

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, May 26, 2020 7:00 PM

Woodbridge Board of Education Regular
Meeting May 26, 2020 7:00 PM REMOTE Via
WebEx Meeting number (access code): 791 267
027 Meeting password: Sp6dwu6TFG5
(77639868 from phones and video systems)

Agenda

- I. **Preliminary Business**
 - A. Motions
 - B. Call to Order
 - C. Correspondence
 - D. Public Comment - The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. During the COVID 19 epidemic, please feel free to submit Public Comments via email to mdegennaro@woodbridgeps.org To login to meeting number (access code): 791 267 027 meeting password: Sp6dwu6TFG5 (77639868 from phones and video systems).
- II. **Consent Agenda**
 - A. Approval of April 21, 2020 Regular Meeting Minutes
 - B. Monthly Summary Financial Report Ending April 30, 2020
 - C. Monthly Detail Financial Report Ending April 30, 2020
 - D. Combining Financial Statements Through April 30, 2020
- III. **Reports**
 - A. PTO Update
 - B. Superintendent's Report
 1. Ad Hoc Committee - Security Personnel
 2. Distance Learning Survey
 3. Summer Programs
 4. Shared Services Follow-Up
 5. Leadership Contingency Plan
 6. BRS Update
 - a. BRS Monthly Enrollment Report
 - C. Upcoming Meeting Presentation(s)
 1. CAPSS Superintendent/Student Recognition, Wellness Report
 - D. Finance Committee
 - E. Policy Committee - Policies for Adoption (Deferred from April 21, 2020 Meeting)
 1. 5000 Concepts and Roles in Student Policies
 2. 5145.71 Surrogate Parent Program
 3. 5148 Electronic Information/Technology/Media
 4. Policy 6114.1 Fire Emergency (Drills)/Crisis Response Drills

5. 6141.321 Internet Acceptable Use

F. CABA Liaison Report

IV. **New Business**

V. **Other**

A. Public Comment - The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. During the COVID 19 epidemic, please feel free to submit Public Comments via email to mdegennaro@woodbridgeps.org To login to meeting number (access code): 791 267 027 meeting password: Sp6dwu6TFG5 (77639868 from phones and video systems).

B. Executive Session, in accordance with State Statute

VI. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, April 21, 2020

Via WebEx Video

CALL TO ORDER: Dr. Fleischman, Chair called the meeting to order (7:01 PM).

BOARD MEMBERS PRESENT: Dr. Steven Fleischman, Chair; Mr. Dan Cowan, Ms. Maegan Genovese, Secretary; Mr. Jeff Hughes, Ms. Lynn Piascyk, Vice Chair; Dr. David Ross, Ms. Joyce Shavers, Dr. Michael Strambler and Dr. Jeffrey Townsend (via video).

STAFF: Mr. Robert Gilbert, Superintendent; Cheryl Mammen, Special Services Director; Al Pullo, Director of Business Operations/Services; Analisa Sherman, Principal; Doreen Merrill, Assistant Principal; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Sandy Stein, BOS Liaison; Tom Kenefick, BOF Liaison; Joi Prud'homme, PTO; James Crawford, Larissa Crocco, Kristin DeManche, Carson Echeverry, Kim Franklin, Stephanie Goldberg, Kris Hart-Rooney, Emily Jacober, Melissa Labbe, Aimee Meacham, Teresa Nakouzi, Elisa Rosner, Sue Simoniello, Nancy Smerekanicz, Mary Vincitorio, and Cathy Zdrowski, Teachers; Wendy Glynn, CSEA; Pua Ford and Erin Williamson, community.

CORRESPONDENCE – Ms. Genovese noted that an email had been received from a community member regarding the social emotional health and well-being of students.

PUBLIC COMMENT – Dr. Fleischman advised everyone that if a letter was sent in for Public Comment, it was not necessary to read it verbally as it was available and viewable in eMeeting by Board members as well as the general public. Everyone was asked to limit their comments to three minutes and reminded that in accordance with policy the Board would not address individual comments.

Ms. Prud'homme inquired whether Board members had received copies of the 32 letters sent to members of the Board of Finance as those letters do not appear readily available to the public-at-large. Families were upset that their voices were not heard. It was agreed that the request would be made for all the letters sent to the Board of Finance to be shared with each member of the Board of Education.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Ms. Piascyk

Second by Mr. Cowan

UNANIMOUS

REPORTS

Leadership Plan – Superintendent Gilbert presented the district contingency plan for as mandated by the CSDE during the Covid-19 pandemic. Each Superintendent is required to identify coverage for any time spent out of district. This plan also outlines back-up coverage should an administrator experience a short-term illness. As the Administrative Team works in concert with each other daily, the first level of back-up for district coverage is always internal. Unlike outside administrators, in-house administrators are familiar with staff, students and building functionality. Sentiments were expressed for a more broadly detailed succession plan and process that allows for the Board to identify the criteria, speak with candidates and individually select the candidates. It was also suggested that shared services among the BOWA districts be explored as well as documentation supplied for what other districts are doing. It was noted that this is a short-term plan that allows for daily back-up and that if long-term coverage was required, i.e. 3-6 months or more, a different set of options and process would be utilized. The Board requested detailed staffing information to be shared and indicated further discussion would occur at the next meeting.

Superintendent Report – Superintendent Gilbert apprised the Board on implementation of Distance Learning, Board of Finance action to reduce the 2020/21 budget proposal by approximately \$115,000, communication from the First Selectman requesting all boards and commissions to conduct only meetings deemed essential to business, receipt of a \$64,700 technology grant, the BOWA food service program, finalization of the new Owner/Operator Transportation

Contract as well as a \$16,000 credit for this school year, deferment on the search for an assistant principal until next spring, commencement of summer program online registrations and the start of the hiring process for several positions - .5 psychologist, .5 speech/language pathologist, two elementary classroom teachers as well as a special education resource teacher. Several Board members expressed discontent at the prospect of not conducting business as usual and urged holding board and committee meetings. As elected officials they have an obligation to conduct the business of education and whether that is through the use of web technology platforms or another format, they should not be neglectful of their duty. It was agreed that it would be the prerogative of committee chairs to determine if it was necessary to convene their committees.

Survey Update – Superintendent Gilbert recommended deferment of the parent/staff/student survey for this year given the stressors associated with Covid-19 and the possibility of skewing historical data. Suggestions were made for designing an in-house survey comprised of 5-6 questions that could provide feedback on distance learning which could then guide decisions for improvement in the future. It would be helpful to know what is and is not working and what types of challenges exist. It was also noted that Panorama has developed a mini-survey focused on social emotional adjustments and distance learning and it may be possible to use this as a template instead of creating one.

BRS Update – Ms. Sherman noted the first remotely held faculty meeting, teacher/parent collaboration for daily remote instruction, consistent and regular communication with parents, parent/principal virtual meetings and the donation by our Technology Department of 600 3d mask extenders to CT Hospice, St. Francis and Yale Hospitals. Ms. Merrill noted the car/bus parade on April 2 and Ms. Mammen provided an update on schedule coordination with families to ensure that individual student needs are being met.

Communication Plan – Superintendent Gilbert presented an update on the internal and external communications with staff, parents and the community-at-large. Noted changes from the prior year include web site enhancement, on-line registration, change-over to the Swift K12 alert system, social media initiation via Instagram and creation of monthly parent/principal conversations.

Assistant Principal Search – Superintendent Gilbert recommended retention of Ms. Merrill as Assistant Principal for another year and postponing the search for an Assistant Principal to the spring of 2021. Given the uncertainty for the return of Covid-19 and what the new norm may be continuity of seasoned staff is critical at this juncture.

