

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, May 17, 2022 7:00 PM

South Assembly Room

Agenda

- I. **Preliminary Business / WebEx Login / Motions**
<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m4ca2f73ab6186599fad0e5f7fa960e54>
Meeting Number (access code): 2481 404 0836
Meeting Password: KkSE9UZjV36

This meeting is being conducted as a hybrid meeting consistent with Connecticut Public Act 22-3. The public may attend in person at the location indicated above, with social distancing required. The public may also attend electronically via WebEx. The link is provided above.

- A. Call to Order
 - B. Pledge of Allegiance
 - C. SCASA Student Award Recipients - Abigail Sussman and Ethan Vatner
 - D. Correspondence - *Please feel free to submit Public Comments via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
 - E. 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.*
 - F. Board of Selectmen Update
 - G. Proclamation from First Selectman
 - H. PTO Update
- II. **Consent Agenda**
- A. Approval of April 19, 2022 Regular Meeting Minutes
 - B. Fiscal Year 2021/22 Budget Narrative Report
 - C. Fiscal Year 2021/22 Budget Summary Report
 - D. Fiscal Year 2021/22 Budget Detail Report
 - E. Policies for 30-Day Review
 - 1. 4118.113 / 4218.113 Harassment (Staff)
 - 2. 4118.238 / 4218.238 / 5141.81 Travel and Self-Quarantine during the COVID-19 Pandemic
 - 3. 9121 Chairperson / 9122 Vice-Chairperson / 9123 Secretary of the Board
 - 4. 9325.43 Attendance at Meetings via Electronic Communications
 - 5. 6172.1 Gifted and Talented Students Program

6. 6171.1 Special Education
7. 6163.3 Live Animals in the Classroom
8. 5131.111 Video Surveillance
9. 5125 Student Records; Confidentiality

III. **Reports**

- A. Superintendent's Report
 1. BRS Update
 2. Safe Return Plan and COVID-19 Guidelines
 3. Wellness Update
 4. Strategic Plan Development
- B. Curriculum Committee
- C. Finance Committee
 1. Proposed 2022/23 Capital Budget and Operating Budget Updates
- D. Policy Committee / Policies for Adoption
 1. 3160 - Budget Development, Administration, and Monitoring, and Transfer of Funds
 2. 5111 - Admission/Placement
 3. 5118.1 - Homeless Students
- E. CABE Liaison Report
- F. Upcoming Meeting Presentations: Professional Development and Evaluation; Celebration of BRS 2021/22

IV. **New Business**

- A. Ratification of CSEA Collective Bargaining Agreement (July 1, 2022 - June 30, 2025)
- B. Recommended Adoption of Flexibilities for Implementing the *CT Guidelines for Educator Evaluation 2017* for the 2022/23 School Year
- C. Accept Administrative Resignation: Jonathan S. Budd, Ph.D.
- D. Appoint Interim Superintendent
- E. Appoint Superintendent Search Committee

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.*
- B. Executive Session, in accordance with State Statute
 1. Discussion of a matter which would result in the disclosure of records exempt from disclosure based on Attorney-Client Privilege

VI. **Adjournment**



Woodbridge School District
Grade 6 SCASA Student Recognition Award Winners
May 2022

Abigail Sussman

Abigail lives with her parents and older sister, and around her community, always enjoys helping out, including walking a few of her younger neighbors to and from the bus stop every day, and taking care of some neighborhood dogs. Abigail also enjoys helping out her school community by being in Student Council and working on spreading school spirit. Dance has been Abigail's true passion since she was 3. Competing since 3rd grade, Abigail has learned that dance requires more dedication and commitment than anyone would have thought. When Abigail is not dancing, she loves to read. In 2019 she made a goal to read 100 books in 9 months. When she achieved that goal and thought back, she realized just how much could be learned from books. Other than dancing and reading, Abigail enjoys being around friends and family, both of which mean so much to her, with her older sister always there for her, and her friends always motivating her to keep trying. Abigail cannot wait to see what will happen later on in life with her friends and family beside her.

Woodbridge School District
Grade 6 SCASA Student Recognition Award Winners
May 2022

Ethan Vatner

Ethan's big interest outside of school is sports, and in school, he likes social studies. When watching basketball, he likes to watch his favorite team, the Celtics. His favorite player on the Celtics is Jayson Tatum. Ethan plays on a team called the Wildcats, which is made up of players from all over southern Connecticut. One thing Ethan has found is that it is a challenge to find a way to balance schoolwork with practicing basketball. Although it is hard, Ethan is committed to meeting the challenge. In school, he likes learning about history, especially military history. He has read various books about different wars, and enjoyed them all. One of Ethan's motivations for doing well in school is to go to a good college, helping him to have a rewarding career. He very much appreciates his teachers and Beecher Road School for choosing him to receive this award.



Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] Public comment 5/17/22

1 message

Whitney Randall <whitney.randall@gmail.com>

Tue, May 17, 2022 at 4:15 PM

To: Jonathan Budd <jbudd@woodbridgeps.org>, Marsha DeGennaro <mdegennaro@woodbridgeps.org>

To the Woodbridge Board of Education and Superintendent Budd:

Thank you for allowing public comment for the meeting that will be held today, May 17, 2022. I am writing to again reinforce my hope for the board to consider public health and safety when reviewing the Safe Return Plan. Since the special meeting that was held last week, it has come to our attention that COVID cases have continued to rise in our community (the case rate today in New Haven County is 78 per 100,000 people, according to the NYTimes, which has consistently reported accurately when compared to the CDC and Connecticut weekly tallies. This compares to a case rate of 50 per 100,000 people at the time of the last meeting) and 33 students were reported to have tested positive at Beecher Road School from May 6th through 13th. As Dr. Budd has noted in his letters, this increase number of cases reflects the trend that exists in other communities as well, and is not unique to our school. However, this increase should not be dismissed nor minimized.

It is worth noting that the case count at BRS from May 6th-13th is higher than what we saw at the peak of the Omicron wave in January, which did not surpass 25 cases (occurring January 10th-14th). This higher count occurred despite that the current case rate in Woodbridge and in New Haven County is significantly lower than it was during that January wave. It is safe to assume that the increased mitigation strategies that were present at that time, including masking, helped to keep the number lower during Omicron. Conversely, the removal of those mitigation strategies, and failure to reimplement them at the start of this current wave, has potentially allowed more children to be exposed to the virus.

