

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, October 15, 2012 7:00 PM

Woodbridge Board of Education October 15,
2012 Regular Meeting 6:30 PM Executive
Session 7:00 PM Public Session Library Media
Center Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Call to Order
 - B. Executive Session - 6:30 PM
 1. Superintendent Evaluation Process
 - C. Public Session - 7:00 PM
 - D. Salute to the Flag
 - E. Correspondence
 - F. Public Comment
 - G. Modify Agenda
- II. **Consent Agenda**
 - A. Approval of September 24, 2012 Meeting Minutes
 - B. Monthly Summary Financial Report Ending September 30, 2012
 - C. Monthly Detail Financial Report Ending September 30, 2012
 - D. Combining Financial Statements Through September 30, 2012
 - E. Quarterly Cafeteria Report
 - F. Accept the 4000 Policy Series for 30-day Review
- III. **Reports**
 - A. PTO Update
 - B. Superintendent's Report
 1. BRS Update
 - a. BRS Monthly Enrollment Report
 2. CMT Action Plan
 - C. Facilities Committee Report
 1. Act on Bid Award for Dual Boiler Conversion
 - D. BRS Building Committee
 - E. Policy Committee
 - F. Finance Committee
 1. Adopt the 2013/14 Capital Projects Budget
 - G. CABA Liaison Report
 - H. ACES Liaison Report
 - I. Action Item Review and Status
- IV. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- V. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, September 24, 2012

BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:01 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin (7:11 PM), Dr. Clotilde Dudley-Smith, Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride (7:03 PM), Secretary, Ms. Sheila McCreven and Dr. YanYun Wu (7:05 PM).

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Gina Prisco, Principal; Nancy White, Assistant Principal; Sheila Haverkamp, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; Brie Phannenbecker, PTO; Cathy Salinardi, Extended Day; Greg Kula, Custodial Supervisor and Mike Cavanaugh, Fire Marshal.

CORRESPONDENCE – None

PUBLIC COMMENT –

Ms. Nakouzi, on behalf of the WEA, thanked the Board for their service to the children and Town of Woodbridge and for their efforts during negotiations for the new contract, which was recently ratified by the WEA. The new contract demonstrates the value, belief and respect for teachers as well as an opportunity to continue their work in the face of new challenges ahead. The Board was thanked for their support.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Mr. Gilbride

Second by Mr. Lindskog

Ms. McCreven noted that while she was not in attendance at the July meeting, she would be voting in support of the minutes.

UNANIMOUS

REPORTS

PTO Report – Ms. Phannenbecker noted the Ice Cream Social raised \$1,200 in review, preparation for the Halloween Hoot has begun, the Jeanine fall fund raiser is underway and a portable PA system has been purchased for use at special BRS events.

Board Goals Update – Ms. Hamilton presented the 2012/13 Board Goals developed at the August 20 meeting.

MOTION #2 – 2012/13 BOARD GOALS

Move that we adopt the 2012/13 Board Goals as presented.

Dr. Fleischman

Second by Dr. Dudley-Smith

UNANIMOUS

Superintendent's Report

- **Superintendent's Update** – Superintendent Stella highlighted completion of the North and South playgrounds, the Ice Cream Social, reconfiguration of the North traffic circle, the 6th grade assembly on the bio-swale sustainability project, the recent donation of \$1,000 from Master Kim for physical education equipment and participation of the BRS Band in the Civil War Parade. Special recognition was given to the custodial staff for their efforts to prepare

the building for the opening of school. During the next week, bids will be developed for the dual fuel boiler replacement, which is slated for installation during the December break.

- Summer Enrichment Program Update – Ms. Salinardi noted the program was quite successful this summer. She expressed appreciation to the Board for their support of the wonderful opportunities afforded to students to work as a team, use their creativity and enhance their technology skills through a myriad of projects.
- Extended Day Update – Ms. Salinardi outlined the new check-in procedure for students participating in the early arrival program, the Passport to Latin America, Greek Mythology and math offerings and extended an invitation to all to attend the October 12 family dinner.
- Beecher Road School Update – Ms. Prisco extended a sincere thank you for the warm welcome she has received. Excitement is in the air with the launching of Readers/Writers workshop. Beecher is a rich learning environment that spans across the spectrum to reach students on all levels. Ms. White commented on the movement of children through the halls in a quiet and respectful manner. There is a positive tone that has permeated throughout the building.
- TAG Update – Ms. Haverkamp presented a brief update on the identification process and the adjustments that have been made to enhance the school-wide commitment to differentiated learning, alignment with the common core, digital communications and curriculum updates to move each child forward on their individual learning pathway.

WEA Contract Ratification – Superintendent Stella presented the recently negotiated WEA contract for ratification by the Board. Board members serving on the negotiating team included Ms. Hamilton, Dr. Fleischman, Ms. McCreven and Mr. Lindskog.

MOTION #3 – WEA CONTRACT AGREEMENT

Move that we ratify the contract agreement between the WBOE and the WEA, effective July 1, 2013 through June 30, 2016, for submission to the Boards of Selectmen and Finance.

Dr. Fleischman
Second by Ms. McCreven

Mr. Lindskog offered a friendly amendment striking “submission” and substituting “approval”.

MOTION #3A – WEA CONTRACT AGREEMENT

Move that we ratify the contract agreement between the WBOE and the WEA, effective July 1, 2013 through June 30, 2016, for approval by the Boards of Selectmen and Finance.

Mr. Lindskog
Second by Dr. Fleischman
UNANIMOUS

Ms. Hamilton noted the Board would receive the report from the Fire Marshall prior to receiving the CMT Report.

Fire Marshall Annual Report – Fire Marshall, Mike Cavanaugh, presented his letter of findings to the Board. Overall, the school is in good shape and in adherence to code compliance. All items cited have been corrected, with the exception of relocating electrical outlets in two classrooms. A 60-day extension was granted to attain resolution.

CMT Report – Superintendent Stella presented the Spring 2012 testing results. Overall, student performance and growth exceeded state achievement goals with many indicators of success across grade levels, cohorts, vertically and individually. The CMT’s are a snapshot in time and one form of assessment that helps guide and inform instruction. Multiple assessments are conducted throughout the year in addition to individual testing of students. All data is compiled and assessed by coordinators, PLCs and grade level teams to ascertain which strands or concepts may be lacking within student subgroups as well as individually. Assessments are refined continuously to accurately measure achievement/performance and target areas of weakness. Scores for testing conducted during the 2011/12 school year are as follows:

Reading: Grade 3 – 81.0; Grade 4 – 89.1; Grade 5 – 90.0; Grade 6 – 91.3. **Math:** Grade 3 – 86.8; Grade 4 - 86.0; Grade 5 – 93.9; Grade 6 – 93.9. **Writing:** Grade 3 – 71.6; Grade 4 – 89.5; Grade 5 – 80.6; Grade 6 – 87.2. **Science:** Grade 5 only – 86.1.

It is important to recognize that student learning exists beyond testing. Beecher actively promotes arts, music, world language, drama, innovation, creativity, digital literacy and social/emotional development, all of which are not measured on the CMTs. Children are able to see their own growth and develop a sense of accomplishment as they proceed along their individual learning pathway. Questions were raised regarding growth comparison among other districts and internally class-to-class given the significant investment in readers/writers workshop; the impact of data on elementary children and their self-awareness as a “number” within the CMTs; identification of possible achievement gaps and areas of specific weaknesses. The CMT Action Plan will be presented at the October Board meeting.

Facilities Committee – Mr. Barkin reviewed the September 7 meeting. It was requested that the minutes be modified to reflect that Ms. Phannenbecker was in attendance.

Town Building Committee Charge – Ms. McCreven noted this committee is working with the AFK Group. Energy performance contract proposals are currently under review. It is anticipated that a recommendation of firm selection will be brought to the BOS and BOE shortly.

Policy Committee – Ms. Hamilton indicated this committee is presently reviewing the 4000 series. The next meeting is slated for September 27.

Finance Committee – Dr. Fleischman apprised the Board of compliance amendments to the 403B plan. All items, including those presented in the Consent Agenda, were reviewed by the Finance Committee at their September 10 meeting.

MOTION #4 - 403B PLAN COMPLIANCE AMENDMENTS

Move that we accept the 403-B plan compliance amendments for both Plan-to-Plan Transfers and ROTH contributions.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

CABE Liaison – Ms. McCreven noted that a recent article published in the CABE Journal pertaining to the proposed teacher/administration evaluation process. Each Board bears the responsibility of comparing the mandated requirements with the district approach and deciding how different they wish to be. Currently, there are no small/high performing districts participating in the evaluation pilot, however, at this time the option to participate remains open. It was noted that administration is developing a comprehensive plan for presentation to the Board in the spring.

ACES Liaison – No Report

Action Item/Review – Ms. Hamilton stated that this pertains to any items from the public that should be presented at the full board level.

MOTION TO ADJOURN: (9:04 PM)
Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 3 Months Ended September 30, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
100	TOTAL SALARIES	7,539,882	692,269	595,912	96,356
200	TOTAL BENEFITS	2,695,236	223,292	185,120	38,172
300	TOTAL PROFESSIONAL SERVICES	356,083	10,638	8,597	2,040
400	TOTAL PROPERTY SERVICES	620,944	22,451	12,082	10,369
500	TOTAL OTHER PURCHASED SERVICES	1,191,974	210,314	97,062	113,252
600	TOTAL SUPPLIES & MATERIALS	303,413	24,687	17,260	7,427
700	TOTAL PROPERTY	33,000	1,780	385	1,395
800	TOTAL DUES AND FEES	77,466	6,992	1,480	5,511
	TOTAL ADOPTED BUDGET	12,817,998	1,192,423	917,899	274,524

Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
1,129,884	1,108,322	21,562
609,749	588,942	20,807
15,138	13,387	1,751
22,451	20,342	2,110
213,093	209,347	3,746
56,006	49,335	6,671
1,780	584	1,196
20,975	14,164	6,812
2,069,076	2,004,421	64,655

- 1.
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- 7.
- 8.

COMMENTS

1. Custodial Overtime Timing \$4,127; Nurse Vacancy Timing \$5,170; Savings from certified staff changes \$12,265.
2. Health Insurance Savings \$20,807.
3. Other Professional Services Timing \$1,751.
4. Leases and Rentals Timing 2,110.
5. Workers Compensation Timing 3,184; Advertising Timing \$562.
6. Computer Software Timing \$5,061; Custodial Supplies Timing \$1,610.
7. Teaching Equipment Timing \$1,196.
8. Ezra Nursing Services Timing \$2,617; Unemployment Timing \$632; Other Dues & Fees Timing \$3,563.

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
390	OT/PT SERVICES	37,500	3,750	0	3,750
3901	CONSULTANTS	14,000	1,400	0	1,400
510	TRANSPORTATION	136,400	13,640	6,709	6,931
560	TUITION	220,000	22,000	4,913	17,087
	TOTALS	407,900	40,790	11,622	29,168

Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
11,250		11,250
4,200		4,200
40,920	16,400	24,520
66,000	7,777	58,223
122,370	24,177	98,193

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

For 3 Month Ended: September 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	616,929		168,374	454,241	101%	(5,686)		(5,686)
120	Teachers - Regular	4,518,986		546,634	3,911,620	99%	60,732	20,920	39,812
120	Teachers - Special Education	777,420		109,120	659,506	99%	8,794		8,794
1201	Psychologist	166,595		19,049	147,546	100%	-		-
1203	Counselor	40,841		4,731	36,110	100%	-		-
	Sub-Total Certified Salaries	6,120,771	-	847,909	5,209,023	99%	63,839	20,920	42,919
1303	Custodians	360,365		80,023	213,667	81%	66,675	66,675	-
140	Nurses	129,572		11,882	104,591	90%	13,098	13,098	-
150	Secretaries, Clerical	305,965		82,404	221,726	99%	1,835	1,835	-
160	Paraprofessionals	367,365		43,229	320,419	99%	3,717	3,717	-
1601	Special Education Paraprofess.	227,927		40,624	187,717	100%	(414)	(414)	-
190	Salaries, Miscellaneous	27,917		2,250	15,810	65%	9,857	9,857	-
	Sub-Total Non-Certified Salaries	1,419,111	-	260,413	1,063,931	93%	94,767	94,767	-
	TOTAL SALARIES	7,539,882	-	1,108,322	6,272,954	98%	158,606	115,687	42,919
1906	Retirement - Sick Pay-Out	-		-	-	#####	-		-
220	FICA	232,956		25,492	-	11%	207,464	207,464	-
230	Merf	145,740		44,166	-	30%	101,575	101,575	-
270	Medical Insurance	2,266,380		513,080	1,315	23%	1,751,984	1,625,984	126,000
280	Life Insurance	34,960		4,803	-	14%	30,157	30,157	-
2902	Other Employee Benefits	15,200		1,400	3,280	31%	10,520	10,520	-
	TOTAL BENEFITS	2,695,236	-	588,942	4,595	22%	2,101,699	1,975,699	126,000

