



# 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 October 10, 2023**

### **Board of Education Members**

Jeannette Brodeur  
Salvatore Lovetere  
Cheryl McGlynn  
Nora Mocarski  
Kristin Peterson  
Doug Pfenninger  
Sondra Strubhar  
Tara Sundie  
Renata Waldron



# WINCHESTER BOARD OF EDUCATION

338 MAIN STREET • PO BOX 648 • WINSTED, CT 06098

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

## 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.

October 6, 2023

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the October 10, 2023, Board of Education Meeting. 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:**  
**OCTOBER 10, 2023**

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL

AGENDA REVIEW DISCUSSION - POSSIBLE ACTION

1-2 Board of Education Agenda – October 10, 2023

COMMENT FROM THE CHAIRMAN

BOARD OF EDUCATION ACKNOWLEDGEMENT

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

3-6 Minutes of Regular BOE Meeting – September 12, 2023

7-8 Minutes of Committee Meetings - September 25, 2023

GILBERT REPORT FROM BOARD OF EDUCATION REPRESENTATIVE

CORRESPONDENCE TO THE BOARD

9 Letters of Resignation

SUPERINTENDENT'S REPORTS & ACTION ITEMS

10-11 Superintendent's Report

12 Monthly Registration & Staff Vacancy Report

13 School Enrollment

14 Chronic Absences

15-16 Gilbert Enrollment & Grade Level Enrollment

17-21 Monthly Budget Summary - FY24

PRESENTATIONS

22-28 Policy Presentation

BOARD ACTION ITEMS

29-34 New Hires

NEW BUSINESS DISCUSSION AND POSSIBLE ACTION

35-39 NWCCF Grant

40-45 Year-End Critical Needs 2023 Grant

46 Winchester Public Schools / The Gilbert School Contract

47 2024-2025 School Calendar

48 Presidential Primary, April 2, 2024 – Adjustment of 23-24 School Calendar

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.

ADJOURN:



Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda

Date: October 10, 2023, @ 7:30 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent  
Doug Pfenninger, BOE Chairman

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Nora Mocarski, Kristin Peterson, Sondra Strubhar, Tara Sundie, and Renata Waldron

- I. Call to order: Pledge of Allegiance:
- II. Roll call:
- III. Agenda Review Discussion Possible Action:
  - a) Board of Education Agenda: October 10, 2023
- IV. Comments from the Chairman:
- V. Board of Education Acknowledgement
- 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 – September 12, 2023
  - b) Minutes of Committee Meetings - September 25, 2023
- VIII. Gilbert Report from Board of Education Representative:
- IX. Correspondence to the Board:
  - a) Letter of Resignation
- X. 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

- XI. Presentations:
  - a) Policy Presentation
- XII. Board Action Items:
  - a) New Hires
- XIII. New Business Discussion and Possible Action:
  - a) NWCCF Grant – Emily Bernard
  - b) Year-End Critical Needs 2023 Grant
  - c) Winchester Public Schools / The Gilbert School Contract
  - d) 2024-2025 School Calendar
  - e) Presidential Primary, April 2, 2024 – Adjustment of 23-24 School Calendar
- XIV. 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.
- XV. Adjourn:

Winchester Board of Education  
 Type of Meeting: Board Of Education Meeting Minutes  
 Date: September 12, 2023, @ 7:00 p.m.  
 Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent  
 Doug Pfenninger, BOE Chairman

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Nora Mocarski, Kristin Peterson, Sondra Strubhar, Tara Sundie, and Renata Waldron

I. Call to order: @ 7:03 pm Pledge of Allegiance:

II. Roll call: Tara Sundie, Kristin Peterson, Sondra Strubhar, Salvatore Lovetere, Nora Mocarski, Melony Brady-Shanley, Jeannette Brodeur, Cheryl McGlynn, and Renata Waldron. Absent: Doug Pfenninger

III. Agenda Review Discussion Possible Action:  
 a) Board of Education Agenda: September 12, 2023

Melony Brady-Shanley would like to add an item under New Business Discussion and Possible Action under b) Wamogo Regional High School application is pending to allow a current Northwestern Regional High School student to transfer to Wamogo Regional High School to participate in the Wamogo Agricultural Program.

MOTION to add an item under New Business Discussion and Possible Action under b) Wamogo Regional High School application is pending to allow a current Northwestern Regional High School student to transfer to Wamogo Regional High School to participate in the Wamogo Agricultural Program.

First: Salvatore Lovetere, Second: Cheryl McGlynn, U

IV. Comments from the Chairman:

Nora Mocarski wanted to recognize that yesterday was September 11, the 22-year anniversary. Students across the country had a moment of pause.

V. 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.

VI. Consent Agenda Items Discussion Possible Actions:  
 a) Minutes of BOE Meeting – August 8, 2023

MOTION to approve Minutes of BOE Meeting – August 8, 2023, with edits

Melony Brady-Shanley to submit edits

VII. Gilbert Report from Board of Education Representative:

The following was discussed:

- First day of school
- AROs/Security. Discussion of moving forward and looking into possibilities
- Solar Panels
- New Hires
- MOU

VIII. Correspondence to the Board:

a) Letters of Resignation

- Megan Waters
- Erica Monroe
- Madison Sipperly
- Gigette Ursone
- Owen Marvin
- Alexis LaMere
- Karli Heneghan

MOTION to accept with regret

First: Salvatore Lovetere, Second: Jeannette Brodeur, U

IX. Superintendent's Reports & Action Items Discussion Possible Action:

a) Superintendent's Report

Kristin Peterson mentioned that The Gilbert School is holding their Open House on Thursday, September 14, from 7-8:30 p.m.

**Please note: Live streaming of the Winchester Board of Education meeting ended at 7:25 p.m. due to technical difficulties.**

- b) Monthly Registration & Staff Vacancy Report
- c) School Enrollment
- d) Chronic Absences
- e) Gilbert Enrollment & Grade Level Enrollment
- f) Year-End Budget Summary - FY23
- g) Monthly Budget Summary - FY24

X. Presentations:

XI. Board Action Items:

a) New Hires

- Dorothy Pitchford, Paraprofessional at Hinsdale School
- Amanda Dias, Interventionist at Pearson School
- Samantha Longhi, Paraprofessional in Hub at Pearson School

- O'Shalia Johnson, Interventionist at Pearson School
- Sally O'Brien, Student Services Administrative Assistant at Hinsdale School
- Jeffrey Collier, District Substitute and LTS for Eric Neumann at Pearson School
- Heather Reinoso-Subklew, Paraprofessional at The Gilbert School
- Christina Gubetta, Special Education Teacher at the Pearson School
- Luis Grijalva, Custodian at Pearson - Quit after one day
- Cassandra Peterson, Cafeteria Worker at Pearson School
- Benita Roy, Paraprofessional in Hub at Pearson School

b) WAA Union Contract for approval

MOTION to approve WAA Union Contract for approval

First: Cheryl McGlynn, Second: Kristin Peterson, U

## XII. New Business Discussion and Possible Action:

### a) Policies for Second Read

#### 1) Policy #4118.112(a) – Sex Discrimination and Sexual Harassment in Workplace

MOTION to accept Policy #4118.112(a) – Sex Discrimination and Sexual Harassment in Workplace with edits

