

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, November 20, 2012 7:00 PM

Woodbridge Board of Education November 20,
2012 Regular Meeting Library Media Center
Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Call to Order
 - B. Salute to the Flag
 - C. Correspondence
 - D. Public Comment
- II. **Consent Agenda**
 - A. Approval of October 15, 2012 Regular Meeting Minutes
 - B. Monthly Summary Financial Report Ending October 31, 2012
 - C. Monthly Detail Financial Report Through October 31, 2012
 - D. Combining Financial Statements
- III. **Reports**
 - A. PTO Update
 - B. Superintendent's Report
 1. BRS Update
 - a. BRS Monthly Enrollment Report
 2. Make-up Days 2012/13
 3. Connecticut's New Accountability Plan for Schools
 - C. Facilities Committee Report
 - D. BRS Building Committee
 - E. Policy Committee
 1. Approve 4000 Policy Series
 - F. Finance Committee
 - 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, October 15, 2012

BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 6:35 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard (6:40 PM), Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary, and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #1 – EXECUTIVE SESSION

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

Dr. Fleischman

Second by Dr. Handler

UNANIMOUS

The Board entered Executive Session to discuss the evaluation process of the Superintendent for the 2012/13 school year.

MOTION #2 RETURN TO PUBLIC SESSION

Move that we return to Public Session (7:05 PM).

Dr. Fleischman

Second by Mr. Gilbride

UNANIMOUS

CALL TO ORDER: Ms. Hamilton, Chair called the Public Session back to order at 7:06 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith (7:20 PM), Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary, and Dr. YanYun Wu.

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.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #3 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Fleischman

Second by Mr. Gilbride

UNANIMOUS

REPORTS

PTO Report – None

Superintendent's Report

- *Superintendent's Update* – Superintendent Stella highlighted the Massaro Family Farm day on October 13 and the Extended Day Family Dinner on October 12, which honored Larry Hurwitz. The recently negotiated WEA contract was presented and accepted by the Boards of Selectmen and Finance. Contract negotiations will commence on October 16 with the CILU Union.

- Beecher Road School Update – Ms. Prisco noted that BRS 6th grade students are participating in a cutting edge fitness program in collaboration with SCSU students. She invited parents to participate in the upcoming parent/teacher conferences on October 16 and 18.
- CMT Action Plan – Ms. Prisco and Ms. White presented the CMT Action Plan. This plan serves multiple purposes. It identifies strengths and weaknesses in curriculum to guide and informs instruction to ensure each child is successful in their individual learning pathway. The data analysis depicted growth comparisons from last year to this year inclusive of identification of specific strand areas. Strategies will be embedded into the curriculum with areas for improvement targeted with explicit instruction objectives. Learning will be differentiated and rubrics created to reach all students across the spectrum. As we transition, in the elimination of CMT's over the next two years, the rigor and focus will remain on the Common Core Standards for raising student achievement.

Dr. Dudley-Smith arrived (7:20 PM).

- Inform Data System – Ms. White noted this data warehouse currently houses three years of CMT data, reading assessments, formative assessments in Math K-6 as well as some Kindergarten assessments. The system allows teachers to select a specific assessment test, see which students fall within the range and where they fall on each strand. The teacher is then able to group students for small group instruction as well as individual intervention/instruction.

Questions arose regarding the continued lack of achievement in a certain areas – do we need to excel in every area; are we bad at teaching this specific area; is the test bad at asking the questions; is the state, as a whole, not performing in this area as well; who is building the database; who has access to the student information; and are the assessments standardized or created internally? Everything being done at this stage is “work in progress”. We will continue to identify and select appropriate and helpful data as we craft the database. Internal controls allow access to information only to those who actually need to see it. The CSDE holds all districts accountable for transitioning students from the CMTs to the Common Core and it is not possible to simply abandon the CMTs. There was general consensus that the Common Core Standards will prepare students with more comprehensive life skills for where they ultimately need to be on their individual pathway of learning.

MOTION #4 – MODIFY AGENDA

Move that we modify tonight's agenda and add action on bid award for dual boiler conversion as Item 3.3.1 under the Facilities Committee Report.

Dr. Fleischman
 Second by Mr. Gilbride
UNANIMOUS

Ms. Hamilton indicated that it is anticipated the November BOE meeting will be changed from the 19th to the 20th. Board members will be polled on their availability later in the week.

Facilities Committee – Mr. Barkin reviewed the October 5 meeting minutes. Bids on the dual boiler conversion were presented. It was suggested that in the future all addendums to RFP's should be written to avoid any perception of impropriety or irregularity. It is anticipated that the boiler will be installed during the December break.

MOTION # 5 – DUAL BOILER CONVERSION

Move that we accept the bid of Ratick Combustion in the amount of \$34,552.19 for the dual boiler conversion.

Dr. Fleischman
 Second by Messrs. Gilbride/Bernard
UNANIMOUS

Town Building Committee Charge – No Report

Policy Committee – Mr. Bernard invited everyone to the October 25 meeting when they will begin review of the 5000 series.

