



WINCHESTER BOARD OF EDUCATION

338 MAIN STREET, P.O. BOX 648 • WINSTED, CT 06098

TELEPHONE: 860-379-0706; FAX: 860-738-0638

MELONY BRADY-SHANLEY - SUPERINTENDENT OF SCHOOLS

Winchester Board of Education January 9, 2024

Board of Education Members

Jeannette Brodeur

Shane Centrella

Shayne Deschamps

Salvatore Lovetere

Cheryl McGlynn

Nora Mocarski

Jonathan Morhardt

Sondra Strubhar

Renata Waldron



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VISION STATEMENT

REVISED 7-18-2018

At Winchester Public Schools, students are provided with a nurturing and caring community that enlightens, inspires, and empowers our students to explore their creativity, talents, and desires so all students can realize and achieve their dreams.

OPERATING PRINCIPLES

AS APPROVED: SEPTEMBER 12, 2006

- We will arrive on time, prepared, and participate fully.
- We will listen with respect and with intent to understand.
- We will support and take responsibility for group decisions.
- We will be open and honest.
- We will operate with a clear purpose that aligns with our mission and vision.
- We will celebrate the positive.
- We will nurture and develop leadership in others.

January 5, 2024

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the Board of Education Meeting on January 9, 2024. The Board of Education meeting will be held at the Town Hall in the Hicks Room.

Please call if you have any questions about the information for the meeting.

Sincerely yours,

Melony Brady-Shanley
Superintendent of Schools

Winchester Board of Education

**Policy - #1120 Regulations for Public Participation at Board of Education Meetings
Approved by BOE on 12/13/2022**

The Winchester Board of Education welcomes you to its business meeting. There are two opportunities set aside to hear comments from the public.

We welcome and encourage public participation as a valued part of communicating input with the Winchester Board of Education.

We appreciate your adherence to the following:

1. Complete the requested information on the sign-in sheet if you wish to speak (name, address, and email);
2. State your name and address when called upon to speak;
3. You will be allotted three minutes to share your comments.

Please be advised that it is not the practice of the Board of Education to engage in dialogue regarding commentary. The Superintendent of Schools will be directed by the Chairperson to prepare an appropriate response in a timely manner.

We appreciate your time and thoughtful commentary.

The Winchester Board of Education

I N D E X
MATERIALS FOR WINCHESTER BOARD OF EDUCATION REGULAR MEETING:
JANUARY 9, 2024

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA REVIEW DISCUSSION - POSSIBLE ACTION

1-2 Board of Education Agenda – January 9, 2024

COMMENT FROM THE CHAIRMAN

PUBLIC COMMENT

Board of Education Chairman to read Public Comment Regulations. Three minutes are Allotted to each speaker per Board Policy #1120. No BOE employee, student, or Community members should be defamed within a public comment.

CONSENT AGENDA ITEMS

3-9 Minutes of Regular BOE Meeting – December 12, 2023

10-16 Minutes of Committee Meetings – December 19, 2023

17-21 Minutes of Special Meeting – January 3, 2024

GILBERT REPORT FROM BOARD OF EDUCATION REPRESENTATIVE

SUPERINTENDENT’S REPORTS & ACTION ITEMS DISCUSSION POSSIBLE ACTION

22 Superintendent’s Report

23 Monthly Registration & Staff Vacancy Report

24 School Enrollment

25 Chronic Absences

26-27 Gilbert Enrollment & Grade Level Enrollment

Monthly Budget Summary - FY24

CORRESPONDENCE TO THE BOARD

28 Letter of Resignation

PRESENTATIONS

NEW BUSINESS DISCUSSION AND POSSIBLE ACTION

29 New Hires

30-32 Policy # 3542 - Meal Charging Policy – First Read

Gym Floor Options

Discussion of Town’s Website – Meeting Schedule & Proposed Budget

PUBLIC COMMENT

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

ADJOURN:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda

Date: January 9, 2024, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Nora Mocarski, BOE Chairman

Jeannette Brodeur, Shayne Centrella, Shane Deschamps, Salvatore Lovetere, Cheryl McGlynn, Jonathan Morhardt, Sonda Strubhar, and Renata Waldron

- I. Call to order:
- II. Pledge of Allegiance:
- III. Roll call:
- IV. Agenda Review Discussion Possible Action:
 - a) Board of Education Agenda: January 9, 2024
- V. Comments from the Chairman:
- VI. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.
- VII. Consent Agenda Items Discussion Possible Actions:
 - a) Minutes of BOE Meeting – December 12, 2023
 - b) Minutes of Committee Meetings – December 19, 2023
 - c) Minutes of Special Meeting – January 3, 2024
- VIII. Gilbert Report from Board of Education Representative:
- IX. Superintendent's Reports & Action Items Discussion Possible Action:
 - a) Superintendent's Report
 - b) Monthly Registration & Staff Vacancy Report
 - c) School Enrollment
 - d) Chronic Absences
 - e) Gilbert Enrollment & Grade Level Enrollment
 - f) Monthly Budget Summary - FY24

- X. Correspondence to the Board:
 - a) Letter of Resignation
- XI. Presentations:
- XII. New Business Discussion and Possible Action:
 - a) New Hires
 - b) Policy # 3542 - Meal Charging Policy – First Read
 - c) Gym Floor Options
 - d) Discussion of the Town's Website Meeting Schedule and Proposed Budget
- XIII. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.
- XIV. Adjourn:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Minutes