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

For 3 Month Ended: September 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	66,800		6,002	6,567	19%	54,231	54,231	-
330	Legal Fees	40,000		-	-	0%	40,000	40,000	-
340	Software Support	13,078		3,378	-	26%	9,700	9,700	-
350	Substitutes	28,000		1,344	43,920	162%	(17,264)	-	(17,264)
390/01	OT/PT/Consultant Services	51,500		-	47,789	93%	3,711	3,711	-
3902	Financial Audit	15,291		1,770	-	12%	13,521	13,521	-
390	Other Prof/Tech. Services	141,414		893	5,335	4%	135,187	135,187	-
	TOTAL PROFESSIONAL SERVICES	356,083	-	13,387	103,611	33%	239,086	256,349	(17,264)
410/01	Utilities - Electric and Water	253,660		5,990	246,653	100%	1,017	1,017	-
420	Heating Oil	179,118		-	1,014	1%	178,104	178,104	-
430	Repairs and Maintenance	37,452		202	4,050	11%	33,201	33,201	-
450	Leases and Rentals	50,654		199	25,383	51%	25,072	25,072	-
4501	Building Improvements	21,100		-	1,902	9%	19,198	19,198	-
490	Other Purchased Services	24,801		1,470	2,189	15%	21,141	21,141	-
4901	Service Contracts	54,159		12,481	26,283	72%	15,395	15,395	-
	TOTAL PROPERTY SERVICES	620,944	-	20,342	307,475	53%	293,128	293,128	-
510	Pupil Transportation-Regular	458,997		50,386	404,032	99%	4,579	4,579	-
510	Pupil Transportation-Spec. Educ.	136,400		16,400	86,848	76%	33,152	33,152	-
520	Insurance-General Liability	87,000		38,893	48,107	100%	-	-	-
5201	Worker's Compensation	93,184		90,161	19,121	117%	(16,098)	-	(16,098)
530	Telephone Services	16,670		1,598	10,500	73%	4,572	4,572	-
535	Internet	9,436		30	-	0%	9,406	9,406	-
537	Postage	5,400		4	100	2%	5,296	5,296	-
540	Advertising	2,800		-	-	0%	2,800	2,800	-
550	Interns	127,710		-	-	0%	127,710	116,000	11,710
560	Tuition	239,102		7,777	104,785	47%	126,540	126,540	-
590	Other Purchased Services	15,275		4,098	-	27%	11,178	11,178	-
	TOTAL OTHER PURCH SERVICES	1,191,974	-	209,347	673,493	74%	309,134	313,522	(4,388)

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

For 3 Month Ended: September 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	142,950		25,429	46,450	50%	71,071	71,071	-
620	Computer Software	55,671		14,290	2,956	31%	38,426	38,426	-
625	Supplies Nurses	1,800		-	-	0%	1,800	1,800	-
630	Supplies Custodial	45,792		4,501	27,486	70%	13,805	13,805	-
635	Supplies Office	11,500		3,839	955	42%	6,707	6,707	-
640	Books and Audio Visual	18,000		-	-	0%	18,000	18,000	-
645	Subscriptions	13,900		560	3,365	28%	9,975	9,975	-
650	Testing	10,000		-	388	4%	9,612	9,612	-
690	Misc. Supplies	3,800		717	300	27%	2,783	2,783	-
	TOTAL SUPPLIES & MATERIALS	303,413	-	49,335	81,900	43%	172,178	172,178	-
730	Equipment - Office	-		-	-	0%	-	-	-
732	Computer Hardware	10,600		-	3,257	0%	7,343	7,343	-
735	Equipment - Teaching	15,550		199	-	1%	15,351	15,351	-
740	Equipment - Building	4,600		-	812	18%	3,788	3,788	-
745	Furniture	2,250		385	-	17%	1,865	1,865	-
	TOTAL PROPERTY	33,000	-	584	4,069	14%	28,347	28,347	-
810	Dues and Fees	32,174		12,408	2,225	45%	17,541	17,541	-
825	Unemployment	12,596		425	-	3%	12,171	12,171	-
900	Other Fees	32,696		1,331	-	4%	31,365	31,365	-
	TOTAL DUES AND FEES	77,466	-	14,164	2,225	21%	61,077	61,077	-
	TOTAL ADOPTED BUDGET	12,817,998	-	2,004,421	7,450,321	74%	3,363,256	3,215,988	147,268

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2012 - 2013

October 2012

OBJECTS 110-120 – CERTIFIED STAFF

The projected surplus reflects savings from staff changes and resignations.

OBJECT 270– MEDICAL INSURANCE

The projected surplus is the result of favorable premium renewal rates obtained after budget submission.

OBJECT 350– SUBSTITUTES

The projected deficit is the result of providing coverage for a staff member on leave.

OBJECT 5201 – WORKER’S COMPENSATION

The projected deficit is the result of higher than anticipated premium renewal rates for policy as a result of claims experience rating.

OBJECT 550 – INTERNS

The savings is the result of vacancy of one intern.

Woodbridge Board of Education
Combining Balance Sheets as of 9/30/12 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 155,380	\$ 44,419	\$ 66,299	\$ 3,126	\$ 36,338	\$ 5,198
Prepaid expenses	-	\$ -	-			
Accounts receivable	13,253	2,593	9,408	\$ 980	\$ 272	
Intergovt Receivable	10,547	10,547	-	-		
Inventory	3,756	3,756	-	-		
Total Assets	182,936	61,315	75,707	4,106	36,610	5,198
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	23,922	-	23,922	-	-	-
Accounts payable	6,425	4,623	628	-	1,174	-
Deferred revenue	13,297	-	13,297	-	-	
Wages payable	-	-			-	
Total Liabilities	43,644	4,623	37,847	-	1,174	-
Fund Balance	139,292	56,692	37,860	4,106	35,436	5,198
Total Liabilities and Fund Balance	\$ 182,936	\$ 61,315	\$ 75,707	\$ 4,106	\$ 36,610	\$ 5,198
Activity Fund:						
Playground						\$ 3,623
Drama						572
ODAC						459
PTO						166
Technology						\$ 378
Total						\$ 5,198

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 3 Months Ended 9/30/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 192,399	\$ 34,177	\$ 72,464	\$ 816	\$ 81,122	\$ 3,820	\$ -
Intergovernmental	4,811	4,811					
Donations	-	-					
Other income	-	-					
Additions	5	5					-
Total revenues/additions	197,215	38,994	72,464	816	81,122	3,820	-
Expenditures:							
Wages, FICA, MERF	148,382	15,713	63,104	-	67,465	2,100	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	12,907	12,907	-	-	-	-	
Equipment	26	-	26	-	-	-	
Other Expenses	24,911	9,518	6,396	1,024	7,804	170	
Deductions	-	-	-				
Total expenditures/deductions	186,226	38,138	69,526	1,024	75,269	2,270	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	10,990	856	2,938	(208)	5,854	1,550	
Operating transfer in	-	-	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	10,990	856	2,938	(208)	5,854	1,550	
Fund Balance, ending	\$ 134,094	\$ 56,692	\$ 37,860	\$ 4,106	\$ 19,790	\$ 15,646	
BOE Year to Date Cost of Health Insurance		\$ 5,906					

Woodbridge School District
School Cafeteria Financial

	SEPTEMBER 2012			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<u>Sales Revenue</u>						
Sales	34,636	34,177	(459)	34,636	34,177	(459)
Government Grants	4,119	4,811	692	4,119	4,811	692
Other Income	3	5	2	3	5	2
Total Operating Revenue	38,758	38,993	235	38,758	38,993	235
<u>Cost of Food</u>						
	12,043	12,907	(864)	12,043	12,907	(864)
Gross Profit						
	26,715	26,086	(629)	26,715	26,086	(629)
<u>Labor Costs</u>						
Salaries/Taxes/Retirement	15,740	15,713	27	15,740	15,713	27
Medical Insurance	0	0	0	0	-	0
Total Labor Cost	15,740	15,713	27	15,740	15,713	27
Other Expenses	4,119	9,518	(5,399)	4,119	9,518	(5,399)
Total Expenses	31,902	38,138	(6,236)	31,902	38,138	(6,236)
Income (Loss) from Operations	6,856	855	(6,001)	6,856	855	(6,001)
Board Subsidy	0	0	0	0	-	0
Total Net Income (Loss)	6,856	855	(6,001)	6,856	855	(6,001)
<u># Meals</u>						
Free	442	493	51	442	493	51
Reduced	136	172	36	136	172	36
Total	5,517	5453	(64)	5,517	5453	(64)

**WOODBIDGE SCHOOL DISTRICT
BOARD OF EDUCATION
POLICIES**

PERSONNEL

(Series 4000)

1. Recruitment and Selection of Administrative Staff	4111
2. Equal Employment Opportunity	4111.1
3. Tuberculosis Screening for School Personnel	4112.4
4. Security Check/Fingerprinting	4112.5
5. Harassment/Intimidation	4117
6. Sexual Harassment/Intimidation	4118.112
7. Minority Recruitment	4119
8. Tutoring	4134

Personnel – Certified/Non-Certified

Recruitment and Selection of Administrative Staff

Administrative and supervisory positions will be filled in the following manner:

1. Positions of Building Principal

The Superintendent shall present at least one candidate to the Board of Education for each of these positions.

2. Positions of District Office Directors

The Superintendent shall recommend one candidate to the Board for these positions.

3. Other Administrative and Supervisory Positions

The Superintendent shall recommend one candidate for each of these positions to the Board of Education.

If the Board does not act favorably upon the Superintendent's recommendation, in any position, 1-3, the Superintendent shall recommend single alternative candidates until the recommendation is approved.

Legal Reference: Connecticut General Statutes

10-151 Employment of Teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal.

45 1-60 Discriminatory employment practices prohibited.

Adopted by the Board:

4111.1 (NEW)
4211.1 (NEW)

Personnel – Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups to the end that the school district's employees will proportionately mirror the racial and ethnic composition of this community.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

46a-81a Discrimination on the basis of sexual orientation

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

Adopted by the Board:

Personnel – Certified/Non-Certified

Tuberculosis Screening for School Personnel

Upon initial employment, all school personnel are required to present evidence of having submitted to a baseline skin testing examination. Those with a clear history of a previously positive test do not need to be retested. The result of the test should be recorded in millimeters of induration in the employee personnel record.

Each employee with a positive skin test should have a symptom screen and chest X-ray to rule out active disease. When indicated, employees should be offered preventive therapy with isoniazid by their physicians. Repeat chest X-rays should be performed only if the employee develops symptoms consistent with tuberculosis.

Repeat skin testing on persons with negative tests is not routinely necessary, but should be done if exposure to a potentially infectious tuberculosis case occurs in school or if the employee develops symptoms of tuberculosis.

Reference

“Tuberculosis Control Screening Guidelines for Connecticut Schools”, May 2005 from the Department of Public Health, State of Connecticut.

Adopted by the Board: 7/17/06

4112.5 (NEW)
4212.5 (NEW)

Personnel – Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Legal Reference:

Connecticut General Statutes 10-221d
Criminal history records checks of school personnel,
Fingerprinting. Termination or dismissed. (as amended by PA 01-173,
PA 04-181 and June 19 Special Session, Public Act No. 09-1 and PA 11-93)
29-17a Criminal history checks. Procedure. Fees.

Adopted by the Board:

Personnel Policy

Harassment - Staff

The Board of Education believes that all employees and those who have a relationship or involvement with the school district should treat one another with respect for the individual's dignity. It is the policy of the Board of Education that all employees have a right to work in an environment free of discrimination, which includes freedom from all forms of harassment. The Board of Education in support of this belief prohibits all forms of harassment of employees by supervisors, fellow employees, students, agents of outside vendors, contracted services providers and community members.

Harassment of employees will not be tolerated. Any form of harassment related to an employee's race, color, sex, sexual orientation, religion, national origin, age, disability (physical or mental), marital, or veteran status will be considered a violation of this policy and will be treated as a disciplinary matter.

Harassment is a repeated or persistent form of inappropriate and deliberate conduct intended to annoy and/or undermine the employee relationship. It also includes unwelcome sexual advances and other forms of sexual harassment as addressed separately in Policy 4118 of the Woodbridge Board of Education.

