WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

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: October 7, 2013

DISCUSSION:

1.	Minimizing Differences of Starting Times: Elementar and Middle S (45	•	(Encl.)	Dr. Landon Ms. Evangelista Mr. Longo
2.	Review of Class Size Breakpoints at Elementary Sch	nools 0 mins)	(Encl.)	Dr. Landon Ms. Gilchrest
3.	Annual Staffing and Enrollment Reports (20	0 mins)	(Encl.)	Ms. Cion
4.	Adoption of 2014-15 Board of Education Meeting Ca	lendar 0 mins)	(Encl.)	Dr. Landon

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.

ELLIOTT LANDONSuperintendent of Schools

110 MYRTLE AVENUE WESTPORT, CONNECTICUT 06880 TELEPHONE: (203) 341-1010

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To:

Members of the Board of Education

From:

Elliott Landon

Subject:

Minimizing Differences of School Starting Times, K-Grade 8: 2014-15 School Year

Date:

October 21, 2013

Our school district goals for the 2013-14 school year include the following:

Prepare by November 5, 2013 a proposal for school transportation services that minimizes the differences of starting and ending times within the elementary and middle school levels, to include budgetary implications for the 2014-15 school year.

Sandra Evangelista, Coordinator of Transportation Services, with the support of Elio Longo, was directed by me to prepare as many options as appeared to be practical and feasible so as to be responsive to this particular goal of the Board of Education. Appended to this memorandum is the result of the extensive investigation, review and analysis made by Ms. Evangelista.

As you will note, she has prepared six (6) options as alternatives to our current elementary and middle school start times. With the exception of Option 2, each of the alternatives requires a significant expenditure above current expenditures.

From my perspective, the best option is OPTION 2, for the following reasons:

- 1. It does not increase expenditures in our transportation account.
- 2. Each of our elementary and middle schools arrives and dismisses within one-half hour of one another.
- 3. The two middle schools arrive and dismiss within one-half hour of each other.
- 4. With the exception of Coleytown Elementary School, all of our elementary schools and both of our middle schools have no more than starting and ending time changes of more than 15 minutes.

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5. In the case of CES, its starting and ending times no longer become outliers.

This item is being presented to the Board for discussion purposes only. With the Board of Education's approval, it will appear again as an action item at our meeting of November 11.

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Notes													
TOTAL COST		818,cue &	\$ 1,633,963	\$ 2,539,881		\$ 307,125	\$ 313,895	\$ 256,540	\$ 877,560		\$ 3,417,441	\$ 68,349	\$ 3,349,092
PRICE / DAY	00 000	382.89	\$ 390.34			\$ 337.50	\$ 344.94	\$ 352.39					3
VEC DAYS	9900	2,300	4,186			910	910	728					
# DAYS	400	701	182			182	182	182					
# VEH	7	21	23			5	5	4					
CAT	30 1	C7.4	4.50			4.00	4.25	4.50					
CURRENT SERVICES 14-15	= 30\L		HOME/SCHOOL			TYPE II					TOTAL	2% PREPAY DISC	NET TOTAL

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Type I													45
Time	7:30-2:15	7:45-2:30			8:00-2:45	8:15-3:00	8:15-3:00		8:30-3:15	8:30-3:15	8:45-3:30		8:45
School	SHS	CMS			BMS	SES	GFS		KHS	TTS	CES		Pre-K

Notes	Plus 3 Buses	-	3									
TOTAL COST		\$ 1,114,976	\$ 1,633,963	\$ 2,748,939	\$ 307 125	l			\$ 3 626 400		3.5	
PRICE / DAY		\$ 382.89	\$ 390.34		\$ 337.50	\$ 344.94						
VEC DAYS		2,912	4,186		910	╄-	-					
# DAYS		182	182		182	182	182					
/# VEH		16	23		5	5	7					
САТ		4.25	4.50		4.00	4.25	4.50					
14-15 Option 1	TAKE	HOME/SCHOOL			TYPE II				TOTAL	2% PREPAY DISC	NET TOTAL	