Although there are parents who have expressed concern about mandated masking in school, it should not be ignored that 33 children this past week were required to remain at home, learning remotely, due to their COVID positive status/illness. Those 33 children were deprived of the opportunity to interact with their friends and to learn in the most effective way – in-person. It should also be considered that one way masking loses its efficacy when the case rate is this high; two way masking, especially with correctly worn KN94 or equivalent masks, would be most effective at helping our children to avoid COVID infection and remain at school. I would therefore like the board to again consider mandatory masking as an option, even as we near the end of the school year, to allow children to remain in the classroom as much as possible.

Thank you for your consideration,

Whitney Randall

21 Evergreen Dr

(mother of 2 current BRS students)

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, April 19, 2022

South Assembly Room Beecher Road School

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mf0bb52b9b66646342d28321555e23b49>

Meeting Number: 2495 794 7871

Meeting Password: b2jBedmnH33

CALL TO ORDER: Ms. Piascyk, Chair, called the meeting to order (7:04 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Ms. Sarah Beth Del Prete, Secretary (Remote); Ms. Brooke Hopkins (Remote); Mr. Jeff Hughes (In-person); Dr. Maria Madonick, Vice Chair (In-person); Dr. David Ross (Remote); Dr. Michael Strambler (In-person); and Ms. Erin Williamson (In-person).

STAFF: Dr. Jonathan Budd, Superintendent; Richard Huot, Interim Director of Business Services / Operations; Cheryl Kiesel, Special Services Director; Analisa Sherman, Principal; James Sapia, Assistant Principal; and Marsha DeGennaro, Clerk of the Board.

GUESTS: Claire Prud'homme and Benjamin Smith, SCASA Award recipients; Beth Heller, First Selectman; Tom Handler, BOF Liaison; Joi Prud'homme, PTO.

SCASA Student Award Recipients – Superintendent Budd recognized two of the Grade 6 recipients of the SCASA (South Central Area Superintendents' Association) Award: Claire Prud'homme and Benjamin Smith. This award is designed to honor students who excel in three categories: community service and/or service to others; academic prowess relative to their ability; and leadership to their school community.

CORRESPONDENCE – None

PUBLIC COMMENT – Dr. Handler extended a thank you to Board members for their attendance at the Preliminary Town Budget Hearing on Monday.

The Board extended a thank you to Tim Rourke, WEA President, for his attendance at the Preliminary Town Budget Hearing.

Board of Selectmen Update – None

PTO Report – Ms. Prud'homme noted the annual Book Swap with each student taking home three books; the in-person Spring Book Fair from April 25-29 with Family Night on Wednesday, April 27; Teacher / Staff Appreciation Week May 2-6 with an Ice Cream Social on Thursday, May 5 from 6:00-8:00 PM celebrating the 50th Anniversary of the PTO; tee shirts for staff commemorating Artsweek May 20-24 with the theme of "Trees" and featuring a school-wide outdoor leaf canopy; submission of yearbook shout-outs by April 29; the May 14 Bike Parade; Quassy Night in collaboration with Bethany Community School on May 20; and the May 12 PTO meeting with elections for the 2022/23 school year.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Hughes

UNANIMOUS

REPORTS

Board Member Recognition – Dr. Ross was recognized for his service to the Board since 2019 as he recently relocated and this was his last meeting. Dr. Ross thanked the Board and left the meeting (7:28 PM).

Superintendent's Report – Superintendent Budd apprised the Board that June 17 would be the last day of the school year with a Grade 6 Graduation Ceremony occurring in the morning. Recognition was given to the "Green Team / Sustainability Committee" on being featured in an article in *People*. As part of the Strategic Planning process, all community members were urged to complete the survey as results will be reviewed by the Strategic Planning Committee when they meet next week.

First Selectman, Beth Heller, read a proclamation in honor of Teacher Appreciation Week.

Safe Return Plan – Superintendent Budd and Ms. Sherman reviewed the updates. Since the last Board meeting there were 14 confirmed COVID-19 cases in BRS. Numbers of students eating in the Café have been increased, social distancing in classrooms have been relaxed, cohorting at dismissal has been minimized, desk shields have been removed from the offices, and field trips have commenced.

Summer Programs Update – Summer Programs for 2022 will include the Extended School Year (ESY) Program, Summer Learning Academy, the Multi-Lingual Learners, and Summer Enrichment Program (SEP). Each component will run during the month of July with various morning times.

- ❖ ESY will run from July 5–28 between 8:00–10:00 or 9:00–12:00, plus Friday, July 8, depending on student IEP needs. It is anticipated approximately 65 students invited through the PPT process will participate.
- ❖ Summer Learning Academy has approximately 100 students identified in Grades 1-6 for participation in this program. Selection for participation was based on key literacy and math standards. The program will run Monday–Thursday from July 5–28 between 10:00 AM–12:30 PM, plus Friday, July 8, for the same hours.
- ❖ The Multi-Lingual Learners Program offering has approximately 15 students in Grades Kindergarten, 1 and 2, whose native language is not English, invited to participate in this pilot program, which will run from July 5–14 between 8:00–10:00 AM. The program is structured based on the CT English Language Proficiency Standards and the developmental needs of the selected students.
- ❖ SEP will operate Monday-Thursday, plus Friday, July 8, from 9:00 AM–12:00 Noon and 1:00–4:00 PM with a supervised lunch from Noon–1:00 as well as different course offerings each week. The complete brochure and electronic registration are available through the district web site.

BRS Update – Ms. Sherman noted the return of field trips, the Grade 6 graduation on June 17, completion of the Nicole Silva Sensory Pathway at the entrance to the BRS Café, and Bob Shay virtual author visits.

Facilities Committee Report – Mr. Hughes reviewed the April 5 Facilities Committee meeting, which included the monthly Facilities update and the HVAC retro-commissioning report.

Finance Committee – Chair Piascyk expressed appreciation from Ms. McCreven for those who attended the preliminary budget hearing. The Annual Town Meeting will be held on Monday, May 16 at 7:30 PM. The Town Budget can be found on the Town website under the tab *Budget 2022/23*.

Policy Committee – Dr. Madonick presented the policies currently under 30–day review for adoption.