Finance Committee – Dr. Fleischman noted all items contained in the Consent Agenda, were reviewed by the Finance Committee at their October 9 meeting. As follow-up on the 403B, conversations were conducted with both the TPA and the WEA. This document may be modified annually and tailored to district needs.

The 2013/14 Capital Budget was reviewed. As a decision has not yet been rendered by the Town Building Committee, energy efficient projects related to the building upgrade have been included in Fiscal Year 2014 with a price tag of \$11m. Discussion ensued for how this figure was attained and what items were included. The original approved building project figure of approximately \$17m should be the figure represented on documentation. In essence the Board will be approving a building project for \$11m without knowledge of neither the contents nor the scope of the project. Further, the Board has not received any estimates nor presentations related to performance contracting. The Board should have a full understanding of the potential ramifications associated with that contract prior to rendering any vote.

Dr. Wu left the meeting (8:22 PM).

It was noted the \$11m figure was attained as several projects were no longer included in the current building project under review by the Town Building Committee. There was general agreement that all numbers presented in the Capital Budget are placeholders and all listed projects deemed priorities. Regardless of how these projects are identified, it is anticipated the funding source will remain the same.

MOTION # 6 – CAPITAL PROJECT CHANGE

Move that we change Project #1 to represent the \$17m project figure minus \$500,000 inclusive of the casework and telephone/voice mail/pa system upgrades, with a footnote at the bottom of Page 1 indicating that this figure represents the Board approved previous project.

Dr. Fleischman

Second by Mr. Barkin

IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Fleischman, Dudley-Smith

OPPOSED: Ms. Hamilton

MOTION PASSES 5-1

It was suggested that the asphalt project be asterisked as well as it is part of a Town STEAP Grant.

MOTION #7 – 2013/14 CAPITAL BUDGET PROPOSAL

Move that we approve the 2013/14 Capital Budget proposal as amended for submission and approval by the Boards of Selectmen and Finance.

Dr. Fleischman

Second by Mr. Barkin

UNANIMOUS

CABE Liaison – No Report

ACES Liaison – No Report

PUBLIC COMMENT – None

MOTION TO ADJOURN: (8:34 PM)
Mr. Gilbride
Second by Dr. Fleischman
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 4 Months Ended October 31, 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	7,539,882	713,878	597,736	116,142	1,732,805	1,706,058	26,747
200	TOTAL BENEFITS	2,695,236	232,032	179,935	52,097	841,781	768,877	72,904
300	TOTAL PROFESSIONAL SERVICES	356,083	19,430	19,973	(543)	32,038	33,360	(1,322)
400	TOTAL PROPERTY SERVICES	620,944	49,084	59,199	(10,115)	78,397	79,541	(1,144)
500	TOTAL OTHER PURCHASED SERVICES	1,191,974	130,700	124,004	6,696	343,793	333,351	10,442
600	TOTAL SUPPLIES & MATERIALS	303,413	24,687	36,338	(11,650)	80,693	85,672	(4,979)
700	TOTAL PROPERTY	33,000	1,780	609	1,171	3,560	1,193	2,367
800	TOTAL DUES AND FEES	77,466	4,267	357	3,910	13,919	14,520	(601)
	TOTAL ADOPTED BUDGET	12,817,998	1,175,859	1,018,150	157,708	3,126,986	3,022,572	104,414

COMMENTS

1. Custodial Overtime Timing \$5,631; Savings from certified staff changes \$21,116.
2. Health Insurance Savings \$42,217; Premium cost sharing timing 30,687.
3. Substitutes expense (\$1,322).
4. Electricity Timing (\$1,144).
5. Workers Compensation (\$8,736); Transportation Regular Ed Timing \$19,178.
6. Instructional Supplies Timing (\$4,979).
7. Teaching Equipment Timing \$2,367.
8. Other Dues & Fees Timing (\$601).

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	3,750	1,800	1,950	7,500	1,800	5,700
3901	CONSULTANTS	14,000	1,400	0	1,400	2,800	375	2,425
510	TRANSPORTATION	136,400	13,640	9,849	3,791	27,280	42,078	(14,798)
560	TUITION	220,000	22,000	14,219	7,781	44,000	28,679	15,321
	TOTALS	407,900	40,790	25,868	14,922	81,580	72,932	8,648

