

EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
Meeting of Wednesday, May 14, 2025
7:00 p.m.
Broad Brook Elementary School, Room A5
14 Rye Street, Broad Brook, CT

Join with Google Meet:
Video call link: <https://meet.google.com/sph-kwwy-cey>
Or dial: (US) +1 216-930-8933 PIN: 881 600 728#
More phone numbers: <https://tel.meet/sph-kwwy-cey?pin=8659140360724>

AGENDA

I. CALL THE MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE

IV. ADDED AGENDA ITEMS

V. MINUTES

- 1) April 23, 2025 - Regular meeting minutes
 - 2) April 24, 2025 - Special meeting minutes
-

VI. 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.
-

VII. STUDENT REPRESENTATIVE REPORT

VIII. ROCKVILLE HIGH SCHOOL ASTE STUDENT PRESENTATION

IX. EDUCATORS RISING PRESENTATION

X. NEW BUSINESS: DISCUSSION

- 1) Policies: 5000 Series
 - 2) Family Resource Center
-

XI. NEW BUSINESS: VOTE

- 1) Appointment of Jim Stremper for Rockville Regional Agricultural Education Consulting Committee
 - 2) Change in meeting date - Regular meeting of June 26, 2025
-

XII. LIAISON'S AND SUBCOMMITTEE REPORTS

XIII. PUBLIC PARTICIPATION

- 1) Speakers should preface remarks by stating their name and address.
 - 2) Please limit your comments to three minutes.
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 - 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.
-

XIV. MISCELLANEOUS

XV. CORRESPONDENCE

- 1) Dr. Tudryn's Letter Regarding Special Education Legislation
 - 2) Emails re: High School Woodline Runoff
 - 3) Email re: Pension Contributions for FRC Employees
 - 4) Logan Miscione (BBES Student) NCTC Production
 - 5) Email re: Rockville HS ASTE program
-

XVI. EXECUTIVE SESSION

- 1) 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.
 - 2) Pending litigation
-

XVII. ADJOURNMENT

**EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
REGULAR MEETING MINUTES
Wednesday, April 23, 2025 at 7:00 p.m.
Broad Brook Elementary School, Room A5
14 Rye Street, Broad Brook, CT**

I. CALL THE MEETING TO ORDER

Chair K. Carey-Trull called the meeting to order at 7:01 p.m.

II. PLEDGE OF ALLEGIANCE

Chair K. Carey-Trull led the Board in the Pledge of Allegiance.

III. ATTENDANCE

In attendance: Chair K. Carey-Trull, Vice Chair H. Spencer, Secretary F. Neill (joined the meeting at 7:03 PM), K. Betancourt, E. LeBorious, D. Menard, G. Resto, N. Farmer, Dr. P. Tudryn

Also in attendance: D. Rouillard, R. Galloway, K. MacDonald, A. Anderson, B. Kaminski, T. Field, L. Daitch, L. Foxx, and M. Ryan

Absent: C. Sevarino

IV. ADDED AGENDA ITEMS

None

V. COMMENDATIONS

S. Charrette introduced the limerick contest winners, Abigail Starvish and Elizabeth Romel, who read their poems.

The 3rd quarter award recipients were introduced to the Board by their respective building administrators:

Meaghan Taylor - Broad Brook Elementary School (in absentia)

Andrea Crawford - East Windsor Middle School

Jennifer Golych - East Windsor High School

Dr. P. Tudryn thanked Horace Mann and D. Mosher for his continued support of East Windsor Schools and the Crystal Apple award.

VI. MINUTES

April 9, 2025 - Regular Meeting Minutes: On a motion by H. Spencer, second by D. Menard, to approve the Board minutes. PASSED with a unanimous vote by all members present.

VII. PUBLIC PARTICIPATION

NONE

VIII. STUDENT REPRESENTATIVE REPORT

A copy of the Student Representative Report was provided to the Board.

IX. UPCOMING MEETINGS AND EVENTS

April 23, 2025 - BOE Curriculum Council Meeting at 5:30 PM

April 23, 2025 - Outstanding Student Ceremony at 6:30 PM

April 23, 2025 - BOE Regular Meeting at 7 PM

April 24, 2025 - BOE Special Meeting (School Renovation Project Workshop) at 6 PM
May 1, 2025 - EWHS Spring Concert at 6 PM
May 8, 2025 - PTO Meeting at BBES at 7 PM
May 13, 2025 - Budget Referendum
May 13, 2025 - 5th and 6th Grade Band and Chorus Concert at EWMS at 6 PM
May 14, 2025 - BOE Finance Subcommittee Meeting at 6 PM
May 14, 2025 - BOE Regular Meeting at 7 PM
May 15, 2025 - 7th and 8th Grade Band and Chorus Concert at EWMS at 6 PM
May 21, 2025 - BOE Board Policy Review Subcommittee Meeting at 5:30 PM
May 28, 2025 - BOE Curriculum Council Meeting at 6 PM
May 28, 2025 - BOE Regular Meeting at 7 PM

Dr. P. Tudryn advised of updates including an Athletic Subcommittee meeting scheduled for May 2, 2025 and an Ad Hoc Committee meeting on April 30, 2025. Additionally, he advised he will be sending policies to BPR in advance of the May 21, 2025 meeting. Discussion ensued regarding the schedule for Ad Hoc Committee meetings and the school renovations projects.

X. FINANCIAL REPORT

R. Galloway presented the financial report to the Board. He advised that there are no major updates. End of year projections were also provided.

XI. PERSONNEL REPORT

A copy of the personnel report was provided to the Board.

XII. LIAISON'S AND SUBCOMMITTEE REPORTS

F. Neill advised that the Booster Club has a meeting scheduled on May 5, 2025. She also informed the Board about the upcoming Purse Bingo event as well as efforts underway for scholarships and the Safe Grad party. N. Farmer reminded the Board of the Special Person dance coming up at Broad Brook Elementary School. Dr. P. Tudryn reminded the Board of Author's Day and the band concert on May 13, 2025 and encouraged Board members to attend. Discussion ensued relative to the process of updating the district's policies.

XIII. PUBLIC PARTICIPATION

NONE

XIV. MISCELLANEOUS

Dr. P. Tudryn updated the Board on the status of various contract negotiations. K. Betancourt shared that the middle school had their first home track meet which went well. She also advised the Board that the tri town hockey team will hold their annual golf tournament on August 2, 2025. A brief discussion ensued regarding the upcoming special meeting for discussion on the school renovation project.

XV. CORRESPONDENCE

- 1) Enrollment Report
- 2) Alliance District Op-Ed Letter

- 3) Annual Performance Report on Connecticut's State Performance Plan
- 4) Annual Allocation of Public Educational and Governmental Programming and Education Technology Investment Account

XVI. EXECUTIVE SESSION

On a motion by H. Spencer, second by G. Resto, to enter into executive session to discuss pending litigation. PASSED with a unanimous vote by all members present at 7:43 PM. The Board exited the executive session at 7:51 PM.

XVII. ADJOURNMENT

On a motion by H. Spencer, second by K. Betancourt, the Board adjourned the meeting at 7:52 PM. PASSED with a unanimous vote by all members present.

Respectfully submitted,
Jessica Ripley
Board Recording Secretary

DRAFT

**EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
Special Meeting
Thursday, April 24, 2025 at 6:00 p.m.
Broad Brook Elementary School, Room A5
14 Rye Street, Broad Brook, CT**

Join with Google Meet:

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Or dial: (US) +1 216-930-8933 PIN: 881 600 728#

More phone numbers: <https://tel.meet/sph-kwwy-cey?pin=8659140360724>

I. CALL THE MEETING TO ORDER

Chair K. Carey-Trull called the meeting to order at 6:12 p.m.

II. ATTENDANCE

In attendance: Chair K. Carey-Trull, Vice Chair H. Spencer, Secretary F. Neill, C. Sevarino, K. Betancourt, E. LeBorious, D. Menard, G. Resto, N. Farmer, Dr. P. Tudryn (via Google Meet)

III. NEW BUSINESS: DISCUSSION

The Board engaged in a thorough discussion regarding the school renovation projects. Members voiced concerns, outlined potential next steps, and shared their perspectives on the project's current status. A consensus was reached favoring new construction over a build-to-new approach for the middle/high school. Recognizing potential financial constraints, the Board agreed that if only one project could proceed, the middle/high school renovation would be prioritized. To address concerns about the project's timeline and progress, D. Menard will contact J. Giuliano of CSG. Furthermore, Chair K. Carey-Trull will draft a letter for Board review to the Board of Selectmen, seeking clarification on funding capacity and the Board of Finance's anticipated recommendations for this project in relation to other town initiatives. Dr. P. Tudryn will provide First Selectman J. Bowsza with a summary of this discussion.

IV. ADJOURNMENT

On a motion by D. Menard, second by G. Resto, the Board adjourned the meeting at 7:53 PM. PASSED with a unanimous vote.

The Student Representative Report BOE Meeting 5.14.25

Broad Brook Elementary School Report

BBES students are working on end of the year assessments in math and reading. Students are also completing a safe school survey, which will provide information we can use in planning for next year. With the spring weather getting warmer, Family Mileage Club has moved outdoors. Families were excited to exercise together during A.C.E.S. Day on May 7th. The Park and Rec department presented assemblies on Water Safety to all grade levels on May 8th.

Middle School Report

EWMS students are currently working on their third iReady diagnostic in both Math and Reading. On May 9th, students took part in our May incentive event to celebrate their hard work on the SBA and NGSS assessments. Students earned tickets to enter raffles for prizes and to attend the student vs. staff basketball game.

Thanks to Mrs. Molloy, EWMS has been transformed into an art gallery! Our hallways are now filled with incredible student artwork—it's amazing to see the creativity and talent on display.

EWMS students are busy with many after school activities including the 5th and 6th grade band and chorus concert, the 7th and 8th grade concert, softball games, and track meets.

High School Report

On Thursday, May 1, the EWHs Band, Chorus, and Jazz Band held their final concert of the year. The evening was filled with outstanding performances, supported by a warm audience of family, friends, and faculty.

One of the standout moments came when the Concert Band performed a challenging and dynamic piece titled "Hexagon." It was clear how much time and dedication went into mastering this selection.