Melony Brady-Shanley to submit edits

First: Kristin Peterson, Second: Nora Mocarski, U

#### 2) Policy #5113 (a) – Attendance, Excused, Dismissal

MOTION to accept Policy #5113 (a) – Attendance, Excused, Dismissal

First: Nora Mocarski, Second: Salvatore Lovetere, U

#### 3) Policy #5114 (b) – Suspension and Expulsion

MOTION to accept Policy #5114 (b) – Suspension and Expulsion with edits

Melony Brady-Shanley to submit edits

First: Nora Mocarski, Second: Jeannette Brodner, U

#### 4) Policy #5125 (a) – FERPA Regulations

MOTION to accept Policy #5125 (a) – FERPA Regulations with edits

Melony Bray-Shanley to submit edits

First: Nora Mocarski, Second: Sondra Strubar, U

#### 5) Policy #6141.327 (a) Electronic Resources

MOTION to accept Policy #6141.327 (a) Electronic Resources

First: Nora Mocarski, Second: Jeannette Brodeur, U

6) Policy #6142.63 Physical Education Aquatic Safety

MOTION to accept Policy #6142.63 Physical Education Aquatic Safety

First: Nora Mocarski, Second: Jeannette Brodeur, U

7) Policy #6144.1 Exemption from Instruction

MOTION to accept Policy #6144.1 Exemption from Instruction with edits

Melony Brady-Shanley to submit edits

First: Nora Mocarski, Second: Jeannette Brodeur

8) Policy #6153 Field Trips

MOTION to accept Policy #6153 Field Trips with edits

Melony Brady-Shanley to submit edits

First: Renata Waldron, Second: Nora Mocarski, U

b) Melony Brady-Shanley would like to add a discussion regarding a Wamogo Regional High School application pending to allow a current Northwestern Regional High School student to transfer to Wamogo Regional High School to participate in the Wamogo Agricultural Program.

Motion to approve Wamogo Regional High School application pending to allow a current Northwestern Regional High School student to transfer to Wamogo Regional High School to participate in the Wamogo Agricultural Program

First: Cheryl McGlynn, Second: Salvatore Lovetere, U

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. Executive Session:

a) Personnel matter related to a certified teacher requesting extended leave.

MOTION to adjourn to Executive Session and invited Melony Brady-Shanley

First: Cheryl McGlynn, Second: Tara Sundie, U

XV. Adjourn: @ 8:24 p.m.

Winchester Board Education

Type of Meeting: Committee Meeting Policy Minutes

Date: Tuesday, September 26, 2023, @ 6:30-8:30 pm

Location: Hinsdale School

**Policy & Bylaws Committee Meeting Facilitator: Cheryl McGlynn**

Committee Members: Tara Sundie, Sondra Strubhar, Renata Waldron, Jeannette Brodeur, and Salvatore Lovetere

Invitees: Doug Pfenninger, Nora Mocarski, Kristin Peterson, Nancy O'Dea-Wyrick, and Melony Brady-Shanley

Quorum: 4

- I. Call to Order @ 6:33 pm
- II. Roll Call Melony Brady-Shanley, Nora Mocarski, Cheryl McGlynn, Renata Waldron, and Tara Sundie
- III. Agenda Review
  - a) Review the Policy/Bylaws Committee Agenda – September 26, 2023

Cheryl McGlynn would like to make an edit under New Business. 3) Change 5000 Series to 4000 Series

- IV. Approval of Minutes
  - a) Review of the Policy/Bylaws Committee Meeting Minutes – June 20, 2023

MOTION to approve Review of the Policy/Bylaws Committee Meeting Minutes – June 20, 2023

First: Nora Mocarski, Second: Renata Waldron, U

- V. New Business Discussion and Possible Action:

- VI. New Business
  - a) Review of Policies
    - 1) 5145.44(a) Title IX

MOTION to move 5145.44(a) Title IX to the full board to accept Shipman and Goodman as policy provider

First: Nora Mocarski, Second: Tara Sundie, U

2) 5000 Series Title IX Students from Shipman

3) 4000 Series Title IX Personnel from Shipman

Melony Brady-Shanley made edits.

MOTION to table 4000 Series Title IX Personnel from Shipman to the next policy meeting after receipt of policy from Shipman and Goodman with clear language

First: Nora Mocarski, Second: Renata Waldron, U

4) 5145.511 Sexual Abuse Prevention and Education Program

5) 6145.2 Interscholastic Intramural Athletics New from CABE

6) 6145.23 Interscholastic Intramural Athletics DRAFT

7) 6163.32 - Service Animals and Therapy Animals from CABE 9-7-23

No action on Policies 4),5),6), and 7) on the agenda pending the decision on the Board from CABE to Shipman and Goodman. A crosswalk needs to be done.

Melony Brady-Shanley will conduct a crosswalk.

## 8) Review of ByLaws

MOTION for the Policy Committee to recommend to the Board of Education that Shipman and Goodman become the policy provider effective October 10, 2023, for The Winchester Board of Education.

First: Nora Mocarski, Second: Renata Waldron, U

b) Review the Policy Package from Shipman

MOTION to adjourn the meeting

First: Nora Mocarski, Second: Tara Sundie, U

VI. Adjourn @ 7:38 pm



**Samantha Longhi**

B1 Nanni Dr Winsted CT 06098 | Phone 8609604597 | [samanthablonghi@gmail.com](mailto:samanthablonghi@gmail.com)

September 20, 2023

Barbara Silverio

Principal

Pearson School

2 Wetmore Ave

Winsted CT 06098

Dear Mrs. Silverio,

Please accept this letter as my notice of resignation as Paraprofessional. My last day of employment will be Wednesday, October 4, 2023 .

Working at Pearson has been an experience I will look back fondly on. I have learned so much while working with you all, both professionally and personally even in the short amount of time I have worked at Pearson.

As you know, Alexa is continually having a hard time adjusting to the school year and I firmly believe my presence in her classroom is the primary cause. This is not the only reason. I have been offered an opportunity to help further my career goals in education that I can not pass up.

Please let me know if there is anything I can do to help make my transition from Pearson any smoother in the days to come.

Thank you again for providing me with a great work experience and supportive environment.

Sincerely,

Samantha Longhi





# 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 October 2023**

### **Instruction:**

- Our SOR team attended our first full-day training in Rocky Hill.
- Students have taken their first round of iReady assessments in reading and mathematics. They are also now fully engaged in utilizing their "Pathways" program.
- We held several paraprofessional interviews.
- Staff members participated in the most recent CPI training.
- Students have started to participate in the Talented and Gifted Programming for the 2023/2024 school year at Pearson School. Parents participated in a meeting outlining the program expectations.
- Staff members have held several attendance meetings to ensure that families are aware of the importance of daily participation at school.
- On Constitution Day, students learned about the development of the Constitution.
- Students in 5th and 6th grade participated in a school-wide presentation from Scott Driscoll on Internet Safety Concepts.
- Hinsdale and Pearson Schools each held Curriculum Nights. Both schools had high levels of parent participation.
- On Wednesday, September 27th, we held building walkthroughs focused on certified staff.
- On Monday, October 2nd, Hinsdale held Literacy Night. All students who participated received a book appropriate for their age level.
- On Thursday, October 5th, Pearson School held an informational meeting for parents regarding the Drone Competition Team and Ski Club.

### **Building Operations:**

- I reviewed a bus stop for safety.
- Participated in the Health and Safety Meeting with the State Department of Education and Department of Public Health.
- I have been reviewing financial information in Nancy's absence.
- Our team has been working on grant writing and reviewing a few upcoming grant applications.