Date: December 12, 2023, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Nora Mocarski, Sondra Strubhar, Renata Waldron, Shayne Deschamps, Shane Centrella, and Jonathan Morhardt

- I. Call to order: @ 7:00 pm
- II. Pledge of Allegiance:
- III. Roll call: Shane Centrella, Shayne Deschamps, Renata Waldron, Sondra Strubhar, Nora Mocarski, Melony Brady-Shanley, Cheryl McGlynn, Jeannette Brodeur, Salvatore Lovetere, Jonathan Morhardt
- IV. Discussion Possible Action: Motion to rescind election for Officers of the Winchester Board of Education held during the November 14, 2023 Board meeting, which election resulted in the appointment of the following officers:
 Chairperson: Nora Mocarski
 Secretary: Sondra Strubhar

Nora Mocarski read Item 3 on the agenda we heard or read our board's attorney's advice at our public special board of education meeting this past December 5 regarding the best possible path forward for our board regarding our officers' elections for the Board. On December 5, we had the attorney training on how to operate as a Board of Education. As mandated every year in the state of CT. She reminded us of the importance of decorum. We are a symbolic force at our meetings, and our conduct on the board sends a message to the community and our kids. Our behavior should be engaged in production conversation, and we work as a team.

Nora Mocarski opened the floor to discussion:

Salvatore Lovetere started the discussion with an overview of what had happened at the board meeting with elections.

He mentioned that he had the FOIA text messages from the board of education, which he read for the record.

This is why we are here tonight. In my opinion, none of the politicking should happen at the level it does at the Board of Education. That's not why we are here, but it has, and I believe having a sitting Selectman, Chair of the Democratic town committee, and the spouse of the sitting chair texting all different members trying to collude to try to make another vote is pretty regrettable.

Secondly, to his credit, Shayne Deschamps had asked Candy not to pressure him, but he was pressured and changed his vote. I find that to be regrettable as well. Salvatore then reread the texts, and this shows

that he was pressured, in my opinion. The vote change shows that he changed his vote, in my opinion, due to that pressure, and I believe that shows a lack of morals and a lack of moral courage. I would like to ask you to resign from our position. That is all I have to say tonight about this topic.

Cheryl McGlynn added to the discussion that the text messages that Candy Perez sent to those on the board she wanted to know what happened and thought it was an open vote. It was a question as to procedure. I checked the procedure, and we had done it incorrectly. I called a Point of Order, and we, as a board, unanimously agreed that we had done it wrong. We re-voted and had a different outcome. Shayne Deschamps ultimately indicated why he changed his vote, which was published in the newspaper. He changed his vote because Sondra's conduct during the 20 minutes that she was chair indicated she was not familiar enough with the procedure to be Chair. It is not an insult to her; that is a fact. She has only been on the Board for two years compared to the eight years that Nora has been on the board, which is why Nora is the appropriate Chair for this board. That is why I voted for her, not because of a party but because the most experienced person should be the Chair. There should be no texting during meetings. We should not ask a member of the Board to resign because he changed his mind. We all can change the votes. We have to operate as a board. Attacking each other personally is not productive. We need to work together on behalf of our students.

Sondra Strubhar added that we are focusing on the wrong things. Outrage is about exposing improper behavior, and I am guilty of it as well. I disagreed on a second vote. I was shocked by the maneuver. I agree that this should not be happening on this board.

Sondra explained why she decided to run for the board of education. The country was still in COVID protocol, mask mandates were still in place, and vaccine mandates for adults had been implemented. Vaccines were being approved for children 5-11, and Governor Lamont indicated he would be open to local school districts imposing vaccine mandates for students. As a parent, I left out all the incredibly important decisions being made for my child. I decided to run for the board of education on the platform of parental choice, honoring the authority of parents to determine what was best for their children.

Fast forward to November 14, our first board meeting with our newly elected members. She discussed how, immediately after the first vote, texting from a person outside the meeting began between two board members—further discussed the actions of what happened during that meeting. The integrity of the vote became an issue.

Shayne Deschamps clarified that he changed his vote based on how the meeting was conducted. Not pressure related to what Candy was texting to me. I want to apologize to the Board and the citizens of Winsted. Because of my conduct, we are currently sitting on this matter, and I would love to move forward as a Board and have the trust of the Board that something like this will not happen again.

Shane Centrella is a new member of the board, and one of the things I would like to see going forward is piggyback on something we were discussing. This is a public board, so the emphasis is on all of us holding each other accountable and being accountable for our actions. I appreciate that we have different

backgrounds, opinions, and viewpoints. We do have to work together going forward, but we have to do it in a public forum and a public way.

Possible Motion: MOVED that the Board rescind the officer election held during the November 14, 2023, Board meeting, which resulted in Nora Mocarski's appointment as Chairperson and Sondra Strubhar as Secretary.

a) Possible Action: Election of Officers of the Winchester Board of Education – Moderated by Melony Brady-Shanley

1. Election of Chairperson
2. Election of Secretary

MOTION to rescind second vote

First: Jeannette Brodeur, Second: Shayne Deschamps, 4, 5 motion fails to rescind.

The vote from November 14 stands for Nora Mocarski as Chairperson and Sondra Strubhar as Secretary.