The evening was also a time to honor our senior musicians, who performed in their final concert as EWHs students. Whether they've been part of the program for all four years or joined just this year, each of them showcased their growth, talent, and Panther pride. These students embody the Portrait of the Graduate as lifelong learners who are self aware and responsible citizens. .

A heartfelt congratulations and thank you to our seniors:

Rosaly Nogueurra, Kristina Keyes, Evan Witzke, Mariella Lukasik, Robert Leone, Jayden Ortiz, Maria Ferreira, Adyson Crynock, and Grace Meyer.

Congratulations to all our student musicians and to the music department for not hiding their panther pride and having a fantastic year!



EDUCATORS RISING

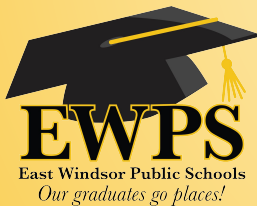
EAST WINDSOR

Introducing our members



This Year's Activities

- Regular meetings
- Opportunities to learn about the profession and to build leadership skills
 - Youth Empowerment Symposium
 - Connecticut Association of Schools - Elementary Leadership Conference – Guest Presenters
 - EWHS-Academic Leadership Association Partnership
 - Signing Day for Seniors at Quinnipiac



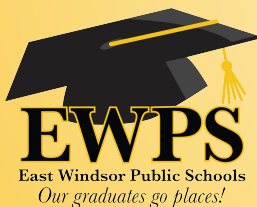
YOUTH SUMMIT: LEADING THE WAY

Guest Speaker - Iran Nazario

Very inclusive environment

Interactive activities to discuss barriers in society

Discussed power of youth voices

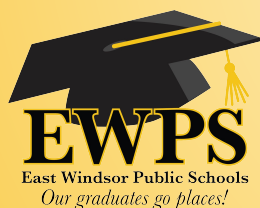


CT Association of Schools Elementary Leadership Conference at Asnuntuck Community College

Audience - 4th - 6th graders

250 students from 20 different schools

Lessons on self awareness, responsible decision making, problem solving.



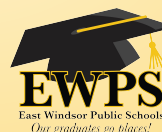
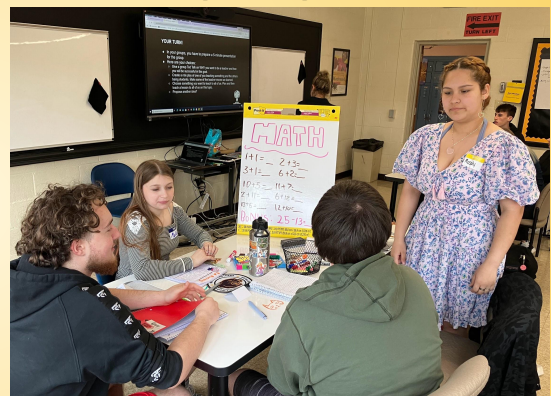
Safe Screen Time Lesson



Super Self Advocacy Lesson



Educators Rising Teaching Symposium at EWHs with the Academic Leadership Association (ALA)

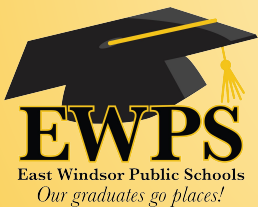


EdRising Signing Day at Quinnipiac - May 5, 2025



Jack Kittredge & Rosaly Nogueurra

Thank you!

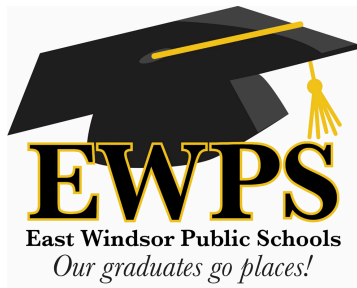


Series 5000

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ADMINISTRATION

70 South Main Street
East Windsor, CT 06088
860.623.3346

Patrick Tudryn, Ed. D
Superintendent

Darryl Rouillard
*Asst. Superintendent of
Curriculum and Personnel*

Deirdre Osypuk, PhD
Director of Special Education

MEMORANDUM

To: Board of Education

From: Superintendent of Schools

Date: May 9, 2025

Subject: Family Resource Center Program Review and Recommendations

Dear Board Members,

Attached you will find the 2013 Program Review of the Family Resource Center (FRC). Although this review is over a decade old, much of the information remains highly relevant to the current operations of the FRC. The foundational goals, service delivery framework, and community needs outlined in the document continue to align closely with the FRC's ongoing mission and work.

Proposal for Board Oversight

At this time, I am proposing that the Board of Education formally consider becoming the advisory board for the Family Resource Center. The current advisory board no longer exists. Establishing the Board as the advisory body would provide the essential oversight necessary to ensure the program's long-term sustainability and accountability. Your involvement would also strengthen the alignment between the FRC's work, the community, and the district's overall mission and goals.

Operational and Governance Updates Needed

Several operational and governance areas require attention:

- **Director's Contract:** The director's employment contract has not been updated for several years. A review and revision are recommended to reflect current expectations, performance metrics, and district policies.
- **Bylaws:** The FRC bylaws have not been updated since 2013. Updating these bylaws will ensure compliance with best practices and reflect the current governance structure and expectations.
- **Financial Management:** Although the FRC currently uses certain features of the Munis financial system, I strongly recommend a complete transition to Munis that provides more accessible, day-to-day management of accounts payable and receivable, bank reconciliations, and payroll

functions. This transition would significantly enhance efficiency, transparency, and overall fiscal oversight.

- **Employee Timekeeping:** Consideration should also be given to transitioning FRC employees to an electronic timecard system. This would modernize the payroll process, reduce errors, and improve accountability.

Integration into Board Subcommittees

I recommend that the Board's Finance and Curriculum subcommittees include the FRC in their regular meeting cycles. This integration would provide additional oversight, promote collaborative planning, and ensure that the FRC's work remains aligned with district priorities. Notably, other districts have already moved in this direction, yielding positive results in terms of governance and program effectiveness.

Thank you for your attention to this important matter. I look forward to discussing these recommendations with you at an upcoming meeting.

Sincerely,

A handwritten signature in black ink that reads "Patrick Tudryn". The script is cursive and fluid, with the first name and last name clearly legible.

Patrick Tudryn

FAMILY RESOURCE CENTER PROGRAM REVIEW

EAST WINDSOR, CONNECTICUT

DECEMBER 4, 2013
MARGARET K. FOSTER
CONSULTANT

FAMILY RESOURCE CENTER

PROGRAM REVIEW

The Advisory Board of the East Windsor Family Resource Center (FRC) voted at their meeting on November 6, 2013 to obtain a financial and operational review of the FRC for the fiscal years 2012 and 2013. This review was prompted by concerns regarding the financial status of the FRC and its overall financial management and practices. These concerns were generated when the board was informed at their October 16, 2013 meeting that there was an FY13 operating deficit of approximately \$31,000 and a current payable due to the Board of Education (BOE) of approximately \$52,000 for salary reimbursements.

I was retained on November 14, 2013 to conduct this review. Three full days were spent meeting with school district and town employees, program staff, and the chair of the FRC Advisory Board. Follow-up questions and discussions took place by telephone and email.

PROGRAM OVERVIEW

Superintendent Philip Morton established the Family Resource Center for the East Windsor School District in 1997 based on the state of Connecticut's Family Resource Center Programs (see attached state program description, Exhibit #1). Up until September, 1997 the town operated a similar program called "Birth to School/Day Care" which replaced an earlier YMCA program called "Latch Key Program" that was located in the Broad Brook Elementary School and offered before and after-school care.

The Service Components of a Family Resource Center, as outlined by the state are:

- Quality Full-Day Child Care and Readiness Programs
- School-Age Child Care
- Resource and Referral Services
- Families in Training
- Adult Education
- Support and Training for Family Day-Care Providers
- Teen Pregnancy Prevention (Positive Youth Development)

All of the above services are included in East Windsor's Family Resource Center brochure (Exhibit #2) and on the programs' website:

http://www.eastwindsork12.org/Departments_Programs/Family-Resource-Center

The **Mission Statement**, as printed on the Center's brochure, is:

"The East Windsor Family Resource Center will ensure that healthy, well-prepared children are coming into the school, open to learning, ready to grow and achieve their personal best. This is accomplished through the partnership of parents, educators and the East Windsor Community who embrace the value of lifetime learning experiences."

In practice, the FRC is governed by an Advisory Board of 12 members, 10 voting and two non-voting positions. (By-laws attached, Exhibit #3.)

The Family Resource Center has one full-time director. The present director was hired in March, 2013 following the retirement of the director who had been in that position since December 26, 2006. Other administrative staff include a part-time bookkeeper who has been working at the FRC since 2008 and a data tracker who enters enrollment numbers in program services covered by the FRC grant, as well as daily attendance numbers, in the state's Cayen data management software system.

FRC's director and preschool head teacher are the only 40-hour per week employees who are eligible for health and dental benefits. They participate in the school district's health, dental, and life insurance group plans. It appears that FRC employees are also eligible for the optional and contributory pension plan offered through the Town of East Windsor for those employees who work over 1,000 hours per year. The cost is 2% of their regular salary. I have not been able to determine how many FRC employees meet the 1,000 hour threshold and there are no FRC employees currently enrolled in the town's pension plan.

The FRC is not part of the BOE accounting system except for salary, benefit, and tax payments. The FRC bookkeeper uses QuickBooks accounting software to register tuition and other fee payments and to pay most of the operating bills such as office and educational supplies, snacks, and services. It is also used to pay and receive payroll expenses with the Board of Education.

The Family Resource Center offices and classrooms have been located in Broad Brook Elementary School since the program began in 1997.

For the purpose of this audit and review, I focused on those services that produce revenue and incur the vast majority of expenses. These are generated primarily by the Child Care programs and the Summer Program. The other component services noted on the previous page are primarily referral services to other state or local agencies. Within the service called "Child Care", there are six revenue-producing programs that will be reviewed in more detail:

1. Before School Childcare
2. After School Childcare
3. Half-Day Preschool Programs
4. Breakfast Program
5. Early Release Days
6. Extended Days
7. Summer Program

BEFORE SCHOOL CHILDCARE

This childcare service is designed to accommodate families who need childcare before the regular elementary or preschool classes begin each day. Students may be dropped off at Broad Brook Elementary School at 7 am and will be cared for until 9:05 am. Parents can register their students on a weekly or daily basis.

