



# 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**

**March 12, 2024**

### **Board of Education Members**

Jeannette Brodeur

Shane Centrella

Salvatore Lovetere

Nora Mocarski

Jonathan Morhardt

Sondra Strubhar

Renata Waldron

Elizabeth Whitney



# 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.

March 8, 2024

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the Board of Education Meeting on March 12, 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:**  
**MARCH 12, 2024**

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL

**AGENDA REVIEW DISCUSSION - POSSIBLE ACTION**

1-2 Board of Education Agenda – March 12, 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 BOE Meeting – December 12, 2023  
10-14 Minutes of BOE Meeting – February 13, 2024  
15-17 Minutes of Special Meeting – February 12, 2024  
18 Minutes of Special Meeting – February 17, 2024  
19-21 Minutes of Committee Meeting – February 27, 2024  
22 Minutes of Special Meeting – February 29, 2024

**GILBERT REPORT FROM BOARD OF EDUCATION REPRESENTATIVE**

**SUPERINTENDENT’S REPORTS & ACTION ITEMS DISCUSSION POSSIBLE ACTION**

23 Superintendent’s Report  
25 Monthly Registration & Staff Vacancy Report  
26 School Enrollment  
27 Chronic Absences  
28-29 Gilbert Enrollment & Grade Level Enrollment  
30-37 Monthly Budget Summary - FY24

**CORRESPONDENCE TO THE BOARD**

38-39 Letters of Resignation

**PRESENTATIONS**

**NEW BUSINESS DISCUSSION AND POSSIBLE ACTION**

40-42 New Hires - No action  
43-46 Increasing Educator Diversity Plan - anticipated action  
47 Reduce the student calendar for 2023-2024 to 180 days. The last student day would be June 12, 2024, pending additional weather days.  
Replacement of Pearson Boilers

**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.

**EXECUTIVE SESSION:**

Possible Executive Session - Discussion and Possible Action on the selection of a candidate to fill the open Winchester seat on The Gilbert School Corporation.

**ADJOURN:**



Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda - Amended

Date: March 12, 2024, @ 7:00 p.m.

Location: Town Hall – Hicks Room

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

Jeannette Brodeur, Shayne Centrella, Salvatore Lovetere, Jonathan Morhardt, Sondra Strubhar, Renata Waldron, and Elizabeth Whitney

- I. Call to order:
- II. Pledge of Allegiance:
- III. Roll call:
- IV. Agenda Review Discussion Possible Action:
  - a) Board of Education Agenda: March 12, 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 BOE Meeting – February 13, 2024
  - c) Minutes of Special Meeting – February 12, 2024
  - d) Minutes of Special Meeting – February 17, 2024
  - e) Minutes of Committee Meeting – February 27, 2024
  - f) Minutes of Special Meeting – February 29, 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) Letters of Resignation
  
- XI. Presentations:
  
- XII. New Business Discussion and Possible Action:
  - a) New Hires - No action
  - b) Increasing Educator Diversity Plan - anticipated action
  - c) Reduce the student calendar for 2023-2024 to 180 days. The last student day would be June 12, 2024, pending additional weather days.
  - d) Replacement of Pearson Boilers
  
- 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) Possible Executive Session - Discussion and Possible Action on the selection of a candidate to fill the open Winchester seat on The Gilbert School Corporation.
  
- XV. Adjourn:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Minutes – Amended

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.~~  
"And again with the outrage, the outrage is about, I don't think there was any attacking, there was an exposing of improper behavior. And I am guilty also, Cheryl, yes, but if you look, what is interesting is if you look at the timeline, I texted Jay almost 40 minutes after the second vote, so there was no trying to influence, and I'm glad that I did because he said to preserve the ballots." 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 of Education

Type of Meeting: Board Of Education Meeting Minutes

Date: February 13, 2024, @ 7:00 p.m.

Location: Town Hall – Hicks Room

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

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

- I. Call to order: @ 7:00 pm
- II. Pledge of Allegiance:
- III. Roll call: Jonathan Morhardt, Shane Centrella, Sondra Strubhar, Nora Mocarski, Melony Brady-Shanley, Cheryl McGlynn, Jeannette Brodeur, Renata Waldron, Salvatore Lovetere. Absent: Elizabeth Whitney
- IV. Agenda Review Discussion Possible Action:
  - a) Board of Education Agenda: February 13, 2024

Renata Waldron would like to add the Gilbert School Appointment to possible action under new business k)

MOTION to add the Gilbert School Appointment to possible action under new business k)

First: Renata Waldron, Second: Cheryl McGlynn, U

MOTION to remove student acknowledgment from presentations.

First: Cheryl McGlynn, Second: Jonathan Morhardt, U

V. Comments from the Chairman:

Nora Mocarski wanted to thank everyone for their involvement and patience with the election process for the new board member. We welcome Elizabeth Whitney to the Board. She has three children in the school system, is the Communications Manager at KinderCare Education, serves on the Parks and Recreation Board, and organizes the annual Trunk or Treat Halloween Celebration in Winsted.

The Drone Competition took place on Saturday, February 10, and it was a great example of community involvement. The kids did a great job.

We are also deep in the budget process and will continue discussions tonight.

Elizabeth Whitney arrived at 7:04 pm

- 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

MOTION to table Minutes of BOE Meeting – December 12, 2023, to next Board meeting to be able to view YouTube video and confirm verbiage on Page 4, second paragraph with regards to Sondra Strubhar's comments.

First: Cheryl McGlynn, Second: Jeannette Brodeur, 8, 0, 1

b) Minutes of Committee Meetings – December 19, 2023

MOTION to accept Minutes of Committee Meetings – December 19, 2023, with edits (correct spelling of Jeannette's name)

First: Renata Waldron, Second: Jeannette Brodeur, 6, 0, 2

c) Minutes of Special Meeting – January 3, 2024

MOTION to accept Minutes of Special Meeting – January 3, 2024

First: Renata Waldron, Second: Jonathan Morhardt, 4, 0, 5

d) Minutes of Committee Meetings – January 23, 2024

MOTION to accept Minutes of Committee Meetings – January 23, 2024

First: Renata Waldron, Second: Jonathan Morhardt, 6, 0, 3

e) Minutes of Special Meeting – February 3, 2024

MOTION to accept Minutes of Special Meeting – February 3, 2024

First: Renata Waldron, Second: Cheryl McGlynn, 8, 0, 1

f) Minutes of Special Meeting – February 5, 2024

MOTION to accept Minutes of Special Meeting – February 5, 2024

First: Renata Waldron, Second: Shane Centrella, 5, 0, 4

VIII. Gilbert Report from Board of Education Representative:

Renata Waldron reviewed the Gilbert Corp Meeting Summaries and discussed the following:

**December 14, 2023**

- Gilbert Corp voted for Officers: Chair Holly Cassaday, Vice Chair, Astrid Robitaille, Secretary, Theresa Padin, and Treasurer, Ellen Marino
- The Finance Board shared that Health Benefits are anticipated to increase
- Becky Tyrell, Manager of the Food Service from EdAdvance, stated that Gilbert is in full compliance with the Healthy Food Certification and has been adding more approved food/snack options.
- Greg Shugrue met with the Mayor and Chief of Police regarding security at Gilbert.
- Field Trips were approved for the wrestling team
- Scholastic Reading Inventory
- Parent Ambassadors Committee discussed security and admissions.
- The Gilbert Trust sponsored a trip for two representatives to attend a conference in Miami to meet with an International agent to help recruit students