MOTION #2 – ADMINISTRATIVE STAFF APPOINTMENT (MERRILL)

Move that we ratify the appointment of Doreen Merrill as Assistant Principal for one year only effective July 1, 2020 through June 30, 2021 at a salary of \$132,057 for the 2020/21 school year.

Ms. Piascyk
Second by Dr. Townsend
UNANIMOUS

MOTION #3 – SEARCH FOR ASSISTANT PRINCIPAL

Move that we authorize the Superintendent to conduct a search for a building assistant principal in the spring of 2021.

Ms. Piascyk
Second by Dr. Townsend
UNANIMOUS

Upcoming Meeting Presentation – CAPSS Superintendent/Student Award is presented annually to a student from each Grade 6 class. The presentation occurs 30 minutes prior to commencement of the regular session at the May meeting.

Finance Committee – Ms. Shavers noted the attendance of 45 participants at the Town Preliminary Budget Hearing and acknowledged letters and various testimony directed at the Town Board of Finance for reducing the 2020/21 operating budget by \$115K. While the Board of Finance does not have line item control and merely establishes the budget figure with the Board of Education determining the specific allocation of those funds, it is important that the Board of Finance understand the impact this reduction will have on staffing and programming. Further, the town has no control over the Amity budget only Beecher. It was noted that while the number of houses remain fairly steady, the BRS student population has increased 7-8% each year over the last 3-4 years. The 0.76% budget increase is accurate based on current need. The reduction made by the Board of Finance was predicated by the belief that a SRO is not a necessity and leaves the Board in a very comfortable position. It was also clarified that while the Board of Education budget includes fringe

benefits (fica, medicare, retirement etc.), all other town department budgets do not and are funded by a separate line item in the Town budget of approximately \$3M. Also, it is unknown what we may encounter next year given Covid 19 and what additional or unanticipated expenses may be incurred.

Shared Services – A suggestion was made to explore the sharing of legal services among the BOWA districts as well as the possibility of engaging an in-house attorney. It was pointed out that generally school districts retain a law firm as they are able to provide guidance on education law as well as special education and it is highly unlikely that one attorney has expertise in both areas. There are four to six firms state-wide that handle the bulk of school districts across the state. Our legal fees are usually in the range of \$30,000-35,000. This year was an anomaly with an additional \$75,000 directly attributed to teacher arbitration costs. It was agreed the BOWA districts would be contacted to ascertain interest in the sharing legal services. Both Ms. Shavers and Mr. Cowan expressed a desire to personally investigate this issue and report back to the Board at the May meeting.

Facilities Committee – No Report

Policy Committee – Ms. Genovese presented the policies reviewed at the March 10 committee meeting for adoption.

MOTION #4 – POLICIES FOR ADOPTION

Move that we adopt Policies 5000 Concepts and Roles in Student Policies, 5145.71 Surrogate Parent Program, 5148 Electronic Information/Technology/Media, 6114.1 Fire Emergency (Drills)/Crisis Response Drills and 6141.321 Internet Acceptable Use as revised.

Ms. Genovese
WITHDRAWN

Concern was expressed regarding adoption of language in Policy 5000 and it was felt that adequate time had not been provided to adequately prepare, articulate and defend the concerns. It was requested that all of the policies be deferred for adoption to the May meeting to allow for ample preparation time.

CABE Liaison Report – Ms. Genovese highlighted the webinar on emotional intelligence and leadership.

PUBLIC COMMENT – A request was made to discuss public comments pertaining to the elimination of the social worker position. It was noted that public comments are not debated by the Board and this discussion should occur at the next Finance Committee meeting as it affects the 2020/21 budget.

NEW BUSINESS

Superintendent Gilbert presented the certified staff resignation of a teacher currently on leave.

MOTION #5 – CERTIFIED STAFF RESIGNATION (MARROQUIN)

Move that we accept the resignation of Nadia Collado-Marroquin effective June 30, 2020 with regret.

Ms. Piascyk
Second by Ms. Genovese
UNANIMOUS

Superintendent Gilbert presented a leave of absence request by a certified staff member for the 2020/21 school year.

MOTION #6 – CERTIFIED STAFF LEAVE OF ABSENCE (WAGNER)

Move that we grant a leave of absence to Ashley Wagner for the 2020/21 school year.

Ms. Piascyk
Second by Ms. Genovese
UNANIMOUS

MOTION TO ADJOURN: (9:06 PM)

Ms. Piascyk
Second by Mr. Cowan
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY REPORT
FOR THE MONTH OF APRIL 2020**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	\$ 8,901,526	\$ 36,633	\$ 52,514	\$ (15,881)
200	TOTAL BENEFITS	\$ 2,764,040	\$ 580,279	\$ 512,659	\$ 67,619
300	TOTAL PROFESS. SERVICES	\$ 543,817	\$ (156,626)	\$ 16,108	\$ (172,733)
400	TOTAL PROPERTY SERVICES	\$ 543,311	\$ 4,133	\$ 18,281	\$ (14,148)
500	OTHER SERVICES	\$ 1,964,408	\$ 200,484	\$ 30,322	\$ 170,161
600	SUPPLIES & MATERIALS	\$ 315,737	\$ 83,894	\$ 42,029	\$ 41,865
700	TOTAL PROPERTY SERVICES	\$ 95,600	\$ 20,174	\$ 11,374	\$ 8,800
800	TOTAL DUES, FEES, MISC.	\$ 73,515	\$ 34,843	\$ 12,137	\$ 22,706
TOTAL ADOPTED BUDGET		\$ 15,201,954	\$ 803,813	\$ 695,425	\$ 108,389

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
63900	OT/PT SERVICES/CONSULTING	\$ 113,675	\$ 29,615	\$ 29,615	\$ -
65100	TRANSPORTATION	\$ 333,228	\$ 68,567	\$ -	\$ 68,567
65600	TUITION SPECIAL ED	\$ 653,821	\$ 62,410	\$ -	\$ 62,410
SPECIAL EDUCATION CARVEOUT		\$ 1,100,724	\$ 160,592	\$ 29,615	\$ 130,977

SUMMARY	
Special Ed Surplus / (Deficit)	\$ 130,977
Under / (Over) Spending in OTHER programs	\$ (22,588)
Total Surplus / (Deficit) Projected	\$ 108,389

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

For the Month Ended: April 30, 2020

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	741,638	658,668	91,143	(8,173)	-	(8,173)
120	Teachers - Regular	5,313,692	3,945,792	1,331,582	36,319	32,120	4,199
120	Teachers - Special Education	892,898	688,542	197,913	6,444	-	6,444
1201	Psychologist	177,558	129,698	47,860	-	-	-
1203	Counselor	49,806	37,513	13,354	(1,060)	-	(1,060)
Sub-Total Certified Salaries		7,175,592	5,460,212	1,681,851	33,529	32,120	1,409
1303	Custodians	421,628	359,200	45,648	16,780	11,780	5,000
140	Nurses	153,973	130,239	22,005	1,729	-	1,729
150	Secretaries, Clerical	367,651	340,866	30,219	(3,434)	-	(3,434)
160	Paraprofessionals	371,156	188,594	57,113	125,449	-	125,449
1601	Special Education Paraprofess.	357,798	387,468	116,364	(146,034)	-	(146,034)
190	Salaries, Miscellaneous	53,728	36,165	8,949	8,615	8,615	-
Sub-Total Non-Certified Salaries		1,725,934	1,442,532	280,298	3,104	20,394	(17,291)
TOTAL SALARIES		8,901,526	6,902,744	1,962,149	36,633	52,514	(15,881)
220	FICA	241,687	190,203	-	51,484	51,484	-
230	Merf	254,134	223,815	-	30,319	30,319	-
270	Medical Insurance	2,212,543	1,686,227	51,410	474,905	418,355	56,550
280	Life Insurance	41,376	26,224	-	15,152	7,502	7,650
2902	Other Employee Benefits	14,300	3,081	2,800	8,419	5,000	3,419
TOTAL BENEFITS		2,764,040	2,129,551	54,210	580,279	512,659	67,619
320	Professional Development	58,575	19,177	17,805	21,592	-	21,592
330	Legal Fees	35,550	107,939	8,464	(80,853)	10,000	(90,853)
340	Software Support	19,338	13,230	-	6,108	6,108	-
350	Substitutes	24,299	71,491	43,056	(90,248)	-	(90,248)
390/01	OT/PT/Consultant Services	113,675	64,223	49,677	(225)	-	(225)
3902	Financial Audit	19,210	23,450	-	(4,240)	-	(4,240)
390	Other Prof/Tech. Services	273,170	258,368	23,563	(8,761)	-	(8,761)
TOTAL PROFESSIONAL SERVICES		543,817	557,878	142,565	(156,626)	16,108	(172,733)
410/01	Utilities - Electric and Water	193,343	139,891	63,412	(9,960)	-	(9,960)
420	Heating	66,532	56,532	10,000	-	-	-
430	Repairs and Maintenance	64,287	50,255	12,781	1,251	1,251	-
450	Leases and Rentals	52,668	45,041	1,949	5,678	5,678	-
4501	Building Improvements	10,000	8,040	1,500	460	460	-
490	Other Purchased Services	23,962	14,480	13,670	(4,188)	-	(4,188)
4901	Service Contracts	132,519	92,577	29,050	10,892	10,892	-
TOTAL PROPERTY SERVICES		543,311	406,815	132,363	4,133	18,281	(14,148)