If an employee feels that he/she is being harassed by a supervisor, any other employee, vendor, visitor, parent or other individual who has cause to be associated with the school district, the employee should, if possible, first let the harassing person know of their objections. If the employee finds it difficult to do so or that their first objections do not produce results, the problem characterized as harassment is to be reported immediately to the employee's direct supervisor. If the supervisor is the source of the harassment, the individual making a complaint shall report it to the Director of Special Services or the Superintendent.

To the extent practical, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

This policy prohibits retaliation against any employee who rejects, protests, or complains about harassment. The Superintendent will develop regulations detailing procedures for reporting and processing complaints in relation to harassment.

The Director of Special Services or another individual designated by the Superintendent will investigate every complaint of harassment, without bias or premature judgment. An investigation shall include interviews with the individual filing the complaint, the subject of the complaint, co-workers, and others who may have knowledge of the situation.

Retaliation against any employee who is the subject of harassing behavior or any witnesses is strictly forbidden and will result in disciplinary action.

Supervisors are required to investigate and report all incidents of harassment or suspected harassment brought to their attention. The failure to do so may be grounds for disciplinary action. Likewise, it is the obligation of non-supervisory employees to report any incidents of harassment or suspected harassment that may be brought to their attention to an appropriate supervisor.

The investigator will make every reasonable attempt to rationally and objectively resolve any questions of credibility between the complaining and the accused employee or individuals. Information obtained during the course of an investigation of harassment will be maintained in confidence and released only to individuals who have a need to know.

Adopted 11/17/03; Revised 2/23/04

Reference: Bullying Policy 5131.92
Sexual Harassment/Intimidation Policy 4118.112

Personnel Policy

Harassment/Intimidation - Regulations

The Board of Education endeavors to provide all staff with a school environment that is free from all forms of harassment. Harassment does not only depend upon the person's intention but also upon how the person who is the subject of the behavior reasonably perceives the behavior and is affected by it. Harassment will not be tolerated by, among, or against employees of the school district. The Board recognizes that harassing behavior can originate from a person of either sex against a member of either the opposite or same sex. All members of our school community are required to adhere to a standard of conduct that is respectful and courteous to students, district employees and the general public.

The Board of Education condemns and prohibits all harassment. Unwelcome behavior is harassment, if submission to or rejection of it is made implicitly or explicitly, a term or condition of instruction or participation in an educational activity or the basis of evaluation or an academic decision, or if it has the purpose or effect of creating a hostile, intimidating or offensive work environment. Examples of such behavior include unwanted touching, insulting or degrading comments and the display of explicitly or suggestive gestures, objects, words or practices.

It is the express policy of the Board of Education to encourage victims of harassment to report such claims. Employees should promptly report complaints of harassment to the appropriate supervising personnel or the building principal or his/her designee. The Superintendent is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of harassment. The right to confidentiality of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when such conduct has occurred. There shall be no retaliation whatsoever against an individual filing a complaint of harassment made in good faith.

In accordance with employee organization agreements, the law and Board policy, a substantiated charge of harassment against a staff member of the Board shall subject such staff member to appropriate corrective action, which may include discipline up to and including suspension or termination.

In an effort to provide a learning environment that is free of harassment, the Board directs the administration to educate students and staff about harassment, emphasizing the areas of awareness and prevention. In addition, the Woodbridge School District will provide staff development for administrators and supervisory personnel and will annually inform staff of this policy.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a); Equal Employment Opportunity Commission Policy Guidance (N915.035) on Current Issues of Sexual Harassment, effective 3/19/90. Title IX of the Education Amendments of 1972, 34 CFR Section 106. Meritor Savings Bank, FSB vs. Vinson, 477 U.S. 57 (1986). Connecticut General Statutes: 46a-60 Discriminatory Employment Practices Prohibited; Constitution of the State of Connecticut, Article I, Section 20; EEOC Policy Guidance, N-915.035 and Family Educational Rights and Privacy Act 20 U.S.C. 1232g et. seg.

Personnel Policy

Harassment/Intimidation - Regulations

PROCEDURE

Any employee who believes that he or she has reason to complain about harassment should report the alleged misconduct immediately to a supervisor, Special Services Director, the building principal or the Superintendent. The building principal, or if the building principal's conduct is in question, the Superintendent, will conduct a prompt, full and impartial investigation of any complaint of harassment and, if harassment is determined to have occurred, will design and implement prompt corrective action. Reprisals or retaliation against anyone making a good faith report of possible harassment will not be permitted.

All complaints of harassment will be treated with all appropriate confidentiality and in accordance with Complaint Levels 1, 2 and 3 as set forth below, consistent with applicable state and federal statutes and regulations.

REMEDIAL ACTION

Employees who are determined to have engaged in harassment will be subject to appropriate corrective action, including disciplinary action up to and including suspension and/or termination.

FALSE COMPLAINT

If it is determined that a complaint of harassment was not made in good faith or was deliberately false, the complainant may be subject to appropriate corrective action, which may include suspension and/or termination, consistent with personnel policy.

INVESTIGATION IN THE ABSENCE OF A COMPLAINT

The Board of Education may, in the absence of a victim's complaint, initiate an investigation upon learning of possibly harassing conduct.

STAFF RESPONSIBILITY

Any staff member who is made aware of a complaint of possible harassment must immediately report the complaint to the school principal. The school principal will verbally inform the Superintendent of Schools of the situation and the Superintendent or designee will assure the complaint is given proper consideration, and at the same time, protect the rights of the individuals involved.

CONFIDENTIALITY

The right to confidentiality of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when such conduct has occurred.

LEVEL 1 COMPLAINT

Employees who believe they have reason to complain about harassment may request that an informal meeting be held between themselves and the appropriate member of administration. The purpose of such a meeting will be to discuss the allegations and remedial steps available. If an alleged incident of harassment is articulated in the meeting, the administrator will promptly discuss the complaint with the alleged harasser(s). Should the harasser(s) admit engaging in harassment, the administration will implement or initiate corrective action as appropriate, including if possible, obtaining the harasser(s) written assurances that the unwelcome behavior will stop and depending upon the severity of the charges, the implementation or recommendation of disciplinary or corrective action up to and including discharge. The administrator will prepare a written report of the incident and submit a copy to the Superintendent of Schools for inclusion in the perpetrator's file, as appropriate. All other documents shall be maintained in a separate, secure investigatory file.

If the charges are substantiated, the complainant will be so informed and that appropriate action has occurred to remedy the situation. In addition, the complainant is to be informed that any recurrence of harassing behavior or any retaliatory behavior, either by the original harasser or others, should be promptly reported.

Should the alleged harasser deny engaging in harassment or should the administrator conclude that any incident did not constitute harassment, the administrator is to so inform the complainant and invite him or her to submit a Level 2 Complaint. The administrator will file a report with the Superintendent of Schools, as appropriate, on the complaint and the actions taken to date. If the complainant does submit a Level 2 Complaint, a copy of it will accompany the administrator's report. If administration deems it appropriate, investigation may continue even absent a Level 2 Written Complaint by the complainant.

LEVEL 2 COMPLAINT

Level 2 Complaints may be submitted either initially to report any incidents of possible harassment or as a follow-up to an unsatisfactory resolution of a Level 1 attempt to resolve a harassment complaint. In the latter case, the Level 1 complaint is to be submitted to or by the administrator originally consulted, who will then forward it to the Superintendent of Schools, as appropriate, for action.

The Level 2 Complaint will be made on appropriate forms and be accompanied by copies of any applicable supervisory reports. The appropriate forms will solicit the specifics of the complaint including the names of the complainants, name(s) of the alleged harasser(s), date(s) and place(s) of the incidents, description(s) of the speech or behavior, names of any witness(es), any additional relevant information concerning the allegations and information concerning any previous action taken to resolve this matter.

APPEAL PROCEDURE - LEVEL 3

The complainant(s) or the accused harasser(s) may appeal to the next supervisory level or *finally* to the Board of Education if there is dissatisfaction with a formal investigation's conclusion as to whether harassment has occurred or with any remedial action taken. The appeal must include reference to the original complaint and a statement of the reason for the appeal. The Superintendent of Schools or the Board of Education will be provided copies of all relevant reports concerning the specific action being appealed along with the appeal document.

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT REPORT**

LEVEL 1

Employee: Please detail the nature of the complaint, setting forth names and dates, as appropriate.

Administrator: Please detail the nature of the complaint, setting forth names and dates, as appropriate; and the response of the individual against whom the complaint is made.

Finding and Action Taken: _____

Signature of Administrator: _____

Date: _____

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT REPORT**

LEVEL 2

Name of Complainant: _____

Home Address: _____

Telephone (Home): _____

Date of Incident: _____ Time of Incident: _____ Date Reported: _____

Location of Incident: _____

Complaint Filed Against (Name/Position): _____

Witness: _____

Name/Position	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details (description) of complaint: (Please attach any additional information/documentation as necessary) _____

Recommended Action/Action Taken: _____

Signatures (Acknowledgments):

Complaint: _____ Date: _____

Subject of Investigation: _____ Date: _____

School Principal: _____ Date: _____

Superintendent of Schools: _____ Date: _____

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT APPEAL**

LEVEL 3

Name(s) and Position(s) of Appeal Initiator: _____

Name(s) and Position(s) of Original Complainant: _____

Date of Original Complaint: _____

Date of Appeal: _____

This appeal is being submitted to the:

Superintendent of Schools _____

Board of Education _____

What is/are the decision(s) and/or remedial action(s) being appealed?

Why is/are the decision(s) and/or remedial action(s) being appealed?

Name of Appealing Party

Date

Personnel Policy

Sexual Harassment/Intimidation

The Woodbridge School District is committed to preserving a positive and productive working and learning environment free of discrimination. The Woodbridge School District prohibits sexual harassment or intimidation of its employees or students whether by supervisory or non-supervisory personnel, by individuals under contract, by volunteers subject to the control of the Board, or by students. Sexual harassment/intimidation in the workplace by employees will result in disciplinary action up to and including dismissal. Students engaged in sexual harassment/intimidation will also be subject to disciplinary action.

Sexual harassment/intimidation is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's or student's submission to or rejection of unwelcome conduct will in any way influence an employment or education decision regarding that employee or student or conduct of a sexual nature which substantially interferes with an employee's work performance, or student's educational performance or creates an intimidating, hostile or offensive work or school environment, such as the display in the workplace or school of sexually suggestive objects or pictures.

Procedures (Informational Purposes)

The Woodbridge School District Board of Education encourages victims of sexual harassment to report such incidents. Employees are encouraged to promptly report complaints of sexual harassment/intimidation to the Director of Special Services. Students are encouraged to promptly report complaints of sexual harassment/intimidation to the Principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Approved by the Board: 3/29/93; Revised 11/29/93, 12/17/01

Personnel Policy

Sexual Harassment/Intimidation - Regulations

PROCEDURE

Any student and/or parent or guardian who believes that he or she has reason to complain about sexual harassment should report the alleged misconduct immediately to a teacher, special services personnel, the building principal or the Superintendent. The building principal, or if the building principal's conduct is in question, the Superintendent, will conduct a prompt, full and impartial investigation of any complaint of sexual harassment and, if sexual harassment is determined to have occurred, will design and implement prompt corrective action. Reprisals or retaliation against anyone making a good faith report of possible sexual harassment will not be permitted.

All complaints of sexual harassment will be treated with all appropriate confidentiality and in accordance with Complaint Levels 1, 2 and 3 as set forth below. The parents of a child making a claim of, or accused of, sexual harassment will be promptly notified of the complaint, included in its proceeding and apprised of the results of the investigation, consistent with applicable state and federal statutes and regulations.

REMEDIAL ACTION

Students who are determined to have engaged in sexual harassment will be subject to appropriate corrective action, including disciplinary action up to and including suspension and expulsion. Parents of children determined to have engaged in sexually harassing behavior will be informed of the fact and about faculty resources available to assist them in avoiding recurrence of the behavior.

Employees who are determined to have engaged in sexual harassment will be subject to appropriate corrective action, including disciplinary action up to and including suspension and/or termination.

FALSE COMPLAINT

If it is determined that a complaint of sexual harassment was not made in good faith or was deliberately false, the complainant will be subject to appropriate corrective action, which may include suspension or expulsion, consistent with student discipline policy.

If it is determined that a complaint of sexual harassment was not made in good faith or was deliberately false, the complainant will be subject to appropriate corrective action, which may include suspension and/or termination, consistent with personnel policy.

INVESTIGATION IN THE ABSENCE OF A COMPLAINT

The Board of Education may, in the absence of a victim's complaint, initiate an investigation upon learning of possibly harassing sexual conduct.