Committee Chairs will remain.

b) Possible Action: Election of Committee Chairs and Membership

- Policy Chair and Membership
 - Jeannette Brodeur, Policy Chair
 - Cheryl McGlynn
 - Renata Waldron
 - Shane Centrella
 - Shayne Deschamps
 - Nora Mocarski
 - Jonathan Morhardt
- Curriculum Chair and Membership
 - Renata Waldron, Curriculum Chair
 - Nora Mocarski
 - Jeannette Brodeur
 - Salvatore Lovetere
 - Shane Centrella
 - Shayne Deschamps
 - Jonathan Morhardt
- Finance Chair and Membership Nora, all of us.
 - Nora Mocarski, Finance Chair
 - Cheryl McGlynn
 - Renata Waldron
 - Jeannette Brodeur
 - Salvatore Lovetere
 - Sondra Strubhar
 - Shane Centrella
 - Shayne Deschamps
 - Jonathan Morhardt

V. Agenda Review Discussion Possible Action:

a) Board of Education Agenda: December 12, 2023

VI. Comments from the Chairman:

We have much work to do in the next few months. As a board, we need to recognize our teachers, paras, and support staff, and we know you put in 100%. We have to thank our parents and caregivers. Thank you for supporting your children in our school system.

To the students, you can make a difference in your school and our community. Be the one to make an impact.

VII. Public Comment:

The Board of Education Chairman will read the Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

Renata Waldron left the meeting at 7:39 pm. Renata Waldron left the meeting at 7:40 pm due to a family emergency.

William Hudock, 292 Grantville Road, Winsted. I wanted to take a moment to thank each of you. You care about our students and our community. I may agree or disagree, but that is not important. I would say that you have rules. Follow the rules. That should not be that hard. Everything that has happened here could have been avoided had you followed the rules. I hope you can get over this, and it will be a learning exercise for all of you and our community. What you do for our community is important, and I do not want it to get lost.

VIII. Consent Agenda Items Discussion Possible Actions:

a) Minutes of BOE Meeting –November 14, 2023

Edits are as follows:

Page 3, Nora Mocarski's name is spelled wrong under Committee Assignments

Page 5, Cheryl McGlynn - change point of order to made a point of order.

Page 7, Shayne Deschamps' name is spelled wrong

Page 7, Jonathan Morhardt's name is spelled wrong

Page 9, Jonathan Morhardt's name is spelled wrong

MOTION to accept Minutes of BOE Meeting –November 14, 2023, with edits

First: Cheryl McGlynn, Second: Jonathan Morhardt, 8, 0

b) Minutes of Special Meeting – December 5, 2023

MOTION to approve Minutes of Special Meeting – December 5, 2023

First: Sondra Strubhar, Second: Jonathan Morhardt, 6, 0, 2

- IX. Gilbert Report from Board of Education Representative:
No report
- X. Correspondence to the Board:
 - a) Letter of Resignation
Kaylie Morris

MOTION to accept with regret

First: Nora Mocarski, Second: Cheryl McGlynn, 8, 0

- XI. Superintendent's Reports & Action Items Discussion Possible Action:
 - a) Superintendent's Report
 - b) Monthly Registration & Staff Vacancy Report
 - c) School Enrollment
 - d) Chronic Absences
 - e) Gilbert Enrollment & Grade Level Enrollment
 - f) Monthly Budget Summary - FY24 - Nancy O'Dea Wyrick reviewed the financials
 - g) Reading Waiver Information and Next Steps

Melony Brady-Shanley reviewed the Reading Waiver Information and the Next Steps.

Connecticut General Statutes (C.G.S) 10-14th, as amended by Public Act (P.A.) 23-167, requires that all districts in Connecticut have an approved K-3 reading Curriculum. This Act mandates that all districts have an approved program in place by July 1, 2025. Winchester Public Schools submitted a waiver to the Connecticut State Department of Education in the spring of 2023.

Regardless of the waiver, we recognize that this is an opportunity for us to improve student engagement and move more students toward grade-level proficiency in reading.

On Friday, December 1, 2023, we received the results of our waiver. We could have received one of four results: Limited, Transitional, Partially Approved, or Approved. We received a "Transitional" waiver. This means that only parts of our current curriculum met the expectations. Our current curriculum met the requirements in the area of phonics and did not meet the requirements in phonemic awareness, fluency, vocabulary, and comprehension.

Next Steps: Over the coming months, Winchester Public Schools' Literacy Team will investigate comprehensive programs grounded in the Science of Reading and meet all five reading components (phonics, phonemic awareness, fluency, vocabulary, and comprehension). Our team will analyze, pilot, and work with grade-level teams to determine the best comprehensive

program that will meet the diverse learning needs of our students while balancing that with teacher-friendly implementation.

Two primary grant-funding sources are available for the district to apply for: the ARP ESSER - Small Town Right to Read Grant and the ARPA - Right to Read Grant.

Melony Brady-Shanley wants to continue this discussion at the next Curriculum Committee meeting.

XII. Presentations: None

XIII. New Business Discussion and Possible Action:

a) After-School Proposal from Ralph Nadar

A focus group of six sixth graders will read the entire book, "You Are Your Own Best Teacher: Sparking the Curiosity, Imagination, and Intellect of Tweens!" by Dr. Claire Nadar. They will then choose and discuss ten topics from the book.