MOTION #2 – ADOPT POLICY 3260

Move that we adopt Policy 3260 – Disposal of Obsolete Books, Equipment, and Supplies.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #3 – ADOPT POLICY 3250

Move that we adopt Policy 3250 – Materials/Services Fees, Charges as revised.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #4 – ADOPT POLICY 3510

Move that we adopt Policy 3510 – Operation and Maintenance of Plant as revised.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #5 – ADOPT POLICY 2111

Move that we adopt Policy 2111 – Equal Employment Opportunity as revised.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #6 – ADOPT POLICY 6171.2

Move that we adopt Policy 6171.2 – Pre-School Special Education.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #7 – ADOPT POLICY 5142.4

Move that we adopt Policy 5142.4 – School Resource Officer(s) as revised.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

CABE Liaison Report – None

Upcoming Meeting Presentation: Wellness – Board members were asked to provide their requests and/or questions to either Chair Piascyk or Superintendent Budd.

NEW BUSINESS

Chair Piascyk informed the Board of additional action items to be added to the agenda tonight under New Business.

MOTION #8 – MODIFY AGENDA

Move that we add acceptance of certified staff retirements and a certified staff resignation to tonight’s agenda.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

Superintendent Budd informed the Board of the resignation of Cheryl Kiesel, Director of Special Services, after 4 years of service. Superintendent Budd acknowledged the retirements of Doreen Merrill and Dr. Kris Rose. Ms. Merrill has taught at BRS for 21 years and served as Assistant Principal for 2 of those years. Dr. Rose has been a psychologist at BRS for 30 years.

MOTION #9 – CERTIFIED STAFF RESIGNATION (KIESEL)

Move that we accept the resignation of Cheryl Kiesel, effective June 30, 2022, with deep regret.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

MOTION #10 – CERTIFIED STAFF RETIREMENT (MERRILL)

Move that we accept the retirement of Doreen Merrill, effective July 1, 2022, with deep regret.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

MOTION #11 – CERTIFIED STAFF RETIREMENT (ROSE)

Move that we accept the retirement of Dr. Kris Rose, effective June 30, 2022, with deep regret.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

PUBLIC COMMENT – None

The Board entered Executive Session (8:32 PM).

MOTION #12 – EXECUTIVE SESSION

Move that we enter Executive Session to discuss negotiations with respect to collective bargaining, and to discuss the prospective transportation contract, and invite the Superintendent to join the Board.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Ms. Sarah Beth Del Prete, Secretary (Remote); Ms. Brooke Hopkins (Remote); Mr. Jeff Hughes (In-person); Dr. Maria Madonick, Vice Chair (In-person); Dr. Michael Strambler (In-person); and Ms. Erin Williamson (In-person).

STAFF: Dr. Jonathan Budd, Superintendent.

The Board discussed the negotiations with respect to collective bargaining, and the prospective transportation contract.

MOTION #13 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (10:21 PM).

Ms. Del Prete
Second by Dr. Madonick
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Ms. Sarah Beth Del Prete, Secretary (Remote); Ms. Brooke Hopkins (Remote); Mr. Jeff Hughes (In-person); Dr. Maria Madonick, Vice Chair (In-person); Dr. Michael Strambler (In-person); and Ms. Erin Williamson (In-person).

STAFF: Dr. Jonathan Budd, Superintendent; Marsha DeGennaro, Clerk of the Board.

Chair Piascyk called the Public Session back to order (10:21 PM).

MOTION #14 – ADDITION TO AGENDA – POLICY REVISION

Move that we add to tonight's agenda revision of Policies 4118.238/4218.238 and 5141.81 Travel and Self-Quarantine during the COVID-19 Pandemic.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

MOTION #15 – POLICIES REVISION (4118.238/4218.238 and 5141.81)

Move that we revise Policies 4118.238/4218.238 and 5141.81 consistent with the discussion in Executive Session, and authorize the Superintendent to communicate to staff and families the revision, and implementation of details.

Dr. Madonick
Second by Ms. Williamson
UNANIMOUS

MOTION #16 – ADDITION TO AGENDA – ADMINISTRATIVE RESTRUCTURING

Move that we add administrative restructuring to tonight's agenda.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

MOTION #17 – ADMINISTRATIVE RESTRUCTURING

Move that we direct the Superintendent to pursue administrative restructuring as discussed in Executive Session.

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

MOTION TO ADJOURN: (10:25 PM)

Dr. Madonick
Second by Mr. Hughes
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge School District 2021-2022 Budget Narrative

May 1, 2022

May 1, 2022 report represents ten months of the fiscal year, and eight months of the school year. Eighty percent of the fiscal year have gone by, there are 34 days of school remaining, and the fiscal year continues looks very tight.

100 Series Salaries - As you can see from the Certified Salary numbers, things are relatively stable. The Non-Certified Salaries, on the other hand, show a larger balance. This reflects the vacancy in the nursing ranks. There is an offset in the 300 Purchased Professional Services. This change is due to our contracting with an agency to provide nursing services. Otherwise, there is little change in salaries.

200 Series Benefits - Last projection it was noted these accounts were relatively stable. Since then we have had two declared retirements. The change in line 62900-1401 Retirement Payments reflects the contractual costs the district owes these retirees. It is unknown whether there will be more retirements this fiscal year. The remainder of the benefits are relatively stable.

300 Series Purchased Professional Services- This category includes legal, audit, and other expenses that are generated on a month-by-month basis and generally a month or two behind in the billing process. You will notice the negative balance in this category has grown some. Three accounts are contributing to the erosion in this category; legal fees, substitutes and other professional services, the latter account is where Nursing Services is being paid.

400 Series Purchased Property Services - The Maintenance and Operations budget is contributing to the increase in the negative balance. This is caused by the adjustments being made to our Heating, Ventilation, and Air Conditioning (HVAC) based on recommendations from the Van Zelm Retro-Commissioning report.

500 Series Other Purchased Services - This budget series includes transportation, tuition, interns, liability insurance, and items that do not fall within the professional services/property services categories. There is a larger positive balance in Account 65500-1401 Interns. The balance offsets the additional cost of Daily Substitutes mentioned above in the 300 Series of professional services accounts.

600 Series Materials and Supplies - Except for custodial/maintenance supplies, this category is direct support for classroom instruction. You can see from the projection some savings will accrue in supplies. You can be assured instructional needs will be met.

