

# WESTPORT BOARD OF EDUCATION

## **\*AGENDA**

(Agenda Subject to Modification in Accordance with Law)

### **PUBLIC CALL TO ORDER:**

6:00 p.m., Staples High School, Room 1025C, Principal's Conference Room

**ANTICIPATED EXECUTIVE SESSION:** Pending Litigation

### **RESUME PUBLIC SESSION**

**PLEDGE OF ALLEGIANCE:** Staples High School, Cafeteria B (Room 301), 7:30 p.m.

**VOTE TO APPOINT NEW BOARD OF EDUCATION MEMBER**

**SWEARING-IN OF NEW BOARD OF EDUCATION MEMBER**

Ms. Strauss

**PRESENTATION:** Staples High School Orphenians

**RECOGNITION:** Beth Messler, 2014 Connecticut Elementary Assistant Principal of the Year

### **ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**INFORMATION:** Update on Security

**MINUTES:** December 2 and 11, 2013

### **PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

### **DISCUSSION:**

- |  |                            |   |
|--|----------------------------|---|
| 1. Interim Report: Implementation of Five Day/Full Day<br>Kindergarten and K-Grade 5 Instructional Minutes (8:00pm-9:00pm) | (Encl.)                    | Ms. Gilchrest<br>Dr. DaSilva<br>Ms. Ambrosio                          |
| 2. School Food Services  | (9:00pm-9:30pm) (Encl.)    | Mr. Longo<br>Mr. Rupp<br>Ms. Marotto<br>Ms. Levasseur<br>Mr. Gusitsch |
| 3. Teacher Recommendations for Private Schools,<br>Summer Camps, Special Education School Placements                       | (Encl.)<br>(9:30pm-9:45pm) | Dr. Landon  |

### **DISCUSSION/ACTION:**

- |   |                  |                       |
|---|------------------|-----------------------|
| 1. Approval of Custodial Contract: July 1, 2013-June 30, 2016 | (9:45pm-10:00pm) | Ms. Cion<br>Mr. Longo |
|---|------------------|-----------------------|

### **ADJOURNMENT**

\*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

#### PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.



*Cynthia Gilchrest*  
Director, Elementary Education  
Telephone: 203-341-1213  
Email: [cgilchrest@westport.k12.ct.us](mailto:cgilchrest@westport.k12.ct.us)

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December 10, 2013

To: Elliott Landon, Superintendent of Schools  
Board of Education, Westport Public Schools

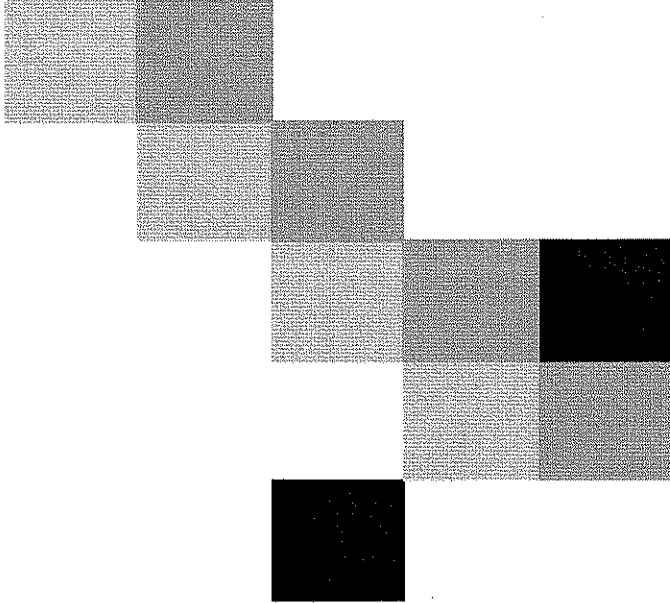
From: Cynthia Gilchrest, Director of Elementary Education  
Dr. Susie Da Silva, Principal, King's Highway Elementary School  
Kim Ambrosio, Literacy and Math Resource Teacher

The 2013-14 school year began with the implementation of 5 day full day kindergarten and new instructional minutes guidelines for our elementary program.

Both new programmatic changes have been successful to date. I am providing you with the results of an interim survey that Kindergarten teachers participated in, the major themes Kindergarten teachers addressed when I met with them in building focus groups, and their recommendations to enhance the program. In addition, we have been collecting anecdotal information from teachers on our new instructional guidelines and the integration of ITL.

In late Spring, we will re-administer the survey to Kindergarten teachers and parents will be surveyed as well.

Dr. Da Silva, Kim Ambrosio and I will present the update on the changes to our elementary program at the Board meeting on December 16<sup>th</sup>. All the elementary principals will be present as well, to answer any questions you may have.



An Interim Report on Full-Day  
Kindergarten and the  
Implementation of Instructional  
Minutes Guidelines

Westport Public Schools  
December 16, 2013



## Objectives:

- To examine the effectiveness of the full day kindergarten program
- To review the implementation of the new instructional minutes guidelines
- To make recommendations to further enhance the elementary program



# Kindergarten Video

- 2013-2014 Welcome to Kindergarten  
video

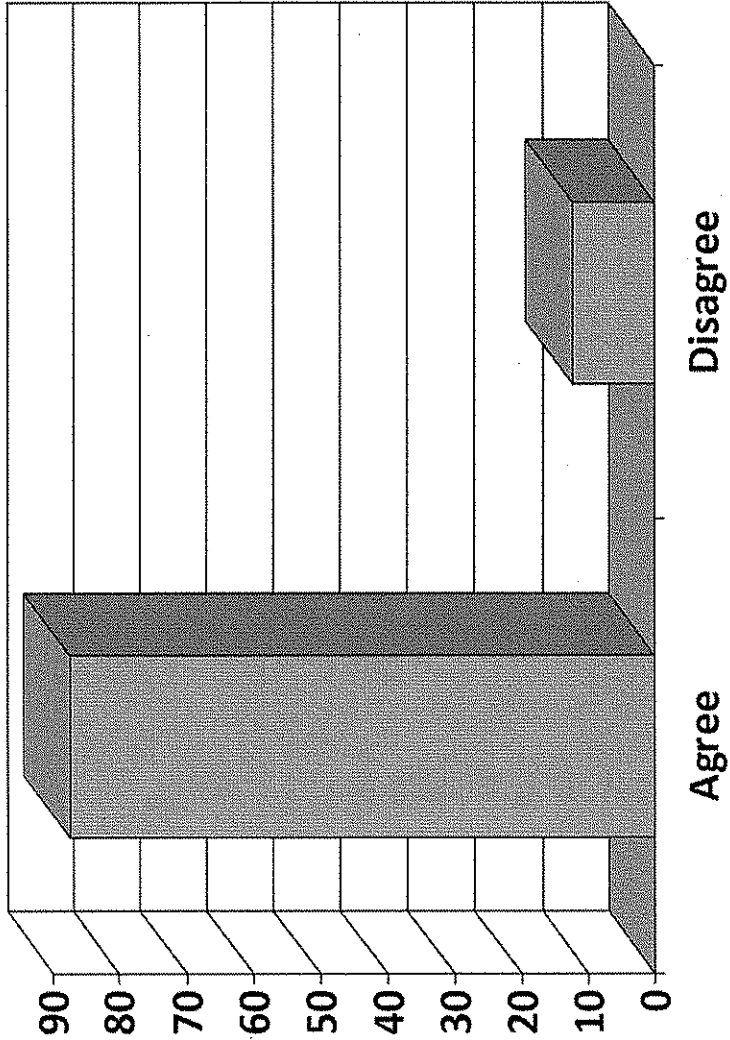


## Survey Results

Teachers agree that the current Kindergarten program (5 full days) is highly successful, developmentally appropriate, and necessary to meet the Common Core State Standards.