#### **January 17, 2024**

- Admins/teachers presented a reading data presentation, which can be found on the website under meeting minutes
- ASO MUO update
- Field trip to Cooperstown Baseball Hall of Fame was approved
- Students were recognized for PBIS
- On track for roof and solar project

#### **February 7, 2024**

- A motion was made to authorize the signing of the solar documents.
- Greg Shugrue presented the proposed budget
- Two staff positions were added: a reading teacher and an Armed Security Officer

#### **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) Letters of Resignation
  - Courtney Cappabianca - Building Sub at Pearson
  - Kristina Tummino - Paraprofessional at Pearson
  - Jennifer Labbe - Music Teacher at Hinsdale
- b) CAPSS Public Policy Agenda & Blueprint Update
- c) CCM Legislative Agenda
- d) Melony Brady-Shanley reviewed the CAPSS Public Policy Agenda & Blueprint Update and CCM Legislative Agenda

#### **XI. Presentations:**

1. Student Acknowledgements for iReady Growth and Achievement
2. Presentation on iReady Mid-Year Benchmark Results
3. Reading Curriculum Selection Presentation

Melony Brady-Shanley reviewed the Presentation on iReady Mid-Year Benchmark Results and Reading Curriculum Selection Presentation

XII. New Business Discussion and Possible Action:

a) New Hires - No action

- Jennifer Farrell, Grade 2 Teacher at Hinsdale School
- Melanie Teardo, Building Substitute at Pearson School
- Peter Ostrander, Evening Custodian at Pearson School

b) Gym Floor - Discussion and Potential Direction from BOE

Open discussion for the direction of the scope of work the Board would like to do

- Approximately, how much would it be to replace the gym floor? It would be approximately \$40,000-\$70,000
- Suggested to wait until we are serious and we can do it right.
- Wait until after the budget passes.
- The boiler will also need to be replaced within 2-3 years.
- Option to use DAS funds
- The replacement of the boiler could be an eligible opportunity for reimbursement.
- DAS grant.

Melony Brady-Shanley will investigate other options.

c) Discussion of the Town's Website Meeting Schedule and Proposed Budget - Discussion

Nora Mocarski suggested the following:

- Websites should communicate in a timely manner
- Streamline communication
- Have a link that will bring the user to the Winchester Board of Education page
- Melony Brady-Shanley will contact the Town to discuss options

d) Reading Curriculum Purchase - Amplify CKLA - Grant Funded - \$193,031.46

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

MOTION to accept Reading Curriculum Purchase - Amplify CKLA - Grant Funded - \$193,031.46

First: Cheryl McGlynn, Second: Jeannette Brodeur 9, 0

e) MOA between CT DCF and Winchester Public Schools

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to accept MOA between CT DCF and Winchester Public Schools with edit on Page 80, Bullet 6, change Winchester Public School to Winchester Public Staff

First: Renata Waldron, Second: Jeannette Brodeur, U

f) National Drone Competition - Request not to exceed \$3,000

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to accept National Drone Competition - Request not to exceed \$3,000

First: Renata Waldron, Second: Sondra Strubhar, U

g) Reinstatement of Superintendent Increase from July 1, 2023 (\$4,990)

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to accept Reinstatement of Superintendent Increase from July 1, 2023 (\$4,990)

First: Cheryl McGlynn, Second: Jeannette Brodeur, U

h) Policy # 3542 - Meal Charging Policy – First Read

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to approve Policy # 3542 - Meal Charging Policy – First Read for implementation

First: Cheryl McGlynn, Second: Jeannette Brodeur, U

i) Policies 1000 Series for First Read

1. Automatic External Defibrillators
2. Green Cleaning Programs
3. Pesticide Application on School Property
4. Possession of Deadly Weapons or Firearms
5. Prohibition Against Smoking
6. School Security and Safety
7. Use of School Facilities
8. Visitors and Observations in Schools

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to approve Policies 1000 Series for First Read for implementation

First: Cheryl McGlynn, Second: Jeannette Brodeur, U

j) Policies 2000 Series for First Read

1. Holds on the Destruction of Electronic Information and Paper Records  
Litigation
2. Retention and Disposition of Records and Information

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Motion to approve Policies 2000 Series for First Read for implementation

First: Cheryl McGlynn, Second: Jeannette Brodeur, U

k) Gilbert Appointments of the Winchester Board of Education

Nora Mocarski announced the appointment of Shane Centrella, Jonathan Morhardt, Salvatore Lovetere, and Renata Waldron to the Gilbert School Corp. She will notify Holly Cassaday at the next meeting. We want to thank Theresa Padin for her service and for always going above and beyond for our students.

### 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.

MOTION to adjourn

First: Cheryl McGlynn, Second: Salvatore Lovetere, U

XIV. Adjourn: @ 9:25 pm



Winchester Board of Education  
 Type of Meeting: Special Meeting Minutes  
 Date: February 12, 2024, @ 6:30 pm  
 Location: Town Hall – Blue Room

Meeting Facilitator: Nora Mocarski, BOE Chairman

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

- I. Call to order @ 6:31 pm
- II. Roll call: Nora Mocarski, Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Sondra Strubhar, Renata Waldron, Jonathan Morhardt, and Shane Centrella
- III. Possible Executive Session - Interview and possible selection of a candidate to fill the vacant position on the Board.

1. Interviews of candidates to fill the vacant position on the Board.

Candidate: Laura Marino

1. What motivates you to want to become a BOE member
  - I have concerns and questions, and my energy should be put towards something positive, such as getting involved with the town.
  - Be a part of improving any school system so it can generate well-educated children.
  - Concerns are around the health and well-being of the children and how they are handled in the school system.
  - Want to learn more about the process and programs.
2. In your view, what is the role and responsibility of a BOE? Primary work of BOE?
  - Is to make sure the curriculum is right.
  - Making sure the children have a safe environment.
  - Reviewing budgets, policies, and maintaining a good school system for the children.
3. What attributes are essential for a successful BOE?
  - Vision of the future.
  - Cannot change the past and have to have a vision and work towards that vision.
  - Community relationships.
  - Focus on the achievements of the children and not the failures. Work as a team.
4. What is your vision for education in this community?
  - Laura wrote a vision for the board of education and read it to the Board.
5. In your view, what is the biggest challenge, and what are we doing right?
  - As a board, you have your challenges, and I don't know what they are. Do you work as a team?
  - When you have disagreements, how do you work together?
  - Important to bring in different views from different people.



6. We generally meet twice a month, every month except July. Do you have sufficient time/energy to devote to this position?
  - Yes, I have a lot of time and would like to give to the community.
7. We have three standing committees, Finance, Curriculum, and Policy - and an ADHOC committee. Would you be interested in joining?
  - I would be willing to go where I am needed and best suited.
- 7a. In addition, we have The Gilbert Corp. Would you like to join the Gilbert Corp?
  - I don't know enough about the Gilbert Corp, but if my experiences benefit, then of course.
8. Do you have any questions?

How do each of you contribute to the Board?

