

**EAST WINDSOR BOARD OF EDUCATION**  
**EAST WINDSOR, CONNECTICUT**  
**Meeting of Wednesday, October 11, 2023**  
**7:30 p.m. - Room A5, Broad Brook Elementary School**  
**14 Rye Street, Broad Brook, CT**

**AGENDA**

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**I. CALL THE MEETING TO ORDER**

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**II. PLEDGE OF ALLEGIANCE**

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**III. ATTENDANCE**

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**IV. ADDED AGENDA ITEMS**

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**V. COMMENDATIONS**

1. Letter of Commendation from the National Merit Scholarship Program

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**VI. MINUTES**

1. September 27, 2023 - Regular Meeting Minutes

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**VII. PUBLIC PARTICIPATION**

1. Speakers should preface remarks by stating their name and address.
2. Please limit your comments to three minutes.
3. This section of the meeting shall last no longer than 20 minutes.
4. Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
5. Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.

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**VIII. STUDENT REPRESENTATIVE REPORT**

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**IX. NEW BUSINESS: VOTE**

1. Overnight field trips (3)
2. Policy Updates (1st Reading)
  - a. 9010 - Powers, Duties, Limitations of the Board
  - b. 9270 - Conflict of Interest
  - c. 4112.8/4212.8 - Nepotism: Employment of Relatives

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**X. NEW BUSINESS: DISCUSSION**

1. Expansion of sports, arts, music/band, and world language

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**XI. LIAISON'S REPORT**

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**XII. PUBLIC PARTICIPATION**

1. Speakers should preface remarks by stating their name and address.
2. Please limit your comments to three minutes.
3. This section of the meeting shall last no longer than 20 minutes.
4. Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
5. Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.

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**XIII. MISCELLANEOUS**

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**XIV. CORRESPONDENCE**

1. Commendation Letters
2. Farm to School Letter - Additional funding
3. CSDE HASA Presentation
4. FAFSA Challenge Grant Award Notification
5. Donation letter

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**XV. ADJOURNMENT**

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
REGULAR MEETING MINUTES  
Wednesday, September 27, 2023  
Broad Brook Elementary School, Room A5 - 7:30 p.m.**

**I. CALL THE MEETING TO ORDER**

Chair R. Reichle called the meeting to order at 7:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chair R. Reichle led the Board in the Pledge of Allegiance.

**III. ATTENDANCE**

In attendance: Chair R. Reichle, Vice Chair K. Carey-Trull, Secretary H. Spencer, C. Sevarino, L. Sinsigallo, D. Menard (remote), N. Farmer, E. LeBoriosis, P. Tudryn

Also in attendance: D. Rouillard, R. Galloway, J. Martin, E. Johnson

F. Neill arrived at 8:24 p.m. during the executive session.

**IV. ADDED AGENDA ITEMS**

None

**V. MINUTES**

1. Regular Meeting Minutes – September 13, 2023 – On a motion by C. Sevarino, 2<sup>nd</sup> by K. Carey-Trull, the Board approved the minutes. The vote was unanimous (8-0).
2. Special Meeting/Executive Session Minutes – September 13, 2023 - On a motion by K. Carey-Trull, 2<sup>nd</sup> by L. Sinsigallo, the Board approved the minutes as presented. The vote was unanimous (8-0).

**VI. PUBLIC PARTICIPATION**

None

**VII. UPCOMING MEETINGS/EVENTS**

The following meeting and event dates were reviewed. E. LeBoriosis shared that this addition to the agenda is very helpful. Dr. Tudryn shared that the school administration led by Mr. Field was participating in the Haunted Highway again this year and Board members are welcome to join. The theme is Care Bears. D. Menard and C. Sevarino stated that they plan to join. Going forward, the upcoming meetings/events will be placed on the second meeting agenda for each month.

1. September 27, 2023 - Curriculum Council subcommittee at 6 p.m.
2. October 11, 2023 - Finance subcommittee at 6 p.m.
3. October 11, 2023 - Board of Education meeting at 7:30 p.m.
4. October 18, 2023 - Board Policy Review subcommittee at 5:30 p.m.
5. October 18, 2023 - Town Board of Finance at 7 p.m.
6. October 25, 2023 - Curriculum Council at 6 p.m.
7. October 25, 2023 - Board of Education meeting at 7:30 p.m.
8. October 26, 2023 - Haunted Highway at East Windsor Park from 5-7 p.m.

**VIII. FINANCIAL REPORT**

R. Galloway reviewed the FY24 financial report that was presented as part of the agenda materials. He shared that since this report was posted that the financials for FRC, Food Service, grants and general fund have been updated and those updates will be reflected in the next financial report. R. Galloway indicated that going forward in the future, the first financial report for the new fiscal year will be provided in the month of October. This will allow sufficient time to complete end-of-year financial items, allow adequate time to provide a clear financial picture of the new fiscal year, and allow the finance subcommittee the opportunity to review the first financial report for the new fiscal year.

**IX. PERSONNEL REPORT**

The Board reviewed the personnel report. K. Carey-Trull inquired if we have always hired this many bus monitors and the area of need the monitors serve. Dr. Tudryn shared that the number of monitors is consistent with past years but there was a change in process due to the last collective bargaining agreement. Prior, bus monitors were paid based on voluntary interest for the work. The positions are now posted and hired as an extra duty for current employees. The vast majority of bus monitors are hired as a need to service students with special needs. N. Farmer asked if employees need to apply for the stipend positions listed and inquired on how one person can fill multiple stipended positions. Dr. Tudryn responded that employees do have to apply for the stipended positions and that the work involved is performed outside the time of the normal duties. An employee can perform more than one stipend position as long as the time required to perform the duties for each stipend does not cause a conflict in scheduling and time. Staff cannot simultaneously work multiple stipend positions.

**X. CURRICULUM REPORT**

D. Rouillard presented the curriculum update on analyzing the data on student achievement on standardized state assessments. Staff are required to review student achievement data to indicate strengths and weaknesses, and then develop targeted instruction in the areas in need of improvement. Each school identifies common best teaching strategies to be implemented with consistency and fidelity across all classrooms. Each school conducts learning walks as a plan to improve instruction. Curriculum updates have been continuous over the last couple of years. The professional development for each school is individualized based on the needs. Both the elementary and middle schools' professional development is focused heavily on literacy instruction. The high school is focused on increasing academic rigor for professional development. The work described during the presentation is performed as a collaborative effort between administrators and teachers. Reviewing the achievement data, the trajectory continues to move in an upward trend. East Windsor placed in approximately the top third of Alliance Districts for the second consecutive year. D. Rouillard shared that we are closely monitoring student academic growth and it is anticipated that growth trends will increase this school year.

**XI. NEW BUSINESS: DISCUSSION**

1. EWPS Capital Improvement Inventory List

Dr. Tudryn shared that the CIP Inventory List was submitted to the Town and are scheduled to present to the Town CIP Committee next week on October 3. The items are listed from highest to lowest priority. Dr. Tudryn added that the High School CIP tour was moved to October 4 which was a change after the BOE agenda went out.



**XII. LIAISONS' REPORTS**

H. Spencer shared that the first Town CIP meeting for this fiscal year was held to begin planning. More information will be forthcoming.