Tuition for this program is eligible for a Connecticut Dept. of Social Service subsidy program called Care4Kid which helps low to moderate income Connecticut families with childcare costs. The amount of the subsidy received by each family is income-based and all applications and other paperwork are processed entirely through the Care4Kids program. Care4Kids notifies the FRC office of those participating families who are eligible for the subsidy and sends a monthly tuition payment directly to FRC for application towards a tuition payment. These payments are then entered in FRC's QuickBooks accounting system.

Program Data:

- Cost: \$40 per week; \$9 per day
- # of students served:
 - FY12: Numbers inaccessible at this time.
 - FY13: approximately 61
 - FY14: approx. 46
- FY14 Staff: (schedule for FY12 & FY13 could not be provided by FRC personnel)
 - 1 coordinator: 6:30 am – 9:05 am
 - 1 group leader: 7:00 am – 9:00 am
 - 3 group leaders: 7:15 am – 8:45 am
- Program Tuition Revenue
 - FY12 \$ Unable to determine: combined with After School Care
 - FY13 \$ Unable to determine: combined with After School Care

AFTER SCHOOL CHILDCARE

Similar to the Before School Childcare program, this childcare service allows children to remain at Broad Brook School after the last regular classes end. Students are cared for from 3:40 pm until 6 pm. Parents can register their students on a weekly or daily basis.

After School Childcare is also eligible for Care4Kids tuition subsidies and payments are processed as described above for the Before School Childcare program

Program Data:

- Cost: \$50 per week; \$11 per day
- # of students served:
 - FY12: Numbers inaccessible at this time.
 - FY13: approximately 68
 - FY14: approx. 51
- FY14 Staff: (staff schedule for FY12 & FY13 could not be provided by FRC personnel)
 - 1 coordinator
 - 9 group leaders (hours vary)
 - 2 asst. group leaders (hours vary)
- Program Tuition Revenue
 - FY12 \$ Unable to determine: combined with Before School Care
 - FY13 \$ Unable to determine: combined with Before School Care

NOTE: The Before School Childcare and After School Childcare services are the two major revenue-producing programs for FRC. Combined revenue:

- FY12: \$210,183
- FY13: \$179,192

HALF-DAY PRESCHOOL

The Family Resource Center offers both a half-day and full-day preschool program for ages 3, 4, and 5.

- AM Session: 9:05 am – 11:55 am
- PM Session: 12:50 pm – 3:40 pm

In addition to the FRC preschool program, Broad Brook Elementary School offers two school-administered preschool classes on a half-day basis only. At \$25 per week, the Broad Brook classes are very popular and there is a consistent waiting list to enroll.

The cost for the FRC program is \$60 per week. There is an agreement between FRC and the BOE to offer the FRC preschool program to students on the Broad Brook waiting list at a cost of \$25 per week. The BOE pays FRC an additional \$25 per week for those waiting-list students when they receive an invoice from FRC. Therefore, the FRC has a net loss of \$10 per week on waiting-list students.

Both Broad Brook and FRC preschool students can ride district school buses.

Program Data:**Tuition:**

Tuition costs for each student enrolled in the preschool program are entered into the QuickBooks accounting system by the bookkeeper. She then enters check and cash payments against amounts owed into QuickBooks. At any time, she is thus able to generate an accounts receivable statement.

- Families can apply to the state-sponsored Care4Kids financial aid program for a tuition subsidy.
- Checks and cash tuition payments are presented in person, mailed, or left in an unlocked cash box in the cafeteria.
- Cost:
 - FY12: Half day: \$56/week; Full day: \$112/week
 - FY13: Half day: \$60/week; Full day: \$120/week
 - FY14: Half day: \$13/day; \$60/week
Full day: \$26/day; \$120/week
- # of students served:
 - FY12: Numbers inaccessible at this time.
 - FY13: 24
 - FY14: 27
- # of FY14 Staff: (staff schedule for FY12 & FY13 could not be provided by FRC personnel)
 - 1 head teacher: 8 am – 4 pm
 - 2 group leaders: 1 pm – 3 pm for one leader; schedule not available for other leader
 - 3 teacher assistants: 3-4 hours per day
- Program Tuition Revenue
 - FY12 \$42,627
 - FY13 \$32,856

BREAKFAST PROGRAM

The Breakfast Program is offered only to FRC participants from 7 am to 8:45 am. (Broad Brook Elementary students are able to get school-served breakfast starting at 8:45 am under a separate program.) Cereal, granola bars, and milk are made available. The milk is provided from regular cafeteria supplies and is charged to the FRC program from the Cafeteria program. The FRC Program Director purchases the cereal and granola bars from Costco using the program's American Express card. Cafeteria staff is not used for the FRC program. Money is collected by FRC staff on

site, placed in an envelope marked "Breakfast" and then placed in an unlocked cash box, located in the cafeteria. This program is not part of the federal or state breakfast/ lunch programs.

Program Data:

- Cost: \$1 per meal
- # of students served: 6-8 per day
- Program Revenue:
 - FY12 \$266
 - FY13 \$291

EARLY RELEASE DAYS

On those days when all schools close at 1:30 pm, this program offers daycare services until 6:00 pm for both elementary and middle school students. This is a flexible service which allows parents to register a child only as needed.

Program Data

- Cost: \$10/day
- # of students served: In the past three years, participation has averaged 50 each early release day.
- Staff: 10; hours vary but average 2.75 hours per staff member per day
 - 1 coordinator
 - 1 teacher
 - 6 group leaders;
 - 2 asst. group leaders
- Program Tuition Revenue
 - FY12 \$7,406
 - FY13 \$3,826

EXTENDED FULL DAYS

During school vacations, snow days, and some holidays when school is closed, the daycare center remains open from 7 am to 6 pm.

Program Data

- Cost: \$40/day
- # of students served: Average 19 per day

- # of Staff: 7; hours vary but average 5 hours per staff member per day
 - 1 coordinator
 - 1 teacher
 - 4 group leaders
 - 1 asst. group leader
- Program Tuition Revenue:
 - FY12 \$18,478
 - FY13 \$14,290

SUMMER PROGRAM

This program is not part of the state's Family Resource Program model but was added in 2001 because it was believed to be a much-needed program for East Windsor families. Given that the income revenue for this program has never been included in FRC's annual budget, one can only conclude that it was intended to be a financial break-even program. However tuition revenue has not covered expenses for FY12, FY13, or FY14 as shown in the table on page 9.

The program is operated for approximately seven weeks in July and August, five days per week from 7 am to 6 pm, for campers ages 5-12. There is a counselor-in-training component for campers ages 13 & 14 who are offered reduced tuition in return for their help in running activities and supervising younger campers. This is a daycare program, not an education program, but it does offer some educational components like art classes and field trips to local points of interest. The state's Care4Kids subsidy program can be used for Summer Program tuition.

The Summer Program is held at the nonprofit-owned Scout Hall in East Windsor. It was determined that Scout Hall is a better facility for the program because it is air-conditioned, has hiking trails, playing fields, and an accessible, fully-equipped kitchen. Rent in FY14 for Scout Hall was \$6,200.

Program Data

- Cost:
 - FY12: \$120/half day; \$165/full day
 - FY13: \$130/half day; \$170/full day
 - FY14: \$135/half day; \$175/full day
- # of students served:
 - FY12: Numbers inaccessible at this time.
 - FY13: 75-80
 - FY14: 65

- Expenses:
 - Payroll and payroll taxes
 - Facilities rent
 - Field trips: 2 times/week
 - Transportation for field trips (vendor buses)
 - Snacks
 - Supplies
- # of Staff:
 - FY12: 28 (no position breakdown available)
 - FY13: 25
 - One director
 - Two planning coordinators
 - 17 counselors
 - 5 asst. counselors
 - FY14: 21
 - One director
 - Two planning coordinators
 - 14 counselors
 - 4 asst. counselors

• Program Revenue and Expenses:

	FY12	FY13	FY14
	(Summer, 2011)	(Summer, 2012)	(Summer, 2013)
Revenue Tuition	82,283	81,698	68,308
Expenses			
Salaries	73,031	92,634	75,150
FICA	6,814	6,467	5,750
Other	<u>14,792</u>	<u>16,259</u>	<u>14,391</u>
Total	94,637	115,360	95,291
NET INCOME	(12,354)	(33,662)	(26,983)

GENERAL

BANK ACCOUNTS

The Family Resource Center has three bank accounts with Webster Bank. All three accounts use the BOE's tax identification number:

1. Checking account for operations (salary, taxes, and benefits payments, accounts payable for services and supplies). Most of the FRC's banking activity occurs in this account: depositing tuition payments and transfers from the grant account. Balance in this account as of 11/19/13 was \$269.20
2. Municipal savings account. Internally, this account is called the FRC's "Reserve" account. According to the former FRC director, this account existed when she began as director in 2000. There have been no deposits to this account since 12/31/04 except interest payments. A summary of all account activity since FY05 is below:

	Beginning Balance	Interest Income	Withdrawals	Ending Balance
FY06	80,604.58	2,925.85	0.00	83,530.43
FY07	83,530.43	3,935.65	0.00	87,466.08
FY08	87,466.08	3,106.67	(10,000.00)	80,572.75
FY09	80,572.75	1,088.08	0.00	81,660.83
FY10	81,660.83	268.64	(20,000.00)	61,929.47
FY11	61,929.47	157.12	0.00	62,086.59
FY12	62,086.59	103.29	(10,000.00)	52,189.88
FY13	52,189.88	81.48	0.00	52,271.36
FY14 (as of 11/20/13)	52,271.36	18.97	(45,000.00)	7,290.33
Total interest earned		11,685.75		
Total withdrawals		(85,000.00)		

3. Checking account for grant income. This appears to be only a "pass through" account to receive grant funds from the BOE and then transfer those funds to the operations checking account. The account maintains a consistent balance of \$72.15.

GRANTS

The East Windsor Family Resource Center has received the following state grants:

- FY12
 - Family Resource Center Program: \$ 92,435
 - After School Program: \$ 85,500
- FY13
 - Family Resource Center Program: \$105,213
 - After School Program: \$ 80,198 (reduced from original \$85,099)
- FY14
 - Family Resource Center Program \$104,500

Family Resource Center Grant:

- Supports program administration, preschool, and daycare services.
- Money used primarily for salaries of the director and teachers, FICA, parent home visits, training, and supplies.

