

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, December 20, 2010 7:00 PM

Woodbridge Board of Education October 18,
2010 Regular Meeting Library Media Center
7:00 PM Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Call to Order
 - B. Salute to the Flag
 - C. Correspondence
 - D. Public Comment
- II. **Consent Agenda**
 - A. Approval of Meeting Minutes
 - 1. November 8, 2010 Special Meeting
 - 2. November 15, 2010 Regular Meeting
- III. **Reports**
 - A. Superintendent's Report
 - 1. BRS Update
 - a. BRS Monthly Enrollment Report
 - 2. CAFE Policy Services
 - 3. Curriculum Review Cycle
 - B. PTO Update
 - C. Review Policies 1000 Series
 - D. CAFE Liaison Report
- IV. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- V. **Adjournment**

MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING

Monday, November 8, 2010
Library Media Center, Beecher Road School

CALL TO ORDER: Ms. McCreven, Chair called the meeting to order at 7:02 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Mr. David Barkin, Dr. Steve Fleischman, Secretary (via telephone conference); Ms. Margaret Hamilton, Dr. Thomas Handler, Vice Chair; Mr. Mark Livesay, and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Sandy Stein, BOS Liaison; Anthony Schaefer, BOF Liaison; Joe Holowienko, WEA; James Crawford, Larry Hurwitz, Lori Patrick, Lynn Piascyk, Rick Wood, Teachers; Aldon Hynes, community.

PUBLIC COMMENT – None

Anonymous Donation

Dr. Stella presented a donation, from an anonymous donor, of a document camera, MacBook Computer, and 50 books for the classroom of Ms. Piascyk and \$750 to the WEA Scholarship Fund in memory of Ann Daddio. It is anticipated the technology equipment will enhance the Grade 1 program, could be shared among BRS classes and will remain the property of the Board of Education. Concerns were expressed regarding possible teacher favoritism and usage. It was suggested the response letter to the donor indicate acceptance of the gifts in honor of Ms. Piascyk, however, decisions regarding usage remain with administration in accordance with Board policy.

MOTION #1 – ANONYMOUS DONATION

Move that we accept the anonymous donation of approximately \$4,000 as outlined in the October 18, 2010 letter from Attorney Stephen Saltzman and direct administration to respond with our sincere thanks.

	Dr. Handler
	Second by Mr. Livesay
IN FAVOR:	Drs. Handler, Wu, Ms. Hamilton, Mr. Livesay and Ms. McCreven
ABSTAIN:	Mr. Barkin

MOTION PASSES 5-0-1

Ms. Piascyk thanked the Board for their support and looked forward to using these wonderful gifts as well as sharing them with the school.

It is noted for the record that while Dr. Fleischman participates in discussions, only those Board members physically in attendance may vote.

Technology Update (Capital Projects)

James Crawford apprised the Board on web site enhancements, teacher web page development and the direction that we are headed regarding home/school communication and digital reporting.

A Technology Committee will be reviewing and updating policies related to web sites, email, user agreements, copyrighting, publication of student work, social network sites, and other areas related to Technology. Rick Wood will chair this committee.

Rick Wood provided an overview of the Capital Projects request related to technology. The request will address infrastructure/cabling issues throughout the building, storage and backup expansion, wireless management modules and coordination of wireless points throughout the building. All current hardware is less than five years old. It is anticipated that future replacements will shift to different digital technologies and software. Computer labs and desktops will continue

to serve the needs in the Primary grades with different resources utilized in Intermediate. Technology innovations are moving at lightening speed and planning for the future should start now. We will continue to assess what works best and where, what provides the most benefits for the school/students and at what cost. It may be that we need experiment with different platforms before rendering firm decisions. As part of this assessment, a digital reading pilot will be developed in the primary grades in the coming months. This year several classes in the Intermediate grades will be piloting “gaggle.net”, a closed protective system for student work. This system is geared to elementary school philosophy, and contains online applications, email, digital lockers, online document tools, digital homework options, blogs for student writing and social wall/network options all with built-in monitoring/filtering systems for student work.