- What is going to be most beneficial for the kids?
- I am a business owner in town, and I bring my experience on how to problem solve and where we can find the right decisions.
- I have different abilities, and I'm able to look through those eyes. I want the town to develop into the best town it can be.
- I have some fresh views on how the possibility of the system can be improved. I add a new fresh face to the Board.
- I've been a teacher for 30 years in social studies, which gives me an insight on how to teach kids.
- I work in the public school system as a Special Education teacher and like to be a part of the community and get involved. I really care about the students of Winsted.
- I bring different perspectives to the Board. How can we get the children of Winsted the best education?
- I love the town and love the people. I work in Construction. I bring a common everyday sense to the Board and look at things from a different angle.

MOTION to move to Executive Session to discuss the selection of a candidate to fill the vacant position on the Board of Education at @6:58pm

First: Cheryl McGlynn, Second: Salvatore Lovetere, U

2. Discussion of candidates to fill the vacant position on the Board.

MOTION to come out of Executive Session at 9:10 pm

First: Sondra Strubhar, Second: Jeannette Brodeur, U

IV. Election of candidate to fill the vacant position on the Board.

- Nora Mocarski, Elizabeth Whitney
- Jonathan Morhardt, Elizabeth Whitney
- Jeannette Brodeur, Elizabeth Whitney
- Cheryl McGlynn, Lydia Bird
- Shane Centrella, Elizabeth Whitney
- Salvatore Lovetere, Elizabeth Whitney
- Sondra Strubhar, Laura Marino
- Renata Waldron, Elizabeth Whitney

Nora Mocarski announced that Elizabeth Whitney is the new board member.

MOTION to adjourn

First: Cheryl McGlynn, Second: Salvatore Lovetere, U

V. Adjourn @ 9:15 pm

---

BYLAWS state:

As soon after this deadline as is practical, the Chairman shall place on the agenda of a posted regular or special session of the Board an item titled "Interview and possible selection of a candidate to fill the vacant position on the Board. For the purposes of this and subsequent meetings, a quorum of the Board shall be a majority of the remaining Board members.

Each candidate will be interviewed using a standard format.

The Board may meet in executive session for some or all of this process, provided, however, that each candidate shall have the right to have his or her portion of the interview process held in open session and may elect to do so by advising the Board of that fact at the time of the interview.

Following the interviews, the Board may discuss the candidates, which may be in executive session. The Chair may call an end to the discussion, and if there is only one candidate, the Board, by voice vote, may elect such candidate. If there is more than one candidate, the Chair shall distribute ballots containing the name of each candidate and identifying the member vacancy to be filled. Each Board Member will sign his or her ballot and will vote for one candidate or may abstain from voting. In the event of a tie, the Board shall discuss the candidates and re-vote by another written ballot. In the event the tie continues for three votes, the Board Chair shall select the candidate to fill the vacancy from among those candidates submitting an application.

Winchester Board of Education

Type of Meeting: Special Meeting Minutes

Date: February 17, 2024, @ 9:00 AM

Location: Virtual via Zoom

<https://us02web.zoom.us/j/7966671341?pwd=OGh4c1haZkkvcGJ2UHVtZXo4M0VDdz09&omn=87930014265>

Meeting ID: 796 667 1341

Passcode: 12345

Meeting Facilitator: Nora Mocarski, BOE Chairman

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

- I. Call to order - 9:03 AM
  
- II. Roll call - Nora Mocarski, Jeannette Brodeur, Salvatore Lovetere, Sondra Strubhar, Renata Waldron, Jonathan Morhardt, Beth Whitney, and Shane Centrella
  
- III. Election of candidate to fill the vacant position on the Board.
  
- IV. Discussion and Possible Action:
  1. Election of membership to the Gilbert School Corporation
    - a. Shane Centrella Motion to self-nominate to serve on The Gilbert School Corporation.
      - i. 2nd - Salvatore Lovetere
      - ii. Vote: 8-0-0
    - b. Jonathan Morhardt Motion to self-nominate to serve on The Gilbert School Corporation.
      - i. 2nd - Sondra Strubhar
      - ii. Vote: 8-0-0
    - c. Community Member Interest
      - i. Renata Waldron Motion to follow protocols in place and address on the March 12, 2024 meeting.
        - ii. 2nd - Sondra Strubhar
        - iii. Vote: 8-0-0
  
- V. Adjourn - Motion Salvatore Lovetere, 2nd Sondra Strubhar  
Vote: 8-0-0 at 9:30 AM

Minutes submitted by Melony Brady-Shanley

Winchester Board Education

Type of Meeting: Committee Meetings Curriculum, Policy, and Finance Meeting Minutes

Date: Tuesday, February 27, 2024, @ 6:30-8:30 pm

Location: Hinsdale School

**Curriculum Committee Meeting Facilitator: Renata Waldron**

Committee Members: Jeannette Brodeur, Salvatore Lovetere, Shane Centrella, Sondra Strubhar, and Jonathan Morhardt

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

Quorum: 3

I. Call to Order @ 6:30 PM

II. Roll Call - Jonathan Morhardt, Sondra Strubhar, Renata Waldron, Jeannette Brodeur, Melony Brady-Shanley. Absent Salvatore Lovetere and Shane Centrella.

Nora Mocarski read Cheryl McGlynn's resignation letter, effective as of February 27, 2024.

Shane Centrella arrived at 6:34 PM

III. Agenda Review

a) Review of Curriculum Committee Agenda – February 27, 2024

IV. Approval of Minutes

a) Review of Curriculum Committee Minutes – January 23, 2023

Sondra Strubhar Motion to table Review of Curriculum Committee Minutes – January 23, 2023, to next Board Meeting on March 12, 2024.

2nd - Jonathan Morhardt

Vote 6, 0, 0

V. Old Business

VI. New Business

a) Introduction and Review of the Increasing Diversity Plan (IDP)

Melony Brady-Shanley reviewed the Increasing Diversity Plan (IDP)



Cassandra Murphy and Barbara Silverio explained the new paraprofessional onboarding checklist.

Shane Centrella left the meeting at 6:52 pm

Adjourn - Motion Jonathan Morhardt, 2nd Jeannette Brodeur  
Vote: 4, 0, 0 at 7:13 pm

### **Budget & Finance Committee Meeting Facilitator: Nora Mocarski**

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

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

Quorum: 4

- I. Call to order @ 7:13 pm
- II. Roll call - Jonathan Morhardt, Sondra Strubhar, Renata Waldron, Jeannette Brodeur, Nora Mocarski, Melony Brady-Shanley. Absent: Elizabeth Whitney, Salvatore Lovetere, and Shane Centrella
- III. Agenda Review
  - a) Review Budget & Finance Committee Meeting Agenda – February 27, 2024
- IV. Approval of Minutes
  - a) Review of Budget & Finance Committee Minutes – January 23, 2024
    - i. Jonathan Morhardt Motion to approve Review of Budget & Finance Committee Minutes – January 23, 2024
    - ii. 2nd - Nora Mocarski
    - iii. Vote: 5,0,0
- V. New Business
  - a) Review Proposed FY25 Financials

Melony Brady-Shanley reviewed the Proposed FY25 Financials

Sondra Strubhar left the meeting at 7:21 PM.