### **Leadership:**

- Participated in two CAPSS Teaching and Learning Meetings.
- Attended School Law Updates.
- Reviewed all 2023 Legislative Session Updates.
- Participated in the September 2023 Alliance Meeting.
- Participated in two CAPSS Area Chairs Meetings.
- Hosted the Citizen's Academy at Pearson on 10/4/23.

Better Together – Everyone, Everyday.  
[www.winchesterschools.org](http://www.winchesterschools.org)

**Upcoming Important Dates:**

10/16 – STEAM Night at Pearson 6-8 PM

10/18 – PTO Mtg at Pearson 6:15 PM

10/18 – TGS Mtg. 6:30 PM

10/24 – BOE Committee Mtg 6:30 PM

11/1 – Safe Student, Safe Schools Workshop 9 AM -2 PM

11/1 – Harvest Parade at Hinsdale 1:30 PM

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

October 2023

<b>Staff Vacancies</b>										
<b>Position</b>	<b>8/23</b>	<b>9/23</b>	<b>10/23</b>	<b>11/23</b>	<b>12/23</b>	<b>1/24</b>	<b>2/24</b>	<b>3/24</b>	<b>4/24</b>	<b>5/24</b>
<b>Special Education</b>	1	0	0							
<b>TGS Building Interventionist</b>	1	1	1							
<b>Interventionist</b>	1	0	0							
<b>Paraprofessional</b>	1	0	2							
<b>Custodian</b>		1	0							
<b>PT Admin Asst.</b>		.6	0							
<b>PT FRC Coord.</b>		.6	0							

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

<b>New Registrations from 9/6/23 to 10/5/2023</b>			
<b>School</b>	<b>Number</b>	<b>Cause</b>	<b>Supports</b>
<b>Hinsdale</b>	6	New to School (Five into Kindergarten and one into PK3)	Unknown at this time.
<b>Pearson</b>	0		

<b>Withdrawals from 9/6/23 to 10/5/2023</b>			
<b>School</b>	<b>Number</b>	<b>Causes</b>	<b>Supports</b>
<b>Hinsdale</b>	3	Homeschooling, Out of State, Out of Town (1, 1, PK4)	
<b>Pearson</b>	0		

# 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		41							
	K		76							
	1		78	1						
	2		104							
	3			71						
	4			74						
	5			71						
	6			84						
10/1/2023		603	302	301	63	93	25	6	0	697
YTD	Changes	3	3	0	-5	4	0	0	0	-2

# Winchester Public Schools

## Specific Attendance Data

2023-2024

		AVERAGE DAILY STUDENT ATTENDANCE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
<u>District</u>	23-24	96.5%	93.5%										
Hinsdale	23-24	96.90%	92.4%										
Pearson	23-24	96.0%	94.5%										

		STUDENT CHRONIC ABSENTEEISM RATE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
<u>District</u>	23-24	4.4%	15.2%										
Hinsdale	23-24	3.87%	15.3%										
Pearson	23-24	4.7%	15.0%										

Gilbert Total Enrollment by Month by Population				
	Winchester Enrollment	International Enrollment	Other District Enrollment	Total Enrollment
August 2023	408	4	2	414
September 2023	428	13	2	443
October 2023	432	13	2	447
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				
April 2024				
May 2024				
June 2024				


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								
Grade 8	66	72	72								
Grade 9	61	64	67								
Grade 10	61	61	61								
Grade 11	85	88	88								
Grade 12	55	55	55								
Total	408	428	432								



## FY2024 Winchester Public Schools Budget Snapshot by Resource 1st Quarter Year to Date September 2023

Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
Town Appropriation	\$ 21,504,910	\$ 4,321,875	\$ 17,054,946	\$ 128,089	\$ 120,792	\$ 7,297
Town Support for Education	697,272	112,440	557,701	27,132	27,000	(132)
Town Capital Funding	200,000	190,000	10,000	-	(10,000)	10,000
Non-Lapsing Fund	565,530	1,432	358,952	206,578	-	206,578
Grants	2,489,155	205,436	1,577,987	705,732	601,140	104,592
Medicaid	65,000	7,110	54,507	3,383	3,383	-
<b>Total</b>	<b>\$ 25,521,867</b>	<b>\$ 4,838,291</b>	<b>\$ 19,614,093</b>	<b>\$ 1,070,914</b>	<b>\$ 742,315</b>	<b>\$ 328,336</b>

# Winchester Public Schools

FY2024 **Appropriated** Budget 1st Quarter Year to Date September 2023

**NOTE THAT THERE ARE ELEVEN (11) LESS ARPA GRANTS THIS YEAR AND SERVICES ARE STILL NEEDED**

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
0-100	Wages	\$ 7,470,695	\$ 1,231,406	\$ 6,461,111	\$ (221,822)	\$ (297,730)	\$ 75,908
	Additional Paraprofessionals at Hinsdale, 1 Additional Special Education Teacher						
200	Employee Benefits	2,039,255	588,653	1,171,974	278,628	319,000	(40,372)
	<b>Subtotal Personnel Expense</b>	<b>\$ 9,509,950</b>	<b>\$ 1,820,059</b>	<b>\$ 7,633,085</b>	<b>\$ 56,805</b>	<b>\$ 21,270</b>	<b>\$ 35,535</b>
300	Professional Technical Services	\$ 108,766	\$ 15,968	\$ 75,184	\$ 17,614	\$ 14,266	\$ 3,348
400	Property Services	112,000	27,013.03	24,582	60,405	60,000	405
	Absorbed back into appropriation from non-lapsing fund						
51X	Pupil Transportation	1,444,023	136,785	1,438,381	(131,144)	6,000	(137,144)
	OOD Transportation costs have increased due to lack of available drivers						
560	Special Ed Out of District Tuition	1,649,573	139,997	1,563,866	(54,290)	(102,124)	47,834
563	Gilbert School Tuition	8,101,718	2,025,430	6,076,288	-	-	-
5XX	All Other Purchased Services	321,880	1,122	217,664	103,095	92,880	10,215
600	Supplies	124,000	81,884	12,107	30,010	-	30,010

**FY2024 Appropriated Budget 1st Quarter Year to Date September 2023**

**NOTE THAT THERE ARE ELEVEN (11) LESS ARPA GRANTS THIS YEAR AND SERVICES ARE STILL NEEDED**

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
700	Equipment & S/W	113,000	56,632	13,788	42,580	25,000	17,580
800	Dues & Fees	20,000	16,986	-	3,014	3,500	(486)
	<b>Subtotal Non-Personnel Expense</b>	<b>\$ 11,994,960</b>	<b>\$ 2,501,815</b>	<b>\$ 9,421,860</b>	<b>\$ 71,284</b>	<b>\$ 99,522</b>	<b>\$ (28,238)</b>
<b>TOTAL Appropriation</b>		<b>\$ 21,504,910</b>	<b>\$ 4,321,875</b>	<b>\$ 17,054,946</b>	<b>\$ 128,089</b>	<b>\$ 120,792</b>	<b>\$ 7,297</b>

<b>Fund 12 TOTAL Non-Lapsing Fund</b>							
400	Property Services	\$ 432,335	\$ 1,432	\$ 358,952	73,383	\$ -	\$ 73,383
800	Undesignated Non-Lapsing Fund	133,195	-	-	133,195	-	133,195
<b>TOTAL Non-Lapsing Budget</b>		<b>\$ 565,530</b>	<b>\$ 1,432</b>	<b>\$ 358,952</b>	<b>\$ 206,578</b>	<b>\$ -</b>	<b>\$ 206,578</b>