After School Program:

- Supports after-school activities at the middle school.
- Monies used primarily for salaries of Director, 5-7 teachers and aides, FICA, transportation, and parent involvement activities.

Grant Administration & Finances:

- FRC state grant funds are received by the town treasurer who records the funds in the BOE grant fund account.
- FRC receives reimbursement checks from BOE to cover grant-eligible expenses the BOE has paid on behalf of FRC and which FRC repaid the BOE in full. Those expenses are primarily grant salaries, benefits, and taxes.
- FRC writes checks from the pass-through account for deposit into the FRC operating account to cover eligible costs incurred and paid from the operating checking account during the grant period.
- Sometime before or during FY13, grants management became the responsibility of the school business manager who requests the funds from the state on behalf of FRC, monitors the expenses, and files state grant reports. The business manager also sends financial grant activity reports to the town treasurer.
- According to the CT State Dept. of Education Bureau of Grants Management website:
 - Grantees must complete program activities by June 30.
 - They must fully encumber funds by June 30 but can liquidate encumbrances through July 30.

- These grants cannot be carried over to another fiscal year and cannot be amended after June 30.
- No payments can be made in a subsequent year to cover prior year activities.
- Unexpended funds must be returned to the state and cannot be reallocated in a subsequent year.

OTHER PROGRAM FINANCIAL PROCESSES & PROCEDURES

Payroll:

- The East Windsor Family Resource Program does not have its own federal Employee Identification Number (EIN). Since an EIN is required for paying employees and deducting taxes, the FRC payroll is processed through the East Windsor Board of Education, using the Board of Education's EIN, by mutual agreement.
- At the end of each month, the BOE human resources manager sends FRC an invoice for FRC salaries, benefits, and FICA taxes that were paid by the BOE.
- FRC then writes a check from their operations checking account made out to East Windsor Board of Education for the amount of the invoice. That check is sent to the town treasurer. (The town treasurer informed me that checks from FRC are received 60-90 days in arrears.)
- If any of the salaries, taxes, and benefits in a given month's payments are grant-eligible expenses, the FRC director completes a purchase order for those amounts and sends it to the business manager.
- The business manager approves the grants payment and processes a check for FRC which is deposited to the grants checking account and credited to the salary, FICA, and benefits expense accounts in QuickBooks.
- FRC then writes a check from the grants checking account to be deposited into the operations checking account to cover a portion of the original operations check used to pay the payroll invoice from BOE.

Accounts Payable:

- Most invoices for the FRC program are paid directly by the bookkeeper using the operations checking account and recorded in the QuickBooks accounts payable program. The bookkeeper assigns the expense to the account the director has written on the invoice.
- The FRC does not pay sales taxes on its purchases of educational supplies and services, using the Board of Education's tax exempt permit #3-156-098.

- The bookkeeper generates a handwritten and unsigned check, attaches it to the invoice and a "Check Request Form", and leaves in the principal's school mailbox .
- The principal reviews the "Check Request Form", signs the checks, and returns to the bookkeeper who then mails the checks.

Bank Account Transfers:

- Money transfers between bank accounts is completed by the director. Based on past practice, Advisory Board approval has neither been requested nor obtained.

CASH MANAGEMENT

Cash is received for tuition and the breakfast program through the mail, in the cash box located in the cafeteria, or in person.

- Cash/checks received directly by bookkeeper: Bookkeeper completes a multi-copy receipt and gives the original to the parent/guardian immediately.
- Cash/checks received through mail: Bookkeeper completes a multi-copy receipt and gives the parent the original when they pick up their child at the end of the day's session or she mails it to the parent/guardian.
- Cash/checks received through the cash box: According to the bookkeeper, cash is put into the cash box in sealed envelopes with student's name and payment information. The bookkeeper then follows the same procedure as if received through the mail.

The envelopes of cash and checks are kept in a locked file cabinet in the FRC office. The director and bookkeeper have keys to the file cabinet. During the day, the bookkeeper removes all the money received that day, counts it, copies all checks, completes a bank deposit slip, and then puts the money, the deposit slip, and copies of checks and receipts in the locked file drawer. The money stays there until the director makes a bank deposit, usually once a week. The director gives the deposit receipt to the bookkeeper who attaches it to the receipts and check copies and files it.

PURCHASING

There is no purchase order or written pre-approval system in place within the FRC Program. The FRC Advisory Board does not receive or approve a "warrant" of expenses at their meeting. Purchases are discussed between the director and bookkeeper and orders for supplies and/or services are placed by the director.

There is no form used to assign an expense account for each purchase of supplies or services. The director assigns the cost to an expense account.

The FRC has an American Express credit card in the program's name. The card is kept in a locked file drawer. It is used primarily by the director for the purchase of snacks and breakfast foods at Costco, postage stamps, and Summer Program expenses like field trips. (The bookkeeper has been asked infrequently to buy supplies using the credit card.) The director gives receipts to the bookkeeper who then matches them to the card's monthly statement. Each charge on the American Express monthly statement is entered in the appropriate QuickBooks expense account.

SUPERVISION

According to the job description for the FRC director contained in the Advisory Board by-laws, the director is supervised by the principal of Broad Brook Elementary School. However, in conversations with both the director and principal, the two have only recently begun weekly meetings. The principal explained that the previous principal told her that very little supervision of this program is needed. The principal now understands that more active supervision of the FRC program and director are needed.

FINDINGS & RECOMMENDATIONS

FINDING #1

During conversations with many school district administrative staff and FRC staff, it was repeatedly stated that the operational and financial management of the FRC program were in a "gray area" within the overall school operations. For example, the FRC director only recently became aware that her direct supervisor is the principal of Broad Brook Elementary School. She believed that she reported to both the superintendent and Advisory Board Chair. Further, the BOE business manager processes grant receipts and reimbursement payments, and is responsible for state reports but is unaware of the overall financial status of the FRC program. This "gray area" has resulted in a serious lack of financial and managerial oversight and is the most significant contributing factor to the FRC's current financial difficulty.

RECOMMENDATION #1

The East Windsor FRC should be fully incorporated into the operational and financial oversight of the BOE. The Board of Education and FRC Advisory Board has taken steps toward this goal of incorporation of the FRC into the school district's operation and oversight with these actions:

- In a February 9, 2009 request from the State of Connecticut Dept. of Public Health, former Supt. Timothy Howes verified that the East Windsor Board of Education administers the Family Resource Center Program and retains responsibility of its management and oversight. (Exhibit #4)
- The FRC's June 5, 2012 revised by-laws state that the BOE is "Responsible for fiscal oversight of the East Windsor Family Resource Center". (Exhibit 3)
- On June 13, 2012 the BOE voted unanimously "...that the Family Resource Center is a Board of Education entity/program that is run and operated by the Board of Education." (Exhibit #5)

The BOE and administrators, in concert with the FRC Advisory Board, should take the actions necessary to fulfill the intent of these actions by bringing the total financial operations of the program into the Board of Education's management. Specifically:

- All revenue, including grants, tuition, and fees should be processed through the BOE Administration's Business Office and reported through the same accounting system as other BOE revenue-producing operations such as Cafeteria. Likewise, all bills should be paid through the Business Office, using the Phoenix accounting system. In East Windsor, revenue producing operations like Cafeteria and FRC are called "Nonmajor Special Revenue Funds".

- A. QuickBooks should be retained in the FRC office but used only for entering tuition costs and payments per student. Invoices and statements which are important tools for monitoring monies owed and received by each program can then be produced. QuickBooks should no longer be the primary accounting system used to pay any expenses. QuickBooks should only be an FRC internal recordkeeping system for tuition and fee monies owed and collected. It will also provide an accounts receivable report at any time to determine which parents/guardians owe tuition. Statements can be mailed and phone calls made by FRC personnel to remind parents of overdue payments.

FINDING #2

Since 2008, and perhaps even earlier, operating funds have been obtained by transferring thousands of dollars from what has been called the "Reserve" account to the operating checking account to allow the FRC program to "pay its bills". These transfers were not temporary "loans" for cash flow purposes because no deposits, other than bank interest, have been made to the "reserve" account since 2006. (See page 10 for account activity in the reserve account since FY06). Reliance on funds from this reserve account to cover routine operating expenses makes it clearly apparent that the FRC Program, as a whole, is not financially self-supporting. However, because financial recordkeeping is not done on a program-by-program basis, it is impossible to determine which individual programs, if any, may be self-supporting.

RECOMMENDATION #2

In practice and in the accounting system, separate revenue and expense records should be kept for each individual program (Before School Care and After School Care could be combined, per decision of the BOE and FRC Advisory Board). After one year of this detailed accounting, it should become apparent where there are program deficits and surpluses so it can be determined where to increase fees, decrease expenses, or to completely eliminate a program.. The current FRC salary account within the BOE's Phoenix accounting system is 1-10-840-2500-10-00920. Working with the business manager and human resources manager, subaccounts for all FRC programs could be created within the #840 FRC's overall account. If financial management and oversight remain within the FRC office and are not incorporated into the BOE, subaccounts can be established in QuickBooks.

NOTE: In a comparison of tuition costs for Before/After School Childcare and Preschool with two other East Windsor childcare providers, I found FRC's costs for those two programs to be competitive.

FINDING #3

There are currently multiple bank accounts in the name of the Family Resource Center which are managed through a system of inter-account transfers made exclusively by the FRC director. This system of multiple accounts, managed in the current manner, is not transparent, is inefficient, and is inappropriate for a program with a \$400,000+ budget.

RECOMMENDATION #3

Working with the BOE's business manager and town treasurer, these bank accounts should be closed and the fund balances added to the Family Resource Program Special Revenue account within the Board of Education's bank account and accounting system. If financial management and oversight remain within the FRC office and are not incorporated into the BOE, only the operations checking account is needed.

FINDING #4

There is a long-standing practice of paying FRC salaries through the BOE's Phoenix accounting system. The BOE is then always credited 100% for salaries by a reimbursement check from FRC. Some other accounts payable are processed through the district's accounting system, again, credited 100% by a reimbursement check from FRC. If any salaries and expenses are part of a state grant, the business manager processes a BOE check as a reimbursement to FRC. As a result, there is \$0 financial activity reflected in the BOE general fund accounting system which is the desired result at the present time. This system enables the business manager, who is technically responsible for the program's finances, to have a record of the FRC's grant expenses.

