

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, June 17, 2013 6:30 PM

Woodbridge Board of Education June 17, 2013
Regular Meeting 6:30 PM CAPPS Awards 7:00
PM Public Session Library Media Center
Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. CAPSS Superintendent/Student Awards - 6:30 PM
 - B. Call to Order - 7:00 PM
 - C. Salute to the Flag
 - D. Correspondence
 - E. Public Comment
- II. **Consent Agenda**
 - A. Approval of May 21, 2013 Regular Meeting Minutes
 - B. Monthly Summary Financial Report Ending May 31, 2013
 - C. Monthly Detail Financial Report Ending May 31, 2013
 - D. Combining Financial Statements Through May 31, 2013
- III. **Reports**
 - A. Departing Board Member Recognition
 - B. PTO Update
 - C. Superintendent's Report
 1. Safety Audit
 2. BRS Update
 - a. BRS Monthly Enrollment Report
 3. Tools for Schools Update
 4. Wellness Update
 5. TAG Update
 6. School Climate Survey Presentation
 - D. Facilities Committee Report
 - E. BRS Building Committee
 - F. Policy Committee
 1. Adopt Security Policy Series
 - G. Finance Committee
 1. Act on Transfers in the 2012/13 Operating Budget
 2. Award RFP for Cafeteria Acoustics Project
 3. Award RFP to Library & Office Flooring Replacement
 4. Award RFP for Telephone/Voice Mail System
 5. Award RFP for North Playground Paving
 - H. CABA Liaison Report
 - I. ACES Liaison Report
 - J. Action Item Review and Status
- IV. **New Business**
 - A. Accept Certified Staff Resignation
 - B. Ratify Certified Staff Appointments

- V. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- VI. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, May 21, 2013
BRS Library Media Center

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

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Steven Fleischman, Vice Chair; Mr. David Barkin (7:01 PM); Mr. David Bernard (7:02 PM); Mr. Matthew Gilbride, Secretary; Dr. Clotilde Dudley-Smith (7:52 PM), Mr. Carl Lindskog and Ms. Sheila McCreven.

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

MEMBERS OF THE PUBLIC: Teresa Nakouzi, WEA; Caron Stebinger, Teacher; Lola Johnson, Lyn Lucas, CILU; Lisa Connor, Kerri Matthews, community.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Fleischman

Second by Mr. Gilbride

UNANIMOUS

REPORTS

PTO Report – No report.

Mr. Barkin arrived (7:01 PM)

Superintendent's Report – Superintendent Stella highlighted the Book Swap sponsored by the PTO, the upcoming Arts Fest Week, the drama production of *Snow White and Seven Dwarfs* and a student piano recital performance. The student donated his prize money to Beecher Road School. His father extended his sincere gratitude to Ms. Prisco and BRS staff for the wonderful transition his children have made since relocating from Baltimore last summer.

Mr. Bernard arrived (7:02 PM).

BRS Update – It was noted that Ms. Prisco was not in attendance as she was attending her daughter's induction into the Honor Society. Ms. White accentuated persuasive student writings throughout the various grade levels as well as the playground, the DARE Celebration on Friday, social issue book clubs and the online Smarter Balance Language Arts testing pilot in Grades 3 and 4. The Technology Team was acknowledged for their talent and extensive efforts in support of the Smarter Balance initiative. Ms. Haverkamp noted that the school climate surveys conducted with staff, students and parents have concluded and results are being analyzed. Special thanks were extended to parents who translated the survey in Chinese, Spanish and Turkish. It is anticipated an executive summary report will be made available on the district web site some-time in the future.

Science Update – Dr. Stebinger provided an overview of the Science curriculum, inclusive of inquiry-based examples and hands-on learning activities. In addition, at each grade level, students have assorted opportunities for integration of language arts, math, science, art and technology and share what they learn by writing in true/false books. They are afforded authentic field experiences, both in and out of school, that extend learning outside of the classroom. It remains

unknown when new standards will be introduced. In the meantime, districts will continue to utilize the current state standards.