**Fund 5 Medicaid Reimbursements**

<b>Wages</b>	<b>\$ 65,000</b>	<b>\$ 7,110</b>	<b>\$ 54,507</b>	<b>\$ 3,383</b>	<b>\$ 3,383</b>	<b>\$ -</b>
--------------	------------------	-----------------	------------------	-----------------	-----------------	-------------



## Winchester Public Schools

FY2024 Town Resources Summary Operating Budget 1st Quarter Year to Date September 2023

Ob- ject	Description	TOWN APPROPRIATION					TOWN SUPPORT FOR EDUCATION					TOTAL
		Town Appropriated Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year-End	Fund 6 Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year-End	Total Summary Operating Year-End
0-100	Wages	\$ 7,470,695	\$ 1,231,406	\$ 6,461,111	\$ (297,730)	\$ 75,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,908
200	Employee Benefits	2,039,255	588,653	1,171,974	319,000	(40,372)	-	-	-	-	-	(40,372)
	<b>Subtotal Personnel Expense</b>	<b>\$ 9,509,950</b>	<b>\$ 1,820,059</b>	<b>\$ 7,633,085</b>	<b>\$ 21,270</b>	<b>\$ 35,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,535</b>
300	Professional Technical Services	\$ 108,766	\$ 15,968	\$ 75,184	\$ 14,266	\$ 3,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,348
400	Property Services	112,000	27,013	24,582	60,000	405	111,000	17,590	95,789	24,000	(26,379)	\$ (25,974)
500	Purchased Services	11,517,194	2,303,334	9,296,200	(3,244)	(79,095)	128,500	58,449	66,978	-	3,072	\$ (76,023)
600	Supplies	124,000	81,884	12,107	-	30,010	457,772	36,400	394,934	3,000	23,438	\$ 53,448
700	Equipment & Capital	113,000	56,632	13,788	25,000	17,580	-	-	-	-	-	\$ 17,580
800	Dues, Fees & Other Objects	20,000	16,986	-	3,500	(486)	-	-	-	-	-	\$ (486)
900	Special Items	-	-	-	-	-	-	-	-	-	-	\$ -
	<b>Subtotal Non-Personnel Expense</b>	<b>\$ 11,994,960</b>	<b>\$ 2,501,815</b>	<b>\$ 9,421,860</b>	<b>\$ 99,522</b>	<b>\$ (28,238)</b>	<b>\$ 697,272</b>	<b>\$ 112,440</b>	<b>\$ 557,701</b>	<b>\$ 27,000</b>	<b>\$ 132</b>	<b>\$ (28,106)</b>
	<b>TOTAL</b>	<b>\$ 21,504,910</b>	<b>\$ 4,321,875</b>	<b>\$ 17,054,946</b>	<b>\$ 120,792</b>	<b>\$ 7,297</b>	<b>\$ 697,272</b>	<b>\$ 112,440</b>	<b>\$ 557,701</b>	<b>\$ 27,000</b>	<b>\$ 132</b>	<b>\$ 7,429</b>
400	TOWN CAPITAL FUNDING						\$ 200,000	\$ 190,000	\$ 10,000	\$ (10,000)	\$ 10,000	

# Winchester Public Schools

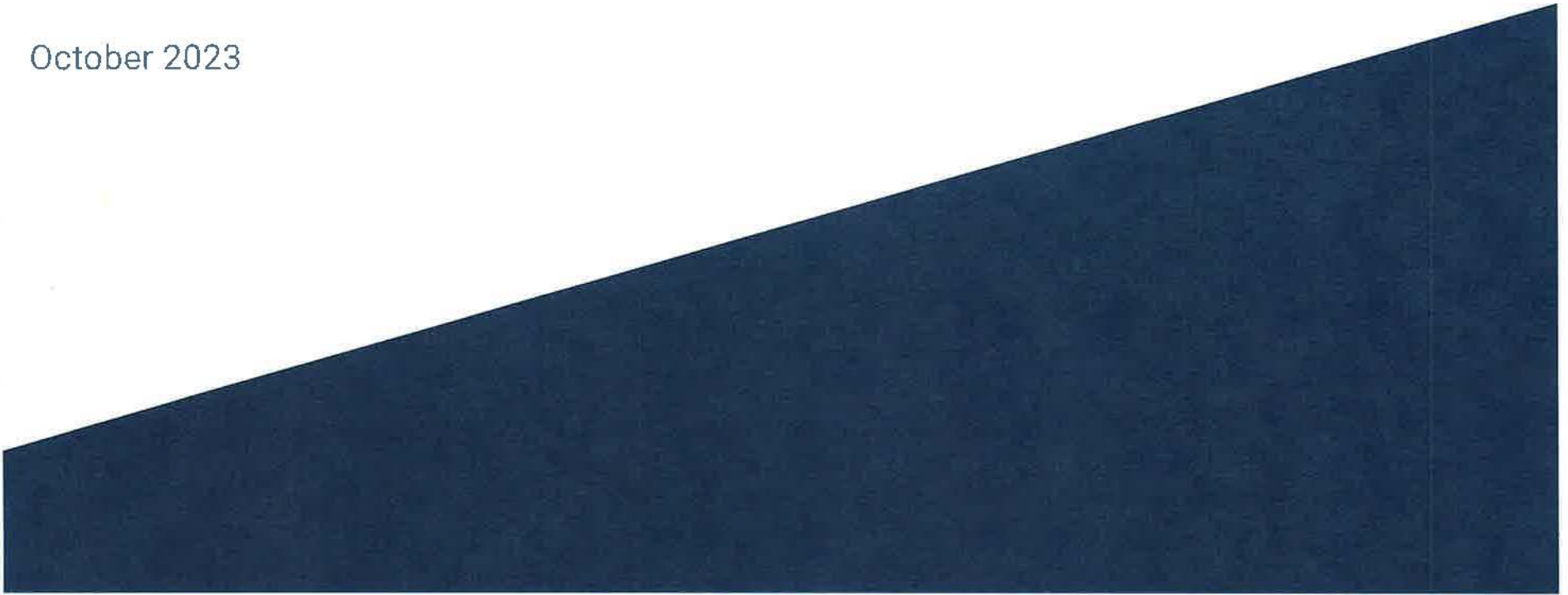
FY2024 Grant Budget 1st Quarter Year to Date September 2023

