

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, July 16, 2012 7:00 PM

Woodbridge Board of Education January 17,
2012 Regular Meeting Executive Session 6:30
PM Public Session 7:00 PM Library Media
Center Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Call to Order
 - B. Executive Session - 6:30 PM
 - 1. Superintendent's Goal Setting
 - C. Public Session - 7:00 PM
 - D. Salute to the Flag
 - E. Correspondence
 - F. Public Comment
- II. **Consent Agenda**
 - A. Approval of Meeting Minutes
 - 1. June 4, 2012 Special Meeting
 - 2. June 18, 2012 Regular Meeting
 - B. 7/11/12 Finance Committee Minutes
 - C. Monthly Preliminary Summary Financial Report Ending June 30, 2012
 - D. Monthly Preliminary Detail Financial Report Ending June 30, 2012
 - E. Combining Preliminary Financial Statements through June 30, 2012
- III. **Reports**
 - A. Board Chair Report
 - 1. Discuss BOE Goal Review and Goal Setting
 - 2. Bethany BOE Request to Share Superintendent
 - 3. August BOE Meeting Status
 - a. Adopt 2012/13 Meeting Dates
 - B. Superintendent's Report
 - 1. BRS Update
 - 2. Act Teacher/Administrator Evaluation Pilot Participation
 - C. PTO Update
 - D. Facilities Committee Report
 - E. BRS Building Committee
 - F. Policy Committee
 - 1. Adopt Policies 6141.326 (Social Media) and 6141.322 (District/School/Staff/Student Sites)
 - G. Finance Committee
 - 1. Act on 2012 Budget Transfers
 - 2. Act on Superintendent's Recommendations for use of 2011/12 Budget Surplus
 - H. CABA Liaison Report
 - I. ACES Liaison Report
- IV. **New Business**

- A. Act on 2012/13 Primary Mental Health Grant Submission to the CSDE
- V. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- VI. **Adjournment**

MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING

Monday, June 4, 2012

BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Clotilde Dudley-Smith, Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Sheila Haverkamp, Special Services Director; Donna Pagé, Intermediate Grades Principal and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Adrienne Coleman, Lynn Piascyk, Ellen Regan, Nancy White, Teachers; Gina Prisco, and Pua Ford, community.

Superintendent Stella introduced Ms. Nancy White as the unanimous recommendation for Assistant Principal of Beecher Road School commencing July 1, 2012.

MOTION #1 – ADMINISTRATIVE APPOINTMENT (WHITE)

Move that we ratify the appointment of Nancy White in the assignment of Assistant Principal of Beecher Road School at a salary of \$110,000 for the 2012/13 school year.

Dr. Fleischman

Second by Dr. Dudley-Smith

UNANIMOUS

Ms. White expressed sincere gratitude on her appointment and looked forward to serving the district in this capacity. Ms. Prisco looked forward to working with Ms. White and believed they would be a dynamic team.

Ms. Hamilton called a brief recess (7:13 PM).

MOTION #2 – EXECUTIVE SESSION

Move that we enter Executive Session (7:15 PM)

Dr. Fleischman

Second by Ms. McCreven

UNANIMOUS

The Board entered Executive Session to conduct the evaluation of the Superintendent.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Clotilde Dudley-Smith, Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #3 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (8:48 PM).

Mr. Lindskog

Second by Dr. Fleischman

UNANIMOUS

MOTION #4 – SUPERINTENDENT CONTRACT EXTENSION AND SALARY (2012/13)

Move that we extend the contract of the Superintendent through June 30, 2015 and approve a 2% increase for the 2012/13 school year for a base salary of \$161,213.

Ms. McCreven
Second by Dr. Fleischman
UNANIMOUS

MOTION TO ADJOURN: (9:01 PM)
Dr. Fleischman
Second by Ms. McCreven
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, June 18, 2012
BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith, Mr. Matthew Gilbride, Secretary and Ms. Sheila McCreven.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Donna Pagé, Intermediate Grades Interim Principal; Sheila Haverkamp, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; Stephanie Goldberg, Peter Halsey, Stephanie Goldberg, Lynn Piascyk, Ellen Regan, Stephanie Wolfson and Rick Wood, teachers; Lola Johnson, CILU, Pua Ford community.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Ms. McCreven

Second by Mr. Bernard

UNANIMOUS

REPORTS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted Artsweek, the 20 year anniversary celebration of the MAG program and exit interviews with 6th grade students.
- **Safety Committee Report** – Mr. Halsey provided an overview of the work of this committee throughout the year. Generally, schools generally rely on people and their expertise and knowledge. However, in this situation we rely on systems and the expertise of Officer Lynch, who is a terrific asset to Beecher. Each time we conduct a drill, we learn more and revise our protocols accordingly. With 99 access doors, Beecher is a tough building to secure. Appreciation was expressed to the Board for their support and for designating funding to address security issues. Superintendent Stella thanked the committee members: Messrs. Pullo, Kula, Halsey and Taddei, Mese. Bequary, Hamm, Johnson, Regan and Officer Lynch for volunteering their time to serve on this committee.
- **World Language Update** – Ms. Goldberg and Ms. Wolfson provided an in-depth data analysis on student progress/knowledge in Spanish upon completion of Grade 6. Overall, students are performing well. Our transition to a proficiency model has provided greater opportunities for differentiated learning to support student success and growth. This assessment identifies areas of weakness and strengths that help inform instruction for overall improvement of the program. The Exit Assessment tests skills attained in Listening, Speaking and Reading. The comprehension component will be developed during the 2012/13 school year.

Mr. Barkin left the meeting (7:35 PM)

- **Administrative Recognition** – Superintended Stella recognized Dr. Bequary for her 19 years of service at BRS. He presented Ms. Pagé with a token of appreciation for her work at Beecher during the last year.

PTO Update – No Report

Facilities Committee – No Report. Ms. Hamilton noted a special meeting may be scheduled in July to address Board Goals as part of the discussion raised at the June 8 Facilities meeting.

Playground Update – the South Playground Committee is currently assessing different equipment options. It is hoped that the Playground will be in place prior to the start of the 2012/13 school year.

Town Building Committee Charge – Ms. McCreven noted that bids related to further exploration of geothermal options will be opened on June 22.

Policy Committee – No Report.

Finance Committee – Superintendent Stella recommended the use of \$20,000 in additional surplus monies from the 2011/12 operating budget to address a bio filtration system inclusive of grading and installation of rain gardens to redirect water away from the building in the A-wing. In addition, \$5,000 may be utilized for Rosetta Stone for additional support resources in the World Language program.

MOTION #2 – 2011/12 BUDGET ADJUSTMENTS

Move that we approve the 2011/12 budget surplus adjustments as presented by administration.

Dr. Fleischman

Second by Mr. Lindskog

UNANIMOUS

It was suggested that consideration be given to using Board of Education funding to improve/upgrade the lockers in the pool area. It was noted that maintenance of the pool remains under the auspice of the Town and is not the responsibility of the Board of Education.

Gas Line Update – Superintendent Stella apprised the Board that gas line installation should occur in the coming week. Once installation is complete, the Board will have more definitive information available to them in rendering a decision pertaining to boiler selection.

CABE Liaison – Ms. McCreven attended the June 6 meeting. It was noted that dues will be increased by 2% for the 2012/13 school year.

ACES Liaison – No Report

The Board entered Executive Session for review of the Director of Business Services/Operations contract.

MOTION #3 – EXECUTIVE SESSION

Move that we enter Executive Session (8:01 PM)

Ms. McCreven

Second by Mr. Bernard

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Bernard, Dr. Clotilde Dudley-Smith, Mr. Matthew Gilbride, Secretary and Ms. Sheila McCreven.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #3 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (8:15 PM).

Mr. Gilbride

Second by Mr. Bernard

UNANIMOUS

MOTION #4 – DIRECTOR OF BUSINESS SERVICES/OPERATIONS CONTRACT (PULLO)

Move that we ratify the contract of the Director of Business Services/Operations through June 30, 2015 at a 2.5% increase for a base salary of \$103,525.00 for school year 2012/13.