However, this system of payments and reimbursements has important negative consequences. Besides being redundant and not transparent, the process of crediting grant revenue to expenses results in inaccurate reporting of revenue and expenses for the whole FRC Program. In effect, it results in a decrease in actual expenses and shows no grant revenue for the FRC Program. As can be seen in Exhibit #6, the town's FY12 audit for the FRC Program (listed as "After School Program Fund") states \$0 in "Intergovernmental Revenues" (aka "Grants") when in fact, the FRC received \$177,935 in grant revenue that year:

\$92,435 Family Resource Center Grant

\$85,500 After School Program Grant

RECOMMENDATION #4

For transparency and accurate recording of revenue and expenses, in both budgeting and recordkeeping, FRC grant revenue should be recorded as revenue and not as a credit to expenses. If financial management and oversight is incorporated into the BOE, grant-funded salaries and expenses can be charged directly to the proper grant fund.

FINDING #5

Grant activity is not being completed by the CT State Dept. of Education's deadline of June 30 for spending and encumbering funds. As of November 25, 2013, FY13 unexpended grant funds were still being discussed between the FRC director and the business manager and some state grant funds had to be returned to the state.

RECOMMENDATION #5

Communication between the BOE Business Office and the FRC director and bookkeeper should be improved with regular grant expense reports supplied to the FRC office by the Business Office. Regular communication and reports will facilitate timely actions on grant receipts and spending. Regardless of whether financial management and oversight remains with FRC or is incorporated into the BOE, better communication is needed between entities.

FINDING #6

The QuickBooks system maintained by the FRC bookkeeper contains the only financial accounting records for this program. QuickBooks is an adequate accounting system for a \$400,000 + program such as the FRC. However, it appears that many entries are made on a cash basis instead of an accrual basis which is the proper form for all governmental accounting. In addition, accounting entries are either not being entered correctly or not in a timely way. For example, the FY13 operating deficit was \$31,064 as of October 15, 2013 but the FY13 operating deficit was \$35,551 on November 18. FY13 accounting activity should have been closed by early August.

Another example is the FY12 balance sheet showing a negative \$6,728 in accounts receivable. (Exhibit #7) Accounts receivable is a positive number. During the last 18 months, this amount should have been researched and corrected.

RECOMMENDATION #6

The FRC bookkeeper must be diligent about entering revenue and expenses in the correct fiscal year. For example, if a tuition payment for June preschool is received in July, the revenue must be entered into QuickBooks with a June 30 date to reflect the tuition was earned in the fiscal year ending June 30, even though it was received in the following fiscal year. The same posting practice must be done for expenses paid. For example, salaries paid in July for work done in June, must be posted with a June expense date to reflect the services rendered were in the previous fiscal year, even though it was paid in the following fiscal year.

Proper use of accrual-based accounting will result in accurate records and reports, especially at fiscal-year's end. In addition, the bookkeeper must frequently review the accounts receivable reports in QuickBooks to find and correct errors. Financial management and oversight by the BOE should prompt a regular review of proper accounting procedures.

FINDING #7

A significant accounts receivable amount existed at the end of FY13. According to the attached balance sheet, (Exhibit #8) \$9,834 was owed to FRC as of June 30, 2013. If current monthly deposits average \$6,000 per month, this outstanding amount represents more than 1.5 months of late payments.

RECOMMENDATION #7

The bookkeeper should keep the director informed on a weekly basis of the status of late tuition payments. Statements should be mailed regularly with follow-up calls made directly to families. The director is currently working on updates to the parents' handbook which includes consequences for late tuition payments. In June, extra collection efforts should begin to collect all outstanding tuition payments due in the current fiscal year. If financial management and oversight is incorporated into the BOE, the business manager should also review the status of accounts receivable on a regular basis.

FINDING #8

FRC internal staffing and expense budgets are not kept in a financial accounting and recordkeeping system such as Excel. Instead, I found handwritten budgets and budgets typed in a word processing document that are not able to be revised, updated, and/or monitored in either an efficient, financially-sound manner.

RECOMMENDATION #8

Staffing and benefits are almost 90% of the FRC budget and should be monitored closely, ideally on a weekly basis. This is a crucial practice since most of the program salaries are variable, i.e. hourly rates with varied work days per week. However, prior to October, 2013, records of electronic staff schedules, hours actually worked, rate of pay, and annualized salaries could not be found. Excel spreadsheets containing every employee, rate of pay, and hours worked should be maintained for each bi-weekly pay period, and a running subtotal kept. The subtotals should be compared to total salaries budgeted for the year with budget to actual percentages calculated. In this way, the director will know after each pay period whether or not she is exceeding the salary money available for each program. The director recently started Excel spreadsheets with schedules but should expand the spreadsheet to include actual hours worked and actual salaries paid.

When the electronic staff schedules are fully created, I strongly recommend that adult to student ratios are calculated because it appears that many programs exceed the 1 adult to 10 student state-recommended ratio with more adults than may be needed.

FINDING #9

FRC employees appear to be hired for one-year appointments. However, the information provided in appointment letters is inconsistent from letter to letter. For example, copies of appointment letters that were reviewed have the rate of pay and position title but are not consistent in stating which program the person will work in, how many hours per day or week, and the salary funding source, i.e. tuition or grant funded. There are no FY14 appointment letters. It also appears that not all mandatory employment forms have been completed by FRC employees.

RECOMMENDATION #9

Appointment letters are important for both internal staff budgets and for the human resource manager when she is setting up the employee in the payroll system. A copy of the appointment letter, sent to the human resource manager, should tell her that a particular person is now working for the East Windsor Family Resource Center at a stated rate of pay and in a stated program. The employment letter also acts as a prompt for the human resources manager to ensure that the new employee provides all required payroll documentation including social security #, W-4 tax withholding, I-9 immigration status, etc. My conversation with the human resource manager was reassuring in that she is going to review the records for all FRC employees to confirm they have all necessary paperwork on file. Furthermore, she is also going to begin processing all FRC employees through the district's online criminal background check system.

FINDING #10

The presence of a head teacher and coordinator during the same hours on early release days with both earning over \$21 per hour is unnecessary and not an efficient use of limited funds. It should be noted that during extended days, both the head teacher and coordinator are scheduled but their schedules overlap by only ½ hour.

RECOMMENDATION #10

This is just one example of an area where a close look at who is working what schedule and what their clearly-defined role and task is would probably identify salary savings. I believe there are other redundant roles within program schedules.

The FRC director explained that the preschool head teacher works in other programs such as Early Release and Extended Day to increase her hours to 40 hours per week thus making her benefits-eligible. The roles and tasks needed for each program should be identified by the director and then the director should fill the positions based on program needs instead of staff needs. The BOE and/or Advisory Board should also clearly define benefits eligibility: how many minimum hours per week worked for how many weeks per year.

FINDING #11

Tuition and breakfast payments are primarily received in a free-standing and unlocked cash box located in the cafeteria. The cash box could easily be opened and money taken or the entire cash box could be taken by an unauthorized individual.

RECOMMENDATION #11

The FRC Program should purchase a slotted cash box (many on Amazon.com for under \$100) with a key lock. The box should be permanently mounted to a wall or counter in an easily accessible location in or near the school's main office. Parents or guardians who pay at school, should be instructed to put their envelope containing cash or check inside the slot. An authorized FRC employee (director or bookkeeper) should then unlock and remove the box's contents daily.

FINDING #12

Although most program revenue is received in the form of checks, there is some cash received. Cash is received by the bookkeeper in a sealed envelope and counted by her with no other person present to witness the counting and reporting for deposit. Having a single person counting and reporting is not a proper method for cash handling procedures and could lead to theft or the appearance of theft.

RECOMMENDATION #12

Two persons should be present at the time of the opening of the sealed envelopes. One person counts the cash while the other person observes. When the total amount of cash is agreed upon, both individuals should sign a form attesting to the amount of cash received. The form should be attached to the record of the bank deposit.

FINDING #13

There is no pre-approval system in place for purchasing of supplies and services.

RECOMMENDATION #13

Whether or not the FRC Program is managed by the Board of Education or remains a quasi-independent program, a pre-approval system should be put in place for all non-salary and benefits purchases. If the program becomes the management responsibility of the BOE, the same purchase order system and warrant approval system should be applied to the FRC Program as is used by all other school programs and departments.

If it remains a quasi-independent program, a system similar to a purchase order system should be instituted whereby the director can provide written approval up to a certain dollar amount (relatively low for a single approval). Over that dollar amount, both the director and principal should approve the expenditure with signatures required before purchases are made. Each month the Advisory Board should receive a report of all expenses paid and approve all expenses, excluding salaries which must be paid in a state and/or federal specified timeframe.

FINDING #14

Summer Program revenue and expenses are not included in FRC program budgets. Despite being an FRC supported and operated program, the significant revenue and expenses of this program have not been presented to the Advisory Board at the same time the program's annual budget has been approved.

RECOMMENDATION #14

Summer Program revenue and expenses should be included in the annually-approved program budget with all necessary revenue and expense detail provided, as determined by the Advisory Board or the BOE, whichever entity is managing the FRC finances in the future.

Family Resource Centers

Family Resource Centers

What are Family Resource Centers?

The Connecticut Family Resource Center concept promotes comprehensive, integrated, community-based systems of family support and child development services located in public school buildings. This model is based on the "Schools of the 21st Century" concept developed by Dr. Edward Zigler of Yale University.

Family Resource Centers provide access, within a community, to a broad continuum of early childhood and family support services which foster the optimal development of children and families. They offer parent education and training; family support; preschool and school-age child care; teen pregnancy prevention (positive youth development services); and family day-care provider training. Family Resource Centers provide:

- quality child care;
- physical accessibility in public schools;
- hours of operation consistent with family schedule; and
- family support and child care services administered by school or community-based agencies collaborating with schools.

What is the Philosophy?

Family Resource Centers embody the underlying concept that healthy development and good education begin with access to quality child care and support services from birth. This concept fosters the development of a system for child care and family support that takes advantage of the physical accessibility of the public school. The school is an institution that is known to, recognized by, and accessible to all families. The model offers preschool programs with operating hours that are consistent with parents' schedules. The Connecticut model offers flexibility, in that family support and child-care services can be administered by the school or by community-based agencies on behalf of the school.

Family Resource Centers are expected to prevent an array of childhood and adolescent problems by strengthening effective family management practices and establishing a continuum of child care and support services that children and parents need. By using local public school buildings and resources, Family Resource Centers, with the collaboration of the school system, are able to better prepare children and families for success.