700 Series Furniture and Equipment - If funds in this group of accounts have not been expended, it is unlikely they will be used by year end, with the exception of Computer Equipment District Wide; this category supports an upgrade of network equipment.

800 Series Dues and Fees - This budget category is small but important, as it links staff to professional organizations that help keep them up-to-date in their respective academic fields.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain. The balance in these accounts is expected to remain stable.

Summary: While the budget is still balanced, it has absorbed the expected severance payments and still shows a modest balance. There are three payrolls remaining in this fiscal year. This office will remain diligent in monitoring accounts.

WOODBIDGE SCHOOLS DISTRICT 2021-2022 BUDGET
5/1/2022

BUDGET SUMMARY

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/A DJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB.	Avail. Budget	Projection
100	Total Certified Staff	7,443,063	0	7,443,063	5,750,991	1,768,280	-76,208	(76,208)
100	Total Non Certified Staff	1,830,957	150,664	1,981,621	1,544,988	350,349	86,284	72,283
100	Grand Total Salaries	9,274,020	150,664	9,349,020	7,295,979	2,118,630	10,076	(3,925)
200	Total Benefits	3,259,340	0	3,259,340	2,820,313	5,600	433,427	(74,458)
300	Total Purchased Professional Services	464,323	-75,000	389,323	128,267	28,682	232,374	(78,140)
400	Total Purchased Property Services	562,119	+	562,119	398,082	118,376	45,661	(39,009)
500	Total Other Purchased Services	1,494,089	0	1,494,089	1,054,388	280,847	158,854	92,653
600	Total Materials & Supplies	298,848	0	298,848	149,451	39,327	110,070	80,033
700	Total Furniture & Equipment	121,012	0	121,012	101,317	4,449	15,246	1,823
800	Total Dues & Fees	26,697	0	26,697	11,660	925	14,112	5,500
900	Total Miscellaneous Expenses	61,172	0	61,172	23019	0	38,153	38,053
Total 101 Woodbridge Board of Education		15,561,620	\$0	15,561,620	11,982,476	2,596,836	1,057,973	22,530

**Woodbridge School District 2021-2022 Budget
as of May 1, 2022**

OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/A DISMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
61100	1301	Special Ed. Director Salary	145,964	0	145,964	130,095	15,870	-1
61101	1401	Superintendent Salary	203,000	0	203,000	179,577	23,423	0
61102	1401	Business Manager Salary	128,958	0	128,958	120,575	8,383	0
61103	1401	Principal Salary	167,998	0	167,998	144,989	23,009	-1
61104	1401	Asst. Principal Salary	135,236	0	135,236	120,013	15,224	0
61200	1105	Teacher Salaries-Art	43,468	0	43,468	57,207	21,076	-34,815
61200	1107	Teacher Salaries-Kindergarten	485,661	0	485,661	389,014	143,321	-46,674
61200	1111	Teacher Salaries-Music	79,795	0	79,795	58,193	21,440	162
61200	1112	Teacher Salaries-Phys Ed	147,742	0	147,742	107,966	39,777	-1
61200	1117	Teacher Sal-World Lang.	95,330	0	95,330	76,087	19,243	0
61200	1120	Teacher Sal-Multi-Age	358,838	0	358,838	275,624	83,214	0
61200	1126	Teacher Salaries-Grade 1	399,101	0	399,101	288,816	106,406	3,879
61200	1127	Teacher Salaries-Grade 2	405,568	0	405,568	319,682	117,778	-31,892
61200	1205	Teacher Salaries-Art	97,330	0	97,330	84,058	13,272	0
61200	1211	Teacher Salaries-South Music	121,662	0	121,662	80,920	32,640	8,102
61200	1212	Teacher Salaries-Phys Ed	144,392	0	144,392	105,518	38,875	-1
61200	1217	Teacher Sal-World Lang.	95,330	0	95,330	76,087	19,243	0
61200	1228	Teacher Salaries-Grade 3	451,153	0	451,153	311,885	99,151	40,117
61200	1229	Teacher Salaries-Grade 4	400,101	0	400,101	401,108	131,004	-132,010
61200	1230	Teacher Salaries-Grade 5	545,242	0	545,242	398,446	146,796	0
61200	1231	Teacher Salaries-Grade 6	518,359	0	518,359	320,396	98,479	99,484
61200	1303	Teacher Salaries-Sped	1,009,375	0	1,009,375	770,445	249,446	-10,516
61200	1313	Teacher Sal-Sped Pre-School	67,680	0	67,680	56,672	11,008	0
61200	1333	Teacher Salaries-Sped Summer	28,800	0	28,800	20,736	0	8,064
61200	1408	Teacher Sal-DW Language Arts	367,488	0	367,488	244,650	89,760	33,079
61200	1409	Teacher Salaries-DW Math	76,115	0	76,115	90,794	31,762	-46,441
61200	1410	Teacher Salaries-DW Media Cntr	132,420	0	132,420	123,952	45,667	-37,199
61200	1418	Teacher Salaries-DW Technology	166,239	0	166,239	97,344	34,294	34,601
61200	1434	Teacher Salaries-STEAM	69,128	0	69,128	59,701	9,427	0
61201	1303	Psychologist Sal-Sped Loc Wide	235,608	0	235,608	182,524	57,672	-4,588
61201	1403	Tutor/Homebound Salary-DW	2,620	0	2,620	2,650	1,900	-1,930
61201	1419	Curriculum Writing Salary	36,400	0	36,400	1,175	0	35,225
61203	1303	Social Worker Salary	50,962	0	50,962	41,594	13,721	-4,353
61204	1403	Stipends	30,000	0	30,000	12,500	6,000	11,500
	100	Total Certified Salaries	7,443,063	0	7,443,063	5,750,991	1,768,280	-76,208