Mr. Gilbride
Second by Mr. Bernard
UNANIMOUS

MOTION TO ADJOURN: (8:20 PM)
Mr. Gilbride
Second by Dr. Dudley-Smith
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Finance Committee Minutes

Date - 7/11/12

Attendance: Gaetan Stella, Al Pullo, Steven Fleischman, Lori Patrick, Carl Lindskog, Margaret Hamilton

The meeting was called to order at 8:00pm

The Committee discussed all matters on the agenda.

All financial statements were reviewed in detail.

We reviewed potential expenditures given the expected budget surplus. The recommendations were accepted with minor modifications.

The committee approved the line item transfers as presented.

The Meeting was adjourned 9:30pm

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 12 Months Ended June 30, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
100	TOTAL SALARIES	7,221,944	1,044,526	983,430	61,096	7,221,944	7,050,519	171,425
200	TOTAL BENEFITS	2,579,599	409,395	259,131	150,265	2,579,599	2,291,065	288,534
300	TOTAL PROFESSIONAL SERVICES	347,946	40,747	18,696	22,051	347,946	311,334	36,612
400	TOTAL PROPERTY SERVICES	595,552	46,227	28,001	18,225	595,552	540,441	55,111
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	130,944	63,454	67,490	1,200,250	1,153,124	47,126
600	TOTAL SUPPLIES & MATERIALS	303,567	53,985	51,025	2,960	303,567	279,874	23,693
700	TOTAL PROPERTY	33,000	3,294	(208)	3,502	33,000	26,334	6,666
800	TOTAL DUES AND FEES	62,082	2,264	37,284	(35,020)	62,082	71,483	(9,401)
	TOTAL ADOPTED BUDGET	12,343,940	1,731,382	1,440,813	290,569	12,343,940	11,724,175	619,765

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COMMENTS

1. Savings realized from retirement savings and staff changes \$154,185, Timing \$17,240
2. FICA Savings \$28,371; MERF Deficit (\$40,649); Life Insurance Savings \$15,863; Other Emp Bnfts/Rtrmt Pyt \$2,855
Health Insurance Savings \$270,001, Timing \$12,093.
3. Other Professional Services Timing - Audit \$14,016: OT/PT \$10,897: Legal \$9,018: Prof. Dvpt \$2,681
4. Repairs Timing \$29,022; Utilities Electric Savings \$3,559, Timing \$9,583: Heating Oil Savings \$3,400; Timing \$43,655
Service Contracts Custodial (\$34,108)
5. Liability Ins. Savings \$4,085; Work Comp Ins Savings \$8,083; Interns Savings \$17,629; Tution Savings (Wintergreen) \$11,092
Other Purch Services Savings \$6,237.
6. Computer Software (i.e. Munis) Timing \$23,693
7. Equipment Timing \$6,666
8. Unemployment Deficit (\$6,000): Dues/Fees Deficit (\$3,401)

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,125	1,082	2,043	37,500	39,980	(2,480)
3901	CONSULTANTS	18,000	1,500	1,919	(419)	18,000	9,161	8,839
510	TRANSPORTATION	115,000	9,583	16,715	(7,132)	115,000	133,967	(18,967)
560	TUITION	263,000	21,917	36,915	(14,998)	263,000	285,142	(22,142)
	TOTALS	433,500	36,125	56,631	(20,506)	433,500	468,250	(34,750)

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200		601,587	-	98%	11,613		11,613
120	Teachers - Regular	4,252,008		4,252,655	13,240	100%	(13,887)	4,000	(17,887)
120	Teachers - Special Education	773,051		727,381	-	94%	45,670		45,670
1201	Psychologist	156,537		156,537	-	100%	0		0
1203	Counselor	37,643		37,643	-	100%	-		-
	Sub-Total Certified Salaries	5,832,439	-	5,775,804	13,240	99%	43,395	4,000	39,395
1303	Custodians	355,650		252,808	-	71%	102,842		102,842
140	Nurses	124,801		108,726	-	87%	16,075		16,075
150	Secretaries, Clerical	292,729		292,176	-	100%	553		553
160	Paraprofessionals	385,172		385,771	-	100%	(599)		(599)
1601	Special Education Paraprofess.	201,945		213,034	-	105%	(11,089)		(11,089)
190	Salaries, Miscellaneous	29,208		22,201	-	76%	7,007		7,007
	Sub-Total Non-Certified Salaries	1,389,505	-	1,274,715	-	92%	114,790	-	114,790
	TOTAL SALARIES	7,221,944	-	7,050,519	13,240	98%	158,185	4,000	154,185
1906	Retirement - Sick Pay-Out	25,000		27,013	-	108%	(2,013)		(2,013)
220	FICA	216,262		187,891	-	87%	28,371		28,371
230	Merf	130,281		170,930	-	131%	(40,649)		(40,649)
270	Medical Insurance	2,157,896		1,877,093	-	87%	280,803	10,802	270,001
280	Life Insurance	34,960		19,097	-	55%	15,863		15,863
2902	Other Employee Benefits	15,200		9,041	1,290	68%	4,868		4,868
	TOTAL BENEFITS	2,579,599	-	2,291,065	1,290	89%	287,244	10,802	276,442

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625		57,706	12,122	103%	(2,204)		(2,204)
330	Legal Fees	35,000		26,982	9,018	103%	(1,000)		(1,000)
340	Software Support	12,828		5,843	1,500	57%	5,485		5,485
350	Substitutes	28,000		45,497	-	162%	(17,497)		(17,497)
390/01	OT/PT/Consultant Services	55,500		49,358	10,897	109%	(4,755)		(4,755)
3902	Financial Audit	14,691		675	14,016	100%	-		-
390	Other Prof/Tech. Services	134,302		125,273	1,466	94%	7,563	7,650	(87)
	TOTAL PROFESSIONAL SERVICES	347,946	-	311,334	49,019	104%	(12,408)	7,650	(20,058)
410/01	Utilities - Electric and Water	253,511		197,564	52,388	99%	3,559		3,559
420	Heating Oil	151,673		104,618	43,655	98%	3,400		3,400
430	Repairs and Maintenance	39,898		19,631	21,932	104%	(1,664)	7,090	(8,754)
450	Leases and Rentals	49,430		46,267	11,113	116%	(7,950)		(7,950)
4501	Building Improvements	28,500		71,915	132,976	719%	(176,391)	12,000	(188,391)
490	Other Purchased Services	22,000		19,280	7,162	120%	(4,442)	12,027	(16,469)
4901	Service Contracts	50,540		81,167	3,481	167%	(34,108)		(34,108)
	TOTAL PROPERTY SERVICES	595,552	-	540,441	272,707	137%	(217,596)	31,117	(248,713)
510	Pupil Transportation-Regular	434,349		432,057	150	100%	2,142	3,500	(1,358)
510	Pupil Transportation-Spec. Educ.	115,000		128,251	4,246	115%	(17,497)		(17,497)
520	Insurance-General Liability	89,926		85,841	-	95%	4,085		4,085
5201	Worker's Compensation	95,784		87,701	-	92%	8,083		8,083
530	Telephone Services	18,554		18,133	1,569	106%	(1,148)		(1,148)
535	Internet	12,100		2,656	8,836	95%	608		608
537	Postage	5,500		4,484	1,090	101%	(74)		(74)
540	Advertising	2,800		8,240	-	294%	(5,440)		(5,440)
550	Interns	127,710		110,081	-	86%	17,629		17,629
560	Tuition	282,102		269,483	25,720	105%	(13,100)		(13,100)
590	Other Purchased Services	16,425		6,198	322	40%	9,905		9,905
	TOTAL OTHER PURCH SERVICES	1,200,250	-	1,153,124	41,932	100%	5,193	3,500	1,693

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 12 Months Ended: June 30, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700		141,143	25,294	113%	(19,737)		(19,737)
620	Computer Software	53,580		47,010	5,904	99%	666	20,000	(19,334)
625	Supplies Nurses	1,800		1,601	13	90%	186		186
630	Supplies Custodial	45,792		41,219	5,985	103%	(1,411)		(1,411)
635	Supplies Office	12,000		13,029	1,282	119%	(2,311)		(2,311)
640	Books and Audio Visual	16,000		15,019	9,613	154%	(8,632)	1,134	(9,766)
645	Subscriptions	13,995		9,037	5,192	102%	(234)		(234)
650	Testing	10,000		8,452	631	91%	917		917
690	Misc. Supplies	3,700		3,365	450	103%	(115)		(115)
	TOTAL SUPPLIES & MATERIALS	303,567	-	279,874	54,364	110%	(30,671)	21,134	(51,805)
730	Equipment - Office	-		-	-	0%	-		-
732	Computer Hardware	10,600		9,319	2,192	109%	(911)		(911)
735	Equipment - Teaching	15,550		11,840	947	82%	2,762		2,762
740	Equipment - Building	4,600		4,963	-	108%	(363)	3,000	(3,363)
745	Furniture	2,250		211	-	9%	2,039		2,039
	TOTAL PROPERTY	33,000	-	26,334	3,139	89%	3,527	3,000	527
810	Dues and Fees	20,151		27,095	160	135%	(7,104)		(7,104)
825	Unemployment	5,835		9,705	2,130	203%	(6,000)		(6,000)
900	Other Fees	36,096		34,683	211	97%	1,202		1,202
	TOTAL DUES AND FEES	62,082	-	71,483	2,501	119%	(11,902)	-	(11,902)
	ARRA Fund Reduction								0
	TOTAL ADOPTED BUDGET	12,343,940	-	11,724,175	438,193	99%	181,571	81,203	100,368

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2011 - 2012

June 2012

OBJECTS 110-120 – CERTIFIED STAFF

The net surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

OBJECT 1303 – CUSTODIANS

The net surplus is a result of staffing changes and the use of a service contractor to aide in the building cleaning. The surplus includes remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECTS 140 – NURSES SALARIES

The surplus reflects savings realized from vacancy savings.

OBJECT 1601 – TEACHER ASSISTANTS

The deficit in this object is due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 190 – SALARIES MISCELLANEOUS

The surplus is a result of actual expenditures coming in below projection.

OBJECT 1906 Retirement-Sick Pay-Out

The deficit in this object is due to contractual payouts connected with a retirement announcement after the budget submission.

OBJECT 220 - FICA

The surplus in this object is a result of the use of a service contractor (non-employee) to aide in the building cleaning.

OBJECT 230 MERF

The deficit in this object is the result of the increased employer contribution charges passed through by the state of Connecticut as the pension plan administrator. The projected deficit is also a result of remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECT 270– MEDICAL INSURANCE

The surplus is the result of favorable premium renewal rates coupled with a favorable final enrollment census.

OBJECT 280– LIFE INSURANCE

The surplus is the result of favorable premium renewal rates.

OBJECT 290 – OTHER EMPLOYEE BENEFITS

The surplus is the result of actual expenditures coming in below projection.

OBJECT 350 - SUBSTITUTES

The deficit is the result of mid and end-of year leave of absences.

OBJECT 390 – OT/PT CONSULTANT SERVICES

The deficit in this object is due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 410 – UTILITIES ELECTRIC AND WATER

The surplus is a result of anticipated savings on consumption.

OBJECT 420 – HEATING OIL

The surplus is a result of anticipated savings on consumption.

OBJECT 4501 – BUILDING IMPROVEMENTS

The deficit is a result of the board's contribution for the replacement of North and South Playgrounds, as well as other year end building initiatives which include painting, fire door and lock replacements.

OBJECT 4901 – SERVICE CONTRACTS

The deficit is the result of using a service contractor for custodial services. The surplus in custodial salaries and benefits is greater than the deficit in this object.

OBJECT 510 PUPIL TRANSPORTATION

The deficit is due to amended service for outplacement transportation arrangements.

OBJECT 520 INSURANCE GENERAL LIABILITY

The savings is a result of favorable premium renewal.

OBJECT 5201 INSURANCE WORKER'S COMPENSATION

The savings is a result of favorable premium renewal.

OBJECT 540 – ADVERTISING

The deficit is a result of consultant fees and related services for the Principal search.

OBJECT 550:- INTERNS

The savings is the result of vacancies during the school year.

OBJECT 560 – TUITION

The deficit is a result of mandated outplacement services, offset by the surplus generated by Wintergreen Magnet School tuition costs.

OBJECT 610 – INSTRUCTIONAL SUPPLIES

The deficit results from the end of year purchases of classroom PLC materials as approved by the Board of Education.

OBJECT 620 – COMPUTER SOFTWARE

The deficit results from the end of year purchases of Pearson Inform software as approved by the Board of Education.

OBJECT 630 & 650 – SUPPLIES CUSTODIAL & OFFICE

The deficit results from the end of year purchases of accommodate conversion from custodial contractor to in-house custodial operations.

OBJECT 640 – BOOKS AND AUDIO VISUAL

The deficit results from the end of year purchases to expand library collection of classics as approved by the Board of Education.

OBJECT 825 - UNEMPLOYMENT

The deficit is a result of year to date claims.

PRELIMINARY

Woodbridge Board of Education
Combining Balance Sheets as of 05/31/12 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 137,661	\$ 50,284	\$ 39,987	\$ 3,617	\$ 41,152	\$ 2,621
Prepaid expenses	-	\$ -	-	-	-	\$ -
Accounts receivable	3,124	595	1,040	\$ 1,217	\$ 272	\$ -
Intergovt Receivable	15,813	15,813	-	-	-	-
Inventory	5,789	5,789	-	-	-	-
Total Assets	162,386	72,481	41,027	4,833	41,424	2,621
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	-	-	-	-	-	-
Accounts payable	1,729	717	512	500	-	-
Deferred revenue	22,169	-	7,249	-	14,920	-
Wages payable	-	-	-	-	-	-
Total Liabilities	23,898	717	7,761	500	14,920	-
Fund Balance	138,488	71,764	33,266	4,333	26,504	2,621
Total Liabilities and Fund Balance	\$ 162,386	\$ 72,481	\$ 41,027	\$ 4,833	\$ 41,424	\$ 2,621
Summary of Fund Balance						
				Café	Extended Day	SEP
Current Fund Balance				\$ 71,764	\$ 33,266	\$ 13,962
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 127	\$ 36	\$ 42
Fund Balance Excess				\$ 20,764	\$ -	\$ -
Activity Fund:						
North Playground						\$ 1,047
Drama						308
Lego						264
ODAC						459
PTO						166
Technology						\$ 377
Total						\$ 2,621

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 10 Months Ended 05/31/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 645,018	\$ 199,204	\$ 337,875	\$ 16,861	\$ 88,676	\$ 2,402	\$ -
Intergovernmental	36,682	36,682	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Other income	104	104	-	-	-	-	-
Additions	-	-	-	-	-	-	-
Total revenues/additions	681,804	235,990	337,875	16,861	88,676	2,402	-
Expenditures:							
Wages, FICA, MERF	457,233	93,480	287,065	-	73,701	2,987	-
Medical Insurance	-	-	-	-	-	-	-
Cost of food sold	97,069	97,069	-	-	-	-	-
Equipment	1,586	449	1,137	-	-	-	-
Other Expenses	98,741	16,240	53,550	16,218	8,204	4,528	-
Deductions	20,000	-	20,000	-	-	-	-
Total expenditures/deductions	674,629	207,238	361,752	16,218	81,905	7,515	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	7,175	28,752	(23,877)	643	6,771	(5,113)	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	7,175	28,752	(23,877)	643	6,771	(5,113)	
Fund Balance, ending	\$ 135,867	\$ 71,764	\$ 33,266	\$ 4,333	\$ 13,962	\$ 12,542	
BOE Year to Date Cost of Health Insurance		\$ 21,025					

STRATEGIC SCHOOL PROFILE COMPARISONS 2009-2010

CATEGORY	BETHANY	WOODBRIDGE	WOODBRIDGE	WOODBRIDGE
		BRS PRIMARY	BRS INTERMEDIATE	BRS COMBINED
STUDENTS ENROLLED	515	299	434	733
Gifted	17	1	38	39
% Gifted	3.30%	0.33%	8.76%	5.32%
With Disabilities	80	21	50	71
% With Disabilities	15.50%	7.02%	11.52%	9.69%
INSTRUCTIONAL TIME				0
Days	180	182	182	182
Annual Hours	1140	996	1000	998
AVERAGE CLASS SIZE				
Kindergarten		19		19
Grade 2		18.5		18.5
Grade 5			18.6	18.6
HOURS OF INSTRUCTION				
Art	24	36	36	
Computer	24	18	18	
English Language Arts	504	530	360	
Health	24	18	18	
Library Media Skills	12	18	0	
Math	180	200	180	
Music	24	36	30	
Ohys Ed	24	36	54	
Science	60	45	90	
Social Studies	60	45	90	
Technology	0	0	0	
World Languages	24	18	60	
Special Ed Students > 79% Time in Reg Ed	77.50%	76.20%	90.00%	
# of Students per Computer	2.7	2.4	2.8	2.6
# of Print Volumes/Student	31.1	46.8	50.7	48.75
STAFF				
GENERAL EDUCATION				
Teachers	39.9	25	31.5	56.5
PA's	2.75	11	4	15
Teacher/PA ratio	14.51	2.27	7.88	3.77
SPECIAL EDUCATION				
Teachers	7	5	4	9
PA's	15	5	7	12
Teacher/PA ratio	0.47	1.00		1
Library Media	1.7	2	2	4
Administrators, etc	3	1	1	2
Subject Area Specialists	1	0	1	1
Counselors, Psychologist	2.4	1	1.5	2.5
Nurse	1	0.75	0.75	1.5
Other non-instrucional Staff	24.88	11.05	10.65	21.7
Average Yrs in Education	8.6	17.5	14.7	16.1
% with Master's Degree or better	85.4	96.9	94.7	95.8
Absence due to illness	7.1	11.3	11.6	11.45
% returning to work	89.6	93.8	92.1	92.95
% at Standard Physical Fitness				
Grade 4	29.20%		47.3	
Grade 6	45.70%		59.6	

EXPENDITURES

RATIO STUDENT
WO/
BETH RATIO
1.5/1

Instructional Staff	\$3,823,000	\$8,137,000	2.1
Instructional Supplies	140,000	479,000	3.4
Media Services	331,000	68,000	0.2
Student Support Services	230,000	154,000	0.7
Admin Support Services	708,000	1,641,000	2.3
Plant and Maintenance	817,000	693,000	0.8
Transportation	344,000	532,000	1.5
Outplacement Tuition	155,000	227,000	1.5
Other	0	7,000	
TOTAL	\$6,549,000	\$11,938,000	
LAND BLDGS DEBT SERVICE	\$524,000		

EXPENDITURES PER PUPIL

Instructional Staff	\$6,964	\$11,100
Instructional Supplies	256	653
Media Services	603	92
Student Support Services	419	211
Admin Support Services	1290	2239
Plant and Maintenance	1488	945
Transportation	320	331
Outplacement Tuition	NA	N/A
Other	0	10
TOTAL	\$11,694	\$16,196

OUTCOMES

Grade 3		
READING	74	78.2
WRITING	61.5	68.3
MATH	73.7	81.4
Grade 4		
READING	73.8	83.7
WRITING	71.2	80.2
MATH	80	87.3
Grade 5		
READING	61.7	89.8
WRITING	73.5	93.5
MATH	77.1	92
SCIENCE		90.2
Grade 6		
READING	85.5	88.9
WRITING	67.1	84.3
MATH	85	89.6

EXTENDED DAY PROGRAM
SUMMER ENRICHMENT PROGRAM

WOODBRIAGE BOARD OF EDUCATION

REGULAR MEETING DATES

2012

Monday	August 20	
Monday	September 18	<i>(Rosh Hashanah – 17)</i>
Monday	October 15	
Monday	November 19	
Monday	December 17	

2013

Tuesday	January 22	<i>(Martin Luther King - 21)</i>
Monday	February 25	
Monday	March 18	
Monday	April 22	
Tuesday	May 21	<i>(Town Meeting - 20)</i>
Monday	June 17	
Monday	July 15	
Monday	August 19	
Monday	September 16	
Monday	October 21	
Monday	November 18	
Monday	December 16	



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



June 1, 2012

Dear Connecticut Superintendent:

Thank you for your application to participate in the State of Connecticut's pilot of the new educator evaluation and support system. The Department of Education received thirty-six applications from across the State and selected ten districts and consortia of districts to participate in the pilot, representing the State's diverse regions and school systems. We are very pleased to inform you that your district has been selected.

The Department of Education considered the following factors during the selection process:

- district size,
- geographical representation,
- district reference groups (DRG),
- district designation as urban, suburban or rural, and
- small districts working collaboratively with other small districts in a consortium.

Selected districts will engage in all aspects of implementing the educator evaluation and support system, including the collection and sharing of data. Section 52 of Senate Bill 458 of the Connecticut General Statutes (CGS) authorizes the Commissioner of Education to administer the pilot educator evaluation and support system for the school year commencing July 1, 2012.

The Neag School of Education at The University of Connecticut will study the implementation of the pilot. The study will provide the Department with valuable information to improve evaluation and support processes and outcomes for the statewide roll-out. Your district's contribution to construct meaningful evaluation and support systems for administrators, principals and teachers will reposition our State to be a leader in education once again.

Thank you again for your leadership and participation in the pilot. Department staff will reach out to you shortly with more information and next steps. In the meantime, please contact Diane Ullman, Interim Chief Talent Officer, if you have any questions. Diane can be reached at diane.ullman@ct.gov or (860) 713-6500.

Regards,

A handwritten signature in blue ink that reads "Stefan Pryor".

Stefan Pryor
Commissioner, State Department of Education



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION

file



**REQUEST TO PARTICIPATE IN
CONNECTICUT'S EDUCATOR EVALUATION PILOT PROGRAM
STATE MODEL**

July 1, 2012 through June 30, 2013

Application Deadline: May 18, 2012
Submit electronically to: emily.byrne@ct.gov

District Name:	BOWA Districts: Bethany, Orange, Woodbridge, and possibly Amity (depending upon their Superintendent search results)
Address:	<p>Bethany: Bethany School District 44 Peck Road Bethany, CT 06524</p> <p>Orange: Orange Public Schools 637 Orange Center Road Orange, CT 06477</p> <p>Woodbridge: Woodbridge School District 40 Beecher Road – South Woodbridge, Ct 06525</p>
Superintendent:	<p>Bethany: Timothy Connellan Orange: Lynn K. McMullin Woodbridge: Gaeton Stella</p>
Email:	<p>Bethany: tconnellan@bethany-ed.org Orange: lmcmullin@orange-ed.org Woodbridge: gstella@woodbridge.k12.ct.us</p>
Phone/Fax:	<p>Bethany: 203-393-1170 Orange: 203-891-8020 Woodbridge: 203-387-6631</p>
District Configuration (check one):	<input checked="" type="checkbox"/> PK-6 (All) <input type="checkbox"/> Regional PK-12 <input type="checkbox"/> Other _____ <input type="checkbox"/> PK-8 <input type="checkbox"/> Regional 7 - 12 <input type="checkbox"/> PK-12 <input type="checkbox"/> Regional 9 - 12
Number of Schools:	7 elementary schools total (10 if Amity joins)
Number of Certified Staff:	<p>Bethany: 53 Orange: 131 Woodbridge: 71</p>

Number of Certified Administrators:	Bethany: 3 Orange: 6 Woodbridge: 4
Number of Educators to be trained as evaluators:	Bethany: 3 Orange: 6 Woodbridge: 5
Participate in Regional Consortium	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Provide dates for district professional development days for 2012-2013:	Dates for Administrators are flexible and can be either full-day or half-day accordingly. Dates for teachers vary by district and some are already committed to district-wide initiatives

CONNECTICUT'S EDUCATOR EVALUATION PILOT PROGRAM STATE MODEL

PARTICIPATING LEA RESPONSIBILITIES

- Actively participate in all relevant trainings, communities of practice, or other practice-sharing events in support of the Educator Evaluation Pilot Program for teachers and administrators
- Provide to CSDE, upon request, information including, but not limited to, the status of the project, project implementation, outcomes, and any problems anticipated or encountered;
- Collect and submit data to CSDE, in a timely manner, for ongoing evaluation of the Pilot Program;
- Participate in meetings, telephone conferences and webinars with the CSDE to discuss progress of the project and other matters related to the implementation of the CT Educator Evaluation system;
- Engage in structured reflection and planning to guide the work on a district-centric basis;
- Maintain records of meetings, reflections, and other documentation as requested by CSDE to enable the study of implementation and impact.

CSDE RESPONSIBILITIES

- Work collaboratively with and support the Participating LEA to implement the CT Educator Evaluation Pilot Program
- Provide high quality training and technical assistance for the project and provide technical assistance in a timely manner.
- Collaborate with CSDE in defining the design of the pilot program and methodology for evaluation
- Organize quantitative and qualitative data from the participating districts and facilitate the study and tracking of the fidelity of implementation and the impact of the work
- Collaborate with participating LEAs and the RESC Alliance to refine educator evaluation processes, the observation instrument, and the training and proficiency methodology prior to statewide implementation

RESC ALLIANCE RESPONSIBILITIES

- Provide criteria, processes and training to ensure evaluator proficiency
- Provide and/or identify an online evaluation data management system that integrates data from educator observations, student performance and feedback
- Provide training and support in the use of the online evaluation data management system and the observation instrument(s)
- Provide for training and technical assistance to districts to identify student performance measures
- Provide training to evaluators in the use of the educator evaluation system and the observation instrument to ensure proficiency
- Provide ongoing training and embedded support to districts during pilot implementation

JOINT RESPONSIBILITIES

- The CSDE, the Participating LEA and the RESC Alliance will each appoint a key contact person for the CT Educator Evaluation Pilot Program.
- These key contacts from the CSDE, the Participating LEA and the RESC Alliance will maintain frequent communication to facilitate cooperation during the Pilot Program.
- The CSDE, the Participating LEA and the RESC Alliance program personnel will jointly determine appropriate timelines for project updates and status reports throughout the pilot period.
- Schedule and facilitate regular conference calls/webinars/etc. with LEAs to support their training, implementation and data collection.

Each LEA commits to full engagement in this project. As part of their participation in this Pilot Program, the LEA will agree to collecting and sharing information about their work to assist the CSDE in improving the evaluation processes and outcomes. It will include the data to be collected as defined in the CT Educator Evaluation system. The exact method and definition of the required data collection will be agreed to by the CSDE and the LEA.

Please sign and submit electronically to emily.byrne@ct.gov by May 18, 2012.

Lynn K. McMullin
(Print Name and Title)

Date: 5/4/2012

Lynn K. McMullin
(Signature)

Timothy F. Connellan
(Print Name and Title)

Date: 5/4/12

Timothy F. Connellan
(Signature)

Gaeton F. Stella, Superintendent
(Print Name and Title)

Date: 5/4/12

Gaeton F. Stella

Instruction

District/School/Staff/Student ~~Web Publications and Pages~~
 (The intent of this policy is to cover ALL forms of publication.) **RICK – we need a definition ---- publication shall refer to any**

To enhance communication with students, parents/guardians, staff, community members, the public at-large and to foster creativity, the Board of Education encourages the development and ongoing maintenance of district and school ~~web~~ publications on the Internet. ~~Web All~~ publications shall support the educational vision of the district and shall be consistent with the District's plans for communications and media relations.

The Board of Education encourages the administration and staff to create and maintain ~~World-Wide-Web~~ publications for the district and individual schools for educational purposes. ~~The se web~~ publications shall serve as avenues for educating the community, providing information about our schools and communicating with the extended school community. District and individual school ~~web~~ publications shall be used to share information relating to the schools and the district mission. ~~Web These~~ publications may also provide instructional resources for staff and students. ~~Materials displayed on web publications are published on the Internet. Therefore, the Content published on these publications~~ should be of professional quality and consistent with the educational mission of the school system.

The Superintendent shall develop guidelines regarding the content of district and school ~~web~~ publications, which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulations. All ~~web pages published content~~ must comply with these guidelines.

~~The District may develop publications through a variety of methods using a variety of services. These policies and regulations apply to such publications.~~

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district ~~I~~nternet privileges and/or referral to law enforcement, if appropriate.

District ~~Web~~ Publications

~~The district's web site provides-~~ ~~District publications provide~~ a resource for obtaining information about the district and for informing patrons about instructional program, activities and Board policies. Requests for publication of information on the district ~~web~~ site should be directed to the Building Principal and/or Superintendent. ~~District administrators may publish web pages as part of the district's web site.~~ Personal information, not related to education, will not be permitted.

Instruction

District/School/Staff/Student ~~Web~~ Publications and Pages

School ~~Web~~ Publications

A school ~~web~~ site provides unique and ever-changing ways to interact with the community and improve student learning. School ~~web~~ publications:

1. Allow an individual school to provide current and complete information to its community at large.
2. Give the community a means to communicate effectively with students and personnel.
3. Create expanded means for student expression.
4. Provide new avenues for teachers to help students meet high standards of performance.

All school ~~web~~ publications shall conform to this policy and its accompanying regulations. The primary purpose of ~~a school's web~~ publications is to communicate effectively with its community. The Principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information. A school may elect to have its ~~web~~ publications serve additional purposes related to its educational mission.

When a school allows student publications on ~~the Internet its~~ publications, the purpose of including such publications shall be clearly identified ~~in that section of the site~~. These publications shall be consistent with the mission, goals, policies, programs and activities of the district. All publications shall meet established district and school requirements related to student publications and in accordance with state and federal law related to student expression.

Staff ~~Web Pages~~ ~~Digital Publications~~

Staff may ~~create web pages~~ ~~use digital media~~ to implement curriculum goals, to provide instructional resources for other staff members and ~~to facilitate learning~~ ~~to serve as an informational resource about classroom activities~~. ~~Staff web pages~~ ~~This use of digital media~~ must reflect the educational goals and objectives of the district. Staff may not utilize ~~the Woodbridge Public Schools' web site or web pages~~ ~~publications~~ sponsored or supported by the Woodbridge Board of Education for personal use or for proprietary gain.

~~By choosing to create a web page for educational purposes through the Woodbridge Public Schools' web site,~~ ~~Use of District publications by~~ staff members ~~are required to shall~~ comply with all rules and regulations promulgated by the school administration. ~~Any violation of this policy or regulations may result in disciplinary action, up to and~~

~~including termination. Illegal uses of computers may also result in referral to law enforcement authorities.~~

Content

The Superintendent or designee shall ensure that ~~web~~ publication content protects the privacy rights of students, parents/guardians, Board members and other individuals. The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school ~~web~~ publications. The Superintendent or designee may establish standards for the design of the district and school ~~web~~ publications in order to maintain a consistent identity, professional appearance and ease of use.

No personal information about students or their parents/guardians, including telephone numbers, home addresses or e-mail addresses shall be published on a district or school ~~site, web page~~. Student directory information shall not be published on school or district ~~web~~ publications.

~~Student work may be published with parent permission, only if related to a class project or other school activity. Such work shall not reveal personally identifiable information or prohibited directory information.~~

~~All publication of student pictures or works shall follow the guidelines included in this policy.~~

District and school ~~web~~ publications shall not include content which is obscene, libelous or slanderous or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violating school rules or substantially disrupting the school's orderly operation.

The Superintendent or his/her designee shall develop and implement regulations which set forth that the ~~web site~~ District publications may only be used for educational and non-commercial purposes, and that the Board of Education has no responsibility or liability for any damages resulting from the use of the ~~web~~ publications.

Instruction

District/School/Staff/Student ~~Web Publications and Pages~~ Digital Publications-Regulations

~~Staff and/or students may submit materials for web site publication to the Building Principal who shall ensure that the content adheres to district guidelines and policies.~~

All **digitally published** materials ~~to be published~~ must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

All work should be free of any spelling or grammatical errors.

Prohibited Uses, include but are not limited to:

- Advertising for commercial purposes and/or products.
- Campaigning related to issues, individuals and/or groups.
- Documents that violate an individual's right to privacy or access the materials, information or files of another individual or organization without permission.
- Documents containing objectionable material, point directly to objectionable material or violate District policy. Objectionable material may be determined on a case-by-case basis by the building administrator.
- Spreading computer viruses or deliberately attempting to vandalize, damage, disable or disrupt the property of the district, another individual, organization or the network or any effort to locate, receive, transmit, store or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others.
- Violating copyright laws.

~~The district's web server is the property of the district and all work published thereon must adhere to district policy.~~ The Woodbridge School District reserves the right to remove any ~~web pages~~ **digital publication** that violates district policy.

All links to non-district publications must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

~~Requests to link outside publications to the district server must be approved by the Superintendent or designee.~~ Staff may not use ~~the district's web pages~~ district publications to provide access to their personal pages on other servers or online services.

The following language will be included on each school **web** site:

The Woodbridge Board of Education maintains this **web** site to provide relevant information concerning the Woodbridge Public Schools. The Woodbridge Board of Education is not liable for any direct, incidental, consequential, indirect or punitive damages arising out of access to or use of this site. The Woodbridge Board of Education also assumes no responsibility and shall not be held liable for any damages to or viruses that may infect computer equipment or other property as a result of using, browsing or downloading any materials, data, images or text from this site or any **web** publications linked to this **web** site.

Pages on This site may provide **hyper**links to other publications that may not be maintained by the Woodbridge Board of Education. The Woodbridge Board of Education does not make any warranty, express or implied, with respect to the use of the links provided or guarantee the accuracy, completeness, usefulness or adequacy of any resources, information, apparatus, product or process available at or from this site. Accordingly, the Woodbridge Board of Education is not responsible for the contents of any off-site pages or any other publications linked from this site. Linking to off-site pages or publications is at your own risk.

Copyright Guidelines

As an educational institution, we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students and schools. In general terms, teachers, students and schools are allowed to make “fair use” of materials for instructional purposes. “Fair use” has been interpreted to include those limited uses which are not likely to deprive a publisher or author from income.

“Fair use” of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not “publish” those same materials across other classrooms within the building by posting on ~~the World Wide Web~~ **any district site.**

Teachers, students and district personnel may not make use of others’ materials (graphics, text, etc.) when ~~they publish on the Web~~ **creating digital publications** unless they have requested and received formal written permission from the author. This ~~would~~ includes downloading **material from non-district publications, another web site’s material on the school server.** Unless there is a clear statement that art, photos and text are “public domain” **or “royalty-free”** and available for free.

Posting of Student Work/Photographs

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the internet. Therefore, students should not be easily identifiable from materials they might publish on the internet. No directory information should be posted on school or district web publications.

Guidelines:

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's school email address should be the e-mail address displayed, not the student's.
- In special circumstances with parent signed release, identifying information can be added.

These regulations provide general guidelines and examples of prohibited use and development of web publications, for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their building administrator.

Failure to comply with Board policy and/or regulations governing web site use and development may result in disciplinary action, up to and including, termination. Illegal uses of computers may also result in referral to law enforcement authorities.

Digital Publication of Student Pictures, Names, and Works

In order to share the accomplishments, awards, and happenings in our district, pictures or first names of students can be published on a district site, but not both picture and first name together.

Student works that do not include personally identifiable information or material of a personal nature may be published on a district site using the student's first name only.

If a parent or guardian chooses to not have pictures, works and/or first names of their child appear on any district site, he or she should send a written request to the school principal.

If a teacher or the school believes that a student work including personally identifiable information or material of a personal nature should be published on a district site, the work may be published if a parent-signed release is obtained for the specific work.

No district employee may publish student pictures, names, or works on any non-district site without submitting to the principal explicit written permission from the child's parent. *(Reference Form:*

These regulations may be applied to other forms of publication on other forms of public media.

These regulations provide general guidelines but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the principal and/or designee.

All District publications on which student pictures, names, or works appear must include the following:

"The copyright of Student works and / or pictures accessible through this site is retained by the student. No student work or images including students may, in any form or by any means, be reproduced, reposted, redistributed, stored in a retrieval system or transmitted without prior written permission."

Pictures, works, and first names of students in grades Pre-K to Grade 2 shall not be published on publicly accessible publications except with permission from the parent. These works, pictures and first names may be published on District publications accessible only to students, school personnel, and parents using the guidelines stated above.

Pictures, works, and first names of students in Grades 3 to 6 may be published on publicly accessible District publications using the guidelines stated above, unless parents have specifically requested otherwise.

Instruction

Social Media Policy

The Woodbridge School District recognizes that students, teachers, parents, and members of the Woodbridge Community engage in the use of social media for personal, educational, and professional uses.

The Woodbridge School District also recognizes that even though some under-age children may use social media sites intended only for those aged thirteen and above, it is not the intent of the District to encourage inappropriate use of social media sites. The District recognizes its responsibility to educate children in the appropriate use of social media and will use social media sites designed for use by children under that age of thirteen and that comply with the *Children's Online Privacy Protection Act* to do so.

The purpose of this policy is to provide direction on the acceptable use of social media by employees of the Woodbridge School District. The intent of the policy is to guide staff in the appropriate use of online community sites with students and to maintain professional standards in their own use of social media.

This policy addresses the use of social media sites in student learning activities and in teacher and student relationships. The policy also differentiates between online community sites and personal social networking sites.

- *Online community sites* are used primarily for collaboration and shared knowledge building.
- *Personal social networking* sites are centered on an individual rather than a group. Such sites are used primarily for sharing personal information such as photos and updates.

Guiding Principles

1. Online behavior should at all times demonstrate respect for the dignity of each person.
2. The *Children's Online Privacy Protection Act*, the *Children's Internet Protection Act* and policies of the Woodbridge School District must always be observed.
3. Staff and student online interaction shall occur only in an educational context using school-approved sites.
4. Staff and students shall behave in an ethical manner when interacting and using online community sites and resources.
5. Staff personal social networking online shall be congruent with the Connecticut Code of Professional Responsibility for Educators (2011).
6. Professional development programs are provided in school for staff on the appropriate use of social media.
7. Educational programs are provided for students to ensure the appropriate use of social network and community learning sites on the Internet.

Instruction**Social Media Policy (Cont.)****Staff Use Of *Online Community Sites* For Learning**

- Staff are encouraged to use *online learning communities* with their students in order to achieve educational outcomes.
- When using *online community sites* with students consideration shall always be given to the age and developmental level of the students.
- Staff shall ensure that they prepare students to act in accordance with the guiding principles before using *online community sites* for learning.
- The use of *online community sites* shall be authorized by the Principal or his / her delegate.
- Parental or guardian permission shall be obtained for students to register with *online learning communities*.
- Students shall not be asked to falsify their age or identity to register on any site for educational purposes.
- Staff shall respect students' rights to privacy in academic work, records and results when posting online.
- The learning activity shall not be linked back to a student's own personal social network pages.
- Staff shall not use *social networking sites* as learning tools for students.

Procedures for Using *Online Learning Communities* with Students

- Discuss any use of *online community sites* with the Principal or his / her delegate outlining the activity and its educational goals.
- If not included in the Student Responsible Use Agreement, obtain parental permission before students are asked to register with online community websites.
- Keep a record of the student's login names. (Students should not publish their real names on a public site.)
- Clearly communicate to students their responsibility for appropriate interaction with others and suitable content posting online.
- Obtain permission from the Principal before school or staff photographs or other identifying photographs are posted online.
- Ensure another teacher or member of the school leadership team has full administrator access to the site.
- Monitor the site frequently and actively review the content.

Instruction**Social Media Policy (Cont.)****Staff Are Required To Educate Students Using Social Media Of Any Kind To:**

- Respect themselves and others when publishing or communicating online.
- Keep communication channels transparent and supervised by adults.
- Keep personal information private.
- Not share usernames and passwords with anyone.
- Report any attacks or inappropriate content directed at them.

Policy**Staff Personal Social Network Pages**

- *Social networking sites* must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as ‘friends’ on their own social network sites or interact with students on *social networking sites*.
- Staff are advised to use professional discretion before accepting ex-students or parents of current students as friends. Understand that the uneven power dynamics of schools, in which adults have had authority over former students, continues to shape those relationships.
- Staff must not discuss students or co-workers or publicly criticize District policies or personnel on *social networking sites*.
- Staff must not post images that include students on social networking sites.
- Appropriate professional standards required of staff employed in Woodbridge School District must be observed. These standards include but are not limited to documents outlined in the supporting document section of this policy.

Instruction

Social Media Policy – Administrative Regulations

Basis of Discretion - Maintaining Professional Standards

Faculty and Staff shall use discretion when using *social networking sites* both personally and professionally. Certified personnel should apply the *Connecticut Code of Professional Responsibility for Educators* to all social media.

- Be transparent. When using social media educationally, identify yourself with your real name.
- If you use a personal social networking site, you should ensure there is a clear distinction between your educational sites and your personal sites.
- Be judicious. Make sure that you are not sharing confidential information concerning Woodbridge School District, its staff, students or parents.
- Perception can become reality. By identifying yourself as a Woodbridge School District staff member, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district's professional standards.
- Weigh whether a particular posting could put your effectiveness as a teacher at risk. Post only what you want the world to see.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous.
- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Exercise appropriate discretion when using social media for personal communications with the knowledge that students may use adult behavior displayed on social networking sites as a model.
- Your responsibility. What you write is ultimately your responsibility. Participation in social media on behalf of the Woodbridge School District is not a right but an opportunity. Ultimately, what you publish is yours and so is the responsibility.
- Discuss with personal friends the need for discretion when they post images or information about you on their own social network pages. Explain to them that once material is posted and identifiable, it is impossible to control its rapid sharing into school communities.
- Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.
- Maintain control of security, privacy and access to your personal pages and information.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to 'only friends'. Do not use 'Friends of Friends' and 'Networks and Friends' as these open your content to a large group of unknown people. Your privacy and that of your family may be a risk.

Instruction**Social Media Policy – Administrative Regulations (Cont.)**

- Be cautious when installing external applications that work with the social networking site.

(cf. 6141.321-Computer Acceptable Use Policy)

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 10-15b Access of parent or guardians to student's records.
 10-209 Records not to be public.
 11-8a Retention, destruction and transfer of document
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 46b-56 (e) Access to Records of Minors.
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.)
 Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
 Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
 Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])
 Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)
Board of Education v. Pico, 457 U.S. 868 (1988)
Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted:

Instruction

Explanatory Notes/Glossary

Web 2.0

Web 2.0 is defined as the ‘read-write’ web; it provides all the services and applications to allow individuals to co-create content, collaborate and share it with others. It supports user-generated content rather than specialized authors or publishers. It uses a variety of affordable technologies like blogs, podcasts and wikis, and encourages the social aspect of the Web, through the use of social. These tools are privately used by staff and students and increasingly are providing a learning platform for knowledge building.

Social Network Sites

Web-based external, commercial, non-educational media sites for creation of connections and maintaining relationships and communities. There are many types including those intended for personal networking and those intended for group collaboration.

Personal Social Network Sites

Internet services intended for use primarily for private social networking.

Professional Online Community Network Sites

Sites intended for group collaboration and shared knowledge building.

Friends and ‘Friending’

Friends are those invited to access personal information on social network sites. Friends have access to photographs, text postings, and comments on a person’s page. There is no limit to the number of friends a person can have and many teenagers may acquire hundreds. The process of friending requires an invitation to be sent to an individual or a request to become a friend to be accepted by the owner of the page.

Privacy Settings

The creator of a page can set permissions to control who can view content on the page. The setting ‘everyone’ is usually the default on social network pages; but the page owner can also restrict all or parts of the content to be viewed only by ‘friends of friends’, ‘friends only’, or customize the access to the page.

Registering

When creating a personal page or registering to join an online community, users must first register with the site. This requires the user to provide their name and email address. The amount of information required varies. Many sites invite users to add a personal profile containing a photo and further personal information.

Supporting Documents:

- Student Responsible Use Agreement Form
- Employee Responsible Use Policy
- Children’s Online Privacy Protection Act
- Children’s Internet Protection Act

JUNE 2012 LINE ITEM TRANSFERS

Org	Object	Description	From	To
1432	62300	MERF Amortization	\$ 204.00	
1401	63400	Software Support - DW Adm	\$ 1,000.00	
1403	61904	Degree Changes	\$ 2,449.65	
1403	62902	Course Reimbursement	\$ 3,885.00	
1201	61100	South Principal Salary	\$ 4,009.37	
1432	62800	Life Insurance	\$ 4,755.00	
1401	6520	Workmans Compensation Insurance	\$ 6,000.00	
1402	64100	Electricity - DW School	\$ 7,299.12	
1432	62800	Life Insurance	\$ 9,614.44	
1403	65600	Tuition Wintergreen	\$ 11,612.00	
1401	65500	Interns	\$ 13,100.23	
1120	61200	Teacher Salaries	\$ 31,624.77	
1333	65600	Tuition SPED Summer	\$ 21,727.82	
1432	62200	FICA	\$ 28,371.39	
1402	61303	Custodian Salaries	\$ 45,104.31	
1432	62700	Medical Insurance	\$ 261,985.32	
1401	61101	Superintendent Salary		\$ 3,009.37
1401	61102	Business Manager Salary		\$ 1,000.00
1403	61201	Stipends		\$ 6,334.65
1402	61305	Custodian Overtime		\$ 6,585.05
1303	61601	Special Education Paraprofessionals		\$ 14,128.03
1403	61906	Sick Pay Out - DW		\$ 2,012.67
1432	62301	MERF Pension		\$ 40,853.24
1401	63300	Legal - DW Adm		\$ 1,000.00
1403	63500	Substitutes-DW		\$ 17,496.74
1303	63901	Consultants - Sped Loc Wi		\$ 4,755.00
1402	64101	Water & Sewer - DW School		\$ 7,299.12
1402	64300	Repairs & Maintenance DW School		\$ 1,664.31
1401	64450	Leases & Rentals DW School		\$ 7,950.13
1402	64500	Building Improvements		\$ 176,390.83
1402	64901	Service Contracts		\$ 38,519.26
1303	65100	Transportation SPED		\$ 16,084.52
1401	65300	Telephones		\$ 1,147.67
1401	65400	Advertising		\$ 5,440.00
1303	65600	Tuition SPED		\$ 46,440.05
1103	66100	Supplies - North Loc Wide		\$ 10,000.00
1203	66100	Supplies - South Loc Wide		\$ 10,000.00
1403	66200	Computer Software DW		\$ 20,000.00
1410	66400	Library Books & A/V		\$ 8,631.78
1401	68250	Unemployment Compensation		\$ 6,000.00
			\$452,742.42	\$452,742.42

Superintendents Recommendations for 2011-2012 Surplus 6-30-2012

Projected Surplus as of: 5/31/12	\$ 87,787
Superintendent's Recommendations for Surplus - BOE Approved:	
A-Wing West - Rain Garden & Biofiltration Swale	\$ (23,000)
Subtotal - Recommendations Approved by BOE:	\$ (23,000)
Adjusted Surplus: 5/31/12	\$ 64,787
June - Key Drivers to Increases / (Decreases) to Projected Surplus:	
Certified (Teachers) Salaries - Staff Leave	\$ (4,292)
Custodian Salaries	\$ 9,774
Medical Insurance	\$ 60,070
Repairs & Maintenance	\$ (16,704)
Other Purchased Services	\$ (13,267)
Subtotal - Increases to Projected Surplus	\$ 35,581
Adjusted Projected Surplus as of: 6/30/12	\$ 100,368
New Item(s):	
Biofiltration Swale - North Traffic Circle Project - Excess of STEAP Grant	\$ 25,000
Pool Lockers - Partial	\$ 40,000
Additional Playground Funding - South Project	\$ 20,000
Building Signage	\$ 10,000
Subtotal - New Items	\$ 95,000
Revised Projected Surplus 6/30/12	\$ 5,368

SUPERINTENDENT'S RECOMENDATIONS FOR USE OF 2011-2012 SUPPLUS - SUMMARY RECAP

<u>Item</u>	<u>Amount</u>	<u>BOE Approved</u>
South Playground	\$ 82,500	May 22, 2012
Pearson Inform Module	\$ 19,000	May 22, 2012
Painting - Exterior - D-Wing & Touchups, Interior - C-Wing Classrooms, A,B,C Wing Hallways Touch-Up, Kitchen, Offices	\$ 11,000	May 22, 2012
Replace (6) Fire Doors, to complete the 2 other priority doors that have been replaced.	\$ 9,000	May 22, 2012
Library Books - (Focus on Classics)	\$ 5,000	May 22, 2012
Locks Upgrade - (Phase 1: Key Making Machine, Locks - District, SpEd, and North Offices, purchase all materials in 2011-2012)	\$ 12,000	May 22, 2012
PLC grade level instructional resources / ideas to benefit classrooms	\$ 20,000	May 22, 2012
A-Wing West - Rain Garden & Biofiltration Swale	\$ 23,000	June 18, 2012
Biofiltration Swale - North Traffic Circle Project - Excess of STEAP G	\$ 25,000	PENDING
Pool Lockers - Partial	\$ 40,000	PENDING
Additional Playground Funding - South Project	\$ 20,000	PENDING
Building Signage	\$ 10,000	PENDING
GRAND TOTALS - RECOMMENDATIONS FOR SURPLUS	\$ 276,500	

RFP. #026
Sec. 10-76t-w
Rev. 7/07

Project No: _____
(For State Use Only)

Agency: Woodbridge Board of Education

COVER PAGE

Connecticut State Department of Education
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
Middletown

Applicant Agency
Woodbridge Board of Education
40 Beecher Road
Woodbridge, Connecticut 06525
203-387-6631

Local Program Title:
Project SAFE (Schools are Friendly Environments)

Name of School(s) Where Program Will Operate:
Beecher Road School
40 Beecher Road, Woodbridge, CT 06525, 203-389-2195
Date of Initial PMHP Funding (for continuing programs): **July, 1997**

Agency Contact Person
Ms. Sheila Haverkamp
Director Special Services
40 Beecher Road
Woodbridge, CT 06525
203-389-6598
shaverkampf@woodbridge.k12.ct.us

Program Dates:
From: August 27, 2012 to June 13, 2013

I, **Dr. Gaeton F. Stella**, the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all relevant requirements of Connecticut General Statutes, Section 10-76t-w (inclusive) and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Signature: _____ Title: Superintendent

Name: Gaeton F. Stella, Ph.D Date: _____

Agency: Woodbridge Board of Education

ABSTRACT PAGE

Applicant Agency:	Woodbridge School District / Beecher Road School
Local Project Title:	Project SAFE Schools are Friendly Environments)
Funds Requested:	\$25,000
Objectives:	Project SAFE promotes a secure and friendly school environment. All students have the opportunity to thrive socially, emotionally, and academically. Children who are identified with risk factors, receive research-based early intervention. Child Associates and School Psychologists support children's adjustment through PMHP Child-Led Play; Social Skills and Yoga. Intervention involves partnerships with Parents, Teachers, and school support staff. Collaboration with Woodbridge Youth and Human Services, the Regional Community Collaborative, the Family Team, and community-based agencies support early intervention.

Project Activities:

- Early identification of "at risk" students through AML State screening, grade level Professional Learning Communities, and School-based Child Study Team
- Goal-setting and Review contacts with Parents
- Individual, weekly Child-Led Play sessions
- Small Transitional Groups, as needed
- PMHP Parent Activity that enhance parent/child relationships & foster community building
- Collaboration with the Woodbridge Community/Family Team, Woodbridge Youth and Human Services, the Regional Community Collaborative, and the Community-based Early Childhood Consortium.

Procedures for Data Collection and Reports Expected:

- Review with grade level Professional Learning Community
- Review of progress with parents
- Beginning/End year parent conference
- State Forms (AML-R, T-CRS,BIF, A-CRS, PSR) and PMHP End of the Year Evaluation
- Review of social/emotional/learning progress by School Based Child Study Team
- Family Team end of the year Summary and individualized progress report.
- Final cumulative report by Director of Special Services disseminated to staff, parents, administration and CSDE

BUDGET FORM

ED 114 FISCAL Year 2013

GRANT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/>		
GRANTEE NAME: Woodbridge Board Of Education/Beecher Road School TOWN CODE: 167-02		
GRANT TITLE: PRIMARY MENTAL HEALTH PROJECT		
PROJECT TITLE: Project SAFE (Schools are Friendly Environments)		
CORE-CT CLASSIFICATION: FUND: 11000 SPID: 12198 PROGRAM: 82079 BUDGET REFERENCE: 2010 CHARTFIELD1: 170036		
GRANT PERIOD: 07/01/12 - 06/30/13 AUTHORIZED AMOUNT: _____		
CODES	DESCRIPTIONS	BUDGET (State Funds)
112A	EDUCATION AIDES	8,817
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES EMPLOYEE BENEFITS	
322	INSERVICE	5,000
324	FIELD TRIPS	
325	PARENT ACTIVITIES	6,073
580	TRAVEL	110
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	3,000
690	OTHER SUPPLIES	2,000
700	PROPERTY/EQUIPMENT ONLY	
	TOTAL	25,000

____ Original request date
 _____ Revised request date
 _____ Approval

 CT State Department of Education
 Program Manager Authorization

 Date of

APPENDIX A2

PMHP BUDGET WORKSHEET FOR CONTINUING DISTRICTS

School District: Woodbridge School District

FISCAL Year 2013

CODES	DESCRIPTIONS	BUDGET (Local Contribution)		BUDGET (State Funds)	
		Primary Project	CBHP	Primary Project	CBHP
		112A	EDUCATION AIDES	\$23303	
112B	CLERICAL				
119	OTHER				
200	PERSONAL SERVICES EMPLOYEE BENEFITS				
322	INSERVICE				\$5000
324	FIELD TRIPS				
325	PARENT ACTIVITIES			\$6073	
580	TRAVEL			\$110	
590	OTHER PURCHASED SERVICES				
611	INSTRUCTIONAL SUPPLIES	\$200		\$3000	
690	OTHER SUPPLIES			\$2000	
700	PROPERTY/EQUIPMENT ONLY				
	TOTALS	\$25303		\$ 20000	\$5000

_____ Original request date
 _____ Revised request date
 _____ Approval

 CT State Department of Education
 Program Manager Authorization

 Date of