MOTION to accept MOU as written

First: Cheryl McGlynn, Second: Jeannette Brodeur

SECONDARY MOTION to move to Curriculum Committee Meeting

First: Sondra Strubhar, Second: Jonathan Morhardt, 5, 3, passes

b) Pearson Drone Competition Team Field Trip Request

MOTION to approve Pearson Drone Competition Team Field Trip

First: Cheryl McGlynn, Second: Jeannette Brodeur, U

c) Fiscal Year 2024 - ARP ESSER - Small Town Right to Read - \$ 150,000

MOTION to approve Fiscal Year 2024 - ARP ESSER - Small Town Right to Read - \$ 150,000

First: Cheryl McGlynn, Second: Shayne Deschamps, U

d) Fiscal Year 2023 - ARPA Right to Read Grant - \$51,000

MOTION to approve application for Fiscal Year 2023 - ARPA Right to Read Grant - \$51,000

First: Shayne Deschamps, Second: Cheryl McGlynn, U

e) Sole Source - West State Mechanical - \$6,270.00

MOTION to approve Sole Source - West State Mechanical - \$6,270.00

First: Salvatore Lovetere, Second: Sondra Strubhar U

XIV. Public Comment:

The Board of Education Chairman will read the Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

MOTION to adjourn the meeting

First: Cheryl McGlynn, Second: Salvatore Lovetere, U

XV. Adjourn: @ 8:55 pm

Winchester Board Education

Type of Meeting: Committee Meetings Curriculum, Policy, Finance Meeting, and AD HOC School Security Meeting Minutes

Date: Tuesday, December 19, 2023, @ 6:30-8:30 pm

Location: Hinsdale School

Curriculum Committee Meeting Facilitator: Renata Waldron

Committee Members: Jeannette Brodeur, Salvatore Lovetere, Shane Centrella, Shayne Deschamps, and Jonathan Morhardt

Invitees: Nora Mocarski, Sondra Strubhar, Cheryl McGlynn, Melony Brady-Shanley, Barbara Silverio, Rosanne Field, and Cassandra Murphy.

Sandra Strubhar would like to be added to the curriculum committee.

Quorum: 4

I. Call to Order @ 6:32 pm

II. Roll Call Renata Waldron, Jeannette Brodeur, Shane Centrella, Shayne Deschamps, Jonathan Morhardt, Melony Brady-Shanley. Absent: Salvatore Lovetere

III. Agenda Review

a) Review of Curriculum Committee Agenda – December 19, 2023

MOTION to approve Review of Curriculum Committee Agenda – December 19, 2023

First: Jeanette Brodeur, Second: Jonathan Morhardt U

MOTION to move informational only: Overview of standardized assessments to our board meeting in January.

First: Jonathan Morhardt, Second: Shayne Deschamps, U

IV. Approval of Minutes

a) Review of Curriculum Committee Minutes – October 24, 2023

MOTION to approve Review of Curriculum Committee Minutes – October 24, 2023

First: Jeanette Brodeur, Second: Sondra Strubhar, 3, 0, 3. Passes 3 to 0

V. New Business

a) Discussion of the MOU from Ralph Nader

Open Discussion:

- Would it be a contract and funding up front? Yes.
- Would we receive recognition as a District? Yes.
- Does Ralph Nader fund any other programs in the District? No.
- What other programs do we have in our District?
 - TAG
 - Drone
 - In-house writing publishing program
 - Art
 - Band
 - Ceramics
 - AMP with art
- Ralph Nader has a negativity within our Town
- Ralph Nader should create an informational flier and post it throughout town, and if there is interest, people can sign up for the program. Then, this becomes a sign-up opportunity for the community as an after-school program.
- Do we accept money from groups? Yes, we receive donations.

Melony Brady-Shanley will respond to Ralph Nader with the feedback from the BOE.

b) Literacy Team Update

Melony Brady-Shanley met with Benchmark Advance and reviewed the programs for the Winchester Public Schools.

- Aligned with Science of Reading Research, Benchmark Advance is a core language arts program that provides a cohesive structure for developing literacy skills and content knowledge.
- Benchmark Advance encourages students to be active learners and collaborators. Students spiral through comprehension skills and strategies to prepare for testing and lifelong learning.
- Winchester will shadow the Torrington District to see how the program works and then go to the Litchfield District.
- Plan to bring to the Board in February with hopes of approval and recommendations from the Committee in March.
- Teachers will begin the pilot in the spring
- Training will begin at the beginning of the next school year

c) Informational only: Overview of Little Owls program, School Readiness, and Head Start Programs and how they all work together.

Melony Brady-Shanley gave an overview of the programs.

Head Start Program

Head Start provides an array of comprehensive, quality services, including health, nutrition, parent support, education, and mental health, to children ages three to five and their families. The program's vision is "each child and family leaves Head Start healthy, eager to learn, and ready for success." Program staff work closely with families to ensure that each child has the skills and knowledge necessary to be successful in kindergarten. The Early Head Start program provides services to infants, toddlers, and pregnant women in Torrington and Winsted through home visiting and socialization.

Little Owls Program

Winchester Public Schools offers an integrated Preschool program for 3 and 4-year-old students. This program blends typical peer models with students requiring special education services due to disabilities and eligibility based on specific criteria established by the district in keeping with federal and state requirements. Peer model students refer to those "typically developing" students who are included in the integrated classroom settings. This is the model that the Pre-K Program utilizes in order to follow best practices for providing preschool special education programming within the public school setting.