N. Farmer attended the first kick-off PTO meeting. The PTO is currently holding its annual membership drive and beginning the planning of events for the year. The PTO asked its members with assistance with messaging information out. N. Farmer also reported on the the last Board of Finance meeting in which the BOF conducted their usual business and there was nothing out of the ordinary.

E. LeBorious inquired if there is a way that schools can help get information out to the community and if there can be a link to the PTO website placed on the school district website. Dr. Tudryn shared that the schools post and forward the PTO informational flyers to families. Dr. Tudryn responded that the link to the PTO website can be placed on the parent page of the school district website.

Dr. Tudryn shared that at the last Board Policy Review meeting, the subcommittee reviewed the model policy service from Shipman and Goodwin. The BPR subcommittee agreed to move in the direction to adopt the model policy service and work with Shipman and Goodwin in an effort to update, streamline, and overhaul the current policies in place. A number of surrounding districts have either completed this initiative or are moving in this direction. C. Sevarino commented that this is a good opportunity and process for the board to streamline and learn the policies.

**XIII. PUBLIC PARTICIPATION**

None

**XIV. MISCELLANEOUS**

C. Sevarino inquired if Board meetings can start at an earlier time. Dr. Tudryn shared that the start time of Board meetings is indicated in Board policy. D. Menard suggested that Board Policy Review revisited the start time after November elections as there may be new members impacted.

K. Carey-Trull shared that the High School Open House was well attended and the new format worked well with increased flexibility for parents to walk around.

C. Servarino shared that the Middle School Open House was well attended. Dr. Tudryn shared that

N. Farmer requested clarification in regards to whether the Middle School cross-country team was in addition to Middle School soccer or in replacement of soccer. Dr. Tudryn responded that cross-country replaced soccer due to low enrollment to run soccer. Cross-country currently has approximately 40 students participating. N. Farmer inquired if there are challenges with enrollment in the other seasonal supports. Dr. Tudryn responded that basketball has high enrollment and there were sufficient student interest for baseball and softball. There were challenges last year with students completing the medical clearance in a timely manner for baseball.

Dr. Tudryn shared that there will be correspondence coming out from the High School later this week regarding updated protocols responding to vaping. There is not an uptick with vaping and this response is being implemented as a proactive measure.

**XV. CORRESPONDENCE**  
None

**XVI. EXECUTIVE SESSION**  
On a motion by C. Sevarino, 2<sup>nd</sup> by K. Carey-Trull, the Board voted to enter into executive session to: discuss the appointment, employment, performance, evaluation, dismissal or the health of a public officer or employee, provided such individual may require that the discussion be held at an open meeting – Superintendent’s Evaluation; to discuss contract negotiations; and, discuss pending claims/litigation. The vote was unanimous.

F. Neill entered the executive session at 8:24 p.m.

The Board came out of the session at 8:45 p.m.

On a motion by K. Carey-Trull, 2<sup>nd</sup> by H. Spencer, the Board approved to accept the proposed Superintendent’s goals by Dr. Tudryn for the 2023-2024 school year. The vote was unanimous (9-0).

**XVII. ADJOURNMENT**

On a motion by H. Spencer, 2<sup>nd</sup> by K. Carey-Trull, the Board voted to adjourn the meeting at 8:46 p.m. The vote was unanimous (9-0).

Respectfully submitted,

Heather Spencer, BOE Secretary

Approved:

## **Student Representative Report BOE Meeting 10.11.23**

### **Broad Brook School Report**

Parent teacher conferences and the Scholastic Book Fair are this week. Teachers are looking forward to connecting with parents to share beginning of the year assessment results. Last week, BBS teachers met for data meetings to determine goals for the first round of intervention. Next week on October 18th, BBS will celebrate unity day. Everyone will wear orange and students are working on All about me posters to share with each other.

### **Middle School Report**

- Parent teacher conferences and the Scholastic Book Fair are this week.
- October 16th, EWMS Cross Country Team has a meet vs. Somers.
- Weekly Wildcat, each grade level team selects six students showing Respect, Ownership, Awareness and Responsibility (ROAR). Each selected student picks a friend, and they are able to eat outside at our new outdoor lunch area or at a special table in the cafeteria.
- October 18th, EWMS will celebrate Unity Day and EWHS students will be helping with our celebration.
- On October 27th, EWMS will be holding its next school-wide event. So far this year, we have had two school-wide events. In August, we held a welcome-back carnival, and in September, we had a pep rally.

### **High School Report**

- The high school had a well attended open house on September 13. There were over 125 panthers in attendance, despite the bad weather and soccer game being postponed.
- PSAT/SAT School Day was scheduled for today. All students took their assessments.
- EWHS will re-started Unified Sports this winter. We received a grant from the CIAC for \$4000 to help the program get up and running.
- The high school applied and received the FAFSA grant for \$4500. This is the 3rd year in a row the school has received this grant.
- The National Honor Society will be proudly inducting 6 new members at their induction ceremony in late November. So far our group has approved of our bylaws and are in the process of planning our first fundraiser.
- The class of 2026 held their first fundraiser of the year at Red Robin on October 4th.
- Yearbook club students have actively been working on this year's Archive. We have a large number of students participating this year and are excited to be working on this project!
- Diversity club began working on revamping our courtyard to celebrate various cultures in themed decor. They plan to continue this through each season.

## Student Representative Report

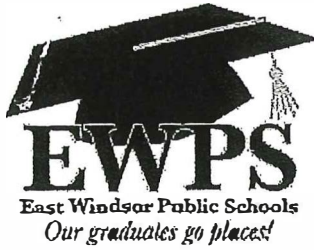
### BOE Meeting 10.11.23

#### Page 2

- They are actively planning for future fundraisers and are excited for the year ahead.
- This past week the high school had grade level assemblies. To better inform all students of the clubs and activities the school has to offer, each assembly ended with an activities fair.
- Girls' Volleyball will have their Senior Night on October 13, 2023.
- In conjunction with EWHs Booster Club, Friday, October 20th is the high school's annual homecoming dance. The dance will be followed by spirit week, culminating in a pep rally on Friday, October 27th. That evening, the school will host homecoming games for both girls and boys soccer night starting at 5:00. These will also be the sports' Senior nights. On Saturday, October 28th the school will end its homecoming festivities with a PowerPuff game at 7:00. Student government has planned the spirit week and our safe school leaders are working on planning our pep rally!
- On Friday, October 20th the 8th graders will be coming to the high school to learn about their future school and the programs the high school has to offer.