School-based Family Resource Centers collaborate with the many resources in their communities, including child-care providers, School Readiness Councils, local United Ways and service providers of the Departments of Social Services and Children and Families.

This philosophical foundation is designed to provide the best possible start for children and families of all racial, ethnic and socioeconomic groups living in communities in which Family Resource Centers are located. Like the public school system, Family Resource Centers provide a common ground for all families to benefit from the services offered, and a unique opportunity for families of diverse cultures and backgrounds to share and learn from each other.

Who is Eligible for Services?

All families who reside in the designated service area, regardless of income, are eligible for services offered by the center. Some services may require a family contribution based on a sliding fee scale established by the center or school.

What is the Legislative Authority?

Connecticut General Statutes Section 10-40 provides the authorization for Connecticut Family Resource Center Programs.

What are the Service Components?

Centers must provide or collaborate with existing agencies to offer the following services:

✦ Quality Full-Day Child Care and School Readiness Programs

Quality full-day child care and school readiness are services offered year-round for children ages three to five who are not enrolled in school. This service and the school-age child-care component operate on a sliding fee scale. Centers must be licensed by the Connecticut Department of Public Health and are expected to be accredited or in the process of being accredited by the National Association for the Education of Young Children or other accrediting agencies recognized by the State Department of Education.

Preschool programs must be in compliance with all state statutes and regulations governing child care and, in the case of the school readiness program, in compliance with the standards set for programs pursuant to Section 10-16p, as amended.

✦ School-Age Child Care

This component is offered for children enrolled in school up to the age of 12 for before and after regular school hours and on a full-day basis during school holidays and school vacation. This service is offered from 7:00 a.m. until school starts and from the end of the school day until 6:00 p.m., and is in operation full-time (7:00 a.m.- 6:00 p.m.) during the summer and when school is not in session.

✦ Resource and Referral Services

Family Resource Centers, by their location and access to families, have established themselves as a primary resource and referral service for issues concerning the well-being of families. Support services are provided to parents of newborn infants to ascertain their needs and provide them with referrals to other services and organizations and, if necessary, education in parenting skills.

✦ Families in Training

This component provides, within available appropriations, community support services to expectant parents and parents of children under the age of 3. Such services shall include, but not be limited to, providing information and advice to parents on their child's language, cognitive, social and motor development, visiting a participant's home on a regular basis, organizing group meetings at the center for neighborhood parents of young children and providing a reference center for parents who need special assistance or services. The program shall provide for the recruitment of parents to participate in such programs.

✦ Adult Education

This component offers a range of adult education opportunities, including parent training and adult education, support and educational services to parents with children who are participants of the child-care services of the program and who are interested in obtaining a high school diploma or its equivalent. Parents and their preschool-age children may attend classes together in parenting and child-rearing skills so as to promote the mutual pursuit of education while enhancing parent-child interaction. English as a Second Language (ESL) and Basic Skills may also be offered through this component.

✦ Support and Training for Family Day-Care Providers

A continuum of child-care opportunities are provided for families. The staff of the center offer training and technical assistance and other support to providers in the community and serve as an information and referral system for other childcare needs or coordinate such systems as may already exist in the community.

✦ Teen Pregnancy Prevention (Positive Youth Development)

The Family Resource Center provides a teen pregnancy prevention program to adolescents emphasizing responsible decision-making and communication skills. Aimed at children in Grades 4 through 6, this component offers a range of recreational and educational opportunities targeted at preventing teen pregnancy, substance abuse and school dropouts.

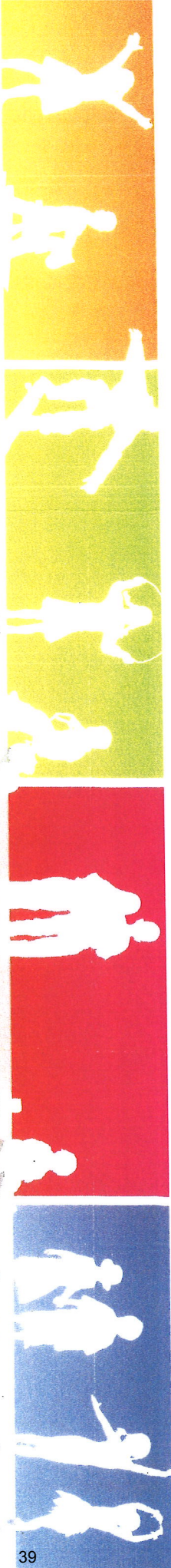


Exhibit #2

Connecticut Family Resource Centers offer the following components:

- Quality Full-Day Preschool Childcare
- School-Age Child Care
- Families-In-Training (Playgroups, Home Visits)
- Adult Education
- Support & Training for Family Daycare Providers
- Positive Youth Development (4th-6th grade)
- Resource and Referral Services

East Windsor Family Resource Center

Mission Statement

The East Windsor Family Resource Center will ensure that healthy, well-prepared children are coming into the school, open to learning, ready to grow and achieve their personal best. This is accomplished through the partnership of parents, educators and the East Windsor Community who embrace the value of lifetime learning experiences.

East Windsor
Family Resource
Center

Broad Brook Elementary School
14 Rye Street
Broad Brook, CT 06016
Telephone: 860-627-9741
Facsimile: 860-623-0717

Email:
kfaherty@ewct.org

FRC Childcare Programs

All programs are held at the Broad Brook Elementary School.

Servicing Ages 3 through 12

Hours of Operation: 7:00 A.M-6:00 P.M

- Before School Program
7:00 A.M – 9:00 A.M
- Extended Day Program for Pre-K
- Pre-School AM or PM
(Half Day Sessions)
- After School Program
2:45 P.M – 6:00 P.M
- Vacations, Holiday & School
Closings.
- Snow Days
- Summer Program(K-6th grade)
- Pre-school Summer Program for
3 to 5 years old



"Birth to School" FRC Programs

Daily Parent/Caregiver & Child
Playgroups:

- Monday – Ages 2 to 5
- Tuesday – Under 2
- Wednesday – Birth to 5
- Thursday – Birth to 5
"Movement to Music"

Additional Family Resource Center Programs:

- Evening Playgroups
- Parenting Classes
- Raising Readers
Parent Club
- Book Buddy Program
- Community
Involvement



All Playgroups are held at the
Broad Brook Elementary School
Room 2
10:00 to 11:00 AM

"Parents as Teachers"
Home Visit Program

"Welcome Baby Basket"

EXHIBIT 1

EAST WINDSOR FAMILY RESOURCE CENTER

ADVISORY BOARD BYLAWS

ORGANIZATION

The Family Resource Center Advisory Board consists of 12 members – 10 voting positions and 2 non-voting positions.

Advisory Board Positions:

- Parent of a Broad Brook student enrolled in the program
- Parent of a Middle School student enrolled in the program
- Parent of a child under the age of 4
- Business Professional
- Health Care Professional
- Social Services Professional
- Family Child Care Provider
- Public Safety Representative
- East Windsor Superintendent of Schools
- Broad Brook School Principal
- Family Resource Center Director (non-voting)
- Teaching Consultant (non-voting)

Terms and conditions of the Advisory Board Appointments:

- No more than 2 positions of the voting board can consist of Board of Education employees, excluding the Superintendent & the Broad Brook Elementary School Principal Advisory Board positions.
- Employees of the Family Resource Center cannot serve on the Advisory Board in a voting position.
- The Advisory Board reserves the right to appoint alternative candidates to open Board positions that cannot be filled with candidates meeting the position criteria.

ORGANIZATIONAL FUNCTIONS

East Windsor Board of Education:

- Responsible for fiscal oversight of the East Windsor Family Resource Center

Family Resource Center Advisory Board:

- Accountable to the East Windsor Board of Education
- Appoints Program Director
- Approves and adopts a self-supporting budget
- Reviews curriculum, activities and programs
- Actively seeks and selects volunteers for membership on the Advisory Board as needed

Program Director:

- Directly reports to the Broad Brook School Principal
- Responsible for informing the Family Resource Center Advisory Board of curriculum, activities and programs
- Responsible for the staff hiring, terminations and staff salary/hourly rates with Broad Brook School Principal approval
- Develops curriculum, activities and programs
- Directs and supervises programs
- Develops self-supporting budget and is responsible for grant writing for additional funding
- Provides financial reports to the Family Resource Center Advisory Board and the East Windsor Board of Education
- Develops and maintains a Parent Center
- Promotes public relations
- *Serves as liaison with the Broad Brook Elementary School Principal to the East Windsor Board of Education* ^{and}
- Develops and maintains staff job descriptions, staff handbook, parent handbook and conducts annual performance evaluations
- Promotes the Mission Statement and Goals of the Family Resource Center

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

RECEIVED

FEB 11 2009

SUPERINTENDENT OF SCHOOLS
EAST WINDSOR PUBLIC SCHOOLS

2/9/2009

Timothy S. Howes, Superintendent
70 South Main Street
East Windsor, CT 06088

Re: East Windsor Family Resource Center

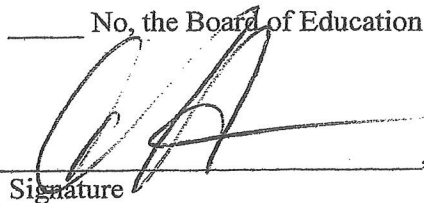
The above referenced program(s) is currently being reviewed to determine whether such program requires a child day care license to operate.

Connecticut General Statutes, Section 19a-77(b)(1)(A) provides that a program administered by a public school system is not required to be licensed to operate. "Administered by" as used in the statute means that a public school system retains ultimate responsibility for the management and oversight of the program and for the program staff and the children served.

Please verify below with an "X" whether your public school system administers the above named child day care program(s).

☒ Yes, the Board of Education administers the above named program and therefore retains ultimate responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program. This arrangement is effective from (start date): 9/1/98 to (end date): present.

☐ No, the Board of Education does not administer the above named program.



, Superintendent of Schools

Timothy S. Howes

Signature

Printed Name

for the East Windsor
City or Town

Board of Education at (860) 623-3346

Phone Number

This completed form may be faxed to my attention at (860) 509-7541. Additional documentation may be requested to assist with the review of this program. Thank you for your assistance in clarifying the status of this program.

