

**WESTPORT BOARD OF EDUCATION  
Special Meeting**

**Board Members Present:**

Candice Savin      Chair  
Jeannie Smith      Vice Chair  
Elaine Whitney      Secretary  
Karen Kleine  
Youn Su Chao  
Lee Goldstein  
Liz Heyer

**Administrators Present:**

Thomas Scarice      Superintendent of Schools  
Anthony Buono      Asst. Superintendent, Teaching and Learning  
Michael Rizzo      Asst. Superintendent, Pupil Personnel Services  
John Bayers      Director of Human Resources and General Admin.

**Administrators Absent:**

Elio Longo, Chief Financial Officer

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**      7:01 p.m., Held Remotely Via Zoom Pursuant to Executive Order 7B

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES:** August 17, 2020

Elaine Whitney moved to approve the minutes of August 17, 2020; seconded by Jeannie Smith and passed unanimously.

**DISCUSSION**

Update on School Reopening

- Ventilation
- Health Protocols
- Remote Learning
- Sports/CIAC
- Enrollment and Staffing

Calendar of Board of Education Agenda Items: September 2020 – June 2021

Update from Finance and Facilities Committee

## DISCUSSION/ACTION

### Recommendation on the Use of Carryover Funds

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education requests of the Board of Finance approval to utilize \$1,182,504.64 of the Carryover Fund for Covid-19-related items, as delineated in the Board of Education meeting of August 31, 2020, and as appended to the minutes of said meeting.**

**MOTION:** Elaine Whitney  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

### Update from Policy Committee and Second Reading of the Following Policies:

- Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment in the Workplace" (Revision)
- Policy 5145.5, "Policy Regarding Sex Discrimination and Sexual Harassment" (Revision)
- Policy 6114.82-C19 "Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic" (New)
- Policy 4152.9-C19 "Families First Coronavirus Response Act Leave" (New)
- Policy 3520, "Green Cleaning Programs" (Revision)
- Policy 4110, 4210, "Employment Checks" (Revision)
- Policy 6141.321, "Electronic Resources/Internet Safety" (Revision)
- Policy 5131.81-C19 "Use of Private Technology Devices" (New)
- Bylaw 9324, "Meeting Conduct" (Revision)
- Policy 5131.81-C19 "Use of Private Technology Devices" (New)
- Bylaw 9324, "Meeting Conduct" (Revision)

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves:**

- the amendment of Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment in the Workplace";
- the amendment of Policy 5145.5, "Policy Regarding Sex Discrimination and Sexual Harassment";
- the creation of temporary Policy 6114.82-C19 "Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic";
- the creation of temporary Policy 4152.9-C19 "Families First Coronavirus Response Act Leave";
- the temporary amendment of Policy 3520, "Green Cleaning Programs" and temporary renumbering of said policy to 3520-C19;
- the temporary amendment of Policy 4110, 4210, "Employment Checks" and temporary renumbering of said policy to 4110-C19/4210-C19;
- the temporary amendment of Policy 6141.321, "Electronic Resources/Internet Safety" and the temporary renumbering of said policy to 6141.321-C19;
- the temporary creation of Policy 5131.81-C19 "Use of Private Technology Devices"; and

- the temporary amendment of Bylaw 9324, "Meeting Conduct" and the temporary renumbering of said bylaw to 9324-C19.

All temporary language and/or temporary policies will sunset effective July 1, 2021.

**MOTION:** Karen Kleine  
**SECOND:** Youn Su Chao  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

**ADJOURNMENT:** Karen Kleine moved to adjourn at 10:03 p.m.; seconded by Jeannie Smith and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary, Board of Education  
(minutes written by Lisa Marriott)

	<b>BOE &amp; BOF APPROVED FY20 DEPOSIT:</b>	<b>\$ 1,182,504.64</b>
	<b>BOE REQUEST TO DRAW FROM CO ACCOUNT:</b>	
	<b>Technology &amp; Learning</b>	
	FY 20 - 21 Actual Year-to-Date	\$ (570,020.20)
	FY 20 - 21 Pending (Sept - Dec.)	\$ (148,169.00)
		\$ (718,189.20)
	<b>Elementary transportation PM session (Sept - Dec.)</b>	<b>\$ (368,000.00)</b>
	<b>Custodial Overtime at elementary schools (Sept - Dec.)</b>	<b>\$ (87,661.55)</b>
	<b>Misc. PPE/Supplies</b>	<b>\$ (8,653.89)</b>
		\$ -

Please fill-in the chart by adding your first name initial (T, J, A, M, N) in the appropriate column(s) in response to the following:

Product used in the hybrid model

Product used in the distance learning model

Product can also be used to enhance education post pandemic

Notes are welcome (ie., est. product life, subscription term, etc.)

**ALREADY PURCHASED/SUBSCRIBED**

<b>Product</b>	<b>Amount</b>	<b>Hybrid</b>	<b>Distance Learning</b>	<b>Post Pandemic</b>	<b>NOTES</b>
Pioneer Valley Subscription	16,809.85	X	X		It is a yearly subscription. It provides online books for emergent readers. The schools can determine if they want to continue use of this and put it into the regular budget request process.
Lexia	45,000.00	X	X	X*	It is a yearly subscription. It is an online reading program that helps develop skills and provides student data to the teachers. The schools can determine if they want to continue use of this and put it into the regular budget request process.  *For the last 5+ years 350 licenses have been purchased through a regular budget process for SPED and RTI students. That will continue post pandemic.
ZOOM	25,000.00	X	X		It is an annual subscription. It allows for students to join class virtually. It also allows for virtual meetings.
Arduino software	637.00	X	X	X	It is for MS STEM classes and allows students to program on the

					Chromebooks instead of on laptops.
CMS Phase 1 Dist. Learning	98,154.35	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
CMS Phase 1 Dist. Learning	12,534.94	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
iPads (10)	5,220.00	X	X	X	They will be used for live streaming in classes that do not have teacher stations, ie culinary kitchens, theatres, etc. Post-pandemic they will be reassigned to teachers who are due for iPad replacements, mostly PPS.
BMS Phase 1 Dist. Learning	95,499.72	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
BMS Phase 2 Dist. Learning	61,072.56	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
SHS Phase 1 Dist. Learning	95,652.96	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
SHS Phase 2 Dist. Learning	95,526.62	X	X	X	This is for the live stream setups in the classrooms. The sound system will be used for the next 7 years at least. The webcams (\$128/room) may or may not be used after the pandemic.
Bandwidth hardware SHS	500.00	X	X	X	It was a one time cost for a transceiver to allow for our bandwidth to burst and expand. The extra bandwidth is being offered by the state for free until the pandemic is over. We can keep the transceiver in case we ever need to expand our bandwidth permanently.

Bandwidth hardware TSO	500.00	X	X	X	It was a one time cost for a transceiver to allow for our bandwidth to burst and expand. The extra bandwidth is being offered by the state for free until the pandemic is over. We can keep the transceiver in case we ever need to expand our bandwidth permanently.
AE microphones (40)	9,576.00	X	X	X	This is for additional microphones for the audio systems in the classroom.
Docking stations (50)	8,336.00	X	X	X	They allow laptops to be connected to smartboards and regular monitors and keyboards. 5 year life cycle.
<b>Sub Total</b>	<b>\$570,020.20</b>				

**PENDING**

<b>Product</b>	<b>Amount</b>	<b>Hybrid</b>	<b>Distance Learning</b>	<b>Post Pandemic</b>	<b>NOTES</b>
Headsets of secretaries (40)	12,000.00			X	These are for secretaries to better answer the phone while wearing masks. Less touching and possible cross-contamination. 3-5 year lifespan.
ScreenCastify	7,600.00	X	X		Annual subscription. Allows for recording lessons and capturing teachers screens while doing so. Allows students to record answers and explanations and submit. We can most likely go back to free version post pandemic.
EdPuzzle Pro	10,680.00	X	X		Annual subscription. Allows teachers to create quizzes and short assessments for students. We can most likely go back to free version post pandemic.

Kami (PDF Annotator)	4,500.00	X	X	X	Annual subscription. Allows teachers and students to annotate PDFs. Post pandemic SPED teachers would like to keep it, possibly ELA. It would be submitted through regular budget process.
CutTime	299.00	X	X	X	To categorize/inventory the district's instrumental music program.
Lexia Power Up (75 seats MS/HS)	2,250.00	X	X	X	For Sped and RTI students, upper level version of Lexia Core
IEP/504 Direct Repository	1,500.00	X	X	X	One time cost. Allows the nurses and PPS staff to upload documents to IEP and 504 Direct.
Clicker 8 for IR students	1,200.00	X	X	X	This is for our IR students. This is to upgrade 4 licenses of Clicker 7 and to add new licence for LLS.
iSpire Orton Gilham digital ver.	8,450.00	X	X	X	This is for Sped and Tier 2 and 3 RTI support, online versions
Reading Milestones - ProEd	336.00	X	X		
Dibels	3,500.00		X	X	Assessment tool for Dyslexia screening. This is for the online version. We had been using the paper version only.
Britanica Soc. Studies Learning.	3,024.00	X	X		MS SS does not have a text book, this and NewsELA SS will provide online texts for the courses.
NewsELA Social Studies	17,800.00	X	X		MS SS does not have a text book, this and Britanica SS Learning will provide online texts for the courses.
SmartMusic - Instrumental	11,390.00	X	X		This allows instrumental teachers to share materials digitally and students can record their practice and share with the teacher.
Finale Take Home Lic. - Music	9,100.00	X	X		Teachers can create print and digital materials for students.
SiteReading Factory - choral HS	1,200.00	X	X		These are digital tools for the Choral program at SHS.
Essential Elements Online - EL	1,170.00	X	X		These are digital tools for the elementary music program.



SoundTrap - Music & Tech	4,500.00	X	X		These are digital tools for Music and Tech and Audio Productions classes at the MS and HS.
Document Cameras (75)	29,925.00	X	X	X	These are for the teachers to be able to project printed materials to the Smartboard and through Zoom. The requests are now over 100 since teachers have returned.
iPads for Science Teachers (36)	16,380.00	X	X	X	This is so teachers can use the tablet feature to develop digital materials for students and also to present complex formulas etc. on the Smartboard and through Zoom. If the devices are not needed in science afterwards, they will be rerouted to where iPads are needed. This is not considered a permanent add to the teacher devices in the replacement cycle.
iPads for AP Economics	1,365.00	X	X	X	They also need to use the tablet feature to present complex written materials on the Smartboard and through Zoom. If the devices are not needed in science afterwards, they will be rerouted to where iPads are needed. This is not considered a permanent add to the teacher devices in the replacement cycle.
<b>Sub Total</b>	<b>\$148,169.00</b>				

**TOTAL: \$718,189.20**