Stay



### FIELD TRIP REQUEST FORM

COMPLETED FORMS ARE DUE TO CENTRAL OFFICE NO LESS THAN 2 WEEKS IN ADVANCE OF THE FIELD TRIP DATE

#### TRIP INFORMATION

SCHOOL: East Windsor High School

EVENT DATE: 11/30/23 - 12/2/23

DAY: Thursday - Sunday

DESTINATION: Yale Model Congress

ADDRESS: Yale University 206 Elm Street PO Box 206154 New Haven, CT

CHECK IF APPLICABLE:

OUT OF STATE:

\*OVERNIGHT:

\* BOE APPROVAL REQUIRED. SUBMIT COMPLETED FORM AT LEAST 30 DAYS IN ADVANCE

#### TIME & DATE ESTIMATES

DEPARTURE DATE	11/30/23
DEPARTURE TIME	varies daily
DESTINATION ARRIVAL	

RETURN DATE	12/2/23
DEPARTURE TIME	varies daily
ARRIVAL AT SCHOOL	

#### LOGISTICS

NUMBER OF STUDENTS	NUMBER OF TEACHERS	NUMBER OF ADULTS
3	1	

GROUP/GRADE/DEPARTMENT: Model Congress

PURPOSE: provide students with a unique experience in the process of legislation, debate, and discours

WILL FOOD BE SERVED:

YES

NO

IF YES, PLEASE PROVIDE FOOD DETAILS: Yale dining services

**TRANSPORTATION NEEDS**

HANDICAP TRANSPORTATION NEEDED: YES  NO

IF YES, PLEASE NOTATE NUMBER OF STUDENTS REQUIRING ADDITIONAL EQUIPMENT:

CAR SEAT	HARNES	WHEELCHAIR

NUMBER OF HANDICAP BUSES: 0 (carpool transportation)

NUMBER OF REGULAR BUSES REQUIRED: \_\_\_\_\_

**COVERAGE**

SUBSTITUTE TEACHER REQUIRED: YES  NO

IF YES, PLEASE CONTACT KELLY SERVICES AFTER APPROVAL TO MAKE ARRANGEMENTS FOR COVERAGE

NURSE REQUIRED: YES  NO

IF YES, WHO?

NAME: \_\_\_\_\_

\*SIGNATURE: *Mervyn Jones* DATE: 09-25-23

\*PLEASE HAVE NURSE SIGN FORM REGARDLESS OF WHETHER NURSE COVERAGE IS REQUIRED OR NOT

**ANTICIPATED EXPENSES**

PLEASE LIST THE ANTICIPATED EXPENDITURES BELOW WITH THE CORRESPONDING FUNDING SOURCE:

EXPENSE	AMOUNT	FUNDING SOURCE (GL LINE, STUDENT ACTIVITIES, PTO, STUDENT FUNDED, ETC)
school registration	\$135	EWHS
delegate fee	\$125	families

IF PTO FUNDED:

PTO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FIELD TRIP COORDINATOR**

ADM I HAVE READ THE FIELD TRIP PROCEDURES AND AGREE TO FOLLOW THEM

ADM

I WILL UTILIZE THE PERMISSION FORM TO OBTAIN ALL NECESSARY STUDENT INFORMATION.

\*DATE PERMISSION FORMS AND FINAL LIST OF STUDENTS DUE: 9/29/23

\*REGULAR DAY: MIN 2 WKS PRIOR, OUT OF STATE/OVERNIGHT: MIN 30 DAYS PRIOR

ADM

IF THERE IS A NURSE EXPENSE, I WILL REQUEST FOR A CHECK TO BE WRITTEN BACK TO THE SCHOOL BY SUBMITTING THE DISBURSEMENT REQUEST FORM TO THE ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

NAME: ANDREW MASTERS

SIGNATURE: [Signature]

DATE: 9/14/23

ADMINISTRATIVE APPROVAL

APPROVED

DENIED

NAME: Allison Anderson

SIGNATURE: [Signature]

DATE: 9/18/23

SUPERINTENDENT APPROVAL

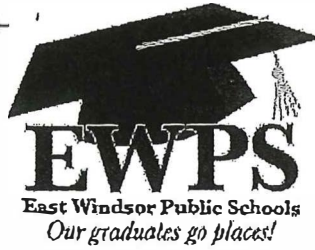
APPROVED

DENIED

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Stacy



### FIELD TRIP REQUEST FORM

COMPLETED FORMS ARE DUE TO CENTRAL OFFICE NO LESS THAN 2 WEEKS IN ADVANCE OF THE FIELD TRIP DATE

#### TRIP INFORMATION

SCHOOL: East Windsor High School

EVENT DATE: March 28-30, 2024

DAY: Thursday (evening) - Saturday (evening)

DESTINATION: AIC Model Congress

ADDRESS: American International College 1000 State Street Springfield, MA

CHECK IF APPLICABLE:

OUT OF STATE:

\*OVERNIGHT:

\* BOE APPROVAL REQUIRED. SUBMIT COMPLETED FORM AT LEAST 30 DAYS IN ADVANCE

#### TIME & DATE ESTIMATES

DEPARTURE DATE	3/28/24
DEPARTURE TIME	2:45 pm
DESTINATION ARRIVAL	3:15 pm

RETURN DATE	3/30/24
DEPARTURE TIME	6:45 pm
ARRIVAL AT SCHOOL	7:15 pm

#### LOGISTICS

NUMBER OF STUDENTS	NUMBER OF TEACHERS	NUMBER OF ADULTS
12 (anticipated)	2	

GROUP/GRADE/DEPARTMENT: Model Congress

PURPOSE: provide students with a unique experience in the process of legislation, debate, and discourse

WILL FOOD BE SERVED:

YES

NO

IF YES, PLEASE PROVIDE FOOD DETAILS: AIC cafeteria

**TRANSPORTATION NEEDS**

HANDICAP TRANSPORTATION NEEDED: YES  NO

IF YES, PLEASE NOTATE NUMBER OF STUDENTS REQUIRING ADDITIONAL EQUIPMENT:

CAR SEAT	HARNESS	WHEELCHAIR

NUMBER OF HANDICAP BUSES: \_\_\_\_\_

NUMBER OF REGULAR BUSES REQUIRED: 0 (we carpool with families)

**COVERAGE**

SUBSTITUTE TEACHER REQUIRED: YES  NO

IF YES, PLEASE CONTACT KELLY SERVICES AFTER APPROVAL TO MAKE ARRANGEMENTS FOR COVERAGE

NURSE REQUIRED: YES  NO

IF YES, WHO?

NAME: \_\_\_\_\_

\*SIGNATURE: *Monica Lawant*

DATE: 9-25-23

\*PLEASE HAVE NURSE SIGN FORM REGARDLESS OF WHETHER NURSE COVERAGE IS REQUIRED OR NOT

**ANTICIPATED EXPENSES**

PLEASE LIST THE ANTICIPATED EXPENDITURES BELOW WITH THE CORRESPONDING FUNDING SOURCE:

EXPENSE	AMOUNT	FUNDING SOURCE (GL' LINE, STUDENT ACTIVITIES, PTO, STUDENT FUNDED, ETC)
student delegate fees	\$150	family
hotel (2 nights)	\$215	sponsored by EWEA

IF PTO FUNDED:

PTO SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FIELD TRIP COORDINATOR**

ADM

I HAVE READ THE FIELD TRIP PROCEDURES AND AGREE TO FOLLOW THEM



ADM

I WILL UTILIZE THE PERMISSION FORM TO OBTAIN ALL NECESSARY STUDENT INFORMATION.

