the Connecticut State Department of Education, sent a memo to all Superintendents outlining the process by which districts would submit their Educator Evaluation and Support Plans for the 2016-2017 school year. The Performance Evaluation Advisory Council (PEAC) recommended that local educational agencies continue with their current approved Educator Evaluation and Support plans for the 2016-2017 school year. This recommendation was approved and adopted by the State Board of Education (SBE) on April 6, 2016.

Our Westport Professional Development and Evaluation Plan committee (PDEP) has agreed to follow PEAC's recommendation and continue with the 2015-2016 Educator Evaluation and Support Plans for the upcoming school year. As part of our efforts to comply with ongoing changes with the state models for Educator Evaluation and Support Plans, our plan for the administrators will utilize the revised Connecticut Leader Evaluation and Support Rubric. Our current plan references the state's prior rubric which contained six performance expectations. The new state rubric consolidated the six performance expectations into four domains. Use of this new rubric will not change any of the components or expectations with the administrator plan. Attached to this memo is a comparison of the two rubrics.

As we move through the coming year, our PDEP committee, which is comprised of teachers and administrators from across the district, plans to conduct thorough reviews of the Educator Evaluation and Support Plans. Our goal is to enhance the work in providing meaningful feedback and support for our teachers and administrators. This review will not only take into account the components of our plans but will also look at the best platform for administering these plans.

Attachment: Connecticut Leader Evaluation and Support Rubric 2015

Comparison of CT Leader Evaluation Rubric and CT Leader Evaluation and Support Rubric 2015

In the revised rubric, the six Performance Expectations of the CCL-CSLS have been reorganized into four domains and renamed to capture the most essential skills of a leader.

CT Leader Evaluation Rubric	CT Leader Evaluation and Support Rubric 2015
<p>Performance Expectation 1: Vision, Mission and Goals: Element A: High Expectations for All Element B: Shared Commitments to Implement and Sustain the Vision, Mission and Goals Element C: Continuous Improvement toward the Vision, Mission and Goals</p> <p>Performance Expectation 2: Teaching and Learning Element A: Strong Professional Culture Element B: Curriculum and Instruction Element C: Assessment and Accountability</p> <p>Performance Expectation 3: Organizational Systems and Safety Element A: Welfare and Safety of Students, Faculty and Staff Element B: Operational Systems Element C: Fiscal and Human Resources</p> <p>Performance Expectation 4: Families and Stakeholders Element A: Collaboration with Families and Community Members Element B: Community Interests and Needs Element C: Community Resources</p> <p>Performance Expectation 5: Ethics and Integrity Element A: Ethical and Legal Standards of the Profession Element B: Personal Values and Beliefs Element C: High Standards for Self and Others</p> <p>Performance Expectation 6: The Education System Element A: Professional Influence Element B: The Educational Policy Environment Element C: Policy Engagement</p>	<p>Domain 1: Instructional Leadership Indicator 1.1 Shared Vision, Mission and Goals Indicator 1.2 Curriculum, Instruction and Assessment Indicator 1.3 Continuous Improvement</p> <p>Domain 2: Talent Management Indicator 2.1 Recruitment, Selection and Retention Indicator 2.2 Professional Learning Indicator 2.3 Observation and Performance Evaluation</p> <p>Domain 3: Organizational Systems Indicator 3.1 Operational Management Indicator 3.2 Resource Management</p> <p>Domain 4: Culture and Climate Indicator 4.1 Family, Community and Stakeholder Engagement Indicator 4.2 School Culture and Climate Indicator 4.3 Equitable and Ethical Practice</p>