

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: Pending Litigation; Interview of Candidate for Principal, King’s Highway School

RESUME PUBLIC SESSION

PLEDGE OF ALLEGIANCE: Staples High School, Cafeteria B (Room 301), 8:00 p.m.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

MINUTES: December 12, 14, 20, 31, 2015; February 1, 2, 12, 2016

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

DISCUSSION/ACTION:

- 1. Appointment of Principal – King’s Highway School Dr. Landon
- 2. Acceptance of Gift from CMS PTA (Encl.) Dr. Landon

DISCUSSION:

- 1. Student and Faculty Calendar, 2017-18 School Year (Encl.) Dr. Landon

UPDATE:

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

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; Frontier TV 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

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

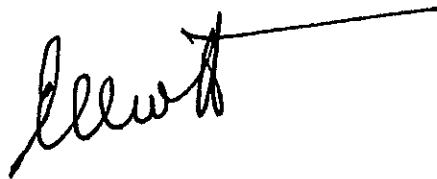
To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gift
Date: February 29, 2016

We have received an offer of a gift of two Art Display Cases for Coleytown Middle School from the CMS PTA. The display cases, requested by the teachers of art at CMS for the display of student art, have a value of \$2,750.

I recommend that the Board accept this generous gift with gratitude and appreciation to the CMS PTA.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with thanks and appreciation a gift from the Coleytown Middle School PTA in the amount of \$2,750 for the purchase of two Art Display Cases for the display of student art at CMS.

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal line extending to the right from the end of the signature.

WESTPORT PUBLIC SCHOOLS

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: Student and Faculty Calendar/2017-18 School Year
Date: February 29, 2016

As has been our practice, the Board of Education discusses and approves a student and faculty calendar two years in advance of implementation. It will be necessary, therefore, for the Board to consider and approve a student and faculty calendar for the 2017-18 school year.

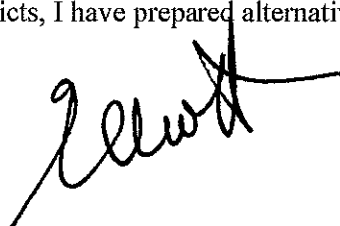
For the second time, and consistent with Public Act 13-247 approved by the Legislature of the State of Connecticut, our Board of Education will be required to adopt a calendar that is consistent in its essential components with that of the "Uniform School Calendar" adopted by our Regional Educational Service Center, Cooperative Educational Services. The essential components for the uniform school calendar are as follows:

1. At least 180 days of actual school sessions during each school year (The Westport Public Schools require students to be in attendance for 182 days).
2. A uniform start date as determined by Cooperative Educational Services
3. Uniform days for professional development and in-service training for certified employees (The Cooperative Educational Services uniform regional calendar includes 2 such days; the Westport Public Schools require 6 of these days for its certified employees).
4. Not more than 3 uniform school vacation periods during each school year, not more than two of which shall be a one week school vacation period and one of which shall be during the summer.

With these guidelines determining the nature of our 2016-17 school calendar, a calendar has been prepared that is consistent in every way with the essential components required in the "Uniform School Calendar" adopted by Cooperative Educational Services, but also provides for the nuances required by the Westport Board of Education, as follows:

1. 182 days of actual school sessions for students (Same as the uniform calendar plus 2).
2. 6 staff development days for certified employees (Same as uniform calendar plus 4).
3. One week vacation in December; one week vacation in April (Same as uniform calendar).

It has come to my attention that both Greenwich and New Canaan have, for the 2016-17 and 2017-18 school years, have adopted a traditional calendar with a full February break, as well as an April break. Should the Board be interested in following the lead of those two school districts, I have prepared alternative calendars for the consideration of the Board.



**WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2017-2018
FEBRUARY 29, 2016**

JULY 2017 (0)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

AUGUST 2017 (1)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*28 *29 *30	(31)				

***28-30 Staff Dev. Days**
(31) Students' First Day

September 2017 (19)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
(21) Rosh Hashanah

October 2017 (22)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017 (19)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	*7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Election Day/*Staff Development Day
No School Students
22 Shortened Day
23-24 Thanksgiving Recess

December 2017 (16)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 Holiday Recess

January 2018 (20)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	*12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Years Day
*12 Staff Development Day
No School Students
15 Martin Luther King Day

February 2018 (17)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	*15	16	17
18	19	20	21	22	23	24
25	26	27	28			

*15 Staff Development Day
No School Students
16,19 Winter Recess
19 Presidents' Day

March 2018 (21)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 Good Friday

April 2018 (16)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9-13 Spring Vacation

May 2018 (22)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Memorial Day

June 2018 (9)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

13 Students' Last Day/Graduation Day
Shortened Day for Students Only

Students - 182 days

*Teachers - 188 days

Staff Development Days: August 28-30, November 7, January 12 and February 15

Students'/Teachers' Last Day will be June 13. Snow/Emergency School Closing Days will be added after June 13.