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

For 4 Months Ended: October 31, 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		217,316	405,300	101%	(5,686)	-	(5,686)
120	Teachers - Regular	4,518,986		905,700	3,552,094	99%	61,192	20,720	40,472
120	Teachers - Special Education	777,420		171,285	597,541	99%	8,594		8,594
1201	Psychologist	166,595		33,249	133,346	100%	-		-
1203	Counselor	40,841		7,886	32,956	100%	-		-
	Sub-Total Certified Salaries	6,120,771	-	1,335,435	4,721,236	99%	64,100	20,720	43,380
1303	Custodians	360,365	-	102,479	192,899	82%	64,987	64,987	0
140	Nurses	129,572	-	21,957	94,517	90%	13,098	13,098	-
150	Secretaries, Clerical	305,965	-	104,597	195,925	98%	5,443	5,443	-
160	Paraprofessionals	367,365	-	72,083	293,130	99%	2,152	2,152	-
1601	Special Education Paraprofess.	227,927	-	65,656	161,147	100%	1,124	1,124	-
190	Salaries, Miscellaneous	27,917	-	3,851	14,079	64%	9,987	9,987	-
	Sub-Total Non-Certified Salaries	1,419,111	-	370,622	951,697	93%	96,791	96,791	0
	TOTAL SALARIES	7,539,882	-	1,706,058	5,672,934	98%	160,891	117,511	43,380
1906	Retirement - Sick Pay-Out	-		-	-	#####	-	-	-
220	FICA	232,956		46,077	-	20%	186,879	186,879	-
230	Merf	145,740		55,385	-	38%	90,355	90,355	-
270	Medical Insurance	2,266,380		659,531	1,177	29%	1,605,672	1,479,572	126,100
280	Life Insurance	34,960		6,484	-	19%	28,476	28,476	-
2902	Other Employee Benefits	15,200		1,400	3,575	33%	10,225	10,225	-
	TOTAL BENEFITS	2,695,236	-	768,877	4,752	29%	1,921,607	1,795,507	126,100

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

For 4 Months Ended: October 31, 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	-	7,724	37,703	68%	21,373	21,373	-
330	Legal Fees	40,000		3,996	21,004	63%	15,000	15,000	-
340	Software Support	13,078		3,378	-	26%	9,700	9,700	-
350	Substitutes	28,000	-	2,872	42,475	162%	(17,347)	-	(17,347)
390/01	OT/PT/Consultant Services	51,500		2,175	45,614	93%	3,711	3,711	-
3902	Financial Audit	15,291		1,770		12%	13,521	13,521	-
390	Other Prof/Tech. Services	141,414	-	11,444	13,135	17%	116,835	116,835	-
	TOTAL PROFESSIONAL SERVICES	356,083	-	33,360	159,931	54%	162,792	180,140	(17,347)
410/01	Utilities - Electric and Water	253,660		27,988	223,860	99%	1,813	1,813	-
420	Heating Oil	179,118		-	-	0%	179,118	144,820	34,298
430	Repairs and Maintenance	37,452	-	2,053	9,204	30%	26,195	26,195	-
450	Leases and Rentals	50,654		8,530	42,124	100%	-	-	-
4501	Building Improvements	21,100	-	3,172	44,726	227%	(26,798)	7,500	(34,298)
490	Other Purchased Services	24,801	-	3,198	5,461	35%	16,141	16,141	-
4901	Service Contracts	54,159	-	34,600	18,201	97%	1,358	1,358	-
	TOTAL PROPERTY SERVICES	620,944	-	79,541	343,576	68%	197,827	197,827	0
510	Pupil Transportation-Regular	458,997		92,129	362,289	99%	4,579	4,579	-
510	Pupil Transportation-Spec. Educ.	136,400		42,078	85,733	94%	8,589	8,589	-
520	Insurance-General Liability	87,000		38,893	48,107	100%	-	-	-
5201	Worker's Compensation	93,184	-	89,916	19,121	117%	(15,853)	-	(15,853)
530	Telephone Services	16,670		2,819	11,426	85%	2,425	2,425	-
535	Internet	9,436	-	30		0%	9,406	9,406	-
537	Postage	5,400		86	1,000	20%	4,314	4,314	-
540	Advertising	2,800	-		185	7%	2,616	2,616	-
550	Interns	127,710	-	38,467	77,533	91%	11,710	-	11,710
560	Tuition	239,102		28,679	210,423	100%	-	-	-
590	Other Purchased Services	15,275	-	253	660	6%	14,362	14,362	-
	TOTAL OTHER PURCH SERVICES	1,191,974	-	333,351	816,476	96%	42,148	46,291	(4,143)

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

For 4 Months Ended: October 31, 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	-	46,683	27,121	52%	69,146	69,146	-
620	Computer Software	55,671	-	16,440	806	31%	38,426	38,426	-
625	Supplies Nurses	1,800	-	-	467	26%	1,333	1,333	-
630	Supplies Custodial	45,792	-	8,378	23,609	70%	13,805	13,805	-
635	Supplies Office	11,500	-	6,719	1,055	68%	3,726	3,726	-
640	Books and Audio Visual	18,000	-	-	7,000	39%	11,000	11,000	-
645	Subscriptions	13,900	-	6,460	-	46%	7,440	7,440	-
650	Testing	10,000	-	-	1,263	13%	8,737	8,737	-
690	Misc. Supplies	3,800	-	994	30	27%	2,776	2,776	-
	TOTAL SUPPLIES & MATERIALS	303,413	-	85,672	61,350	48%	156,390	156,390	-
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	-	609	203	18%	3,788	3,788	-
745	Furniture	2,250	-	385	-	17%	1,865	1,865	-
	TOTAL PROPERTY	33,000	-	1,193	3,460	14%	28,347	28,347	-
810	Dues and Fees	32,174	-	12,599	2,895	48%	16,680	16,680	-
825	Unemployment	12,596	-	425	-	3%	12,171	12,171	-
900	Other Fees	32,696	-	1,496	-	5%	31,200	31,200	-
	TOTAL DUES AND FEES	77,466	-	14,520	2,895	22%	60,051	60,051	-
	TOTAL ADOPTED BUDGET	12,817,998	-	3,022,572	7,065,373	79%	2,730,053	2,582,064	147,989