Grant	Description	FY 2022-24 Grant Award	Funds Received	Spent Prior Years	FY2024 Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
634	IDEA 611	313,614	-		313,614	25,585	186,288	101,740	80,000	21,740
653	IDEA 611 Carryover	295,207	230,000	165,835	129,372	11,868	73,329	44,175	44,175	-
635	IDEA 619 Preschool	15,078	-		15,078	1,012	6,056	8,010	8,010	-
652	IDEA 619 Preschool Carryover	14,130	14,130	14,130	-	-	-	-	-	-
647	ARP IDEA 611	54,747	54,747	49,175	5,572	1,072	4,500	-	-	-
648	ARP IDEA 619	5,235	5,235	3,570	1,665	612	1,053	-	-	-
657	ARP ESSER Homeless	10,657	7,000	3,649	7,008	-	-	7,008	7,008	-
659	ARP CHAMPS	180,000	115,000	77,663	102,337	48,823	8,650	44,864	44,864	-
651	ESSER II Dyslexia Recovery Carryover	16,250	8,266	3,054	13,196	5,212	-	7,984	-	7,984
660	ESSER II Family Resource Center	25,000	25,000	18,065	6,935	3,595	3,340	-	-	-
636	<i>Title I</i>	244,488	-		244,488	16,345	125,308	102,835	66,162	36,673
654	<i>Title I Carryover</i>	244,488	220,000	224,169	20,319	2,352	17,994	(27)	(27)	-
637	<i>Title II</i>	35,908	-		35,908	-	-	35,908	8,000	27,908
655	<i>Title II Carryover</i>	35,608	-	7,095	28,813	9,172	-	19,641	19,641	-
638	<i>Title III</i>	2,870	-		2,870	423	3,243	(796)	(796)	-
672	<i>Student Support Title IV</i>	17,482	-		17,482	1,018	7,808	8,656	-	8,656
675	<i>Student Support Title IV Carryover</i>	17,482	15,447	9,464	8,018	8,018	-	-	-	-
627	Family Resource Center	112,629	-		112,629	11,862	51,247	49,520	49,520	-
629	School Readiness	266,840	40,500		266,840	15,308	145,879	105,653	105,653	-
632	CHAMPS	200,000	-		200,000	13,076	96,462	90,462	90,462	-
633	Quality Enhancement School Readiness	3,881	-		3,881	-	-	3,881	3,881	-
639	ECS Alliance	200,966	-		200,966	17,053	145,301	38,612	38,612	-
644	Winsted Family Alliance FRC	500	500	335	165	-	-	165	165	-
646	CBITS Bounce Back	8,649	8,649		8,649	-	-	8,649	8,000	649
656	Excess Cost Grant	686,682	-		686,682	13,030	701,528	(27,876)	(27,876)	-
658	Adult Education	14,737	-		14,737	-	-	14,737	14,737	-
662	Critical Needs Fund	500	-		500	-	-	500	500	-
665	School Readiness COLA	13,249	-		13,249	-	-	13,249	13,249	-
676	Unified Champion Schools	1,000	1,000	18	982	-	-	982	-	982
680	School Readiness Competitive Enrollment	27,200	-	-	27,200	-	-	27,200	27,200	-
<b>TOTALS</b>		<b>\$ 3,065,077</b>	<b>\$ 745,474</b>	<b>\$ 576,222</b>	<b>\$ 2,489,155</b>	<b>\$ 205,436</b>	<b>\$ 1,577,987</b>	<b>\$ 705,732</b>	<b>\$ 601,140</b>	<b>\$ 104,592</b>

Note: Grants in italics are estimates

# Policy Provider Presentation

October 2023





# WPS Current Policy Provider

## CABE - Connecticut Association of Boards of Education

**Cost** - \$7,486.00 (Membership \$6,736, Express \$400, Policy Updates \$350)

- Model policies from other districts
- Updates when legislation or legal changes are made (annually)

# Other Local Districts

In the local area, the following is true:

- Nine districts are using CABE policy services.
- Eight districts are using legal policy services.
- Three districts are considering changing to a legal policy service.



# Shipman and Goodwin Policy Services

The firm currently represents Winchester Board of Education.

**Cost** - \$4,000 First Year Subscription, \$1,500 each year thereafter.

- Provides the district access to 100% of all model policies.
- Provides updates on legislative each summer.
- Regular policy updates are done annual or as necessary.

# Pros and Cons of Current Experience/Provider

## Pros

1. Time and effort has been put into our current policy package
2. The policy package is relatively cheap to add onto the current CAFE membership.

## Cons

1. Many grammatical errors are associated with the policies.
2. Policies do not use neutral language.
3. Time lapse in updating policies from current provider.
4. The policies are often “wordy” and not concise.

# Pros and Cons of Considering a New Provider

## Pros

1. Initial policy package covers all required policy by legislation.
2. Policy language is clear and concise.
3. Policies will be supported by our legal counsel.

## Cons

1. There will need to be a full review of all policies to determine which additional policies will need to be added, which need updates, and which should be eliminated.
2. Policy crosswalk will need to be completed.

# Policy Crosswalk Work

<https://docs.google.com/spreadsheets/d/1Wvg1T369ZBQiNhTnqeKXv1EnCVNqoH1O0nkrhjXV9js/edit?usp=sharing>

### Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 9-7-2023  
Sent To: Melony Brady-Shanley Date: 9-7-2023  
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.

\* Frank Liistro (name) is a new hire within our organization in the position of: Custodian

\* Employee's location(s): Pearson

\* Proposed starting date: 9-11-2023

(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?     

**List:**

1. FTE 1.0

2. Days per week: 5

3. Daily start time: 8:00 Daily end time: 10:00 pm

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 40

6. Is this a newly added position? no

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

Who will be this new employee's evaluator? Nancy O'Dea-Wynick / Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? no

9. Recommended Hiring Step: 1 Year      Benefits applicable? yes

Funding Source:      Wage: \$ 19.67 per hour

Superintendent Approval: [Signature] Date: 9/11/23

Business Manager Approval: [Signature] Date: 9/11/23

Director of Student Services Approval:      Date:     

Principal Approval:      Date:

### Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 9/7/23

Sent To: Melony Brady-Shanley Date: 9/7/23

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.

\* Abigail Passini (name) is a new hire within our organization in the position of Administrative Assistant

\* Employee's location(s): Pearson School

\* Proposed starting date: \_\_\_\_\_  
(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 .6
2. Days per week: 3
3. Daily start time: \_\_\_\_\_ Daily end time: \_\_\_\_\_
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 21
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? Sally O'Brien

Who will be this new employee's evaluator? Barbara Silverio

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

9. Recommended Hiring Step: 1 Year \_\_\_\_\_ Benefits applicable? yes

Funding Source: \_\_\_\_\_ Wage: \$17.74 per hour

Superintendent Approval: [Signature] Date: 9/7/23

Business Manager Approval: [Signature] Date: 9/7/23

Director of Student Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval: Barbara Silverio Date: 9/7/23

### Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 9-11-23

Sent To: Melony Brady-Shanley Date: 9-11-23

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.

\* Tawon Holmes (name) is a new hire within our organization in the position of: Custodian

\* Employee's location(s): Pearson

\* Proposed starting date: 9-12-2023

(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 1.0

2. Days per week: 5

3. Daily start time: 2:00 Daily end time: 10:00

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 40

6. Is this a newly added position? No

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

Who will be this new employee's evaluator? Barbara Siberia / Nancy O'Dea-Wyrick

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? No

9. Recommended Hiring Step: 1 Year \_\_\_\_\_ Benefits applicable? yes

Funding Source: \_\_\_\_\_ Wage: \$19.67 per hour

Superintendent Approval: [Signature] Date: 9/13/23

Business Manager Approval: [Signature] Date: 9/13/23

Director of Student Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_



### Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 9-13-23

Sent To: Melony Brady-Shanley Date: 9-13-23

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.

\* Donta Sherwood (name) is a new hire within our organization in the position of: Custodian - Part time

\* Employee's location(s): Hinstale

\* Proposed starting date: 9-8-2023

(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 .5

2. Days per week: 5

3. Daily start time: 4:00 Daily end time: 8:00pm

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 20

6. Is this a newly added position? NO

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

Who will be this new employee's evaluator? Rosanne Field / Nancy O'Dea-cynick

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

9. Recommended Hiring Step: \_\_\_\_\_ Year \_\_\_\_\_ Benefits applicable? NO

Funding Source: \_\_\_\_\_ Wage: \$19.67 per hour

Superintendent Approval: [Signature] Date: 9/13/23

Business Manager Approval: [Signature] Date: 9/13/23

Director of Student Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_



### Initial Recommendation to Hire Form

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

Completed By: Rosanne Field Date: 9/13/2023

Sent To: Melony Brady-Shanley Date: 9/13/2023

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 Davis (name) is a new hire within our organization in the position of: Administrative

\* Employee's location(s): THUSKILL

\* Proposed starting date: 11/10

(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: 8:00am Daily end time: 3:30pm

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 40

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? N/A Missing

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? N/A

9. Recommended Hiring Step: 1 Year      Benefits applicable? yes

Funding Source: \$181 Wage: General Budget

Superintendent Approval: [Signature] Date: 9/13/23

Business Manager Approval: NBS for NOW Date: 9/13/23

Director of Student Services Approval:      Date:     

Principal Approval: [Signature] Date: 9/13/2023

### Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 9/18/23

Sent To: Melony Brady-Shanley Date: 9/18/23

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.