\*DATE PERMISSION FORMS AND FINAL LIST OF STUDENTS DUE: 2/26/24

\*REGULAR DAY: MIN 2 WKS PRIOR, OUT OF STATE/OVERNIGHT: MIN 30 DAYS PRIOR

ADM

IF THERE IS A NURSE EXPENSE, I WILL REQUEST FOR A CHECK TO BE WRITTEN BACK TO THE SCHOOL BY SUBMITTING THE DISBURSEMENT REQUEST FORM TO THE ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

NAME: Andrew Masters

SIGNATURE:

*Andrew Masters*

DATE:

9/14/23

ADMINISTRATIVE APPROVAL

APPROVED

DENIED

NAME:

Allison Anderson

SIGNATURE:

*AAA*

DATE:

9/18/23

SUPERINTENDENT APPROVAL

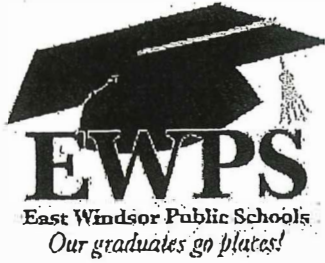
APPROVED

DENIED

SIGNATURE:

DATE:

Stacy copy



FIELD TRIP REQUEST FORM

COMPLETED FORMS ARE DUE TO CENTRAL OFFICE NO LESS THAN 2 WEEKS IN ADVANCE OF THE FIELD TRIP DATE

TRIP INFORMATION

SCHOOL: East Windsor HS
EVENT DATE: May 17 - 19 2024 DAY: Friday, Sat, Sun
DESTINATION: Hershey Park + Music In the Parks Festival
ADDRESS: 100 Hersheypark Dr. PA, 17033

CHECK IF APPLICABLE: OUT OF STATE: [X] \*OVERNIGHT: [X]

\* BOE APPROVAL REQUIRED. SUBMIT COMPLETED FORM AT LEAST 30 DAYS IN ADVANCE

TIME & DATE ESTIMATES

Table with departure and return dates, times, and arrival at school.

LOGISTICS

Table with columns for number of students (20-30), teachers (2-3), and adults (5).

GROUP/GRADE/DEPARTMENT: HS Band, Choir, Jazz band
PURPOSE: Music in the Parks adjudication + clinic.
Additionally students have not had an overnight music trip in over 7 years. The last one was this exact trip itinerary.

WILL FOOD BE SERVED: YES [X] NO [ ]

IF YES, PLEASE PROVIDE FOOD DETAILS: Hotel provides breakfast
Meals provided as tickets for food at Hersheypark. All part of trip package.

*JPK*

I WILL UTILIZE THE PERMISSION FORM TO OBTAIN ALL NECESSARY STUDENT INFORMATION.

\*DATE PERMISSION FORMS AND FINAL LIST OF STUDENTS DUE: April 17<sup>th</sup> 2024  
\*REGULAR DAY: MIN 2 WKS PRIOR, OUT OF STATE/OVERNIGHT: MIN 30 DAYS PRIOR

*JPK*

IF THERE IS A NURSE EXPENSE, I WILL REQUEST FOR A CHECK TO BE WRITTEN BACK TO THE SCHOOL BY SUBMITTING THE DISBURSEMENT REQUEST FORM TO THE ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

NAME: Jennifer Kaprielian

SIGNATURE: *Jennifer Kaprielian*

DATE: 24 Aug 2023

ADMINISTRATIVE APPROVAL

APPROVED  DENIED

NAME: Allison Andersm

SIGNATURE: *AA*

DATE: 9/22/23

SUPERINTENDENT APPROVAL

APPROVED  DENIED

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**TRANSPORTATION NEEDS**

HANDICAP TRANSPORTATION NEEDED: YES

NO

IF YES, PLEASE NOTATE NUMBER OF STUDENTS REQUIRING ADDITIONAL EQUIPMENT:

CAR SEAT	HARNES	WHEELCHAIR
/	/	/

NUMBER OF HANDICAP BUSES: 0

NUMBER OF REGULAR BUSES REQUIRED: 0

**COVERAGE**

SUBSTITUTE TEACHER REQUIRED: YES

NO

IF YES, PLEASE CONTACT KELLY SERVICES AFTER APPROVAL TO MAKE ARRANGEMENTS FOR COVERAGE

NURSE REQUIRED: YES

*will need med staff*

IF YES, WHO?  
NAME:

*N*

\*SIGNATURE:

*Merrill Lawson*

DATE:

*9-21-23*

\*PLEASE HAVE NURSE SIGN FORM REGARDLESS OF WHETHER NURSE COVERAGE IS REQUIRED OR NOT

**ANTICIPATED EXPENSES**

PLEASE LIST THE ANTICIPATED EXPENDITURES BELOW WITH THE CORRESPONDING FUNDING SOURCE:

EXPENSE	AMOUNT	FUNDING SOURCE (GL LINE, STUDENT ACTIVITIES, PTO, STUDENT FUNDED, ETC)
<i>bussing, festival fees</i>	<i>~\$500-600</i>	<i>Families + fundraising / student-funded</i>
<i>hotel, meals + park tickets</i>	<i>per student</i>	

IF PTO FUNDED:

PTO SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FIELD TRIP COORDINATOR**

I HAVE READ THE FIELD TRIP PROCEDURES AND AGREE TO FOLLOW THEM

## **Bylaws of the Board**

### **Powers, Duties and Limitations of the Board**

#### **A. Agent of the State**

The Board, as an agent of the State, shall make effective, within the Town of East Windsor, the laws of the State pertaining to public schools.

#### **B. Legal Authority**

1. Legally, the Board has no existence outside of its meetings. It exists as a unit, and it cannot evade its responsibilities or give away its powers.
2. Likewise, the individual member has legal authority only when the Board is in session and never as an individual outside of School Board meetings.

#### **C. No Financial Profit**

1. A Board member shall not profit financially from membership.
2. A member shall sell neither goods nor services to the school system, unless decreed otherwise by special Board action.

#### **D. Employment of Relatives**

1. The Superintendent of Schools may employ a member of the immediate family, specifically parent/guardian, spouse, domestic partner of a civil union, child, grandparent, of any Board member if such employment is publicly disclosed to the Board of Education prior to the hiring. If a member of the immediate family is being considered for employment, that member shall disqualify him/herself from participation in discussion and vote.
2. If a member of the immediate family of a Board member is employed or considered for employment by the Board of Education, such Board member shall declare that they have a conflict of interest in matters directly related to that individual and recuse himself or herself.

#### **E. Hiring a Superintendent**

The Board of Education shall employ an able and qualified Superintendent of Schools.

#### **F. Adoption of Policies**

1. The operation of the school system shall be directed through general policy statements adopted by the Board of Education. When necessary, the Superintendent of Schools shall develop administrative regulations for the purpose of implementing Board policies.
2. All policies must be adopted by the Board.
3. Amendments to the policies as well as new policies must be proposed in writing at a regular meeting and referred to the next regular meeting of the Board for action.
4. A majority vote of the whole Board shall be necessary for adoption of policies.

#### **G. Access to Information**

Ready access to information pertinent to matters of concern to the Board of Education is a requisite if such Board is to meet its responsibilities. The Board of Education collectively, and each member as an individual, should be able to secure needed data in amounts and under conditions considered reasonable by the Board of Education.

In order to provide adequate information flow to the Board and each of its members, the following procedures are established:



1. The Superintendent of Schools shall provide a confidential memorandum on key issues, to be included in each pre-meeting packet.

Such memorandum shall include sufficient information so as to provide for understanding the nature of the issues by Board members.

2. Each Board member shall have access to all information referred to or having implications to any of the items on the agenda prior to the Board meeting, and at ensuing times prior to the final disposition of the same.

This information shall be made available during the regular business hours or, upon request to the Superintendent or delegated representative by a member, at times outside of regular business hours.