Time Type II Type II	7:30-2:15	22 8 SHS	φ	17 6	8	39 13	8:30-3:15 9 2	8:30-3:15 8 6	17	39 12	UU-6
;	Feeder School Time Differences	CMS 30 min. BMS 30 min.		KHS 30 min 11s 30 min	90000000						

14-15 Option 2	CAT	# N=N	# DAYS	VEC DAYS	PRICE / DAY	TOTAL COST	Notes
TYPEI							Cost Neutral
HOME/SCHOOL	4.25	13	182	2,366	\$ 382.89	\$ 905,918	
	4.50	23	182	4,186	\$ 390.34	\$ 1,633,963	
Sub-total						\$ 2,539,881	
TYPE II	4.00	3	182	910	\$ 337.50	\$ 307,125	
	4.25	5	182	910	\$ 344.94	\$ 313,895	
	4.50	4	182	728	\$ 352.39	\$	
Sub-total						\$ 877,560	
TOTAL						\$ 3,417,441	
2% PREPAY DISC						\$ 68,349	
NET TOTAL						\$ 3,349,092	

14-15 Option3a	САТ	# //	# C	VEC	PRICE /	TOTAL	Notes
			21.7	פועם	147	ISON	
TYPE!							5 Tier
HOME/SCHOOL	4.25	16	182	2,912	\$ 382.89	\$ 1,114,976	3 buses
	4.50	23	182	4,186	\$ 390.34	\$ 1,633,963	3 vans

						\$ 2,748,939	
TYPE II	4.00	8	182	1,456	\$ 337.50	\$ 491,400	
	4.25	5	182	910	\$ 344.94	\$ 313,895	
	4.50	4	182	728	\$ 352.39	\$ 256,540	
						\$ 1,061,835	
TOTAL						\$ 3,810,774	
2% PREPAY DISC						\$ 76,215	
NET TOTAL						\$ 3,734,559	

School	Time	Type I	Type II			
					Feeder Sch	Feeder School Time Differences
SHS	7:30-2:15		22	ω		
CMS	7:45-2:30		4	Q	SHS	CMS 15 min.
			36	14		
						CES 30 min.
BMS	8:00-2:45		17	ဖ		KHS 15 min.
KHS	8:00-2:45		œ	9		
CES	8:15-3:00		7-	က		
			36	15		
GFS	8:30-3:15		တ	7		
rrs	8:30-3:15		7	τ-		
SES	8:30-3:15		ω	<u></u>		
			28	4		
Pre-K	ώ	8:45				

GFS 30 min. LLS 30 min. SES 30 min.

BMS 30 min.

Middle School Feeder

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Notes	5 Tier	3 Buses												
TOTAL COST		\$ 1,114,976	\$ 1 633 963		\$ 2,748,939		\$ 307,125		\$ 256,540			\$ 3 626 499	\$ 72,530	\$ 3,553,969
PRICE / DAY		\$ 382.89	\$ 390.34				\$ 337.50	\$ 344.94	\$ 352.39					
VEC DAYS		2,912	4,186				910	┺	728					
# DAYS		182	182				182	182	182					
# //E/\		16	23				5	5	4					
САТ		4.25	4.50				4.00	4.25	4.50					
14-15 Option 3b	TYPE I	HOME/SCHOOL					II JAAL					TOTAL	2% PREPAY DISC	NET TOTAL

