

May 13, 2013

Staples High School

**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:** April 29, 2013

**INFORMATION:** "Financial Decision-Making in the Digital Age": A Grant-Funded and Developed Course for Staples (15 Minutes) Mr. Corbo

**DISCUSSION/ACTION:**

1. Adoption of 2013/14 Board of Education Budget (Encl.) Dr. Landon  
(15 Minutes) Ms. Harris
2. 2013-14 Healthy Food Certification (10 Minutes) (Encl.) Ms. Harris
3. Acceptance of Gift: Staples High School PTA (5 Minutes) (Encl.) Dr. Landon

**DISCUSSION:** Board of Education Suggestions for Development of 2013-14 School District Goals (Encl.) Dr. Landon  
(45 Minutes)

**EXECUTIVE SESSION:**

1. School Security

**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](http://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

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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: Adoption of 2013-14 Board of Education Budget  
Date: May 13, 2013

It will be necessary for the Board of Education to formally adopt its budget for the 2013-14 school year. A resolution pertinent to this subject may be found below.

In preparation for your vote for adoption, I have included with this memorandum the line item budget for the Board's proposed 2013-14 budget, as prepared by Nancy Harris.

## ADMINISTRATIVE RECOMMENDATION

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts a final budget for the 2013-14 school year in the amount of \$104,181,513 as noted on the Line Item Budget that is to be included with the Minutes of the Meeting of May 13, 2013.**



**WESTPORT PUBLIC SCHOOLS  
BOARD OF EDUCATION'S 2013-2014 BUDGET**

**Line Item Budget**

2008 - 2009 Year-End Expense	2009 - 2010 Year-End Expense	2010 - 2011 Year-End Expense	2011 - 2012 Year-End Expense	2012 - 2013 BUDGET	2012 - 2013 Projected Expense	Descriptions	CURRENT SERVICES	ENROLL MENT	CHANGE TO PROGRAM	2013 - 2014 PROPOSED BUDGET
60,759,105	62,611,186	63,340,808	64,948,565	66,780,429	66,871,648	TOTAL SALARIES	69,072,402	288,000	141,500	\$ 69,501,902
13,855,529	14,392,277	15,060,796	15,217,392	15,290,500	15,368,703	TOTAL BENEFITS	16,466,761	40,000	(1,019,500)	\$ 15,487,261
1,581,942	1,482,022	1,221,768	1,143,376	1,138,804	1,214,331	TOTAL PURCHASED SERVICES	1,250,136	-	-	\$ 1,250,136
6,274,001	5,345,708	5,421,712	5,376,787	5,206,383	5,337,405	TOTAL PROPERTY SERVICES	5,369,418	-	100,000	\$ 5,469,418
6,951,329	7,000,672	7,248,045	7,487,583	7,629,965	7,531,887	TOTAL OTHER PURCH SVS	7,876,019	-	85,545	\$ 7,961,564
2,421,936	2,180,425	2,324,687	2,323,317	2,502,905	2,501,253	TOTAL SUPPLIES, ETC	2,647,911	-	69,000	\$ 2,716,911
1,340,072	1,134,960	1,006,084	1,131,743	1,190,085	1,190,465	TOTAL EQUIPMENT	1,301,822	-	-	\$ 1,301,822
439,402	421,407	455,759	466,356	487,483	487,484	TOTAL OTHER	492,499	-	-	\$ 492,499
\$ 93,623,316	\$ 94,568,657	\$ 96,079,659	\$ 98,095,118	\$ 100,226,554	\$ 100,503,177	TOTAL	\$ 104,476,968	\$ 328,000	\$ (623,455)	\$ 104,181,513
						DOLLAR DIFFERENCE	\$ 4,250,414	\$ 328,000	\$ (623,455)	\$ 3,954,959
						PERCENT CHANGE	4.24%	0.33%	-0.62%	3.95%

# WESTPORT PUBLIC SCHOOLS

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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: 2013-2014 Healthy Food Certification  
Date: May 13, 2013

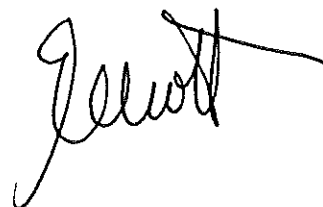
Section 10-215f of the Connecticut General Statutes requires all school districts participating in the National School Lunch Program to take action annually to certify to the Connecticut State Department of Education (CSDE) whether *all* food items sold to students separately from reimbursable meals will or will not meet the Connecticut Nutrition Standards.