STAFF RESPONSIBILITY

Any staff member who is made aware of a complaint of possible sexual harassment must immediately report the complaint to the school principal. The school principal will verbally inform the Superintendent of Schools of the situation and the Superintendent or designee will assure the complaint is given proper consideration, and at the same time, protect the rights of the individuals involved.

CONFIDENTIALITY

The right to confidentiality of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when such conduct has occurred.

LEVEL 1 COMPLAINT

Students and/or parent or guardian who believes they have reason to complain about sexual harassment or employees who believe they have reason to complain about sexual harassment by students may request that an informal meeting be held between themselves and the appropriate member of administration. The purpose of such a meeting will be to discuss the allegations and remedial steps available. If a potential incident of sexual harassment is articulated in the meeting, the administrator will promptly discuss the complaint with the alleged harasser(s). Should the harasser(s) admit engaging in sexual harassment, the administration will implement or initiate corrective action as appropriate, including if possible, obtaining the harasser(s) written assurances that the unwelcome behavior will stop and depending upon the severity of the charges, the implementation or recommendation of disciplinary action up to and including suspension or expulsion in the case of a student, and discharge in the case of an employee. The administrator will prepare a written report of the incident and submit a copy to the Superintendent of Schools for inclusion in the perpetrator's file, as appropriate.

If the charges are substantiated, the complainant will be so informed and that appropriate action has occurred to remedy the situation. In addition, the complainant is to be informed that any recurrence of harassing behavior or any retaliatory behavior, either by the original harasser or others, should be promptly reported.

Should the alleged harasser deny engaging in sexual harassment or should the administrator conclude that any incident did not constitute sexual harassment, the administrator is to so inform the complainant and invite him or her to submit a Level 2 Complaint. The administrator will file a report with the Superintendent of Schools, as appropriate, on the complaint and the actions taken to date. If the complainant does submit a Level 2 Complaint, a copy of it will accompany the administrator's report. If administration deems it appropriate, investigation may continue even absent a Level 2 Written Complaint by the complainant.

LEVEL 2 COMPLAINT

Level 2 Complaints may be submitted either initially to report any incidents of possible sexual harassment or as a follow-up to an unsatisfactory resolution of a Level 1 attempt to resolve a sexual harassment complaint. In the latter case, the Level 1 complaint is to be submitted to or by the administrator originally consulted, who will then forward it to the Superintendent of Schools, as appropriate, for action.

The Level 2 Complaint will be made on appropriate forms and be accompanied by copies of any applicable supervisory reports. The appropriate forms will solicit the specifics of the complaint including the names of the complainants, name(s) of the alleged harasser(s), date(s) and place(s) of the incidents, description(s) of the sexual speech or behavior, names of any witness(es), any additional relevant information concerning the allegations and information concerning any previous action taken to resolve this matter.

APPEAL PROCEDURE - LEVEL 3

The complainant(s) or the accused harasser(s) may appeal to the next supervisory level or to the Board of Education if there is dissatisfaction with a formal investigation's conclusion as to whether sexual harassment has occurred or with any remedial action taken. The appeal must include reference to the original complaint and a statement of the reason for the appeal. The Superintendent of Schools or the Board of Education will be provided copies of all relevant reports concerning the specific action being appealed along with the appeal document.

**WOODBIDGE SCHOOL DISTRICT
SEXUAL HARASSMENT COMPLAINT REPORT**

LEVEL 1

Administrator: Please detail the nature of the complaint, setting forth names and dates, as appropriate; and the response of the individual against whom the complaint is made.

Finding and Action Taken: _____

Signature of Administrator: _____

Date: _____

**WOODBIDGE SCHOOL DISTRICT
SEXUAL HARASSMENT COMPLAINT REPORT**

LEVEL 2

Name of complainant: _____

Home Address: _____

Telephone (Home): _____

Date of Incident: _____ Time of Incident: _____ Date Reported: _____

Location of Incident: _____

Complaint Filed Against (Name/Position): _____

Witness: _____

Name/Position

Address

Telephone _____

Name/Position

Address

Telephone _____

Name/Position

Address

Details (description) of complaint: (Please attach any additional information/documentation as necessary)

Recommended Action/Action Taken: _____

Signatures (Acknowledgments):

Complaint: _____

Date: _____

Parent/Guardian: _____

Date: _____

Subject of Investigation: _____

Date: _____

School Principal: _____

Date: _____

Superintendent of Schools: _____

Date: _____

Reports of sexual harassment shall be treated with all appropriate confidentiality.

**WOODBIDGE SCHOOL DISTRICT
SEXUAL HARASSMENT COMPLAINT STUDENT INVESTIGATIVE REPORT**

LEVEL 2

Name of complainant (student): _____

Student's parents/guardian: _____

Home Address: _____

Telephone (Home): _____

Date of Incident: _____ Time of Incident: _____ Date Reported: _____

Location of Incident: _____

Complaint Filed Against (Name/Position): _____

Individuals Interviewed: _____

Name/Position	Address	Telephone
_____	_____	_____
_____	_____	_____

Details (description) of complaint: (Please attach any additional information/documentation as necessary) _____

Recommended Action/Action Taken: _____

Signatures (Acknowledgments):

Complaint: _____	Date: _____
Parent/Guardian: _____	Date: _____
Subject of Investigation: _____	Date: _____
School Principal: _____	Date: _____
Superintendent of Schools: _____	Date: _____

Reports of sexual harassment shall be treated with all appropriate confidentiality.

**WOODBIDGE SCHOOL DISTRICT
APPEAL FROM FOR SEXUAL HARASSMENT COMPLAINT APPEAL**

LEVEL 3

Name(s) and position(s) of appeal initiator: _____

Name(s) and position(s) of original complainant:

Date of Original Complaint: _____

Date of Appeal: _____

This appeal is being submitted to the:

Superintendent of Schools _____ Board of Education _____

What is/are the decision(s) and/or remedial action(s) being appealed?

Why is/are the decision(s) and/or remedial action(s) being appealed?

Name of Appealing Party

Date

Reports of sexual harassment shall be treated with all appropriate confidentiality

Personnel Policy

Sexual Harassment/Intimidation - Regulations

The Board of Education endeavors to provide all students with a school environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the actor's intention but also upon *how the person who is the subject of the behavior* reasonably perceives the behavior and is affected by it. Sexual harassment will not be tolerated by, among or against students of the school district. The Board recognizes that sexually harassing behavior can originate from a person of either sex against a member of either the opposite or same sex. All members of our school community are required to adhere to a standard of conduct that is respectful and courteous to students, district employees and the general public.

The Board of Education condemns and prohibits all sexual harassment. Unwelcome behavior of a sexual nature is sexual harassment, if submission to or rejection of its is made implicitly or explicitly, a term or condition of instruction or participation in an educational activity or the basis of evaluation or an academic decision, or if it has the purpose or effect of creating a hostile, intimidating or offensive academic environment. Examples of such behavior include unwanted touching, insulting or degrading sexual comments and the display of sexually explicitly or suggestive gestures, objects words or practices.

It is the express policy of the Board of Education to encourage victims of sexual harassment to report such claims. Students and/or their parent/guardian should promptly report complaints of sexual harassment to the appropriate personnel or the building principal or his/her designee. The Superintendent is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. The right to confidentiality of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when such conduct has occurred. There shall be no retaliation whatsoever against an individual filing a complaint of harassment made in good faith.

In accordance with employee organization agreements, the law and Board policy, a proven charge of sexual harassment against a staff member of the Board shall subject such staff member to appropriate corrective action, which may include discipline up to and including discharge. A proven charge against a student shall subject that student to appropriate corrective action, which may include suspension or expulsion, consistent with student discipline policy.

In an effort to provide a learning environment that is free of sexual harassment, the Board directs the administration to educate students and staff about sexual harassment, emphasizing the areas of awareness and prevention. In addition, the Woodbridge School District will provide staff development for administrators and supervisory personnel and will annually inform staff and students of this policy.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a); Equal Employment Opportunity Commission Policy Guidance (N915.035) on Current Issues of Sexual Harassment, effective 3/19/90. Title IX of the Education Amendments of 1972, 34 CFR Section 106. Meritor Savings Bank, FSB vs. Vinson, 477 U.S. 57 (1986). Connecticut General Statutes: 46a-60 Discriminatory Employment Practices Prohibited; Constitution of the State of Connecticut, Article I, Section 20; EEOC Policy Guidance, N-915.035 and Family Educational Rights and Privacy Act 20 U.S.C. 1232g et. seq.

Personnel – Certified/Non-Certified

Non-Discrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the Woodbridge Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state law prohibits discriminatory practices in hiring and employment. The Board of Education prohibits discriminatory acts in all district matters dealing with employees and applicants for positions and requires equal employment opportunities for all employees and applicants. As an equal opportunity employer, the Woodbridge Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, pregnancy, physical disability or any classification protected by law, past or present history of mental disorder, intellectual disability, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need.)

Legal Reference:

Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

P.A. 11-55 An Act Concerning Discrimination Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C.

706(7)(b)

American Disability Act of 1989, as amended by the ADA Amendments Act of 2008

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

Adopted by the Board:

PERSONNEL**MINORITY TEACHER RECRUITMENT****STATEMENT OF COMMITMENT**

The Woodbridge School District recognizes the need to provide students with an opportunity to interact with students and staff from different racial, ethnic and economic backgrounds. The Woodbridge School District will develop and implement a plan for minority teacher recruitment. Such a plan shall include but not be limited to long-term and short-term goals, objectives, recruitment, hiring and retention procedures.

DISTRICT ACTION PLAN

The Woodbridge School District Action Plan is intended to reflect a comprehensive effort of short-term, long-term and ongoing components to include are (a) process for identification of potential candidates, (b) process for hiring, and (c) process for retention.

IDENTIFICATION**1. Short-Term**

Traditional and non-traditional ways will be pursued to increase numbers of minority candidates recruited for district positions. Examples of types of activities are: attendance at minority recruitment fairs, both State and regional; utilization of current staff to assist in the identification of minority candidates; utilization of web sites set up by the Connecticut State Department and Regional Education Service Centers; Special programs at local and regional universities and teacher preparation colleges; advertisements in publications; networking; recruitment of minority candidates as long-term and daily substitutes; and collaborative participation on regional and State committees involved with promoting minority recruitment efforts; and, fostering community awareness of the importance of successful minority employment efforts.

2. Long-Term

The Superintendent will monitor and report annually to the Board of Education concerning district efforts to recruit and attract qualified minority candidates to serve in the Woodbridge School District. Review of recruitment procedures employed and determination of how to address impediments to successful pursuit of a district minority recruitment plan will be presented to the Board for its consideration. State and regional resources in recruitment planning efforts will be engaged.

HIRING

Uniform efforts will be used to assure that equal treatment and consideration is afforded to all applicants in the hiring process. Active pursuit of candidates, meeting the employment standards of the Woodbridge School District, will be fully undertaken. Contacts in support of networking efforts will be explored and engaged.

RETENTION

The Woodbridge School District will employ strategies that maintain successful and productive relationships with all staff that encourage and foster its commitment and attitude concerning the importance of providing students with opportunities to interact with staff from different racial, ethnic, and economic backgrounds.

Adopted 9/21/99; Approved 2/25/02

Personnel Policy

Tutoring

The Board of Education believes that by maintaining a high quality instructional staff providing a comprehensive curriculum, the educational needs of all students can be met. It is expected that every effort will be made by the school administrators and teacher(s) to address and resolve learning problems of a student at school. The provision of individual tutoring outside of school is a decision, which should be made by parents for their child.

In the case of Special Education students, no staff member, unless specifically authorized by a properly convened Planning and Placement Team (PPT), Superintendent, or designated administrator, is authorized to make recommendations regarding tutoring or any other services, which might be considered a part of a student's educational program.

A teacher or staff member may not solicit or accept fees involving the tutoring of a child with an Individual Education Program (IEP) which prescribes tutoring services for the student. The teacher of a student may not, for a fee or remuneration, tutor, coach, or otherwise instruct any student in an educational activity if the student is or will be instructed by the teacher within the school year in which the tutoring is sought by the parents.

This policy shall not apply to instances of tutoring, coaching, homework assistance and other educational activities provided as part of a board sponsored program or activity for which a fee would normally be required and when a program or activity is not a mandatory or formal part of the school curriculum. Tutoring situations other than those under the auspices of the Board of Education are not permitted on school grounds.

~~The Principals are directed by the Board of Education to annually develop and maintain a list of faculty or qualified school personnel who would be interested in tutoring a child should the parent(s) of a child specifically request assistance in obtaining a tutor.~~

The process of private testing by staff or outside agencies shall take place off school premises.