Swap KHS/SES Middle school feeder

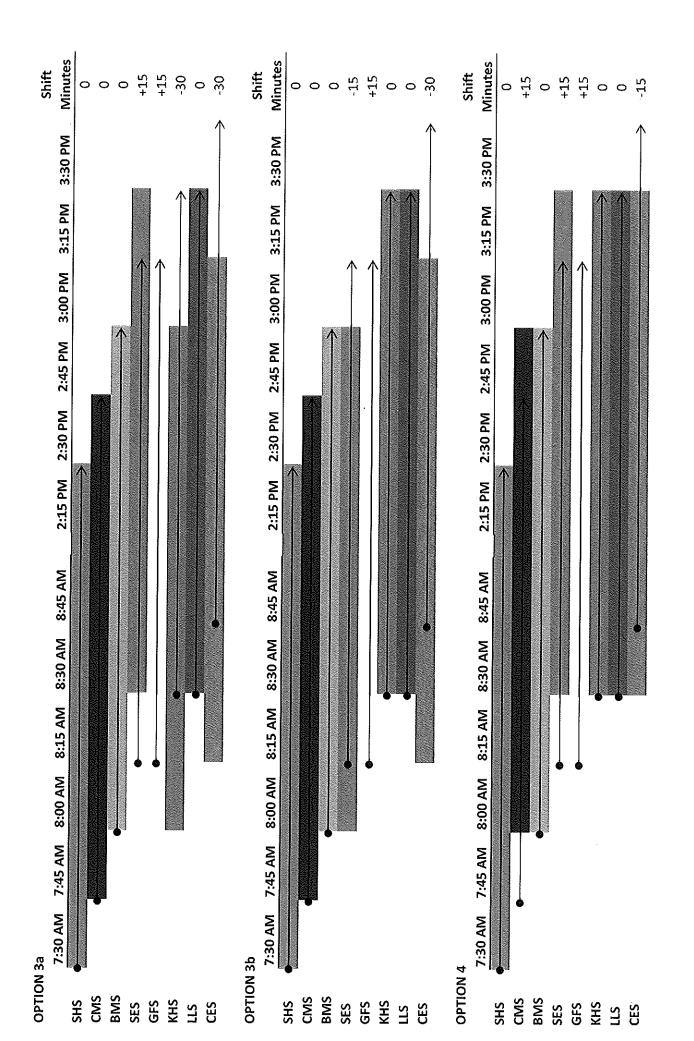
4 CAT # # VEC PRICE / T 1L 4.00 9 182 1,638 \$ 375.45 \$ 4.25 15 182 2,730 \$ 382.89 \$ 1 4.50 23 182 4,186 \$ 390.34 \$ 1 4.00 5 182 910 \$ 344.94 \$ 337.60 \$ 4.25 5 182 910 \$ 344.94 \$ \$ 4.5 4.50 4.50 4.182 728 \$ 344.94 \$ \$ 4.5 5 4.50 4.50 4.182 728 \$ 352.39 \$ \$ 4.5 5 4.50 4.		Section are properly appropriate and appropriate	The state of the s	The second secon						
4.00 9 182 1,638 \$ 375.45 \$ 1 4.25 15 182 2,730 \$ 382.89 \$ 1 4.50 23 182 4,186 \$ 390.34 \$ 1 4.00 5 182 910 \$ 337.50 \$ 344.94 \$ 4.50 4.50 4	14-15 Option 4	CAT	# VEH	# DAYS	VEC DAYS	PRICE DAY	, , ,,	ĔΟ	OTAL OST	Notes
4.00 9 182 1,638 \$ 375.45 \$ 1,638 \$ 375.45 \$ 1,638 \$ 375.45 \$ 1,638 \$ 375.89 \$ 1,638 \$	TYPEI									
4.25 15 182 2,730 \$ 382.89 4.50 23 182 4,186 \$ 390.34 4.00 5 182 910 \$ 337.50 4.25 5 182 910 \$ 344.94 4.50 4 182 728 \$ 352.39	HOME/SCHOOL	4.00	6	182	1,638		5.45		614,987	All Elementary - 1 tier
4.50 23 182 4,186 \$ 390.34 4.00 5 182 910 \$ 337.50 4.25 5 182 910 \$ 344.94 4.50 4 182 728 \$ 352.39		4.25	15	182	2,730		32.89	ļ~	045,290	Plus 11 Buses
4.00 5 182 910 \$ 337.50 4.25 5 182 910 \$ 344.94 4.50 4 182 728 \$ 352.39		4.50	23	182	4,186		30.34		633,963	
4.00 5 182 910 \$ 337.50 \$ 4.25 5 182 910 \$ 344.94 \$ 4.50 4 182 728 \$ 352.39 \$ 4.50 4 182 728 \$ 352.39 \$ 5 6 6 8 \$ 4,70 6 7 8 \$ 4,70								\$ 3,	294,240	
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4.50 4 182 728 \$ 352.39 \$ \$ 352.3		4.25	5	182	910		4.94		313,895	
\$ 4,		4.50	4	182	728		52.39	l	256,540	
, 4 & &									877,560	
, 4 %							-			
Ф.	TOTAL							8	171,800	
6	2% PREPAY DISC							မာ	83,436	
	NET TOTAL							\$ 4	\$ 4,088,364	