Sondra Strubhar and Shane Centrella returned to the meeting at 7:22 PM

Adjourn - Motion Jeannette Brodeur, 2nd Jonathan Morhardt  
Vote: 6, 0, 0 at 8:26 PM



**Policy & Bylaws Committee Meeting Facilitator: Jeannette Brodeur**

Committee Members: Cheryl McGlynn, Shane Centrella, Renata Waldron, Jonathan Morhardt, Nora Mocarski, and Sondra Strubhar

Invitees: Salvatore Lovetere, Elizabeth Whitney, Nancy O'Dea-Wyrick, and Melony Brady-Shanley

Quorum: 4

- I. Call to Order @
- II. Roll Call
- III. Agenda Review
  - a) Review the Policy/Bylaws Committee Agenda – February 27, 2024
- IV. Approval of Minutes
  - a) Review of the Policy/Bylaws Committee Meeting Minutes – January 23, 2024
- V. New Business
  - a) Review Shipman's Policies 1000 Series
    1. Non-Discrimination
    2. School Volunteers, Student Interns and Other Non-Employees
    3. Sexual Offenders
  - b) Review Shipman's Policies 3000 Series
    1. Budget Procedures and Line Item Transfers
    2. Code of Conduct Federal Procurement
    3. Disposal of Obsolete or Surplus Equipment or Materials
    4. Gifts, Grants, and Bequests to the District
    5. IDEA Fiscal Compliance
    6. Purchasing
    7. Student Activities Funds
  - i. Jonathan Morhardt Motion to table to next committee meeting on March 26, 2024.
  - ii. 2nd - Shane Centrella
  - iii. Vote: 6,0,0
- VI. Adjourn - Motion Sondra Strubhar, 2nd Shane Centrella
 

Vote: 6,0,0 at 8:29 PM

Minutes submitted by Barb Aurell

Winchester Board of Education  
 Type of Meeting: Special BOE Meeting Minutes  
 Date: February 29, 2024, @ 6:00 p.m.  
 Location: Town Hall – Hicks Room

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

Jeannette Brodeur, Salvatore Lovetere, Sondra Strubhar, Renata Waldron, Jonathan Morhardt, Shane Centrella and Elizabeth Whitney

I. Call to order - 6:00 PM

II. Roll Call - Jonathan Morhardt, Melony Brady-Shanley, Nora Mocarski, Salvatore Lovetere, Jeannette Brodeur, Renata Waldron, and Sondra Strubhar. Shane Centrella and Elizabeth Whitney arrived at 6:01 PM.

III. Presentation

1. Presentation of the 2025 Fiscal Year Budget  
2024-2025 Proposed Budget February 29, 2024

IV. Discussion & Possible Action

1. 2025 Fiscal Year Budget
  - i. Renata Waldron Motion to accept the Winchester Board of Education 4.9% budgetary increase equally 1.114555 as specific request to include the Town Support of Education totaling \$697,272.00 and Appropriated Education Request of \$22,819,465.00 for the total amount requested \$23,516,737.00.

ii. 2nd - Jeannette Brodeur

iii. Vote: 7, 0, 0

V. Adjourn - Motion Jonathan Morhardt, 2nd Sondra Strubhar

Adjourn - Vote: 7, 0, 0 at 6:34 PM

Minutes submitted by Barb Aurell



# 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

March 2024

### Instruction:

- Children attended a field experience to Kids Play in Torrington.
- Staff participated in a full-day professional development focused on mandated trainings, DESSA, and Teacher Evaluation.
- Staff held their bi-weekly attendance team meetings focused on students with 10 or more absences.
- Our PDEC team met and began developing our Teacher Evaluation Model for the 24/25 school year.
- We finalized our Increasing Educator Diversity Plan and it was presented to the Curriculum Committee.
- Pearson School held a mid-year awards ceremony focused on iReady results.
- We are ready to go live with Pick-a-Time Conference Scheduled on Friday, March 8<sup>th</sup>.
- We held our monthly walkthroughs.
- Met with the Director and Assistant Director of Students Services to begin planning caseloads for the 24/25 school year.
- Both schools celebrated Read Across America Day on Monday, March 4, 2024. Thank you to Jeannette and Sondra for reading to our students.
- 6<sup>th</sup> Grade students are actively participating in the DARE program in partnership with the Winchester Police Department.

### Building Operations:

- We have hired a second shift part-time custodian.
- We have held several BOE Budget Workshop Meetings.
- I attended a Security Meeting with our Consultant.
- Mrs. O'Dea-Wyrick and I met multiple times to ensure accuracy regarding our budget presentation.

### Leadership:

- Attended the CAPSS Board of Directors Meeting.
- Completed the 3000 series policies
- Attended the 3<sup>rd</sup> Friday with the Commissioner Meeting
- ADA Compliance Training
- CAPSS Legislative Meeting
- BOE Committee Meeting

- Completed the BOE Budget Presentation
- CAPSS Board of Directors Meeting

**Upcoming Important Dates:**

3/13 – Hinsdale Paint Night

3/14 – BOE Special Meeting at 6 PM

3/20 – PTO Mtg at 6:15 PM Pearson Library

3/21 – TGs Corp Mtg 6:30 PM

3/25 – Budget Presentation to the BOS 7 PM Pearson School Cafeteria



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

March 2024

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	0	0		
TGS Building Interventionist	1	1	1	0	0	0	0	0		
Interventionist	1	0	0	0	0	0	0	1		
Paraprofessional	1	0	2	1	0	1	1	0		
Custodian	-	1	0	0	0	1	0	0		
PT Admin Asst.	-	.6	0	0	0	0	0	0		
PT FRC Coord.	-	.6	0	0	0	0	0	0		
BCBA (grant)	-	-	-	1	1	0	0	0		
Social Worker	-	-	-	1	0	0	0	0		
2 <sup>nd</sup> Gr. Teacher	-	-	-	-	1	0	0	0		
Library Media P	-	-	-	-	-	-	-	1		
Music – H	-	-	-	-	-	-	-	1		

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

New Registrations from 2/6/24 to 3/4/24			
School	Number	Cause	Supports
Hinsdale	6	3 moved back to district, 3 from out of town K-1, Gr 1 – 3, Gr 2 - 2	1 – ELL, 4 Pending ELL
Pearson	2	1 returned to district, 1 new to district Gr 3 – 1, Gr 4 - 1	1 – ELL

Withdrawals from 2/6/24 to 3/4/24			
School	Number	Causes	Supports
Hinsdale	5	2 living in a different town, 2 moved out of state, 1 homeschool	1 ELL
Pearson	5	1 moved to a different town, 3 moved out of state, 1 homeschool	1 ELL, 1 Special Education

## 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		47							
	K		77							
	1		78	1						
	2		101							
	3			67						
	4			70						
	5			70						
	6			82						
<b>9/5/2023</b>		<b>600</b>	<b>299</b>	<b>301</b>	<b>68</b>	<b>89</b>	<b>25</b>	<b>6</b>	<b>0</b>	<b>699</b>
<b>3/1/2024</b>		<b>593</b>	<b>303</b>	<b>290</b>	<b>59</b>	<b>98</b>	<b>28</b>	<b>8</b>	<b>0</b>	<b>688</b>
<b>YTD</b>	<b>Changes</b>	<b>-7</b>	<b>4</b>	<b>-11</b>	<b>-9</b>	10	3	2	0	<b>-11</b>

# Winchester Public Schools

## Specific Attendance Data

2023-2024

		AVERAGE DAILY STUDENT ATTENDANCE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
<b>District</b>	<b>23-24</b>	96.5%	93.5%	93.9%	92.5%	91.7%	93.3%	95.1%					94.61%
<b>Hinsdale</b>	<b>23-24</b>	96.90%	92.4%	93.59%	92.0%	91.3%	93.0%	95.8%					94.53%
<b>Pearson</b>	<b>23-24</b>	96.0%	94.5%	94.10%	92.9%	92.0%	93.6%	94.4%					94.70%