CILU Contract – Superintendent Stella presented the recently negotiated CILU contract for ratification. This union represents the custodians, secretaries and cafeteria staff.

MOTION #2 – UE LOCAL 222, CILU #80 CONTRACT AGREEMENT

Move that we ratify the contract agreement with the UE Local 222, CILU #80 effective July 1, 2012 through June 30, 2015.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

IDEA Grant 2013/14 – Ms. Haverkamp outlined the purpose of the IDEA Grant which supports excess costs associated with the education of students with disabilities based on district goals and expectations for all students.

MOTION #3 – 2013/14 IDEA GRANT

Move that we approve the 2013/14 IDEA Grant for submission to the Connecticut State Department of Education as presented by administration.

Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

Facilities Committee – No Report

BRS Building Committee – Ms. McCreven indicated this Committee will meet on Friday, May 24 and will be requesting additional funds from the Boards of Selectmen and Finance to complete items associated with the recent security audit. The Committee anticipates bringing this project to referendum in September.

Policy Committee – Mr. Bernard noted the committee recently completed review of the special update to address safety issues raised after the Newtown incident. The identified policies were submitted for 30-day review under the Consent Agenda. The Committee will start review of the 5000 series at its meeting on Thursday.

Finance Committee – Dr. Fleischman reviewed the May 13 Finance Committee meeting. He presented the 2013/14 proposed budgets for the Summer Enrichment, Extended Day and Cafeteria programs reviewed and endorsed by the Committee.

MOTION #4 – 2013/14 SUMMER ENRICHMENT BUDGET

Move that we approve the 2013/14 Summer Enrichment budget as presented by administration.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

MOTION #5 – 2013/14 EXTENDED DAY BUDGET

Move that we approve the 2013/14 Extended Day budget as presented by administration.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

MOTION #6 – 2013/14 CAFETERIA BUDGET

Move that we approve the 2013/14 Cafeteria budget as presented by administration.

Dr. Fleischman
Second by Mr. Bernard
UNANIMOUS

CABE Liaison – Ms. McCreven extended an invitation to Board members to attend the Legislative Wrap-Up Session, which provides a snapshot of all pending changes in laws.

ACES Liaison – No Report.

MOTION TO ADJOURN: (8:04 PM)
Mr. Lindskog
Second by Dr. Fleischman
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 11 Months Ended May 31, 2013**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Date \$ Variance (Over)Under
100	TOTAL SALARIES	7,539,882	614,443	606,737	7,705	6,484,187	6,389,419	94,767
200	TOTAL BENEFITS	2,695,236	101,734	196,878	(95,144)	2,288,301	2,089,138	199,163
300	TOTAL PROFESSIONAL SERVICES	356,083	19,096	42,782	(23,686)	248,330	254,629	(6,299)
400	TOTAL PROPERTY SERVICES	620,944	69,941	26,458	43,484	541,073	388,981	152,092
500	TOTAL OTHER PURCHASED SERVICES	1,191,974	88,130	63,989	24,141	1,045,492	1,031,874	13,618
600	TOTAL SUPPLIES & MATERIALS	303,413	26,297	57,579	(31,282)	250,497	273,718	(23,221)
700	TOTAL PROPERTY	33,000	11,884	16,374	(4,490)	26,459	27,241	(782)
800	TOTAL DUES AND FEES	77,466	5,249	376	4,873	67,814	51,481	16,333
	TOTAL ADOPTED BUDGET	12,817,998	936,774	1,011,174	(74,400)	10,952,153	10,506,482	445,672

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COMMENTS

1. Custodial O/T timing \$12,017; Other pay timing: \$35,885; Savings from certified staff changes and nurse vacancy \$46,865.
2. Health Insurance Savings \$199,163
3. Substitutes expense (\$26,714); Legal Fees timing \$20,415.
4. Heating Savings \$104,652; Heating Timing \$37,892; Electricity & Water timing \$9,548.
5. W/Comp Deficit (\$13,505); Interns Savings \$11,710; Other Purch Srvc Timing \$11,823; Postage & Internet Timing \$3,590
6. Supplies DW Security Deficit (\$23,221).
7. Equipment timing (\$782).
8. Unemployment Savings \$11,910; Dues and Fees Timing \$4,423.

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,750	0	3,750	26,250	16,486	9,764
3901	CONSULTANTS	18,000	1,800	2,400	(600)	14,400	12,315	2,085
510	TRANSPORTATION	136,400	13,640	9,445	4,195	109,120	96,620	12,500
560	TUITION	220,000	22,000	28,945	(6,945)	176,000	172,613	3,387
	TOTALS	411,900	41,190	40,790	400	325,770	298,033	27,737

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

For 11 Months Ended: May 31, 2013

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	-	598,774	23,841	101%	(5,686)	-	(5,686)
120	Teachers - Regular	4,518,986	-	3,763,606	699,794	99%	55,586	25,366	30,220
120	Teachers - Special Education	777,420	-	630,095	133,508	98%	13,817	-	13,817
1201	Psychologist	166,595	-	126,186	17,809	86%	22,600	9,517	13,083
1203	Counselor	40,841	-	33,119	7,722	100%	0	-	0
	Sub-Total Certified Salaries	6,120,771	-	5,151,781	882,674	99%	86,316	34,883	51,433
1303	Custodians	360,365	-	306,051	20,172	91%	34,141	34,141	-
140	Nurses	129,572	-	102,502	11,347	88%	15,723	-	15,723
150	Secretaries, Clerical	305,965	-	299,703	6,262	100%	-	-	-
160	Paraprofessionals	367,365	-	306,499	60,866	100%	-	-	-
1601	Special Education Paraprofess.	227,927	-	201,381	26,547	100%	-	-	-
190	Salaries, Miscellaneous	27,917	-	21,504	1,636	83%	4,778	1,002	3,776
	Sub-Total Non-Certified Salaries	1,419,111	-	1,237,639	126,830	96%	54,642	35,143	19,499
	TOTAL SALARIES	7,539,882	-	6,389,419	1,009,504	98%	140,958	70,026	70,932
220	FICA	232,956	-	187,388	-	80%	45,568	45,568	-
230	Merf	145,740	-	134,723	-	92%	11,017	11,017	-
270	Medical Insurance	2,266,380	-	1,729,443	318,707	90%	218,229	-	218,229
280	Life Insurance	34,960	-	33,321	1,639	100%	-	-	-
2902	Other Employee Benefits	15,200	-	4,263	4,385	57%	6,552	-	6,552
	TOTAL BENEFITS	2,695,236	-	2,089,138	324,732	90%	281,366	56,585	224,781

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

For 11 Months Ended: May 31, 2013

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	-	34,384	24,361	88%	8,055	8,055	-
330	Legal Fees	40,000		9,663	15,338	63%	15,000	9,670	5,330
340	Software Support	13,078		3,378	7,532	83%	2,168	2,168	-
350	Substitutes	28,000	-	44,088	13,988	207%	(30,076)	-	(30,076)
390/01	OT/PT/Consultant Services	51,500		28,801	23,403	101%	(704)	-	(704)
3902	Financial Audit	15,291		15,420	-	101%	(129)	-	(129)
390	Other Prof/Tech. Services	141,414	-	118,896	11,088	92%	11,431	11,431	-
	TOTAL PROFESSIONAL SERVICES	356,083	-	254,629	95,709	98%	5,745	31,324	(25,579)
410/01	Utilities - Electric and Water	253,660		155,039	95,223	99%	3,398	-	3,398
420	Heating	179,118		36,573	37,892	42%	104,652	-	104,652
430	Repairs and Maintenance	37,452	-	22,643	14,809	100%	-	-	-
450	Leases and Rentals	50,654		41,102	9,552	100%	-	-	-
4501	Building Improvements	21,100	-	57,063	138,377	926%	(174,340)	-	(174,340)
490	Other Purchased Services	24,801	-	40,529	9,651	202%	(25,378)	-	(25,378)
4901	Service Contracts	54,159	-	36,030	12,531	90%	5,598	5,598	-
	TOTAL PROPERTY SERVICES	620,944	-	388,981	318,034	114%	(86,070)	5,598	(91,668)
510	Pupil Transportation-Regular	458,997		435,707	23,290	100%	-	-	-
510	Pupil Transportation-Spec. Educ.	136,400		96,620	39,575	100%	205	-	205
520	Insurance-General Liability	87,000		87,000	-	100%	-	-	-
5201	Worker's Compensation	93,184	-	106,469	-	114%	(13,285)	-	(13,285)
530	Telephone Services	16,670		9,396	6,053	93%	1,222	1,222	-
535	Internet	9,436	-	869	8,567	100%	0	-	0
537	Postage	5,400		1,192	2,269	64%	1,939	1,939	-
540	Advertising	2,800	-	929	500	51%	1,371	1,371	-
550	Interns	127,710	-	106,793	9,207	91%	11,710	-	11,710
560	Tuition	239,102		180,247	58,855	100%	-	-	-
590	Other Purchased Services	15,275	-	6,653	1,129	51%	7,493	7,493	-
	TOTAL OTHER PURCH SERVICES	1,191,974	-	1,031,874	149,446	99%	10,655	12,024	(1,370)

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

For 11 Months Ended: May 31, 2013

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	-	113,044	76,757	133%	(46,851)	-	(46,851)
620	Computer Software	55,671	-	54,414	1,257	100%	-	-	-
625	Supplies Nurses	1,800	-	1,439	243	93%	119	119	-
630	Supplies Custodial	45,792	-	33,205	15,709	107%	(3,123)	-	(3,123)
635	Supplies Office	11,500	-	10,841	1,283	105%	(624)	-	(624)
640	Books and Audio Visual	18,000	-	8,953	4,528	75%	4,519	4,519	-
645	Subscriptions	13,900	-	10,405	3,495	100%	-	-	-
650	Testing	10,000	-	2,683	7,362	100%	(45)	-	(45)
690	Misc. Supplies - DW Security	3,800	-	38,734	2,903	####	(37,838)	-	(37,838)
	TOTAL SUPPLIES & MATERIALS	303,413	-	273,718	113,537	128%	(83,843)	4,638	(88,481)
732	Computer Hardware	10,600	-	4,087	6,513	100%	0	-	0
735	Equipment - Teaching	15,550	-	2,239	9,161	73%	4,150	4,150	-
740	Equipment - Building	4,600	-	20,530	39,939	####	(55,869)	-	(55,869)
745	Furniture	2,250	-	385	651	46%	1,214	-	1,214
	TOTAL PROPERTY	33,000	-	27,241	56,264	253%	(50,505)	4,150	(54,655)
810	Dues and Fees	32,174	-	15,187	11,883	84%	5,104	5,104	-
825	Unemployment	12,596	-	425	-	3%	12,171	-	12,171
900	Other Fees	32,696	-	35,869	500	111%	(3,673)	-	(3,673)
	TOTAL DUES AND FEES	77,466	-	51,481	12,383	82%	13,602	5,104	8,498
	TOTAL ADOPTED BUDGET	12,817,998	-	10,506,482	2,079,608	98%	231,908	189,450	42,458

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

June 2013

OBJECTS 110-120 – CERTIFIED STAFF

The net projected surplus reflects savings from staff changes and resignations.

OBJECT 140 – NURSE

The net projected surplus reflects savings from a partial year staff vacancy.

OBJECT 190 – SALARIES MISCELLANEOUS

The net projected surplus reflects savings from lower than expected staff reimbursements.

OBJECT 270 – MEDICAL INSURANCE

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

OBJECT 2902 – OTHER EMPLOYEE BENEFITS

The net projected surplus reflects savings from lower than expected level of course reimbursements.

OBJECT 330 – LEGAL FEES

The net projected surplus reflects savings from lower than expected legal fees.

OBJECT 350 – SUBSTITUTES

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

OBJECT 410 – UTILITIES ELECTRIC & WATER

The projected surplus is based on switching to more competitive rate for transmission of electricity.

OBJECT 420 – HEATING

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 in addition to other Board approved spending initiatives funded by the projected surplus (i.e. painting, carpet, and acoustics).

OBJECT 490 – OTHER PURCHASED SERVICES

The projected deficit is primarily the result of the cost of snow removal for Winter Storm Nemo.

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.

OBJECT 610 – INSTRUCTIONAL SUPPLIES

The projected deficit is largely the result of Board approved spending initiatives for new Math textbooks.

OBJECT 690 – MISC SUPPLIES – D.W. SECURITY

The projected deficit reflects the inclusion of Board approved spending initiatives funded by the projected surplus (i.e. surveillance cameras, two-way radios).

OBJECT 740 – EQUIPMENT – BUILDING

The projected deficit reflects the inclusion of Board approved spending initiatives funded by the projected surplus (i.e. Telephone / PA system, cafeteria tables).

OBJECT 825 – UNEMPLOYMENT

The projected surplus is based on favorable year to date claims trend.

OBJECT 900 – OTHER FEES

The projected deficit is a result of an overage in Food Expenses.

Woodbridge Board of Education
Combining Balance Sheets as of 05/31/13 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 177,870	\$ 55,048	\$ 79,932	\$ 360	\$ 40,221	\$ 2,309
Prepaid expenses	-	\$ -	-		-	\$ -
Accounts receivable	30,405	3,393	1,040	\$ 1,577	\$ 24,395	\$ -
Intergovt Receivable	9,809	9,809	-	-	-	-
Inventory	3,754	3,754	-	-	-	-
Total Assets	221,838	72,004	80,972	1,937	64,616	2,309
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	42,510	6,601	35,909	-	-	
Accounts payable	1,671	113	1,558	-	-	
Deferred revenue	41,001	-	9,957		31,044	
Wages payable	-	-	-		-	
Total Liabilities	85,182	6,714	47,424	-	31,044	-
Fund Balance	136,656	65,290	33,548	1,937	33,572	2,309
Total Liabilities and Fund Balance	\$ 221,838	\$ 72,004	\$ 80,972	\$ 1,937	\$ 64,616	\$ 2,309
				Café	Extended Day	SEP
Current Fund Balance				\$ 65,290	\$ 33,548	\$ 19,090
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 115	\$ 36	\$ 57
Fund Balance Excess				\$ 14,290	\$ -	\$ -
Activity Fund:						
Fitness Room						\$ 1,000
Drama						42
Lego						264
ODAC						459
PTO						166
Technology						\$ 378
Total						\$ 2,309

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 10 Months Ended 05/31/13 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 576,611	\$ 182,741	\$ 285,718	\$ 23,096	\$ 81,122	\$ 3,934	\$ -
Intergovernmental	32,721	32,721	-	-	-	-	
Donations	-	-	-	-	-	-	
Other income	57	57	-	-	-	-	
Additions	-	-	-	-	-	-	-
Total revenues/additions	609,389	215,519	285,718	23,096	81,122	3,934	-
Expenditures:							
Wages, FICA, MERF	407,797	101,176	237,056	-	67,465	2,100	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	93,431	93,431	-	-	-	-	
Equipment	-	-	-	-	-	-	
Other Expenses	89,802	4,567	49,810	25,474	8,380	1,571	-
Repairs & Maintenance	7,117	6,891	226	-	-	-	
Total expenditures/deductions	598,147	206,065	287,092	25,474	75,845	3,671	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	11,243	9,454	(1,374)	(2,377)	5,277	263	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	11,243	9,454	(1,374)	(2,377)	5,277	263	
Fund Balance, ending	\$ 134,347	\$ 65,290	\$ 33,548	\$ 1,937	\$ 19,090	\$ 14,482	
BOE Year to Date Cost of Health Insurance		\$ 21,642					