\* Samantha Moreldubojl (name) is a new hire within our organization in the position of: para professional

\* Employee's location(s): Pearson School

\* Proposed starting date: \_\_\_\_\_

(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? \_\_\_\_\_

List:

1. FTE YES

2. Days per week: 5

3. Daily start time: 8:00 Daily end time: 3:00

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 32.5

6. Is this a newly added position? No

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

Who will be this new employee's evaluator? Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 1 Year \_\_\_\_\_ Benefits applicable? yes

Funding Source: \_\_\_\_\_ Wage: \$18.00 per hour

Superintendent Approval: [Signature] Date: 9/19/23

Business Manager Approval: [Signature] Date: 9/19/23

Director of Student Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval: Barbara Silverio Date: 9/18/23

**Northwest GRANT SUBMISSION FORM**

**Title of Grant:** Year End Critical Needs Grant - Winterwear

**Grant Applicant:** Pat Ursaki, School Social Worker

**Grant Source:** Northwest Connecticut Community Foundation

**Due Date:** October 15, 2023 12 AM

**Timeframe for Fund Usage:** December 31, 2023

**Department Associated with Grant:** Mary P. Hinsdale School

**Grant Amount:** \$1400.00

**Purpose of the Grant:** For the purchase of boots and snow pants for students in need.

**Requested Grant Usage:**

Description	Estimated Amount
To purchase boots and snow pants for students who otherwise would be limited due to weather conditions in their play outdoors with classmates. It will allow students in need to have equal access to all play areas and equipment.	\$1400.00

## 2023 Winterwear

---

### *Year End Critical Needs 2023*

#### ***Winchester Public Schools***

---

Melony M. Brady-Shanley  
201 Pratt Street  
Winsted, CT 06098

melony.brady-  
shanley@winchesterschools.org  
O: 860-379-0706

#### ***Ms. Patricia Ann Ursaki***

---

15 Hinsdale Avenue  
Winsted, CT 06098

pat.ursaki@winchesterschools.org  
O: 860-379-5423  
M: 860-977-9419

# Application Form

---

## *Year End Critical Needs 2023 Grant Application*

---

### Year End Critical Needs Grant Application

The Northwest CT Community Foundation has more charitable resources than ever devoted to serving our most vulnerable citizens. We recognize the important mission of nonprofit organizations in our service area, and understand that finding support for basic human needs during the winter months can be challenging. Our Year-End Critical Needs Grant will support your efforts.

Payee must be a 501(c)(3) or other qualified tax-exempt organization, and not a third-party vendor.

**Project Name\***

2023 Winterwear

**Nonprofit Status\***

Municipal Agency

**If Other, Please Explain****If grant is awarded, please specify name of nonprofit\***

exactly as it should appear on the grant check:

Winchester Public Schools

**Town(s) Served by Your Organization\***

Please check all that apply

Winchester/Winsted

**Please describe your activity or program\***

Our school serves pre-kindergarten through grade 2. Our goal is to have every student outdoors for recess with equal access to all play equipment and fields. In order to accomplish this we will help families in need obtain appropriate winter wear for our students.

**How would your nonprofit use the grant funds awarded?\***

Please be specific. The use of grant funds to purchase gift cards for the benefit of those in need is restricted to food, gas or clothing. Please note that this grant round is specifically focused on basic human needs.

We will purchase snow pants and boots for students who would otherwise not have these necessary basic items. Our goal is to have every student outdoors for recess with equal opportunity to all play equipment and fields.

**Amount requested\***

(In 2022, we awarded 36 grants for a total of \$64,100)

\$1,400.00

**How many people would likely benefit from a 2023 Year-End Critical Needs Grant?\***

40

**Approximately how many people did your organization serve during December 2022?\***

The Critical Needs Grant along with several private donations served 63 students.

**Why do you feel your organization should be a grant recipient?\***

Two thirds of our students meet poverty level guidelines. The pandemic hit families hard economically and the ramifications continue. To keep our students engaged with peers, provide needed physical activity and keep them warm and dry while doing so.

## File Attachment Summary

---

### ***Applicant File Uploads***

*No files were uploaded*

**GRANT SUBMISSION FORM****Title of Grant:** PDG Birth Through Five Extension Grant**Grant Applicant:** Emily Bernard**Grant Source:** Federal funding from the Office of Child Care, Administration for Children and Families, and the U.S. Department of Health and Human Services in collaboration with the Northwest Connecticut Community Foundation and the Northwest Regional Early Childhood Alliance**Due Date:** October 10, 2023**Timeframe for Fund Usage:** Funds must be utilized by December 31, 2023**Department Associated with Grant:** FRC and School Readiness**Grant Amount:** \$7,550.00**Purpose of the Grant:** The purpose of this grant is to work in collaboration with the Regional Early Childhood Alliance to engage parents into the school readiness community and raise awareness of early childhood education needs.**Requested Grant Usage:**

<b>Description</b>	<b>Estimated Amount</b>
Parent Coordinator -  Stipend to plan parent engagement events and develop reports following events to be submitted to the Northwest Connecticut Community Foundation.	\$1,500.00
School Readiness Council -  A minimum of two parent parent-focused capacity building events offered to raise awareness of early childhood education needs and recruit new members in each school readiness community.	\$6,050.00



## Memorandum of Understanding

Between the Northwest CT Community Foundation (NCCF) and the North Canaan, Torrington and Winchester/ Winsted School Readiness Councils, the Northwest Regional Early Childhood Alliance (RECA)

PDG Birth through Five Extension Grant for Strengthening Early Childhood Collaboration

June 27, 2023

### **Section 1- Purpose:**

NCCF, on behalf of the RECA was awarded a \$ 24,150.00 Preschool Development Grant Birth through Five Initiative (PDG B-5) Extension Grant from the Office of Early Childhood, entitled Strengthening Local Early Childhood Collaboration. The grant's performance period is July 1, 2023 through December 31, 2023.

The purpose is to strengthen the organizational structure of the RECA to enable it to build a local early childhood, birth to age 5 system by collaborating with three school readiness councils to recruit and engage parents into the school readiness community and to raise awareness of early childhood education needs. The three-targeted communities include North Canaan, Torrington and Winsted/Winchester.

A parent engagement coordinator from each community will:

- 1) Plan and implement a minimum of two parent focused capacity-building events in partnership with their school readiness community;
- 2) Assist with, or recruit parent volunteers to administer the NCCF Parent and Caregiver Needs Assessment for data collection on their respective school readiness community, which will inform the RECA and NCCF's grant making efforts;
- 3) Attend the quarterly State of CT Regional Office of Early Childhood Parent Cabinet meetings.