Legal Reference:

Connecticut General Statutes 53-392a to 53-392e

Connecticut General Statutes 53-302b

Adopted by the Board: 10/21/02

Woodbridge School District				October 1, 2012 Enrollment	Beecher Road School			
Grade/Teacher	Girls	Boys	Total		Grade/Teacher	Girls	Boys	Total
Pre-k					Grade 4			
DePalma	9	10	19		Don	9	9	18
					Echeverry	8	9	17
Kindergarten					Krawec	8	10	18
Belisle	9	8	17		Reizfeld	8	11	19
Coleman	10	9	19		Waldron	9	9	18
Dempsey	10	8	18		Total	42	48	90
Salinardi	8	9	17					
Wyman-Ancil	9	10	19		Grade 5			
Total	46	44	90		Blinstrubas	9	11	20
					Guerra	10	11	21
Grade 1					McCollom	10	11	21
Fanelli	9	10	19		Mulligan	10	9	19
Piascyk	9	11	20		Rourke	9	8	17
Regan	10	10	20		Total	48	50	98
Sanders	10	11	21					
					Grade 6			
Total	38	42	80		Chase	11	10	21
					Eleck	8	12	20
Grade 2					Holowienko	9	8	17
Buzzard	9	9	18		Katzen	7	9	16
Hamm	9	10	19		Ngov	9	8	17
Navadu	8	10	18		Smerekanicz	11	9	20
Shepard	8	12	20		Total	55	56	111
Total	34	41	75		M.A.G.			
					Golden (Gr 1)	14	7	21
Grade 3					Burness (Gr 2)	10	9	19
Concilio	12	7	19		Hart-Rooney (Gr 3)	13	9	22
Halsey	10	11	21		Ahern (Gr 4)	11	11	22
Hutchinson	11	8	19		Total	48	36	84
Lavigne	10	9	19					
					Enrollment Data			
Vincitorio	12	7	19		B.R.S	375	369	744
Total	55	42	97		Other		4	
					Total	375	373	748
O.O.D.	2							
Magnet	2				Comparison Totals			
					September 2011			
					B.R.S.			736
					Other			5
					Total			741



CMT Action Plan

Beecher Road School

Presentation to the

Woodbridge Board of Education

October 2012

Gina M. Prisco, Principal

Nancy White, Assistant Principal

Sheila Haverkamp, Special Services Director






CMT Action Plan

- Building an effective action plan
 - Action plan targets school-wide trends, patterns, areas in need of improvement
 - Grade level PLCs plan and implement instruction in collaboration with Language Arts and Math specialists
 - PLCs continue to analyze assessments
 - Individual student action plans address particular instructional needs

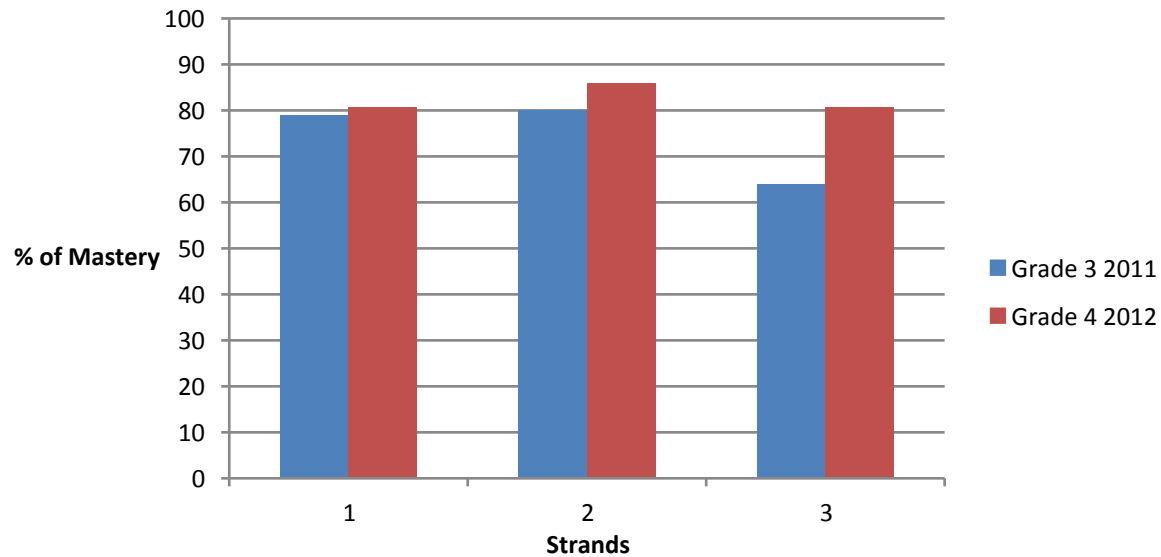
2011-2012 Data Analysis

- Comparison of student progress on targeted strands from 2011 to 2012
- Approximately the same student population
- Different assessment
- Scores on 18 of 19 or **95%**  of targeted strands improved



Grade 3 to Grade 4 Mathematics

CMT Mathematics Comparison



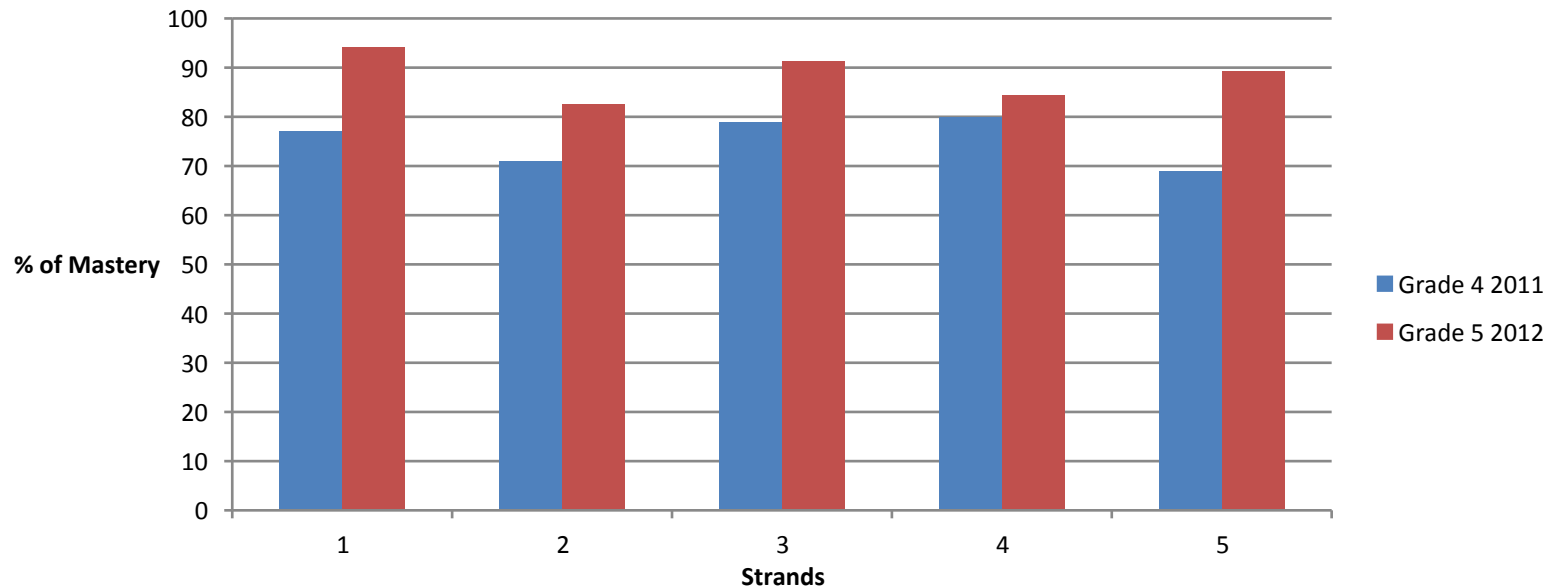
Estimating Solutions to Problems: Grade 3 – Grade 4: 79-80.6%

Approximating Measures/Customary and Metric Measures: Grade 3 – Grade 4: 80-86%

Mathematical Applications: Grade 3 – Grade 4: 64-80.6%

Grade 4 to Grade 5 Mathematics

CMT Mathematics Comparison



Fractions: Grade 4 – Grade 5: 77-94.2%

Estimating Solutions to Problems: Grade 4 – Grade 5: 71-82.5%

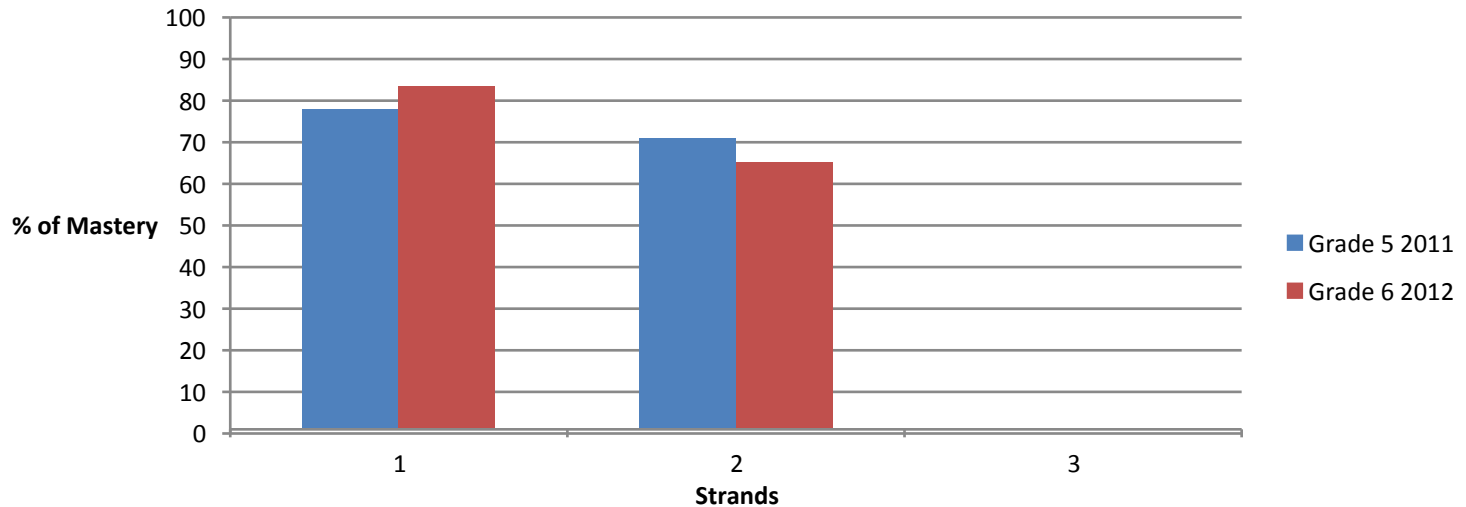
Time/Elapsed Time Problems: Grade 4 - Grade 5: 79-91%

Approximating Measures/Customary and Metric Measures: Grade 4 – Grade 5: 80-84.5%