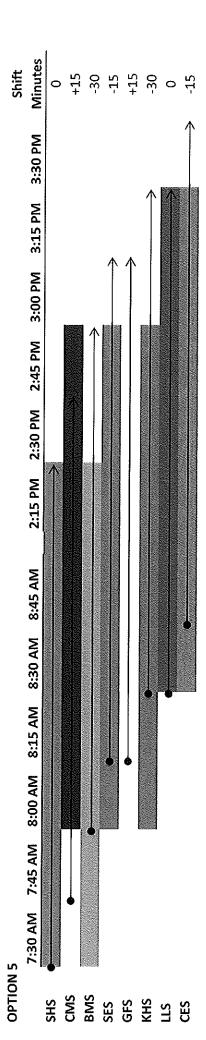
8:15

Pre-K

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14-15 Option 5	САТ	# /=	# DAYS	VEC DAYS	PRICE / DAY	TOTAL COST	Notes
TYPEI	4.25	16	182	2,912	\$ 382.89	\$ 1.114.976	5 Tier
HOME/SCHOOL	4.50	23	182	4,186	မာ	\$ 1,633,963	3 Buses
						\$ 2,748,939	
TYPE II	4.00	5	182	910	\$ 337.50	\$ 307,125	
	4.25	5	182	910	\$ 344.94	\$ 313,895	
	4.50	4	182	728	\$ 352.39	\$ 256,540	
						\$ 877,560	
TOTAL						\$ 3 626 499	
2% PREPAY DISC						\$ 72.530	
NET TOTAL						\$ 3,553,969	

	Feeder School Time Differences	SHS CMS 30 min BMS 0		CES 30 min. GFS 1 hr.	V.							
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Type II	22	17	30	4	œ	- ∞	99	7	တ	1	31	
Type I												45
Time	7:30-2:15	7:30-2:15		8:00-2:45	8:00-2:45	8:00-2:45		8:30-3:15	8:30-3:15	8:30-3:15		8:45
School	SHS	BMS		CMS	SES	KHS		CES	GFS	rrs		Pre-K





ELLIOTT LANDONSuperintendent 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:

Review of Class Size Breakpoints: Kindergarten - Grade 5

Date:

October 21, 2013

As part of our goals for the 2013-14 school year, we adopted the following upon which to report:

[A] long-term analysis of the impact of class size breakpoints, K-5....

Part of our revised "2013-14 Calendar Governing Administrative Presentations," calls for the above-referenced matter to be placed on our October meeting schedule for discussion purposes. This item was discussed for the first time in a broader K-12 context at our meeting of October 7. At the October 7 meeting the Board requested that an impact study of breakpoints be prepared based upon our *actual* October 1, 2013 enrollments. The information below has been prepared for our October 21 meeting. Section 1 is limited to the class size breakpoint issue at the elementary level with the current class size guidelines. Section 2 below reflects the class size breakpoint issue with a reduction in our class size maxima.

