

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

6:30 p.m. PUBLIC CALL TO ORDER: Staples High School, Principal's Conference Room, 1025C

ANTICIPATED EXECUTIVE SESSION: Security Devices

RESUME PUBLIC SESSION

7:00 p.m. PUBLIC SESSION/PLEDGE OF ALLEGIANCE: Staples High School, Cafeteria B (Room 301)

RECOGNITION: 7:00 p.m.

- Recognition of Retirees, Westport Public Schools Staff, June 2013
- Recognition of PTA Co-Presidents, 2012-13 School Year

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: June 3, 2013

DISCUSSION/ACTION:

1. School System Goals: July 1, 2013 – June 30, 2014 (Encl.) Dr. Landon
(45 Minutes)
2. Acceptance of Gifts (10 Minutes) (Encl.) Dr. Landon
3. Employment Contract of Superintendent of Schools (10 Minutes)
4. Request for Security Appropriation (15 Minutes) 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.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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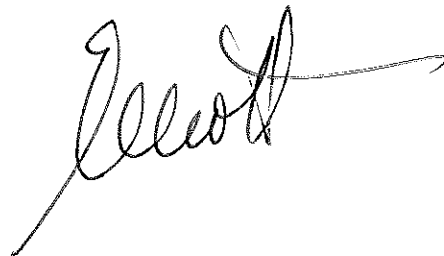
To: Members of the Board of Education
From: Elliott Landon
Subject: School System Goals / July 1, 2013-June 30, 2014
Date: June 17, 2013

We have addressed the matter of our school system's priorities, goals and action plans for the 2013-14 school year at previous Board of Education meetings, and have incorporated virtually all of the Board's suggestions for inclusion in the document appended to this memorandum. Subject to Board of Education modification and approval at our meeting of Monday, June 17, this document will guide our school system's instructional and administrative activities throughout the upcoming 2013-14 school year.

I recommend adoption of our School System Goals/July 1, 2013-June 30, 2014.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the document entitled, "Board of Education Goals, Objectives and Action Plans: 2013-14," a copy of said document to accompany the Minutes of the Meeting of June 17, 2013.



BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS: 2013-14

I. STUDENT ACHIEVEMENT

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

Action Plans

- In November 2013, and February and May 2014, report to the Board of Education on Westport Education 2025, to include:
 - › our direct in-school and classroom involvement with faculty and staff from Teachers College, Columbia University, including updates on the progress of the 21st century collaborative research project financed by the National Institute of Education, Singapore; and, also involving the Hwa Chong Institution, Singapore; the Westport Public Schools; and Teachers College, Columbia University.
 - › within the framework of the Board of Education Mission Statement, benchmark ourselves against regional, national and international schools with regard to academics (curriculum, programs and assessments) and the social and emotional well-being of our students.
 - › progress towards developing assessments to rigorously measure student success in: (1) achieving 21st century skills, broadly grouped under critical and creative thinking, communication, global awareness/global thinking and collaboration; and (2) meeting the challenges of the Common Core Standards.
- For November 2013, review and report upon:
 - › a long-term analysis of the impact of class size breakpoints, K – 5; team class sizes at the middle school level, grades 6-8; and, class size minima and maxima at Staples, grades 9-12
 - › efforts to optimize the numbers of instructional minutes across all grade levels, K-12, from the perspective of daily, weekly and annual instruction, to include a reexamination of time allocations for all specials and elective offerings.
 - › short- and long-term impact of increased/decreased enrollments from the perspectives of space utilization, class size guidelines, and the possible need for re-districting/re-structuring.
 - › alternative programmatic and scheduling alternatives at the middle school level to provide for enrichment opportunities in the core academic subjects; STEM three times per week; and, expanded opportunities for differentiation in preparation for leveled coursework at Staples.
- Report in September 2013 on the findings of the Tri-State Consortium consultancy concerning the Program for the Gifted and the recommended schedule for implementation of the recommendations during the 2013-14 and the 2014-15 school years.

- Within the context of the two-year accreditation study of Staples High School by the New England Association of Schools and Colleges, in December 2013, May 2014, December 2014 and May 2015, examine, report upon and make recommendations concerning Staples High School from an academic and mental health perspective with respect to current services.
 - › Examine and report upon scheduling and course sequencing requirements for students attending Staples High School, with changes, if deemed necessary.
 - › Review potential alternatives to, or the elimination of, Advanced Placement courses.
 - › Report on the extent and reasons for tutoring of students and the impact of tutoring upon students, teachers, courses and programs
 - › Examine and report upon options for course selection and sequencing; course prerequisites; and, scheduling options for students at Staples.