Our preschool classroom offers students vast learning experiences and opportunities to build social relationships. The Pre-K Program follows the CT Early Learning and Development Standards and assessments to guide its curriculum, into which other methodologies and strategies are woven in order to provide optimal learning experiences and kindergarten readiness for all students. The program also maintains a developmentally appropriate philosophy that meets students where they are and sets goals to support the individual's progress across cognitive, social, and motor domains.

Peer models are selected on a first-come, first-serve basis. Preschoolers can become eligible for this program after applying online during the open application period and completing the Ages and Stages Questionnaire, a developmental screening tool. Applicants must be 3 or 4 years old on or before September 1 and attend a preschool screening at the Mary P. Hinsdale School.

School Readiness

A state-funded initiative administered by the Office of Early Childhood, which develops a network of school readiness programs geared to enhance federally funded readiness programs among the state and its various agencies, the communities, and families.

- d) Informational only: Overview of standardized assessments. Moved to January
- e) Informational only: Discussion of Approved Draft by the CT State Dept. of

Education of the Social Studies Standards as of 10/4/2023.

Nora Mocarski discussed the Approved Draft by the CT State Dept. of Education of the Social Studies Standards as of 10/4/2023.

1. SDE Approval Motion, November 1, 2023
 - f) Discussion regarding Gilbert's Reading Assessment Performance (SRI) and Alignment with WPS Reading Performance (iReady)

Renata Waldron shared with the Board that Grades 7-12 are below grade level. She has concerns about why this is happening.

Melony Brady-Shanley explained that, unfortunately, we have our students for 7 hours a day and how important it is that our students continue to use the skills they are taught during the day into the rest of their day, but under certain situations, this is not happening.

MOTION to adjourn

First: Sondra Strubhar, Second: Shayne Deschamps, U

VI. Adjourn @ 8:02 pm

Budget & Finance Committee Meeting Facilitator: Nora Mocarski

Committee Members: Cheryl McGlynn, Renata Waldron, Jeannette Brodeur, Salvatore Lovetere, Sondra Strubhar, Shayne Deschamps, Shane Centrella, and Jonathan Morhardt

Invitees: Melony Brady-Shanley and Nancy O'Dea-Wyrick

Quorum: 5

- I. Call to order @ 8:03 pm
- II. Roll call: Renata Waldron, Jeannette Brodeur, Shane Centrella, Shayne Deschamps, Jonathan Morhardt, Sondra Strubhar. Absent Cheryl McGlynn and Salvatore Lovetere.
- III. Agenda Review
 - a) Review Budget & Finance Committee Meeting Agenda – December 19, 2023
- IV. New Business
 - a) Budget Review

Melony Brady-Shanley reviewed the Budget calendar.

- 11/6/2023 Budget Assumptions
- 11/14/2023 Review Budget Calendar to set dates with BOE
- 11/28/2023 BOE Finance committee Canceled
- 12/12/2023 Review Internal Staffing and Non Personnel Requests
- 12/19/2023 BOE Budget Update at Finance Committee
- 1/3/2024 BOE Budget Workshop 6:00 pm to 8:00 pm
- 1/23/2024 Budget Review at Finance Committee
- 2/5/2024 BOE Budget Workshop 6:00 pm-8:00 pm
- 2/13/2024 Superintendent Presents 2025 Budget
- 2/27/2024 Budget Review at Finance Committee
- 3/6/2024 BOE Budget Workshop 6:00 pm-7:00 pm
- 3/12/2024 Regular BOE Meeting 7:00 pm
- 2/27-3/15/2024 Public BOE Budget Presentations (Staff, Community Groups, BOS)
- 3/15/2024 Budget Submission Due to Town
- TBD BOE Budget Public Hearing scheduled by BOS

Nancy O'Dea-Wyrick passed out hard copies of Enrollment Projections for review.

MOTION to adjourn

First: Jonathan Morhardt, Second: Shayne Deschamps, U

V. Adjourn @ 8:22 pm

Policy & Bylaws Committee Meeting Facilitator: Jeannette Brodeur

Committee Members: Cheryl McGlynn, Shane Centrella, Renata Waldron, Shayne Deschamps, Jonathan Morhardt, and Nora Mocarski.

Invitees: Sondra Strubhar, Salvatore Lovetere, Nancy O'Dea-Wyrick, and Melony Brady-Shanley

Quorum: 4

- I. Call to Order @ 8:22 pm
- II. Roll Call Renata Waldron, Shane Centrella, Shayne Deschamps, Jonathan Morhardt, Sondra Strubhar. Absent: Cheryl McGlynn
- III. Agenda Review
 - a) Review the Policy/Bylaws Committee Agenda – December 19, 2023
- IV. Approval of Minutes
 - a) Review of the Policy/Bylaws Committee Meeting Minutes – September 26, 2023

Melony Brady-Shanley suggested auditing our 1000 series with Shipman's 1000 series policies and having them ready to present hard copies at the Policy meeting in January.

MOTION to table

- a) Policy Title IX Personnel from Shipman & Goodwin and
- b) Policy Title IX Students from Shipman & Goodwin to January 2024 meeting

First: Jonathan Morhardt, Second: Shayne Deschamps, U

MOTION to direct Melony Brady-Shanley to begin the audit for the 1000 series

First: Nora Mocarski, Second: Jonathan Morhardt, U

V. New Business

- a) Policy Title IX Personnel from Shipman & Goodwin
- b) Policy Title IX Students from Shipman & Goodwin
- c) Policy Meal Charging

MOTION to move Policy Meal Charging to first read at the January Board meeting

First: Renata Waldron, Second: Sondra Strubhar, U

- d) Discussion Regarding Possible Revision of Voting of Officers Board Policy.