In previous years, following my recommendation, the Board of Education has voted NOT to certify to the CSDE that all food items offered by the school system for sale to students meet the nutrition standards published by CSDE. This year, again, I am asking the Board to vote in the negative for the reason that it will not be possible, within the context of these rigorous standards, to maintain our comprehensive school food services program for students in an affordable manner.

Although I am recommending that the Board vote in the negative, I wish to assure the members of the Board that we shall continue to work with the Food Service Advisory Committee, as we have for the past several years, to actively pursue meeting the healthy food standards as they may be deemed to be appropriate for the Westport Public Schools.

## ADMINISTRATIVE RECOMMENDATION

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education votes that it will not certify that all food items sold to students separately from reimbursable meals in the schools under its jurisdiction will meet the nutrition standards published by the Connecticut State Department of Education.**





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools  
Participating in the National School Lunch Program

**FROM:** Charlene Russell-Tucker, Chief Operating Officer *Charlene Russell-Tucker*  
Division of Family and Student Support Services

**DATE:** January 25, 2013

**SUBJECT:** 2013-14 Healthy Food Certification Statement

This memo summarizes the requirements for submitting the annual Healthy Food Certification Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards and healthy food certification resources.

**Annual Healthy Food Certification Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for healthy food certification receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district's NSLP in the prior school year.

The healthy food certification application materials are available on the CSDE's Application Forms for Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424>. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

**All public school districts participating in the National School Lunch Program must complete the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099).** Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by **July 1, 2013**, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

### **Connecticut Nutrition Standards**

A summary of the Connecticut Nutrition Standards is available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/SummaryCTnutritionStandards.pdf>. Additional information on the Connecticut Nutrition Standards is available on the CSDE's Connecticut Nutrition Standards Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322422>.

### **Resources for Healthy Food Certification**

Numerous resources to assist districts with implementing healthy food certification are available on the CSDE's Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420>, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

### **State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q **apply to all public schools**, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418>.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

CRT:sff

cc: Stefan Pryor, Commissioner of Education  
School Food Service Directors  
Business Managers

Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the WESTPORT PUBLIC SCHOOLS #15800 and  
*(Name of the Board of Education or Governing Authority)*

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

**will** *(must complete Sections 3 and 4 on page 2)*

**will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_ Nancy J. Harris  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*  
Assistant Superintendent for Business 5/13/13  
*Title (Superintendent of Schools, President or Chairperson of the Board)* *Date of Authorization*





# WESTPORT PUBLIC SCHOOLS

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**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 Gift  
Date: May 13, 2013

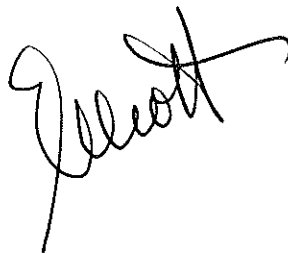
I am pleased to inform you that the Staples High School PTA will be purchasing fifteen (15) iPads and appropriate accessories for use by students and teachers at Staples. The value of this gift is estimated to be \$9,600.

A portion of the gift was donated by Staples parents during this year's Parents Enhancing Staples Technology (PENS) fundraiser with remaining funds provided by the SHS PTA Wrecker Mini Grants Program. This very generous donation will enable one section of an English class to pilot an advanced adaptive curriculum making use of the iPads.

It is recommended that the Board accept this generous with gratitude and appreciation to the Staples High School PTA.

## **ADMINISTRATIVE RECOMMENDATION**

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation from the Staples High School PTA a gift of \$9600 for the purchase of fifteen (15) iPads with accessories for instructional use within the Staples High School English Department.**



# WESTPORT PUBLIC SCHOOLS

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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: School System Goals / July 1, 2013-June 30, 2014  
Date: May 13, 2013

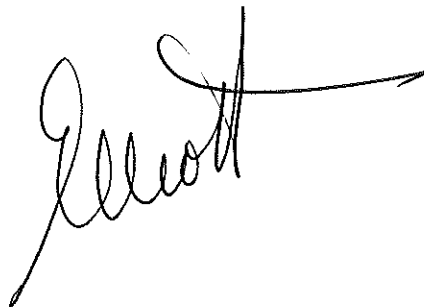
We are scheduled to begin to address the matter of our school system's priorities, goals and action plans for the 2013-14 school year at our meeting of Monday, May 13, 2013.

To assist in that discussion, I have included for your review the following document approved by the Board for the 2012-13 school year:

- *Board of Education Goals, Objectives and Action Plans: 2012-13*

Once the Board has the opportunity to opine upon the focus of the goals, objectives and action plans for the 2013-14 school year, I will work with our school administrators in all of our buildings to build upon, or continue, our current priorities, goals, objectives and action plans or develop new ones based upon the Board input.