It was requested that development of a matrix occur soliciting feedback from teachers regarding SmartBoards, notebooks etc. to measure the success, or not, of this initiative. Also, as it appears needs will decline over time, there is potential impact on the BRS Building project should it not be necessary to have broad-ban distributed to every classroom. Requests were made for inclusion of digital forms, report cards and progress reports as part of parent communication enhancement.

FINANCIAL REPORTS

The Board reviewed the Financial Reports through October 31, 2010. Trends continue to follow the same pattern as the last several months. It was noted that variances are attributed to timing differences. We continue to monitor increases in unanticipated Special Education costs. At this point in time, the projected surplus is anticipated to be approximately \$90,000. However, Special Education costs change monthly and could impact this projection figure.

MOTION #2 - 2010/11 BOARD OF EDUCATION MONTHLY SUMMARY FINANCIAL REPORT

Move that we approve the 2010/11 BOE Monthly Summary Financial Report through October 31, 2010, F1, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

MOTION #3 - 2010/11 BOARD OF EDUCATION MONTHLY DETAIL FINANCIAL REPORT

Move that we approve the 2010/11 BOE Monthly Detail Financial Report ending October 31, 2010, F2-5, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

MOTION #4 - 2010/11 COMBINING FINANCIAL STATEMENTS

Move that we approve the 2010/11 BOE Combining Financial Statements through October 31, 2010, F6-7, as submitted by the Director of Business/Operations.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

Informational Items

- **2011/12 Budget Update** – Superintendent Stella outlined the budget development process. All requests must link directly to the educational mission, provide direction for where we are going and increase the quality of education while having respect for taxpayer. Key drivers in the budget include a 35% increase in unanticipated Special Education costs, contractual obligations and medical benefits. The initial review of the budget has an increase of 5.1%. Administration was asked to reduce the budget, keeping it as close to a “0%” increase as possible. The Board also requested that the impacts of staffing reductions be clearly articulated and all materials be presented several days prior to the meeting.

Dr. Wu left the meeting (9:00 PM).

It was also noted that during the last two years, the operating budget has been successful in absorbing unanticipated increases in Special Education. The primary factor in offsetting these costs has been the favorable balance in the custodial staffing account. It is unlikely that will be possible in the 2011/12 budget. It was suggested that staffing reductions occur in the “specialists” area rather than classroom as well as the possibility of increasing class sizes.

Mr. Barkin left the meeting (9:04 PM).

- Five-Year Projection Report – Several Board members did not believe this report was useful, nor necessary for operating budget forecasts. It was agreed this would be an action agenda item to formally decide whether it should be done for the future.
- Special Funds/Cash Account Review – Mr. Pullo outlined the review of accounts, and check and balance procedures as well as recent modifications to each process. The Board expressed appreciation for the “new” set of eyes and experience in tightening internal controls.

FACILITIES REPORT

- Heating Update – Superintendent Stella apprised the Board of a recent boiler issue.
- Landscape Survey – Superintendent Stella informed the Board of his intent to go out to bid and move forward with the survey of the grounds. As this action had previously been approved by the BOE and BOS as part of the STEAP Grant, further approval was not necessary.

BOARD FUNCTION

As there was no longer a quorum present, the agenda item on Board Functioning was deferred to the next meeting.

MOTION TO ADJOURN: (9:25 PM)
Dr. Handler
Second by Ms. McCreven
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, November 15, 2010
Library Media Center, Beecher Road School

CALL TO ORDER: Ms. McCreven, Chair called the Public Session to order at 6:32 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Ms. Margaret Hamilton, Dr. Thomas Handler, Vice Chair and Mr. Carl Linskog.

STAFF: Dr. Guy Stella, Superintendent and Al Pullo, Director of Business Services/Operations.

BOARD COUNSEL: Floyd Dugas, Board Counsel.

MOTION #1 – EXECUTIVE SESSION

Move that we enter Executive Session (6:35 PM)

Mr. Linskog

Second by Dr. Handler

UNANIMOUS

The Board received an update from Attorney Dugas regarding the pending arbitration claim from the CILU.

MOTION #2 RETURN TO PUBLIC SESSION

Move that we return to Public Session (7:06 PM).