MOTION to adjourn

First: Nora Mocarski, Second: Jonathan Morhardt, U

VI. Adjourn @ 8:30 pm

AD HOC School Security Meeting Facilitator: Salvatore Lovetere

Committee Members: Sondra Strubhar, Shayne Deschamps, Shane Centrella, and Jonathan Morhardt

Invitees: Nora Mocarski, Jeannette Brodeur, Cheryl McGlynn, Renata Waldron, Melony Brady-Shanley, and Nancy O'Dea-Wyrick

I. Call to Order @ 8:39 pm

II. Roll Call Sondra Strubhar, Jonathan Morhardt, Shayne Deschamps, Shane Centrella

III. Agenda Review

IV. New Business

- a) Opening Topics

b) Survey

Melony Brady-Shanley reviewed the student and adult school security surveys and made the suggested edits.

MOTION to adjourn

First: Sondra Strubhar, Second: Jonathan Morhardt, U

V. Adjourn @ 9:05 pm

Winchester Board of Education

Type of Meeting: Special BOE Meeting Minutes

Date: January 3, 2024, @ 6:00 p.m.

Location: Hinsdale School – Science Lab

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Nora Mocarski, BOE Chairman

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Sondra Strubhar, Renata Waldron, Jonathan Morhardt, Shane Centrella, and Shayne Deschamps

I. Call to order @ 6:12 pm

II. Roll call Jonathan Morhardt, Shayne Deschamps, Renata Waldron, Jeannette Brodeur, Nora Mocarski, Melony Brady-Shanley. Absent: Salvatore Lovetere, Cheryl McGlynn, Sondra Strubhar, and Shane Centrella,

III. Business

1) Discussion of Fiscal Year 2025 Budget

a) Development of the Fiscal Year 2025 Budget.

Melony Brady-Shanley began an open discussion to discuss the direction of how we want to invest funds within our District.

We are entering into a deficit. Federal grants are no longer available. Carryover funds have expired and are no longer available. We have an extremely tight budget and must stick to what is required. We have to understand we have a responsibility to educate the children of our town.

Melony Brady-Shanley reviewed the following:

Projection Assumptions

- PK enrollment for FY2025 most current information
- 80% of children born in Winchester go to Hinsdale Kindergarten
- 99% of 6th graders to Gilbert
- 90% stay for Grade 9
- 95% stay for Grade 10
- 100% stay for Grade 11
- 91% stay for Grade 12

Notes

- Historical Enrollments Source 10/1 SY PSIS
- FY24 Enrollment reflects Year to Date as of 1/3/2024

- Birth Data Source: Town Clerk
- 2023 through August Birth Data Source: Town Clerk and four-month estimate

DRAFT - Grant Revenue

Revenue to the Town of Winchester for Education

- Education Cost Sharing Grant (ECS)

Revenue to the Board of Education

- Adult Education Grant
- Alliance Grant
- After School Grant (CHAMPS)
- Quality Grant
- Excess cost Grant
- Family Resource Center Grant
- School Readiness Grants

Federal

- ARP ESSER High Dosage Tutoring Grant
- ARP ESSER Right to Read Grants
- ARP MOE Provision
- ARP School Mental Health Specialist
- IDEA 611 - Part B
- IDEA 619 - Part B
- IDEA CT SEDS Stipend
- Medicaid Reimbursement
- Title I - Improving Basic Programs
- Title II - Professional Development
- Title III - English Language Acquisition
- Title IV - Part A - Student Support and Academic Enrichment

Other Sources

- Custodian Fees
- Critical Needs Fund
- Northwest Community Foundation
- NASA CT Space Consortium

MOTION to take a break

First: Nora Mocarski, Second: Shayne Deschamps 5, 0

Call to Order @ 6:45 pm

DRAFT - 2025 Budget Notes

000-100 Wages

- Teachers
- Administrators
- Non-Certified Union
- Non-Union
- 046 Unawarded Reserve
- 127 Sub Calling Stipend
- 130 Facility OT
- 141-142 Subs Teach/Para
- 151-152 Extra Duty Certified and Non-Certified

200 - Benefits

- 200 Health
- 202 Life Insurance
- 203 Sick Leave, Other
- 204 Tuition Reimbursement
- 206 Pension/Annuity
- 220 Social Security
- 250 Unemployment
- 260 Workers Comp

300 - Professional/Technical Services

- 319 Legal
- 322 Workshops
- 325 School Doc
- 326 OT/PT
- 328 Outs Evals
- 340 Prof Tech Svcs Sped
- 341 Audit
- 352 Tech Svcs
- 353 Sub Staffing

400 - Property Services

- 430 Maintenance and Repairs

- 439 Vehicle Maintenance

51X - Transportation

- 510 Field Experiences
- 511 Vans Out of District
- 512 Special Education in District
- 512 Out of District Excess Cost
- 512 Regular Education

560 - Special Education Out of District Tuition & Services (Net)

- 560 1228-018 Tuition
- 560 1228-049 Tuition Excess Cost
- 560 1229-018 Services