Woodbridge School District 2021-2022 Budget
as of May 1, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A	DJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
61303	1402	Custodian Salaries-DW School	399,108	0	399,108	308,976	47,414	42,719	
61305	1402	Custodian OT Salary-DW School	48,106	0	48,106	46,582	0	1,524	
61400	1404	Nurses Salaries-DW	151,245	0	151,245	117,315	17,369	16,560	
61500	1101	Admin. Asst. Sal-North Admin	0	0	0	39,982	8,383	-48,365	
61500	1201	Admin. Asst. Sal-School Admin	142,547	0	142,547	80,148	12,518	49,881	
61500	1301	Admin. Asst. Sal-Sped Admin	60,719	0	60,719	42,036	6,290	12,393	
61500	1401	Admin. Asst. Sal. Cent. Admin	165,131	0	165,131	145,221	19,528	382	
61501	1401	Admin Assis Salary-DW Admin	0	0	0	-1,566	0	1,566	
61600	1103	Non-Certified Sal. TA -DW	182,174	0	182,174	126,128	42,749	11,297	
61600	1203	Non-Certified Sal- Loc Wd	15,219	0	15,219	8,487	3,127	3,605	
61600	1303	Non-Certified Sal-TA - Sped DW	242,414	0	242,414	101,179	25,792	111,443	
61600	1333	Non-Certified Sal-TA-Sped Sum	11,900	0	11,900	2,481	0	9,419	
61600	1410	Non-Certified Sal-DW Media Cnt	0	0	0	16,463	2,822	-19,285	
61600	1418	Non-Certified Sal-DW Technolog	14,318	0	14,318	19,823	7,224	-12,730	
61600	1421	Non-Certified Sal-DW Copy Cntr	15,219	0	15,219	11,122	4,097	0	
61601	1303	One to One Sal-TA-Sped DW	275,888	75,664	351,552	357,940	126,232	-140,620	
61700	1303	Occupational Therapist Salarie	32,000	0	32,000	27,708	8,673	-4,381	
61710	1303	Physical Therapist Salaries	19,168	0	19,168	14,008	5,161	-1	
61900	1403	Cafe Aides-DW	36,988	0	36,988	10,468	3,549	22,971	
61900	1418	IT Manager	0	75,000	75,000	64,327	8,654	2,019	
61900	1423	Clerk of the Board-DW Board ED	6,641	0	6,641	5,875	766	0	
61903	1103	Lifeguard Salary- DW	2,912	0	2,912	0	0	2,912	
61903	1203	Lifeguard Salary-Loc Wd	3,510	0	3,510	287	0	3,223	
61904	1403	Degree Changes-DW	5,750	0	5,750	0	0	5,750	
	100	Total Non Certified Salaries	1,830,957	150,664	1,981,621	1,544,988	350,349	72,283	72,283
	100	Grand Total Salaries	9,274,020	150,664	9,424,684	7,295,979	2,118,630	-3,925	-3,925
62200	1432	FICA-DW Benefits	258,364	0	258,364	207,038	0	51,326	1,764
62300	1432	MERF Amortization-DW	11,610	0	11,610	12,523	0	-913	-913
62301	1432	MERF-DW	330,473	0	330,473	261,925	0	68,548	15,669
62700	1425	Retired Emp Medical Ins-DW	118,274	0	118,274	114,186	0	4,088	-233
62700	1432	Medical Insurance-DW	2,488,845	0	2,488,845	2,173,351	0	315,494	-43,478
62800	1432	Life Insurance-DW	33,774	0	33,774	28,385	0	5,389	-200
62900	1401	Retirement Payments-DW	0	0	0	17,114	0	-17,114	-53,114
62902	1403	Course Reimbursement-DW	8,000	0	8,000	3,853	5,600	-1,453	-1,453
68250	1401	Unemployment Compensation	10,000	0	10,000	1,938	0	8,062	7,500
	200	Total Benefits	3,259,340	0	3,259,340	2,820,313	5,600	433,427	-74,458

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as of May 1, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL	TRANFRS/A	REVISED	YTD ACTUAL	ENCUMB	AVAILABLE	
			APPROP	DJSMTS	BUDGET			BUDGET	
63200	1103	Prof Development-Loc Wd	0	0	0	3,088	0	-3,088	-3,088
63200	1201	Prof Development-Sch. DW	3,500	0	3,500	190	797	2,513	2,513
63200	1303	Prof Development-Sped DW	3,425	0	3,425	1,186	305	1,934	1,934
63200	1401	Prof Development-Cent. Admin	3,500	0	3,500	3,659	1,395	-1,554	-1,554
63200	1404	Prof Development-DW Nurse	500	0	500	0	0	500	500
63200	1419	Prof Development-DW Curriculum	35,000	0	35,000	780	2,869	31,351	5,500
63200	1423	Prof Development-DW Board Ed	2,000	0	2,000	0	0	2,000	2,000
63300	1301	Legal-Sped Admin	12,000	0	12,000	2,519	0	9,482	7,000
63300	1401	Legal-Cent. Admin	20,000	0	20,000	15,985	4,799	-784	-25,784
63400	1403	Software Support-DW Loc Wide	22,000	0	22,000	23	0	21,977	0
63400	1404	Software Support-DW Nurse	2,238	0	2,238	2,572	0	-334	-334
63400	1410	Software Support-DW Media Cntr	2,150	0	2,150	11,772	0	-9,622	-9,622
63500	1403	Substitutes-DW Loc Wide	25,000	0	25,000	43,594	0	-18,594	-28,500
63900	1401	Other Prof Services-Cent Admin	270,935	-75,000	195,935	40,968	7,417	147,550	-40,388
63900	1404	DW-Nurse-Oth Prof serv	1,683	0	1,683	0	0	1,683	1,683
63901	1303	Consultants-Sped Loc Wide	35,000	0	35,000	1,932	11,100	21,968	10,000
63902	1401	Financial Audit-Cent. Admin	25,392	0	25,392	0	0	25,392	0
	300	Total Purchased Professional Services	464,323	-75,000	389,323	128,267	28,682	232,374	-78,140
64100	1402	Electricity-Maintenance & Oper	179,196	0	179,196	148,400	17,443	13,353	-12,000
64101	1402	Water & Sewer-Maintenance & Op	18,121	0	18,121	8,014	10,107	0	0
64200	1402	Heating -Maintenance & Oper	72,061	0	72,061	44,330	24,137	3,594	-10,000
64300	1401	Repairs & Maint-Cent. Admin	975	0	975	760	0	215	215
64300	1402	Repairs & Maint-Maintenance &	44,818	0	44,818	38,980	16,548	-10,710	-10,710
64300	1403	Repairs & Maint-DW Loc Wide	13,000	0	13,000	907	2,179	9,914	3,500
64300	1418	Repairs & Maint-DW Technology	0	0	0	996	299	-1,295	-1,295
64450	1101	Leases & Rentals- Sch. Admin	3,756	0	3,756	2,556	0	1,200	0
64450	1201	Leases & Rentals-South Admin	2,855	0	2,855	577	0	2,278	300
64450	1301	Leases & Rentals-Sped Admin	3,331	0	3,331	1,317	0	2,014	400
64450	1401	Leases & Rentals-Central Admin	10,438	0	10,438	4,268	0	6,170	1,000
64450	1402	Leases & Rentals-Maintenance &	0	0	0	330	0	-330	3,500
64450	1410	Leases & Rentals-DW Media Cntr	385	0	385	2,998	0	-2,613	-2,613
64450	1421	Leases & Rentals-DW Copy Cntr	33,166	0	33,166	9,718	0	23,448	4,500
64500	1402	Building Improvement-Main & Op	0	0	0	17,829	0	-17,829	-17,829
64900	1402	Purchased Ser- Maintenance & O	25,092	0	25,092	16,437	3,953	4,702	0
64901	1303	Service Contracts-Sped	36,370	0	36,370	16,427	16,224	3,720	1,000

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as of May 1, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A	DJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
66100	1103	Supplies-North Loc Wide	2,397	0	2,397	889	518	991	
66100	1105	Supplies-Art	1,752	0	1,752	0	476	1,276	
66100	1107	Supplies-Kindergarten	4,000	0	4,000	2,200	912	889	
66100	1111	Supplies-Music	700	0	700	569	3,230	-3,099	
66100	1112	Supplies-Phys Ed	1,629	0	1,629	173	1,082	374	
66100	1120	Supplies Multi Age	5,000	0	5,000	384	60	4,556	
66100	1126	Supplies-Grade One	5,000	0	5,000	3,468	1,333	199	
66100	1127	Supplies-Grade Two	3,900	0	3,900	2,553	0	1,347	
66100	1203	Supplies-South Loc Wide	1,508	0	1,508	0	979	529	
66100	1205	Supplies-South Art	2,100	0	2,100	0	2,100	0	
66100	1211	Supplies-South Music	2,800	0	2,800	1,605	95	1,100	
66100	1212	Supplies-South Phys Ed	1,600	0	1,600	1,185	0	415	
66100	1228	Supplies-Grade Three	3,892	0	3,892	1,357	871	1,664	
66100	1229	Supplies-Grade Four	2,750	0	2,750	1,266	0	1,484	
66100	1230	Supplies-Grade Five	4,600	0	4,600	3,479	0	1,121	
66100	1231	Supplies-Grade Six	4,600	0	4,600	3,781	0	819	
66100	1303	Supplies-Sped Loc Wide	5,966	0	5,966	4,726	479	761	
66100	1313	Supplies-Sped Pre-School	813	0	813	0	123	690	
66100	1407	Supplies-World Language	600	0	600	94	0	506	
66100	1408	Supplies-DW Language Arts	5,650	0	5,650	1,607	2,032	2,010	
66100	1409	Supplies-DW Math	4,800	0	4,800	4,356	597	-153	
66100	1410	Supplies-DW Media Center	5,100	0	5,100	3,475	0	1,625	
66100	1418	Supplies-DW Technology	12,000	0	12,000	5,954	0	6,046	
66100	1420	Supplies-Social Studies	5,164	0	5,164	0	0	5,164	
66100	1421	Supplies-DW Copy Center	16,000	0	16,000	8,616	1,874	5,510	
66100	1424	Supplies-DW Tag	5,000	0	5,000	1,754	0	3,246	
66100	1434	Supplies-DW STEAM	12,000	0	12,000	5,983	2,088	3,928	
66200	1301	Computer Software-Sped Admin	11,540	0	11,540	10,207	649	684	
66200	1401	Computer Software-Cent. Admin	42,414	0	42,414	17,072	0	25,342	
66200	1403	Computer Software-DW Loc Wide	14,500	0	14,500	1,350	0	13,150	
66200	1418	Computer Software-DW Technolog	0	0	0	270	0	-270	
66300	1402	Supplies Custodial-Main. & Op	40,340	0	40,340	29,887	3,419	7,034	
66301	1402	Supplies Maintenance-Main & Op	6,366	0	6,366	4,382	1,298	687	
66350	1101	Supplies Office-Sch Admin	2,450	0	2,450	594	0	1,856	
66350	1201	Supplies Office-South Admin	1,700	0	1,700	1,025	83	592	
66350	1301	Supplies Office-Sped Admin	1,350	0	1,350	57	0	1,293	
66350	1401	Supplies Office-Cent. Admin	8,395	0	8,395	4,197	682	3,516	

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OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A	DJSMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
66400	1410	Books and A/V-DW Media Center	10,000	0	0	10,000	0	10,000	0
66450	1401	Subscriptions-Cent. Admin	233	0	233	1,173	0	0	-940
66450	1404	Subscriptions-DW Nurse Srvs	255	0	255	0	0	0	255
66450	1408	Subscriptions-DW Language Arts	70	0	70	0	0	0	70
66450	1410	Subscriptions-DW Media Center	15,150	0	15,150	3,675	3,096	8,379	8,379
66450	1418	Subscriptions-DW Technology	6,500	0	6,500	2,401	1,250	2,849	2,849
66500	1303	Testing-Sped Loc Wide	3,750	0	3,750	3,664	0	86	86
66500	1419	Testing-DW Curriculum	10,450	0	10,450	9,072	0	1,378	1,378
66900	1435	Security/Safety	2,064	0	2,064	953	0	1,111	1,111
	600	Total Materials & Supplies	298,848	0	298,848	149,451	39,327	110,070	80033
67320	1403	Equip Computers-DW Loc Wide	11,000	0	11,000	768	0	10,232	0
67320	1418	Equip Computers-DW Technology	100,200	0	100,200	97,009	0	3,191	0
67350	1303	Equip Teaching-Sped Loc Wide	6,000	0	6,000	3,541	4,449	-1,989	-1,989
67400	1402	Equip Building-Main & Oper	3,452	0	3,452	0	0	3,452	3,452
67450	1203	Furniture-South Loc Wide	360	0	360	0	0	360	360
	700	Total Furniture & Equipment	121,012	0	121,012	101,317	4,449	15,246	1,823
68100	1101	Dues, Fees & Member-Sch, Admin	625	0	625	0	0	625	625
68100	1201	Dues, Fees & Member-South Admn	700	0	700	0	0	700	700
68100	1203	Dues, Fees & Member-So.Loc Wd	240	0	240	0	0	240	240
68100	1205	Dues, Fees & Member-Art	895	0	895	0	0	895	895
68100	1211	Dues, Fees & Member-Music	1,290	0	1,290	265	315	710	710
68100	1303	Dues, Fees & Member-Sped	250	0	250	250	0	0	0
68100	1401	Dues, Fees & Member-Cent.Admin	16,282	0	16,282	10,554	610	5,119	5,119
68100	1404	Dues, Fees & Member-DW Nurse	180	0	180	141	0	39	39
68100	1408	Dues, Fees & Member-Lang Arts	300	0	300	0	0	300	300
68100	1409	Dues, Fees & Member-DW Math	400	0	400	0	0	400	400
68100	1410	Dues, Fees & Member-Media Cntr	915	0	915	0	0	915	915
68100	1418	Dues, Fees & Member-Technology	1,500	0	1,500	0	0	1,500	1,500
68100	1419	Dues, Fees & Member-Curriculum	0	0	0	300	0	-300	-300
68100	1423	Dues, Fees & Member-Board Ed	3,000	0	3,000	150	0	2,850	2,850
68100	1434	Dues, Fees & Member-STEAM	120	0	120	0	0	120	120
	800	Total Dues & Fees	26,697	0	26,697	11,660	925	14,113	5500