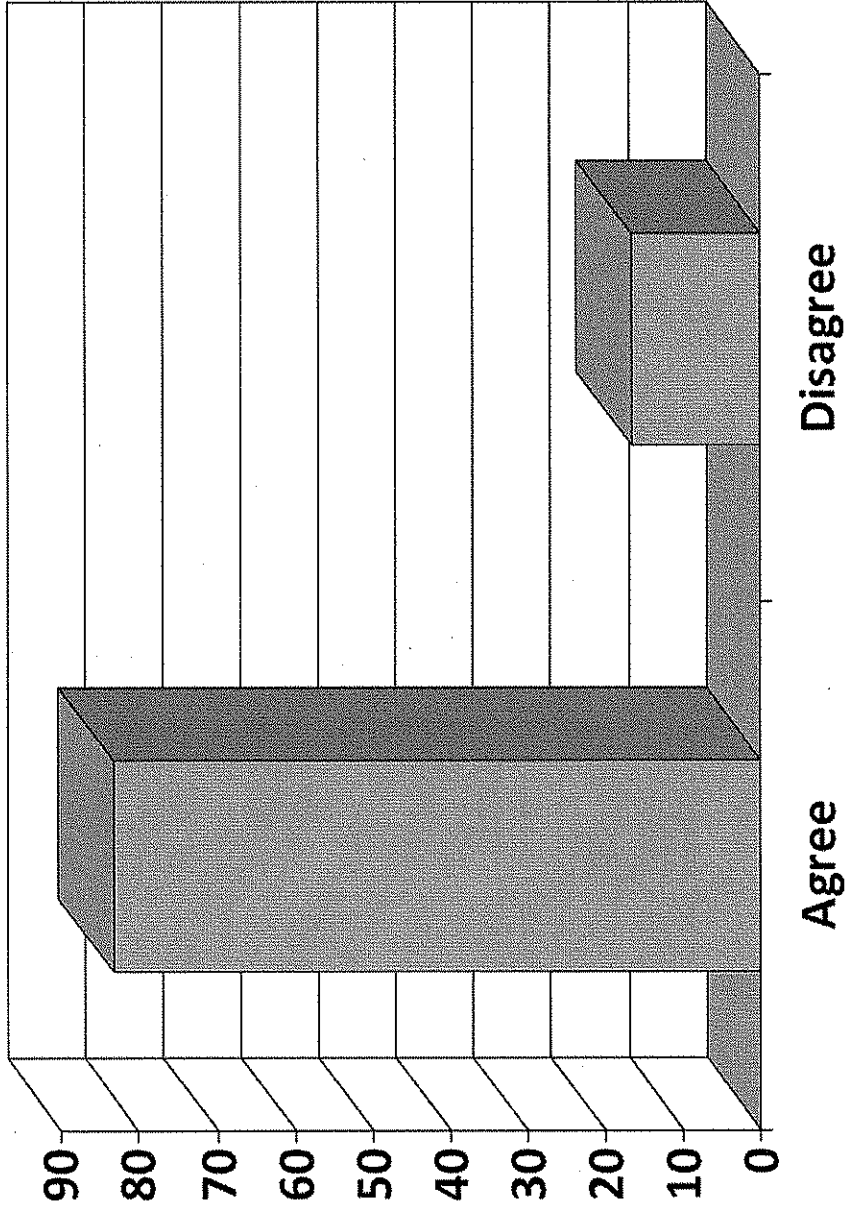
# Kindergarten Teacher Survey

88% of teachers agree that the five full day kindergarten program is successful.



# Kindergarten Teacher Survey

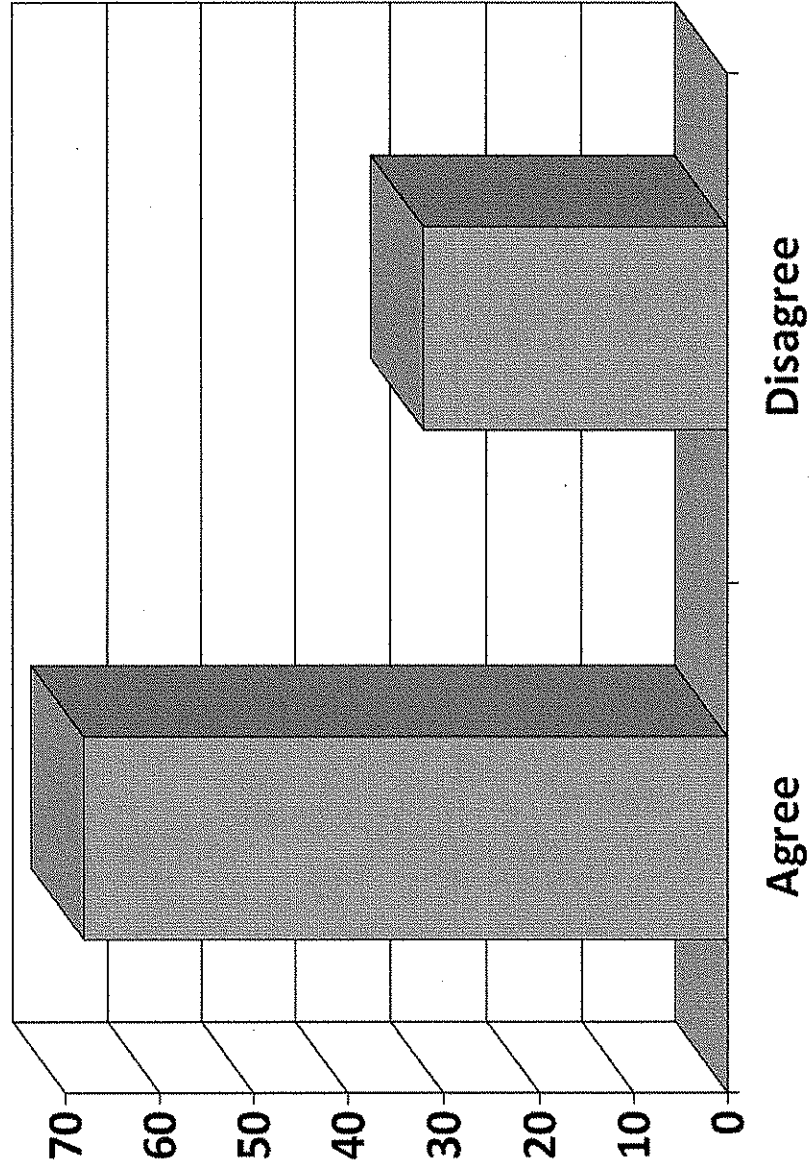
83% of teachers agree that the pace of the five full day kindergarten program is appropriate for implementing the curriculum.