563 - Tuition Gilbert

5XX - Other Purchased Services

- 520 Gen Liab Insurance
- 532 CEN Network
- 540 Adv
- 561 Vo-Ag Tuition
- 562 Adult Education
- 564 Magnet
- 580 Travel
- 590 Other Services

600 - Supplies

- 611 Instr Supplies
- 612 Inst Software/Licenses
- 613 Cleaning Supplies
- 615 PPS Supplies
- 617 Nurse Supplies
- 621 Natural Gas
- 622 Electric
- 650 Technical Supplies
- 690 Administrative Supplies

700 - Equipment and Software

- 731 Equipment
- 734 IT Hardware

- 735 Administrative Software

800 - Dues and Fees

- Dues
 - CAPSS, CAS, CASBO, ASCD, CASA, EdAdvance

Next level of work:

- Work that we can cost-share
- Work with Administrators and review staffing and salaries

MOTION to adjourn

First: Jeannette Brodeur, Second: Jonathan Morhardt, 5, 0

IV. Adjournment @ 7:57 pm



Winchester Public Schools

338 Main Street, P.O. Box 648 Winsted, CT 06098
 Telephone: 860-379-0706; Fax: 860-738-0638
 Melony M. Brady-Shanley – Superintendent of Schools

SUPERINTENDENT'S REPORT

January 2024

Instruction:

- Our literacy team attended a presentation from Benchmark Advance on their reading program.
- We held Parent/Teacher Conferences and had a 98% participation rate.
- The BOS/BOE was invited to tour Hinsdale and Pearson prior to the budget session to learn about our programs and needs.
- The PTO held an animal assembly at the Hinsdale School.
- We welcomed our new 2nd grade teacher with a Meet and Greet. During the Meet and Greet, the families and students had a pizza party.
- Holiday concert was held at Hinsdale.
- The Gilbert School invited all 600 students to their holiday concert. It was a wonderful experience.
- Our Ski Club started on January 4th. We have 31 students in attendance.
- The Pearson Players Drama Club has also started and we have nearly 40 students signed up.
- The High Dosage Tutoring has started with the 6th grade students. We have 24 students receiving 30 minutes of tutoring, 3 days per week in mathematics.
- On Friday, we held our whole School Scripts Spelling Bee at Pearson.
- Our Little Owls Applications timeframe is open for preschool for the 24-25 school year.

Building Operations:

- Budget planning has been routinely happening with our business office over the course of the past month.
- BOE held their first budget workshop.

Leadership:

- Participated in the Teaching and Learning Committee with CAPSS
- TGS/WPS met for our monthly breakfast meeting
- Attended the CAPSS Board of Directors Meeting

Upcoming Important Dates:

1/15 – No school
 1/16 – BOE make-up budget session (optional) 6:30 PM Pearson
 1/17 – 5:00 PM Hinsdale Paint Night Grade 1 & 2
 1/17 – 6:15 PM – PTO Meeting at Pearson School
 1/17 – 6:30 PM – TGS Monthly Meeting
 1/23 – Committee and Budget Mtgs. 6:30 PM at Hinsdale
 2/5 – BOE Budget Workshop – 6 PM at Hinsdale

Better Together – Everyone, Everyday.
www.winchesterschools.org

**SUPERINTENDENT'S MONTHLY STUDENT REGISTRATION
AND STAFF VACANCY REPORT**

December 2023

Staff Vacancies										
Position	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24
Special Education	1	0	0	0	0	0				
TGS Building Interventionist	1	1	1	0	0	0				
Interventionist	1	0	0	0	0	0				
Paraprofessional	1	0	2	1	0	1				
Custodian	-	1	0	0	0	1				
PT Admin Asst.	-	.6	0	0	0	0				
PT FRC Coord.	-	.6	0	0	0	0				
BCBA (grant)	-	-	-	1	1	0				
Social Worker	-	-	-	1	0	0				
2 nd Gr. Teacher	-	-	-	-	1	0				

Hiring Strategies: *Indeed, Applitrack, Job Spot, CTReap, Winchester Schools Facebook, Shared on Facebook.*

New Registrations from 11/6/23 to 12/5/2023			
School	Number	Cause	Supports
Hinsdale	1	2	None
Pearson	0		

Withdrawals from 11/6/23 to 12/5/2023			
School	Number	Causes	Supports
Hinsdale	5	4 moved, 1 other	None
Pearson	1	Grade 4 - Moved	1 w Supports

Winchester Public Schools

Enrollment Data

2023-2024

Date	Grade Level (Hinsdale & Pearson)	School District Enrollment (Hinsdale & Pearson)	Hinsdale Enrollment	Pearson Enrollment	Special Ed Gilbert Enrollment	Special Ed In-District Enrollment	Special Ed Out of District Enrollment	Special Ed Out of District Vo-Ag, Magnet/Char ter Schools Enrollment	603 Out of District Placement	District Enrollment (all Winchester Nexus)
	PreK		46							
	K		80							
	1		77	1						
	2		104							
	3			71						
	4			74						
	5			71						
	6			84						
11/1/2023		603	306	297	61	99	28	6	0	698
9/5/2023		600	299	301	68	89	25	6	0	699
YTD	Changes	3	7	4	-7	-10	3	0	0	-1

Winchester Public Schools

Specific Attendance Data

2023-2024

		AVERAGE DAILY STUDENT ATTENDANCE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
District	23-24	96.5%	93.5%	93.9%	92.5%	91.7%							93.28%
Hinsdale	23-24	96.90%	92.4%	93.59%	92.0%	91.3%							93.00%
Pearson	23-24	96.0%	94.5%	94.10%	92.9%	92.0%							93.56%