Sincerely,



Sandra L. Lok, Child Care Licensing Supervisor
Quality Enhancement Unit
Community Based Regulation Section

Phone:



Telephone Device for the Deaf: (860) 509-7191
410 Capitol Avenue - MS # 12-DA
P.O. Box 340308 Hartford, CT 06134

Affirmative Action / An Equal Opportunity Employer

VIII. NEW BUSINESS (VOTE REQUIRED)

On a motion by W. Raber, 2nd by C. Simonelli the Board voted that the Family Resource Center is a Board of Education entity/program that is run and operated by the Board of Education. Vote 7-0 Absent: L. Stanley, K. Bilodeau

On a motion by W. Raber, 2nd by N. DeSousa the Board approved the Technology Plan as presented. Vote 7-0 Absent: L. Stanley, K. Bilodeau

On a motion by W. Schultz, 2nd by C. Simonelli the Board approved to go out to bid for a three year commitment for financial services. Vote 6-1 6 in favor, 1 opposed W. Raber Absent: L. Stanley, K. Bilodeau

On a motion by C. Simonelli, 2nd by N. DeSousa the Board approved Policy 2400(a) The BOE and Superintendent Evaluation Process. Vote 7-0 Absent: L. Stanley, K. Bilodeau

On a motion by W. Raber, 2nd by G. Michna the Board voted to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2012-13. This resolution authorizes filing of the Form 471 applications for funding year 2012-13 and the payment of the applicant's share upon approval of funding and receipt of services. Vote 7-0 Absent: L. Stanley and K. Bilodeau

On a motion by C. Simonelli, 2nd by N. DeSousa the Board voted to approve the Middle School schedule revision. Vote 7-0 Absent: L. Stanley, K. Bilodeau

On a motion by W. Schultz, 2nd by W. Raber the Board voted to approve the new High School bell schedule. Vote 7-0 Absent: L. Stanley, K. Bilodeau

IX. NEW BUSINESS: DISCUSSION

None

X. LIAISONS' REPORTS

None

XI. VOTE TO GO INTO EXECUTIVE SESSION AND MOTIONS AFTER EXECUTIVE SESSION

At 9:39 p.m. on a motion by W. Raber, 2nd by C. Simonelli the Board voted to go into executive session to discuss the appointment of a public officer or employee. Vote 7-0 Absent: L. Stanley, K. Bilodeau

Superintendent T. Kane was invited into the session.

Executive session recessed at 10:00 p.m.

TOWN OF EAST WINDSOR, CONNECTICUT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2012

	Nonmajor Special Revenue Funds					Nonmajor Permanent Funds			Total Nonmajor Governmental Funds
	Miscellaneous Grants Fund	Policy Private Duty Fund	Senior Center Fund	After School Program Fund	Subtotal	Cemetery Trust Fund	Veterans Trust Fund	Subtotal	
REVENUES									
Assessment including interest and liens	\$ -	\$ -	\$ -	\$ -	\$ 630,341	\$ -	\$ -	\$ -	\$ 630,341
Intergovernmental revenues	322,287	-	-	-	2,686,947	-	-	-	2,686,947
Licenses, fees and charges for goods and services	-	215,334	4,015	426,313	2,200,733	-	-	-	2,200,733
Revenues from use of money	-	-	-	103	2,211	-	-	-	2,211
Other revenues	282,420	-	-	-	285,420	-	-	-	285,420
Total revenues	604,707	215,334	4,015	426,416	5,805,652	-	-	-	5,805,652
EXPENDITURES									
Current:									
General government	136,016	-	3,593	-	142,609	-	-	-	142,609
Public safety	75,793	191,565	-	-	300,307	-	-	-	300,307
Highways	198,858	-	-	-	268,402	-	-	-	268,402
Sanitation and waste removal	-	-	-	-	1,464,599	-	-	-	1,464,599
Education	164,464	-	-	372,532	2,427,575	-	-	-	2,427,575
Capital outlays	-	-	-	-	787,672	-	-	-	787,672
Total expenditures	575,131	191,565	3,593	372,532	5,391,164	-	-	-	5,391,164
Excess (deficiency) of revenues over expenditures	29,576	23,769	422	53,884	414,488	-	-	-	414,488
OTHER FINANCING SOURCES									
Transfers in	-	-	-	-	1,262,017	-	-	-	1,262,017
Transfers out	-	-	-	-	(811,913)	-	-	-	(811,913)
Total other financing sources	-	-	-	-	450,104	-	-	-	450,104
Net change in fund balances	29,576	23,769	422	53,884	864,592	-	-	-	864,592
Fund balances - beginning	63,169	117,828	10,027	-	1,673,041	4,898	4,923	9,821	1,682,862
Fund balances - ending	\$ 92,745	\$ 141,597	\$ 10,449	\$ 53,884	\$ 2,537,633	\$ 4,898	\$ 4,923	\$ 9,821	\$ 2,547,454

See accompanying Report of Certified Independent Accountants.

9:44 AM
12/03/13
Accrual Basis

East Windsor Birth to School Family Resource Center

Balance Sheet

As of June 30, 2012

	<u>Jun 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Reserve Account	17,600.00
Webster Checking	-24,925.45
Webster Savings	34,589.88
Total Checking/Savings	<u>27,264.43</u>
Accounts Receivable	
Accounts Receivable	-6,728.24
Total Accounts Receivable	<u>-6,728.24</u>
Other Current Assets	
Undeposited Funds	41,502.45
Total Other Current Assets	<u>41,502.45</u>
Total Current Assets	<u>62,038.64</u>
TOTAL ASSETS	<u>62,038.64</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	48,485.92
Retained Earnings	21,332.56
Net Income	-7,779.84
Total Equity	<u>62,038.64</u>
TOTAL LIABILITIES & EQUITY	<u>62,038.64</u>

9:43 AM
12/03/13
Accrual Basis

East Windsor Birth to School Family Resource Center

Balance Sheet

As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Reserve Account	17,600.00
Webster Checking	-20,719.36
Webster Savings	19,671.36
Total Checking/Savings	16,552.00
Accounts Receivable	
Accounts Receivable	9,833.67
Total Accounts Receivable	9,833.67
Other Current Assets	
Undeposited Funds	102.00
Total Other Current Assets	102.00
Total Current Assets	26,487.67
TOTAL ASSETS	<u>26,487.67</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	48,485.92
Retained Earnings	13,552.72
Net Income	-35,550.97
Total Equity	26,487.67
TOTAL LIABILITIES & EQUITY	<u>26,487.67</u>

Erika Bahler
ASTE Department Head
(860) 870-6050 ext. 4055



Jason Magao
RHS Principal
(860) 870-6050 ext. 4003

April 28, 2025

Dr. Patrick Tudryn
East Windsor Public Schools
70 South Main Street
East Windsor, CT 06088

Dear Dr. Tudryn,

Enclosed you will find information concerning Mr. Jim Stremper of Broad Brook, CT. Mr. Stremper has submitted his resume to join the Rockville Regional Agricultural Education Consulting Committee to fill a vacancy for the Town of East Windsor.

Mr. Stremper is an excellent choice for serving on the Agricultural Consulting Committee. In order for this to be official, his appointment would have to be approved by your Board of Education. I would appreciate this item being put on your Board's agenda as soon as possible so that your town will be properly represented.

Should you have any questions or concerns, please contact me at the Rockville Regional Agricultural Education Center at 860-870-6050 x4055. Please send me notification of approval.

Thank you for your attention in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Erika Bahler'.

ASTE Department Head
erika.bahler@vernonct.org
860-870-6050 x 4055



The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

Jim Stremper
221 North Road
Broad Brook, CT 06016
Email: jstremper60@gmail.com
Phone: (860) 558-2065

Objective: Seeking a position on the board at Rockville Vocational Agricultural School, for the purpose of sharing my farming, equine care, sawmill skills, farm implementation usage, and agricultural skills for the benefit of your programs. My background and experience can serve as an aid, by providing additional ideas for your curriculum.

Work Experience:

- Harrington Stables, LLC: owner 2005-present
Boarding horses, horse nutrition, hoof care, driving horses, plowing & farming with horses, horse health.
- Post & Beam: owner 2010-present
Knowledge of running a variety of sawmill types, including a Woodmizer portable sawmill. Involves hauling logs, mechanical use of a sawmill, producing beams, fencing, barnsiding and building sheds etc.
- Fleetmasters, Inc: owner, diesel mechanic 1991-2011

Education:

- Rockville VoAg School 1971-1973
- East Windsor High School 1973-1975
- Baran Institute 1981
- Military Service: Army – active duty 1975-1979

Memberships and affiliations:

- American Haflinger Association
- Percheron Horse Association
- DAPNET (Draft Animal Power Network)
- Agricultural Commission of East Windsor 2008-present

From: **Patrick Tudryn** <ptudryn@ewct.org>
Date: Mon, Apr 21, 2025 at 9:23 PM
Subject: Follow-Up and Written Testimony on HB 7277 and SB 1561
To: <Maryam.Khan@cga.ct.gov>
Cc: Patrick Tudryn <ptudryn@ewct.org>

Dear Representative Khan,

Thank you, and the members of the Special Education Committee, for your dedication and efforts regarding the proposed bills HB 7277 and SB 1561. In addition to the testimony I provided during today's legislative session, I've attached my written testimony, which includes further evidence in support of this important legislation.

I would like to further highlight a set of interconnected challenges that districts face when developing and maintaining high-quality in-district special education programs. While the issue of excess cost reimbursement for high-cost special education students is separate from the school construction process, both issues create compounding difficulties that can discourage districts from expanding or sustaining in-district services.

Under the current system, students placed in these programs often do not qualify for excess cost reimbursement, placing a financial strain on districts committed to serving students with significant needs locally. At the same time, school construction guidelines—particularly those related to recommended square footage for eligibility for state reimbursement—do not account for the additional space required to support robust special education programming. These two distinct funding pressures converge and limit a district's ability to invest in long-term, sustainable in-district solutions.

In East Windsor, we are in the early stages of planning renovations for school facilities that are over 70 years old. Our external school construction consultants have indicated that meeting the recommended square footage thresholds—critical for maximizing state reimbursement—is particularly difficult due to the additional space required for our in-district special education offerings.