If there are no snow/emergency days, Students'/Teachers Last Day will be June 13.

**WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2017-2018**

FEBRUARY 29, 2016

ALTERNATE DRAFT

JULY 2017 (0)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

AUGUST 2017 (1)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*28 *29 *30					(31)

***28-30 Staff Dev. Days**

(31) Students' First Day

September 2017 (19)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day

(21) Rosh Hashanah

October 2017 (22)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017 (19)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	*7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**7 Election Day/*Staff Development Day
No School Students**

**22 Shortened Day
23-24 Thanksgiving Recess**

December 2017 (16)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 Holiday Recess

January 2018 (20)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	*12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Years Day

***12 Staff Development Day
No School Students**

15 Martin Luther King Day

February 2018 (14)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	*26	27	28			

19-23 Winter Recess

19 Presidents' Day

***26 Staff Development Day
No School Students**

March 2018 (21)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 Good Friday

April 2018 (16)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9-13 Spring Vacation

May 2018 (22)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Memorial Day

June 2018 (12)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**18 Students' Last Day/Graduation Day
Shortened Day for Students Only**

Students - 182 days

*Teachers - 188 days

Staff Development Days: August 28-30, November 7, January 12 and February 26

Students'/Teachers' Last Day will be June 18. Snow/Emergency School Closing Days will be added after June 18.

If there are no snow/emergency days, Students'/Teachers' Last Day will be June 18.

**WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2016 - 2017
APPROVED - March 16, 2015**

JULY 2016 (0)	AUGUST 2016 (0)	September 2016 (21)																																																																																																																																										
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Students - 182 days

*Teachers - 188 days

Staff Development Days: August 29-31, November 8, January 13 and February 16

Students/Teachers' Last Day will be June 15. Snow/Emergency School Closing Days will be added after June 15.

If there are no snow/emergency days, Students/Teachers' Last Day will be June 15

**WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2016 - 2017
APPROVED - March 16, 2015**

JULY 2016 (0)							AUGUST 2016 (0)							September 2016 (21)									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
					1	2		1	2	3	4	5	6					(1)	2	3			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
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24	25	26	28	28	29	30	28	*29	*30	*31	25	26	27	28	29	30							
31																							
4 Independence Day							*29-31 Staff Development Days							1 Student's First Day 5 Labor Day									
October 2016 (19)							November 2016 (19)							December 2016 (17)									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
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23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31						
30	31																						
3 Rosh Hashanah 12 Yom Kippur							8 Election Day/Staff Development Day No School Students'							23 Shortened Day 24-31 Holiday Recess									
							23 Shortened Day 24-25 Thanksgiving Recess																
January 2017 (19)							February 2017 (14)							March 2017 (23)									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
						1					2	3	4				1	2	3	4			
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22	23	24	25	26	27	28	26	*27	28	26	27	28	29	30	31								
29	30	31																					
2 New Years Day Holiday							20 - 24 Winter Recess																
13 Staff Development Day No School Students'							20 Presidents' Day																
16 Martin Luther King Day							*27 Staff Development Day No School Students'																
April 2017 (15)							May 2017 (22)							June 2017 (13)									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
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10-14 Spring Recess 14 Good Friday							29 Memorial Day							19 Students' Last Day/Graduation Day Shortened Day for Students Only									

Students - 182 days

*Teachers - 188 days

Staff Development Days: August 29-31, November 8, January 13 and February 27

Students'/Teachers' Last Day will be June 19. Snow/Emergency School Closing Days will be added after June 19.