		STUDENT CHRONIC ABSENTEEISM RATE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
<b>District</b>	<b>23-24</b>	4.4%	15.2%	15.89	34.3%	32.67%	18.0%	23.4%					13.50%
<b>Hinsdale</b>	<b>23-24</b>	3.87%	15.3%	16.9%	37.16	36.2%	18.82%	18.8%					12.11%
<b>Pearson</b>	<b>23-24</b>	4.7%	15.0%	15.05%	31.8%	29.6%	17.1%	27.3%					14.8%

<b>Gilbert Total Enrollment by Month by Population</b>				
	<b>Winchester Enrollment</b>	<b>International Enrollment</b>	<b>Other District Enrollment</b>	<b>Total Enrollment</b>
<b>August 2023</b>	408	4	2	414
<b>September 2023</b>	428	13	2	443
<b>October 2023</b>	432	13	2	447
<b>November 2023</b>	426	14	2	442
<b>December 2023</b>	424	14	2	440
<b>January 2024</b>	429	12	2	443
<b>February 2024</b>	424	14	2	440
<b>March 2024</b>	423	14	2	439
<b>April 2024</b>				
<b>May 2024</b>				
<b>June 2024</b>				




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	89	89			
Grade 8	66	72	72	71	70	72	72	72			
Grade 9	61	64	67	66	66	66	64	65			
Grade 10	61	61	61	61	60	62	61	61			
Grade 11	85	88	88	85	86	85	83	82			
Grade 12	55	55	55	54	53	54	55	54			
Total	408	428	432	426	424	429	424	423			

## FY2024 Winchester Public Schools Budget Snapshot by Resource Year to Date February 2024

Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
Snapshot						
Town Appropriation	\$ 21,504,910	\$ 13,992,212	\$ 7,759,276	\$ (246,578)	\$ (253,212)	\$ 6,634
Town Support for Education	697,272	321,944	334,241	41,087	41,087	-
Town Capital Funding	200,000	190,000	10,000	-	(10,000)	10,000
Non-Lapsing Fund	565,530	-	358,952	206,578	206,578	-
Grants	3,364,962	1,261,225	1,136,148	967,589	355,045	612,544
Medicaid	65,000	38,931	28,439	(2,370)	(2,370)	-
<b>Total</b>	<b>\$ 26,397,674</b>	<b>\$ 15,804,312</b>	<b>\$ 9,627,056</b>	<b>\$ 966,306</b>	<b>\$ 337,128</b>	<b>\$ 629,178</b>

## OBJECT CODE DEFINITIONS

**000-199 Wages** – Includes personal services salaries for regular employees, temporary employees, overtime, contractual paid leave

**200-299 Benefits** - Includes Group Insurance, social security, retirement, tuition reimbursement, unemployment, workers'

**300-399 Professional Technical Services** – Includes official/administrative services, professional educational services, employee

**400-499 Property Services** – Includes water/sewage, cleaning, refuse services, snow plowing, landscaping, repairs, maintenance,

**500-599 Purchased Services** – Includes tuition, transportation, insurance (non employee), communications, advertising, printing,

**600-699 Supplies** – Includes general teaching & office supplies, energy, natural gas, electricity, gasoline, diesel, books, periodicals,

**700-799 Equipment** – Includes equipment, machinery, vehicles, furniture, fixtures, technology related hardware and operational

**800-899 Dues** - Includes dues and fees, interest and miscellaneous expenditures.

**900-999 Other Objects** – Is rarely used and is usually for special items

# Winchester Public Schools

FY2024 **Appropriated** Budget Year to Date February 2024

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
0-100	Wages	\$ 7,470,695	\$ 4,582,800	\$ 3,063,241	\$ (175,346)	\$ (394,881)	\$ 219,535
200	Employee Benefits	2,039,255	1,468,480	287,388	283,387	232,878	50,509
	<b>Subtotal Personnel Expense</b>	<b>\$ 9,509,950</b>	<b>\$ 6,051,280</b>	<b>\$ 3,350,629</b>	<b>\$ 108,041</b>	<b>\$ (162,003)</b>	<b>\$ 270,044</b>
300	Professional Technical Services	\$ 108,766	\$ 110,204	\$ 28,968	\$ (30,406)	\$ 10,266	\$ (40,672)
400	Property Services	112,000	67,562.17	16,238	28,199	(21,087)	49,286
51X	Pupil Transportation	1,444,023	847,289	699,694	(102,960)	(11,599)	(91,361)
	OOD Transporation costs have increased due to lack of available drivers and additional student need						
560	Special Ed Out of District Tuition	1,649,573	1,103,747	854,571	(308,745)	(101,956)	(206,789)
	OOD Tuition & Services have increased due to student needs and additional students						
563	Gilbert School Tuition	8,101,718	5,397,900	2,700,573	3,246	-	3,246
5XX	All Other Purchased Services	321,880	188,608	92,093	41,179	15,891	25,288
600	Supplies	124,000	94,035	2,142	27,823	7,900	19,923



<b>700</b>	Equipment & S/W	113,000	114,178	14,368	(15,546)	9,376	(24,922)
<b>800</b>	Dues & Fees	20,000	17,409	-	2,591	-	2,591
	<b>Subtotal Non-Personnel Expense</b>	<b>\$ 11,994,960</b>	<b>\$ 7,940,931</b>	<b>\$ 4,408,647</b>	<b>\$ (354,618)</b>	<b>\$ (91,209)</b>	<b>\$ (263,409)</b>
	<b>TOTAL Appropriation</b>	<b>\$ 21,504,910</b>	<b>\$ 13,992,212</b>	<b>\$ 7,759,276</b>	<b>\$ (246,578)</b>	<b>\$ (253,212)</b>	<b>\$ 6,634</b>

<b>Fund 12 TOTAL Non-Lapsing Fund</b>							
<b>400</b>	Property Services	\$ 432,335	\$ -	\$ 358,952	73,383	\$ -	73,383
<b>500</b>	Purchased Services	-	-	-	-	206,578	(206,578)
<b>800</b>	Undesignated Non-Lapsing Fund	133,195	-	-	133,195	-	133,195
	<b>TOTAL Non-Lapsing Budget</b>	<b>\$ 565,530</b>	<b>\$ -</b>	<b>\$ 358,952</b>	<b>\$ 206,578</b>	<b>\$ 206,578</b>	<b>\$ -</b>

**Fund 5 Medicaid Reimbursements**

<b>Wages</b>	<b>\$ 65,000</b>	<b>\$ 38,931</b>	<b>\$ 28,439</b>	<b>\$ (2,370)</b>	<b>\$ (2,370)</b>	<b>\$ -</b>
--------------	------------------	------------------	------------------	-------------------	-------------------	-------------