All records, reports, and other matters of the School Board, within the public realm, shall be made available to any members of the Board, outside of business hours.

3. The Superintendent of Schools shall provide a locked file for the Board room into which information approved for individual members may be placed and secured.

4. Each Board of Education member, upon request, shall have access to a key to the office of the Superintendent of Schools and one to the file.

5. Each member shall select his/her own time to study material so provided, but no material shall be taken from the Board room.

6. The confidentiality of material so viewed is to be respected, and no person other than those approved by the Board shall enter the office or have access to the information.

7. Each member who seeks information in this manner assumes full responsibility for the care and safety of the material being studied, and the security of the office of the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

1-200 Definitions

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules

10-240 Control of schools

10-241 Powers of school districts

Bylaw adopted by the Board:

**Bylaws of the Board****Conflict of Interest**

No member of the Board of Education, officer, or employee shall have an interest in any contract with the school district, affiliated with the school district unless such interest is specifically permitted by statute.

No member of the Board of Education may be employed for compensation by the school district. If a Board member is employed by the school district, the seat to which he or she was elected or appointed shall immediately become vacant.

Legal Reference: Connecticut General Statutes

7-479 Conflict of interest (municipal employees).

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restrictions on employment of members of the board of education.

Bylaw adopted by the Board: March 21, 2000

## Personnel Certified/Non-Certified

### Nepotism: Employment of Relatives

It is the intent of this policy to avoid any situation where a conflict of interest can arise either on the part of the members of the Board of Education or a member of the staff.

1. No member of a Board of Education member shall be employed in the school district.

\* The term "spouse" refers to any individuals who are lawfully married under any state law, including individuals married to a person of the same sex who were legally married in a state that recognizes such marriage, but whose domicile (permanent residence) is in a state that does not recognize such marriages.

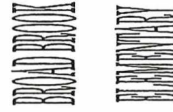
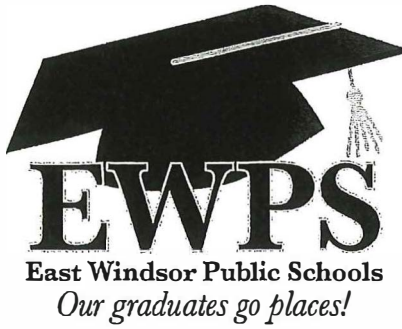
2. The Superintendent of Schools may employ a member of the immediate family, specifically parent/guardian, spouse, domestic partner of a civil union, child, grandparent, of any Board member if such employment is publicly disclosed to the Board of Education prior to the hiring. If a member of the immediate family is being considered for employment, that member shall disqualify him/herself from participation in discussion and vote.

\*The term "marriage" includes a same-sex marriage that is legally recognized in Connecticut.

3. Persons related by blood or marriage, or civil union partner to members of the staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.
4. Members of the same family may be employed at the same department or work location when approved in writing by the Superintendent or the Superintendent's designee (**Exception:** members of the same family shall not be approved in direct line of supervision.)

(cf. 9270 - Conflict of Interest)

Legal Reference: Connecticut General Statutes  
7-479 Conflicts of Interest  
46b-38nn Equality of benefits, protections and responsibilities (civil unions)  
46b-38oo applicability of statutes to civil unions and parties to a civil union.  
10-153a et seq. Teacher Negotiation Act  
7-467 et seq. Municipal Employees Relations Act  
*United States v. Windsor*, U.S. 133 S. Ct. 2675 (2013)



**Laura Foxx**  
*Principal*  
lfoxx@ewct.org

**Matthew Ryan**  
*Assistant Principal*  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

14 Rye Street  
Broad Brook, CT 06016

September 6, 2023

Dear Allison Thurston,

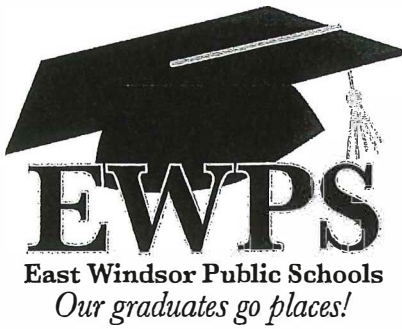
It is with sincere appreciation that we write this letter of commendation. Thank you for staying until 3:00 PM to assist with dismissal duty today. Your efforts enabled us to safely supervise students when the bus was an hour and half late to pick up students on an unexpected early dismissal day.

We appreciate that you noticed we had students who needed supervision beyond the school hours and put the needs of our students first by offering to help. Your professionalism and positive attitude are greatly appreciated.

With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File



BROAD BROOK  
ELEMENTARY

**Laura Foxx**  
*Principal*  
lfoxx@ewct.org

**Matthew Ryan**  
*Assistant Principal*  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

14 Rye Street  
Broad Brook, CT 06016

September 6, 2023

Dear Tyler Porcello,

It is with sincere appreciation that we write this letter of commendation. Thank you for staying until 3:00 PM to assist with dismissal duty today. Your efforts enabled us to safely supervise students when the bus was an hour and half late to pick up students on an unexpected early dismissal day.

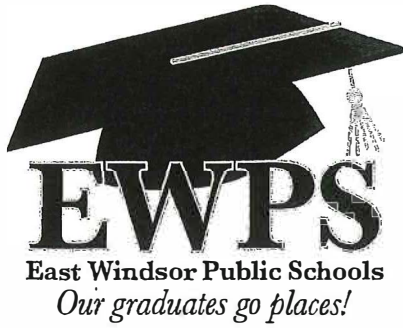
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With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File





BROAD BROOK

BRADLEY PARK

**Laura Foxx**  
*Principal*  
lfoxx@ewct.org

**Matthew Ryan**  
*Assistant Principal*  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

**14 Rye Street**  
**Broad Brook, CT 06016**

September 6, 2023

Dear Krista Brogle,

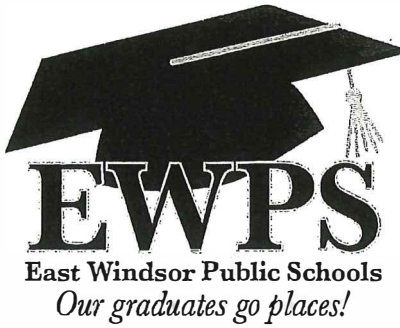
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We appreciate that you remained on duty without question and put the needs of our students first. Your professionalism and positive attitude are greatly appreciated.