- In December 2013, examine, report upon and make recommendations concerning current services at the elementary and middle school levels from the perspective of academic programs and mental health services.

- By December 2013 develop both short- and long-term plans, based on reports and recommendations from the District's School Climate Committee, to include recommendations to strengthen integrity and ethical behavior on the part of students in terms of digital citizenship.

- In December 2013 and May, 2014 report upon implementation of Five Day/Full Day Kindergarten, to include impact of class sizes and staffing.

- Report upon special education services and pertinent new legal mandates in November 2013, reflecting upon the results of modifications and enhancements to the program that have been introduced since 2008.

II. FACILITIES, FOOD AND TRANSPORTATION SERVICES

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

Action Plans

- Develop by June 2014 for issuance in December 2014 specifications and an RFP for contracted school transportation services to include public discussion of its content to replace the school transportation contract that will expire on June 30, 2015 and reflecting placement of bus storage and maintenance facilities, continuance of mandated background checks for drivers, the possible installation of seat belts, and a Union contract whose preferred starting and ending dates are July 1 and June 30, respectively.

- 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 2014/2015 school year.

- Report on both short- and long term visions for maintaining, sustaining and enhancing the school food services program, K-12, no later than November 2013.
 - › Issue in December 2013 an RFP for contracted school food services to replace the food services contract that will expire on June 30, 2014.
- Develop and implement with the assistance of Kroll Advisory Services both short- and long-term plans for optimizing school security in all schools, K-12.

III. FISCAL MANAGEMENT

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

- Develop a written calendar and schedule for 2014-15 school budget preparation that reflects an October 2013 pre-budget discussion of the Board and the Administration to define budgetary goals and priorities; a January-February 2014 budget discussion and approval schedule; and a late May 2014 assessment of budgetary goals and priorities.

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 2013 and March and June 2014.
- Provide opportunities for the Board of Education to engage in self-evaluation (December 2013).
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2013).
- Publicize guidelines concerning content and timing for staff presentations at meetings of the Board, to include the distribution of written materials prior to meeting dates.
- Complete Board of Education Goals and Action Plans for the 2014-15 school year by June 2014.

Objective 2. Prepare a prospective annual Board of Education agenda framework to guide the deliberations of the Board from August 2013 – June 2014,

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

- Implement the Teacher and Administrator Supervision and Evaluation requirements adopted as Regulations by the State Board of Education for implementation in the 2013-14 school year.
- Continue to provide leadership training for all administrators to achieve consistent practice in implementing the revised educator evaluation and support system during teacher evaluations.
- Examine the feasibility of including in that component of the State-approved Westport Teacher and Administrator Supervision and Evaluation Plan a provision for parent and student feedback related to teacher performance, consistent with statutory requirements.

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ELLIOTT LANDON
Superintendent of Schools

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To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gifts
Date: June 17, 2013

I am pleased to inform you that the Board of Education has been offered four generous gifts, as follows:

- A gift totaling \$9,750 from the Saugatuck Elementary School PTA for the purchase of classroom library books, with substantial additions of non-fiction books (\$6,000); and, the purchase of four picnic tables to be placed in the Saugatuck courtyard, making the space usable for instructional purposes and for all-purpose programs involving teachers, administrators, and parents (\$3,750).
- One from Candace, Tom, Chip, Marin and Caroline Banks that consists of a Childscapes sandbox and fence enclosure for use at the Stepping Stones Preschool (\$5,813) in appreciation for “the extraordinary dedication, patience and overall excellence of the Stepping Stones preschool staff.”
- From the Long Lots Elementary School PTA a gift for the renovation and refurbishing of the Long Lots Library Media Center, to include shelving and a circulation desk; library study tables and chairs; and, a soft seating area, occasional tables and a reading rug (\$56,000).
- A contribution of \$2,000 from Chartwells, our food service provider, to be applied to a scholarship through the Staples High School Tuition Grants Program.

I recommend acceptance of these thoughtful gifts.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation gifts from the: Saugatuck Elementary School PTA in the amount of \$9,750; Banks Family in the amount of \$5,813; Lots Lots Elementary School PTA in the amount of \$56,000; and, Chartwells in the amount of \$2,000, as described in the memorandum from the Superintendent of Schools dated June 17, 2013.