Woodbridge School District 2021-2022 Budget
as of May 1, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A	DJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
69000	1423	Food	2,500	0	0	2,500	3,779	0	-1,279
69001	1401	Ezra Nurse	36,503	0	0	36,503	19,240	0	17,263
69900	1401	Unanticipated Misc. Expense	22,169	0	0	22,169	0	0	22,169
	900	Total Miscellaneous Expenses	61,172	0	0	61,172	23,019	0	38,153
		Grand Total	15,561,620	75,664	15,637,284	11,982,475	2,596,835	1,043,973	22,630



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
4118.113/4218.113, "Harassment"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 4118.113/4218.113 to update this policy based on current recommendations of the Connecticut Association of Boards of Education (CABE). The policy revision, which is total, is represented in red. Current Policy 4117, which is duplicative of 4118.113/4218.113, would be rescinded with this policy revision.

Personnel – Certified/Non-Certified Staff

Harassment

The Woodbridge Board of Education strives to provide a safe, positive working and learning climate. Therefore, harassment, in any form, will not be tolerated in the Woodbridge School District. This policy applies to all students, staff members, Board members, parents, vendors, contracted individuals, volunteers, other employees, and other visitors -- who are on District grounds or property or on property within the jurisdiction of the District; on buses operated by or for the District; while attending or engaged in District activities; and while away from District grounds if the misconduct directly affects the good order, efficient management, and welfare of the District.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines the district's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation (including gender identity/expression), or age when such conduct/harassment:

1. is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive education environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's learning or work opportunities;
4. is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in district programs or activities; and
5. exposure to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; and

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's continued education employment; or participation in district programs or activities; and
2. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; and
3. such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects;

graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or offensive working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of all students and to ensure an environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed.

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Director of Special Services as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address, and telephone number of the District's Compliance Officer.

The District shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment will not be tolerated with the school system.

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

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29CFR Sec. 1606.8 (a0 62 Fed. Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512(1/19/01)

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation)

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Policy adopted:

Personnel – Certified/Non-Certified Staff

Harassment

Harassment Complaint Procedure

If a person believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.

The person shall have the option of pursuing either an informal complaint procedure designed to educate the harasser and to eliminate the problem, or a formal complaint procedure that is defined below.

Any person who makes an informal oral complaint of harassment to the Director of Special Services will be provided a copy of these regulations and will be encouraged to pursue the formal procedure should the informal investigation and intervention, if required, prove unsuccessful in eliminating the objectionable behavior. However, it is not necessary for the person being harassed to wait until the offensive behavior is repeated before filing a complaint. Offensive behavior of an egregious nature would warrant an immediate and formal complaint be filed.

If, following requests to cease objectionable, harassing behavior, said behavior continues, and if the informal procedure has also proven unsatisfactory, or unacceptable, the person may pursue the formal complaint procedure, which involves submitting a written complaint to the Director of Special Services. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

All formal complaints and informal complaints involving staff are to be forwarded immediately to the Director of Special Services unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.

Upon receiving a formal complaint, the Director of Special Services, will, as soon as possible, commence an effective, thorough, objective, and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.

The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator, and the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond to the complainant, in writing, as soon as possible.

If, after a thorough investigation, there is reasonable cause to believe that harassment has occurred, the District shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to situations of harassment may include reprimand, reassignment, transfer, suspension, expulsion, disciplinary action, or discharge from employment.

The harasser and any other involved individuals, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

All employees and supervisors shall be provided copies of the Board of Education policy concerning harassment, and this policy will be reproduced in all employee and student handbooks.

Regulation approved:

Personnel Policy

Harassment – Staff

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

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

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

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

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

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

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

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

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

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

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

Reference: ——— Bullying Policy
Sexual Harassment Policy

Personnel Policy

Harassment/Intimidation – Regulations

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

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

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

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

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

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

Personnel Policy

Harassment/Intimidation – Regulations

PROCEDURE

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

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

REMEDIAL ACTION

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

FALSE COMPLAINT

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

INVESTIGATION IN THE ABSENCE OF A COMPLAINT

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

STAFF RESPONSIBILITY

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

CONFIDENTIALITY

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

LEVEL 1 COMPLAINT

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

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

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

LEVEL 2 COMPLAINT

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

The Level 2 Complaint will be made on appropriate forms and be accompanied by copies of any applicable supervisory reports. The appropriate forms will solicit the specifics of the complaint including the names of the complainants, name(s) of the alleged harasser(s), date(s) and place(s) of the incidents, description(s) of the speech

or behavior, names of any witness(es), any additional relevant information concerning the allegations and information concerning any previous action taken to resolve this matter.