### **Source of Funds:**

This grant is funded through a federal award from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Grant Number 90TP0071-01-0

### **Required Federal Grant Language:**

All communications regarding this grant must include the following: "The project described is supported by the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number 90TP0071-01-0, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, the Administration for Children and Families, or the U.S. Department of Health and Human Services."

### **Section 2-Description of Services:**

NCCF, Torrington School Readiness Council, North Canaan School Readiness Council, and Winsted/Winchester Early Childhood Connection, as a member of the Northwest RECA, agree to provide services related to this grant as described below.

In support of the PDG Birth through Five Extension Grant, NCCF will provide the following services:

Management:

- a) Facilitate the implementation and ensure timely reporting to the CT Network for Children and Families.
- b) Fiscal monitoring and support including accounting on behalf of the grant.
- c) The administration of timely payment after receipts and invoices have been submitted.

In support of the PDG Birth through Five Extension Grant, the School Readiness Councils in Torrington, North Canaan and Winsted/Winchester will provide the following services:

Programmatic Management:

- a) Recruitment and orientation for one identified coordinator from each school readiness community. Orientation should include the collection of: 1) a completed W-9, and, 2) a signed agreement for grant related activities provided under Section 1.
- b) Provide direction and ongoing support to the parent coordinator with the planning of events on behalf of the school readiness community.
- c) Timely submissions of invoices to receive payment for events, parent coordinator stipends and other related budgeted activities to the NCCF Community Engagement Officer with copy to the NCCF Vice President of Community Engagement.
- d) Submission of interim monthly reports and event related reports that include the name of the event, purpose and brief description, and final # of attendees (# of parents, # of staff and # of children when appropriate) to the NCCF Community Engagement Officer with copy to the NCCF Vice President of Community Engagement.

All documents and reports will be submitted to Heather Black at [hblack@yournccf.org](mailto:hblack@yournccf.org) AND cc: to Julia Scharnberg at [jscharnberg@yournccf.org](mailto:jscharnberg@yournccf.org).

Required documents and reporting needs:	Due by:	Responsible party:
Parent Coordinator W-9, Agreement Form, and Activity Sheets	Prior to invoice submission for parent coordinators activity sheets.  Parent Coordinator Activity Sheets will be submitted monthly, the last week of each month.	Parent Coordinator and School Readiness Delegate
Vendor invoices, quotes, and receipts when appropriate for events.	Prior to the event or activity. Invoices should be submitted 10 days prior to the event or date needed by. * Please plan accordingly.	Parent Coordinator and School Readiness Delegate
Interim Monthly Progress Reports (brief summary of progress)	October 1 and December 15.	School Readiness Delegate
Final Event/Activity Reports	A week after the date of the event.	Parent Coordinator and School Readiness Delegate

## PDG Extension Grant Budget

1,500	Total for administrative costs (6%) to NCCF
4,500	1,500 x 3 Parent Coordinators; 1 for each School Readiness Council in Torrington, North Canaan and Winchester
4,500	Total for parent engagement coordinators (\$1,500 for each parent engagement coordinator per School Readiness Council)
6,050	North Canaan: A minimum of two parent focused capacity-building events will be offered in the 2023-24 school year in order to raise awareness of early childhood education needs and recruit new members in each school readiness community.
6,050	Torrington: A minimum of two parent focused capacity-building events will be offered in the 2023-24 school year in order to raise awareness of early childhood education needs and recruit new members in each school readiness community.
6,050	Winchester/Winsted: A minimum of two parent focused capacity-building events will be offered in the 2023-24 school year in order to raise awareness of early childhood education needs and recruit new members in each school readiness community.
18,150	Total for activities (6,050.00 per School Readiness Council)
24,150.00	Total award (up to 7,550.00 per School Readiness Council)

**Section 4: Acceptance and Approvals**

North Canaan School Readiness Council

Authorized Individual

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Torrington School Readiness Council

Authorized Individual

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Winsted/ Winchester School Readiness Council

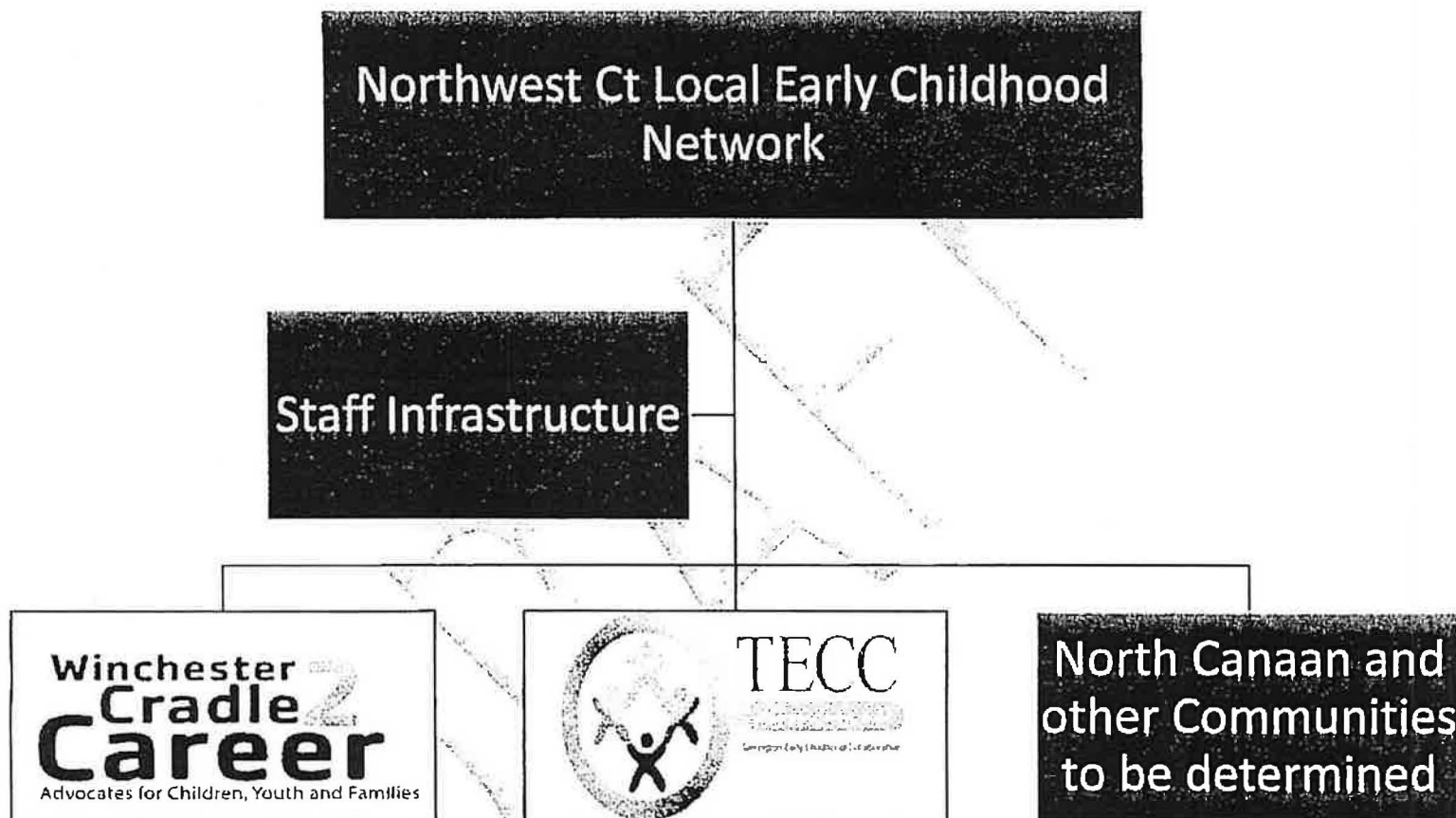
Authorized Individual

Name: Emily BernardTitle: FRC Director / APSignature: Emily BernardDate Signed: 9/25/23

Northwest CT Community Foundation

Officer Name of Fiduciary and Title \_\_\_\_\_

Date Signed: \_\_\_\_\_



Each Community will share main staffing and infrastructure but will govern their work based on the community's needs, plans, purpose and structure unique to the individual community. Recognizing that the current communities of C2C and TECC share vision and goals and approach has led to the idea of merging the infrastructure in order to provide cost saving to each community.