If there are no snow/emergency days, Students'/Teachers' Last Day will be June 19

Medical Health Insurance Fund
FY 15-16 Projections
with Claims Cash Draw Data as of January 31, 2016

	FY16 Projections		
	Mar-15	Sep-15	Dec-15
Cash receipts			
General Fund Budget from line 210	14,049,493	14,247,493	14,247,493
Other Fund Contributions	85,000	70,000	70,000
Employee Contributions (Active)	2,672,011	2,607,655	2,607,655
Flex Spending Accounts			
Cobra Participants	18,100	18,100	18,100
Retirees under 65	365,701	365,701	365,701
State Teachers Retirement (TRB)	160,000	150,000	150,000
Life Insurance Premiums	25,000	25,000	25,000
Retirees over 65	442,959	442,959	442,959
Other Contributions (FVOLA, Retiree Life, etc.)	45,000	45,000	45,000
Total cash receipts	17,818,244	17,971,888	17,971,888

Cash disbursements			
Medical	11,914,994	11,394,635	11,085,349
Prescription	2,112,056	2,106,117	2,174,638
Dental	1,082,451	1,149,455	1,118,896
Flex Spending Accounts			
Contribution to HSA	1,159,000	1,162,000	1,124,000
Medical Administrative	422,832	420,720	413,858
Network Access Fee	163,981	160,312	160,312
Individual Stop-Loss	772,613	771,613	756,215
Dental Administrative	54,850	54,564	53,847
FSA Administrative	2,931	2,931	2,931
Consulting Fee	45,000	45,000	45,000
ACA Related Fees	89,540	88,792	89,907
PCORI Fee	1,666	4,197	4,268
Retirees over 65	723,435	723,435	723,435
Total cash disbursements	18,945,349	18,097,621	17,752,656
Change in cash balance	(727,105)	(115,733)	219,232

Beginning cash balance	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			
Ending cash balances(deficit)-projection	1,744,138	2,355,510	219,232
Less: Incurred but not reported claims (carrying FY15)	(952,000)	(952,000)	(952,000)
Net Position(Deficit) end of year-projection	792,138	1,403,510	1,738,475

	Medical/Rx	Dental	Flex	Other	Total	Avg. Monthly Claims (Med/Rx/Dental)	Variance	Avg. Monthly Claims-FY 2015 (Med/Rx/Dental)	Variance
Jul 2015	\$ 1,069,478	\$ 56,973	\$ 383	\$ 29	\$ 1,136,863	\$ 1,136,451	\$ 412	\$ 1,034,843	\$ 102,020
Aug 2015	\$ 1,254,174	\$ 113,005	\$ 8,498	\$ -	\$ 1,375,677	\$ 1,251,815	\$ 123,862	\$ 1,339,689	\$ 35,988
Sept 2015	\$ 1,411,824	\$ 81,297	\$ 5,898	\$ -	\$ 1,499,018	\$ 1,332,250	\$ 166,768	\$ 1,342,380	\$ 156,638
Oct 2015	\$ 814,214	\$ 92,276	\$ 4,785	\$ -	\$ 911,274	\$ 1,225,810	\$ 314,536	\$ 1,199,967	\$ 216,307
Nov 2015	\$ 1,206,377	\$ 73,055	\$ 13,315	\$ 90,156	\$ 1,382,903	\$ 1,236,594	\$ 146,309	\$ 1,109,290	\$ 273,613
Dec 2015	\$ 901,778	\$ 88,803	\$ 14,797	\$ -	\$ 1,005,377	\$ 1,195,542	\$ 189,165	\$ 1,086,694	\$ 118,683
Jan 2016	\$ 850,448	\$ 64,138	\$ 9,885	\$ -	\$ 904,471	\$ 1,152,548	\$ 248,077	\$ 1,105,627	\$ 146,844
YTD/Estimate	7,468,292	579,546	57,561	90,185	8,215,585				
Theoretical YTD Spend Rate	56.5%	51.8%	n/a	n/a					
variance %	-1.9%	58.3%	n/a	n/a					
variance \$	(246,258)	\$ (73,106)							
FY16 Projection (Dec-15):	\$ 13,259,987								
YTD Expense:	\$ (7,468,292)								
Balance available to June 30:	\$ 5,771,695								
Average remaining monthly allowance:	\$ 1,154,339								
									\$ 1,262,209

	9%	18.7%	-6.6%	12.1%	9%
Total	\$ 1,294,099	\$ 1,294,099	\$ (952,000)	\$ 342,099	\$ 342,099
Drawdown	(1,396,375)	(1,396,375)	-	-	(1,396,375)