UNAUDITED

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

For the Month Ended: April 30, 2020

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
510	Pupil Transportation-Regular	423,988	349,411	55,840	18,737	(16,000)	34,737
510	Pupil Transportation-Spec. Educ.	333,228	208,602	44,356	80,270	17,120	63,150
520	Insurance-General Liability	108,151	87,131	-	21,020	11,162	9,858
5201	Worker's Compensation	209,810	186,430	-	23,380	12,000	11,380
530	Telephone Services	16,926	10,277	4,554	2,095	2,095	-
535	Internet	33,000	30,480	2,160	360	360	-
537	Postage	4,650	4,382	635	(367)	1,200	(1,567)
540	Advertising	2,500	10,904	161	(8,565)	-	(8,565)
550	Interns	164,434	166,800	-	(2,366)	-	(2,366)
560	Tuition - Wintergreen	-	-	-	-	-	-
560	Tuition - Out of District	653,821	388,339	201,948	63,535	-	63,535
590	Other Purchased Services	13,900	9,035	2,480	2,386	2,386	-
TOTAL OTHER PURCH SERVICES		1,964,408	1,451,791	312,134	200,484	30,322	170,161
610	Instructional Supplies	123,970	76,321	7,056	40,592	5,500	35,092
620	Computer Software	63,952	56,290	4,854	2,808	2,808	-
625	Supplies Nurses	1,900	1,677	4,950	(4,727)	-	(4,727)
630	Supplies Custodial	55,773	34,637	7,191	13,945	13,945	-
635	Supplies Office	15,050	7,787	4,032	3,232	3,232	-
640	Books and Audio Visual	17,000	4,634	-	12,366	-	12,366
645	Subscriptions	21,828	6,925	1,470	13,433	13,433	-
650	Testing	12,200	12,492	575	(866)	-	(866)
690	Misc. Supplies - DW Security	4,064	953	-	3,111	3,111	-
TOTAL SUPPLIES & MATERIALS		315,737	201,715	30,128	83,894	42,029	41,865
730	Equipment - Office	-	-	-	-	-	-
732	Computer Hardware	77,000	68,338	1,698	6,964	4,864	2,100
735	Equipment - Teaching	8,000	1,237	-	6,763	4,663	2,100
740	Equipment - Building	6,000	4,153	-	1,847	1,847	-
745	Furniture	4,600	-	-	4,600	-	4,600
TOTAL PROPERTY		95,600	73,728	1,698	20,174	11,374	8,800
810	Dues and Fees	26,600	10,837	200	15,563	12,137	3,426
825	Unemployment	6,500	454	1,000	5,046	-	5,046
900	Other Fees	40,415	25,245	937	14,233	-	14,233
TOTAL DUES AND FEES		73,515	36,535	2,137	34,843	12,137	22,706
TOTAL ADOPTED BUDGET		15,201,954	11,760,757	2,637,384	803,813	695,425	108,389

UNAUDITED

Expenditures by Object - Financial Analysis
For the Month Ended April 30, 2020

OBJECTS 110-120 – CERTIFIED SALARIES

The net projected surplus results from staff leaves, partially unpaid, based on the length of absences.

OBJECT 1303 - CUSTODIANS

The net projected surplus results from lower than anticipated needs for snow removal and other overtime related costs.

OBJECT 140 - NURSES

The net projected surplus results from lower than anticipated staff coverage and field trips.

OBJECT 150 – SECRETARIES

The net projected deficit results from transition and training costs for new hires due to staff retirement and position reduction.

OBJECTS 160 & 1601 – PARAPROFESSIONALS

The net projected deficit results from the unanticipated need to hire additional special education teacher assistants, as determined by student needs.

OBJECT 270 – MEDICAL INSURANCE

The net projected surplus results from savings due to retirements and census changes.

OBJECT 280 - LIFE INSURANCE

The net projected surplus results from savings due to lower than anticipated premiums.

OBJECT 2902 – OTHER EMPLOYEE BENEFITS

The net projected surplus results from savings due to lower than anticipated course reimbursements.

OBJECT 320 – PROFESSIONAL DEVELOPMENT

The net projected surplus results from savings due to cancellations of conferences and workshops as a result of the COVID-19 shutdown.

OBJECT 330 – LEGAL FEES

The net projected deficit results from matters related to COVID-19 impacts, special education, teacher contract negotiations, in addition to the mandatory employer portion of the arbitration officials' fees.

OBJECT 350 - SUBSTITUTES

The net projected deficit results from coverage needed for unanticipated staff leaves of absence.

OBJECT 3902 – FINANCIAL AUDIT

The net projected deficit results from expanded scope of audit engagement as a result of CSDE revised financial reporting platform conversion from ED001 to EFS financials.

OBJECT 410/01 – UTILITIES ELECTRIC & WATER

The net projected deficit results from Measurement & Verification analysis for year #3 not included at time of budget submission.

OBJECT 490 – OTHER PROF/TECH PURCHASED SERVICES

The net projected deficit results from unanticipated repairs and modifications encountered during routine HVAC and controls maintenance.

OBJECT 510 – TRANSPORTATION

The net projected surplus results from favorable allocation of Ezra transportation costs shared with Amity Region 5 district. In addition, special education transportation contains favorable projection due to enrollment decrease occurring after budget submission. In addition, negotiated credits resulting from the COVID-19 shutdown are included in the projected surplus.

OBJECT 520/5201 – INSURANCE LIABILITY & WORKER COMPENSATION

The net projected surplus results from lower than anticipated premium billings

OBJECT 537 – POSTAGE

The net projected deficit results from an increased expense due to COVID-19 shutdown.

OBJECT 540 – ADVERTISING

The net projected deficit results from an unanticipated search for the position of Principal.

OBJECT 550 – INTERNS

The net projected deficit results from use of building substitute in lieu of intern.

OBJECT 560 – TUITION OUT OF DISTRICT

The net projected surplus results from actual outplacement(s) being lower than budget, due to enrollment change in this area occurring after budget submission to Town. As a reminder, Special Education is an area that remains fluid in nature as are the impacts to budget.

OBJECT 610 - INSTRUCTIONAL SUPPLIES

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model. In addition, savings resulting from the COVID-19 shutdown are included in the projected surplus.