## Memorandum of Understanding

### Between the W.L. Gilbert School Corporation and Winchester Board of Education

This Memorandum of Understanding (MOU) sets the terms and understanding between the W.L. Gilbert School Corporation (hereinafter called the "Corporation") and the Winchester Board of Education.

#### Background

Founded in 1895, The Gilbert School is a co-educational, non-elective, independent secondary school serving students in grades seven through twelve. The Gilbert School community takes great pride in working with our trusted partners from Winchester/Winsted and more specifically, the Winchester Board of Education to provide its comprehensive and diverse academic programs, opportunities for academic rigor and enrichment, long history and traditions as well as the natural beauty of its surroundings.

#### Purpose

This MOU will outline four basic tenets in an effort from both the Corporation and the WBOE to be transparent, collegial, and fiscally responsible.

1. Both the Head of the Gilbert School and the Superintendent of Winchester Public Schools will share their respective board packets prior to each board meeting.
2. Where possible, both the Corporation and the WBOE will investigate ways to save money through the formal bid process.
3. Members of the WBOE will attend the Gilbert School's Budget workshop held annually in January.
4. Members of the Corporation attend the WBOE's Budget workshop held annually in February.

#### Duration

This MOU is at will and may be modified by mutual consent of authorized officials from the Corporation and the WBOE. This MOU shall become effective upon signature by the authorized officials from the Corporation and the WBOE.

\_\_\_\_\_  
Greg P. Shugrue  
Head of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melony Brady-Shanley  
Superintendent

\_\_\_\_\_  
Date



July 2024						
S	M	T	W	T	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 <sup>th</sup> of July Observed ESY Runs Monday – Thursday for the month of July						

August 2024						
S	M	T	W	T	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
Aug. 19, 20 – New Teacher Orientation Aug. 26-27 – Staff Development Aug. 28 – Students Return Grades 1-6 3 student / 5 teacher days						

September 2024						
S	M	T	W	T	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					
Sept. 2 – Labor Day Sept. 3 – Pre-K & K First Day Sept. 11 – Half Day Students / Staff Development 20 student / teacher days						

October 2024						
S	M	T	W	T	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		
Oct. 9 - Half Day Students / Staff Development Oct. 14 – Holiday 22 student / teacher days						

November 2024						
S	M	T	W	T	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
Nov. 5 – Staff Development-No Students Nov. 22 – Report Cards: All Schools Nov. 27,28,29 – Thanksgiving Recess 17 students / 18 teacher days						

December 2024						
S	M	T	W	T	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				
Dec. 4, 5, 6 - Early Dismissal Parent-Teacher Conferences Dec 20 – Half Day Students Dec 23-31 – Holiday Recess 15 student / teacher days						

January 2025						
S	M	T	W	T	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	
Jan 1 – New Year's Day Jan 8 - Half Day Students / Staff Development Jan 20 – M.L. King Jr. Day 21 student / teacher days						

February 2025						
S	M	T	W	T	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	
Feb. 12 - Half Day Students / Staff Development Feb. 17, 18 – President's Day / Winter Recess 18 student / teacher days						

March 2025						
S	M	T	W	T	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					
Mar.7 – Staff Development-No Students Mar.14- Report Cards Issued All Schools Mar. 19, 20, 21 - Early Dismissal Parent-Teacher Conferences 20 student / 21 teacher days						

April 2025						
S	M	T	W	T	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			
April 11 – Half Day Students April 14-18– Spring Break April 18 – Good Friday 18 student / teacher days						

May 2025						
S	M	T	W	T	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
May 7 - Half Day Students / Staff Development May 26 – Memorial Day 21 student / teacher days						

June 2025						
S	M	T	W	T	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					
June 9 – Students' Last Day ½ day Report Cards Issued June 10 – Teachers Work Day-Last Day 6 student / 7 teacher days						

181 Student Instructional Days  
 Days Highlighted in Gray  
 No School Students

School Canceled: Weather/other Issues –  
 See June for the adjusted last day of school  
 (the original date for students" is June 9)  
 If there are more than 10 snow days, the  
 April break will be shortened starting with  
 April 14.

2024-2025 Calendar approved by BOE:

July 2023						
S	M	T	W	T	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
4 <sup>th</sup> of July Observed ESY Runs Monday – Thursday for the month of July						

July - August 2023						
S	M	T	W	T	F	S
30	31	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		
Aug. 21,22 – New Teacher Orientation Aug. 28-29 – Staff Development Aug. 30 – Students Return Grades 1-6						
2 student / 4 teacher days						

September 2023						
S	M	T	W	T	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
Sept. 4 – Labor Day Sept. 5 – Pre-K & K First Day Sept. 13 – Half Day Students / Staff Development						
20 student/teacher days						

October 2023						
S	M	T	W	T	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				
Oct. 9 – Holiday Oct. 11 – Half Day Students / Staff Development						
21 student / teacher days						

November 2023						
S	M	T	W	T	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		
Nov. 7 – Staff Development-No Students Nov. 22,23,24 – Thanksgiving Recess						
18 students / 19 teacher days						

December 2023						
S	M	T	W	T	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						
Dec 8 –Report Cards Issued: All Schools Dec. 13,14,15-Early Dismissal Parent Teacher Conferences Dec 22 – Half Day Students Dec 25-29 – Holiday Recess						
16student / teacher days						

January 2024						
S	M	T	W	T	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			
Jan 1 – New Year's Day Jan 10 - Half Day Students / Staff Development Jan 15 – M.L. King Jr. Day						
21 student / teacher days						

February 2024						
S	M	T	W	T	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		
Feb. 14 - Half Day Students / Staff Development Feb. 19, 20 – President's Day / Winter Recess						
19 student / teacher days						

March 2024						
S	M	T	W	T	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						
Mar.1 – Staff Development-No Students Mar.22- Report Cards Issued All Schools Mar. 26, 27, 28 - Early Dismissal Parent-Teacher Conferences Mar. 29 – Good Friday						
19 student / 20 teacher days						

April 2024						
S	M	T	W	T	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				
April 2 – Presidential Primary-No School April 15-19 – Spring Break						
16 student / teacher days						

May 2024						
S	M	T	W	T	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	
May 8 - Half Day Students / Staff Development May 27 – Memorial Day						
22 student / teacher days						

June 2024						
S	M	T	W	T	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						
June 11 –Students' Last Day ½ day Report Cards Issued June 11 – Teachers Work Day-Last Day						
7 student / 8 teacher days						

181 Student Instructional Days

Days Highlighted in Gray  
No School StudentsSchool Canceled: Weather/other Issues –  
See June for the adjusted last day of school  
(the original date for students" is June 11)  
If there are more than 10 snow days, the  
April break will be shortened starting with  
April 15.2023-2024 Calendar approved by BOE:  
November 15, 2022  
Amended -