With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File



BROAD BROOK  
ELEMENTARY

**Laura Foxx**  
*Principal*  
lfoxx@ewct.org

**Matthew Ryan**  
*Assistant Principal*  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

**14 Rye Street**  
**Broad Brook, CT 06016**

September 6, 2023

Dear Christina Fairbanks,

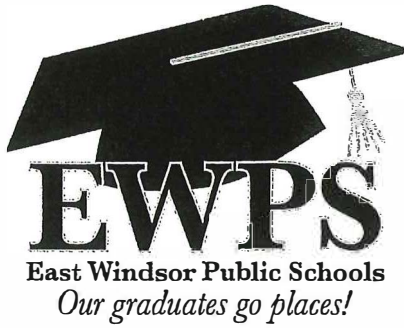
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With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File



BROAD BROOK

LIBRARY

**Laura Foxx**  
*Principal*  
lfoxx@ewct.org

**Matthew Ryan**  
*Assistant Principal*  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

14 Rye Street  
Broad Brook, CT 06016

September 6, 2023

Dear Bonnie Johnson,

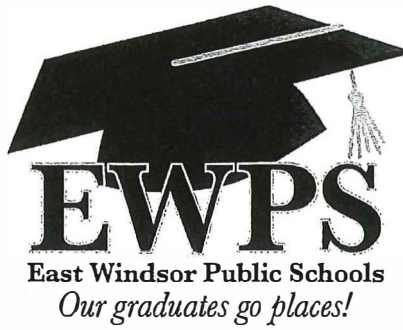
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With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File



BROAD BROOK  
ELEMENTARY

Laura Foxx  
Principal  
lfoxx@ewct.org

Matthew Ryan  
Assistant Principal  
mryan@ewct.org

860.623.2433  
Fax 860.623.0717

14 Rye Street  
Broad Brook, CT 06016

September 6, 2023

Dear Christie Gleeson,

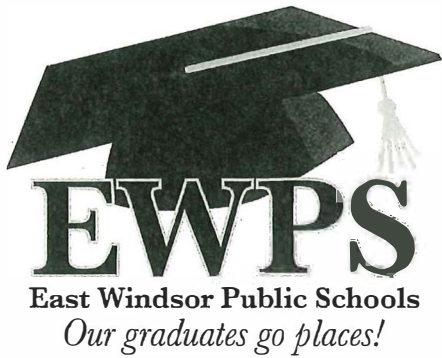
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With much appreciation,

Laura Foxx and Matt Ryan

CC: Dr. Patrick Tudryn  
Personnel File



70 South Main Street  
East Windsor, CT 06088

BOARD OF EDUCATION

**Randi Reichle**  
*Chair*  
[rreichle@ewct.org](mailto:rreichle@ewct.org)  
860-627-8549

**Kate Carey-Trull**  
*Vice Chair*  
[kcarey-trull@ewct.org](mailto:kcarey-trull@ewct.org)  
(959) 333-9272

**Heather Spencer**  
*Secretary*  
[hspencer@ewct.org](mailto:hspencer@ewct.org)  
860-254-5373

**Patrick Tudryn, Ed. D**  
*Superintendent*  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)  
860-623-3346

Fax 860-292-6817

October 6, 2023

Mr. Willie Quinones  
c/o Central Office

Dear Mr. Quinones,

Based on the comment made at the September 13, Board of Education meeting by Chair, Randi Reichle, you were commended for your work and job performance with cleanliness of the facilities and the improvements to grounds for the opening of schools.

Congratulations on the recognition and for a job well done!

Sincerely,

Patrick Tudryn, Ed.D

c: East Windsor Board of Education Members

File



# North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 \* (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 \* (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3034
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 \* (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.  
Director of Health

September 20, 2023

Mr. Darryl Rouillard  
Assistant Superintendent of PreK-12 Instruction  
East Windsor Public Schools  
70 South Main Street  
East Windsor, CT 06088

Dear Mr. Rouillard:

Congratulations! The North Central District Health Department is pleased to inform you that we have approved additional funding for your *Farm to School* project in the amount of \$1,212.53. Our offer of this grant is subject to your agreement to:

1. Use the grant funds only as specified in the approved grant proposal.
2. Maintain records to account for the use of grant funds. See expenditure report form attached.
3. Repay any portion of the funds not used for the specified purposes by August 30, 2023.
4. Collaborate with NCDHD to publicize the grant award.
5. Meet terms and conditions specified in the addendum to this letter.

Please have an authorized representative sign and return one copy of this letter. NCDHD extends best wishes for your success with this program and we look forward in assisting you with your efforts.

Sincerely,

*Alessia Frasco*

Alessia Frasco, MPH  
Health Educator

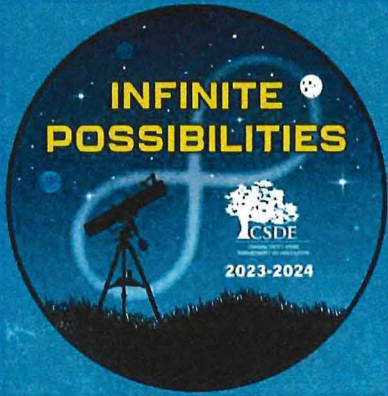
I certify that the organization named above accepts the terms outlined in this letter:

---

Name	Assistant Superintendent of PreK-12 Instruction	9-21-23
	Title	Date



**Connecticut State Department of Education**



**INFINITE  
POSSIBILITIES**  
CSDE  
2023-2024


**Charlene Russell-Tucker, Commissioner**  
Hartford Area Superintendents Association  
October 3, 2023

1




**2023-2024 Priorities**

2

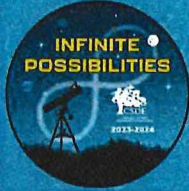


## CSDE PRIORITIES



- Recruit and retain a diverse workforce of high-quality educators
- Support a safe and healthy learning environment for students and school staff and ensure students are present and engaged in learning
- Elevate and continuously launch our curriculum frameworks and model curricula
- Promote data transparency
- Expand career pathways and workforce development initiatives
- Evaluate, fund, and sustain programs that work
- Cultivate strategic partnerships that support all our students


3




## Results from Vacancy Survey – August 2023

4



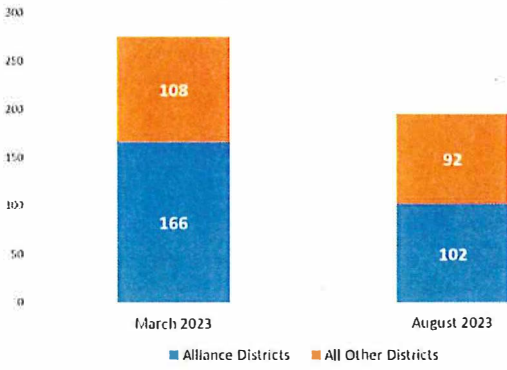


## Public School District Vacancies – Aug 2023




- Nearly all districts responded to the survey (N=190).
- The number of special service endorsement vacancies (e.g., school counselor, social worker, school psychologist, speech and language pathologist) declined from 274 in March 2023 to 194 in August 2023.
- In Alliance Districts, the special service endorsement vacancies declined nearly 40% from 166 to 102.