1. Modification of Class Size Breakpoints, K-5, as of Oct 1, 2013

Using the actual October 1, 2013 enrollments, I have provided you below with an analysis of the impact of modifying class size breakpoints to reflect a change from 1 to 2. I have also shown the net impact upon staffing of modifying the breakpoints in the manner described (see 1.A. and 1.B.).

1.A. Numbers of Class Sections: Breakpoint 1 and Class Size Maxima of 22 (K-2) and 25 (3-5)

	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	1	<u>K</u>	School
	4	4	4	4	3	3	CES
	3	4	4	4	4	4	GFS
TOTAL =126	5	4	4	4	4	4	KHS
	5	5	5	5	5	5	LLS
	5	4	4	4	5	4	SES

1.B. Numbers of Class Sections: Breakpoint 2 and Class Size Maxima of 22 (K-2) and 25 (3-5)

School	<u>K</u>	1	2	<u>3</u>	4	<u>5</u>	
CES	3	3	4	4	4	4	
GFS	4	4	4	4	4	3	
KHS	4	4	4	4	4	4	TOTAL=124
LLS	5	5	4	5	5	5	
SES	4	5	4	4	4	5	

Using the actual October 1, 2013 enrollments, I have provided you below with an analysis of the impact of modifying both the class size breakpoints to reflect a change from 1 to 2 and the class size maxima to reflect changes from 22 to 21 (K-Grade 2) and from 25 to 24 (Grades 3-5. I have also shown below the net impact upon staffing of modifying both the class size maxima and the breakpoints in the manner described (see 2.A. and 2.B.).

2. Modification Both of Class Size Breakpoints and Class Size Maxima, K-5, as of Oct 1, 2013

2.A. Numbers of Class Sections: Breakpoint 1 and Class Size Maxima of 21 (K-2) and 24 (3-5)

School	<u>K</u>	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
CES	3	4	4	4	4	4	
GFS	4	4	4	4	4	4	
KHS	4	4	5	4	4	5	TOTAL =130
LLS	5	5	5	5	5	5	
SES	4	5	5	4	4	5	

2.B. Numbers of Class Sections: Breakpoint 2 and Class Size Maxima of 21 (K-2) and 24 (3-5)

<u>School</u>	<u>K</u>	1	2	<u>3</u>	<u>4</u>	<u>5</u>	
CES	3	4	4	4	4	4	
GFS	4	4	4	4	4	3	
KHS	4	4	5	4	4	5	TOTAL=130
LLS	5	5	5	5	5	5	
SES	4	5	5	4	4	5	

Also to be found as attachments to this memorandum are the following demonstrating actual building by building enrollments for the current school year; projected numbers of sections found in our budgets for 2010-11, 2011-12, and 2012-13; and, the effect of reducing our class size guidelines by one (1) student in each of the projected years.:

As I stated at our meeting of October 7, were we to reduce our class size guidelines further *and* reduce the class size breakpoints in Grades 3-5, we would be required to find more classroom space at those schools where the reductions would have a significant impact. Unfortunately, several of our elementary schools are currently at capacity. This would make it impossible to accommodate increased staffing at some schools without placing students in sub-standard spaces.

BUILDING ENROLLMENT Current School Year 2013-14

	10	70	3	50 50		3	0	80	60	10 11 12	7		<u> </u>	KE PK Total (Building)
Coleytown Elementary School	62	89	82	91	90								28	451
Greens Farms Elementary School	29	79	74	85	72								69	446
King's Highway Elementary School	77	83	81	85	46								75	498
Long Lots Elementary School	87	82	110	107	103								98	578
Saugatuck Elementary School	95	83	88	85	66								2/2	523
Bedford Middle School	c* . e.c=e.ut .			٠		273	295	290						828
Coleytown Middle School	grande hope, he					173	189	171						233
Staples High School									442	476	465	454		1837
Stepping Stones Preschool													7	41 41
Total (Grade) 388 398 435 450 461	388	398	435	450		446	446 484 461 442 476 465 454 364	461	442	476	465	454		41 5765