		STUDENT CHRONIC ABSENTEEISM RATE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
District	23-24	4.4%	15.2%	15.89	34.3%	32.67%							24.72%
Hinsdale	23-24	3.87%	15.3%	16.9%	37.16	36.2%							26.07%
Pearson	23-24	4.7%	15.0%	15.05%	31.8%	29.6%							23.5%

[illegible]

Gilbert Grade Level Enrollment - Winchester Only											
	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
Grade 7	80	88	89	89	89	90					
Grade 8	66	72	72	71	70	72					
Grade 9	61	64	67	66	66	66					
Grade 10	61	61	61	61	60	62					
Grade 11	85	88	88	85	86	85					
Grade 12	55	55	55	54	53	54					
Total	408	428	432	426	424	429					



Darlene Bentley <darlene.bentley@winchesterschools.org>

Re: Resignation Letter

1 message

Barbara Silverio <barbara.silverio@winchesterschools.org>

Fri, Dec 8, 2023 at 4:49 PM

To: Courtney Cappabianca <courtney.cappabianca@winchesterschools.org>, Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>, Darlene Bentley <darlene.bentley@winchesterschools.org>

Courtney,

Thank you for everything you have done to support our students and teachers. Best of luck to you in the future.

Barbara Silverio

Barbara Silverio

Principal, Pearson School

2 Wetmore Ave.

Winsted, CT 06098-1242

(860) 379-7588 / FAX (860) 379-0406

barbara.silverio@winchesterschools.org

On Fri, Dec 8, 2023 at 4:46 PM Courtney Cappabianca <courtney.cappabianca@winchesterschools.org> wrote:

Good afternoon,

I was hoping to meet with you at the end of the day but it seemed you were tied up.

I am writing to inform you my last day of employment in my position at Pearson will be December 22nd. I was offered and have accepted another position that more closely aligns with my career goals that will provide me professional growth in the direction I hope to move forward in. I greatly appreciate the opportunity to have worked within the Pearson community and will cherish the relationships I made as well as the learning experiences and knowledge I have gained. I have really enjoyed my time here and this was a very hard decision however, this is an opportunity I truly believe I cannot pass down. I would be happy to meet with you in person Monday to discuss further.

Thank you,

Courtney Cappabianca

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 12/11/2023
Sent To: Melony Brady-Shanley Date: 12/11/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Jennifer Farrell (name) is a new hire within our organization in the position of: grade 2 Teacher

* Employee's location(s): Windsor

* Proposed starting date: January 8, 2024

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE ✓

2. Days per week: 5

3. Daily start time: 8:25 AM Daily end time: 3:25 PM

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 35+

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? K. Morris

Who will be this new employee's evaluator? R. Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NO - already completed

9. Recommended Hiring Step: Sixth Year 3 Benefits applicable? yes

Funding Source: _____ Wage: \$54,159.00

Superintendent Approval: [Signature] Date: 12/12/23

Business Manager Approval: [Signature] Date: 12/14/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: [Signature] Date: 12/11/2023

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT
 BOARD OF EDUCATION POLICY REGARDING:
 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
 Food Service
 Policy # 3542
 Amended:
 Supersedes/Amends: 8/8/2023, 1/11/1996

MEAL CHARGING POLICY

The Winchester Board of Education (the “Board”) recognizes the importance of providing nutritious food to students in the Winchester Public Schools (the “District”).

The Board is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services’ Child Nutrition Programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), and the District shall adhere to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs.

In accordance with federal law, the Board will notify parents and guardians of its participation in the Community Eligibility Provision (CEP) Program when applicable. The CEP Provision provides free first meals to all students, thereby removing the issue of charged first meals and unpaid meal charges. The Meal Charging Policy will be in effect should the District return to the Paid, Reduced, and Free-tiered meal system.

In accordance with federal law, the Board will make a public announcement, notify parents and guardians of the eligibility criteria for free and reduced-price meals, and provide information regarding how a household may make an application for these benefits. Such notice and application will generally be distributed at the beginning of each school year.

Charging Meals

The District has a system for student meal accounts. Students whose accounts have insufficient funds and who do not bring a meal or other funds to school to pay for meals may charge meals to their meal accounts. Students will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch, or other meal offered by the District, even if the student’s account has insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise, taking any disciplinary action against the student.

Collection of Unpaid Meal Charges

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, "delinquent debt" means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail after six meals have been charged. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student's unpaid meal charges shall include, if applicable, an application for free or reduced-price meals, information on local food pantries and the Connecticut Department of Social Services' supplemental nutrition assistance program, and a link to the District's or Town's website that lists any community services available to Town residents.

In the event a student's unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District's homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges, including but not limited to requirements relating to delinquent debt and "bad debt," as defined by federal law, and record-keeping relating thereto. The Board may accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feedings.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

Legal References:

State law:

Connecticut General Statutes

§ 10-215 Lunches, breakfasts, and other feeding programs for public school children and employees.

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

Federal law:

7 C.F.R. Part 210 National School Lunch Program.

7 C.F.R. Part 220 School Breakfast Program.

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policy," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid Meal Charges: Guidance and Q&A," Sept. 16, 2016.

APPROVED: _____

REVISED: _____