**Number of Special Service Vacancies (e.g., school counselor, school psychologist, social worker, speech language pathologist) in Public School Districts**




Month	Alliance Districts	All Other Districts
March 2023	166	108
August 2023	102	92

5

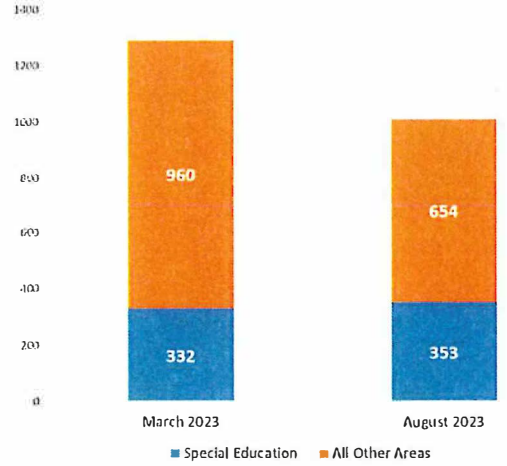


## Public School District Vacancies – Aug 2023



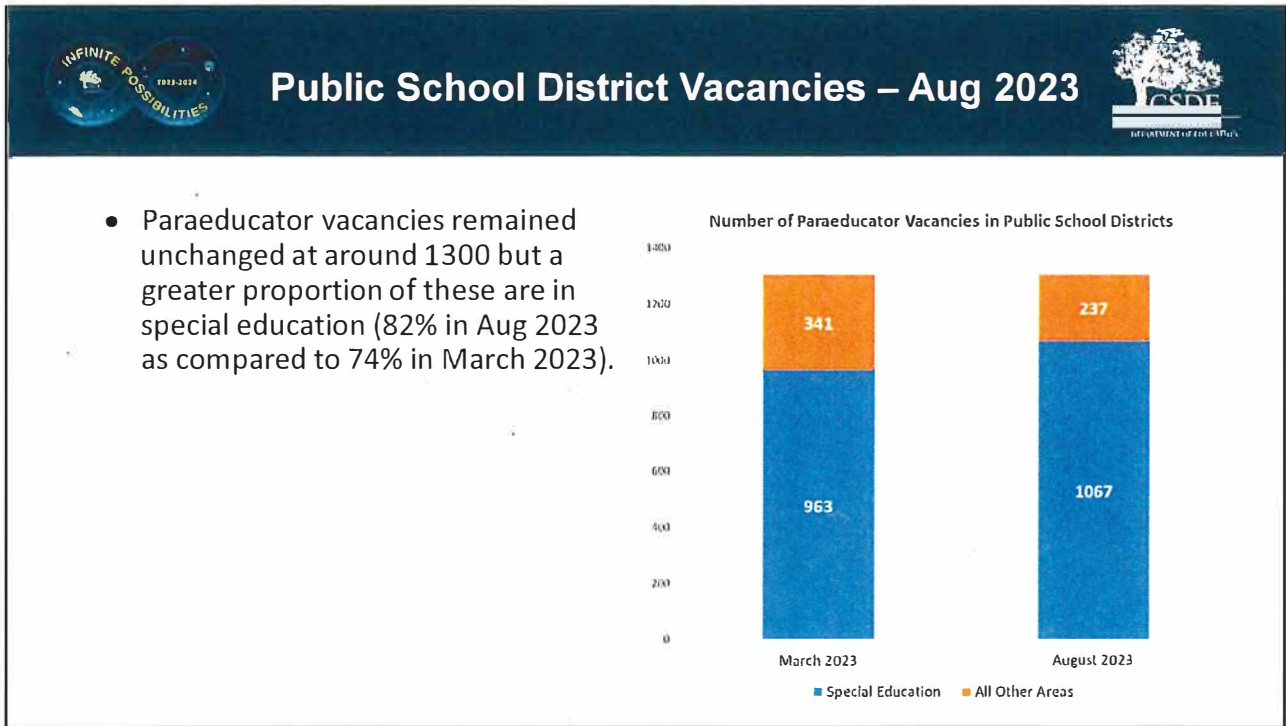
- Total number of teacher vacancies is down 22% from around 1292 in March 2023 to 1007 in Aug 2023. Declines are evidenced in Alliance and non-Alliance districts.
- A significantly greater proportion of these vacancies is now in special education. In March 2023, 26% (332 out of 1292) were in special education but now around 35% (353 out of 1007) are in special education.

**Number of Teaching Vacancies in Public School Districts**

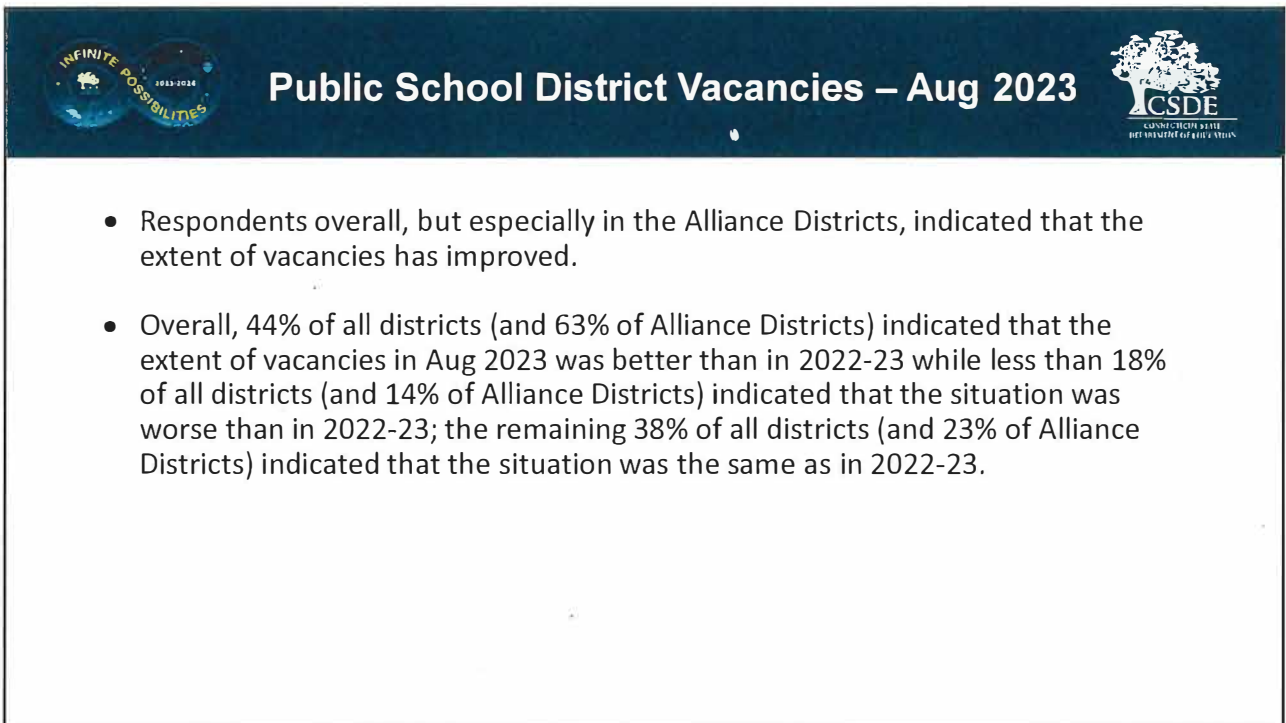


Month	Special Education	All Other Areas
March 2023	332	960
August 2023	353	654


6




7



8




## Approved Private Special Education Program (APSEP) Vacancies – August 2023



- Nearly all APSEPs responded (N=77).
- Total number of teacher vacancies is down from 153 in March 2023 to 142 in Aug 2023.
- Special service endorsement vacancies decreased from 38 to 31.
- Paraeducator vacancies increased from 241 to 264. Nearly 90% of the paraeducator vacancies are in special education.
- Approximately 25% of APSEPs indicated that the extent of vacancies in Aug 2023 was better than in 2022-23 but 34% indicated that the situation was worse than in 2022-23; the remaining 42% of APSEPs indicated that extent of vacancies was the same as in 2022-23.