## Winchester Public Schools

FY2024 Town Resources Summary Operating Budget Year to Date February 2024

Object	Description	TOWN APPROPRIATION					TOWN SUPPORT FOR EDUCATION					TOTAL
		Town Appropriated Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year End Balance	Fund 6 Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year End Balance	Total Summary Operating Year-End
0-100	Wages	\$ 7,470,695	\$ 4,582,800	\$ 3,063,241	\$ (394,881)	\$ 219,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,535
200	Employee Benefits	2,039,255	1,468,480	287,388	232,878	50,509	-	-	-	-	-	50,509
	<b>Subtotal Personnel Expense</b>	<b>\$ 9,509,950</b>	<b>\$ 6,051,280</b>	<b>\$ 3,350,629</b>	<b>\$ (162,003)</b>	<b>\$ 270,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 270,044</b>
300	Professional Technical Services	\$ 108,766	\$ 110,204	\$ 28,968	\$ 10,266	\$ (40,672)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,672)
400	Property Services	112,000	67,562	16,238	(21,087)	49,286	111,000	67,939	47,120	41,087	(45,146)	\$ 4,140
500	Purchased Services	11,517,194	7,537,543	4,346,930	(97,664)	(269,616)	128,500	98,190	46,590	-	(16,280)	\$ (285,896)
600	Supplies	124,000	94,035	2,142	7,900	19,923	457,772	155,815	240,531	-	61,426	\$ 81,349
700	Equipment & Capital	113,000	114,178	14,368	9,376	(24,922)	-	-	-	-	-	\$ (24,922)
800	Dues, Fees & Other Objects	20,000	17,409	-	-	2,591	-	-	-	-	-	\$ 2,591
900	Special Items	-	-	-	-	-	-	-	-	-	-	\$ -
	<b>Subtotal Non-Personnel Expense</b>	<b>\$ 11,994,960</b>	<b>\$ 7,940,931</b>	<b>\$ 4,408,647</b>	<b>\$ (91,209)</b>	<b>\$ (263,409)</b>	<b>\$ 697,272</b>	<b>\$ 321,944</b>	<b>\$ 334,241</b>	<b>\$ 41,087</b>	<b>\$ -</b>	<b>\$ (263,409)</b>
	<b>TOTAL</b>	<b>\$ 21,504,910</b>	<b>\$ 13,992,212</b>	<b>\$ 7,759,276</b>	<b>\$ (253,212)</b>	<b>\$ 6,634</b>	<b>\$ 697,272</b>	<b>\$ 321,944</b>	<b>\$ 334,241</b>	<b>\$ 41,087</b>	<b>\$ -</b>	<b>\$ 6,634</b>
400	TOWN CAPITAL FUNDING						\$ 200,000	\$ 190,000	\$ 10,000	\$ (10,000)	\$ 10,000	

# Winchester Public Schools

FY2024 Grant Budget Year to Date February 2024

Grant	Description	FY 2022-24 Grant Award	Funds Received	Spent Prior Years	FY2024 Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
634	IDEA 611	313,614	108,927		313,614	121,378	74,707	117,529	-	117,529
653	IDEA 611 <b>Carryover</b>	295,207	230,438	165,835	129,372	74,133	51,234	4,005	4,005	-
635	IDEA 619 Preschool	15,078	3,967		15,078	4,640	2,355	8,083	-	8,083
652	IDEA 619 Preschool <b>Carryover</b>	14,130	14,130	14,130	-	-	-	-	-	-
647	ARP IDEA 611	54,747	54,747	49,175	5,572	5,634	-	(62)	(62)	-
648	ARP IDEA 619	5,235	5,235	3,570	1,665	1,665	-	-	-	-
657	ARP ESSER Homeless	15,898	7,000	3,649	12,249	-	-	12,249	12,249	-
659	ARP CHAMPS	180,000	147,445	77,663	102,337	72,311	8,470	21,556	21,556	-
651	ESSER II Dyslexia Recovery <b>Carryover</b>	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	6,935	-	-	-	-
636	Title I	274,514	81,675		274,514	98,697	102,131	73,686	41,000	32,686
654	Title I <b>Carryover</b>	244,488	233,942	224,169	20,319	11,337	9,388	(406)	377	(783)
637	Title II	35,312	-		35,312	-	-	35,312	-	35,312
655	Title II <b>Carryover</b>	35,608	29,865	7,095	28,813	23,019	-	5,794	5,794	-
638	Title III	2,464	-		2,464	1,974	1,692	(1,202)	(1,202)	-
672	Student Support Title IV	20,005	4,074		20,005	6,283	4,074	9,649	-	9,649
675	Student Support Title IV <b>Carryover</b>	17,482	17,482	9,464	8,018	8,018	-	-	-	-
682	ARP MOE Provision	660,633	660,633	-	660,632	19,519	4,415	636,697	300,000	336,697
684	BCBA Specialist	70,000	2,772		70,000	5,166	12,483	52,351	5,000	47,351
688	ARP Right to Read	51,000	-		51,000	-	51,000	-	-	-
689	ARP Small Town Right to Read	150,000	-		150,000	-	142,031	7,969	-	7,969
690	ARP ESSER High-Dosage Tutoring	44,000	-		44,000	-	43,740	260	260	-
627	Family Resource Center	112,629	65,471		112,629	72,732	34,295	5,602	5,602	-
629	School Readiness	272,789	135,932		272,789	138,450	126,538	7,801	7,801	-
632	CHAMPS	169,400	-		169,400	126,905	51,485	(8,990)	(8,990)	-
633	Quality Enhancement School Readiness	3,881	-		3,881	-	-	3,881	3,881	-
639	Alliance	200,966	110,924		200,966	141,924	64,242	(5,200)	(5,200)	-
644	Winsted Family Alliance FRC	500	500	335	165	-	-	165	165	-
646	CBITS Bounce Back	13,936	13,936		13,936	858	43	13,034	2,000	11,034
656	Excess Cost Grant	477,151	-		477,151	300,856	280,917	(104,622)	(104,622)	-
658	Adult Education	14,737	-		14,737	-	-	14,737	14,737	-
662	Critical Needs Fund	1,950	1,950		1,950	1,950	-	-	1,950	(1,950)
665	School Readiness COLA	13,249	-		13,249	-	13,249	-	-	-
676	Unified Champion Schools	1,000	1,000	18	982	-	-	982	-	982
678	NSLP Equipment	40,699	-		40,699	-	40,699	-	-	-
680	School Readiness Competitive Enrollment	28,160	23,152	-	28,160	-	16,960	11,200	11,200	-
681	IDEA CT-SEDS Stipend	1,050	1,050		1,050	1,050	-	-	-	-
683	Preschool Development Birth to Age 5	7,550	-	-	7,550	-	-	7,550	7,550	-
685	Multi Media Security Pearson	29,994	-	-	29,994	-	-	29,994	29,994	-
686	Para HDHP Deductible Assistance	10,579	10,579	-	10,579	10,579	-	-	-	-
<b>TOTALS</b>		<b>\$ 3,940,885</b>	<b>\$ 2,000,092</b>	<b>\$ 576,222</b>	<b>\$ 3,364,962</b>	<b>\$ 1,261,225</b>	<b>\$ 1,136,148</b>	<b>\$ 967,589</b>	<b>\$ 355,045</b>	<b>\$ 612,544</b>