Woodbridge				Enrollment	Beecher			
				6/5/2013				
Grade/Teacher	Girls	Boys	Total		Grade/Teacher	Girls	Boys	Total
Pre-K					Grade 4			
DePalma	10	10	20		Don	9	10	19
					Echeverry	8	11	19
Kindergarten								
Belisle	11	8	19		Krawec	9	10	19
Coleman	10	9	19		Reizfeld	8	11	19
Dempsey	10	9	19		Waldron	9	10	19
Salinardi	7	10	17		Total	43	52	95
Wyman-Ancil	9	10	19		Grade 5			
Total	47	46	93		Blinstrubas	9	11	20
					Guerra	10	11	21
Grade 1								
Fanelli	11	9	20		McCollow	9	11	20
Piascyk	9	11	20		Mulligan	9	8	17
Regan	10	10	20		Rourke	10	9	19
Sanders	10	11	21		Total	47	50	97
					Grade 6			
Total	40	41	81		Chase	11	10	21
					Eleck	8	12	20
Grade 2								
Buzzard	9	9	18		Holowienko	9	8	17
Hamm	9	10	19		Katzen	8	9	17
Navadu	8	9	17		Ngov	9	8	17
Shepard	8	12	20		Smerekanicz	10	9	19
					Total	55	56	111
Total	34	40	74		M.A.G.			
Grade 3								
Concilio	12	7	19		Golden (Gr 1)	14	7	21
Halsey	10	10	20		Burness (Gr 2)	10	9	19
Hutchinson	11	8	19		Hart-Rooney (Gr 3)	13	9	22
Lavigne	10	10	20		Ahern (Gr 4)	11	11	22
Vincitorio	13	6	19		Total	48	36	84
Total	56	41	97		Enrollment Data			
O.O.D.	2				B.R.S	380	372	752
Magnet	2				Other		4	
					Total	380	376	756
					Comparison			
					June	2012		
					B.R.S.			748
					Other			6
					Total			754

Personnel -- Certified/Non-Certified

Employee Safety

Employee Identification Badge System

The Board of Education desires to make all facilities within the school District safe and secure for all employees, students and visitors. The implementation of an employee and visitor identification badge system will enhance the safety and security within Beecher Road School and on school grounds.

These badges may also serve as a key for entrance to Beecher Road School. The badges will include employee pictures and may not be transferred or loaned.

Policy Adopted:

Students

Weapons and Dangerous Instruments

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

A “dangerous weapon” is any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious injury. A “deadly weapon” is any instrument, article or substance specifically designed for and presently capable of causing death or serious injury.

Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

A “destructive device” is considered any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

The possession or use of any such weapon or devices will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board shall consider a student's conduct off school grounds that is seriously disruptive of the educational process or is violative of publicized policies of the Board as grounds for expulsion.

(cf. 5114 - Suspension/Expulsion)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules.
 10-233a through 10-233f - Expulsion as amended by PA 95-304
 53a-3 Definitions.
 53a-217b - Possession of firearms and deadly weapons on school grounds
 53-206 Carrying and sale of dangerous weapons.
 PA 94-221 An Act Concerning School Discipline and Safety.
 Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q)
 (2006)
 GOALS 2000: Educate America Act
 18 U.S.C. 921 Definitions.
 USCA 7151 – No Child Left Behind Act
 Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006)
 Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117

Students

Conduct

Video Surveillance

The Board authorizes the use of video cameras on District property and student transportation to ensure the health, welfare, security, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent in consultation with the safety planning committee and relevant staff.

Cameras shall not be placed in areas where students, staff and community members have a reasonable expectation of privacy such as restrooms, locker rooms and lounges.

The Superintendent or designee shall notify staff and students through student/parent and staff handbooks, District website or by other means that video surveillance shall occur on district property and student transportation. A notice will also be posted at the main entrance of all District buildings.

(cf. 4112.6/4212.6 – Personnel Records)
(cf. 5125 – Student Records)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.11 – Video Cameras on School Buses)
(cf. 5131.5 – Vandalism)
(cf. 5145.12 – Search and Seizure)

Legal Reference: Connecticut General Statutes Sections 31-48b and 31-48d
Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g
(1988).

Policy Adopted:

*Administrative Regulations***Students****Conduct****Video Surveillance****Video Surveillance System Operation**

1. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks, District and school websites and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.
2. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, and may be reviewed by local law enforcement personnel.
4. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.
5. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.
6. The District shall provide reasonable safeguards to protect the surveillance system from hackers, unauthorized users and unauthorized use.
7. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy.

Storage/Security

1. Video recordings will be retained for a minimum of five school days after initial recording.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

Students

Conduct

Video Surveillance (continued)

Requests to View Video Surveillance

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, local law enforcement and/or District officials with a direct interest in the proceedings as authorized by the Principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Superintendent and/or designee within five school days of the date of recording.
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or District office.
6. All viewing will include the building Principal or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

Regulation Approved:

Students

Crisis Response

Crisis Management Plan (Emergencies and Disaster Preparedness Plan)

In developing the District and school emergency plans, the Superintendent or designee shall collaborate with local and state emergency responders, including local public health administrators.

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.8 – Pandemic/Epidemic Emergencies)

Legal Reference: Connecticut General Statutes
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-209 Records not to be public.
10-210 Notice of disease to be given parent or guardian.
10-221 Boards of education to prescribe rules.
19a-221 Quarantine of certain persons.
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Policy Adopted:

Students

Safety

School Resource Officer

The Board Supports the assignment of School Resource Officers to Beecher Road School, as appropriate, and with Board approval.

The Superintendent should ensure that guidelines are established regarding the role of the School Resource Officer(s). These guidelines should include at a minimum:

- A protocol for police access to and intervention with students;
- A plan to communicate the role of the School Resource Officer to staff, students and parents;
- A plan to annually assess the success of the School Resource Officer program which will be presented to the Board;
- A plan pertaining to the involvement of the School Resource Officer in enhancing school building security.

Legal Reference: Connecticut General Statutes
 4-176e through 4-180a. Contested Cases. Notice. Record.
 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.
 53a-3 Definitions.
 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
 PA 94-221 An Act Concerning School Discipline and Safety.
 GOALS 2000: Educate America Act, Pub. L. 103-227.
 18 U.S.C. 921 Definitions.
 Title III - Amendments to the Individuals with Disabilities Education Act.
 Sec. 314 (Local Control Over Violence)
 Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
 P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

Policy Adopted:

Instruction

Emergencies and Disaster Preparedness

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster when it occurs.

The Superintendent shall develop and maintain an emergency preparedness plan. The emergency plan shall be kept current. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings.

(cf. 5141.6 – Crisis Prevention/Response)
 (cf. 5142 – Student Safety)
 (cf. 6114.1 – Fire Emergency/Drills)
 (cf. 6114.3 – Bomb Threats)
 (cf. 6114.6 – Emergency Closings)

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules
 10-231 Fire drills
 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy Adopted:

Instruction

Fire Emergency (Drills)/Crisis Response Drills

A fire or crisis response drill shall be held at least once a month in each school building throughout the school year. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent and/or designee as may be required from time to time..

(cf. 5141.6 – Crisis Management Plan)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes
10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

Policy Adopted:

FINANCE COMMITTEE

WOODBRIIDGE BOARD OF EDUCATION

The Finance Committee held a meeting on Monday, June 10, 2013, in the Superintendent's Conference Room in Beecher Road School South. Carl Lindskog, and YanYun Wu, members of the Committee were present. Al Pullo, Business Manager, attended as well. We did not draw a crowd.