PROJECTED 2012-13

21-24 (Breakpoint =1)	K-2: 61-80 (4); 81-100(5); 101+ (6)	3-5: 70-92 (4)
22-25 (Breakpoint = 1)	K-2: 64-84 (4)	3-5: 73-96 (4)

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22-25 (Breakpoint = 1)

21-24 (Breakpoint =1)

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PROJECTED 2010-11

22-25 (Breakpoint = 1)

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K-2 = 67

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3-5 = 64

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MARJORIE CION
Director of Human Resources

110 MYRTLE AVENUE WESTPORT, CONNECTICUT 06880 TELEPHONE: (203) 341-10004

FAX: (203) 341-1024

To:

Elliott Landon

From:

Marge Cion

Subject:

Staffing Report

Date:

October 21, 2013

At this time, the District is fully staffed for the 2013 - 2014 school year, with the exception of a physical education position at Coleytown Middle School, which is vacant due to an unexpected resignation. We have hired a replacement teacher who will join the Coleytown staff within the next few weeks.

This year we hired a total of 38 new certified staff members, down slightly from the number we hired a year ago. Two of the new certified staff members are administrators. Elio Longo was hired as Director of School Business Operations and Christopher Breyan was hired as Assistant Principal at Green's Farms Elementary School. Micah Lawrence, formerly a guidance counselor at Staples High School, was hired as Vice Principal at Coleytown Middle School and Jacqueline Mellin was moved from her position as Vice Principal at Coleytown Middle School to Vice Principal at Bedford Middle School. In addition to these two administrators, we hired 36 new teachers, 1 at the preschool, 9 at the elementary level, 15 at the middle schools and 11 at the high school. Our new teachers have an average of 4.9 years of previous teaching experience.

These openings in the District occurred for a variety of reasons including acceptance of teaching positions closer to home (8), retirements (9), being hired as administrators in other districts (2), long term leaves (4), enrollment(5), and new programs (2).

Even though we added two elementary class sections this summer due to last minute enrollment changes, we were still able to start the year with one less certified staff member than was originally budgeted. This is due, in part, to students enrolling in fewer courses at the high school, in both core and special area subjects and a decreased need for ESOL instruction due to enrollment.

In addition to our certified personnel, we hired 12 non certified staff members, including a nurse, two secretaries, 2 custodians and 7 paraprofessionals. At this time we are slightly over budget with our special education paraprofessionals due to student need. We are hopeful that these extra paraprofessionals will be paid through grants.

ELLIOTT LANDON Superintendent of Schools 110 MYRTLE AVENUE WESTPORT, CONNECTICUT 06880 TELEPHONE: (203) 341-1010

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To:

Members of the Board of Education

From:

Elliott Landon

Subject:

Proposed BOE Meeting Dates: July 1, 2013-June 30, 2014

Date:

October 21, 2013

The Board of Education is required to file with the Town Clerk an annual schedule of meeting dates. In recent years, the Board has elected to address this requirement by posting its annual schedule of meetings on a "school year," rather than a "calendar year," basis. Therefore, consistent with the Board's previous actions, I have prepared for your review a calendar that lists proposed Board meeting dates from July 1, 2014 through June 30, 2015.

While we attempt to schedule regular Board meetings on the second and fourth Mondays of each month, it is not always possible to adhere to that timeline. Thus, it is recommended that Board members reserve all Mondays in the event special meetings, other than scheduled ones, may be required throughout the year.

You should note that building principals are directed not to schedule special functions on Monday nights to avoid conflicts for Board members, staff and parents.

The calendar appended to this memorandum is being presented to the Board for your review at the meeting of October 21. It will again be presented to you at a subsequent meeting for your approval.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves a calendar of scheduled public meetings for the period July 1, 2014-June 30, 2015.

L:\BOEMeetingCalendar.Oct 22 2012.doc

PROPOSED BOARD OF EDUCATION -- MEETING CALENDAR JULY 2014- JUNE 2015

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