Note: Grants in italics are estimates



# Winchester Public Schools

## FY2024 Food Service Budget

Year to Date February 2024

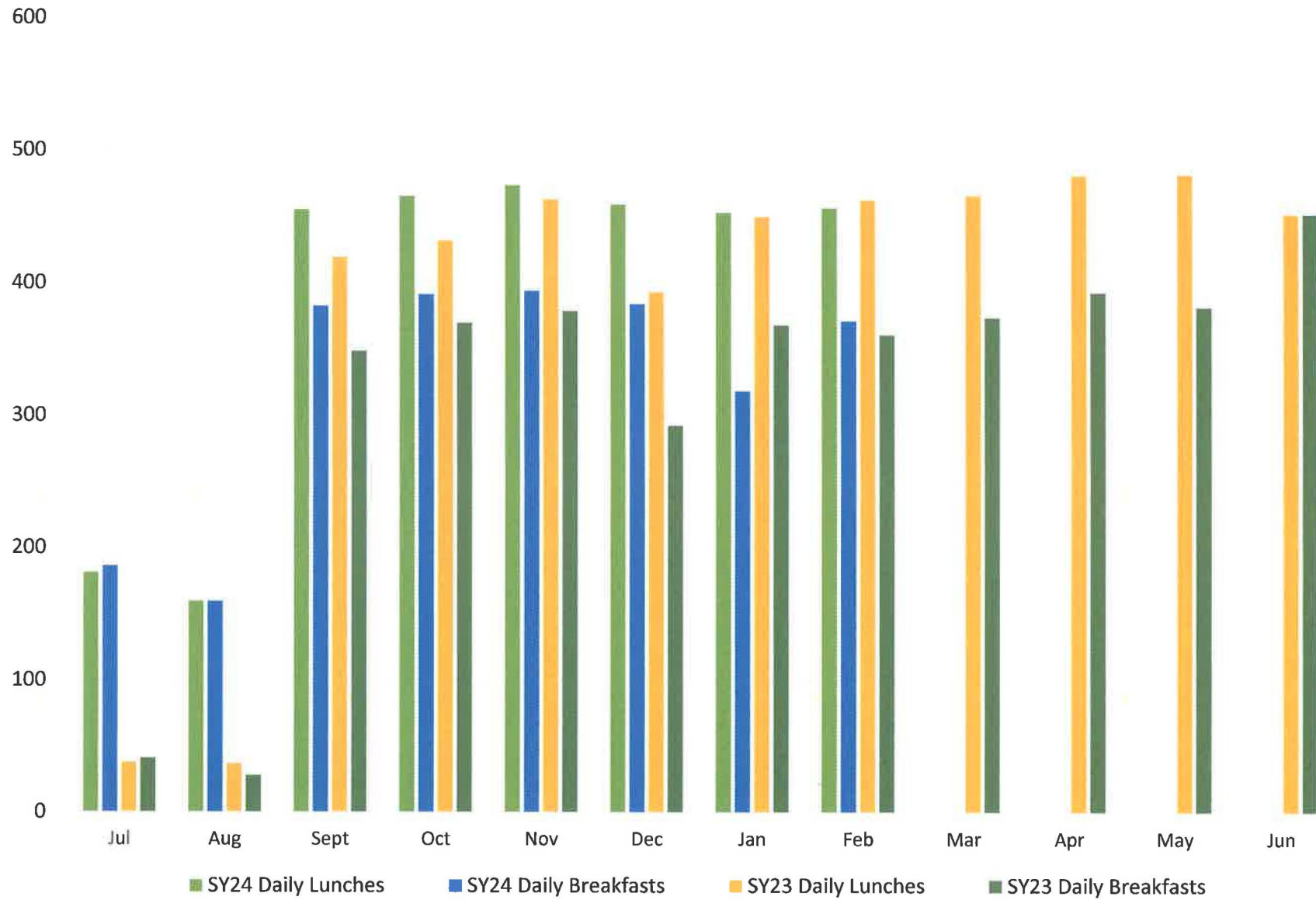
Description	Budget	Actual To Date	Estimated Adjustments	Projected Year End
<b>INCOME</b>				
Lunch Receipts	\$ 11,800	\$ 6,642	\$ 4,000	\$ 10,642
NSLP Reimbursement	501,000	247,294	253,706	501,000
HeadStart	25,000	12,094	12,906	25,000
NSLP State Match	30,000	-	30,000	30,000
FY24 Supply Chain Assistance Grant	18,874	18,874	6,000	24,874
Locally Grown for CT Kids Grant	2,651	-	2,651	2,651
Ct Pandemic Offset Administration Grant	1,306	1,306	-	1,306
New England Dairy low and Fat Free Grant	1,202	-	1,202	1,202
Catering	100	-	-	-
Donations, Refunds, Other	100	-	-	-
<b>Total Income</b>	<b>592,033</b>	<b>286,210</b>	<b>310,465</b>	<b>596,675</b>
<b>EXPENSE</b>				
Wages	225,000	119,284	110,716	230,000
Benefits	17,472	9,428	8,394	17,822
Management Services	54,640	32,784	21,856	54,640
Equipment Repairs	250	-	250	250
Purchased Services	350	525	(525)	350
Supplies	295,377	208,092	87,285	295,377
Equipment	1,500	-	-	-
<b>Total Expense</b>	<b>594,589</b>	<b>370,113</b>	<b>227,976</b>	<b>598,439</b>

FY23 Supply Chain Assistance Grant C/O	2,353	2,353	-	2,353
--	-------	-------	---	-------

<b>Net Profit/(Loss)</b>	<b>\$ 2,448</b>	<b>\$ (81,550)</b>	<b>\$ 82,489</b>	<b>\$ 589</b>
--------------------------	-----------------	--------------------	------------------	---------------



### FY2024 Daily Meal Volumes



Oshalia Johnson  
23 Brownstone Dr.  
Torrington  
Connecticut

February 15, 2024  
Winchester Public Schools  
2 Wetmore Avenue  
Winsted  
CT  
06098

Dear Melony M. Brady-Shanley,

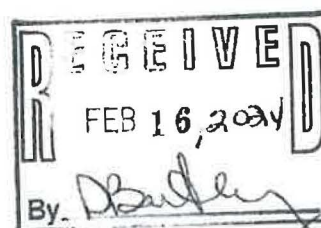
I am writing to inform you of my decision to resign from my position as Interventionist at Pearson Middle School. My last day of employment will be March 1, 2024. I have made this difficult decision due to personal reasons that require my immediate attention and focus.

I would like to express my sincere gratitude for the opportunities and support I have received during my time here. It has been a privilege working alongside an exceptional team. I have learnt a lot along the way, and I am grateful for the experience.

Please let me know how I can help during this transition period. I wish you and the school the very best going forward.

Sincerely,

O'shalia Johnson

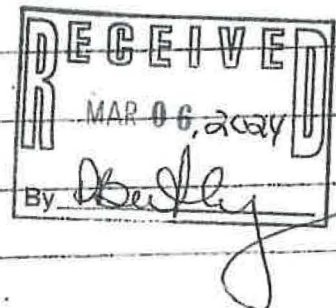


Melony Brady-Shanley  
Attention:  
Darlene Bentley

I would like to inform you  
that I will be retiring at the  
end of the school year June 2024.

I have made so many wonderful  
friendships in the 29 years I  
worked for Winchester Public Schools.  
I will definitely miss everyone.  
But it is time for me to go and  
take care of my grandson.

Sincerely,  
Bernardine O'Neil  
School Lunch Manager





### Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley for Nancy O'Dea-Wynick Date: 2/22/24

Sent To: Melony Brady-Shanley Date: 2/22/24

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.