The meeting was called to order by the Acting Chairman, Mr. Lindskog, at 7:05 p.m.

The Committee reviewed and discussed in detail the report of budgeted versus actual expenditures for the eleven months ending 5/31/13, pages F1-F5. It was noted that the trends that have been in place for some time continued during the recent month.

The Committee reviewed and discussed the Combining Balance Sheets as of 5/31/13 and the Combining Statement of Revenues and Expenditures as of 5/31/13, pages F6-F7

The Committee noted that it is time to prepare the 5 year extension of the recently approved operating budget for 2013-2014, as a basis for budgeting for 2014-2015. It was suggested that Mr. Pullo extract from the SSP data for the school which can be used as measures of efficiency in analyzing the operations and discovering areas where proactive intervention might produce savings. It was recognized that once the faculty achieves its optimum profile, further annual savings will not be available from that source.

The Committee then reviewed and discussed the status of bids.

There being no New Business and no other business, the meeting was adjourned at 7:40 p.m., thereby establishing a modern world record of efficiency.

CWL
Secretary Pro Tem.

**WOODBIDGE BOARD OF EDUCATION
PROPOSED BUDGET TRANSFERS
FINANCE COMMITTEE MEETING 6-10-2013**

Org	Object	Description	From	To
1126	61200	Teacher Salaries - North	\$ 43,535.75	
1402	61303	Custodian Salaries	\$ 6,260.86	
1401	61400	Nurse Salaries	\$ 15,723.12	
1301	61500	Secretaries Salaries - Sped	\$ 100.80	
1103	61600	Non-Cert Salaries North	\$ 2,246.93	
1303	61600	Non-Cert Salaries Sped	\$ 14,663.91	
1403	61904	Degree Changes	\$ 4,000.00	
1432	62200	FICA	\$ 21,455.44	
1432	62300	MERF - Amortization	\$ 579.00	
1432	62700	Medical Insurance	\$ 195,702.85	
1403	62902	Course Reimbursement	\$ 6,551.55	
1401	63900	Other Professional Services - DW	\$ 759.45	
1402	64100	Electricity	\$ 6,339.58	
1402	64200	Heating	\$ 104,652.35	
1401	65500	Interns	\$ 19,940.79	
1303	67350	Equipment Teaching	\$ 2,317.85	
1423	68250	Unemployment	\$ 7,458.39	
1401	63902	Audit Services	\$	129.45
1401	61101	Superintendent Salary	\$	3,161.34
1401	61102	Business Manager Salary	\$	2,524.98
1101	61500	Secretaries Salaries - DW	\$	2,339.30
1201	61500	Secretaries Salaries - South	\$	217.56
1401	61500	Secretaries Salaries - North	\$	3,804.80
1303	61601	One to One Salaries - Sped	\$	16,910.84
1432	62301	MERF - DW	\$	22,034.44
1403	63500	Substitutes	\$	30,075.68
1303	63901	Consultants Sped - Loc Wide	\$	630.00
1402	64101	Water & Sewer	\$	6,339.58
1401	64300	Repairs & Maint North	\$	255.57
1403	64300	Repairs & Maint DW	\$	7,501.50
1402	64500	Building Improvements	\$	166,583.01
1402	64900	Purchased Services DW	\$	25,378.10
1401	65200	Liability Insurance	\$	783.00
1401	65201	Workers Compensation Insurance	\$	13,284.83
1203	66100	Supplies - South Loc Wide	\$	4,909.22
1229	66100	Supplies - South Grade 4	\$	2,153.94
1409	66100	Supplies - DW Math	\$	39,788.31
1401	66200	Computer Software - DW Ad	\$	2,317.85
1402	66301	Supplies Maintenance	\$	3,303.27
1435	66900	Misc Supplies - DW Security	\$	37,837.83
1402	67400	Equipment Building School Wide	\$	55,869.10
1423	69000	Food	\$	4,155.12
			\$452,288.62	\$452,288.62