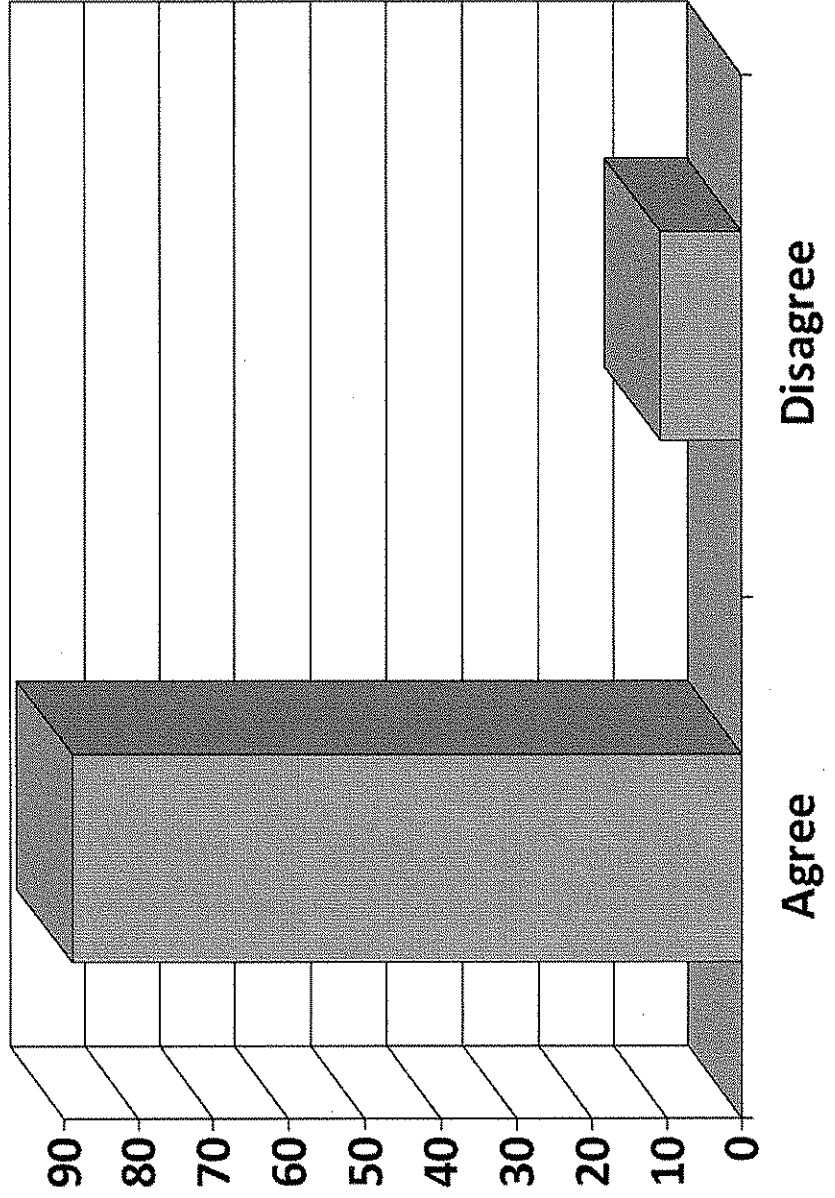
# Kindergarten Teacher Survey

68% of teachers agree that the five full day kindergarten program allows more time for student choice and play oriented activities.



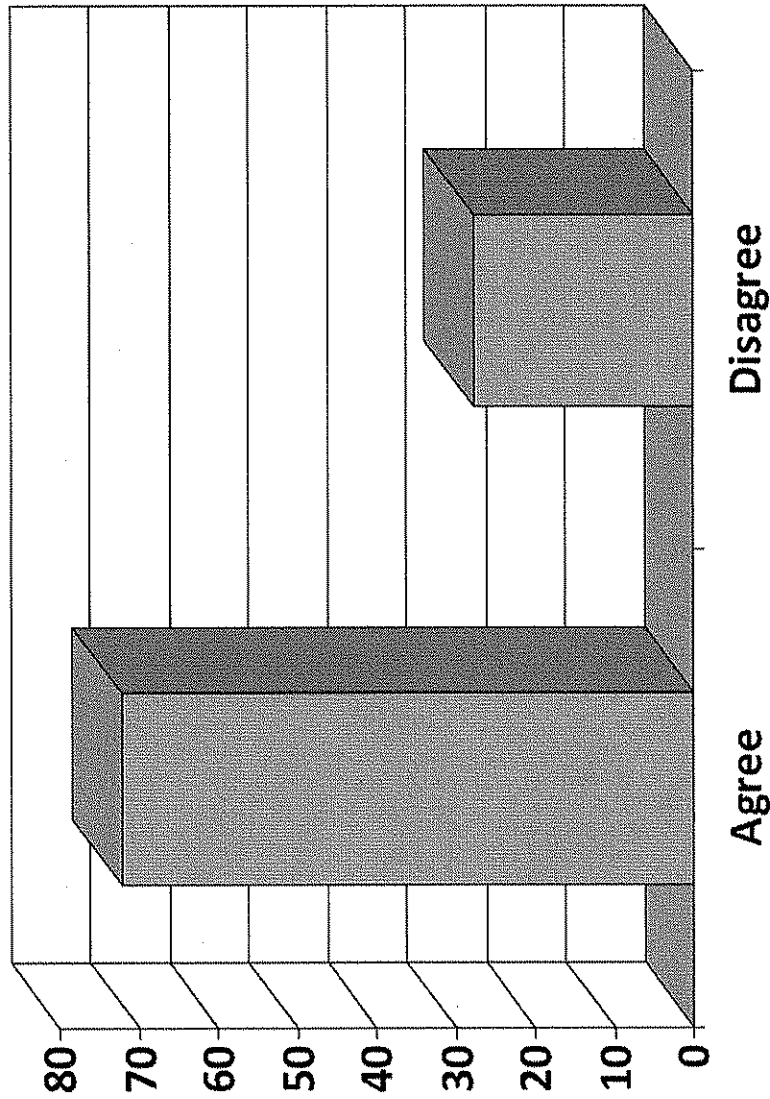
# Kindergarten Teacher Survey

89% of teachers agree that the five full day kindergarten program allows more time to focus on developing social skills and academics.