\* Cheryl Petersen (name) is a new hire within our organization in the position of: Cafeteria

\* Employee's location(s): Pearson

\* Proposed starting date: 2-27-2024

(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 .4

2. Days per week: 2 Mondays & Wednesdays

3. Daily start time: 7:30 Daily end time: 1:30

4. Lunch (paid or unpaid) 30 Minutes

5. Paid hours per week: 12

6. Is this a newly added position? yes

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

Estimated cost impact  
for remainder of year  
2024 - \$2880.00

Who will be this new employee's evaluator? Food Service Director & Director of Finance & Ops

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: \$16.00 per hour

Superintendent Approval: [Signature] Date: 2/26/24

Business Manager Approval: [Signature] Date: 3/4/24

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: Nancy O'Dea-Wyrick Date: 2/15/24  
Sent To: Melony Brady Shanley Date: 2/15/24

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.

\* Armand Chouinard is a new hire within our organization in the position of: Custodian Part-time

\* Employee's location(s): Hinsdale

\* Proposed starting date: 2 weeks

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

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

Is, this a stipend position? no

**List:**

1. FTE 0.5 days
2. Days per week: 5
3. Daily start time: 4pm Daily end time: 8pm
4. Lunch (paid or unpaid):        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? Donta Sherwood

Who will be this new employee's evaluator? Principal & Director of Finance & Ops

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 prorated

Funding Source: GB Wage: \$ 19.67

Superintendent Approval:  Date: 2/21/24

Business Manager Approval:  Date: 2/15/2024

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: 2/9/24  
Sent To: Melony Brady-Shanley Date: 2/9/24  
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.

\* Angela Hebert (name) is a new hire within our organization in the position of: Paraprofessional

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

\* Proposed starting date: ASAP

(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: 9:00 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? Kristina Tummino

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: GB Wage: \$18.00 per hour

Superintendent Approval: [Signature] Date: 2/14/24

Business Manager Approval: [Signature] Date: 2/12/24

Director of Student Services Approval:      Date:     

Principal Approval: Barbara Silverio Date: 2/9/24

# Increasing Educator Diversity Plan Template

## IMPORTANT NOTES:

1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.
2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or



COVER PAGE	
<b>District:</b>	Winchester Public Schools
<b>Vision:</b>	To attract and retain high-quality candidates to the Winchester Public Schools who mirror the diversity of our student and staff body.
<b>Theory of Action</b>	If we create a staff who are rich in their diversity and interests, then we will create a learning experience that is inclusive of all individuals and more closely mirrors the demographics of our student body.
<b>Team Lead:</b>	Melony Brady-Shanley (Superintendent), Darlene Bentley (HR Director)
<b>Team Members:</b>	Rosanne Field (Principal), Barbara Silverio (Principal), Cassandra Murphy (Director of Student Services)



# Increasing Educator Diversity Plan Template



RECRUITMENT								
Goal  (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress  (How will we know if we are on track for success?)	Resources Required  (What people, time, money, and technology will be needed?)	Risks and Mitigation  (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts  (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Increase the number diversity of educators within the district (race and/or linguistic).	Melony Brady-Shanley, Superintendent Darlene Bentley, HR Specialist	1. Advertise in areas (geographically) of where diverse candidates reside. 2. Generalized outreach to specific organizations (Rotary, High Schools, Chamber of Commerance). 3. Recruitment Fairs (college, job, etc) 4. Create formal advertisement brochures	Superintendent and HR Specialist	Start of 25/26 school year.	Quarterly Report to the Board of Education: Dates of Quarterly Meeting (August, November, March, June) a. Add this section to the staffing report provided to the BOE on a quarterly basis (demographics, language, recruitment efforts, etc.)	1. Hiring Platform Cost (Indeed, School Spring, etc) (\$5,000) 2. Recruitment Flyer/Advertisement Creation (Free)	1. Low number of applicants due to geographic location.	Rotary, Colleges, Chamber of Commerance, etc.



# Increasing Educator Diversity Plan Template



HIRING & SELECTION								
Goal  (What are we trying to do?)	Who Manages the Goal?  (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress  (How will we know if we are on track for success?)	Resources Required  (What people, time, money, and technology will be needed?)	Risks and Mitigation  (What could go wrong? How will we make that less likely to happen?)	Communication/ Engagement Effort  (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Evaluate the current hiring practices to review for bias and ensure the process is equitably administered.	1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services	1. Review job descriptions for bias 2. Revise interview questions and process 3. When possible the interview committee should be of diverse representation. 4. Establish consistent timelines for hiring 5. Develop an onboarding process for certified and non-certified employees	1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services	1. Ongoing starting in spring 2024. 2. Fall 2024 3. Fall 2024 4. Winter 2025	1. All job descriptions will be rereviewed and adjusted as needed. 2. Interview questions will reflect a sensitivity to individuals with a diverse background. 3. Interview Committees will be of diverse background when possible.	1. Interview committees that are of diverse background. 2. Review Applitrack for progress regarding gaining applicants of diversity. 3. No finances needed for these goals. 4. Hiring Platforms - Indeed, Applitrack, School Spring, CT REAP	Applicant may decline job offer: 1. Geographic area 2. Competitive salary 3. Lack of available housing in the area. Mitigation: 1. Support candidate with a tour of the community. 2. Review salary of like positions in urban areas. 3. Have available list of housing units in the area	HR Specialist Superintendent Board of Education Legal

# Increasing Educator Diversity Plan Template



RETENTION								
Goal  (What are we trying to do?)	Who Manages the Goal?  (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress  (How will we know if we are on track for success?)	Resources Required  (What people, time, money, and technology will be needed?)	Risks and Mitigation  (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts  (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Build an educational community that mirrors the diversity of our students and expands the demographic norms for the geographic area.	1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services	1. Create an on-boarding program that will support new candidates transition into the district through mentorship and on-the-job training. 2. Meet with newly hired candidates to review their experience at least 2x per year. 3. Enroll new staff members into a school-based committee to build belonging and connectedness.	1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services	On-going throughout the first and second year of employment.	1. Data from HR will indicate a high level of retention of staff members who identify as racially or linguistically diverse. 2. Twice yearly checks will indicate satisfaction with employment conditions. 3. Membership of school-based committees will indicate diverse enrollment.	Technology - Data to review employment longevity. Funds - None noted.	Risks: 1. Lack of interest in school-based participation. 2. Lack of collegial understanding of bias. 3. Microaggressions that individuals are unaware of. Mitigation: 1. Training of staff on the fundamental of bias.	Board of Education, Staff



# 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

**Proposed Action:** Alter the 2023/2024 School Calendar from 181 to 180 days for students.

**Justification:** To allow for a full-day professional development for teachers, paraprofessionals, and non-certified staff on the new reading curriculum—Amplify CKLA. This professional development would allow staff to be introduced to the new program prior to the summer vacation. Certified staff have seven hours of dedicated professional development time in the summer to support the rollout of the new program in August 2024.

**Results:** Students - The last day for students would be June 12, 2024 (half day). This is pending any additional weather days.

Paraprofessionals – Full professional development day on June 13, 2024.

Teachers – Full professional development day on June 13, 2024. Half day June 14, 2024.

Non-certified staff – Full professional development day on June 13, 2024. June 14 (dependent on individual contracts)

Administrators – No impact on their contractual schedule.

Administrative Assistants – No impact on their contractual schedule.

School Lunch Employees – No impact on their contractual schedule.

Nurses – No impact on their contractual schedule.

Custodians – No impact on their contractual schedule.