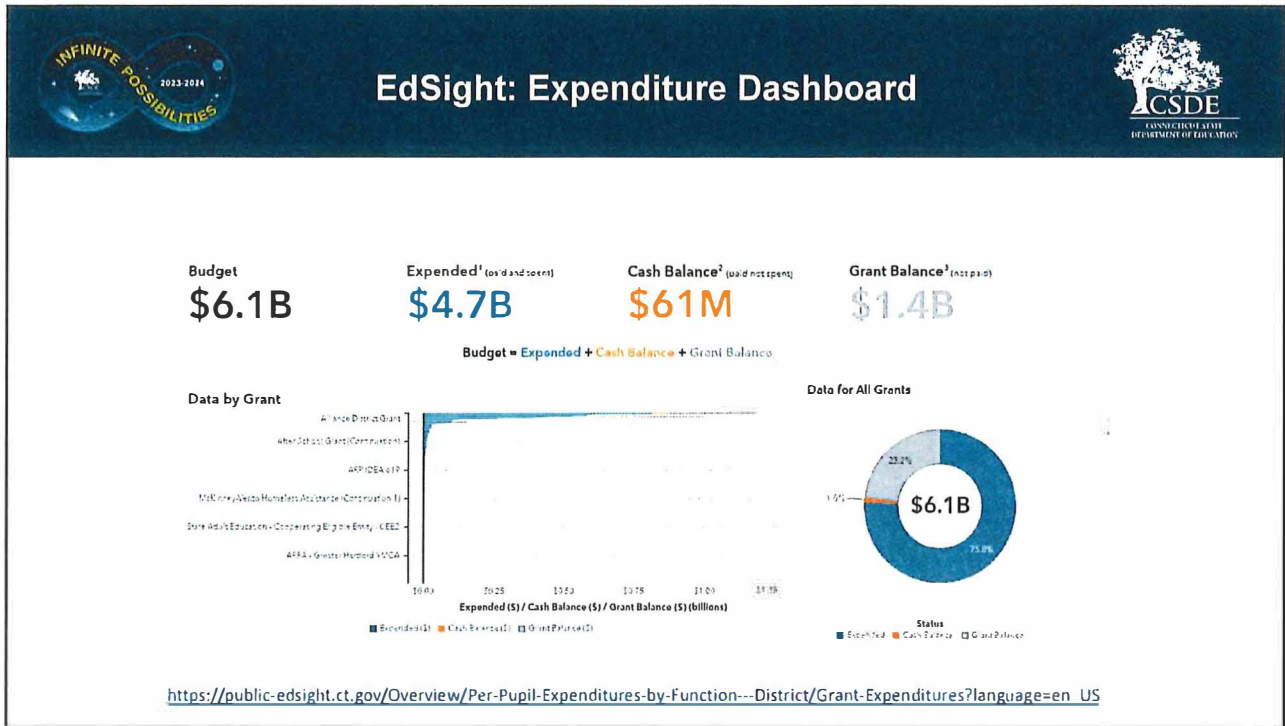
9



## Edsight & Expenditure Dashboard

10






11




12





# ESSER II Update




ESSER II Balances in eGMS as of Thursday, September 21:

ESSER II – LEA Allocation	\$443,183,812	ESSER II – State Set-Aside Grant	\$19,292,701
Grant Payments	\$412,956,590	Grant Payments	\$16,484,865
Grant Balance*	\$30,227,222	Grant Balance*	\$2,807,836
Reported Expenditures	\$395,096,708	Reported Expenditures	\$16,215,615

\*Grant Balance – funds that have yet to be drawn down by the district.

ESSER II Liquidation Extension Request	# of Districts
Districts Requesting Liquidation Extension	27
Districts Not Asking for Liquidation Extension	160
Number of Districts Not Yet Responded	14

13



## Thank you!

14

From: **Scianimanico, John** <[John.Scianimanico@ct.gov](mailto:John.Scianimanico@ct.gov)>

Date: Thu, Oct 5, 2023 at 11:29 AM

Subject: FAFSA Challenge Update - Congratulations!

To: [aanderson@ewct.org](mailto:aanderson@ewct.org) <[aanderson@ewct.org](mailto:aanderson@ewct.org)>

Dear Allison,

Congratulations! On behalf of Commissioner Russell-Tucker, I am thrilled to announce that **East Windsor High School** has been accepted into the Connecticut FAFSA Challenge as a Tier I school. We were impressed with the strategies and innovative ideas for improving FAFSA completion rates outlined in your application, and are excited that East Windsor High School has chosen to participate. To support your school in meeting this goal, the Connecticut State Department of Education (CSDE) will be issuing your school a grant in the amount of **\$4,500**. This award includes the \$1,000 prize for any school that achieved its 2022-23 FAFSA Challenge goal. More guidance on how to access and use these funds will be provided at our kickoff meeting.

On Wednesday, October 18<sup>th</sup>, the CSDE, along with the Connecticut RISE Network, will be hosting a virtual kickoff meeting for all schools participating in the FAFSA Challenge. Details on the event are below. All schools, including those which opted into Tier 1, are required to attend. **Please forward this invite to all other relevant school and district team members who you believe should be present at this meeting.**

**What:** FAFSA Challenge Kickoff Event

**When:** Wednesday, October 18<sup>th</sup> from 2:30-3:30pm

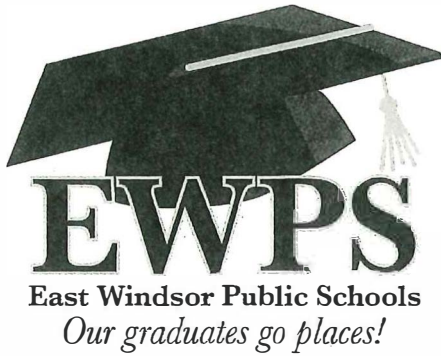
**Where:** [Register here](#) for this virtual event

**Why:** To discuss the FAFSA Challenge program, next steps in the grant process, and additional resources available to FAFSA Challenge schools

**Who:** All Tier 1 and Tier II schools are required to attend this first meeting

Again, congratulations on joining this terrific cohort, and we look forward to seeing you on the 18<sup>th</sup>!

Best,  
John



70 South Main Street  
East Windsor, CT 06088

BOARD OF EDUCATION

**Randi Reichle**  
Chair  
[rreichle@ewct.org](mailto:rreichle@ewct.org)  
860-627-8549

**Kate Carey-Trull**  
Vice Chair  
[kcarey-trull@ewct.org](mailto:kcarey-trull@ewct.org)  
(959) 333-9272

**Heather Spencer**  
Secretary  
[hspencer@ewct.org](mailto:hspencer@ewct.org)  
860-254-5373

**Patrick Tudryn, Ed. D**  
Superintendent  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)  
860-623-3346

Fax 860-292-6817

October 6, 2023

Chris DeRoy - EMO/TRANS  
123 East Road  
Broad Brook, CT 06016

Dear Mr. DeRoy,

On behalf of the East Windsor Board of Education, we would like to thank you and EMO TRANS for the generous, monetary donation in the amount of \$1,000 towards East Windsor High School.

Your support and dedication to the students of East Windsor Public Schools is greatly appreciated.

Sincerely,

Patrick Tudryn, Ed.D

cc: Board of Education

A. Anderson, Principal, East Windsor High School