Mathematical Applications: Grade 4 – Grade 5: 69-89.3%

Grade 5 to Grade 6 Mathematics

CMT Mathematics Comparison

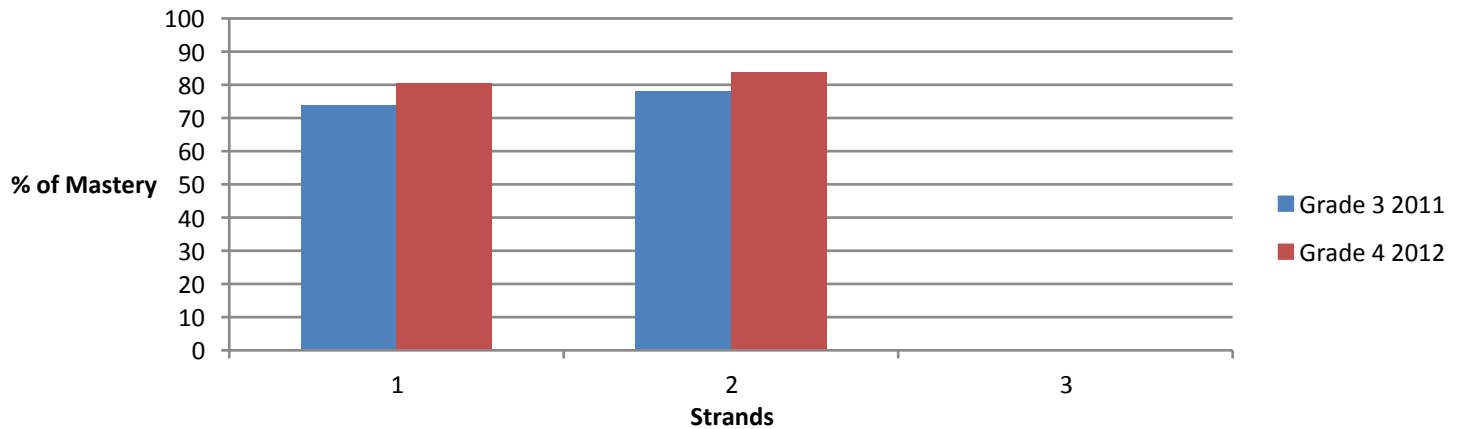


Estimating Solutions to Problems: Grade 5 – Grade 6: 78-83.5%

Customary and Metric Measurement: Grade 5 – Grade 6 : 71 – 65%

Grade 3 to Grade 4 Reading

CMT Reading Comparison

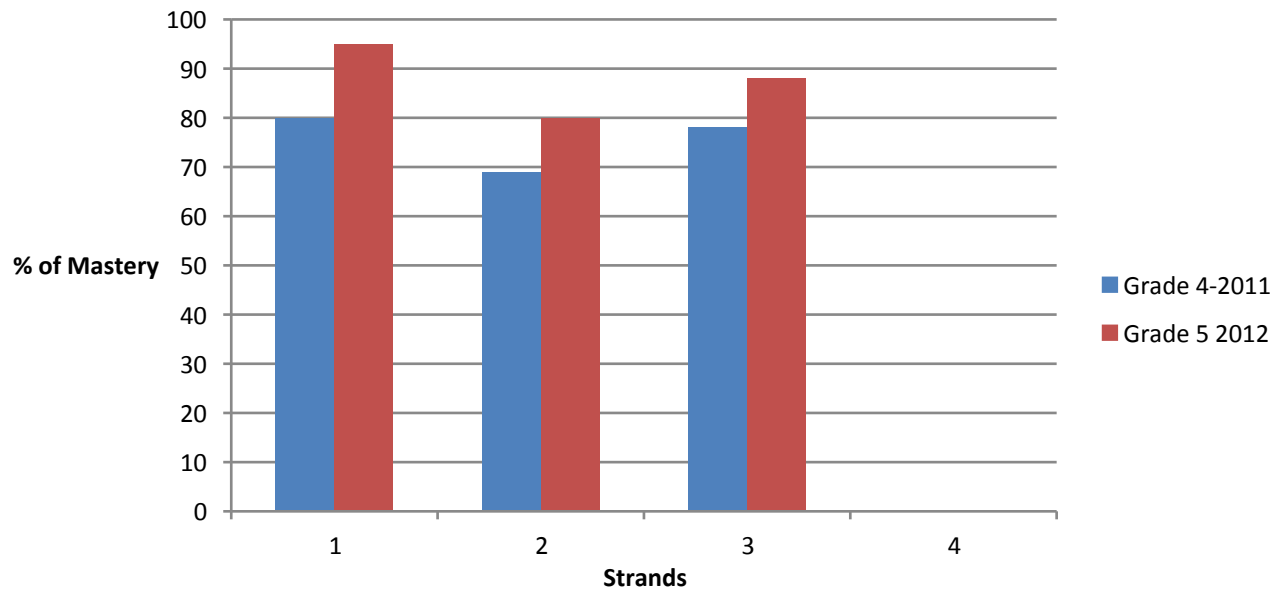


Making Reader to Text Connections: Grade 3 – Grade 4: 74-80.4%

Examining Content and Structure: Grade 3 – Grade 4: 78 – 83.7%

Grade 4-Grade 5 Reading

CMT Reading Comparison



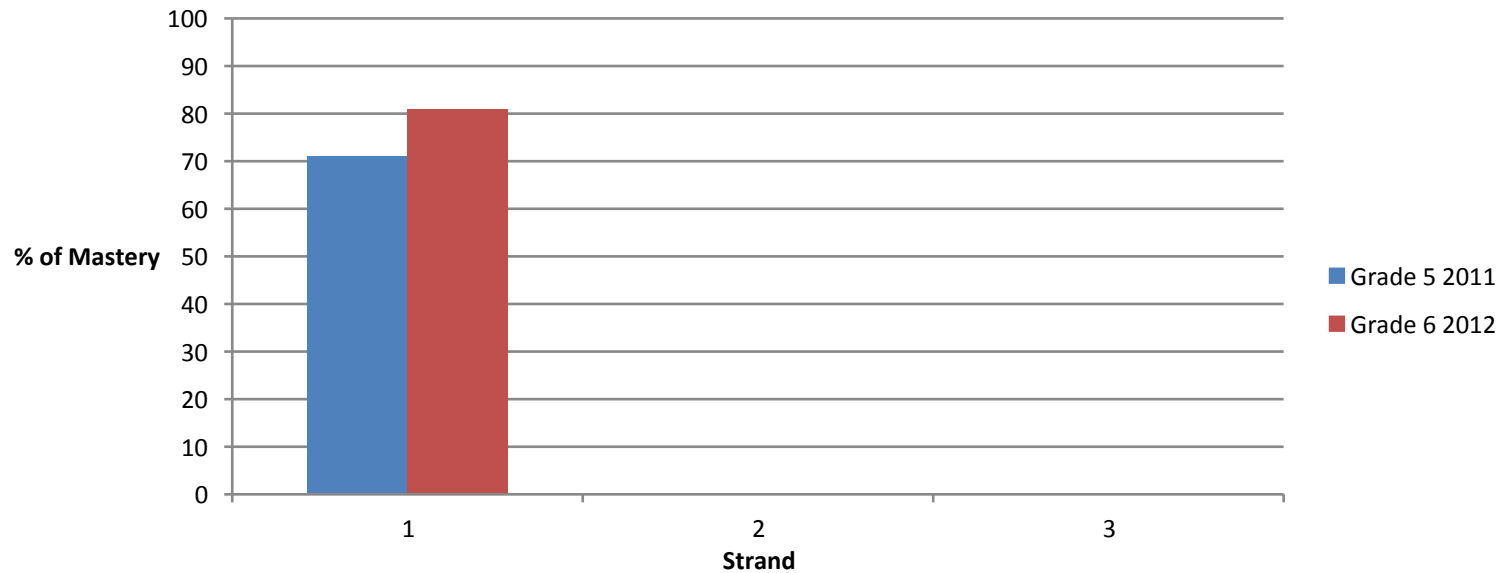
Developing Interpretation: Grade 4 – Grade 5: 80 – 95%