Subject to Board of Education modification and approval, the final proposals submitted to the Board will form the basis for our school district instructional and administrative activities for the 2013-14 school year.

A handwritten signature in black ink, appearing to read "Elliott Landon", with a long horizontal stroke extending to the right.

# **APPROVED BOE GOALS 2012-13**

**SEPTEMBER 10, 2012**

**BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS:**  
**2012-13**

**I. STUDENT ACHIEVEMENT**

**GOAL: Continuous Improvement in Curriculum, Instruction and Assessment**

**Action Plans**

- In November, February, and May report to the Board of Education on: Westport Education 2025, to include progress on determining how to assess whether our goals and evaluative measures for this project are appropriate ; our involvement with high performing school systems in the Tri-State Consortium and with Teachers College researchers; and, our use of research-based measures to benchmark ourselves against the best school systems nationally and internationally with regard to curriculum, programs and assessments, to include pre-Kindergarten, Kindergarten and grades 1-12.
- Review: (1) historic class size trends in Westport; (2) data concerning class sizes and class size breakpoints and guidelines, K-12; (3) the appropriateness of current class size guidelines in view of the 2025 strategy; and, (4) the effect upon class sizes of the enhancement of Staples graduation requirements with a focus on: (a) the types of courses and numbers of credits required for graduation, to include current courses and new and revised courses; (b) the length and placement of courses at various grade levels; (c) the numbers of credits required in the various academic departments.
- At the elementary and middle school levels, review Singapore Math, science inquiry, and social studies programs; expand efforts to appropriately challenge all students in the core curriculum areas at all middle school grade levels, to include the development of middle school enrichment programs that focus on engineering, design and humanities; and, prepare an implementation schedule and an assessment report concerning the effects of the 2012-13 modifications and enhancements to the Program for the Gifted.
- Address issues related to school climate and “mean spirited” behavior on the part of students and adults through the Westport School Climate Initiative to include a presentation by Joanne Frieberg, School Climate Consultant to the Connecticut State Department of Education and Member, National School Climate Council.
- Research the possibility of expanding our grant writing program to include identifying successful efforts of school districts similar to Westport with curriculum projects as innovative as Westport Education 2025.
- Explore the cost of conducting a survey of Staples graduates from the classes of 2007 and 2012 and the feasibility of including it in 2013-14 budget proposals.
- Review staffing levels for all special area offerings and alternative methods of scheduling for both special areas and core academic subjects to maximize student instructional time in the core academic areas, K-12. (December 2013)

## II. FACILITIES

**GOAL: Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion**

## III. FISCAL MANAGEMENT

**GOAL: Manage the schools in an efficient and cost effective manner, while maintaining and improving the quality of educational programs**

## IV. BOARD OF EDUCATION EFFECTIVENESS

**GOAL: Maintain appropriate Board policies aligned with educational goals and sound educational practices.**

### Action Plans

**Objective 1. Ensure that Board of Education goals and related action plans are producing desired effects.**

- Align Board of Education goals and related action plans to the BOE/Superintendent's jointly-developed Superintendent's performance objectives and review outcomes in December, March and June.
- Provide opportunities for the Board of Education to engage in self-evaluation. (December 2012)
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2012)

**Objective 2. Examine the annual school calendar approval process for the purpose of structuring a standardized formula to guide its development.**

- Establish a fixed policy to guide the creation of the school calendar on an annual basis. (December 2012)

V. HUMAN RESOURCES

GOAL: Staff the school system with highest quality teachers, administrators and staff.

Objective 1. Maintain the highest quality of staff in all employment categories.

Action Plans

- Review the Professional Development and Evaluation Plan (PDEP) document to assess where it is and is not consistent with: (1) the 2012 education reform legislation as incorporated into the Connecticut General Statutes; (2) the associated Core Requirements for educator evaluation and support systems adopted as Regulations of the State Board of Education in June 2012; and, (3) the corresponding State Model for educator evaluation and support issued by the State Department of Education in August 2012.
- Present to the Board any 2013-14 budget implications regarding the extent to which Westport Public Schools should adopt the State Model and, if any deviations are recommended, propose specific alternative approaches to ensure that only the highest quality staff is being retained and the evaluative procedures, performance indicators, standards and procedures and instructional practices are equipping all students with globally competitive 21<sup>st</sup> century skills.
- Develop a corresponding plan for submission to the Commissioner of Education for approval of any components of the new system, if any, where Westport Public Schools seek to deviate from the State Model.
- Provide leadership training for all administrators to achieve consistent practice in implementing the revised educator evaluation and support system during teacher evaluations.