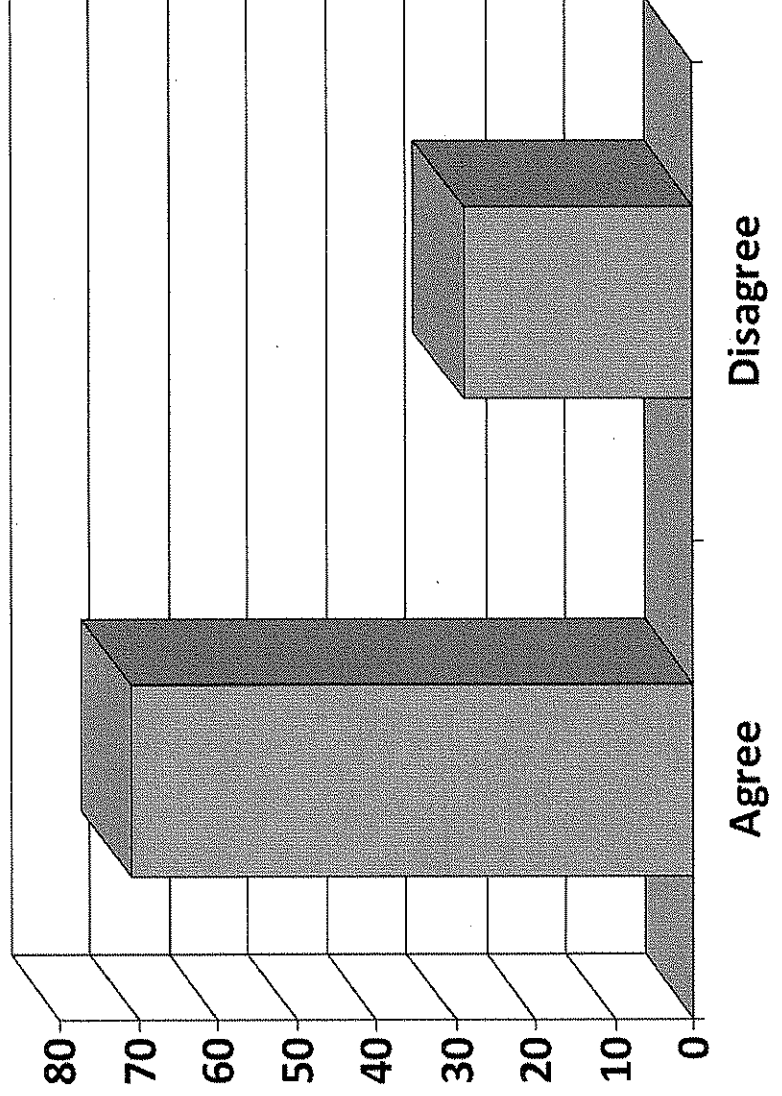
# Kindergarten Teacher Survey

72% of teachers agree that the five full day kindergarten program allows for more individualized instruction.



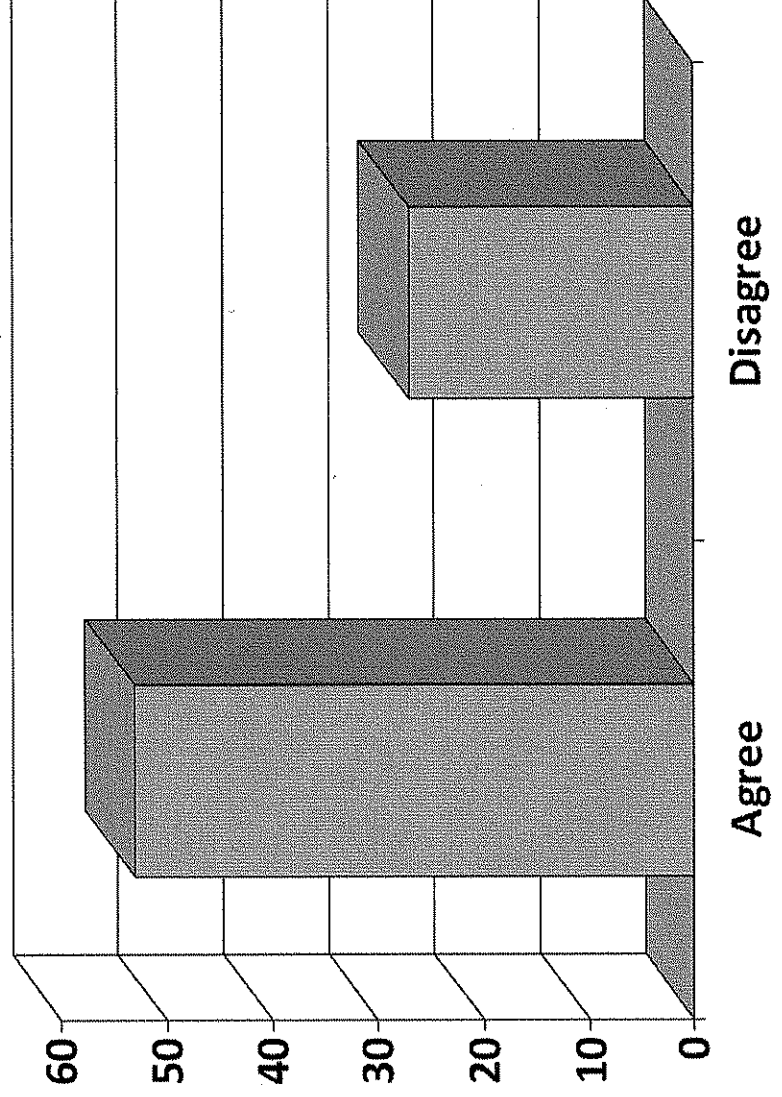
# Kindergarten Teacher Survey

71% of teachers agree that their students have already developed the stamina to be successful in a five full day kindergarten program.



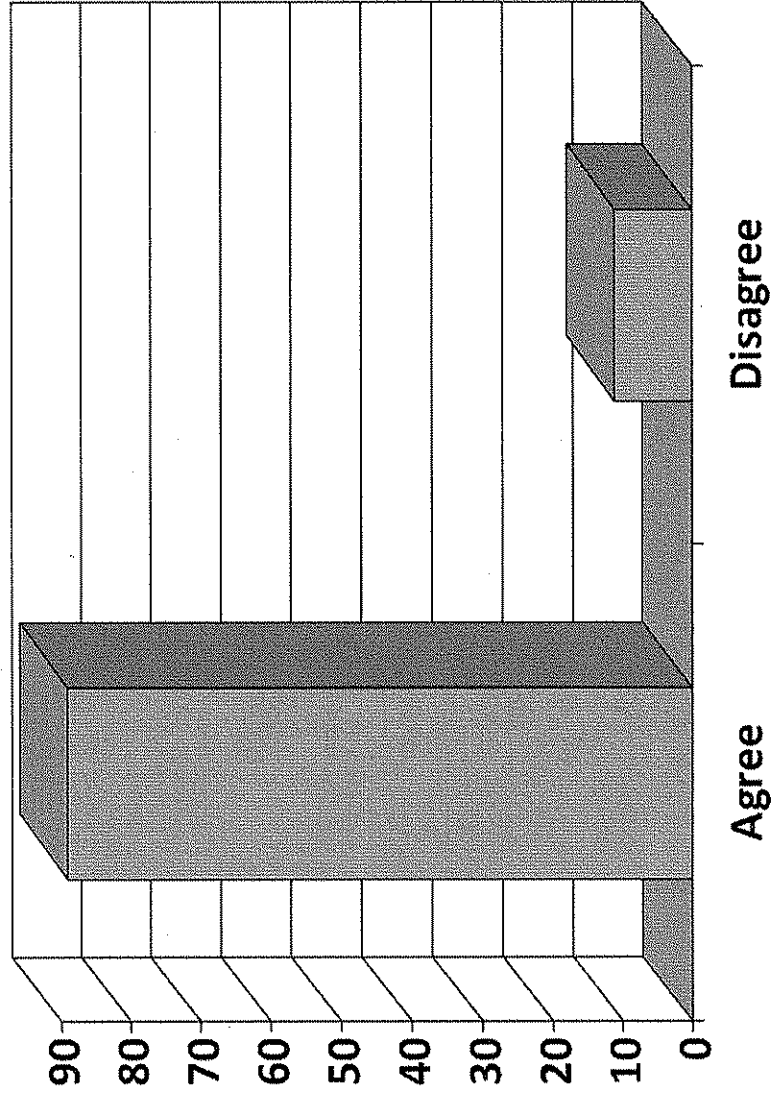
# Kindergarten Teacher Survey

53% of teachers agree that their students are better able to absorb the current curriculum due to the five full day kindergarten program.



# Kindergarten Teacher Survey

88% of teachers agree that the parents of our kindergarten students are supportive of the five full day program.





## Building Focus Groups

### Purpose:

- To gather specific feedback and anecdotal data from kindergarten teachers to determine the effectiveness of the full day program
- To gather teacher recommendations for enhancements to the full day kindergarten program



# Building Focus Groups

## *Transition Period*

- Two week extended day schedule
- Phase-in to full day
- Include specials during transition period





# Building Focus Groups

## *Scheduling Highlights*

- Morning literacy block
- Daily choice and/or extra recess time
- ITL Collaboration
- Consistency of five full days (increased stamina and less confusion for students)



# Building Focus Groups

## *Student Achievement*

- Academic improvement, especially in writing
- Increase in stamina
- Increase in academic demands due to CCSS



## Building Focus Groups

### *Recommendations*

- Add .5 FTE paraprofessional to each building, to increase Kindergarten paraprofessional time from 90 minutes to 165 minutes daily.
- Consider adding one music class weekly
- Implement a screening session prior to starting kindergarten
- Continue transition phase at start of school year



## Summary

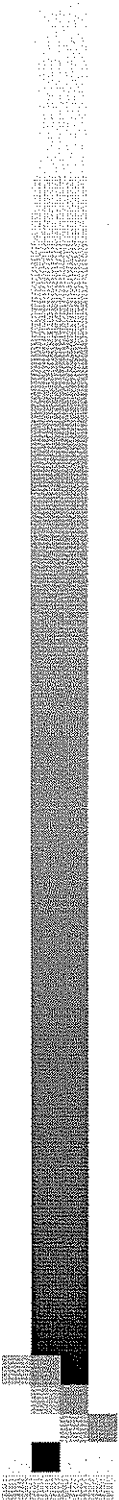
- Teachers and administrators agree that the implementation of full day kindergarten has been successful, and our students are benefiting from the program

# Review of the Implementation of the Instructional Minutes Guidelines

- Literacy blocks increased from 90 minutes to 120 minutes: Necessary to incorporate all components of Balanced Literacy and new Writing Curriculum
- P.E. reduction of 5 minutes per class in grade 5:  
No negative impact to students
- ITL: The integration of ITL has provided authentic learning opportunities for our students

# Review of the Implementation of the Instructional Minutes Guidelines

- Social Studies and Science: Most effective when integrated within ITL and other content areas due to time challenges
- Social Skills: The scheduled, structured time allows for lessons that support our school and district climate goals
- Math Block: The consistent math block has solidified time for the implementation of our Singapore Math program



# Summary of Instructional Minutes

## Guidelines

- Teachers have shared that the integration of ITL has been successful and has provided authentic learning opportunities for our students
- Teachers have more instructional minutes without a negative impact on their students
- Teacher teams continue to collaborate around the integration of ITL, science, social studies and other literacy work to better utilize instructional minutes



# Instructional Minutes

## Guidelines

### *Recommendations*

#### ■ Review impact of:

Pull-out instrumental lessons in grades 4 and 5;

Program enhancements outside of the

Westport Public Schools curriculum

#### ■ Increase paraprofessional support at each elementary school by .5 in the LMC



# WESTPORT PUBLIC SCHOOLS

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**ELLIOTT LANDON**  
*Superintendent of Schools*

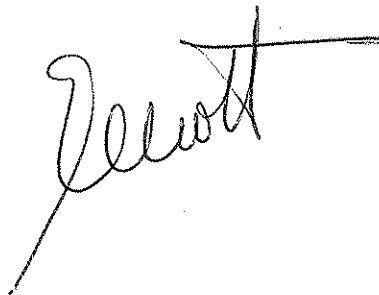
110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1010  
FAX: (203) 341-1029

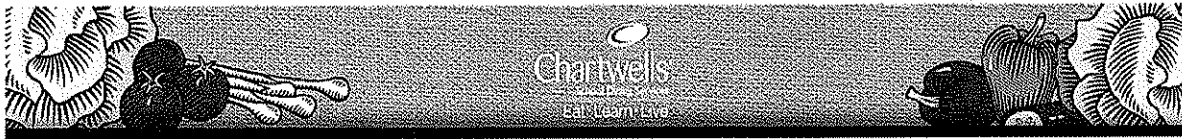
To: Members of the Board of Education  
From: Elliott Landon  
Subject: School Food Services  
Date: December 16, 2013

Frank Rupp, our Director of Food Services, will be presenting a detailed overview of the food services program in the Westport Public Schools at the Board of Education meeting of December 16. He will be joined in his presentation by Suzanne Levasseur, District Supervisor of Health Services and David Gusitsch, K-12 Department Chair for Physical Education and Health.

Our food services program provides healthy and well-balanced meals, a la carte items and alternatives to students on a daily basis. Heavily invested in the program as active participants are our District Supervisor of Health Services and our K-12 Department Chair for Physical Education and Health, both of whom are committed to providing our students with healthy meals and alternatives during the school day. We are indeed fortunate to have three such highly trained persons on our staff who are dedicated to providing healthy living experiences for all our students.

I have appended to this memorandum menus for our food service offerings at the elementary, middle school and high school levels for the entire month of December in preparation for the presentation on Monday evening.

A handwritten signature in black ink, appearing to read "Elliott Landon", with a long horizontal line extending to the right from the end of the signature.



**Elementary Lunch Menu December 2 – December 31, 2013**

**Student Lunch \$2.35 Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetable and fruit choices, and milk. Milk choices include 1% white milk, nonfat white milk and nonfat chocolate.

We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

See below of menu for this month's featured selections. We also offer at least one hot vegetable daily on our serving line.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>2</b> Whole Grain Pancakes Turkey Sausage Links Oven Baked Seasoned Potato Wedges Fresh Fruit and Vegetable Selection	<b>3</b> Baked Ziti Pasta Whole Grain Dinner Roll Seasoned Broccoli Florets Fresh Pear Fresh Fruit and Vegetable Selection	<b>4</b> Popcorn Chicken Brown Fiesta Rice Mixed Vegetables Fresh Fruit and Vegetable Selection	<b>5</b> Homemade Pizza Tossed Salad Fresh Fruit and Vegetable Selection	<b>6</b> Toasted Cheese Sandwich on Whole Grain Bread Tomato Soup Seasoned Green Beans Fresh Fruit and Vegetable Selection
Weekly Alternates (B) Turkey and Cheese on Whole Wheat (C) South of the Border Salad With Black Beans, Cheese and Tortilla Chips (D) Bagel, Yogurt, String Cheese				
<b>9</b> Waffles Strawberry Topping Turkey Sausage Patty Fresh Fruit and Vegetable Selection	<b>10</b> Whole Grain Macaroni & Cheese Seasoned Broccoli Whole Grain Dinner Roll Fresh Fruit and Vegetable Selection	<b>11</b> Breaded Chicken Tenders Brown Rice Cinnamon Butternut Squash Fresh Fruit and Vegetable Selection	<b>12</b> Homemade Cheese Pizza Spinach and Cranberry Salad Fresh Fruit and Vegetable Selection	<b>13</b> Beef Macho Nacho Corn Tortilla Chips Romaine, Tomato and Cheese Fresh Fruit and Vegetable Selection
Weekly Alternates (B) Combo Grinder (C) Mediterranean Salad with Cheese, Garbanzo Beans and Pita Chips (D) Hot Dog on a Bun				
<b>16</b> Whole Grain French Toast Sticks Baked Tater Tots Turkey Sausage Links Fresh Fruit and Vegetable Selection	<b>17</b> Pasta with Italian Meat Sauce Whole Grain Dinner Roll Seasoned Broccoli Fresh Fruit and Vegetable Selection	<b>18</b> Asian Chicken Bowl Whole Grain Rice Asian Vegetables Fresh Fruit and Vegetable Selection	<b>19</b> Homemade Cheese Pizza Tossed Salad Fresh Fruit and Vegetable Selection	<b>20</b> Whole Grain Cheese Quesadilla Corn & Black Bean Salad with Salsa Fresh Fruit and Vegetable Selection
Weekly Alternates (B) Egg Salad Sandwich (C) Chef Salad with Roll (D) Cheeseburger on a Roll				
<b>23</b> No School Holiday Recess	<b>24</b> No School Holiday Recess:	<b>25</b> No School Holiday Recess:	<b>26</b> No School Holiday Recess	<b>27</b> No School Holiday Recess
<b>30</b> No School Holiday Recess	<b>31</b> No School Holiday Recess:			

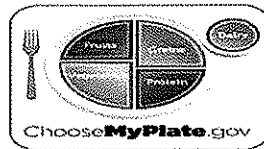
Monday	Tuesday	Wednesday	Thursday	Friday
Fresh Red Pepper Strips Fresh Cherry Tomatoes Chilled Cinnamon Applesauce	Fresh Broccoli Florets Fresh Baby Carrots Raisins	Chick Pea Salad Fresh Cauliflower Fresh Orange	Sweet Corn Salad Fresh Cucumber Coins Fresh Red Delicious Apple	Fresh Baby Carrots Black Beans Frozen Strawberries

**The School Lunch Program is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any U.S.D.A. activity should write to the Secretary of Agriculture, Washington, D.C. 20250.**

**A la Cart Items Available Daily:**

Portioned Fruit	\$0.50
Fresh Fruit	\$0.75
Daily Vegetable	\$0.75
Dasani Water	\$0.75

*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*  
Go to [ChooseMyPlate.gov](http://ChooseMyPlate.gov) for online personal wellness resources for you and your family











**Middle School Lunch Menu December 2 – December 6, 2013**  
**Student Lunch \$2.60    Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetable and fruit choices, and milk.

Milk choices include 1% white milk, nonfat white milk and nonfat chocolate.

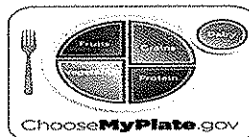
We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Food Focus of the Month: Winter Squash</b>					
	Chicken Parmesan Pasta with Sauce Roasted Italian Winter Squash Fresh Fruit and Vegetable Selection	Chili Dog! Turkey Hot Dog on Whole Grain Bun topped with Beef Chili Potato Wedges Fresh Fruit and Vegetable Selection	French Toast Sticks Baked Apple Slices Tater Tots Sausage Patties Fresh Fruit and Vegetable Selection	<b>PASTA MANIA</b> Cheese Quesadillas Shredded Lettuce & Diced Tomatoes Mexican Corn & Beans Fresh Fruit and Vegetable Selection	Macaroni & Cheese Roma Herb Whole Wheat Breadstick Roasted Green Beans
Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich					
	Barbeque Rib Sandwich	Toasted Cheese Sandwich	Philly Cheese Steak Sub	Chicken Ranch Sandwich	Meatball Parmesan Grinder
Classic Cheese Pizza Made with Reduced fat Cheese, Baked fresh Monday, Wednesday, and Friday					
	Margherita Pizza	Pasta Bar	Cheese Calzone	Pasta Bar	White Pizza
	Deli Sandwiches made fresh your way. Available daily: Assorted Whole Grain Breads, Tortilla Wraps and Rolls Assorted Meats, Cheeses, Vegetables and Condiments.				
Fresh Food Fast- Packaged For Grab and Go					
	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad
	Fresh Red Pepper Strips Fresh Broccoli Cinnamon Apple Sauce	Fresh Baby Carrots Cauliflower florets Raisins	Chick Pea Salad Cherry Tomatoes Fresh Orange	Seasoned Corn Fresh Cucumber Slices Fresh Apple	Fresh Baby Carrots Black Beans Strawberry Cup

For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431

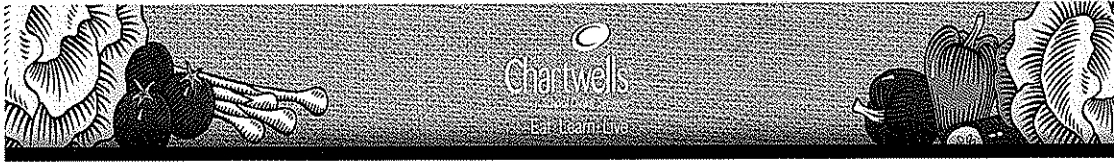
**A la Cart Items Available Daily:**

Portioned Fruit \$0.50    Fresh Fruit    \$0.75  
 Daily Vegetable \$0.75    Dasani Water    \$0.75



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The School Lunch Program is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any U.S.D.A. activity should write to the Secretary of Agriculture, Washington, D.C. 20250.



**Middle School Lunch Menu December 9 – December 13, 2013**  
**Student Lunch \$2.60     Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetables and fruit choices, and milk.

Milk choices include 1% white milk, nonfat white milk and nonfat chocolate

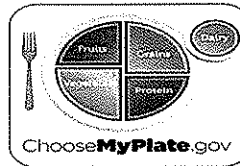
We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Food Focus of the Month: Winter Squash</b>					
	Chicken Tenders Cheesy Mashed Winter Squash Broccoli Florets Whole Grain Dinner Roll	Whole Grain Pancakes Turkey Sausage Links Baked Tater Tots	Mashed Potato & Popcorn Chicken Bowl Whole Grain Dinner Roll	Beef Taco Meat Corn & Black Bean Salad with Salsa Hard Taco Shells	Cheesy Lasagna Spinach and Strawberry Salad Whole Wheat Breadstick Fresh Fruit and Vegetable Selection
Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich					
	Barbeque Rib Sandwich	Toasted Cheese Sandwich	Philly Cheese Steak Sub	Chicken Ranch Sandwich	Meatball Parmesan Grinder
Classic Cheese Pizza made with reduced fat cheese, baked fresh Monday, Wednesday and Friday					
	Margareta Pizza	Pasta Bar	Cheese Calzone	Pasta Bar	White Pizza
	Deli Sandwiches made fresh your way. Available Assorted Whole Grain Wraps, Rolls and Whole Wheat Bread. Assorted Meats, Cheeses and Vegetables.				
Fresh Food Fast- Packaged For Grab and Go					
	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad
	Fresh Red Pepper Strips Fresh Broccoli Cinnamon Apple Sauce	Fresh Baby Carrots Cauliflower florets Raisins	Chick Pea Salad Cherry Tomatoes Fresh Orange	Seasoned Corn Fresh Cucumber Slices Fresh Apple	Fresh Baby Carrots Black Beans Strawberry Cup

*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*

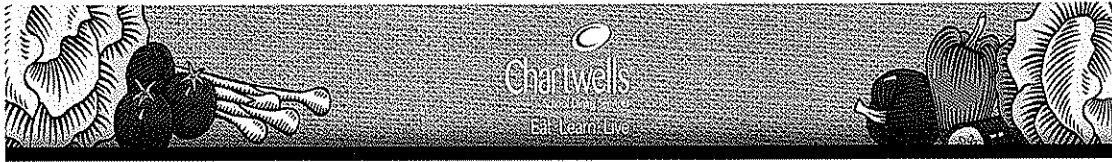
**A la Cart Items Available Daily:**

Portioned Fruit \$0.50    Fresh Fruit \$0.75  
 Daily Vegetable \$0.75    Dasani Water \$0.75



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**Middle School Lunch Menu December 16 – December 20, 2013**  
**Student Lunch \$2.60    Reduced Price \$0.40**

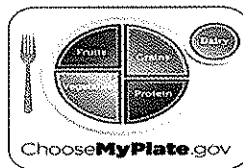
A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetables and fruit choices, and milk.  
 Milk choices include 1% white milk, nonfat white milk and nonfat chocolate  
 We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Food Focus of the Month: Winter Squash</b>					
	Chicken Fajitas Whole Grain Tortilla Southwest Corn & Beans Fresh Fruit & Vegetable Selection	<b>DINING AROUND THE WORLD: PERU TO GO</b> Arroz Con Pollo Cilantro Lime Roasted Vegetables Pineapple Fresh Fruit and Vegetable Selection	Turkey Chili Rice Bowl Customize with Onions, Broccoli, Hot Peppers, Shredded Cheese, & More! Fresh Fruit and Vegetable Selection	Beef and Bean Nachos with Cheese Brown Fiesta Rice Seasoned Corn Fresh Fruit and Vegetable Selection	Buffalo or Barbecue Chicken Tenders Dinner Roll Cinnamon Squash Fresh Fruit and Vegetable Selection
Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich					
	Barbeque Rib Sandwich	Toasted Cheese Sandwich	Philly Cheese Steak Sub	Chicken Ranch Sandwich	Meatball Parmesan Grinder
Classic Cheese Pizza made with reduced fat cheese, baked fresh Monday, Wednesday and Friday					
	Margherita Pizza	Pasta Bar	Cheese Calzone	Pasta Bar	White Pizza
	Deli Sandwiches made fresh your way. Available daily: Assorted Whole Grain Breads, Tortilla Wraps and Rolls Assorted Meats, Cheeses, Vegetables and Condiments				
Fresh Food Fast- Packaged For Grab and Go					
	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich Chef Salad Chicken Caesar Salad
	Fresh Red Pepper Strips Fresh Broccoli Cinnamon Apple Sauce	Fresh Baby Carrots Cauliflower florets Raisins	Chick Pea Salad Cherry Tomatoes Fresh Orange	Seasoned Corn Fresh Cucumber Slices Fresh Apple	Fresh Baby Carrots Black Beans Strawberry Cup

*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*

**A la Cart Items Available Daily:**

Portioned Fruit \$0.50    Fresh Fruit \$0.75  
 Daily Vegetable \$0.75    Dasani Water \$0.75



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**High School Lunch Menu December 2 – December 6, 2013**  
**Student Lunch \$2.80    Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetables and fruit choices, and milk.

Milk choices include 1% white milk, nonfat white milk and nonfat chocolate

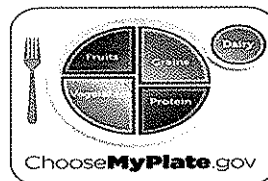
We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
<b>This month's food focus is Winter Squash</b>					
	Chili Dog! Turkey Hot Dog on Whole Grain Bun topped with Beef Chili Potato Wedges Fresh Fruit and Vegetable Selection	Chicken Parmesan Pasta with Sauce Roasted Italian Winter Squash Fresh Fruit and Vegetable Selection	French Toast Sticks Baked Apple Slices Country Style Potatoes Sausage Patties Fresh Fruit and Vegetable Selection	Macaroni & Cheese Roma Herb Whole Wheat Breadstick Roasted Green Beans	<b>SASAWICE</b> Chicken or Cheese Quesadillas Mexican Corn Chickpea Salad Fresh Fruit and Vegetable Selection
Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich					
	Meatball Wedge	Turkey Swiss Flatbread	Buffalo Chicken Wrap	Philly Cheese Steak Grinder	Breaded Chicken Bacon and Cheddar Cheese Sandwich
Classic Cheese Pizza made with reduced fat cheese, baked fresh daily					
	Roasted Vegetable Pizza	Broccoli and Cheese Stromboli	Chicken Bruschetta Flatbread	Chicken Parmesan Hot Croissant	Cheese Calzone
	Deli Sandwiches made fresh your way. Available daily: Assorted Whole Grain Breads, Tortilla Wraps and Rolls Assorted Meats, Cheeses, Vegetables and Condiments				
Fresh Food Fast- Packaged For Grab and Go					
	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad
	Sweet Corn Salad Red Pepper Strips Broccoli Ranch Salad Cinnamon Apple Sauce	Broccoli Trees Buttermilk Cole Slaw Caesar Romaine Salad Mixed Fruit Cocktail	Romaine, Carrot & Cabbage Salad Chick Pea Salad Cherry Tomatoes Chilled Peaches in Juice	Corn & Black Bean Salad Marinated Cucumber and Tomato Salad Baby Carrots Chilled Pineapple	Asian Slaw Romaine & Spinach Salad Green Bean Salad Chilled Pears in Juice

*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*

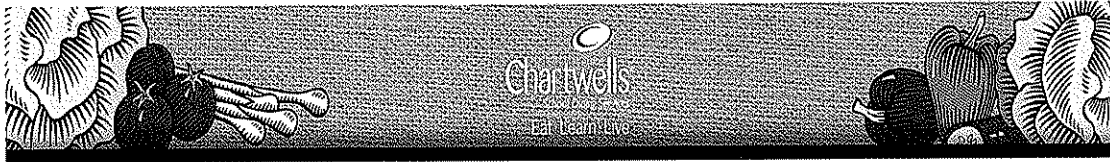
**A la Cart Items Available Daily:**

Portioned Fruit \$0.50    Fresh Fruit    \$0.75  
 Daily Vegetable \$0.75    Dasani Water    \$0.75



Go to [ChooseMyPlate.gov](http://ChooseMyPlate.gov) for online personal wellness resources for you and your family

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**High School Lunch Menu December 9 – December 13, 2013**  
**Student Lunch \$2.80      Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetables and fruit choices, and milk.

Milk choices include 1% white milk, nonfat white milk and nonfat chocolate

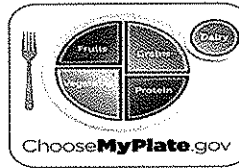
We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
<b>This month's food focus is Winter Squash</b>					
	<b>Chicken Tenders with Peppers and Onions</b> Lemon Brown Rice Pilaf Fresh Fruit and Vegetable Selection	<b>Baked Pasta</b> Roma Bread Stick Roasted Italian Butternut Squash  Fresh Fruit and Vegetable Selection	<b>Mashed Potato Bowl</b> Popcorn Chicken Mashed Potatoes Dinner Roll Apple Crisp Fresh Fruit and Vegetable Selection	<b>Italian Meatballs Pasta</b> Seasoned Carrots  Fresh Fruit and Vegetable Selection	 Fresh Fruit and Vegetable Selection
Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich					
	Meatball Wedge	Turkey Swiss Flatbread	Buffalo Chicken Wrap	Philly Cheese Steak Grinder	Breaded Chicken Bacon and Cheddar Cheese Sandwich
Classic Cheese Pizza made with reduced fat cheese, baked fresh daily					
	Roasted Vegetable Pizza	Broccoli and Cheese Stromboli	Chicken Bruschetta Flatbread	Chicken Parmesan Hot Croissant	Cheese Calzone
	Deli Sandwiches made fresh your way. Available daily: Assorted Whole Grain Breads, Tortilla Wraps and Rolls Assorted Meats, Cheeses, Vegetables and Condiments				
Fresh Food Fast- Packaged For Grab and Go					
	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad
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*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*

**A la Cart Items Available Daily:**

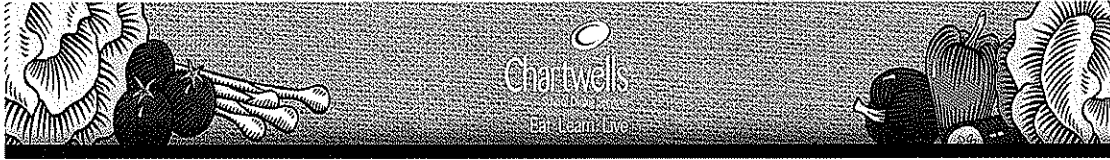
Portioned Fruit \$0.50    Fresh Fruit    \$0.75  
 Daily Vegetable \$0.75    Dasani Water    \$0.75



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**High School Lunch Menu December 16 – December 20, 2013**  
**Student Lunch \$2.80    Reduced Price \$0.40**

A full student lunch includes a choice of entrée supplying protein and grain, a variety of vegetables and fruit choices, and milk.

Milk choices include 1% white milk, nonfat white milk and nonfat chocolate

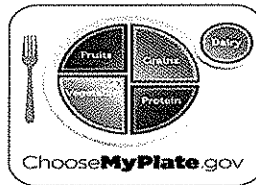
We feature a variety of vegetables and fruits including locally grown when seasonally available. Each week we feature deeply colored, nutrient-rich vegetables including red/orange and dark green varieties, as well as beans and other additional choices.

Station	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>DINING AROUND THE WORLD PUERTO RICO</b> Arroz Con Pollo Cilantro Lime Roasted Vegetables Pineapple Fresh Fruit and Vegetable Selection	<b>Penne with Bolognese Sauce</b> Garlic Twist Caesar Salad  Fresh Fruit and Vegetable Selection	<b>Beef or Baja Bean Nachos with Cheese</b> Brown Fiesta Rice Seasoned Corn Pico De Gallo Salsa Fresh Fruit and Vegetable Selection	<b>Penne with Chicken, Bacon and Grape Tomatoes</b> <b>Baked Carrot and Butternut Squash</b> Fresh Fruit and Vegetable Selection	<b>Loaded Hot Dog</b> with Onions & Peppers  Potato Wedges  Fresh Fruit and Vegetable Selection
	Served Daily: Lean Hamburger or Cheeseburger on a Bun and Chicken Tender Sandwich				
	Meatball Wedge	Turkey Swiss Flatbread	Buffalo Chicken Wrap	Philly Cheese Steak Grinder	Breaded Chicken Bacon and Cheddar Cheese Sandwich
	Classic Cheese Pizza made with reduced fat cheese, baked fresh daily				
	Roasted Vegetable Pizza	Broccoli and Cheese Stromboli	Chicken Bruschetta Flatbread	Chicken Parmesan Hot Croissant	Cheese Calzone
	Deli Sandwiches made fresh your way. Available daily: Assorted Whole Grain Breads, Tortilla Wraps and Rolls Assorted Meats, Cheeses, Vegetables and Condiments				
	Fresh Food Fast- Packaged For Grab and Go				
	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad	Turkey Bagel Club Sandwich South of the Border Salad Chicken Caesar Salad
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*For Questions, Comments or Concerns, please contact Frank Rupp, Food Service Director 203-341-2431*

**A la Cart Items Available Daily:**

Portioned Fruit \$0.50    Fresh Fruit \$0.75  
 Daily Vegetable \$0.75    Dasani Water \$0.75



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# WESTPORT PUBLIC SCHOOLS

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ELLIOTT LANDON  
Superintendent of Schools

110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1010  
FAX: (203) 341-1029

To: Members of the Board of Education  
From: Elliott Landon  
Subject: Teacher Recommendations for Private Schools, Summer Camps, and  
Special Education School Placements  
Date: December 16, 2013

There have been several inquiries made about Board of Education Policy P5125 and the accompanying Administrative Regulation, the latter of which states:

### ***Student Records***

***For reasons related to : (1) consistency in providing information and (2) ensuring that documents sent to receiving private, parochial or other public schools have been seen previously by a parent or guardian, it is the policy of the Westport Public Schools that for all students, K-12, only official health records, cumulative report card information, report cards and student records are to be released to such receiving schools.***

***Separate teacher recommendations are not to be provided to such private, parochial or other public schools.***

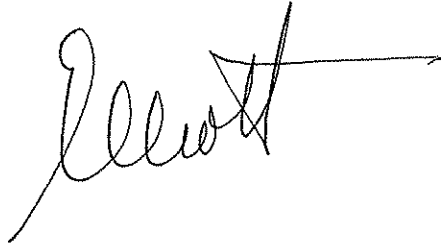
***Student records are to be sent to receiving schools only after written permission from a parent or guardian of a student has been received in the school office.***

This Regulation was created at the request of teachers and building principals for the reasons outlined below:

1. The numbers of requests to teachers from parents for written recommendations for non-school system related activities had become excessive, including activities such as day camps, dance academies, teen tours, and summer sports academies.
2. Transfers to public schools do not require teacher recommendations. The new school receives the complete educational record of the transferring student. The same procedure is used for students transferring to private schools.
3. For issues of liability, special education students do not receive teacher recommendations for school placements outside of a Planning and Placement Team (PPT) determination. These recommendations are made only when the specific elements of the student's IEP cannot be met by the Westport Public Schools. The PPT recommendation is limited to those issues. To provide recommendations only for non-identified students would be discriminatory.

Some have suggested that the burden be placed upon each teacher individually to make the decision as to whether to voluntarily provide non-school related recommendations for admittance to private schools, summer camps, out-of-school activities, and the like. That suggestion has been rejected in the past because it places an unnecessary burden upon teachers and creates inconsistencies in the ways teachers may treat identified and non-identified students. For this reason, voluntarism has been rejected as a possibility by teachers and administrators equally.

This matter appears upon the Board of Education agenda for the meeting of Monday, December 16 for discussion purposes only.

A handwritten signature in black ink, appearing to read "J. West", with a long horizontal line extending to the right from the end of the signature.