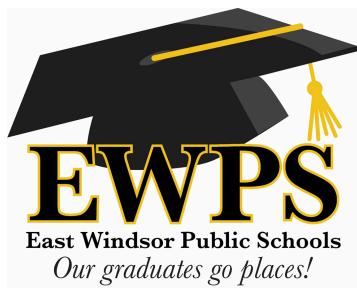
Thank you again for taking the time this evening to explain that the Special Education Committee does not have jurisdiction over school construction policies or space waivers. If possible, I would greatly appreciate it if my comments could be shared with the appropriate committee or agency.

I remain grateful for your time, your leadership, and your continued support of equitable access to education for all students.

Sincerely,

Patrick

Patrick Tudryn, Ed.D
Superintendent of Schools
East Windsor Public Schools
860-623-3347 ext. 7404
ptudryn@ewct.org



ADMINISTRATION

70 South Main Street
East Windsor, CT 06088
860.623.3346

Patrick Tudryn, Ed. D
Superintendent

Darryl Rouillard
*Asst. Superintendent of
Curriculum and Personnel*

Deirdre Osypuk, PhD
Director of Special Education

Dear Connecticut Education Leaders,

I am writing as Superintendent of East Windsor Public Schools to underscore critical concerns regarding special education tuition rates and their direct impacts on our school district's budgeting and facilities planning.

East Windsor recently experienced special education tuition and transportation rate increases of approximately 10 to 20 percent without corresponding increases or improvements in services. Such dramatic and unpredictable rate hikes severely strain our district's budget, compelling us to divert crucial funds from other essential educational areas. This unpredictability impedes our ability to plan effectively, often forcing difficult decisions to reallocate funds from important programs like curriculum enhancements, facility upgrades, and student services.

Moreover, East Windsor is currently in the planning phase of critical school renovation projects aimed at upgrading school facilities that are over 70 years old. A significant challenge in this planning has been adhering to the recommended square footage limits essential for maximizing the state's reimbursement rate for school construction projects. Feedback from the school construction advisory group has highlighted that the additional space required to sustain our robust in-district special education programs is the primary factor hindering our ability to meet these recommended square footage standards based on student population and educational needs.

In response to these significant challenges, I respectfully offer the following resolutions:

- Incentivize districts to develop special education programs that match or exceed the quality of services provided by out-of-district facilities. This support should include not only adequate funding but also granting space waivers for recommended square footage per student during new school construction projects. Providing these waivers ensures that districts like East Windsor are not penalized for their commitment to offering comprehensive, in-district special education programs. Such programs are essential to meeting the IDEA mandate of educating students in the least restrictive environment possible.

- Establishing an oversight board to regulate special education facility tuition rates and their annual increases, ensuring transparency and predictability for school districts during budget development phases.
- Fully funding special education excess costs and revising the formula to more equitably address the financial burden of unpredictable special education expenses, particularly in Alliance Districts such as East Windsor.

These steps are vital to sustaining our district's educational programs without compromising on the quality and comprehensiveness of the special education services we proudly offer within our district. Your support and action on these recommendations are crucial for maintaining and improving educational quality in East Windsor and throughout Connecticut.

Thank you for your consideration and support.

Respectfully,

Dr. Patrick Tudryn
Superintendent of East Windsor Public Schools

----- Forwarded message -----

From: **Kyle MacDonald** <kmacdonald@ewct.org>
Date: Mon, May 5, 2025 at 11:02 AM
Subject: Fwd: East Windsor High School Woodline Runoff
To: Patrick Tudryn <ptudryn@ewct.org>

Forwarded Conversation

Subject: East Windsor High School Woodline Runoff

From: **Kyle MacDonald** <kmacdonald@ewct.org>
Date: Wed, Apr 23, 2025 at 10:35 AM
To: Leonard Norton <lnorton@eastwindsor-ct.gov>

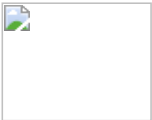
Good morning Leonard,
I would like to set up a time to meet with you next week if you're available. Please let me know what days and times work best for you. Look forward to hearing from you.

--

Best Regards,

Kyle MacDonald
Director of Facilities
East Windsor Public Schools

70 South Main Street
East Windsor, CT 06088
Office Number- (860) 623-3361 ext. 7226
Cell Number- (860) 982-3397
Email- kmacdonald@ewct.org



From: **Kyle MacDonald** <kmacdonald@ewct.org>
Date: Thu, May 1, 2025 at 10:10 AM
To: Leonard Norton <lnorton@eastwindsor-ct.gov>

From: **Kyle MacDonald** <kmacdonald@ewct.org>
Date: Sun, May 4, 2025 at 5:23 PM
To: Leonard Norton <lnorton@eastwindsor-ct.gov>

Good evening Leonard,
I have sent a few emails asking to set up a time to meet with you. Could you please provide a time that is convenient for you? I would like to discuss the options and best plans to address the run off behind the tennis court at the High School property.

Best Regards,

Kyle MacDonald
Director of Facilities
East Windsor Public Schools
70 South Main Street
East Windsor, CT 06088
Office Number - (860) 623-3361 ext. 7226
Cell Number - (860) 982-3397
Email - kmacdonald@ewct.org

From: **Leonard Norton** <lnorton@eastwindsor-ct.gov>
Date: Mon, May 5, 2025 at 9:27 AM
To: Kyle MacDonald <kmacdonald@ewct.org>

I believe the Deputy Director has already recommended a solution to you.
You need to hire a land surveyor to shoot grades in the area and a licensed professional engineer to design a remedy.
This work is outside of the scope of the MOU between the BOE and the BOS.

Leonard J. Norton, P.E.
Director of Public Works/Town Engineer/Tree Warden
Town of East Windsor
Mailing Address: 11 Rye Street, Broad Brook, CT 06016
Physical Address: 6 Woolam Road, East Windsor, CT 06088
Phone: 860-292-7073
Email: lnorton@eastwindsor-ct.gov



From: Kyle MacDonald <kmacdonald@ewct.org>
Sent: Sunday, May 4, 2025 5:23 PM
To: Leonard Norton <lnorton@eastwindsor-ct.gov>
Subject: Re: East Windsor High School Woodline Runoff

Caution: This email originated from a sender outside of the East Windsor Connecticut mail system. Do not click on links or open attachments unless you verify the address of the sender and know the content is safe.

Legal Notice

This email and any attachments are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete the email from your system. Emails sent to or from East Windsor Connecticut may be subject to public disclosure under applicable public records laws.

--
Best Regards,

Kyle MacDonald
Director of Facilities
East Windsor Public Schools
70 South Main Street
East Windsor, CT 06088
Office Number- (860) 623-3361 ext. 7226
Cell Number- (860) 982-3397
Email- kmacdonald@ewct.org



Request for Meeting – Pension Contributions for FRC Employees

1 message

Patrick Tudryn <ptudryn@ewct.org>

Tue, May 6, 2025 at 9:43 AM

To: Amy O'Toole <aotoole@eastwindsorct.com>

Cc: Jason Bowsza <JBowsza@eastwindsorct.com>, Ryan Galloway <rgalloway@ewct.org>, Erin Barraza <ebarraza@ewct.org>, Noreen Farmer <nfarmer@ewct.org>

Bcc: jripley@ewct.org

Hi Amy.

I hope all is well. I am reaching out to request a meeting to discuss pension contributions for employees of the Family Resource Center. As you are aware, employees exceeding 1,000 hours annually qualify for participation in the Town of East Windsor Pension Plan, contributing at a rate of 2%. While we recognize the importance of offering pension benefits to eligible employees, we have significant concerns regarding the financial impact this eligibility places on the Board of Education budget.

Specifically, the inclusion of all FRC employees meeting the 1,000-hour threshold, particularly those who work approximately 20 hours per week over 50 weeks, places considerable and unintended financial pressure on our resources. This expanded eligibility significantly increases the BOE's required contributions to the pension fund, creating potential reductions in FRC programming or additional tax burdens on residents.

Given these challenges, I am proposing limiting pension eligibility exclusively to the FRC Director and FRC Teacher positions, contingent upon reaching the annual minimum of 1,000 worked hours. Additionally, we advocate for grandfathering the one employee who has already made over 20 years of paid contributions, acknowledging their vested interest and long-term commitment.

Many FRC employees maintain relatively short tenure, typically between three to five years, before transitioning elsewhere. Furthermore, staffing challenges preclude the feasibility of hiring additional workers for fewer hours to avoid pension eligibility.

We believe this proposed revision will better align with the original intent of supporting full-time, long-term employees without adversely impacting the quality and availability of FRC programming or increasing taxpayer obligations.

Could we schedule a meeting at your earliest convenience to further discuss and evaluate this proposal? Please let me know your available times, and I will do my best to accommodate.

Thank you very much for your consideration and assistance.

Patrick

Patrick Tudryn, Ed.D

Superintendent of Schools



March 31, 2025

Hello,

I wanted to take this opportunity to inform you that we have had the pleasure of working with one of your students on our upcoming production of *Disney's 101 Dalmatians Kids*, performing at John Wallace Middle School, 5/17, at 10:30am and 2pm. Second grader, Logan Miscione, is sharing the stage with twenty-nine friends from thirteen different towns in this 30-minute musical. Logan is playing the role of "Perdita" in the 2pm performance and "ensemble" in the 10:30am performance.

Please help us congratulate Logan on a job well done! Enclosed is a flyer with more information about the production. Thanks so much for helping to spread the word and hope to see you at a performance!

All the best,



Claire Van Cott
Executive/Artistic Director

----- Forwarded message -----

From: **BAHLER, ERIKA** <Erika.Bahler@vernonct.org>

Date: Mon, Apr 28, 2025 at 8:14 AM

Subject: East Windsor students attending Agricultural Program at RHS

To: kcareytrull@ewct.org <kcareytrull@ewct.org>, hspencer@ewct.org <hspencer@ewct.org>

CC: csevarino@ewct.org <csevarino@ewct.org>

Good morning,

We have 3 seniors from East Windsor that are graduating this year from the Agricultural Science and Technology Education (ASTE) Program at RHS. They would like the opportunity to thank your BOE for supporting their attendance here and share a few highlights of their experience.

It appears that you have a BOE meeting for scheduled for May 14th and again May 28th, would they be able to be added to one of those agendas? They will each just speak for 2-3 minutes and one of us ASTE staff would give a brief introduction.

Thank you for your support.

Sincerely,

Erika

Erika Bahler

Agricultural Science & Technology Education

Department Head

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