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

November 2012

OBJECTS 110-120 – CERTIFIED STAFF

The net 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 420 – HEATING OIL

The projected surplus is a result of anticipated conversion to natural gas energy heating

OBJECT 4501 – BUILDING IMPROVEMENTS

The projected deficit is a result of the cost of converting 2 burners to dual-fuel

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 10/31/12 (Unaudited)

	Total	Special Revenue			Agency	
		Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 141,904	\$ 56,836	\$ 44,824	\$ 1,663	\$ 35,007	\$ 3,574
Prepaid expenses	-	\$ -	-	\$ -	-	\$ -
Accounts receivable	4,408	2,117	1,040	\$ 980	\$ 271	\$ -
Intergovt Receivable	6,194	6,194	-	-	-	-
Inventory	3,756	3,756	-	-	-	-
Total Assets	156,262	68,903	45,864	2,643	35,278	3,574
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	18,156	4,804	13,352	-	-	-
Accounts payable	5,604	3,613	1,991	-	-	-
Deferred revenue	4,468	-	4,468	-	-	-
Wages payable	-	-	-	-	-	-
Total Liabilities	28,228	8,417	19,811	-	-	-
Fund Balance	128,034	60,486	26,053	2,643	35,278	3,574
Total Liabilities and Fund Balance	\$ 156,262	\$ 68,903	\$ 45,864	\$ 2,643	\$ 35,278	\$ 3,574
Activity Fund:						
Fitness Room						\$ 1,000
Drama						307
Signage - 2012 Class Gift						1,000
Lego Club						264
ODAC						459
PTO						166
Target 4 Education						\$ 378
Total						\$ 3,574
Balances yes/off by	-	Yes	Yes	Yes	Yes	Yes
						Yes
				Café	Extended Day	SEP
Current Fund Balance				\$ 60,486	\$ 26,053	\$ 19,632
Baseline - Minimum Fund Balance	(30 Day Expenses Average)			\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Balance	(90 Day Expenses Average)			\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 107	\$ 28	\$ 59
Fund Balance Excess				\$ 9,486	\$ -	\$ -

Woodbridge Board of Education
 Combining Statement of Revenues & Expenditures
 for the 4 Months Ended 10/31/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 242,684	\$ 56,260	\$ 94,504	\$ 6,978	\$ 81,122	\$ 3,820	\$ -
Intergovernmental	7,879	7,879	-	-	-	-	
Donations	-	-	-	-	-	-	
Other income	103	22	-	81	-	-	
Additions	-	-	-	-	-	-	-
Total revenues/additions	250,666	64,161	94,504	7,059	81,122	3,820	-
Expenditures:							
Wages, FICA, MERF	181,289	25,005	86,719	-	67,465	2,100	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	24,631	24,631	-	-	-	-	
Equipment	26	-	26	-	-	-	
Other Expenses	43,364	9,875	16,628	8,730	7,961	170	
Deductions	-	-	-	-	-	-	
Total expenditures/deductions	249,310	59,511	103,373	8,730	75,426	2,270	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	1,356	4,650	(8,869)	(1,671)	5,696	1,550	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	1,356	4,650	(8,869)	(1,671)	5,696	1,550	
Fund Balance, ending	\$ 124,460	\$ 60,486	\$ 26,053	\$ 2,643	\$ 19,632	\$ 15,646	
BOE Year to Date Cost of Health Insurance		\$ 7,875					

Woodbridge School District				Enrollment Nov. 1, 2012	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	11	19
Kindergarten					Krawec	8	10	18
Belisle	9	8	17		Reizfeld	8	11	19
Coleman	10	9	19		Waldron	9	9	18
Dempsey	10	9	19		Total	42	50	92
Salinardi	7	10	17					
Wyman-Anctil	9	10	19		Grade 5			
Total	45	46	91		Blinstrubas	9	11	20
					Guerra	10	11	21
Grade 1					McCollom	10	11	21
Fanelli	9	10	19		Mulligan	9	9	18
Piascyk	9	11	20		Rourke	9	8	17
Regan	10	10	20		Total	47	50	97
Sanders	10	11	21					
Total	38	42	80		Grade 6			
					Chase	11	10	21
Grade 2					Eleck	8	12	20
Buzzard	9	9	18		Holowienko	9	8	17
Hamm	9	10	19		Katzen	7	9	16
Navadu	8	10	18		Ngov	9	8	17
Shepard	8	12	20		Smerekanicz	11	9	20
Total	34	41	75		Total	55	56	111
					M.A.G.			
Grade 3					Golden (Gr 1)	14	7	21
Concilio	12	7	19		Burness (Gr 2)	10	9	19
Halsey	10	11	21		Hart-Rooney (Gr 3)	14	9	23
Hutchinson	11	8	19		Ahern (Gr 4)	11	11	22
Lavigne	10	9	19		Total	49	36	85
Vincitorio	12	7	19					
Total	55	42	97		Enrollment Data			
					B.R.S	374	373	747
O.O.D.	2				Other		4	
					Total	374	377	751
Magnet	2				Comparison			
					Totals			
					September 2011			
					B.R.S.			737
					Other			5
					Total			742

WOODBRIIDGE SCHOOL DISTRICT 2012/13 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
2	3	X4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST (5)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21*	22*	23*	24
(27)	28	29	30	31

SEPTEMBER (17)				
Mon	Tue	Wed	Thu	Fri
X3	4	5	6	7
10	11	12	13	14
X17	18	19	20	21
24	25	X26	27	28

OCTOBER (22)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
X8	9	10	11	12
15	(16)	17	(18)	19
22	23	24	25	26
29	30	31		

NOVEMBER (20)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	(21)	X22	X23
26	27	28	29	30

DECEMBER (15)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
X24	X25	26	27	28
31				

JANUARY (21)				
Mon	Tue	Wed	Thu	Fri
	X1	2	3	4
7	8	9	10	11
14	15	16	17	18
X21	22	23	24	25
28	29	30	31	

FEBRUARY (15)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
X18	19	20	21	22
25	26	27	28	

MARCH (20)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22)
25	26	27	28	X29

APRIL (17)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
(8)	9	(10)	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X27	28	29	30	31

JUNE (15)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
24	25	26	27	28

NO SCHOOL	BUILDING CLOSED	X
Jul. 4	Independence Day	
Sep. 3	Labor Day	
Sep. 17	Rosh Hashanah	
Sep. 26	Yom Kippur	
Oct. 8	Columbus Day	
Nov. 21-23	Thanksgiving Holiday	
Dec. 21-Jan. 1	Holiday Recess	
Jan. 21	Martin Luther King Day	
Feb. 18	Presidents' Day	
Feb. 18-22	Winter Vacation	
Mar. 22	Teacher Workshop	
Mar. 29	Good Friday	
Apr. 15-19	Spring Vacation	
May 27	Memorial Day	

ABBREVIATED DAYS ()	
Aug. 27	First Day for Students
Oct. 16	Parent/Teacher Conference
Oct. 18	Parent/Teacher Conference
Nov. 21	Thanksgiving Recess
Dec. 21	Holiday Recess
Mar. 22	Professional Development
Apr. 8	Parent/Teacher Conference
Apr. 10	Parent/Teacher Conference
Jun. 21	Last Day for Students

SNOW DAYS MAKE-UP
June 14-21
Additional Days Starting
April 15

WORKSHOP DAYS (*)
Aug. 21, 22, 23
Mar. 22

BOARD OF ED. MEETINGS	
July 16	Jan. 22
Aug. 20	Feb. 25
Sep. 18	Mar. 18
Oct. 15	Apr. 22
Nov. 19	May 20
Dec. 17	June 17

OPEN HOUSE DAYS	
Sep. 5	Ice Cream Social
Sep. 11	Kdg. Grades 1 & 2
Sep. 19	Grades 3, 4 & MAG
Sep. 20	Grades 5 & 6

182 Student Days
187 Staff Days

Kdg. Bus Ride/Safety Demo	Aug. 16
Kindergarten Visitation	Aug. 27

Report Card Distribution	Dec. 14, Mar. 15 and June 21
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New Staff Orientation Aug. 15, 16

 Hurricane Sandy
 Snow Days

BOE Approved February 27, 2012
BOE Revised November 20, 2012

**An Introduction to
Connecticut's
New Accountability System:
Metrics and School Classification**

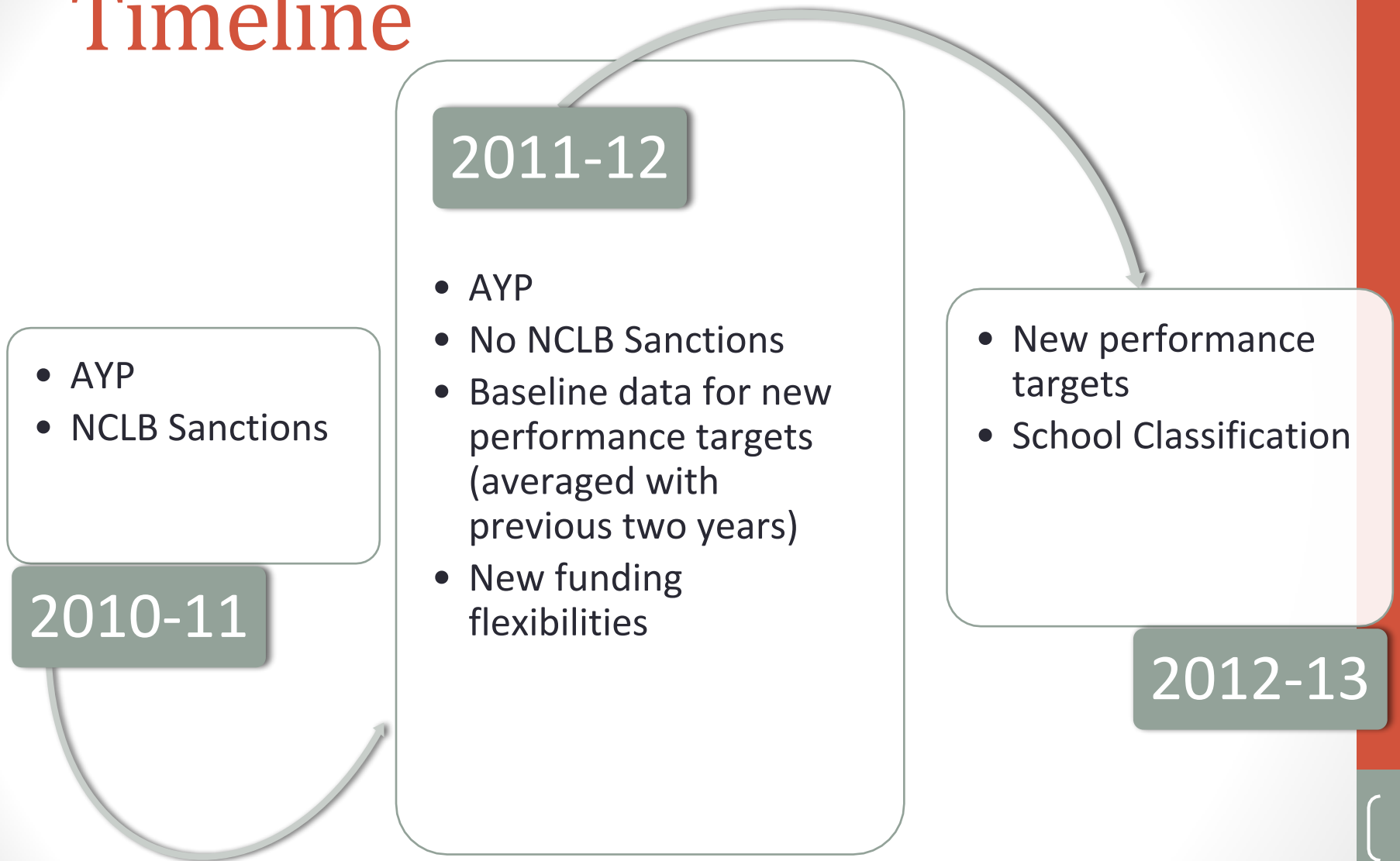
**Woodbridge School District
November 2012**

CT Accountability System

- ❖ Result of CT's NCLB waiver approved by the USDE
- ❖ Replaces annual yearly progress (AYP) under NCLB with CT-designed annual performance targets
- ❖ Replaces sanctions with interventions for underperforming schools



Timeline



Elements of Accountability System

❖ Measurement

❖ Classification

❖ Intervention

❖ Recognition

Connecticut's new system of accountability:

- ❖ values improvement at all levels.
- ❖ uses metrics that give us a fuller picture of performance.
- ❖ sets meaningful goals for schools.
- ❖ sets the bar higher: the goal is 'Goal'.

Major shifts:

<u>NCLB</u>	<u>CT's new indicators</u>
Target is Proficient	Target is – on average – at Goal
Get to 100% by 2014	Halfway to target by 2018
Only math and reading count	Math, reading, writing, and science count
Only capture progress from Basic to Proficient	Count progress between all levels
School progress only measured by standardized test scores	School progress also measured by high school graduation rates (4-year and extended)
Accountable for subgroups of students, “n” size = 40	Still accountable for subgroups of students, “n” size = 20; majority of subgroups approach

Accountability – CMT Connection

- ❖ **All Indices are determined based on CMT scores**

- ❖ **Individual Performance Index (IPI)**

- ❖ Calculated for each individual students based on the average of scores for all areas tested

Accountability – CMT Connection

❖ **School Performance Index (SPI)**

Captures student performance in all tested grade levels and in all tested content areas. Calculated by averaging all BRS IPI indices

❖ **Subject Performance Index**

- ❖ Calculated for all subjects tested in the school: Reading Math, Writing, Science
- ❖ Captures the performance of students in a particular content area in all tested grades in the school

❖ **Sub-group Performance Index (20 or more students)**

- ❖ Students with Disabilities, Students Eligible for Free or Reduced Price Lunch, English Language Learners, Black, Hispanic

Accountability – CMT Connection

❖ District Progress Index (DPI)

- ❖ Average of all Woodbridge students' IPI

- ❖ Subject Performance Index

- ❖ Sub – group Performance Index

Performance Index

Students who take CMT/CAPT

Level of Performance	“Credit”
Goal, Advanced	1.0
Proficient	0.67
Basic	0.33
Below Basic	0.0

Performance Index

Students who take MAS or Skills Checklist

MAS*	Skills Checklist*	“credit”
Goal	Independent	1.0
Proficient	Proficient	0.50
Basic	Basic	0.0

*3% cap remains in place at the district-level. Standard raised from Proficient to Goal.

Calculating District/School/Subgroup Performance Index

- **Step 1: Calculate an Individual Performance Index (IPI) for each student.**

Example: **5th grader**

Reading – G: 1.0

Writing – P: .67

Science – B: .33

Math–P: .67

Average these values (x100) to get
Individual Performance Index: 67

Example: **4th grader**

Reading – B: .33

Writing – P: .67

Math–BB: 0.0

Average these values (x100) to get
Individual Performance Index: 33

- **Step 2: Calculate the District/School/Subgroup Performance Index.**

Example:

5th grader IPI = 67

4th grader IPI = 33

Average all students IPIs (in the
relevant group) to get the
Performance Index = 50

Calculating Subject Performance Index

❖ 97 students take CMT

❖ 17 score A:	17 students x 1.00 =	17 SPI points
❖ 20 score G:	20 students x 1.00 =	20 SPI points
❖ 30 score P:	30 students x 0.67 =	20 SPI points
❖ 15 score B:	15 students x 0.33 =	5 SPI points
❖ 15 score BB:	15 students x 0.00 =	0 SPI points

❖ 2 students take MAS

❖ 1 scores G:	1 student x 1.00 =	1 SPI point
❖ 1 scores B:	1 student x 0.00 =	0 SPI points

❖ 1 student takes Skills Checklist

❖ 1 scores I:	1 student x 1.00 =	 1 SPI point
---------------	--------------------	--

**% at or above
Proficient =
69%**

**Subject
Performance
Index = 64**

School Classification:

❖ Excelling → Met all state targets

❖ Progressing → Meeting annual targets

❖ Transition → Not meeting annual targets

❖ Review (inc. Focus)

❖ Turnaround

Need the most support: eligible for Commissioner's Network; otherwise, district-led interventions and redesign

Excelling Schools

Performance Targets

Description

Meet state targets:

- ▶ SPI > 88
 - ▶ 4yr grad > 94%
 - ▶ Ext. grad > 96%
 - ▶ 50% of subgp. gaps < 10
- and
- ▶ > 25% Adv. In three of four subjects

- Maintain SPI > 88
- Maintain 4yr grad > 94%
- Maintain Ext. grad > 96%
- If subgp. SPI < 88, increase so that ½ way to 88 by 2018

Interventions

- Drive own improvement

Progressing Schools

Description	Performance Targets	Interventions
<ul style="list-style-type: none">▶ SPI >88 <p><u>and miss one of:</u></p> <ul style="list-style-type: none">▶ 50% of subgp. gaps < 10▶ 4yr grad > 94%▶ Ext. grad > 96%	<ul style="list-style-type: none">• Increase SPI so ½ way to 88 by 2018• Increase subgroup SPIs so ½ way to 88 by 2018• Increase 4yr grad so ½ way to 94% by 2018• Increase Ext grad so ½ way to 96% by 2018	<ul style="list-style-type: none">• Self-review
<p>OR</p>		
<ul style="list-style-type: none">▶ 64 < SPI < 88 <p><u>and meet all of:</u></p> <ul style="list-style-type: none">▶ Performance target for SPI▶ 4yr grad > 90%▶ Ext. grad > 93%▶ 50% of subgp. gaps < 10		

BRS Goal

Excelling School



Current District Data



	Current	Target
DPI	91.5	Maintain
Reading	93.1	Maintain
Mathematics	95.2	Maintain
Writing	91.2	Maintain
Science	92.6	Maintain

Excelling Schools Category

Where does Woodbridge Stand?

Description

Meet state targets:

- ▶ **SPI > 88**
 - ▶ 4yr grad > 94%
 - ▶ Ext. grad > 96%
 - ▶ **50% of subgp. gaps < 10**
- and
- ▶ **> 25% Adv. In three of four subjects**

Performance Targets

- **Maintain SPI > 88**
 - Maintain 4yr grad > 94%
 - Maintain Ext. grad > 96%
- **If subgp. SPI < 88, increase so that ½ way to 88 by 2018**

Interventions

- Drive own improvement

Current BRS Data



	Current	Target	Meets criteria for Excelling School
SPI	93.1	Maintain	Yes
Students Eligible for Free / Reduced Lunch	84.9	85.1	Yes < 10 point gap
Students with Disabilities	74.9	72.1	No > 10 point gap Yes if the only subgroup > 10
Mathematics	56.9% Advanced	> 25%	Yes
Reading	39.4% Advanced	> 25%	Yes
Writing	49.1% Advanced	> 25%	Yes
Science	50% Advanced	> 25%	Yes

Schools of Distinction

Highest Performing Subgroups

- Highest performing ELL, SWD, Black students, Hispanic students, or students eligible for free or reduced price lunch

Highest Progress

- Greatest increase in achievement for the “all students” group
 - School Performance Index
 - % Advanced

Highest Performing

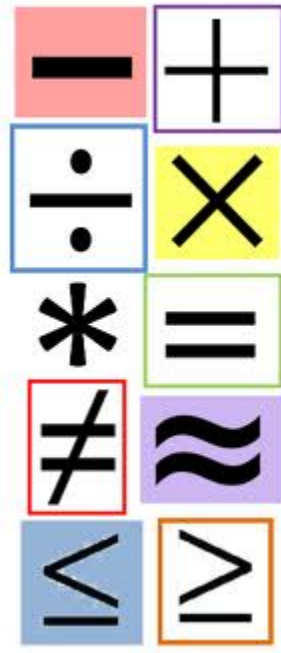
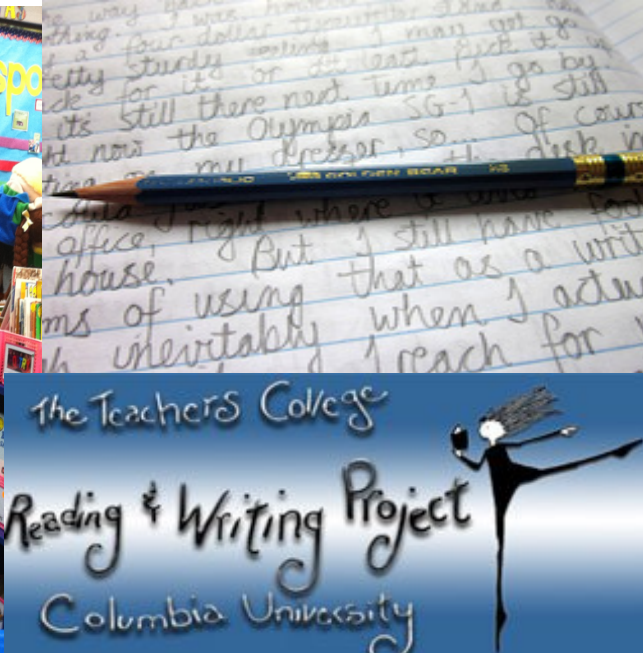
- Highest performing for the “all students” group

Becoming an Excelling School

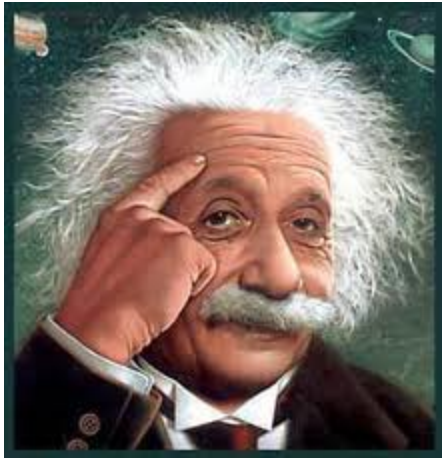
is a commitment to individual student progress



Differentiated Instruction



Remember...



We'll count what is important...

**but never limit ourselves
to what can be counted!**



**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: _____

Reports of harassment shall be treated with all appropriate confidentiality.
Woodbridge School District - Bylaw and Policy Manual

**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.

**WOODBRIIDGE 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

Minutes from Finance Committee Meeting 11/12/12

Attending: Dr. Stella, Al Pullo, Yanyun Wu, Margaret Hamilton,
Sandy Stein

1. Monthly Summary Financial Report through 10/31/12
2. Monthly Detail Financial Report through 10/31/12
3. Combining Financial Statements through 10/31/12

All of the above reports were reviewed. The following items were highlighted:

- Cost for conversion of existing boilers is estimated at approximately \$34,298 and is being noted under Heating Oil which will run at a surplus due to both stockpiled oil from last year, and anticipated savings due to the conversion from oil to gas.
- Special Education may soon have some additional expenses, due to status/placement changes. This item will be carefully reported on at each monthly meeting.
- Extended Day enrollment is down, and adjustments to staffing are being made as a result (initial staffing was based on last year's enrollment). Again, this item will be reported on and noted monthly.

Superintendent's Update – Budget 2013-2014

- Budgeting has been in progress since mid September, and data from all administrators, Department heads, etc., is being compiled. Due to larger than projected enrollment, no staff reduction is planned for 2013-14. Next month's Finance Meeting will include more information on the budget process to date.

Favorable factors include:

- Teacher contract changes (new contract for 2013-14)
- Medical insurance plan changes and rate changes

Unfavorable factors include:

- Possible Special Education placement

Unknown factors:

- Retirements
- Energy costs (anticipated gas prices)