

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 333, Pupil Services Conference Room

ANTICIPATED EXECUTIVE SESSION: Interview of Candidate for Principal of SES

RESUME PUBLIC SESSION

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

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: April 28, 2014

APPOINTMENT: Principal, Saugatuck Elementary School

PRESENTATION:

- 1. Elementary School Progress Reports (Encl.) Ms. Gilchrest
Dr. Da Silva
Kim Ambrosio
Becky Laus
Carolyn Santella
- 2. Quarterly Financial Report: July 1, 2013-March 31, 2014 (Encl.) Mr. Longo

DISCUSSION/ACTION:

- 1. Adoption of 2014-15 School Budget (Encl.) Dr. Landon
Mr. Longo
- 2. Proposed Board Policy P 3431: Health and Medical Insurance (Encl.) Dr. Landon
Mr. Longo
- 3. Health Insurance Reserves (Encl.) Mr. Longo
- 4. School Security: Projected Capital Requests and Approval of Community Members/School Security and Safety Committees (Encl.) Dr. Landon
- 5. Acceptance of Gifts: Paul Block/Mersant US, Inc. and LLS PTA (Encl.) Dr. Landon

DISCUSSION:

- 1. "Bring Your Own Device" (BYOD) Policy (Encl.) Ms. Carrignan
Mr. Crosby
Mr. Gryak
- 2. Agenda Schedule: 2013-14 (Encl.) Dr. Landon

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.

WESTPORT PUBLIC SCHOOLS

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: Elementary School Progress Reports

Date: May 12, 2014

Please find appended to this memorandum a report from Cynthia Gilchrest, Director of Elementary Education, concerning the re-design of our current report card at the elementary school level to create a "Student Progress Report." This new reporting system will more effectively addresses for parents throughout the school year the learning progress of their children in the following areas:

1. Thinking, speaking and learning dispositions
2. Social, personal and physical dispositions
3. English/Language Arts: Reading
 - Literature
 - Informational Text
 - Foundational Skills
 - Language and Acquisition
4. English/Language Arts: Writing
5. Mathematics
 - Mathematical Practices
 - Operations and Algebraic Thinking
 - Numbers and Operation in Base 10
 - Numbers and Operation – Fractions
 - Measurement and Data
 - Geometry
6. Science
7. Social Studies
8. Information Technology Literacies
9. World Language
10. Music
11. Physical Education
12. Art

A "Student Progress Report" will be available to parents *prior* to their parent-teacher conferences so that there can be substantive objective discussions between parent and teacher concerning each child's progress.





Cynthia Gilchrest
Director, Elementary Education
Telephone: 203-341-1213
Email: cgilchrest@westport.k12.ct.us

May 8, 2014

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

From: Cynthia Gilchrest, Director of Elementary Education

RE: ELEMENTARY PROGRESS REPORT

Over the past five years, our elementary program has undergone several significant changes, most notably were the implementation of the Common Core State Standards (CCSS), the Singapore Math program, the Balanced Literacy curriculum and the revision of the science and social studies curriculum. These changes highlighted the need to review our current elementary report card.

During the 2013-2014 school year, a representative group of teachers and administrators studied effective practices as they relate to reporting student progress. After this study, the group identified the guiding principles in teaching and learning and created a progress report based on the CCSS and other state frameworks.

Keep in mind that standards outline what students are expected to know, understand and be able to do at the end of each school year. The progress report is a valuable, consistent way to share progress to families based on the overarching standards that guide our daily work.

The progress report is expected to evidence how students are progressing toward each of the standards at three points in the school year. Although the standards were created to show end of grade level expectations, student progress will be reported based on the instructional content covered with each given trimester. It is expected that the progress report be brought to life for families at each of the two conferences. The last progress report of the school year (June) will stand alone.

The new progress report will be implemented in the 2014-2015 school year. Teachers will receive training on the new progress report and given a teacher manual. We will provide parents with a handbook, informational coffees, and links on the website.

Dr. Susie Da Silva and 3 members of her committee; Kim Ambrosio, Becky Laus and Carolyn Santella will present the new student progress report at the board meeting on May 12 and will be available to answer any questions.

Elementary Progress Report

May 12, 2014

Westport Public Schools
Standards-Based Progress Report

2014-2015

Cynthia Gilchrest, Susie Da Silva, Kim Ambrosio,
Becky Laus and Carolyn Santella

Progress Report Committee

Cynthia Gilchrest
Susie Da Silva
Beth Messler
Rebecca Laus
Kim Ambrosio
Carolyn Santella
Jennifer Ackerman
Lori Buskey
Laura Sherwood
Karen Shugrue
Stacey Fowle

Rosemary Metke
Lori Grindrod
Moirá Matthews
Katelyn Kawajsza
Jessica Olson
Hannah Schneewind
Deborah Cerulli
Emily Hughes
Moirá Matthews
Megan Stone
Wendy Sobelman
Deb Goldenberg

Why change the current report card?

- Reflects previous Connecticut Frameworks and previous district curriculum
- Distributed only twice per year: January and June
- Subjectivity in communicating student progress to parents

Why change the current report card?

- Scoring criteria left to the discretion of the teacher
- Varied interpretation of mastery among schools
- Open-ended narratives created by individual teachers or schools

Revision Process

- Teacher Feedback through grade-level discussions
- Representative Committee
 - Administrator/Teacher leadership K-5
 - Gifted/Special Education
 - Special Areas
 - Curriculum Directors K-12

Revision Process

- Sub-group Work
 - K-2 and 3-5
- Share out with district teams
 - Math; Literacy; ELT
- Small Pilot
 - Teacher
 - Parent
 - Revisions based on feedback

Revision Process

- Research of various types of report cards, nationally and locally
- Recommendation of a Standards-Based Progress Report

Why Standards-Based Reporting?

- Consistent expectations
- Emphasis on standards throughout the year
- Aligned curriculum, instruction, and assessment
- Clear, objective, fair method of communicating to parents

Why Progress Report?

- Emphasis shifts to the learning process
- Based on instructional content covered within each Trimester
- Clear and objective
- Shows progress towards mastery of discrete and defined skills

Highlights of New Progress Report

- Distributed three times per year
- Conference to accompany Progress Report
- Teacher Handbook (available within Eschool)
- Parent Handbook (available within Eschool)

Snapshot of Parent Handbook

Progress Report View:

ENGLISH LANGUAGE ARTS: READING		T1
Target Reading Level		
Student Reading Level		
Thinking and Learning Dispositions in Reading Reflects on and persists in developing good reading habits		

Parent Handbook eSchool View:

DRA2 Benchmarks

Grade Level	Fall Target	Winter Target	June Target
K	N/A	3	4
1	4	12	18
2	18	24	28
3	28	34	38
4	40	40	40
5	50	50	50

Snapshot of Parent Handbook

Progress Report View:

Operations and Algebraic Thinking	
Represents and solves problems involving addition and subtraction	
Understands and applies properties of operations and the relationship between addition and subtraction	T1
Add and subtract within 20	
Works with addition and subtraction equations	
Numbers and Operation in Base 10	
Extends the count sequence	
Understands place value	
Uses place value understanding and properties of operations to add and subtract	
Measurement and Data	
Measures lengths indirectly and by iterating length units	
Tells and writes time	
Represents and interprets data	
Geometry	
Reasons with shapes and attributes	

Parent Handbook eSchool View:

CCSS Math Standards:

In Grade 1, instructional time should focus on four critical areas: (1) developing understanding of addition, subtraction, and strategies for addition and subtraction within 20; (2) developing understanding of whole number relationships and place value, including grouping in tens and ones; (3) developing understanding of linear measurement and measuring lengths as iterating length units; and (4) reasoning about attributes of, and composing and decomposing geometric shapes.

Highlights of Progress Report

- Aligned to Common Core State Standards
- Assessment of Westport 2025 Capacities
- Progress Rubric: Clearly defined K-5 descriptors
 - Academic Progress: Four-point Rubric
 - Thinking, Speaking, Learning and Social, Emotional and Physical Dispositions: Three-point Rubric
- World Language K-5

Progress Report and Rubrics

Scoring Rubric

Evaluation Code Based on Progress Report Period	Proficiency Level Descriptors
N/A	This standard has not been addressed at this time
1-Below	<ul style="list-style-type: none"> Needs additional time and experience to achieve grade-level standards and expectations Consistently requires assistance Has difficulty understanding the key concepts and skills for the grade-level May not be ready to work the grade-level material
2-Near	<ul style="list-style-type: none"> Is progressing toward grade-level standards and expectations May require assistance Shows some understanding of concepts and skills Is beginning to apply key concepts and skills for grade-level
3-Meets	<ul style="list-style-type: none"> All performance expectations that have been taught so far have been mastered Consistently and independently meets components of grade-level standards and expectations addressed so far Shows a solid understanding of concepts and skills addressed so far Applies key concepts and skills for the grade-level
4-Exceeds	<ul style="list-style-type: none"> All performance expectations of the standard/expectation have been mastered Consistently and independently meets grade-level standards and expectations Shows a solid and in-depth understanding of concepts and skills Applies and extends key concepts and skills for the grade-level Independently seeks out and/or accepts ways to challenge self Makes insightful connections to other ideas and concepts Shows creative and new ways of thinking

Dispositions Scoring Rubric

Consistent Independently demonstrates disposition
Inconsistent Demonstrates disposition some of the time
Not Demonstrated Requires further support to develop the disposition

Next Steps: Roll-Out Plan for Teachers

- Spring 2014- Overview
- Summer 2014- Train the Trainers E-School
- Fall 2014-Opening Days
- Faculty/Grade Level Meetings:
Calibration Exercises

Next Steps: Roll-Out Plan for Parents

- PTA meetings/School-based Meetings
- Informational Sessions
- Parent Handbook (accompany Eschool)
- Links on WPS Website

Student Progress Report

Student Name		School		Teacher		
Johnny Smith		Kings Highway		Carolyn Santella		
Student ID	State ID	School Year	Room Number	Trimester		Grade
1234567890	1234567890	2014-2015	105	T1		1

Progress Rubric

For this trimester the student:

E Exceeds grade level expectations
M Meets grade level expectations
N Near grade level expectations
B Below Grade level expectations
N/A Not assessed at this time

Dispositions Rubric

For this trimester the student:

C Consistent: Independently demonstrates disposition
I Inconsistent: Demonstrates disposition some of the time
ND Not Demonstrated: Requires further support to develop the disposition

If your child has an Individual Education Plan (IEP), please refer to your most recent document for assessment of mastery of instructional objectives.

THINKING, SPEAKING AND LEARNING DISPOSITIONS	T1	T2	T3
Expresses ideas clearly <i>Speaks audibly and verbalizes thinking</i>			
Writes legibly <i>Writes with developmentally appropriate letter formation that is readable for student and teacher</i>			
Checks work for neatness and accuracy <i>Reviews, reflects and edits work as needed for neatness and accuracy</i>			
Listens and follows directions <i>Listens and completes verbal and written directions</i>			
Works well independently <i>Remains on task with little teacher or peer support</i>			
Completes work and uses time effectively <i>Remains on task and completes work in given time frame; Understands what more is expected if tasks are completed early</i>			
Makes meaningful contributions to discussions <i>Contributes background knowledge, new thinking and/or ask questions on topic as observed in a variety of areas of curriculum</i>			
Demonstrates persistence <i>Continues to work despite difficulty/challenge of task; tries a variety of strategies before asking teacher for help</i>			
When uncertain, willing to take risks <i>Demonstrates willingness to raise hand, contributes thinking and/or attempts work with little support when encountering new or difficult material</i>			
Works collaboratively towards a common goal <i>Requires little teacher support to strategically discuss, plan and engage in activities with a partner, small group and whole class</i>			
Uses everything they know across the disciplines <i>Synthesizes and applies learning across different areas of curriculum</i>			
SOCIAL, PERSONAL, AND PHYSICAL DISPOSITIONS	T1	T2	T3
Shows a positive attitude toward learning <i>Demonstrates initiative and enthusiasm for new learning</i>			
Takes responsibility for own behavior <i>Discusses choices made and works with teacher to improve behavior when needed</i>			
Expresses needs and feelings appropriately <i>Articulates feelings/issues/problems to peers and adults in developmentally appropriate manner</i>			
Respects school and classroom rules <i>Knows, understands and diligently follows school and classroom rules</i>			
ENGLISH LANGUAGE ARTS: READING	T1	T2	T3
Target Reading Level			
Student Reading Level			
Thinking and Learning Dispositions in Reading <i>Reflects on and persists in developing good reading habits</i>			
Standards for Literature	T1	T2	T3
Key Ideas and Details <i>Asks/answers questions about text; retells with details and understands central message; describes story elements using key details</i>			
Craft and Structure <i>Identifies words/phrases that suggest feelings or appeal to the senses; explains differences between books that tell stories and books that give information; identifies who is telling story</i>			
Integrates Knowledge and Ideas <i>Uses illustrations/details in story to describe characters/setting/events; compares/contrasts experiences of characters</i>			
Range of Reading and Level of Text Complexity <i>With prompting and support, reads appropriate complexity for Grade 1</i>			
Standards for Informational Text	T1	T2	T3
Key Ideas and Details <i>Asks/answers questions about text; identifies main topic and retells key details; describes connection between two individuals, events, ideas, or pieces of information in a text</i>			
Craft and Structure <i>Asks/answers questions to determine meaning of words/phrases; knows/uses text features to locate key facts; distinguishes between information provided in pictures and information in text</i>			
Integrates Knowledge and Ideas <i>Uses illustrations/details to describe key ideas; identifies reasons author gives to support points in a text; identifies similarities in and differences between two texts on same topic</i>			
Range of Reading and Level of Text Complexity <i>With prompting and support read appropriate complexity for Grade 1</i>			
Standards for Foundational Skills	T1	T2	T3
Print Concepts <i>Understands features of print</i>			
Phonological Awareness <i>Understands spoken words, syllables and sounds</i>			
Phonics and Word Recognition <i>Applies phonics and word analysis skills in decoding words</i>			
Fluency <i>Reads with accuracy and fluency to support comprehension</i>			
Standards for Language and Acquisition	T1	T2	T3
Conventions of Standard English <i>Demonstrates command of the conventions of standard English grammar and usage in speaking and writing; Demonstrates command of the conventions of standard English capitalization and punctuation</i>			
Conventions of Standard English: Spelling <i>Demonstrates command of the conventions of standard English spelling</i>			
Vocabulary Acquisition and Use <i>Knows and clarifies unknown and/or multiple meaning words and word relationships</i>			
ENGLISH LANGUAGE ARTS: WRITING	T1	T2	T3

Thinking and Learning Dispositions in Writing <i>Reflects on and persists in developing good writing habits</i>			
Standards for Writing	T1	T2	T3
Text Types and Purpose <i>Uses words/pictures to write opinion, information, narrative texts</i>			
Production and Distribution of Writing <i>Responds to questions/suggestions; uses digital tools to produce and publish writing</i>			
Research to Build and Present Knowledge <i>Participates in shared reading/writing projects; recalls/gathers information from source</i>			
MATHEMATICS	T1	T2	T3
Mathematical Practices			
Perseveres in problem solving <i>Makes sense of problems; perseveres in solving; attends to precision</i>			
Reasons and explains <i>Reasons abstractly and quantitatively; Constructs viable arguments and critiques the reasoning of others</i>			
Models and Uses Tools <i>Applies the mathematics they know to solve problems and models thinking; Uses appropriate tools strategically</i>			
Sees structure and generalizes <i>Looks for and makes use of structure; Looks for and expresses regularity in repeated reasoning</i>			
Operations and Algebraic Thinking			
Represents and solves problems involving addition and subtraction			
Understands and applies properties of operations and the relationship between addition and subtraction			
Add and subtract within 20			
Works with addition and subtraction equations			
Numbers and Operation in Base 10			
Extends the count sequence			
Understands place value			
Uses place value understanding and properties of operations to add and subtract			
Measurement and Data			
Measures lengths indirectly and by iterating length units			
Tells and writes time			
Represents and interprets data			
Geometry			
Reasons with shapes and attributes			
SCIENCE	T1	T2	T3
Dispositions in Science			
Engages in science activities and contributes to discussions			
Science Content			
Understands and applies concepts: Behavior and Structure of Living Things			
Understands and applies concepts: Forces and Motion			
Understands and applies concepts: Life Cycles			
Science Inquiry			
Makes observations			
Asks questions			
SOCIAL STUDIES	T1	T2	T3
Dispositions in Social Studies			
Engages in social studies activities and contributes to discussions			
Social Studies Content			
Understands and applies concepts: Me and My Community			
Understands and applies concepts: History Comparison			
Social Studies Literacies			
Analyzes, evaluates, and presents social studies information			
INFORMATION TECHNOLOGY LITERACIES	T1	T2	T3
Dispositions in ITL			
Use Information and Digital Tools Ethically <i>Respects copyright, user agreements and property of others</i>			
Actively Participates <i>Engages in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in ITL			
Skills <i>Uses and applies information literacy skills (uses various text and website features such as headings, menus and icons to locate key facts and information)</i>			
Skills <i>Uses and applies technology skills (online concept mapping tools, formatting within productivity tools and website navigation)</i>			
Concepts <i>Applies knowledge to communicate ideas effectively and efficiently to an audience</i>			
WORLD LANGUAGE	T1	T2	T3
Dispositions in World Language			
Engages in world language activities and contributes to discussions			
Standards for Communication			
Interpersonal Communication <i>Asks for and provides information; expresses feelings and opinions; follows instructions or directions</i>			
Interpretive Communication <i>Understands and responds to spoken language on a variety of topics; understands authentic written materials on a variety of topics; uses effective interpretive strategies</i>			
Presentational Communication <i>Orally shares information</i>			
Standards for Culture			
Practices <i>Identifies cultural practices among Hispanic cultures; identifies the role of customs within Hispanic cultures</i>			
Products <i>Identifies objects and symbols that represent Hispanic cultures on a daily basis</i>			
MUSIC	T1	T2	T3
Dispositions in Music			
Actively Participates <i>Participates regularly in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Music			
Performance Skills <i>Demonstrates a steady beat through movement, playing on pitched and unpitched percussion instruments and voice; uses singing voice to sing simple melodies; matches vocal pitch within a limited range</i>			
Concepts <i>Recognizes the steady beat using visual and tactile representations of music/beat in time</i>			
PHYSICAL EDUCATION	T1	T2	T3
Dispositions in Physical Education			

Actively Participates <i>Participates regularly in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Physical Education			
Skills <i>Demonstrates skills necessary to participate in a variety of physical activities (coordination in gross motor and fine motor tasks)</i>			
Concepts <i>Applies knowledge of concepts (understanding of rules, spatial awareness, movement concepts, personal space, direction, pathways, general space)</i>			
ART	T1	T2	T3
Dispositions in Art			
Actively Participates <i>Participates regularly in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Art			
Skills <i>Demonstrates skills necessary to participate in a variety of activities (how to use simple materials, how to mix colors, identify/construct shapes and patterns)</i>			
Concepts <i>Applies knowledge of concepts (spatial relationship, light/dark colors, art as a form of communication)</i>			

	T1	T2	T3
Absent			
Tardy			

Student Progress Report

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1234567890	1234567890	2014-2015	105	T1		3

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THINKING, SPEAKING AND LEARNING DISPOSITIONS	T1	T2	T3
Expresses ideas clearly Speaks audibly and verbalizes thinking			
Writes legibly Writes with developmentally appropriate letter formation that is readable for student and teacher			
Checks work for neatness and accuracy Reviews, reflects and edits work as needed for neatness and accuracy			
Listens and follows directions Listens and completes verbal and written directions			
Works well independently Remains on task with little teacher or peer support			
Completes work and uses time effectively Remains on task and completes work in given time frame; Understands what more is expected if tasks are completed early			
Makes meaningful contributions to discussions Contributes background knowledge, new thinking and/or ask questions on topic as observed in a variety of areas of curriculum			
Demonstrates persistence Continues to work despite difficulty/challenge of task; tries a variety of strategies before asking teacher for help			
When uncertain, willing to take risks Demonstrates willingness to raise hand, contributes thinking and/or attempts work with little support when encountering new or difficult material			
Works collaboratively towards a common goal Requires little teacher support to strategically discuss, plan and engage in activities with a partner, small group and whole class			
Uses everything they know across the disciplines Synthesizes and applies learning across different areas of curriculum			
SOCIAL, PERSONAL, AND PHYSICAL DISPOSITIONS	T1	T2	T3
Shows a positive attitude toward learning Demonstrates initiative and enthusiasm for new learning			
Takes responsibility for own behavior Discusses choices made and works with teacher to improve behavior when needed			
Expresses needs and feelings appropriately Articulates feelings/issues/problems to peers and adults in developmentally appropriate manner			
Respects school and classroom rules Knows, understands and diligently follows school and classroom rules			
ENGLISH LANGUAGE ARTS: READING	T1	T2	T3
Target Reading Level			
Student Reading Level			
Thinking and Learning Dispositions in Reading Reflects on and persists in developing good reading habits			
Standards for Literature	T1	T2	T3
Keys Ideas and Details Asks/answers questions about text; recounts stories and determines the central message, lesson, or moral; describes characters in a story			
Craft and Structure Determines the meaning of words and phrases as they are used in a text; refers to parts of stories, dramas, and poems; distinguishes their own point of view from the narrator/characters			
Integrates Knowledge and Ideas Explains how illustrations contribute to what is conveyed by the text; compares/contrasts themes, settings, and plots			
Range of Reading and Level of Text Complexity Reads/understands a variety of genres of appropriate complexity			
Standards for Informational Text	T1	T2	T3
Key Ideas and Details Asks/answers questions about text; determines the main idea of a text; describes the relationship between ideas using language that pertains to time, sequence, and cause/effect			
Craft and Structure Determines the meaning of words/phrases in a relevant text; uses text features to locate information efficiently; distinguishes their point of view from the author of a text			
Integrates Knowledge and Ideas Uses information gained from illustrations and the words in a text to demonstrate understanding; describes comparison, cause/effect, or sequence in a paragraph; compares/contrasts the most important points and key details presented in two texts			
Range of Reading and Level of Text Complexity Reads and comprehends a variety of informational texts - e.g., history/social studies science, and technical texts			
Standards for Foundational Skills	T1	T2	T3
Phonics and Word Recognition Knows and applies grade-level phonics and word analysis skills in decoding words			
Fluency Reads with sufficient accuracy and fluency to support comprehension			
Standards for Language and Acquisition	T1	T2	T3
Conventions of Standard English Demonstrates command of the conventions of standard English grammar and usage in speaking and writing; Demonstrates command of the conventions of standard English capitalization and punctuation			
Conventions of Standard English: Spelling Demonstrates command of the conventions of standard English spelling			
Vocabulary Acquisition and Use Knows and clarifies unknown and/or multiple meaning words and word relationships			
ENGLISH LANGUAGE ARTS: WRITING	T1	T2	T3

Thinking and Learning Dispositions in Writing <i>Reflects on and persists in developing good writing habits</i>			
Standards for Writing	T1	T2	T3
Text Types and Purpose <i>Writes opinion/information/narrative texts to support a point of view, convey ideas clearly, or develop real/imaginary experiences effectively</i>			
Production and Distribution of Writing <i>Produces/develops organized writing; responds to questions/suggestions to strengthen writing; uses digital tools to produce and publish writing</i>			
Research to Build and Present Knowledge <i>Conducts short research projects; recalls/gathers information from sources; takes brief notes, sorts evidence</i>			
MATHEMATICS	T1	T2	T3
Mathematical Practices			
Perseveres in problem solving <i>Makes sense of problems; perseveres in solving; attends to precision</i>			
Reasons and explains <i>Reasons abstractly and quantitatively; Constructs viable arguments and critiques the reasoning of others</i>			
Models and Uses Tools <i>Applies the mathematics they know to solve problems and models thinking; Uses appropriate tools strategically</i>			
Sees structure and generalizes <i>Looks for and makes use of structure; Looks for and expresses regularity in repeated reasoning</i>			
Operations and Algebraic Thinking			
Represents and solves problems involving multiplication and division			
Understands properties of multiplication and the relationship between multiplication and division			
Multiplies and divides within 100			
Solves problems involving the four operations, and identifies and explains patterns in arithmetic			
Numbers and Operation in Base 10			
Uses place value understanding and properties of operations to perform multi-digit arithmetic			
Numbers and Operation-Fractions			
Develops understanding of fractions as numbers			
Measurement and Data			
Solves problems involving measurement and estimation of intervals of time, liquid volumes, and masses of objects			
Represents and interprets data			
(Geometric Measurement) <i>Understands concepts of area and relates area to multiplication and to addition</i>			
(Geometric Measurement) <i>Recognizes perimeter as an attribute of plane figures and distinguishes between linear and area measures</i>			
Geometry			
Reasons with shapes and their attributes			
SCIENCE	T1	T2	T3
Dispositions in Science			
Engages in science activities and contributes to discussions			
Science Content			
Understands and applies concepts: Adaptations			
Understands and applies concepts: Earth Materials			
Understands and applies concepts: Properties of Matter			
Science Inquiry			
Makes observations			
Asks questions			
SOCIAL STUDIES	T1	T2	T3
Dispositions in Social Studies			
Engages in social studies activities and contributes to discussions			
Social Studies Content			
Understands and applies concepts: Map Skills			
Understands and applies concepts: My Community: Westport			
Understands and applies concepts: A Community in My World			
Social Studies Literacies			
Analyzes, evaluates, and presents social studies information			
INFORMATION TECHNOLOGY LITERACIES	T1	T2	T3
Dispositions in ITL			
Use Information and Digital Tools Ethically <i>Respects copyright, user agreements and property of others</i>			
Actively Participates <i>Engages in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in ITL			
Skills <i>Uses and applies information literacy skills (uses text features and search tools such as key words, sidebars and hyperlinks to efficiently locate information)</i>			
Skills <i>Uses and applies technology skills (multimedia presentation tools, digital image management, advanced formatting within productivity tools, keyboarding skills)</i>			
Concepts <i>Applies knowledge to communicate and publish ideas effectively and efficiently to an audience</i>			
WORLD LANGUAGE	T1	T2	T3
Dispositions in World Language			
Engages in world language activities and contributes to discussions			
Standards for Communication			
Interpersonal Communication <i>Asks for and provides information; expresses feelings and opinions; follows instructions or directions; tells own actions</i>			
Interpretive Communication <i>Understands and responds to spoken language on a variety of topics; understands authentic written materials on a variety of topics; uses effective interpretive strategies</i>			
Presentational Communication <i>Writes descriptions; orally shares information</i>			
Standards for Culture			
Practices <i>Identifies cultural practices among Hispanic cultures; identifies the role of customs within Hispanic cultures</i>			
Products <i>Identifies objects and symbols that represent Hispanic cultures on a daily basis; recognizes contributions to today's world</i>			

MUSIC	T1	T2	T3
Dispositions in Music			
Actively Participates <i>Engages in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Music			
Performance Skills <i>Sings melodies with proper vocal; plays rhythmic patterns on pitched and unpitched percussion instruments and recorders</i>			
Concepts <i>Identifies basic rhythms using visual and tactile representations of music/beat in time; reads standard music notation</i>			
PHYSICAL EDUCATION	T1	T2	T3
Dispositions in Physical Education			
Actively Participates <i>Participates regularly in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Physical Education			
Skills <i>Demonstrates skills necessary to participate in a variety of physical activities (coordination in gross motor and fine motor tasks)</i>			
Concepts <i>Applies knowledge of concepts (understanding of rules, spatial awareness, movement concepts, personal space, direction, pathways, general space)</i>			
ART	T1	T2	T3
Dispositions in Art			
Actively Participates <i>Participates regularly in individual and group activities</i>			
Works Cooperatively <i>Exhibits respectful, responsible, and safe behavior and contributes positively to group activities</i>			
Standards in Art			
Skills <i>Demonstrates skills necessary to participate in a variety of activities (color mixing, utilizing perspective and spatial relationships, using of different media)</i>			
Concepts <i>Applies knowledge of concepts (art of different cultures, understand and communicate the meaning of their art)</i>			

	T1	T2	T3
Absent			
Tardy			

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: ELIO LONGO, JR.
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

SUBJECT: DECEMBER QUARTERLY REPORT

DATE: MAY 9, 2014

CC: F. MEILAN, BUDGET FILE

Attached is the March Quarterly Report for the 2013-2014 fiscal year which reflects a potential fund balance of \$326,085 through the end of the year. The potential surplus represents a 0.31% budget variation to the \$104,181,513 Board of Education adopted 2013-2014 budget.

You will note that we have completed 9 of the 12 months of the fiscal year with three months of school expenditures left in the year. This means that many of our expenditure projections continue as preliminary. The differences between the "Adopted Budget" column and the "Adjusted Budget" column reflect the administrative transfers made within each "line item" of the budget as the year has progressed and specific expenditures have been modified.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 97.07% of the total budget. Actual expenditures made to date are 73.64% of total budget with encumbrances representing 23.44% of total budget. The remaining 2.61% of the budget projection represents my best estimate of expenditures to be made during the three months remaining in the fiscal year. Total combined: 99.69%.

Please note the following as you review the projections (*Note: object code provided for reference*):

Salaries:

- ◆ A variety of certified and non-certified staff have been on paid and unpaid leave throughout the first nine months of the fiscal year. Certified and non-certified substitutes filling in have been charged to the substitute accounts (objects 151 – 155). Overtime to compensate for the record winter storm season requiring additional custodial time, coverage for custodial staff out ill and insurance deductible-related custodial time spent on the Green's Farm School sprinkler water damage has been charged to the overtime account (object 156).
- ◆ The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. I am currently projecting a deficit of \$96,835 in this account grouping; net of an intra-year transfer in the amount of \$200,000 from Regular Ed Teachers (object 102) to Long Term Subs (object 154). These accounts have the highest rate of volatility since staff attendance, workers compensation injuries,

overtime, illness, and pregnancy cannot be definitively estimated. Similar intra-year/end-of-year transfers were used in past years to address shortfalls.

Benefits:

- ◆ I have shared with you (under separate cover) my monthly Medical Health Insurance Fund analysis (based on actual claims as of Mar 31, 2014). As of this writing date I am projecting a Change in Cash Balance of (\$601,610). I have already transferred a one-time BOE additional contribution of \$240,000 to account 210. The transfer is evident in the Adjusted Budget of \$12,842,500. With the one-time transfer the net projected Change in Cash Balance is (\$361,610). The Insurance Fund opened this year with a Beginning Balance in the amount of \$799,991. When paired with the net Change in Cash the projected June 30 Ending Cash Balance is \$438,381. On a cash basis we are trending on firm ground all resulting from positive claims experience since January 1, 2014. Account 210 reports a projected year-end deficit in the amount of \$361,610 consistent with the current Medical Health Insurance Fund report. If the projected year-end operating balance remains intact over the course of the remaining three operating months we can preserve the full value of Insurance Fund Beginning Balance in the amount of \$799,991. This would be in accordance with the Superintendent's recommended fund balance policy.
- ◆ Unemployment Compensation (object 250) continues to run lower than budget. The non-renewal or extension of claim weeks has directly impacted our exposure.

Purchased Services:

- ◆ We are experiencing a sharp decline in HomeBound instruction this year. Mr. Rizzo has transferred to date projected surplus funds from HomeBound (object 320) to cover projected overruns in PPT Consultations (object 325), Student Evaluations-Outside (object 327), and Other Prof/Tech Services (object 330). The projected overruns are resulting from original budget account levels below their respective prior three-year trend.

Property Services:

- ◆ We are closely monitoring the costs and consumption of electricity, fuel oil and natural gas. Natural Gas market prices spiked during the heating season causing the December 2013 year-end projection to reverse from a positive to negative account balance. The BOE-approved \$240,000 transfer to the Insurance Reserve Fund requires a \$100,000 contribution from both Electricity (object 413) and Natural Gas (object 414). The two accounts have been adjusted accordingly, as evident in the Adjusted Budget amounts. We are experiencing additional favorable variance in Electricity (object 413), therefore when the two accounts are combined we can still meet the Board's commitment of \$200,000.
- ◆ Building Maintenance (object 431) has been adjusted by \$136,659 in order to support the upkeep of our schools. The prior three-year actual average was \$473,000. We opened

the year with a budget of \$269,500; 57% of 3-year average. The transfer amount was kept within the Facilities Department accounts, therefore there was very little impact to the department on the aggregate level.

Other Purchased Services:

- ◆ Special Education tuition expenditures (objects 560 & 563) have been reduced to reflect receipt of State Excess Cost Grant funds.
- ◆ We have had favorable variances in insurance renewals and expenditures to date. Year-end projections support prior 3-year actual with trend analysis.

***Supplies and Materials
Equipment
Other***

- ◆ The projected spending for object series 600, 700 and 800 remains consistent with the Adopted Budget.

Listed below is a summary of the Line Item projected balances:

LINE ITEM	PROJECTED BALANCE	LINE ITEM VARIANCE
Total Salaries	\$436,636	0.63%
Total Benefits	(\$265,088)	(1.69%)
Total Purchased Services	601	0.05%
Total Property Services	(\$68,096)	(1.29%)
Total Other Purchased Services	191,342	2.40%
Total Supplies and Materials	26,856	1.00%
Total Equipment	3,834	0.29%
Total Other	-	
Projected Balance	\$326,085	

I welcome the opportunity to review this projection with you.



WESTPORT PUBLIC SCHOOLS
3Q Financial Report - FY 2013/2014
as of March 31, 2014

2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADOPTED BUDGET	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
4,696,596	4,715,778	4,825,475	100	Certified Administrators	5,027,360	4,842,360	1,174,632	3,584,132	17,315	4,776,079	66,281
1,630,106	1,588,688	1,619,710	101	Directors	1,646,983	1,646,983	399,929	1,249,550	9,215	1,658,694	(11,711)
19,634,918	20,554,344	21,324,451	102	Reg Ed Teachers	22,492,282	22,292,282	6,381,470	15,559,743	5,800	21,947,013	345,269
10,427,359	10,625,691	10,894,081	103	Special Area Teachers	11,353,155	11,353,155	3,220,551	8,013,051	(32,282)	11,201,320	151,835
2,850,791	2,802,386	3,143,981	104	Support Teachers	3,231,878	3,231,878	955,549	2,287,550	(13,701)	3,229,398	2,480
213,558	266,096	165,289	105	Cur/Instr Resource	166,540	166,540	52,908	108,397	-	161,305	5,235
840,380	869,793	895,681	107	Library/Media Teachers	919,778	919,778	248,324	637,203	(89)	885,438	34,340
1,319,620	1,345,175	1,367,787	108	Guidance	1,405,360	1,405,360	357,082	993,794	-	1,350,876	54,484
3,665,945	3,926,457	4,050,464	109	Special Ed Teachers	4,266,325	4,266,325	1,060,608	2,896,233	298,678	4,255,519	10,806
1,490,692	1,505,565	1,573,222	110	Psychologists	1,650,142	1,650,142	536,954	1,158,060	(645)	1,694,369	(44,227)
276,427	284,481	289,777	113	Social Workers	295,709	295,709	91,324	203,833	(734)	294,423	1,286
979,991	1,049,355	1,086,749	114	Speech/Hearing Therapists	1,163,328	1,163,328	312,932	817,414	(2,040)	1,128,306	35,022
129,653	126,764	141,085	115	Staff Dev/Leadership	149,561	149,561	36,443	108,912	-	145,355	4,206
491,549	502,603	688,790	116	Extra-Curricular	613,478	613,478	2,371	457,617	153,490	613,478	-
11,100	-	-	117	Chaperones	-	-	-	-	-	-	-
495,802	509,385	384,453	118	Coaches-Intrmrkl/Intrschstc	570,315	570,315	783	190,197	350,643	541,623	28,692
239,238	244,160	199,936	119	Curriculum Work/Other	231,197	221,697	-	143,432	78,265	221,697	-
\$ 49,393,725	\$ 50,916,721	\$ 52,650,930		Sub-Total Certified Salaries	\$ 55,183,391	\$ 54,788,891	\$ 14,831,860	\$ 38,409,118	\$ 863,915	\$ 54,104,893	\$ 683,958
990,133	933,247	1,014,408	120	Support Supervisors	1,044,840	1,229,840	284,595	949,651	(4,406)	1,229,840	-
2,369,775	2,433,399	2,256,460	121	Secretaries	2,320,696	2,320,696	560,936	1,776,634	(185)	2,337,385	(16,689)
1,645,091	1,655,029	1,702,659	122	Paraprofessionals	1,757,173	1,757,173	439,259	1,286,801	(3,424)	1,722,636	34,537
2,062,522	1,969,724	2,040,958	123	Sped Paraprofessionals	2,153,853	2,153,853	538,488	1,646,308	(6,169)	2,178,627	(24,774)
2,382,972	2,454,511	2,515,919	124	Custodians	2,573,213	2,573,213	633,311	1,905,049	69,222	2,607,582	(34,369)
499,618	510,149	530,818	125	Maintainers	541,321	541,321	130,168	379,414	11,051	520,633	20,688
726,987	775,844	794,630	126	Nurses	818,958	818,958	216,286	575,613	39,838	831,737	(12,779)
188,480	189,186	198,908	127	Nurses Aides	205,037	205,037	58,569	140,644	16,397	215,610	(10,573)
442,105	480,622	515,588	128	Technology Assistants	530,333	530,333	123,118	407,836	1	530,955	(622)
55,348	57,876	61,779	129	Security Aides	63,591	63,591	15,141	48,450	-	63,591	-
185,117	201,468	245,838	130	Bus Monitors	197,000	197,000	-	161,571	80,697	242,268	(45,268)
181,048	183,197	196,032	131	Athletics	197,000	197,000	47,469	136,584	4,123	188,176	3,824
110,820	125,233	110,196	133	Other	118,559	118,559	35,290	82,224	-	117,514	1,045
361,609	374,386	404,898	135	Occupational Therapists	405,775	405,775	125,162	338,645	(431)	463,376	(57,601)
146,502	148,265	157,240	136	Physical Therapists	152,162	152,162	44,642	115,466	-	160,108	(7,946)
\$ 12,348,127	\$ 12,492,137	\$ 12,746,330		Sub-Total Non-Certified Salaries	\$ 13,074,511	\$ 13,259,511	\$ 3,252,434	\$ 9,950,890	\$ 206,714	\$ 13,410,038	\$ (150,527)

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2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADOPTED BUDGET	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
376,428	333,800	352,588	150	Perm Cert Subs	404,000	404,000	152,250	208,299	(34,935)	325,614	78,386
154,261	238,776	187,452	151	Daily Cert Subs	200,000	200,000	57,717	146,227	17,726	221,670	(21,670)
40,940	39,154	44,700	152	Staff Training Cert Subs	50,000	50,000	-	23,965	11,035	35,000	15,000
37,505	40,990	33,293	153	PPT Cert Subs	35,000	35,000	-	21,205	13,795	35,000	-
449,896	452,797	527,074	154	Long Term Subs	230,000	430,000	15,748	278,635	138,153	432,536	(2,536)
125,425	110,672	158,022	155	Non-Cert Subs	85,000	85,000	12,932	103,773	49,712	166,417	(81,417)
231,656	323,519	302,079	156	Overtime	240,000	240,000	-	269,198	55,400	324,598	(84,598)
\$ 1,416,111	\$ 1,539,708	\$ 1,605,208		Sub-Total Other Salaries	\$ 1,444,000	\$ 1,444,000	\$ 238,647	\$ 1,051,302	\$ 250,886	\$ 1,540,835	\$ (96,835)
\$ 63,157,963	\$ 64,948,566	\$ 67,002,468		TOTAL SALARIES	\$ 69,501,902	\$ 69,492,402	\$ 18,322,941	\$ 49,411,310	\$ 1,321,515	\$ 69,055,766	\$ 436,636
12,566,364	12,573,168	12,622,436	210	Health Insurance	12,602,500	12,842,500	2,699,731	9,930,630	573,749	13,204,110	(361,610)
272,589	284,462	278,727	211	Group Life Insurance	282,000	282,000	81,745	200,035	(15,158)	266,622	15,378
27,662	29,500	42,000	212	Teacher Child Care (WREA)	26,500	26,500	2,500	21,500	6,000	30,000	(3,500)
36,500	44,725	45,206	213	Health Insurance Waiver	51,700	51,700	26,000	10,000	2,000	38,000	13,700
1,669,911	1,731,120	1,795,398	220	FICA/Medicare	1,802,261	1,802,261	398,053	1,319,532	124,747	1,842,332	(40,071)
33,875	32,228	28,217	240	Course Reimbursement	50,000	50,000	957	19,332	2,166	22,455	27,545
115,197	145,488	220,523	250	Unemployment Compensation	175,000	175,000	45,000	59,715	(21,288)	83,427	91,573
279,176	316,027	351,610	260	Workers Compensation	435,000	435,000	6,002	432,010	6,000	444,012	(9,012)
33,670	32,923	33,644	287	Uniform Allowance	33,300	33,300	300	32,781	219	33,300	-
25,852	27,751	31,112	290	Other Employee Benefits	29,000	29,000	2,769	25,322	-	28,091	909
\$ 15,060,796	\$ 15,217,392	\$ 15,448,872		TOTAL BENEFITS	\$ 15,487,261	\$ 15,727,261	\$ 3,263,057	\$ 12,050,857	\$ 678,435	\$ 15,992,349	\$ (265,088)
114,936	100,162	137,408	320	HomeBound	100,000	34,955	-	18,827	16,128	34,955	-
20,183	24,956	27,692	321	Gifted Activities	50,000	47,700	23,899	22,754	1,047	47,700	-
116,626	20,295	-	322	Interns	-	-	-	-	-	-	-
226,595	225,653	237,444	323	Instr Program Improvements	316,856	316,056	71,384	223,183	21,489	316,056	-
15,047	8,015	8,017	324	Pupil Services	29,000	14,690	1,868	11,038	1,784	14,690	-
58,702	115,509	104,127	325	PPT Consultations	117,000	130,405	26,231	101,823	1,750	129,804	601
58,490	78,295	102,822	327	Student Evaluations-Outside	75,000	106,145	23,687	74,942	7,516	106,145	-
20,450	25,435	20,763	328	Medical Advisors	20,000	22,385	6,100	13,900	2,385	22,385	-
273,232	238,497	199,235	330	Other Prof/Tech Services	212,050	240,033	84,609	111,322	44,102	240,033	-
291,277	264,514	486,273	331	Legal/Negotiations	300,000	300,000	107,000	193,631	(631)	300,000	-
26,231	42,046	33,952	332	Licenses & Fees	30,230	30,267	4,344	25,923	-	30,267	-
\$ 1,221,769	\$ 1,143,377	\$ 1,357,734		TOTAL PURCHASED SERVICES	\$ 1,250,136	\$ 1,242,636	\$ 349,122	\$ 797,343	\$ 95,570	\$ 1,242,035	\$ 601

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2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADOPTED BUDGET	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
83,025	84,181	87,195	411	Water/Sewer	86,000	\$ 86,000	\$ 22,460	\$ 66,934	-	89,394	(3,394)
1,934,775	1,774,810	1,649,123	413	Electricity	1,872,461	\$ 1,772,461	\$ 409,727	\$ 1,245,955	(12,444)	1,643,238	129,223
939,664	817,686	829,247	414	Natural Gas	1,019,000	\$ 919,000	\$ 362,185	\$ 657,122	76,837	1,096,144	(177,144)
19,461	20,188	22,691	415	Heating Oil	21,000	\$ 21,000	\$ 30,228	\$ 20,149	21,701	72,078	(51,078)
505,069	440,929	398,640	421	Contracted Maintenance	508,432	\$ 470,155	\$ 98,369	\$ 377,109	(5,323)	470,155	-
551,204	450,718	418,011	431	Building Maintenance	269,500	\$ 406,159	\$ 35,572	\$ 338,049	32,538	406,159	-
209,275	229,639	197,421	432	Grounds Maintenance	165,000	\$ 151,986	\$ 22,528	\$ 123,692	5,766	151,986	-
84,490	86,790	64,585	433	Repair Equip (Instructional)	88,955	\$ 90,642	\$ 11,479	\$ 37,809	41,354	90,642	-
66,276	49,606	56,243	434	Repair Equip (Non-Instructional)	50,200	\$ 55,231	\$ 2,638	\$ 33,552	19,041	55,231	-
63,975	543,673	538,567	435	Building Projects	136,700	\$ 160,435	\$ 1,300	\$ 152,936	7,499	161,735	(1,300)
105,240	30,260	30,946	436	Grounds Projects	136,470	\$ 125,537	\$ 5,500	\$ 120,036	1	125,537	-
105,570	80,961	202,628	437	Restore/Prevent Maintenance	339,300	\$ 298,968	\$ -	\$ 298,968	-	298,968	-
190,598	184,438	184,124	440	Equip Rentals & Copiers	220,000	\$ 220,000	\$ 51,452	\$ 138,122	(5,171)	184,403	35,597
225,423	226,357	185,203	451	Gas/Travel Maintenance	15,400	\$ 15,400	\$ 5,013	\$ 8,977	1,410	15,400	-
248,036	262,176	241,880	452	Custodial Supplies	226,000	\$ 202,533	\$ 26,000	\$ 198,439	(21,906)	202,533	-
74,762	79,970	71,125	452	Maintenance Supplies	190,000	\$ 209,911	\$ 4,294	\$ 165,554	40,063	209,911	-
			490	School Security	125,000	\$ 64,000	\$ 758	\$ 62,762	480	64,000	-
\$ 5,421,712	\$ 5,376,787	\$ 5,212,229		TOTAL PROPERTY SERVICES	\$ 5,469,418	\$ 5,269,418	\$ 1,089,503	\$ 4,046,165	\$ 201,846	\$ 5,337,514	\$ (68,096)
2,499,865	2,604,142	2,692,629	510	Transportation - Regular	2,789,687	\$ 2,789,687	\$ -	\$ 2,748,850	(0)	2,748,850	40,837
488,143	520,358	566,676	511	Trans-Spec Ed-Internal	582,223	\$ 582,223	\$ 23,248	\$ 570,293	(0)	570,540	11,683
123,811	116,564	94,284	512	Trans-Spec Ed-Public	119,700	\$ 119,700	\$ 71,538	\$ 70,442	-	141,980	(22,280)
209,115	184,914	210,945	513	Trans-Spec Ed-Private	273,000	\$ 273,000	\$ 138,091	\$ 153,353	(2,236)	289,208	(16,208)
24,556	24,939	24,994	516	Trans-Field Trips	38,470	\$ 39,533	\$ 7,573	\$ 17,879	4,548	30,000	9,533
249,735	338,953	282,115	517	Gasoline-Buses	343,467	\$ 343,467	\$ 129,336	\$ 166,722	47,409	343,467	-
920	920	-	518	Trans-Alternative Ed	5,000	\$ 5,000	\$ -	\$ -	-	-	5,000
11,879	-	-	519	Trans-Vocational Tech	6,000	\$ 6,000	\$ -	\$ -	-	-	6,000
154,820	162,490	155,426	520	Property Insurance	200,000	\$ 200,000	\$ -	\$ 169,788	-	169,788	30,212
12,962	13,385	14,366	521	Flood Insurance	15,000	\$ 15,000	\$ -	\$ 11,372	-	11,372	3,628
254,535	256,455	303,335	523	Liability Insurance	325,000	\$ 325,000	\$ 97,667	\$ 182,990	1	280,658	44,342
26,825	33,639	48,500	529	Athletic Insurance	50,000	\$ 50,000	\$ -	\$ 60,625	-	60,625	(10,625)
425,302	445,256	476,555	530	Communication Systems	585,202	\$ 585,202	\$ 37,611	\$ 471,882	75,709	585,202	-
56,543	55,023	30,410	535	Postage	45,000	\$ 45,000	\$ 9,154	\$ 33,830	2,016	45,000	-
107,278	86,677	106,194	540	Advertising	115,000	\$ 115,000	\$ 57,338	\$ 46,995	(500)	103,833	11,167
31,777	30,855	46,070	550	Printing	37,315	\$ 36,315	\$ 8,785	\$ 16,041	11,489	36,315	-
2,046,523	1,959,196	1,729,412	560	Tuition-Public	1,900,000	\$ 1,900,000	\$ 229,592	\$ 1,575,840	(10,383)	1,795,049	104,951
33,641	41,163	34,719	563	Tuition-Court & Agency Placed	100,000	\$ 100,000	\$ 31,154	\$ 19,203	1	50,358	49,642
51,192	52,282	52,282	565	Tuition-Alternative Ed	56,000	\$ 56,000	\$ -	\$ 51,480	-	51,480	4,520
282,958	493,191	353,500	567	Tuition-Litigation	300,000	\$ 300,000	\$ 46,900	\$ 326,350	30,000	403,250	(103,250)
21,070	16,679	22,150	569	Tuition-Summer Programs	25,000	\$ 25,000	\$ -	\$ 20,799	-	20,799	4,201
33,783	50,502	32,073	580	Staff Travel/Mileage	50,500	\$ 50,437	\$ 11,885	\$ 18,770	1,793	32,448	17,989
\$ 7,147,233	\$ 7,487,583	\$ 7,276,634		TOTAL OTHER PURCH SERVICES	\$ 7,961,564	\$ 7,961,564	\$ 899,672	\$ 6,710,504	\$ 159,846	\$ 7,770,222	\$ 191,342

WESTPORT PUBLIC SCHOOLS
3Q Financial Report - FY 2013/2014
as of March 31, 2014

2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADOPTED BUDGET	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
840,644	823,406	814,905	611	Supplies-Instructional	890,975	917,747	58,210	785,816	73,721	917,747	-
516,650	540,230	527,755	612	Software	626,457	620,655	24,031	567,307	20,418	611,756	8,899
119,937	153,302	122,397	613	Tech Supplies	109,000	112,000	4,861	105,752	10,282	120,895	(8,895)
29,749	31,966	30,715	615	Graduation Expenses	36,856	36,856	23,534	5,320	8,002	36,856	-
472,392	447,010	440,072	641	Textbooks	676,219	610,730	29,957	548,231	32,542	610,730	-
146,707	141,920	131,530	642	Library Books & Periodicals	141,628	137,237	24,529	102,864	9,844	137,237	-
22,772	10,417	9,870	643	A/V Materials	18,756	20,728	2,586	15,058	3,084	20,728	-
152,984	149,596	151,863	690	Non Instructional Supplies	187,020	184,561	32,941	122,655	28,965	184,561	-
22,852	25,471	18,212	691	Health Supplies	30,000	26,545	8,914	15,006	2,625	26,545	-
			600	HOLD	-	26,852	-	-	-	-	26,852
\$ 2,324,687	\$ 2,323,318	\$ 2,247,319		TOTAL SUPPLIES AND MTL.	\$ 2,716,911	\$ 2,693,911	\$ 209,563	\$ 2,268,009	\$ 189,483	\$ 2,667,055	\$ 26,856
41,261	57,313	54,028	731	Equip-New Instructional	75,142	75,284	8,399	66,081	804	75,284	-
9,835	18,769	36,968	732	Equip-New Non Instructional	34,965	34,965	4,334	22,955	7,676	34,965	-
29,485	14,673	10,064	733	Equip-Replace Instructional	16,120	16,785	-	11,386	5,399	16,785	-
28,624	18,429	29,078	734	Equip-Replace Non Instructional	28,292	28,292	325	18,344	9,623	28,292	-
40,969	36,295	35,763	735	Furniture	76,861	72,220	675	62,752	8,793	72,220	-
810,219	946,575	994,903	736	Tech Equip-instructional	1,033,070	1,033,070	150,353	873,180	9,537	1,033,070	-
45,691	39,689	56,948	737	Tech Equip-Non Instructional	37,372	37,372	-	34,643	2,729	37,372	-
			700	HOLD	-	3,834	-	-	-	-	3,834
\$ 1,006,084	\$ 1,131,743	\$ 1,217,753		TOTAL EQUIPMENT	\$ 1,301,822	\$ 1,301,822	\$ 164,086	\$ 1,089,341	\$ 44,561	\$ 1,297,988	\$ 3,834
71,817	81,535	75,492	810	Dues & Fees	87,268	86,895	4,418	68,017	14,460	86,895	-
28,070	22,308	21,517	811	Student Act & Awards	28,740	29,113	8,199	14,477	6,437	29,113	-
355,872	362,511	366,537	812	Student Athletics	376,491	376,491	105,518	263,029	7,944	376,491	-
\$ 455,759	\$ 466,354	\$ 483,546		TOTAL OTHER	\$ 492,499	\$ 492,499	\$ 118,135	\$ 345,523	\$ 28,841	\$ 492,499	\$ -
\$ 95,796,003	\$ 98,095,120	\$ 100,226,554		GRAND TOTAL	\$ 104,181,513	\$ 104,181,513	\$ 24,416,279	\$ 76,719,052	\$ 2,720,096	\$ 103,855,428	\$ 326,085

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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

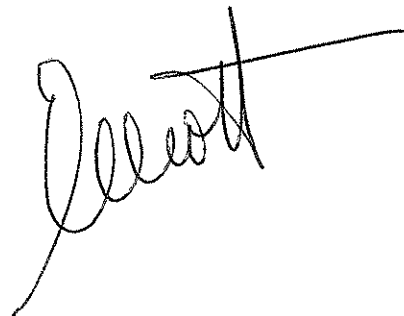
To: Members of the Board of Education
From: Elliott Landon
Subject: Adoption of 2014-15 Board of Education Budget
Date: May 12, 2014

It will be necessary for the Board to formally adopt its budget for the 2014-15 school year now that it has received approval by the Representative Town Meeting on Tuesday evening, May 6.

In preparation for your vote for adoption, I have included with this memorandum the line item budget for the Board's proposed 2014-15 budget, as prepared by Elio Longo.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts a final budget for the 2014-15 school year in the amount of \$109,202,984 as noted on the Line Item Budget that is to be included with the Minutes of the Meeting of May 12, 2014.



**WESTPORT PUBLIC SCHOOLS
BOARD OF EDUCATION'S PROPOSED 2014-2015 BUDGET**

Line Item Budget

2009-2010 Year-End Expense	2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 BUDGET	2013-2014 Projected Expense	DESCRIPTORS	CURRENT SERVICES	ENROLL- MENT	CHANGE TO PROGRAM	2014-2015 PROPOSED BUDGET	DIFF PROPOSED 13-14 BUD	% CHG 14/15 TO 13-14 BUD
62,428,345	63,157,963	64,948,566	67,002,468	69,501,902	69,389,271	100 TOTAL SALARIES	71,653,733	18,100	180,500	71,852,333	2,350,431	3.38%
14,392,277	15,060,796	15,217,392	15,448,872	15,487,261	16,970,689	200 TOTAL BENEFITS	17,438,293	79,200	108,000	17,625,493	2,138,232	13.81%
1,482,022	1,221,769	1,143,377	1,357,734	1,250,136	1,256,810	300 TOTAL PURCHASED SVCS	1,290,922	-	-	1,290,922	40,786	3.26%
5,345,708	5,421,712	5,376,787	5,212,229	5,469,418	5,120,500	400 TOTAL PROPERTY SVCS	5,420,287	-	-	5,420,287	(49,131)	-0.90%
6,899,861	7,147,233	7,487,583	7,276,634	7,961,564	7,972,010	500 TOTAL OTHER PURCH SVCS	8,209,740	-	267,732	8,477,472	515,908	6.48%
2,180,425	2,324,687	2,323,318	2,247,319	2,716,911	2,716,911	600 TOTAL SUPPLIES, ETC.	2,710,143	-	100,000	2,810,143	99,232	3.43%
1,134,960	1,005,084	1,131,743	1,217,753	1,301,822	1,301,822	700 TOTAL EQUIPMENT	1,222,227	-	13,941	1,236,168	(65,654)	-5.04%
421,407	453,759	466,354	463,546	492,499	492,841	800 TOTAL OTHER	490,166	-	-	490,166	(2,333)	-0.47%
\$ 94,285,005	\$ 95,796,003	\$ 98,095,120	\$ 100,226,554	\$ 104,181,513	\$ 105,220,855	TOTAL	\$ 108,435,511	\$ 97,300	\$ 670,173	\$ 109,202,984	\$ 5,021,471	4.82%
							DOLLAR DIFFERENCE	\$ 4,253,998	\$ 97,300	\$ 670,173	\$ 5,021,471	4.82%
							PERCENT CHANGE	4.08%	0.09%	0.64%		

\$ 5,021,471

WESTPORT PUBLIC SCHOOLS

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: Proposed Policy P3431: Health and Medical Insurance

Date: May 12, 2014

Pursuant to the wishes of the Board that a Board Policy be developed with regard to health and medical insurance, I have prepared in collaboration with Elio Longo and Marge Cion the attached proposed policy for your consideration.

The essential elements of the policy are, as follows:

1. Continued maintenance of a District Internal Service Fund for Health and Medical Insurance.
2. Reporting activity for the Internal Service Fund shall be included with all quarterly and end-of-year financial reports and will include a Statement of Cash Flows and a Statement of Net Assets.
3. All financial reports will show contributions by employees and employer, as well as payments for services, resulting changes to the IBNR and the amount available for future costs.
4. Maintenance of a claims fluctuation margin of no less than 5% of projected health and medical insurance claims.
5. For IBNR health claims, maintenance of a funding level of 9% of anticipated claims.
6. Preservation of an employee risk pool separate from that of the Town of Westport.
7. In November of each year, in consultation with its health benefits consultant, the Board of Education will review the funding levels established in the previous year.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves Board of Education Policy P3431: Health and Medical Insurance.



Business and Non-Instructional Operations

Health and Medical Insurance

Philosophy

The establishment of a health and medical insurance funding policy based on confidence levels established by the Board of Education's benefit consultant will be applicable to the District's Internal Service Fund for Health and Medical Insurance. Internal Service Funds are commonly established when a governmental entity such as the Westport Public Schools ("District") wishes to account for a particular activity separately from its operating fund revenues and expenses. The District will continue to maintain an Internal Service Fund for Health and Medical Insurance under its statutory responsibilities as a creation of the State of Connecticut so as to be able to report the ongoing employer and employee contributions, expenses and fund balance available for health care and medical costs.

Adequate funding levels are a necessary component of the District's overall financial management strategy and a key factor in assessing the school district's financial strength. Adequate funding provides the District with the resources to manage cash flow with regard to health and medical insurance and deal with unanticipated and/or volatile expenses, catastrophic illnesses and changes in economic conditions. Adequate balances in the Internal Service Fund for Health and Medical Insurance lessen the chances that unexpected deficits in this fund will need to be covered by the General Fund or by the Board of Finance. As self-insured, the District collects employee and employer contributions and uses these revenues to pay health care and medical costs. At the end of the fiscal year, the difference between the amount collected and the bills paid is retained as a Health Care and Medical Reserve. The district also records the amount of health care claims that have been Incurred But Not Received (IBNR) at the end of the fiscal year.

Reporting activity about the Internal Service Fund for Health and Medical Insurance in the quarterly and end-of-year financial reports will include a Statement of Cash Flows and a Statement of Net Assets. These statements will show contributions by employees and employer as well as payment for services and the resulting changes to the IBNR and the amount available as a reserve for future costs.

Funding Levels

The Board of Education shall include in its operating budget a funding level to preserve an appropriate claims fluctuation margin of 5% of projected health and medical insurance claims as determined by the health benefits consultant of the Board of Education for the fiscal year extending from July 1 to June 30. For the IBNR health claims, the operating budget funding level should be 9% of anticipated claims as determined by the health benefits consultant of the Board of Education, assuming constant anticipated expenditures from year to year.

Relationship With Town of Westport

In the event the Board of Education, in its sole discretion, determines that it is in the best interests of the school system to be insured for health and medical insurance by the same insurance consultant as the Town of Westport, two separate and distinct employee risk pools shall be maintained; one for Board of Education employees and one for Town employees. The revenues and expenses associated with the risk pool for Board of Education employees shall be the sole responsibility of the Board of Education; those associated with the Town are to be the sole responsibility of the Town.

Review

The Board of Education shall review annually in November of each year, in consultation with its health benefits consultant, the funding levels established in the previous year.

WESTPORT PUBLIC SCHOOLS

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education

Policy adopted:

WESTPORT PUBLIC SCHOOLS

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: Health Insurance Reserves
Date: May 12, 2014

You will find appended to this memorandum the following documents applicable to the above-referenced subject:

1. Medical Health Insurance Budget Projections as prepared by Segal Consulting based on claims data through March 2014, released April 21, 2014.
2. FYE 2013/2014 WPS Medical Health Insurance Fund – Projected Cash Flows as prepared by McGladrey based on a revised report dated March 14, 2014 from Segal Consulting.
3. Medical Health Insurance Fund Analysis as prepared previously by McGladrey for the period July 1, 2013 through February 28, 2014 with projections through June 30, 2014.
4. Medical Health Insurance Fund Projected Cash Flows FYE – (PRELIMINARY)* as of March 31, 2014 as prepared by Elio Longo [2 pages].
5. “Month-to-Month Actual Claims and Allowance Analysis” prepared by Elio Longo in response to the recommendations of the Board of Education’s Health Insurance Fund Review Committee.

In reviewing the data and making our best estimates, we believe that if the current situation maintains its forward progress, we will be able to end the fiscal year with a District Internal Service Fund for Health and Medical Insurance claims that contains a fluctuation margin equal to 5% of projected health and medical insurance claims. As a result of this positive experience, there is no reason to ask the Board of Finance for a supplemental appropriation at this time.



WESTPORT PUBLIC SCHOOLS
MEDICAL HEALTH INSURANCE BUDGET PROJECTIONS
 Based on Claims Data Through March 2014

FISCAL YEAR ENDING JUNE 30th:	2014			2015		
	Release Date:	Projection 12/13/2012	Projection 3/14/2014	Current Projection	All Unions on HSA Plan Projection 3/14/2014	Current Projection
SELF-FUNDED CLAIMS		\$15,290,400	\$13,060,700	\$13,887,000	\$14,022,200	\$13,856,400
Medical		\$12,071,000	\$11,171,900	\$10,991,200	\$11,156,200	\$10,986,200
Prescription Drug		\$2,237,600	\$1,988,300	\$1,987,600	\$1,939,700	\$1,933,600
Dental		\$981,800	\$900,500	\$908,200	\$926,300	\$936,600
EXPENSES		\$2,230,000	\$2,057,000	\$2,081,700	\$2,850,100	\$2,760,900
Contribution to HSA Deductible for Actives		\$850,000	\$765,700	\$765,700	\$1,291,000	\$1,284,000
Medical Administrative		\$446,400	\$427,900	\$427,400	\$460,800	\$444,600
Network Access Fee		\$173,700	\$158,900	\$158,700	\$163,500	\$164,600
Individual Stop-Loss (\$225,000)		\$606,200	\$631,500	\$630,800	\$749,700	\$682,700
Dental Administrative		\$47,000	\$45,100	\$45,200	\$46,100	\$46,300
FSA Admin		\$7,800	\$2,900	\$2,900	\$2,000	\$2,000
Segal Fee		\$25,000	\$25,000	\$51,000	\$25,000	\$25,000
ACA Related Fees		\$73,900	\$0	\$0	\$112,000	\$111,700
EMPLOYEE CONTRIBUTIONS		(\$3,567,200)	(\$2,919,900)	(\$2,919,400)	(\$2,727,500)	(\$2,695,500)
Actives		(\$2,820,600)	(\$2,404,900)	(\$2,404,900)	(\$2,246,100)	(\$2,222,200)
COBRA Participants		(\$100,500)	(\$12,500)	(\$12,500)	(\$11,700)	(\$11,500)
Retirees under 65		(\$646,100)	(\$502,500)	(\$502,000)	(\$469,700)	(\$461,800)
SUBTOTAL COST		\$13,953,200	\$13,197,800	\$13,049,300	\$14,144,800	\$13,921,800
Claim Fluctuation Margin		\$764,500	\$703,000	\$694,400	\$701,100	\$692,800
SUBTOTAL COST PLUS MARGIN		\$14,717,700	\$13,900,800	\$13,743,700	\$14,845,900	\$14,614,600
LIFE & DISABILITY EXPENSES		\$281,000	\$265,100	\$265,100	\$281,900	\$281,900
Life/AD&D		\$272,900	\$252,600	\$252,600	\$260,200	\$260,200
LTD		\$8,100	\$12,500	\$12,500	\$21,700	\$21,700
MEDICAL WAIVER		\$46,500	\$39,000	\$39,000	\$39,000	\$39,000
TOTAL COST PLUS MARGIN		\$15,045,200	\$14,204,900	\$14,047,800	\$15,166,800	\$14,935,500

NOTES:

- 1) Retirees over 65 are **not** included.
- 2) The projections in this report are estimates of future costs and are based on information available to Segal Consulting at the time the projections were made. Segal Consulting has not audited the information provided. Projections are not a guarantee of future results. Actual experience may differ due to, but not limited to, such variables as changes in the regulatory environment, local market pressure, health trend rates and claims volatility. The accuracy and reliability of health projections decrease as the projection period increases. Unless otherwise noted, these projections do not include any cost or savings impact resulting from the new health care reform legislation or other recently passed state or federal regulations.
- 3) Projection of retiree costs takes into account only the dollar value of providing benefits for current retirees during the period referred to in the projection. It does not reflect the present value of any future retiree benefits for active, disabled or terminated employees during a period other than that which is referred to in the projection, nor does it reflect any anticipated increase in the number of those eligible for retiree benefits, or any changes that may occur in the nature of benefits over time.
- 4) Self-funded claim projections are based on the most recent experience for the period April 1, 2013 through March 31, 2014.
- 5) Enrollment counts for the medical and dental projections are based on active and retiree under 65 enrollment through March 2014 provided by CIGNA & Delta.
- 6) The following annual trend factors were used: 9% for medical claims, 7% for prescription drug claims, 5% for dental claims. Administrative fees and Individual stop-loss fees are based on the July 1, 2014 CIGNA renewal.
- 7) Assumed an annual 3% increase in salary for the Life/AD&D and a 3% increase in the LTD projections.
- 8) Negotiated September 1, 2013 changes to the Teachers benefit design and employee cost share structure have been reflected in the projections.
- 9) Negotiated July 1, 2013 increases in employee cost share percentages for the Teachers and Secretaries have been reflected in the projections.
- 10) The projections for FYE2015 includes adjustments for all non-Teacher unions moving to the HSA plan effective September 1, 2014. The projection assumes actives will contribute 17% of HSA plan.
- 11) Margin is recommended to protect against claims fluctuations for a group this size. Noted above is the recommended margin equivalent to five percent of paid claims.
- 12) Budget estimates do not include changes in reserve levels for Incurred But Not Reported (IBNR) Claims.
- 13) The projections in this report include fees related to the Affordable Care Act including the Comparative Research Fee due by July 31st of each year and the Transitional Reinsurance Fee beginning in calendar year 2014, with the first payment due January 2015. Medical Administrative costs include the Connecticut State Immunization Fee paid in February of each year.
- 14) Employee contributions for FYE2014 are based on the current funding rates and enrollment provided by the BOE. Employee contributions for FYE2015 are based on estimated funding rates for the period and enrollment as of February 2014 provided by the BOE. Employee contributions include Life Insurance contributions as provided by the BOE.
- 15) Retiree contributions reflect premium dollars paid by retirees and the subsidy received by the Teachers' Retirement Board. We have assumed the Board of Education subsidizes the retiree cost by \$80,000.
- 16) Unum LTD premium reflects an increase in the benefit from \$3,000 to \$5,000 beginning March 2014.

II. Medical Health Insurance Fund Analysis

FYE 2013/2014 WPS Medical Health Insurance Fund – Projected Cash Flows

The following schedule presents in the projected cash flows of the WPS Medical Health Insurance Fund, for FYE 2013/2014 based on a revised report dated March 14, 2014 from the insurance consultant:

	WPS Original FYE 2013/2014	WPS Revised FYE 2013/2014	Variance FYE 2013/2014	Consultant Original FYE 2013/2014	Consultant Revised FYE 2013/2014	Variance FYE 2013/2014
Projected Cash Receipts						
General Fund Budget from line 210	\$ 12,602,500	\$ 12,602,500	\$ -	\$ 13,953,200	\$ 13,197,800	\$ (755,400)
Other Fund Contributions	85,000	85,000	-	-	-	-
Employee Contributions	2,874,300	2,350,000	(524,300)	2,820,600	2,404,900	(415,700)
Cobra Participants	7,900	8,100	200	100,500	12,500	(88,000)
Retirees under 65	370,000	380,000	10,000	646,100	502,500	(143,600)
State Teachers Retirement (TRB)	140,000	140,000	-	-	-	-
Life insurance Premiums	25,000	25,000	-	-	-	-
Retirees over 65	440,000	420,000	(20,000)	-	-	-
Total Cash Receipts	16,544,700	16,010,600	(534,100)	17,520,400	16,117,700	(1,402,700)
Cash disbursements						
Medical	12,071,000	11,171,900	899,100	12,071,000	11,171,900	899,100
Prescription	2,237,600	1,988,300	249,300	2,237,600	1,988,300	249,300
Dental	981,800	900,500	81,300	981,800	900,500	81,300
Contributions to HAS	850,000	765,700	84,300	850,000	765,700	84,300
Medical Administrative	400,000	427,900	(27,900)	446,400	427,900	18,500
Network Access Fee	162,000	158,900	3,100	173,700	158,900	14,800
Individual Stop-Loss	606,200	631,500	(25,300)	606,200	631,500	(25,300)
Dental Administrative	47,000	45,100	1,900	47,000	45,100	1,900
FSA Administrative	7,800	2,900	4,900	7,800	2,900	4,900
Segal Fee	30,000	25,000	5,000	25,000	25,000	-
ACA Related Fees	73,900	-	73,900	73,900	-	73,900
Retirees over 65	645,000	639,116	5,884	-	-	-
Total cash disbursements	18,112,300	16,756,816	1,355,484	17,520,400	16,117,700	1,402,700
Change in cash balance before BOE additional transfer	(1,567,600)	(746,216)	821,384	-	-	-
Additional Transfer from BOE	-	240,000	240,000	-	-	-
Change in cash balance	(1,567,600)	(506,216)	1,061,384	-	-	-
Beginning cash balance	799,991	799,991	-	799,991	799,991	-
Ending cash balance(deficit)	(767,609)	293,775	1,061,384	799,991	799,991	-
Less: Incurred but not reported claims	(1,300,000)	(1,300,000)	-	(1,300,000)	(1,300,000)	-
Net Position(Deficit) end of year	\$ (2,067,609)	\$ (1,006,225)	\$ 1,061,384	\$ (500,009)	\$ (500,009)	-

II. Medical Health Insurance Fund Analysis

FYE 2014 WPS Medical Health Insurance Fund – July 1, 2013 through February 28, 2014 and projections through June 30, 2014 with prior year actual for FYE 2010, 2011, 2012 and 2013

The table below demonstrates the budgeted health insurance activity fee for FYE 2011, 2012, 2013 activity and projections for FYE 2014:

	Actual FYE 2009/2010	Actual FYE 2010/2011	Actual FYE 2011/2012	Actual FYE 2012/2013	Revised Estimated FYE 2013/2014	(3) Actual Through 28-Feb-14 FYE 2013/2014	Estimated Final Four Months FYE 2013/2014
Beginning Cash Balance	\$ 2,123,192	\$ 2,170,520	\$ 2,189,121	\$ 2,497,462	\$ 799,991	\$ 799,991	\$ 700,045
Cash Receipts:							
Charges for services	15,097,462	14,501,929	14,709,155	14,725,045	13,554,484	8,812,717	4,741,767
Interest income	4,454	2,082	120	5	-	-	-
Total cash receipts	15,101,916	14,504,011	14,709,275	14,725,050	13,554,484	8,812,717	4,741,767
Cash Disbursements:							
Claims	15,153,542	14,485,410	14,615,634	16,288,107	14,060,700	8,912,662	5,148,038
Change in IBNR	(98,954)	-	(214,700)	134,414	-	-	-
Total cash disbursements	15,054,588	14,485,410	14,400,934	16,422,521	14,060,700	8,912,662	5,148,038
Change in cash balance	47,328	18,601	308,341	(1,697,471)	(506,216)	(99,946)	(406,270)
Cash balance end of period	\$ 2,170,520	\$ 2,189,121	\$ 2,497,462	\$ 799,991	\$ 293,775	\$ 700,045	\$ 293,775

(1) Based on Insurance consultant Report 3/14/2014

(2) Includes a non-recurring \$240,000 transfer from the BOE operating budget.

(3) This column will be updated on a monthly basis by the WPS

Key Points:

- The average monthly claims paid are approximately \$1,114,000 per month based on total claims through February of \$8,912,662.
- The remaining claims are based on the total estimate of self-funded claims (\$14,060,700) are projected at \$1,287,000 per month for the final four months of the fiscal year.

Medical Health Insurance Fund
Projected Cash Flows FYE - (Preliminary)*
as of March 31, 2014

	3/14/2014	4/21/2014	variance
Cash receipts			
General Fund Budget from line 210	\$ 12,602,500	\$ 12,602,500	-
Other Fund Contributions	85,000	85,000	-
Employee Contributions	2,350,000	2,350,000	-
Cobra Participants	8,100	7,906	(194) U
Retirees under 65	380,000	380,000	-
State Teachers Retirement (TRB)	140,000	135,654	(4,346) U
Life Insurance Premiums	25,000	25,146	146 F
Retirees over 65	420,000	420,000	-
Total cash receipts	16,010,600	16,006,206	(4,394) U
Cash disbursements			
Medical	11,171,900	10,991,200	180,700 F
Prescription	1,987,300	1,987,600	700 F
Dental	900,500	908,200	(7,700) U
Contribution to HSA	765,700	765,700	-
Medical Administrative	427,900	427,400	500 F
Network Access Fee	158,900	158,700	200 F
Individual Stop-Loss	631,500	630,800	700 F
Dental Administrative	45,100	45,200	(100) U
FSA Administrative	2,900	2,900	-
Segal Fee	25,000	51,000	(26,000) U
ACA Related Fees	-	-	-
Retirees over 65	639,116	639,116	-
Total cash disbursements	16,756,816	16,607,816	149,000 F
Change in cash balance before BOE additional transfer	(746,216)	(601,610)	144,606 F
Additional transfer from BOE	240,000	240,000	-
Change in cash balance	(506,216)	(361,610)	144,606 F
Beginning cash balance	799,991	799,991	-
Ending cash balance(deficit)	293,775	438,381	144,606 F
Less: Incurred but not reported claims	(1,300,000)	(1,300,000)	-
Net Position(Deficit) end of year	(1,006,225)	(861,619)	144,606 F

	Actual Through 31-Mar-14 FYE 2013/2014	Estimated Final Three Months FYE 2013/2014	Average Monthly Allowance
Beginning Cash Balance			
Cash Receipts:			
Charges for services	\$ 799,991	\$ 799,991	-
Interest income	13,554,484	13,525,390	(29,094) U
Total cash receipts	13,554,484	13,525,390	(29,094) U
Cash Disbursements:			
Claims	14,060,700	13,887,000	173,700 F
Change in IBNR	-	-	-
Total cash disbursements	14,060,700	13,887,000	173,700 F
Change in cash balance	(506,216)	(361,610)	144,606 F
Projected - Cash balance end of period	293,775	438,381	144,606 F
Charges for services			
General Fund Budget from line 210	\$ 12,602,500	\$ 12,602,500	-
Less:			
Contribution to HSA	(765,700)	(765,700)	-
Medical Administrative	(427,900)	(427,400)	500 F
Network Access Fee	(158,900)	(158,700)	200 F
Individual Stop-Loss	(631,500)	(630,800)	700 F
Dental Administrative	(45,100)	(45,200)	(100) U
FSA Administrative	(2,900)	(2,900)	-
Segal Fee	(25,000)	(51,000)	(26,000) U
ACA Related Fees	-	-	-
Retirees over 65	(639,116)	(639,116)	-
Add:			
Employee Contributions	2,350,000	2,350,000	-
Cobra Participants	8,100	7,906	(194) U
Retirees under 65	380,000	380,000	-
State Teachers Retirement (TRB)	140,000	135,654	(4,346) U
Life Insurance Premiums	25,000	25,146	146 F
Retirees over 65	420,000	420,000	-
Other Fund Contributions	85,000	85,000	-
Additional transfer from BOE	240,000	240,000	-
	13,554,484	13,525,390	(29,094) U
Cash disbursements (claims)			
Medical	11,171,900	10,991,200	180,700 F
Prescription	1,988,300	1,987,600	700 F
Dental	900,500	908,200	(7,700) U
	14,060,700	13,887,000	173,700 F

Month-to-Month Actual Claims and Allowance Analysis

<u>Cash disbursements</u>	<u>28-Feb-2014</u>	<u>31-Mar-2014</u>	<u>variance</u>
Actual claims FYTD	8,912,662	10,121,294	1,208,632
FYTD average month	1,114,083	1,124,588	10,505 U
Remaining months allowance	5,148,038	3,765,706	(1,382,332)
Avg monthly allowance	1,287,010	1,255,235	(31,774) U
Current month actual-to-allowance %	94%		
Current month actual-to-allowance % (revised)	96%		

* Based on Segal Consulting Report 4/21/2014
 Includes a non-recurring \$240,000 transfer from the BOE operating budget.
 Further testing of Cash Receipts required.

Key Points:

- The average monthly claims paid are approximately \$1,124,600 per month based on total claims through March of \$10,121,294.
- The remaining claims are based on the total estimate of self-funded claims (\$13,887,000) are projected at \$1,255,235 per month for the final three months of the fiscal year.

Claims Cash Draw Against Insurance Fund Account

	<u>Medical/Rx</u>	<u>Dental</u>	<u>Flex</u>	<u>Adj.</u>	<u>Total</u>
Jul 2013	\$ 1,017,551	\$ 107,225	\$ 11,456		\$ 1,136,233
Aug 2013	\$ 1,451,843	\$ 102,032	\$ 8,641	\$ 414	\$ 1,562,930
Sept 2013	\$ 1,043,929	\$ 99,489	\$ 6,379		\$ 1,149,797
Oct 2013	\$ 1,018,703	\$ 61,667	\$ 12,565		\$ 1,092,935
Nov 2013	\$ 784,163	\$ 71,965	\$ 10,981		\$ 867,109
Dec 2013	\$ 871,921	\$ 84,840	\$ 25,032		\$ 981,194
Jan 2013	\$ 1,064,320	\$ 51,082	\$ 10,887		\$ 1,126,289
Feb 2013	\$ 919,567	\$ 67,333	\$ 9,275		\$ 996,175
Mar 2013	\$ 1,061,829	\$ 123,577	\$ 23,226		\$ 1,208,632
	\$ 9,233,227	\$ 769,211	\$ 118,442	\$ 414	\$ 10,121,294

WESTPORT PUBLIC SCHOOLS

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: Security Update and Approval of Community Members: School Security and Safety Committees
Date: May 12, 2014

Elio, Marge and I have analyzed the findings of the Kroll security report in terms of the recommendations endorsed by the Westport Police and Fire Departments. As we look at those recommendations, it is our collective belief that we will be seeking a total of \$1.4 million in security projects, to be offset by a 20% reimbursement from the State of Connecticut, for a net expenditure of \$1.2 million. The amount proposed should provide for our most essential security needs. If the Board agrees, we can so inform the Board of Finance to add this item to its capital forecast.

Also, and in accordance with the Resolution approved by the Board of Education on October 7, 2013, to create a "School Security and Safety Committee" at each of our eight schools, listed below for appointment to each of those committees by the Board are the following community members:

Staples High School: David Bernstein, John Moskowitz,
Bedford Middle School: Jim Adelman, Chip Stevens
Coleytown Middle School: Jen Tooker, Julie Whamond
Coleytown Elementary School: Gery Grove, Steve Perkins
Green's Farms School: Adam Siegel, Jon Zames
King's Highway School: David Dreyfuss, Neil Phillips
Long Lots School: Michael Fleming, Karen Kaminsky
Saugatuck Elementary School: Betsy Clachko, Kathy Denke

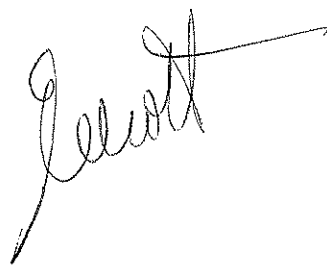
In addition to the community members listed above, each of our school security and safety committees also will have among their membership an administrator and a teacher, mental health professional, parent, police officer and first responder. Each committee will have full access to the advice and input of the head custodian at each school.

Representatives from the individual building committees will be included among the members of the District School Security and Safety Committee. At this time, Melissa Kane will be joining the members of the District Committee, having previously served as a member of the RTM Public Protection Committee.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following community members to the School Security and Safety Committees of the Westport Public Schools.

Staples High School: David Bernstein, John Moskowitz
Bedford Middle School: Jim Adelman, Chip Stevens
Coleytown Middle School: Jen Tooker, Julie Whamond
Coleytown Elementary School: Gery Grove, Steve Perkins
Green's Farms School: Adam Siegel, Jon Zames
King's Highway School: David Dreyfuss, Neil Phillips
Long Lots School: Michael Fleming, Karen Kaminsky
Saugatuck Elementary School: Betsy Clachko, Kathy Denke



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Superintendent of Schools

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

To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gift
Date: May 12, 2014

I am pleased to inform you that Paul Block, President and CEO of Merisant US, Inc. has offered the school system a gift of \$5,000 to be used toward prize money for participating students for the 2014-15 Staples Challenge which is to be held next year.

We have also received an offer of a gift from the PTA of the Long Lots School which is valued at \$5,870. Consisting of four Custom Entrance Mats, each of these mats is brightly colored and of commercial quality. The mats will grace the Main Office entrance, the Gymnasium/Bus entrance, and each of the two entrances to the Auditorium. The mats will help maintain the cleanliness and hygiene of Long Lots.

It is recommended that the Board accept these generous gifts with gratitude and appreciation to Paul Block and to the Long Lots School PTA.

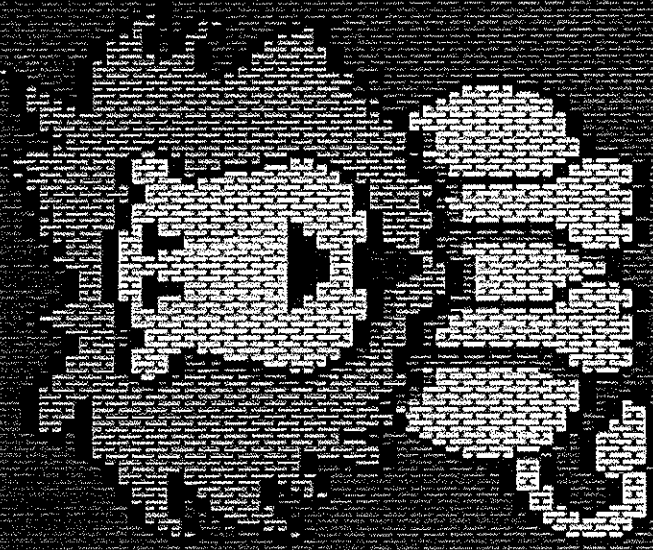
ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with thanks and appreciation a gift from Paul Block valued at \$5,000 to be used as prize money for students participating in the 2014-15 Staples Challenge and another from the Long Lots School PTA in the amount of \$5,870 to be used for the purchase of four Custom Entrance Mats for the Long Lots School.



1 FT | 2 FT | 3 FT | 4 FT | 5 FT | 6 FT | 7 FT | 8 FT | 9 FT | 10 FT | 11 FT | 12 FT

WELCOME TO THE GREAT
SCHOOL



1 FT | 2 FT | 3 FT | 4 FT | 5 FT | 6 FT

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
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To: Members of the Board of Education

From: Elliott Landon

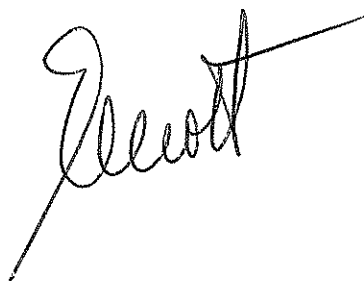
Subject: "Bring Your Own Device" (BYOD) Policy

Date: May 12, 2014

Earlier this school year, we once again discussed with the Board the desirability and practicality of implementing a BYOD policy. With support from the Board, Natalie Carrignan, Director of Technology, working with the assistance of our Senior Network Manager, Jonathan Gryak and Jonathan Crosby, Technology Operations Manager engaged in active discussions with the Strategic Technology Committee and the Staples High School staff to ascertain if implementation was feasible, desirable and practical.

The unanimous decision of teachers, administrators and community members was in the affirmative.

Ms. Carrignan, Mr. Gryak and Mr. Crosby will be in attendance at our meeting of May 12 to share with the Board the results of their deliberations and the reasoning behind our recommendation to move forward to implement the BYOD policy beginning with the 2015-16 school year.



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
FROM: NATALIE CARRIGNAN
SUBJECT: STAPLES 1:1 COMPUTING USING BYOD MODEL
DATE: MAY 12, 2014
CC: JON CROSBY, JONATHAN GRYAK

Per your request, members of the IT department have prepared a short presentation for the Board of Education regarding the implementation of a 1:1 computing program at Staples High School, intended to begin in the fall of 2015. The Board of Education requested that we utilize the Bring Your Own Device (BYOD) model that many schools around the country are using to reach the 1:1 ratio.

After meeting with the Strategic Technology Sub Committee several times and with the Staples teaching staff twice, we are ready to return to the Board of Education to present our progress, and to provide the Board with additional data as well as with an opportunity for the members of the Board and the Westport community to ask questions.

Subsequent to this discussion, we ask that the Board confirm the implementation of 1:1 computing through BYOD at Staples for the 2015-2016 school year. We thank you in advance for helping to make this a smooth, iterative, and transparent process.

Update on District Goal of 1:1 Computing

Presented by Natalie Carrignan, Jon Crosby, and Jonathan Gryak

May 12, 2014

Update 1:1

Tonight:

- Current status of 1:1 computing initiative
- Device specifications and cost analysis of BYOD model
- Next Steps

Update 1:1

It is clear that, instructionally, it is well worth having each student bring in their own device.

Financially, it is clear, it will NOT save the district money, because not all lessons can be best taught using a generic all-purpose device.

Update 1:1

Pilots at the high school showed:

- Measurable increase in amount of instructional time
- Increased time on task and deeper engagement by students
- Specific devices did not make a significant difference
- Desktops & laptops will still be needed at the schools

Update 1:1

Since January we have:

- Continued BYOD infrastructure implementation
- Had multiple meetings of the sub-committee
- Drafted the device specifications
- Garnered input from Staples teachers
- Worked with Superintendent on next steps with BOE



Staples High School 1:1 Computing (BYOD) Specifications
 Subject to Board of Education Approval for the 2015-2016 School Year

Minimum Device Specifications

Starting in the 2015-2016 school year, all Staples High School students will be expected to bring a device to school every day. Students can choose from a multitude of devices, provided the devices meet the minimum specifications below:

Device Type	Recommended				
	Android Tablet	Chromebook	iPad Tablet	Mac Laptop	Windows Laptop
Operating System	Android 4.2 and up	Latest ChromeOS	iOS 6 and up	OS X 10.7 and up	Windows 7 and up
Memory (RAM)	N/A	4 GB	N/A	4 GB	4 GB
Storage	32 GB	16 GB	32 GB	128 GB	128 GB
Screen Size	10" diagonal	10" diagonal	9.7" diagonal	10" diagonal	10" diagonal
Wireless	Dual-Band N or AC	Dual-Band N or AC	Dual-Band N or AC	Dual-Band N or AC	Dual-Band N or AC
External Keyboard	Required	N/A	Required	N/A	N/A
Minimum Battery Life	6 Hours	6 hours	6 Hours	6 Hours	6 Hours
Device Example	Google Nexus 10 Stand + Keyboard \$415 + Accessories	Dell Chromebook 11 \$279 + Accessories	iPad Air 32 GB Stand + Keyboard \$707 + Accessories	MacBook Air 11 \$899 + Accessories	Lenovo L440 \$665 + Accessories

Note: Windows tablets running the Windows RT operating system (such as the Surface RT) are not supported at this time.

Additional Recommendations

Extended warranties lasting the expected lifetime of the device are strongly recommended.

Software Requirements

No software purchases will be required. Students will be required to install the free Chrome web browser, which provides the best user experience for using Google Apps. Links to additional free applications, such as antivirus software and office productivity suites, can be found on the Technology Department's website, <http://support.westport.k12.ct.us>.

Support

Student-to-student software-related technical support will be available in the Staples Library Learning Commons. For additional information regarding the relative advantages and disadvantages of devices, frequently asked questions, device accessories, and more, please visit the Technology Department website.

Cost Analysis of BYOD 1:1 Model

Many families at Staples have more than one students who would need a device. Currently:

- 286 families have 2 students at SHS
- 20 families have > 2 students at SHS

Cost Analysis of BYOD 1:1 Model

Other Typical Costs High School Families Incur

- Yearbook
- Field Trips
- Parking Stickers
- Testing Fees (AP, SAT, etc)
- Graphing Calculators
- Staples Players and/or Team Sports
- Proms and other dances
- Instrument Rental
- Music Competitions
- College Applications
- Graduation Fees

Cost Analysis of BYOD 1:1 Model

Families receiving Free and Reduced Lunch

- 13-14 Total of 150 families and 184 individuals
- Threshold to receive support for family of four
 - \$30,615 to qualify for Free Lunch
 - \$43,568 to qualify for Reduced Lunch

Cost Analysis of BYOD 1:1 Model

Costs if District Provided Devices to Students

Cost*	Chromebook	iPad	Windows Laptop	MacBook Air 11
All HS**	\$527,310	\$1,336,230	\$1,256,850	\$1,699,110
Per Grade	\$131,828	\$334,058	\$314,213	\$424,778

* Does not account for additional personnel or repair and spare equipment that would be needed.

Next Steps

Parents will need time and advice to purchase devices.

Parents will need clear guidance on what the their responsibilities will be in terms of technical support and repair.

Next Steps

- Parent Q & A Forum
- Student Input
- Develop guidelines for parents, teachers, students
- Assess Building Infrastructure Needs (Power, Spare Locations, Lockers, etc.)
- Professional Development/Training Schedule

Next Steps

Questions and Comments

WESTPORT PUBLIC SCHOOLS

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: Agenda Schedule: 2013-14

Date: May 12, 2014

Please find attached to this memorandum the proposed meeting schedule and agenda items through to the end of the current school year. The document contains the anticipated items that will require discussion, approval and authorization. It also included the subjects about which staff will be reporting.

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

**BOARD OF EDUCATION MEETINGS CALENDAR: ITEMS FOR
DISCUSSION/REPORTS/APPROVALS/AUTHORIZATIONS**

TUESDAY, MAY 27

- Approval: Security Capital Projects for Submission to Board of Finance
- Approval: “Bring Your Own Device” Policy: 2015-16
- Approval: 2014-15 Healthy Food Certification
- Discussion: Financial Performance Objectives/Productivity and Efficiency
- Discussion: School Calendar Policy
- Discussion: Board of Education Goals, Objectives and Action Plans / 2014-15 School Year
- Update: Presentation Skills
- Update: Collaborative Research Project with Hwa Chong Institution, Singapore

MONDAY, JUNE 2

- Performance Evaluation of the Superintendent of Schools

MONDAY, JUNE 9

- Final Report: Implementation of Five Day/Full Day Kindergarten
 - †Impact of Class Sizes
 - †Staffing
- Modifications: Teacher Evaluation Plan: 2014-15 School Year
- Report: Standards-Based Grading Pilot
- Approval: School Food Services Contract
- Approval: Tuition Rates: 2014-15 School Year
- Approval: Authorization to Sign Contracts
- Approval: Non-Union Personnel Compensation – 2014/15 School Year
- Approval: Authorization for Capacity Studies
- Discussion: Board of Education Goals, Objectives and Action Plans / 2014-15 School Year

MONDAY, JUNE 16

- Reception: Honoring of All Retiring Staff Members
- Approval: Contracts with Maintainers, Nurses and Secretaries
- Review: Short- and Long-Term Issues Associated with Space Utilization at All Schools
- Update: NEASC Self-Study
- Review: Final RFP Specifications for School Transportation Services
- Approval: Board of Education Goals, Objectives and Action Plans / 2014-15 School Year

May 12, 2014