Making Reader to Text Connections: Grade 4 – Grade 5: 69-80%

Examining Content and Structure: Grade 4 – Grade 5: 78-88%

Grade 5 to Grade 6 Reading

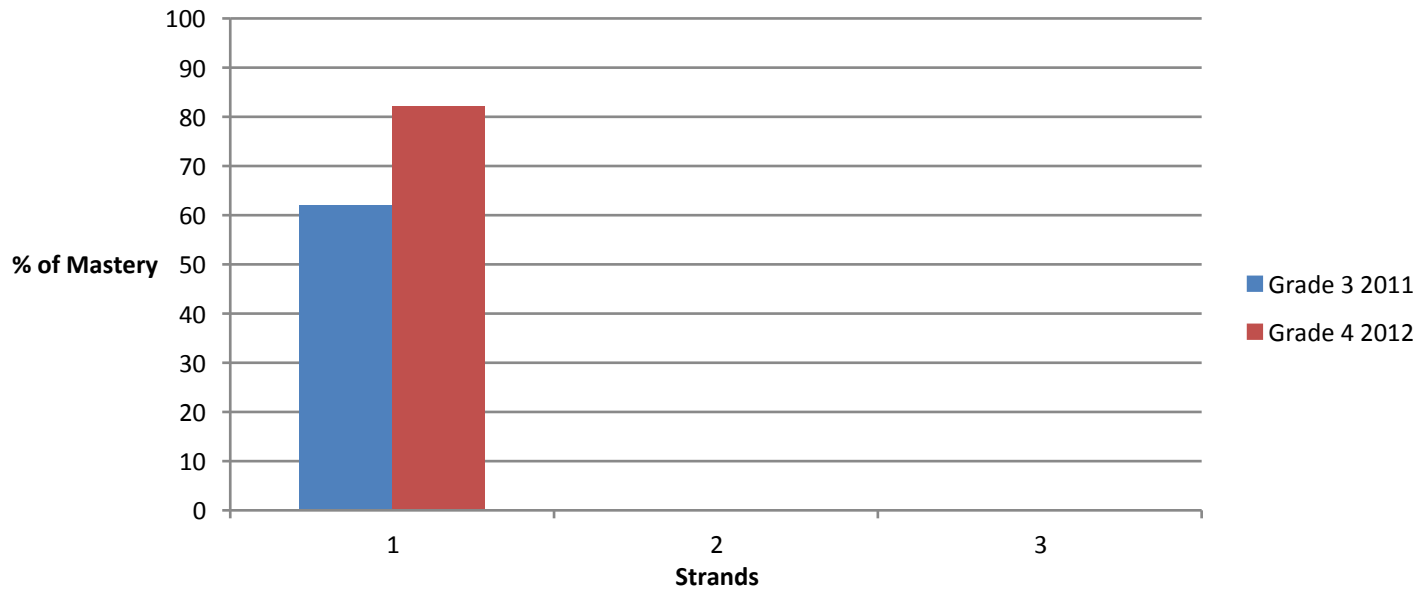
CMT Reading Comparison



Making Reader to Text Connections: Grade 5 – Grade 6: 71-80.9%

Grade 3 to Grade 4 Writing

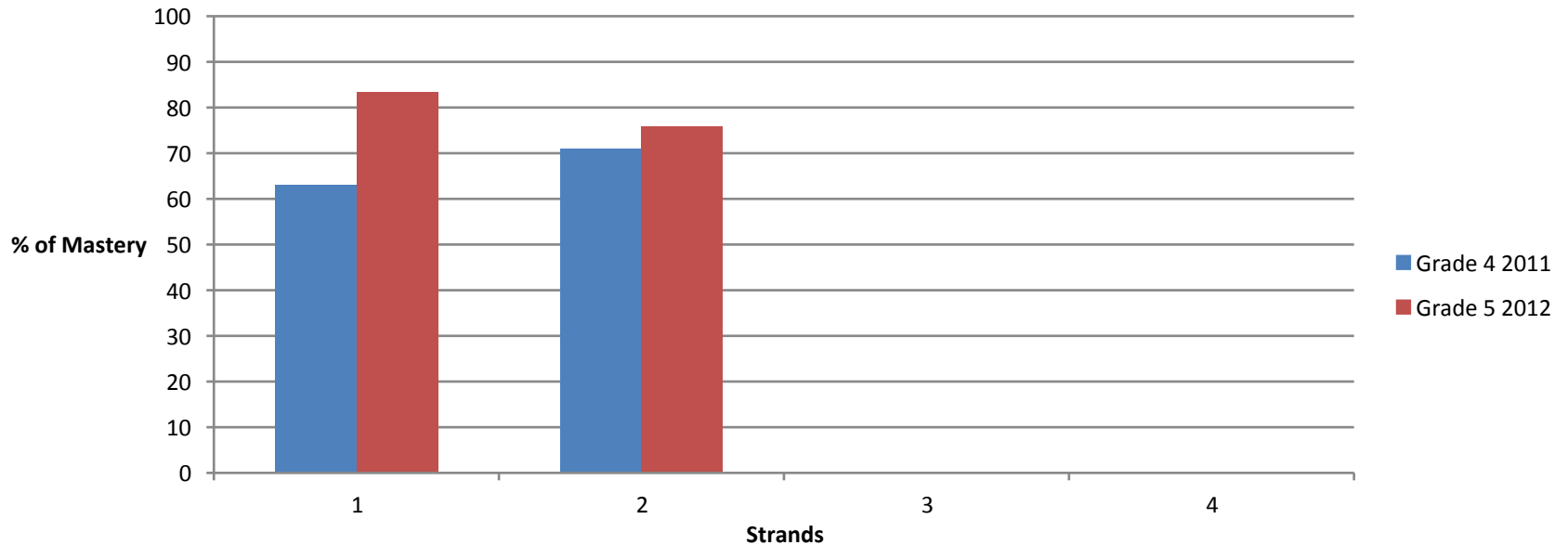
CMT Writing Comparison



Composing and Revising: Grade 3 – Grade 4: 62-82.1%

Grade 4 to Grade 5 Writing

CMT Writing Comparison

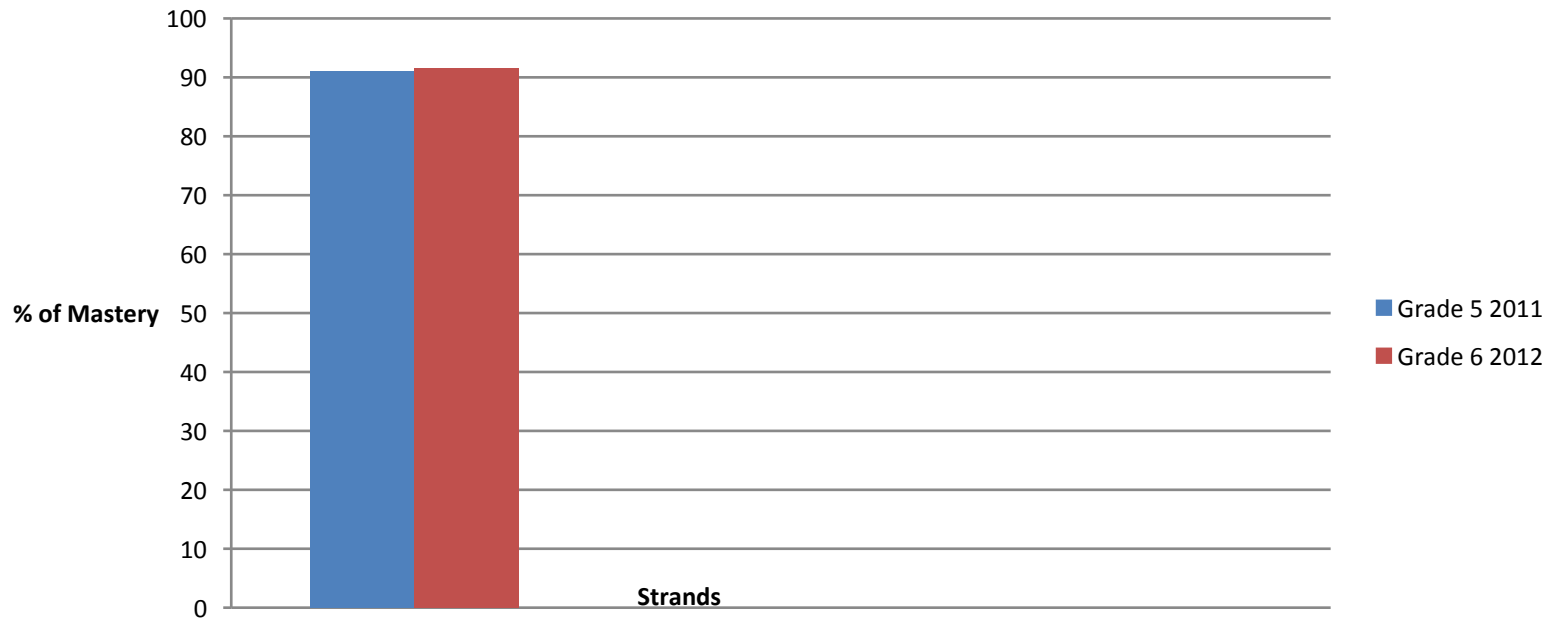


Composing and Revising: Grade 4 – Grade 5: 63-83.3%

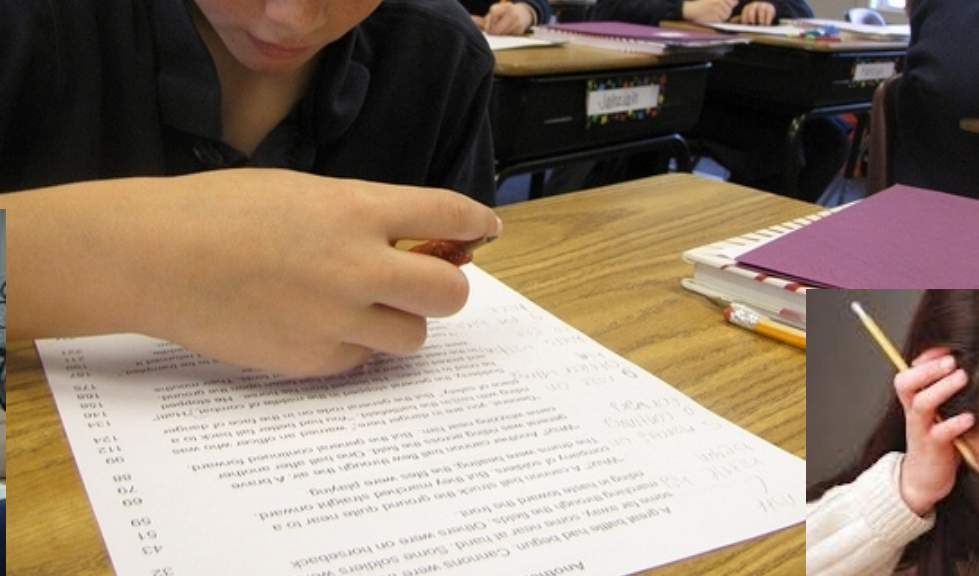
Editing: Grade 4 – Grade 5 : 71-75.9%

Grade 5 to Grade 6 Writing

CMT Writing Comparison



Editing: Grade 5 – Grade 6: 91 – 91.5%

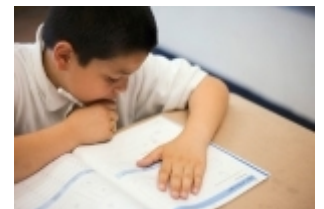


There will always be diverse students.
There will always be an action plan...



2012-2013 Action Plan

- Targets strands at the school level with less than 85% mastery
- Targets strands at the grade and individual level requiring remediation
- Delineates differentiation as the instructional vehicle for reaching advanced learners
- Embeds technology to support data analysis

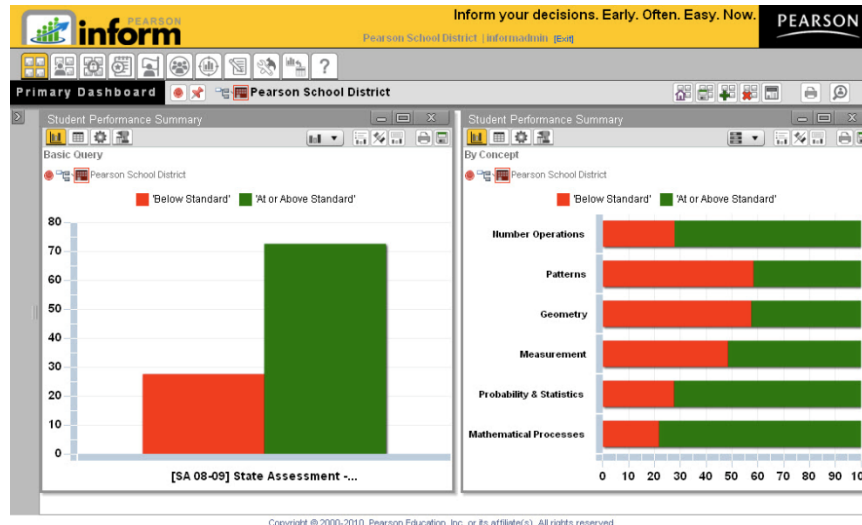




Look at how accessible our student assessment data is now to every teacher...



- <https://www.pearsoninform.com/application/?training-1#>





WBOE Facilities Committee Meeting

Meeting Minutes

October 5, 2012

Meeting: **10/5/12 (first Friday at 7:30 – 8:30 am)**

Next Meeting Date: **11/2/12**

Attending:

Guy Stella	(GS)
Al Pullo	(AP)
Greg Kula	(GK)
David Barkin	(DB)
Margaret Hamilton	(MH)
Cathy Wick	(CW)
Caren Stebinger	(CS)
Richard Burness	(RB)
Nancy White	(NW)
Tom Tavella	(TT)

Old Business

STEAP Grant Update: Work is substantially complete – benches and signs need to be put in place.

Facilities / Grounds Projects 2012 / 2013: Al Pullo presented projected work to be completed in the upcoming academic year (attached). Acoustics study to be completed in cafeteria

Overview of Maintenance Management Systems: Scheduled and Emergency: currently focusing on HVAC controls documentation.

Status / Plan to clear additional areas of invasive species: North area cleared during summer. Area 4 to be next work, need clarification from Inlands/Wetlands so that sensitive areas are not disturbed. Need to know if invasive species can be cleared from wetlands. AP to check with Terry Gilbertson.

Well Heads: Need to investigate removal of well heads. Administration to speak with F&O civil engineers to determine scope and fees to remove abandoned well vaults. Administration indicated that F&O reported that this was a low priority – post meeting note, D. Barkin discussed the issue with F&O and they now understand the safety concerns and will develop a cost estimate to remove the wells and the vaults and restore the landscape in those areas.

Locks and Keying: Have completed conversion District Office, North Office, D Wing and partial C Wing. North complete by November 1.

Meeting Minutes (cont.)

Oil to Gas conversion: Boilers are to be converted to Dual Fuel burners over winter break (hopefully). Bids were sent out and site walkthrough on 10/3 – 6 contractors visited, bids are due 10/9

New STEAP Grant: Submitting including paving at North and South along with concrete work at South. Next update in January '13

Sustainability

Potential Projects:

- Educate Students on conservation measures (track energy usage – “dash-board”)
- Bioswales – Assembly held in late September for 6th graders to learn about the bioswales. Some identified students will become the “Stewards of the Swale”.
- **CS** looking at Green LEAF program CTGreenschools.org – will be going to a Green LEAF in conference in October and will report back.
- **MH** to arrange for a representative from Common Ground to meet with administrative team to learn from their successes

Multiple Approaches – to report back at next meeting(s):

Facilities – All cleaning chemicals are “Greenseal” certified products including floor wax. GK to look for additional opportunities

Curriculum – **GS, GP, CS** to discuss possibilities, research other schools

Recycling / composting – Big increase in single stream recycling – maybe it is possible to measure the volume / tonnage and celebrate a decrease in our carbon footprint. New initiative for composting from the lunch room waste led by the 3rd grade. Recycling program to be enhanced. 3rd Grade studying implementing “worm-a-culture” to compost in the classroom – 3rd grade students would become the teachers for other students.

Massaro Farm – **CW** to develop concepts to tie in and develop possibilities – Gina is visiting the farm on 10/5/12 and will report back. **CW** would like to coordinate with the district (members from education committee) to co-develop programs in 2013 for educational programming

Wellness committee needs to be part of discussion they currently have a “Go-green” program. Tools for Schools Kenny Foscue (CT Dept. of Health) to be coming to school from State to work with district to improve indoor air quality. Work will include inspection of a few classrooms.

New Business

Preliminary discussion of Capital Budget – referred to Finance

Future Agenda Items:

Possible relocation of generator to BRS from old Firehouse.