OBJECT 620 - COMPUTER SOFTWARE

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 625 – NURSING SUPPLIES

The projected deficit results from mandated medical supplies protocol that was unknown at the time of budget submission.

OBJECT 640 – LIBRARY BOOKS & AUDIO VISUAL

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 645 – SUBSCRIPTIONS

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 650 – TESTING

The net projected deficit results from actuals for Renaissance Learning coming in higher than original budget estimate.

OBJECT 732 – COMPUTER HARDWARE

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 735 – EQUIPMENT TEACHING

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 745 - FURNITURE

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 810 – DUES & FEES

The net projected surplus results from combination of budgetary spending freeze implemented in the month of January, and decreased needs due to distance learning model.

OBJECT 825 - UNEMPLOYMENT

The net projected surplus results from reduction in anticipated claims due to wage continuation, per executive order of Governor Lamont.

OBJECT 900 – OTHER FEES

The net projected surplus results from budgetary spending freeze implemented in the month of January. In addition, this category includes savings resulting from favorable allocation with Amity Region 5 for nursing services for Ezra Academy

WBOE Security Personnel Ad Hoc Committee and Process

Charge: Make recommendation to WBOE on security personnel needs and costs for 2021/22 school budget.

Timeframe: Meetings June –September 2020
Recommendation to WBOE by **Board meeting on 9-21-20**

Members: Sandy Stein – **BOS/community member**
BOF Representative
Police Commission Representative
Frank Cappiello – **Chief of Police**
Bob Gilbert – **Superintendent**
Analisa Sherman - **Principal**
Steve Fleischman – **WBOE Chair**
Lynn Piascyk – **Safety Committee member and WBOE Vice Chair**
Additional **WBOE members as interested** –
PTO representative – recommended by PTO
Additional Parents-at-Large –
WEA Teacher Representative
Woodbridge Recreation Department Representative
Extended Day Representative
CILU and CSEA Representatives

Summary of Situation:

Beecher Road School has had a full-time Security Resource Officer (police officer Vinnie Lynch) since December of 2012. The town funded this resource through June 2018. Currently, any security personnel costs come out of the WBOE budget. The current SRO position costs \$130,000 annually, and covers much of the standard school day

The WBOE district reviewed security needs in 2017 and decided to maintain the SRO position.

Physical security changes have been made to the building at Beecher Road School. Some of the security enhancements include:

- Check in area for parents/visitors prior to getting into the school
- Locked doors at all entrances except during student bus arrival and dismissal
- Security cameras in hallways and entrances, viewable inside the school and by police.

The District now needs to do that evaluation to determine:

- What level of security personnel is needed? (police officer, security officer, retired police officer, no security personnel)
- What level of employment is needed? (full time, part time, drop off and pick up times only, school day vs. through Extended Day, summer needs, etc)
- What is the cost for this position (if needed) based on the answers to the above.

Survey:

In order to get a broad response from faculty and parents, we will need to do a short, targeted survey with some background information included.

A sample of possible survey questions are below:

1. Are you a:
 - a. Parent
 - b. Staff member

2. Based on your experience with the security at Beecher, do you think a security person is needed:
- a. At all
 - b. During arrival and dismissal
 - c. At random times during the school day
 - d. Through Extended Day
 - e. During summer programs (SEP, Rec, etc)
 - f. Other (please describe) _____

3. What level of training do you feel a security person needs to be effective?
- a. Active police officer with current training
 - b. Retired police officer
 - c. Security guard
 - d. School staff person
 - e. No security person
 - f. Other (please describe) _____

4. Recognizing that reductions to other services **will need to be made** to fund a security person, what types of budget items are you willing to see reduced?
- a. Certified staff positions (teachers)
 - b. Support staff positions (secretary, custodians, TA, etc)
 - c. Technology
 - d. Supplies
 - e. Any budget items
 - f. No budget items
 - g. Other (please describe) _____

5. Comments

Distance Learning Parent Survey

Dear Parents,

Please answer the questions to assist us in reflecting on Distance Learning and help us plan for the future. We appreciate you taking the time to complete this survey!

What grade level is your child(ren) in?

- Pre-K
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Option 6
- Grade 5
- Grade 6



How many hours during the day does your child participate in Distance Learning activities?

- More than 5
- 3-5
- 1-3
- Less than 1

Considering the circumstances, how effective has distance learning instruction been to meet the needs of your child?

	1	2	3	4	5	
very effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	not effective

How manageable has the workload assigned by teachers been for your child?

- Too much, can't keep up with it
- The workload is appropriate
- It varies depending on the day
- My child does not have enough work to complete and is finished very quickly

How often do you need to help your child complete assignments?

- almost always
- frequently
- sometimes
- almost never



I feel the district's communication has been

	1	2	3	4	5	
just right	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	too little

The communication between teacher and family has been

	1	2	3	4	5	
just right	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	too little

What is one thing we can do to improve Distance Learning?

Your answer

What is one thing the school/teacher is doing well right now?

Your answer

Is there anything else you would like to share about Distance Learning?

Your answer



Do you have any concerns about your child's social or emotional well being? If so, please explain.

Your answer

Would you like to talk privately with someone about your well-being, your child's well-being or any of the questions that we asked you about?

Yes

No

If you answered yes to the previous question, please provide contact information below or you can email the following people: Krose@woodbridgeps.org kwidmeyer@woodbridgeps.org kdemanche@woodbridgeps.org

Your answer

Submit

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Distance Learning Teacher Survey

Dear Teachers, Please answer the questions to assist us in reflecting on Distance Learning and help us plan for the future. We appreciate you taking the time to complete this survey!

How many hours in the day do you spend working on Distance Learning?

- 10-15
- 7-10
- 5-7
- less than 5

How effectively have you been able to address curricular needs with Distance Learning?

Your answer

Have you felt supported by the administrative team?

- | | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------|
| | 1 | 2 | 3 | 4 | 5 | |
| Most of the time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | rarely |



What can the administrative team do differently to support you?

Your answer

In general, how are you holding up with Distance Learning?

	1	2	3	4	5	
I am really struggling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I'm rocking it!

How effective are your PLCs?

	1	2	3	4	5	
not so great	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	great

What is one thing we can we do to improve Distance Learning?

Your answer

What challenges do you face while working from home?

Your answer

What is one thing the school is doing well right now?

Your answer



Would you like to talk privately about your well-being, your student's well being or any of the questions we have asked you?

Yes

No

If you answered yes to the previous question, please provide contact information below or you can email the following people: Krose@woodbridgeps.org
kwidmeyer@woodbridgeps.org kdemanche@woodbridgeps.org

Your answer

Submit

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Distance Learning Survey- Students

Dear Students, Please answer the questions to help us in reflecting on Distance Learning and plan for the future. We appreciate you taking the time to complete this survey!

What grade level are you in?

- Grade 3
- Grade 4
- Grade 5
- Grade 6

How easy is it for you to use the Distance Learning tools the school has provided? (Google Classroom, Google Meets, other online tools)

Your answer

How often do you need help on your assignments from an adult at home?

- 1 2 3 4 5
- almost never ○ ○ ○ ○ ○ almost all the time



How supported do you feel from your teachers?

Your answer

How manageable has the work been that you have been given?

Your answer

What challenges do you face when working at home?

Your answer

Submit

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WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Robert F. Gilbert – Superintendent
Cheryl Mammen – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Board of Education Members
FROM: Robert F. Gilbert 
DATE: May 26, 2020
RE: SUMMER PROGRAMS UPDATE AND RECOMMENDATION

The Commissioner and Governor have still not provided final definitive guidance regarding school summer programs. The commissioner has verbally indicated that the implementation of summer programs is a local decision. As previously noted, there are many concerns regarding holding summer programs on site (including but not limited to safety, inadequate levels of onsite staffing, medically fragile students, limited available PPE equipment potentially impacting fall supplies, parents refusing to send their students on site for mandated SpEd services, etc.) We have also heard about a strand of virus that is directly affecting children.

The Woodbridge Recreation Department has already cancelled their onsite summer recreation programs, similar to other agencies. **With safety as the forefront and in consultation with our nursing staff, it is my clear recommendation at this time to cancel all on site summer programs and replace them with virtual instruction and virtual programs.** Special Education ESY instruction/services as well as Summer Scholars instruction would be held via distance learning and selected EDay and SEP onsite programs would be transformed into remote programs.

RFG/med



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Robert F. Gilbert – Superintendent
Cheryl Mammen – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Board of Education Members
FROM: Robert F. Gilbert 
DATE: May 21, 2020
RE: FOLLOW-UP SUMMARY ON SHARED LEGAL SERVICES

1. Each of the four (4) BOWA districts retains different firms and arrangements for General and Special Education legal services.
2. In a recent inquiry to Connecticut school districts, no district replied that they had an *in-house attorney*.
3. BOWA Superintendents (including Woodbridge) are pleased with their legal counsel and would not support changing/ sharing services for a variety of reasons including the items below.
4. In situations where BOWA districts work together on matters of mutual common interest (ex. bus contract), they can discuss the use of just one legal service to serve the needs (and rotate this).
5. Boards and Superintendents develop important working relationships with their counsel that over time provide continuity with resulting costs savings. This applies to Woodbridge in such areas as collective bargaining, special education and ongoing employee human resource situations.
6. Superintendents rely on their firm to have several counsel available with specialties - labor, special ed, municipal law and litigation. At the very least a district or set of districts would need at least two experienced educational attorneys (General and Special Education). The cost of this would be nearly double what the combined districts pay currently.
7. Just about all districts pay an hourly rate. Flat rates (level) will not always provide you with the experienced legal counsel you are looking for. A retainer based system is predicated on the average of past years costs and is more conducive to businesses that have cash flow challenges / services.

SUMMARY

While it is not recommended to share legal services, the Board could make this part of any future BOWA combined Board discussions.

RFG/med



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Robert F. Gilbert – Superintendent
Cheryl Mammen – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Board Members
FROM: Robert F. Gilbert 
DATE: May 21, 2020
RE: LEADERSHIP CONTINGENCY PLAN

As you are aware, the safety and well-being of Beecher Road School students and staff is of paramount concern to all of us. Our long-standing practice has been to provide administrative coverage at all times, especially when school is in session. Over the past 4 years as well as during the past administration, the model of coverage for occasional or short term absences has always involved current administrative team members. This is also the model that is widely used throughout the state for K-6 and K-12 districts including BOWA. (Given our small district size, Bethany and Woodbridge provide mutual support in providing a 2nd level of administrative support should the first level be unavailable). Administrative teams like ours work closely together. The benefit of this model is immediate, informed and consistent leadership for occasional or short-term needs. This far outweighs the additional responsibilities taken on for a short-time by the individual. In situations of extended duration, the Superintendent would bring a recommendation for administrative coverage to the Board.

Leadership Contingency Plan

Superintendent

1. Director of Special Services
2. Bethany Superintendent

Principal

1. Assistant Principal
2. Director of Special Services

Director of Special Services

1. Assistant Principal
2. Bethany Director of Special Services

Assistant Principal

1. Principal
2. Director of Special Services

Alternate Models

1. BOWA Administrators

Impact: The understanding and practice in BOWA is that coverage is first provided by internal administration.

2. Use of Retired School Administrators

Impact: Time delay to fill. Significant orientation time would be required by current administrative team members

3. Recommendations from CABE/CAPSS

Impact: Time delay to fill. Likely candidates would be retired administrators. Significant orientation time would be required by current administrative team members.

BRS ENROLLMENT

May 1, 2020

Grade/Teacher	Total
PreK	
DePalma	20
	20

Kindergarten	
Chick	17
Cofrancesco	16
Dempsey	17
Farnen	17
Grabowski	16
Ramia	17
	100

Grade 1	
Calabrese	18
Fanelli	18
McClain	18
Thompson	18
Wyman-Ancil	17
	89

Grade 2	
Blinstrubas	20
DePalma	21
Esparo	21
Halsey	20
Rizzo	21
	103

Grade 3	
Hutchinson	20
Meacham	20
Reizfeld	19
Scalia	19
Vincitorio	21
	99

Grade/Teacher	Total
Grade 4	
Don	22
Lavigne	20
Nolan	22
Shepard	22
Waldron	21
	107

Grade 5	
Conroy	21
Guerra	22
Horvath	22
McHugh	22
Mulligan	21
Rourke	22
	130

Grade 6	
Chase	22
Echeverry	22
Franklin	22
McCullom	22
Ngov	20
Smerekanicz	22
	130

M.A.G.	
Ahern	19
Gerber	22
Golden	20
Hart-Rooney	19
	80

BRS Enrollment	858
ODD	3
GRAND TOTAL	861

**SUPERINTENDENT'S RECOMMENDATIONS
FY2021 BUDGET and FY2020 PROJECTED SURPLUS SPENDING**

FY2021 Budget Increase **\$115,569**

Original "FY 2021 Road to Zero"

Reduce Instructional Supplies (Level Funding)	(\$8,452)
Reduce Professional Development	(\$7,000)
Reduce Technology Equipment Request	(\$12,000)
Reduce Art From 1.0 FTE to 0.7 FTE	(\$22,229)
Reduce Library from 1.0 FTE to 0.7 FTE	(\$24,697)
Reduce School Psychologist from 1.0 FTE to 0.5 FTE	(\$41,191)

Subtotal - "Original Road to Zero" **(\$115,569)**

Adjustments to "FY 2021 Road to Zero"

Restore Library from 0.7 FTE to 1.0 FTE	\$24,697
Restore School Psychologist from 0.5 FTE to 1.0 FTE	\$41,191
Reduce Misc Office Supplies, Postage & Equipment	(\$5,310)
Additional Reduction of Technology Equipment Request	(\$60,578)

Net Adjustments to "FY 2021 Road to Zero" **\$0**

Adjusted FY2021 Budget Increase **\$0**

FY2020 Projected Surplus (5/7/2020) **\$108,389**

FY 2021 COVID-19 Expenses (Unbudgeted)

ESY Distance Learning Program (Additional Costs Estimate)	\$34,491
Additional Personal Protective Equipment (PPE)	\$8,000
Additional Custodial Cleaning Supplies	\$4,000

Total FY 2021 COVID-19 Expenses (Unbudgeted) **\$46,491**

Pre Buy / Purchasing Recommendations w/ Surplus Funds:

Restore Partial Technology	\$11,700
IEP / Frontline Testing Software License Renewal	\$10,000
Renaissance Learning Testing Software License Renewal	\$9,000
Healthmaster Nursing Software License Renewal	\$2,238
Mobile Device Management Renewal (JAMF)	\$6,900
CISCO Support	\$6,380
Swift K12 Renewal	\$5,910
CINTAS Fire Suppression Testing	\$2,910
Roof Maintenance Contract TREMCO	\$6,860

Total Pre Buy / Purchasing Recommendations **\$61,898**

FY2020 Remaining Projected Surplus **\$0**

FOR DISCUSSION PURPOSES

**SUPERINTENDENT'S RECOMMENDATIONS
FY2021 BUDGET and FY2020 PROJECTED SURPLUS SPENDING**

FY2020 C.A.R.E.S. Grant		\$45,593
Anticipated Additional Staff Hours - Nursing	\$12,000	
Anticipated Additional Staff Hours - Custodial	\$25,000	
Anticipated Summer Food Service Program	\$8,593	
		<hr/> \$45,593

FY2020 C.A.R.E.S. Grant - Remaining Available **\$0**

FY2021 P.E.G.P.E.T.I.A. Grant		\$64,700
Technology Equipment (Modification)	\$53,000	
P.E.G.P.E.T.I.A. Grant Innovations (Compliance)	\$11,700	
		<hr/> \$64,700

FY2021 P.E.G.P.E.T.I.A. Grant - Remaining Available **\$0**

FY2020 Open Choice Grant (Excess)		\$30,000
School Year Special Education Tutoring	\$30,000	
		<hr/> \$30,000

FY2020 Open Choice Grant (Excess) - Remaining Available **\$0**

FY2021 Pre Buy Using FY2020 Projected Surplus		\$61,898
Anticipated Health Insurance Shortfall (8% v. 11%)	\$60,000	
Anticipated Census Changes - Waivers to Enrollees	??	
		<hr/> \$60,000

FY2021 Pre Buy Using FY2020 Projected Surplus - Remaining **\$1,898**

Additional Funding Considerations (No Revenue Sources):		
Restore Technology - Net FY 2021 Reduction	\$48,878	
Restore 0.5 Social Worker FTE Social Worker	\$50,413	
		<hr/> \$99,291

Total Additional Funding Considerations (No Revenue Sources): **(\$99,291)**

FOR DISCUSSION PURPOSES

**WOODBIDGE BOARD OF EDUCATION
FY 2020 COVID-19 FINANCIAL IMPACTS**

ITEM	DESCRIPTION	SAVINGS	COST
Outplacement Tuition & Transportation	Continuation of payment ordered per Governor's Executive Order 7R	\$0	\$0
Transportation - Regular Education	B.W.A. districts negotiated credit with owner operators for (59) days not in service	\$16,189	\$0
Salaries - Certified & Non Certified	Continuation of payment ordered per Governor's Executive Order 7R.	\$0	\$0
Food Service Program	Anticipated program loss to be funded by BOE	\$0	\$25,020
School Resource Officer	Credit for (59) days not in service	\$30,975	\$0
Professional Development	Cancellations of various in-district and out-of-district workshops	\$21,592	\$0
Legal Fees	Various issues including M.O.A. for all bargaining groups	\$0	\$10,000
Interns	Discussions in process for credit for days not in service; possible FY2021	\$0	\$0
Instructional Supplies	Includes pre-pandemic budget spending freeze	\$23,648	\$0
	TOTALS	\$92,404	\$35,020
	NET	\$57,384	

Meeting Minutes 5/19/2020

Via Cisco WebEx Conference

Members in attendance: Joyce Shavers, Steve Fleischman, Lynn Piascyk, Dan Cowan

Others in attendance: Robert Gilbert, Al Pullo, Analisa Sherman, Doreen, Merrill, Cheryl Mammen, Sandy Stein (BoS), various BRS staff members, and community members.

Meeting to order at 6:00 PM

- Surplus through the month ended 4/30/2020 stands at \$108,389 which includes net favorable variance \$57,384 related to COVID-19 pandemic.
- Program financials for School Lunch, Extended Day, Field Trips and Expendable Trust accounts were reviewed. At this time, it is anticipated the school lunch program will end in a deficit of approx.. \$25,000 due to the pandemic. The board of education is required to make the program whole for any operating losses. Extended Day is anticipated to finish the year at a break-even using year to date profits prior to the pandemic to pay fixed expenses currently being incurred.
- Superintendent Gilbert presented his Adjustments to FY2021 Road to Zero, for consideration in order to achieve the level funding (zero percent) budget for the coming year. Superintendent Gilbert also shared pandemic related cost estimates that will impact our extended school year as well as regular school year later this fall. The presentation identified available funding sources including operating budget and grants.
- Discussion included public participation regarding both staffing and program cuts being proposed.
- A summary of the Town and BOE Ad-Hoc Budget Task Forces were included. The chairperson requested that the projects be grouped together by category and include current status for each project in effort to provide more clarity. A revised framework will be shared at the next Finance subcommittee meeting. This document will be included on a regular basis going forward.

Meeting Adjourn 7:50pm

MINUTES OF THE WBOE POLICY COMMITTEE

March 10, 2020

District Office Conference Room

Beecher Road School South

CALL TO ORDER: Ms. Genovese called the meeting to order at 8:20 AM.

IN ATTENDANCE: Maegan Genovese, Chair; Dan Cowan (via telephone), Joyce Shavers (8:31 AM), Board of Education Members; Robert F. Gilbert, Superintendent; Cheryl Mammen, Special Services Director; Analisa Sherman, Principal; Kim Franklin, WEA Representative and Marsha DeGennaro, Clerk of the Board.

The Committee reviewed the following policies.

Ms. Sherman left the meeting (8:30 AM).

Policy 5114 Suspension and Expulsion/Due Process: This is a mandated policy and the language modifications presented are the result of statute changes. In addition, our former policy was modified to reflect grades K-6, while this policy encompasses grades K-12. Concern was expressed regarding the definition for what actions constitute grounds for expulsion. While this language is current law, there was disagreement for having to meet the criteria identified as it removes the decision from the local authority and limits the Board of Education. Further, what is “extreme disruption” and how is that interpreted. It was agreed this policy would be deferred to the next meeting for further discussion.

Superintendent Gilbert left meeting (8:58 AM).

Policy 9133 Special Committees/Advisory Committees: Suggested language was reviewed. Discussion ensued for the best process for committee membership selection and representation of various stakeholder groups. The suggested language modifications attempt to outline a clear and productive process. Suggestions were made to have the Board Secretary receive the communications from stakeholder groups instead of the Superintendent. It was agreed this policy would be deferred to the next meeting for further discussion.

Next Meeting: April 7 at 8:00 AM.

Meeting Adjourned: 9:08 AM

Existing policy #5000 adopted 3/17/14, modified

Students

Concepts and Roles in Student Policies

The focus of the school system is on the learner, the student. The student's educational development toward the school's goals is the central concern of the Board of Education's policies and administrator's regulations.

Each child shall be given equal opportunity. But since children vary widely in capacities, interests, social and economic background, no two can be treated exactly alike if the fullest development of each is to be achieved.

The Board of Education will attempt to erase any limitations of facilities and means that stand in the way of our school's availability to all who wish to learn in this school system.

Discrimination among students applying for admission to or attending our schools with respect to race, color, religious creed, age, **marital status, sexual orientation**, national origin, sex, **genetic information, gender identity or expression**, or physical disability is prohibited.

Legal Reference: Connecticut General Statutes

10-15 Town to Maintain Schools

10-15c Discrimination in Public Schools Prohibited. School Attendance by Five-Year Olds. **(as amended by PA 11-55)**

10-184 Duties of Parents. (Re: Mandatory Schooling of Children Seven Years of Age and Over and Under Sixteen)

10-186 Duties of Local and Regional Boards of Education Re: School Attendance. Hearings. Appeals to State Board.

10-226a Students of Racial Minorities

Title IX of the Education Amendments of 1972.

Section 504, U.S. Rehabilitation Act of 1973, 29 U.S.C. @ 794

Policy adopted: March 17, 2014

WOODBRIIDGE SCHOOL DISTRICT
Woodbridge, Connecticut

Students

Ages of Attendance

~~According to Connecticut General Statute 10-186, the Board of Education shall provide education for all persons between the ages of five and twenty-one years who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233d, as amended by P.A. 81-215. Children, three to five years of age, who have been identified as being in need of special education services shall receive the appropriate services.~~

~~Parents and those who have the care of children seven years of age and older and under sixteen years of age are obligated by Connecticut Law to cause any such child to attend public day school or its equivalent, except that if a child is fourteen years of age or older and gainfully employed at home or elsewhere, he/she is not required to attend school.~~

~~(cf. 5111 Admission/Placement)~~

~~(cf. 5112 Ages of Attendance)~~

~~(cf. 6146 Graduation Requirements)~~

Legal Reference: Connecticut General Statutes

~~10-12. Towns to maintain schools~~

~~10-15c Discrimination in public schools prohibited. School attendance by five year olds~~

~~10-76a-10-76g re special education~~

~~10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session)~~

~~10-186 Duties of local and regional boards of education re school attendance. Hearing. Appeal. (re: schooling for persons between the ages of 5 and 20, inclusive)~~

~~10-189 Leaving certificate~~

~~10-233a-10-233 f inclusive; re: suspend, expel, removal of pupils~~

~~10-233c Suspension of pupils~~

~~10-223d Expulsion of pupils~~

~~State Board of Education Regulations~~

~~10-76a-1 General Definitions (c)(d)(q)(t)~~

~~10-76a-7 Admission of student requiring Special Education~~

Suggested replacement for existing policy number 5145.71 adopted 3/17/14, which does not reflect legislative modifications.

Students

Surrogate Parent Program

Any child considered by the school district to require special education and whose natural parents are unavailable as defined by law, or who is a ward of the state, or such child is an unaccompanied and homeless youth, as defined in 42 USC 11434a, may be provided a surrogate parent appointed by the Commissioner of Education in the manner provided by law.

The function of the surrogate parent will be to act as the child's advocate in the educational decision-making process, which includes all special education identification, evaluation, placement, hearing, mediation and appeal procedures conducted for the student. In the case of a foster child, the surrogate parent shall represent the foster child in the educational decision-making process provided the foster child's parent or guardian (1) agrees or fails to object to the appointment of a surrogate parent; (2) receives identical notices as the surrogate parent; and (3) may revoke the appointment of a surrogate parent at any time.

In addition, the surrogate parent will also act as the child's advocate in the evaluation and planning procedures available to children under Section 504 of the U.S. Rehabilitation Act.

Surrogate parents will be informed, by **Administration** ~~the Board~~ as are regular parents, annually of Board policies regarding student conduct and discipline and if ~~the Board~~ **a child is suspended or expelled** ~~suspends or expels a child~~ for conduct that violates Board policy and seriously disrupts the educational process, for carrying a weapon or for selling or distributing drugs.

The law makes provisions whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed may contest the surrogate parent appointment.

(cf. 3511 - Compliance with 504 Regulations)
(cf. 5114 - Suspension and Expulsion/Due Process)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5145 - Civil, Legal Rights and Responsibility)
(cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes

10-94f Definitions.

10-94g Commissioner of Education to appoint surrogate parent; Procedure for objection to or extension of said appointment (as amended by PA 00-48 & PA 06-18)

10-94h Term of surrogate parent.

10-94i Rights and liabilities of surrogate parents.

Students

Surrogate Parent Program

Legal Reference: Connecticut General Statutes (continued)

- 10-94j Regulations re appointment of surrogate parents. (as amended by PA 00-48)
- 10-94k Funding of surrogate program.
- 10-233e Notice as to disciplinary policies and actions.
- PA 06-18 An Act Concerning Special Education
- Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791
- 17a-110 Permanency plans for children. Contracts with private child-placing agencies. Funding. Sections 243-244 of June Special Session PA 15-5

5145.71

Students

Surrogate Parent Program

~~Any child considered by the school district to require special education and whose natural parents are unavailable as defined by law, or who is a ward of the state, may be provided a surrogate parent in the manner provided by law to act as the child's advocate in the educational decision-making process as specified in the law.~~

~~The law makes provisions whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed may contest the surrogate parent appointment.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-94f Definitions.~~

~~10-94g Commissioner of Education to appoint surrogate parent; Procedure for objection to or extension of said appointment. (as amended by PA 00-48 & PA 06-18)~~

~~10-94h Term of surrogate parent.~~

~~10-94i Rights and liabilities of surrogate parents.~~

~~10-94j Regulations re appointment of surrogate parents. (as amended by PA 00-48)~~

~~10-94k Funding of surrogate program.~~

~~10-233c Notice as to disciplinary policies and actions.~~

~~PA 06-18 An Act Concerning Special Education.~~

~~Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791~~

Policy adopted: March 17, 2014

WOODBRIIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

Students

Electronic Information/Technology/Media Policy

The Woodbridge School District maintains an electronic mail system. This system is provided to assist personnel in performing the work of the school system. All staff members use the system to improve professional communication. The rules, which govern the use of the system, follow.

1. The system is provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with statues and/or other policies governing employment of the district.
2. All computers and the data stored on them are and remain at all times the property of the Woodbridge School District.
3. Posting, publishing or unsolicited transmission of an unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic profane or otherwise objectionable information, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense or violate any legal state, national law is strongly prohibited.
4. It is not the interest of this policy that users assign to the district their copyright in work developed on the system for courses taken as part of professional development for their role within the district.
5. All use must be consistent with other Woodbridge Board of Education policies such as Communications – 1002; Political Activities – 1311; Distribution of Information – 1325; Community Relations – 1330 as well as all applicable laws.

Additionally, any use of school district computers or telecommunication systems for commercial purposes, financial gain, productive advertisement, political lobbying or attempt to disrupt the use of the service by others is prohibited.

The Board of Education has no control over the information on the Internet. Acknowledging that sites accessible (via the Internet) may contain material that is illegal, defamatory or of a potentially offensive nature to some individuals, the Board encourages district employees to exercise caution in the use of the system to avoid exposure to inappropriate Web sites.

Standards Governing Use

Abide by generally accepted rules of network etiquette.

Do not reveal your personal address or phone number or those of other colleagues, parents, students or others.

Notify the system administrator or administration if you believe that you have identified a possible security problem on the system.

Respect and abide by copyrighted protections related to messages transmitted over the system.

Software should not be installed on any computer by anyone except by a Technology Center Specialist or specifically authorized individual of the Board of Education.

Use discretion when forwarding mail group addresses or distribution lists. Be sure that everyone needs to read the information contained in the Email message.

Electronic Mail

Electronic mail should not be considered truly confidential. The purpose of electronic mail is to create an effective and efficient means of communication. Each individual is responsible for checking his/her Email every work day and for addressing messages in a timely fashion.

Electronic mail should contain appropriate content and should be sent only to those who need the information.

While Email may accommodate the use of passwords, the reliability of security measures for maintaining confidentiality cannot be guaranteed. Users must assume that any and all messages may be read by someone other than the intended or designated recipient. Even when a message is erased, it is still possible to retrieve the message. Therefore, privacy of Email messages cannot be assured to anyone.

Email communications must at all times be professional. Email messages should not contain offensive content that may create a hostile environment and/or be reasonably considered to be disruptive of the school environment or offensive to any employee, student, parent or anyone else associated with the district. Offensive content would include, but not be limited to, sexual comments or images, racial or ethnic slurs, gender specific comments, or comments that would offend someone due to his/her age, sexual orientation, religious or political beliefs, national origin, or disability, or comments that personally demean or attack any individual.

All Email messages composed sent and received on the school computer system all remain the property of the school system. In order to ensure proper use of the system, the district reserves the right, with just cause, to retrieve and read any Email message composed, sent, received, or stored on the system.

Complaints of Problems or Misuse

Anyone who is aware of problems with or misuse of the system should report this to his/her supervisor.

Most important, the Board urges any employee who receives harassing, threatening, intimidating or other improper message through the system to report this immediately to his/her supervisor. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events.

Privacy and Privilege in Use of Information Services

The Board of Education, or its agents, may monitor Email activity as well as other components of the system of any employee upon just cause, without the employee's consent. The just cause for monitoring, if necessary will be established prior to initiation of action of this nature. The Principal with the Superintendent will establish just cause.

Freedom of Information regulations are applicable to all Email records. Any Email is a record, and therefore, can be subpoenaed in court. Therefore, when using Email one must be careful with what the content of an Email message might be. When in doubt, do not use Email.

The use of the Internet and electronic mail system of the district is a privilege. The district may withhold, limit or regulate that privilege. Failure to adhere to the established guidelines may result in loss of access to the Email and Internet system and/or referral to legal authorities.

~~On an annual basis, The Principal or designee will review, as needed, clarify procedures set forth to support this policy in an effort to ensure appropriate use of district electronic media information systems. Administration shall present information related to the efficient use of the system to all staff on an annual basis.~~

All use of the Woodbridge School District information technology systems must be consistent with other Woodbridge Board of Education policies such as Communications – 1002, Political Activity – 1311, Distribution of Information 1325 and Community Relations 1330.

Legal Reference: Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

Eisner v. Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 (1986)

Tinker v. Des Moines Independent Community Dist., 393 US 503, (1969)

Policy adopted: September 24, 2001

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Suggested replacement for existing policy number 6114.1 adopted 5/20114, which does not reflect legislative modifications. This is the updated version of the District's current policy.

Instruction

Fire Emergency (Drills)/Crisis Response Drills

A fire drill shall be held at least once a month in each school building. 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. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

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 or his designate as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials should evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The ~~Board of Education~~ **Administration** shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(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)
 P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety
 10-222m – School security and safety plans. School security and safety committees
 10-222n – School security and safety plan standards

Policy adopted:

rev 7/13

rev 3/16

~~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.~~

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~~(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: May 20, 2014~~

~~WOODBIDGE PUBLIC SCHOOLS~~

~~Woodbridge, Connecticut~~

Instruction

Internet Acceptable Use

Introduction

It is the policy of the Woodbridge School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Woodbridge School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Woodbridge School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his/her designee.

Telecommunications/Internet - Acceptable Use

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is, therefore, imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or prescribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any electronic accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
3. All users should respect the privacy of communications and information belonging to other individuals.
4. Any use of the districts computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the law. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
5. Any use of telecommunication opportunities for commercial purposes financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
6. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
7. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks and any other appropriate disciplinary action. All use must be consistent with other Woodbridge Board of Education policies such as Communications – 1002; Political Activities – 1311; Distribution of Information – 1325; Community Relations – 1330; Electronic Information/Technology Media – 5148 and District/School/Staff/Student Web Sites and Pages – 6141.322 as well as applicable laws.

The Superintendent shall identify an administrator(s) as the "District Internet Administrator(s)" who will have responsibility for implementing this policy, establishing procedures and supervising access privileges.

Guidelines for Student Use

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or teacher aide. ~~Guidelines for the use of electronic services by students through Grade 3 will be developed by the Principal(s).~~

Students in Grades ~~2-6~~ 4-6 who wish to use electronic services and networks that are available to them may do so provided that they:

- ~~1. Read, agree to, and sign the Acceptable Use Policy.~~
2. Obtain the signature of one parent/guardian on the Acceptable Use Policy form (accessed through the on-line registration portal).
- ~~3. Have the classroom teacher sign the Acceptable Use Policy form.~~
- ~~4. Submit the completed form to the classroom teacher.~~
5. Any parent or student who wishes to appeal any decision relative to the Acceptable Use Policy should contact the Principal.

Filtering

The Woodbridge School District is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

The Board of Education provides computers, computer systems, software, electronic access and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are provided exclusively for school related use. The system may be used for **occasional** personal communications (only to a limited extent), which does not interfere with statues and/or other policies governing employment of the district.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software, electronic access, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy". In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
3. In compliance with this policy, a system to filter out Internet sites.
4. **Network performance monitoring.**

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- a. Educating students to be safe and responsible users of electronic communications and resources.
- b. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material.
- c. Using "Acceptable Use Policy Agreements".
- d. Appropriate supervision, both in person and electronically.

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized to (1) block pre-selected sites, (2) block by content, (3) block entire categories like chat and newsgroups and (4) allow a pre-selected list of approved sites.

(cf. 5148 - Electronic Information/Technology/Media)

(cf. 6141.321 - Acceptable Use of the Internet)

(cf. 6141.322 - Websites/Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to Records of Minors

Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g).

Dept. of Education, 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)- parent and student privacy and other rights with respect to education records, as amended 11/21/96.

HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act).

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844(1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Legal Reference: Connecticut General Statutes (cont.)

Board of Education v. Pico, 457 U.S. 868(1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted: May 20, 2014

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Instruction

Internet Acceptable Use

Filtering - Regulations

When minors are using the Internet, access to visual depictions that are obscene, child pornography, or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

Definitions

1. Obscene is to be determined by the following test:
 - a. Whether the average person, applying contemporary community standards, would find the work, taken as whole, appeals to the prurient interest.
 - b. Whether the work depicts sexual conduct in a patently offensive way.
 - c. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
2. Child Pornography, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - b. Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
 - c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
 - d. Such visual depiction is advertised, promoted, presented, described or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minorengaging in sexually explicit conduct.
3. Material "Harmful to Minors" is any picture, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

Criteria for Filtering of Objectionable Sites (cont).

1. Nudity/Pornography

- a. Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- b. Provocative semi-nudity (e.g., lingerie models)
- c. Sites which contain pornography or links to pornographic sites
- d. Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

2. Sexuality

- a. Sites which contain material of a mature level (elementary/middle school levels)
- b. Images or descriptions of sexual aids
- c. Descriptions of sexual acts or techniques
- d. Sites which contain inappropriate personal ads

3. Violence

- a. Sites which promote violence
- b. Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- c. Graphic autopsy or crime-scene images

4. Crime

- a. Information of performing criminal acts (e.g., drug or bomb making, computer "hacking")
- b. Illegal file archives (e.g., software piracy)

5. Drug Use

- a. Sites which promote the use of illegal drugs
- b. Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- c. Exceptions: Material with valid educational use (e.g., drug-use statistics)

6. Tastelessness

- a. Images or descriptions of excretory acts (e.g., vomiting, urinating)
- b. Graphic medical images outside of a medical context
- c. Exception: Graphic medical images within a medical context

7. Language/Profanity

- a. Passages/Words too coarse to be softened by the word filter
- b. Profanity within images/sounds/multimedia files
- c. Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

8. Discrimination/Intolerance

- a. Material advocating discrimination (e.g., racial or religious intolerance)
- b. Sites which promote intolerance, hate, or discrimination

9. Interactive Mail/Chat

- a. Sites which contain or allow inappropriate e-mail correspondence
- b. Sites which contain or allow inappropriate chat areas

10. Gambling

- a. Sites which allow or promote online gambling

11. Weapons

- a. Sites which promote illegal weapons

12. Other Inappropriate Material

- a. Body modification: tattooing, branding, cutting, etc.

13. Judgment Calls

- a. Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedures For Suggesting Site Be Blocked or Unblocked

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

Disabling Blocking/Filtering Devices

The technology protection measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

Legal Reference: Connecticut General Statutes

1-210(b)(11), (17) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

46b-56(e) Access to Records of Minors.

Office of the Public Records Administrator, Retention Schedule MS-Education Records Revised 2/2005, available at <http://www.ctstatelibrary.org/sites/default/files/publicrecords/M8.pdf>

Federal Law

Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1231g.).USA Patriot Act of 2001, Pub.L. 107-56.

Legal Reference: Connecticut General Statutes (Cont.)

No Child Left Behind Act of 2001, Pub.L.No. 107-110.

34CFR 99.11 99.67 (as amended)

34 CFR 300.560-300.576

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554).

Communications Act of 1934 as amended (47 U.S.C. 254[h],[I])

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Regulation approved: May 20, 2014

WOODBRIIDGE PUBLICSCHOOLS

Woodbridge, Connecticut