Dr. Fleischman

Second by Ms. McCreven

UNANIMOUS

CALL TO ORDER: Ms. McCreven, Chair called the Public Session back to order at 7:10 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Ms. Margaret Hamilton, Dr. Thomas Handler, Vice Chair and Mr. Carl Linskog.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Dr. Len Tomasello, Intermediate Grades Interim Principal; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Floyd Dugas, Board Counsel; Sandy Stein, BOS Liaison, Joe Holowienko, WEA; Lisa Carlson, community.

BOARD CORRESPONDENCE- None

PUBLIC COMMENT

Lisa Carlson – expressed concern for the lack of Board response to parent questions regarding the recent reassignment of staff. Questions remain unanswered. She demanded to know the protocol for receiving a response from the Board and requested this item be placed on the agenda at the next Board meeting.

CONSENT AGENDA

Minutes

MOTION #3 – MINUTES, OCTOBER 18, 2010 REGULAR MEETING

Move that we approve the minutes of the October 18, 2010 Regular Meeting.

Dr. Handler

Second by Dr. Fleischman

UNANIMOUS

REPORTS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted recent staff training in Responsive Classroom; Veteran's Day celebrations and the state-wide Teacher of the Year Ceremony.

PTO Update – Ms. Hamilton noted 90 pounds of chocolate was sent to the troops in Afghanistan. Efforts are underway for the Thanksgiving Food Drive, the Toy Drive and the Scrip Program as well as the success of the grade level social nights.

Facilities Committee – No Report

Committee of the Whole

- **Policy** – Ms. McCreven indicated that the Board would be reviewing curriculum and policy matters at the regular meeting. It was suggested that CABE review our policy manual to ascertain what policies require revision and/or creation as well as writing the actual changes. Several board members expressed concern with an outside source performing all aspects of these tasks as the primary responsibility of the Board is to set policy. There was a general consensus that a comprehensive and thorough review of the current manual should occur.

MOTION #4 – CABE POLICY SERVICE

Move that we direct administration to look into what CABE offers for policy services and present their findings to the Board at the next meeting.

Dr. Handler
Second by Dr. Dudley-Smith
UNANIMOUS

It was noted that keeping abreast of continuous updates and/or changes occurring from a multitude of sources, is time-consuming. It was suggested that the policy manual be broken into sections, with a specified number of policies slated for review at each meeting. The Board will then determine how best to achieve changes/modifications/research, depending on what is necessary. Suggestions were made to limit the time for discussion to 45 minutes as well as establishing a smaller group to perform “wordsmithing” tasks.

MOTION #5 – POLICY REVIEW (1000 SERIES)

Move that we review policies 1-15 in the *Community Relations* section at the next regular meeting.

Dr. Fleischman
Second by Dr. Handler
UNANIMOUS

- **Curriculum** – Superintendent Stella outlined a schedule of curriculum topics for the remainder of the year: January – Math; February – assessments and their relationship to student achievement; March – Language Arts; April – Science; May – Physical Education/Health. Concern was expressed regarding the lack of development of a “direct charge” that specifies how the Board, as a Committee of the Whole, will review these items as well as an outline of what will and not be covered and when. It was noted the Board has routinely received updates on curriculum initiatives but will formally review the cycle in which core areas are scheduled. It was requested that areas having budget impact be identified for discussion, prior to inclusion in the budget document, as well as any applicable optional resources.

MOTION #6 – CURRICULUM REVIEW

Move that we request Dr. Stella to present, at the next regular meeting, a proposed calendar of curriculum items that may be discussed and voted on.

Dr. Handler
Second by Mr. Lindskog
UNANIMOUS

A Board member requested that instead of a “state of affairs” report, curriculum items be presented in a format that explains the following.

- ◆ Here is where we are
- ◆ Here is where we could be
- ◆ Cost to get us where we want to be
- ◆ Various options for getting there

They also requested that staff be surveyed to ascertain whether the level of support for professional development, technology, Smartboards, laptops, resources, etc. is adequate. Are we doing enough, how often is it used, what is or is not working well, what could we do better, etc. They believed this type of feedback could provide the Board with valuable information during budget deliberations.