Beecher Road School Facilities Grounds Projects

UPDATED: 10/5/2012

Area	Work Description	Cat.	Cost Estimates	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
				Completed	In Process	Non Scheduled	Building Improv.	Capitol Projects
GROUND	Clear brush area 3 (North)	A	\$3,000	\$3,000	-	-	-	-
GROUND	Clear brush area 4 (South)	A	\$3,000	\$3,000	-	-	-	-
GROUND	Line Striping - Parking Lots	A	\$3,000	\$3,000	-	-	-	-
GROUND	North Playground	A	\$82,500	\$82,500	-	-	-	-
GROUND	North Traffic Circle - STEAP Grant Project	A	\$200,000	\$200,000	-	-	-	-
C WING	Paint Classrooms & Touch Up Hallways Bldg Wide	A	\$6,000	\$6,000	-	-	-	-
S WING	Paint Doors	A	\$2,500	\$2,500	-	-	-	-
D WING	Paint Exterior	A	\$11,000	\$11,000	-	-	-	-
KITCHEN	Paint Kitchen (incl. ceilings)	A	\$4,000	\$4,000	-	-	-	-
NORTH	Paint Principal & Assistant Principal Office	A	\$1,000	\$1,000	-	-	-	-
D WING	Replace Doors in Sped Office & South Music	A	\$4,000	\$4,000	-	-	-	-
BLDG WIDE	Replace Priority Doors (6)	A	\$9,000	\$9,000	-	-	-	-
GROUND	South Playground	A	\$82,500	\$82,500	-	-	-	-
BUILDING WIDE	Building Signage	B	\$10,000	-	\$10,000	-	-	-
SCHOOL WIDE	Upgrade Master Key system - Phases	B	\$12,000	-	\$12,000	-	-	-
SCHOOL WIDE	Identify Electrical Circuits	C	\$6,000	-	-	\$6,000	-	-
S WING	Paint Exterior	C	\$13,000	-	-	\$13,000	-	-
E WING	Paint Exterior	C	\$13,000	-	-	\$13,000	-	-
GROUND	Asphalt & Concrete (FY2013 thru FY2014)	E	\$570,162	-	-	-	-	\$570,162
CAFÉ/KITCHEN	Cafeteria Acoustics	E	\$20,000	-	-	-	-	\$20,000
CAFÉ/KITCHEN	Kitchen Equipment (FY2014 thru FY2015)	E	\$10,000	-	-	-	-	\$10,000
BLDG WIDE	New Telephone/PA/Clock System	E	\$130,000	-	-	-	-	\$130,000
GROUND	Removal of Well Heads	E	TBD	-	-	-	-	TBD
LIBRARY	Replace Carpeting in Library	E	TBD	-	-	-	-	TBD
S WING	Replace Casework in Art room	E	\$5,800	-	-	-	-	\$5,800
A WING	Replace Casework in Classrooms	E	\$95,000	-	-	-	-	\$95,000
B WING	Replace Casework in Classrooms	E	\$95,000	-	-	-	-	\$95,000
C WING	Replace Casework in Classrooms	E	\$95,000	-	-	-	-	\$95,000
S WING	Replace Casework in Classrooms	E	\$95,000	-	-	-	-	\$95,000
GROUND	Site Needs Assessment (FY2013 thru FY2018)	E	\$336,374	-	-	-	-	\$336,374

Beecher Road School Facilities Grounds Projects

UPDATED: 10/5/2012

Area	Work Description	Cat.	Cost Estimates	A Completed	B In Process	C Non Scheduled	D Building Improv.	E Capitol Projects
	Total		\$1,917,836	\$411,500	\$22,000	\$32,000	\$0	\$1,452,336

**RFP CONVERSION TO DUAL FUEL BURNERS
SUMMARY OF BID OPENING
OCTOBER 9, 2012**

A.R. Fonda Mechanical Services	\$32,465.00	
Ratick Combustion	\$34,552.19	
Santa Fuel	\$51,342.00	<i>\$49,089.00</i>
DiRienzo Mechanical Contractors	\$70,477.00	<i>\$54,301.00</i>

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, September 27, 2012
District Office Conference Room
Beecher Road School South

CALL TO ORDER: David Bernard, Chair called the meeting to order at 6:01 PM.

IN ATTENDANCE: David Bernard, Margaret Hamilton and Sheila McCreven, Board of Education Members; Dr. Guy Stella, Superintendent; and Marsha DeGennaro, Clerk of the Board.

As there was not a quorum for the Policy Committee meeting on September 13, all items were deferred to the September 27 meeting. The committee commenced and completed the review of the 4000 series. Policies 4111, 4111.1, 4112.5, 4118.11 and 4211.1 were added for adoption. Policy 4119 was deleted in its entirety. Language modifications were made to Policy 4134. The committee will commence review of the 3000 series at their next meeting on October 11 at 6:00 PM.

MEETING ADJOURNED: 7:00 PM

Recorded by Marsha DeGennaro

Finance Committee Minutes

10/9/12

Attendance: Gaeton Stella, Al Pullo, Steven Fleischman, Carl Lindskog, Lori Patrick

The meeting was called to order at 7:00 PM.

The Committee discussed all matters on the agenda.

All financial statements were reviewed in detail.

The committee reviewed and held extensive discussions regarding the capital budget and how it relates to the larger building project.

A discussion was held regarding the 403b. Dr. Fleischman reviewed the conference call with the TPA and Al Pullo. Based on that call, there does not appear to be any required review of the plan on a regular basis. We will check with the WEA to ensure that the plan, as it currently stands, meets the needs of the participants and bring it back to the Finance Committee.

The Meeting was adjourned 8:30 PM.

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

Estimated Expenditures by Fiscal Year

PROJECT#		FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
1	BRS BUILDING UPGRADE	\$ 11,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,400,000
2	GROUNDS AND LANDSCAPING	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 305,000
3	KITCHEN & CAFETERIA EQUIPMENT	\$ 27,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 172,000
4	ASPHALT AND CONCRETE REPLACEMENT	\$ 303,200	\$ 266,962	\$ -	\$ -	\$ -	\$ -	\$ 570,162
5	CAFETERIA ACOUSTICS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
6	TELEPHONE - VOICE MAIL - PA SYSTEMS UPGRADE	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,000
7	CARPETING REPLACEMENT	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
8	REMOVAL OF WELL HEADS	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
9	REPLACEMENT OF CASEWORK BUILDING WIDE	\$ 195,800	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 385,800
10	TECHNOLOGY	\$ 95,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 720,000
		\$ 12,263,000	\$ 656,962	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 13,739,962

THE PRIORITY OF THE WOODBRIDGE BOARD OF EDUCATION IS THE COMMENCEMENT OF THE BEECHER ROAD SCHOOL BUILDING UPGRADE.

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: BEECHER ROAD SCHOOL BUILDING UPGRADE

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: BUILDING UPGRADE RECOMMENDATIONS OF TOWN BUILDING
COMMITTEE

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 11,400,000						\$ 11,400,000
TOTALS	\$ 11,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,400,000
E. Operating Costs							\$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: **THE TOWN BUILDING COMMITTEE IS EXPECTED TO MAKE A RECOMMENDATION SHORTLY. PRELIMINARY PROJECT COST ESTIMATES RANGE FROM \$7.9M TO \$11.4M**

UPGRADE RECOMMENDATIONS WILL FOCUS ON ENERGY SAVINGS INITIATIVES.

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: **GROUNDS & LANDSCAPING**

2) Department: **BOARD OF EDUCATION**

3) Project Background, Purpose & Objectives: **PROCEED WITH PRIORITY RECOMMENDATIONS CONTAINED IN THE 2010-2011 BEECHER ROAD SCHOOL EROSION AND SEDIMENT CONTROL PLAN. COSTS INCLUDE ESTIMATES FOR ASSOCIATED ENGINEERING FEES.**

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 305,000
D. Equipment Purchase							\$ -
TOTALS	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 305,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: **YEAR #1 INCLUDES PAVING BACK OF CAMPUS WALKWAYS SOUTH TO NORTH. PROJECTS IDENTIFIED ARE INCLUDED IN THE EXPANDED SITE NEEDS ASSESSMENT RECOMMENDATIONS, WHICH IN TOTAL EXCEED \$1.1M. SITE NEEDS ASSESSMENT'S PROJECT RECOMMENDATIONS IDENTIFIED FOCUSED ON SUSTAINABLE SOLUTIONS TO CONTROL SOIL EROSION.**

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: KITCHEN & CAFETERIA EQUIPMENT

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: CAFETERIA TABLES AND KITCHEN EQUIPMENT

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 27,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 172,000
TOTALS	\$ 27,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 172,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: **YEAR #1 REQUEST INCLUDES REPLACEMENT OF THE OLDER BANQUET STYLE CAFETERIA TABLES UPGRADING TO FOLDING TABLES WITH ATTACHED SEATING. THESE TABLES WOULD IMPROVE EFFICIENCY AND SANITATION, ESPECIALLY BETWEEN LUNCH WAVES, AND TIE IN WITH THE OTHER TABLE STYLES CURRENTLY IN USE.**

YRS #2 - 6 REQUESTS INCLUDE REPLACE KITCHEN EQUIPMENT (ALL 15+ YEARS OLD) INCLUDE DISHWASHER (AVG. LIFE 17 YRS), CONVECTION OVENS (AVG. LIFE 17 YRS) AND CLEVELAND KETTLE RANGE (AVG LIFE 17 YRS).

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: ASPHALT AND CONCRETE REPLACEMENT

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: RESURFACE ASPHALT PAVING IN THE NORTH AND SOUTH PARKING LOTS. INSTALL NEW CURBING AND CONCRETE WALKWAYS IN THE NORTH ENTRIES. INCLUDES ENGINEERING FEES & ESTIMATES. COMPLETION OF PROJECT WILL RESULT IN SAFETY IMPROVEMENT FOR BOTH PEDESTRIAN AND VEHICULAR TRAFFIC. IN ADDITION, IT WILL ADD AESTHETIC VALUE TO THE BUILDING, AND CAMPUS.

Estimated Expenditures by Fiscal Year

4) Project Costs
& Schedule

A. Planning & Engineering

B. Land & ROW

C. Construction

NORTH ENTRY CONCRETE \$ 78,310

SOUTH ENTRY CONCRETE \$ 53,619

NORTH PARKING ASPHAL \$ 119,917 \$ 146,565

SOUTH PARKING ASPHAL \$ 51,354 \$ 120,397

D. Equipment Purchase

	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
NORTH ENTRY CONCRETE	\$ 78,310						\$ 78,310
SOUTH ENTRY CONCRETE	\$ 53,619						\$ 53,619
NORTH PARKING ASPHAL	\$ 119,917	\$ 146,565					\$ 266,482
SOUTH PARKING ASPHAL	\$ 51,354	\$ 120,397					\$ 171,751
D. Equipment Purchase							\$ -
TOTALS	\$ 303,200	\$ 266,962	\$ -	\$ -	\$ -	\$ -	\$ 570,162

E. Operating Costs

\$ -

5) Proposed Financing

General Fund _____	% Percent _____	Federal Aid _____	% Percent _____
Bond Issue _____	_____	Other _____	_____

Comments: YEAR #1 (FY14) NORTH & SOUTH SIDEWALK ENTRY (CONCRETE), IN ADDITION TO PARTIAL PARKING LOTS (NORTH & SOUTH PAVING).

YEAR #2 (FY15) NORTH & SOUTH PARKING LOT REMAINING AREAS NOT PAVED IN YEAR #1.

TOWN HAS APPLIED FOR \$500,000 STEAP GRANT FOR PAVING AND CONCRETE.

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: CAFETERIA ACOUSTICS

2) Department: BOARD OF EDUCATION

3) Project Background, Purpose & Objectives: IMPROVE ACOUSTICS TO PROVIDE A SAFER AND MORE POSITIVE ATMOSPHERE FOR CHILDREN AS WELL AS OTHER GROUPS THAT USE THE CAFETERIA FOR MEETINGS AND EVENTS.

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
TOTALS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments:

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: TELEPHONE - VOICE MAIL - PUBLIC ANNOUNCEMENT SYSTEMS UPGRADE

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: UPGRADE CURRENT TELEPHONE AND COMMUNICAITONS SYSTEMS

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,000
TOTALS	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: CURRENT EQUIPMENT IS ANTIQUATED AND INEFFICIENT. UPDATED SYSTEMS NEEDED TO MEET CURRENT COMMUNICATION AND SAFTY NEEDS

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: CARPETING REPLACEMENT

2) Department: BOARD OF EDUCATION

3) Project Background, Purpose & Objectives: REPLACE CARPETING IN LIBRARY - IMPORTANT LEARNING ENVIRONMENT AS WELL AS NERVE CENTER OF BUILDING. HUNDREDS OF CHILDREN USE LIBRARY DAILY. CARPETING IS OVER 20 YEARS OLD.

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
TOTALS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments:

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: REMOVAL OF WELL HEADS

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: REMOVAL OF WELL HEADS NO LONGER IN USE - STUDENT SAFETY
AS WELL AS THE SAFETY OF ALL VISITORS TO BEECHER CAMPUS.

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 35,000						\$ 35,000

TOTALS \$ 35,000 \$ - \$ - \$ - \$ - \$ - \$ 35,000

E. Operating Costs \$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: PENDING FINAL COST ESTIMATES

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: REPLACE CLASSROOM CASEWORK THROUGHOUT BUILDING

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: UPGRADE EQUIPMENT INCLUDING SINKS AND CABINETS
EXISTING EQUIPMENT IS OVER 50 YEARS OLD AND IN NEED OF REPLACEMENT

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 195,800	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 385,800
TOTALS	\$ 195,800	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 385,800
E. Operating Costs							\$ -

5) Proposed Financing

General Fund _____	% Percent	Federal Aid _____	% Percent
Bond Issue _____		Other _____	

Comments: YEAR 1: A WING, S WING, SOUTH ART ROOM
YEAR 2: B WING, C WING

TOWN OF WOODBRIDGE
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS
FISCAL YEAR 2014

1) Project: TECHNOLOGY

2) Department: BOARD OF EDUCATION

3) Project Background,
Purpose & Objectives: CONTINUED REPLACEMENT PLAN OF EQUIPMENT

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY14	FY15	FY16	FY17	FY18	FY19	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ 95,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 720,000
TOTALS	\$ 95,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 720,000
E. Operating Costs							\$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: