



# WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: April 8, 2022

RE: April 19 Regular Meeting:  
Policy Committee / Policies for Adoption:  
3250, "Materials/Services Fees, Charges"

On March 21, 2022, the Board accepted the attached proposed revised Policy 3250 for 30-Day Review; the revision is based on a statutory update related to records requests, and is brought forward to you now for adoption.

## **Business/Non-Instructional Operations**

### **Materials/Services Fees, Charges**

In line with the responsibility of the State to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

### **Copies of Records**

Any person who applies in writing will receive a plain, **facsimile, electronic**, or certified copy of any public record **pursuant to State statute**. A fee not to exceed fifty cents per page will be established.

(cf. [9330](#) Board/School District Records)

Legal Reference: Connecticut General Statutes

~~[1-15](#) Application for copies of public records.~~

~~[1-212](#) Copies and scanning of public records. Fees.~~

[10-221](#) Boards of education to prescribe rules.

[10-228](#) Free textbooks, supplies, material and equipment.

[10-228a](#) Free textbook loans to pupils attending non-public schools.

[10-229](#) Change of textbooks.

**Policy adopted: February 24, 2014**

**WOODBRIAGE SCHOOL DISTRICT**

**Woodbridge, Connecticut**