MOTION #7 – STAFF SURVEY

Move that we request Dr. Stella survey teachers regarding technology usage and how technology is working in classrooms.

Dr. Fleischman

Second by Mr. Lindskog

It was noted that the Technology Committee generally conducts a similar survey as part of its research for rendering decisions incorporated into the Technology Plan and policy. Perhaps the Board should request an update first before pursuing this course of action. It was noted that members of the Technology Team were not present and were the appropriate individuals to respond to questions. It was stated that as part of the annual assessment of funding requests, benchmarks/objectives should be identified and used to hold administration accountable.

Ms. McCreven suggested tabling the motion until the next meeting. Dr. Handler suggested a friendly amendment specifying that feedback was being requested with a recommendation to survey staff. Neither was accepted and there was no further action on this motion.

It was agreed that in addition to Ms. McCreven, Drs. Fleischman and Handler would also serve on the recently formed Technology Committee.

Superintendent Stella informed the Board of an additional \$24,000 grant award to support expansion of the Primary Mental Health program into the Intermediate Grades.

BRS Building Committee

Board members were reminded the building project will be discussed at the TriBoard meeting on November 30. The building is in dire need an infrastructure upgrade, as there has not been an upgrade in 40+ years. It is important that decisions rendered serve the building for the next 20-25 years. Several board members indicated they did not have enough information to support the building project. It was suggested that the Board review information and develop its own proposal. The Board was reminded that the Town formed a Building Committee to perform that task and that a specified scheme recommendation has been made.

CABE – Ms. McCreven invited Board members to attend the CABE/CAPSS Convention on November 19 and 20.

ACES – No Report

NEW BUSINESS

Out-of-State Field Trip Request (Sturbridge Village)

Superintendent Stella presented the annual Out-of-State field trip request to Sturbridge Village by Grade 5 students.

MOTION #8 – OUT-OF-STATE FIELD TRIP REQUEST (STURBRIDGE VILLAGE)

Move that we approve the Out-of-State Field Trip request to Sturbridge Village, Massachusetts for Grade 5 students on May 19, 2011.

Dr. Fleischman

Second by Dr. Handler

UNANIMOUS

PUBLIC COMMENT - None

MOTION #9 – EXECUTIVE SESSION

Move that we enter Executive Session (8:16 PM)

Mr. Linskog

Second by Dr. Dudley-Smith

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Ms. Margaret Hamilton, Dr. Thomas Handler, Vice Chair and Mr. Carl Linskog.

STAFF: Dr. Guy Stella, Superintendent.

BOARD COUNSEL: Floyd Dugas, Board Counsel.

The Board conducted a Board Self-Evaluation.

MOTION #10 RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:45 PM).

Dr. Handler

Second by Mr. Linskog

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Ms. Margaret Hamilton, Dr. Thomas Handler, Vice Chair and Mr. Carl Linskog.

STAFF: Dr. Guy Stella, Superintendent.

The Board discussed interpersonal communication among Board members.

MOTION TO ADJOURN: (10:00 PM)
Mr. Linskog
Second by Dr. Dudley-Smith
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**Beecher Road School
Woodbridge School District
Student Enrollment as of December 1, 2010**

Gr./Teacher	Girls	Boys	Total
PRE-K			
DePalma	7	13	20

KINDERGARTEN

Belisle	9	9	18
Coleman	9	8	17
Dempsey	9	8	17
Salindardi	7	10	17
Wyman-Anctil	6	11	17
TOTAL			86

GRADE 1

Chick	10	7	17
Navudu	10	7	17
Piascyk	10	7	17
Regan	10	7	17
Sanders	10	8	18
TOTAL			86

GRADE 2

Buzzard	9	11	20
Halsey	11	10	21
Shepard	7	13	20
Schulze	9	11	20
TOTAL			81

GRADE 3

Don	9	10	19
Hutchinson	8	8	16
Lavigne	8	11	19
Vincitorio	10	10	20
TOTAL			74

Gr./Teacher	Girls	Boys	Total
GRADE 4			
Echeverry	8	9	17
Krawec	6	13	19
Reizfeld	10	8	18
Rourke	6	12	18
Waldron	9	7	16
TOTAL			88

GRADE 5

Blinstrubas	10	8	18
McCullom	7	12	19
Chase	10	11	21
Concilio	7	11	18
Mulligan	10	9	19
Ngov	9	13	22
Total			117

GRADE 6

Eleck	9	10	19
Holowienko	10	10	20
Katzen	8	11	19
Smerekanicz	13	8	21
White	10	10	20
TOTAL			99

MULTI-AGE

Golden(Yr.1)	10	8	18
Burness(Yr.2)	11	10	21
HartRooney(Yr. 3)	8	8	16
Ahern(yr 4)	11	8	19
TOTAL			74

ENROLLMENT DATA

B.R.S	725 (K-6:707/PreK:20)
Other	6

Curriculum Review Cycle

Stage 1:

Program Review and Development:

- Review of current Curriculum Frameworks, Standards, and district Benchmarks to determine alignment
- Review of research based literature and best practices in discipline
- Form study groups and curriculum based teams
- Review current practice in district and district vision and goals
- Develop revised curriculum to include:
 - Essential questions
 - Benchmarks
 - Assessments
- Using specified objective criteria, select and review resources to pilot
- Develop or refine district common assessments

Stage 2:

Pilot Program:

- Form a district team of teachers to pilot and evaluate program and materials
- Identify professional development needs and plan for sustained support
- Project budgetary implications

Stage 3:

Implementation:

- Provide program overview to target staff and administrators
- Develop and offer consistent, sustained professional development to support implementation
- Discuss implementation with grade level teachers, support specialists, and others to identify and share best practices to include:
 - Lesson modeling
 - Coaching
 - Mentoring
- Determine use of technology integration as tool for learning

Stage 4:

Implementation and Data Gathering:

- Collect data from benchmark assessments
- Share and discuss data on established criteria and target goals
- Survey students, parents, and teachers to determine program impact

Stage 5:

Evaluation, Celebration, and Renewal

- Review program evaluation results
- Promote and build on success
- Identify areas in need of revision

Cycle back to Stage 1

**Woodbridge School District
Curriculum Review Cycle**

Stages	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
1. Program Review and Development	Math K-5 L/A K-6		Science K-6 Social Studies		
2. Pilot Program	Health K-6	Math K-5 & Resource Review L/A K-6		Science K-6 Social Studies	
3. Implementation	Spanish K-6	Health K-6	Math K-5 & Resource Pilot L/A K-6		Science K-6 Social Studies
4. Implementation and Data Gathering	Math Grade 6	Spanish K-6	Health K-6	Math K-5 L/A K-6	
5. Evaluation and Renewal		Math Grade 6	Spanish K-6	Health K-6	Math K-5 L/A K-6

12/16/10

On July 7, 2010, the State BOE adopted new academic standards, known as the Common Core State Standards (CCSS) in English and Mathematics. The CCSS will provide guidance to local curriculum committees as they develop grade level expectations by establishing what Connecticut's public school students should know and be able to do as they progress through grades K-12.

**WOODBIDGE SCHOOL DISTRICT
BOARD OF EDUCATION
POLICIES**

COMMUNITY RELATIONS

(Series 1000)

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Community Relations

Concept and Roles in Community Relations

The Board of Education recognizes that high performing elementary schools encourage and promote parent and community engagement activities to improve student performance.

Community, is defined broadly as the State of Connecticut and specifically, the Town of Woodbridge and the businesses and individuals affected directly or indirectly that have reason to care about local education. We believe that our community includes students, parents, faculty, staff, town officials, media, senior citizens and taxpayers, law enforcement and other community agencies, churches and synagogues, all of whom help to determine the quantity of educational resources available and the quality of the educational output.

The goal of establishing and maintaining good community relations is a reflection of our understanding that schools depend on community good-will and public financing devoted to providing the best learning environment possible for our children. It is imperative that members of the community, particularly those who serve on other Town boards and school personnel participate in planning, policy development, implementing programs and evaluating results. Hence, a principle goal of the Board is the promotion of open communication and good relations with the community.

School-community relations, then, are not merely reporting and interpreting activities; but involve members of the community and school personnel fulfilling their respective roles in view of the best interests of the school, its vision and mission.

Adopted by the Board: 5/10/82; Approved 3/29/93; Approved 3/18/02; Revised and Approved 12/16/02

Community Relations

School-Community Relations

Purpose

The Woodbridge Board of Education recognizes its responsibility in developing a comprehensive two-way program of school community relations to:

1. Stimulate productive relationships among teachers, parents and community members to benefit students and to foster the highest possible levels of student achievement.
2. Make maximum use of learning resources within the community.
3. Provide information and activities to build understanding of the purposes and content of the programs in the district.
4. Promote open communication and good relations with other Town Boards and the taxpayers of Woodbridge.

Adopted by the Board: 5/5/80; Approved 3/29/93; Revised and Approved 3/18/02;
Revised and Approved 12/16/02

Community Relations

Communications Among the Board of Education, the Administration, the Parents and the Staff at Beecher Road School

The PTO (Parent Teacher Organization) is the official liaison organizations between the parents and the Board of Education and Administration.

The PTO will be the primary vehicle for keeping the Board of Education and Administration apprised of major concerns of the parents, while at the same time informing the parents of important matters being considered by the Board.

In the best interest of promoting and encouraging effective and efficient communications with the Board membership, a parent and a teacher shall be invited, as full members, to the standing and other committees of the Woodbridge Board of Education except for Labor and Personnel. Additional members representing the parent and teacher organizations may be added at the discretion of the Board.

It shall be the responsibility of invited members to identify and to report to their committees the needs and concerns of their respective groups, and to report to the respective memberships.

The final decision for all policies and practices within the school remains with the Board of Education.

Committee members and liaison representatives of Town boards will be notified of committee meetings.

Adopted by the Board: 4/2/90; Revised 1993; Approved 3/29/93; Revised and Approved 12/16/02

Community Relations

Parent/Family Involvement

Parent, family and community are important educators of children. The Woodbridge Board of Education recognizes that parent involvement is vital to student achievement. A child's education is a responsibility shared by the school and family during the entire period the child spends in school. A comprehensive parent involvement plan for Beecher Road School may include:

1. Promotion and support for responsible parenting.
2. A school setting that welcomes parents and seeks their support and assistance.
3. Recognition that parents play an integral role in assisting student learning.
4. Regular communications between home and school that are reciprocal and meaningful.
5. Inclusion of parents in the decision making process as it affects children and families.
6. Provision of community resources to enhance school programs, family practices and student learning.

It is the policy of the Board that Beecher Road School, in its mission of education, will involve parents, families, advocates for children, and the community in the education of children and shall have an active organization for fostering parent and community involvement. The words "parent" or "family", as used in this policy, denote any form of extended family or acceptable adult who is advocating for a student.

Parents and families are assured access to their school, their child's classroom and/or school sponsored activities for the purposes of observing class procedures, teaching materials and class conduct so long as this observation is not disruptive to the normal classroom procedures or learning activity. Procedures for visiting schools shall be provided in parent handbooks or other communications from the schools.

School personnel will be available to students, parents and others at mutually convenient times.

Adopted by the Board: 12/16/02

Community Relations

News Media

The Board of Education shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The Superintendent shall serve as the basic source of information regarding the school system.

The Board of Education encourages the attendance of the news media at all open Board meetings.

The Woodbridge Board of Education supports the recognition efforts of local and regional publications and media in reporting the accomplishments, achievements, awards and honors of students. Local cable access, TV, newspaper and school newsletters from time-to-time seek opportunities to take pictures or write of school activities and student accomplishments. It is the policy of the Woodbridge School District to make this information routinely available, under most conditions, unless parents have requested in writing, in advance, that they do not wish to have information concerning the school activities of their child published.

The Board permits the interviewing, video taping or photographing of students during the school day only when such activities, in the judgment of the Principal or Superintendent, do not disrupt the educational program, tend to cause undue confusion, or involve a controversial issue of a political nature. Publicity efforts as noted would take place under the guidance of school staff and with the restriction that the names or other identifying information of the involved students will not be provided without the prior written approval of the parent(s) or legal guardian of the student.

Individual interviews of students on camera or for publications will not be permitted without the prior written approval of the student's parent or guardian.

The Woodbridge School District will comply with parents' written requests in support of the interests and wishes of parents.

Adopted by the Board: 5/5/80; Revised 1993; Approved 3/29/93; Revised and Approved 2/24/03

Community Relations

Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular, and all special meetings of the Board of Education is made through the posting of the agenda on school premises, and directly to those citizens, newspapers and community and professional organizations who specifically request such notification.

Adopted by the Board: 5/5/80; Approved 3/29/93; Revised 5/18/04

Community Relations

School-Community Associations

The Board of Education looks upon school-community organizations such as the Parent-Teacher Organization as integral parts of the school community which can aid substantially in promoting a quality educational program.

Among the many services which such organizations can offer, the Board of Education especially endorses their participation in developing and maintaining a voluntary assistance program, in our schools.

The Board of Education encourages active support with school-community organizations by teachers and other employees.

Adopted by the Board: 5/5/80; Revised 1993; Approved 3/29/93; Revised 5/18/04

Community Relations

Citizens Ad Hoc Committees

The Board of Education supports the concept of ad hoc committees, both for the Board of Education directly and for the staff.

When the Board of Education establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

The involvement of the members of the public in assisting the Board of Education and the staff in reaching for the best possible decisions is a well-established principle in public school education except in those situations where insufficient time will prevent the committee from functioning properly.

Legal Reference: Academic Freedom Policy (adopted by the Connecticut State Board of Education, 9/9/81)
(cf. 1312 - Public Complaints)
(cf. 6144 – Controversial Issues)
(cf. 6161 – Equipment, Books, Materials: Provisions/ Selections)

Adopted by the Board: 5/5/80; Approved 3/29/93; Revised 6/21/04

Community Relations

Visits to the Schools

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools. School improvements often come from suggestions originating in such visits.

The Superintendent is authorized to establish such regulations as will:

1. encourage visitors to observe our schools;
2. provide for appropriate hospitality for visitors;
3. channel expressions of approval as well as constructive criticism to the Board of Education;
4. ensure that such visits will enhance the effect of the educational program rather than hinder it; and,
5. require all visitors to register in the office of the principal upon their arrival at the school.

Board of Education members who visit schools of their own volition have no more authority than any other citizen.

Adopted by the Board: 5/5/80; Approved 3/29/93; Revised 8/20/01

Community Relations

Guidelines for Visitors

1. Statement of Purpose

The establishment and maintenance of an effective and successful school environment that protects the educational integrity of instructional time invites the full participation of parents, community members and visitors with the children. The cooperation of all including others with business requirements is necessary in meeting the expectations of the school district in this regard in providing for the safety and well being of all.

In an effort to communicate the policies and expectation of the district to the school community, the following is an outline of the responsibilities and expectations for parents, community members, vendors and others visiting Beecher Road School.

2. Access

Safety and Security is a concern and interest of the school community. In order to ensure the integrity of the learning environment, promote successful learning experiences for children, and provide a safe and orderly school environment, it is necessary to identify procedures that provide guidance and direction for appropriate access to the school facility.

To that end, every person entering the school building or present on school grounds during the school day is required to report to a designated location at either of the main entrances to the school and:

- Specify purpose and destination for visit.
- Sign-in and later, upon completion of the visit, sign-out.
- Be prepared to show identification.
- Obtain a visitors pass in the Main Office.

3. Adherence

Failure to follow the procedures of this policy may lead to restriction or denial of visitation privileges for violators.

Adopted 8/20/01

Community RelationsProcedures Covering Access to School Buildings Groups Follows**A. Building Administration**

1. Develop, review, and monitor procedures related to this policy.
2. Enforce procedures as approved by the Board of Education.
3. Communicate procedures and policy to staff and community.
4. Address situations of failure to comply.

B. Faculty & Staff

1. Notify the office of all visitors expected in advance of the visit
 - ~ of special events, plays, performances including a list of dates, times and locations.
 - ~ of scheduled visits of volunteers, chaperones, parents conferencing and others business.
2. At times other than normal dismissal, release children from the classroom only to the Nurse or School Office. Children will be met at the designated School Office or Nurse Office.
3. Redirect any person anywhere in the building not carrying a visitor pass to the Office and notify the Office.
4. Refer any person(s) who have not followed the procedures to the Office and report the incident to the Office.

C. Parents, Family & Care Providers

1. Understand and comply with procedures outlined in Section 1 above.
2. Report to the Office on every visit.
3. Notify in writing your child's classroom teacher of any scheduled change in dismissal times.
4. Come into the building and report to the Main Office and Nurse, when the child is ill, to pick up and drop-off your child during school day hours.
5. Bring forgotten items such as homework, lunch or bathing suits to the Main Office.
6. Bring child medications, as required by policy, directly to the Nurse after signing in the Main Office.

D. Other Vendors

1. Understand and comply with procedures as reflected in Sections 1 and 2 of this Policy.

Adopted 8/20/01

Community Relations

Loitering or Causing Disturbances

Any person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or any other license or privilege to be there. For this reason it is required that all visitors register in the office of the Principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Adopted by the Board: 5/5/80; Approved 3/29/93; Approved 5/18/04

Community Relations

Staff Participation in Community Activities

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Political Activities of School Employees

School employees are encouraged to assume full responsibilities as citizens of a democracy.

Performance of Civic Duties by Employees

Employees should be expected to perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in the social, political, and economic issues of the day.
2. Exercising democratic rights and responsibilities, which are shared in common with other citizens. These rights and privileges may include:
 - a. Electioneering for candidates.
 - b. Accepting positions in political campaigns.
 - c. Holding an office in a political party organization.
 - d. Serving as a delegate to political party conventions.

Community Relations

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation is to their work as educators;
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

Legal Reference: Connecticut General Statutes
7-421 Political Activities of Classified Municipal Employees
7-421b Limitation on Restriction of Political Rights of Municipal Employees
10-156e Employees of Boards of Education Permitted to Serve as Elected Officials; Exception

Adopted by the Board: 5/10/82; Approved 3/29/93; Revised 5/18/04

Community Relations

Complaints Concerning /Instructional Materials

Complaints about instructional materials in use, materials under consideration for use or a perceived absence of appropriate and sufficient materials to support instruction shall be directed to the Principal and the Curriculum Coordinator. If further review is desired, the individual may bring the matter before the Superintendent.

The complainant shall have the right to appeal any decisions of the Superintendent to the Board. The Superintendent then shall supply the Board with a full report of his investigation and recommendations and the Board may request that a Curriculum Committee of the Board of Education consider the matter prior to any action.

Adopted by the Board: 5/5/80; Approved 3/29/93; Revised 3/15/04

Community Relations

Public Complaints

All complaints regarding the school system or individuals employed by the Board shall follow appropriate protocol. Issues concerning staff should first be discussed with the individual. If satisfaction has not been achieved, complaints should be directed to the Principal of the school or to the Superintendent. The individual making such complaints shall expect a courteous and prompt reply after an investigation of such complaints. The Board shall be informed of such complaints when, in the opinion of the Superintendent, they are of such magnitude as to damage the image or reputation of the schools.

Board members and district employees shall refer persons registering with them complaints or concerns about the schools to the most immediate level at which the problems can be resolved. Parents should be made aware of the proper channels of communication and appeal.

To secure the earliest possible solutions, public complaints or concerns from parents or other members of the community should follow this sequence:

1. Classroom complaints, concerns, or problems are first directed to the teacher involved. If the matter cannot be settled by the teacher, it should be brought to the principal.
2. Complaints and concerns concerning the school, its operation and its instructional programs are first directed to the school principal. He/she may try to resolve the matter or request an appropriate person to investigate the complaint.
3. If the matter cannot be settled satisfactorily by the Principal, it may be brought to the Superintendent of Schools.
4. If the matter is not resolved by the Superintendent, it may be directed in writing to the Chairperson, Woodbridge Board of Education, who shall review the matter with the members of the Board of Education.
5. The Board of Education's decision is final and binding unless the law allows additional recourse.

Adopted by the Board: 3/29/93; Revised 3/15/04