APPEAL PROCEDURE -- LEVEL 3

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

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT REPORT**

LEVEL 1

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

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

Finding and Action Taken: _____

Signature of Administrator: _____

Date: _____

Reports of harassment shall be treated with all appropriate confidentiality.

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT REPORT**

LEVEL 2

Name of Complainant: _____

Home Address: _____

Telephone (Home): _____

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

Location of Incident: _____

Complaint Filed Against (Name/Position): _____

Witness: _____

_____ Name/Position _____ Address _____ Telephone _____

_____ Name/Position _____ Address _____ Telephone _____

_____ Name/Position _____ Address _____ Telephone _____

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

Recommended Action/Action Taken: _____

Signatures (Acknowledgments):

Complaint: _____ Date: _____

Subject of Investigation: _____ Date: _____

School Principal: _____ Date: _____

Superintendent of Schools: _____ Date: _____

Reports of harassment shall be treated with all appropriate confidentiality.

**WOODBRIIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT APPEAL**

LEVEL 3

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

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

Date of Original Complaint: _____

Date of Appeal: _____

This appeal is being submitted to the:

Superintendent of Schools _____ Board of Education _____

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

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

~~Name of Appealing Party~~

~~Date~~

~~Reports of harassment shall be treated with all appropriate confidentiality~~

~~Personnel—Certified/Non-Certified~~

~~Harassment—Staff~~

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

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

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

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

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

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

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

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

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

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

~~(cf. [5131.911](#)—Bullying)~~

~~Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.~~

~~29 CFR 1604.11 EEOC Guidelines on Sex Discrimination.~~

~~Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.~~

~~34 CFR Section 106.8(b), OCR Guidelines for Title IX.~~

~~Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)~~

~~Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)~~

~~Gebser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)~~

~~Connecticut General Statutes~~

~~[46a-60](#) Discriminatory employment practices prohibited.~~

~~[10-153](#) Discrimination on account of marital status.~~

~~[17a-101](#) Protection of children from abuse.~~

~~Policy adopted: November 19, 2012~~

~~WOODBIDGE PUBLIC SCHOOLS~~

~~Woodbridge, Connecticut~~

4118.113

4218.113

~~Personnel – Certified/Non-Certified~~

~~Harassment/Intimidation~~

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

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

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

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

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

~~Procedure~~

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

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

Remedial Action

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

False Complaint

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

Investigation in the Absence of a Complaint

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

Staff Responsibilities

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

Confidentiality

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

Level 1 Complaint

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

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

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

Level 2 Complaint

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

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

Appeal Procedure – Level 3

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

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a);

Equal Employment Opportunity Commission Policy Guidance (N915.035) on Current Issues of Sexual Harassment, effective 3/19/90.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank, FSB vs. Vinson, 477 U.S. 57 (1986).

Connecticut General Statutes:

[46a-60](#) Discriminatory Employment Practices Prohibited;

Constitution of the State of Connecticut, Article I, Section 20;

EEOC Policy Guidance, N-915.035

Family Educational Rights and Privacy Act 20 U.S.C. 1232g et. seq.

Regulation approved: November 19, 2012

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Date: _____

Reports of harassment shall be treated with all appropriate confidentiality.

LEVEL 2

Name of Complainant: _____

Home Address: _____

Telephone (Home) _____

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

Location of Incident _____

Complaint Filed Against (Name/Position): _____

Witness: _____

_____ Name/Position _____ Address _____ Telephone _____

_____ Name/Position _____ Address _____ Telephone _____

_____ Name/Position _____ Address _____ Telephone _____

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

Recommended Action/Action Taken:

Signatures (Acknowledgments):

Complainant _____ Date: _____

Subject of Investigation _____ Date: _____

School Principal: _____ Date: _____

Superintendent of Schools: _____ Date: _____

Reports of harassment shall be treated with all appropriate confidentiality.

**WOODBIDGE SCHOOL DISTRICT
HARASSMENT COMPLAINT APPEAL**

Level 3

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

Names(s) and Positions(s) of Original Complainant:

Date of Original Complaint: _____

Date of Appeal: _____

This appeal is being submitted to the:

Superintendent of Schools Board of Education

What is/are the decisions(s) and/or remedial actions(s) being appealed?

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

Name of Appealing Party _____ Date _____

Reports of harassment shall be treated with appropriate confidentiality.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
4118.238/4218.238 & 5141.81, "Travel and Self-Quarantine during the COVID-19 Pandemic"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policies 4118.238/4218.238 & 5141.81. The sentence stricken in red is linked to a Memorandum of Agreement between the Board and the Woodbridge Education Association that will end at the conclusion of this school year.

Personnel - Certified and Non-Certified

Travel and Self-Quarantine During the COVID-19 Pandemic

The Board of Education will comply with requirements of the State of Connecticut related to travel outside the local community, including requirements related to self-quarantine. In addition, the Board of Education urges District students, faculty, staff, and visitors to comply with travel-related guidelines developed by CDC and the Connecticut Department of Public Health (DPH).

Updated requirements and guidelines are provided on [the State of Connecticut's "Travel Advisory for Connecticut During the COVID-19 Pandemic" website](#) and on [the CDC's "Travel during COVID-19" website](#), which will be linked on the [Woodbridge School District website](#).

~~Staff who are self-quarantining due to travel may be permitted to participate in remote work during their quarantine period in accordance with leave provisions established by the Superintendent.~~

The Superintendent will disseminate this policy to parents/guardians and staff. Parents/guardians with questions related to the requirements/guidelines and their particular circumstances should contact the District's Nursing Supervisor. Staff with questions related to the requirements/guidelines and their particular circumstances should contact their supervisor or the Superintendent.

The Policy Committee of the Board of Education will review this policy at least quarterly; if necessary, recommended revision or rescission of the policy will be brought to the Board of Education.

(cf. [6114](#) - Emergencies and Disaster Preparedness)

(cf. [6114.81](#) - Emergency Suspension of Policy During Pandemic)

Legal Reference: Connecticut General Statutes

[10-154a](#) Professional communications between teacher or nurse and student.

[10-207](#) Duties of medical advisors.

[10-221](#) Boards of education to prescribe rules.

[19a-221](#) Quarantine of certain persons.

~~Policy adopted: October 21, 2021~~

~~Policy revised: April 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Students

Travel and Self-Quarantine During the COVID-19 Pandemic

The Board of Education will comply with requirements of the State of Connecticut related to travel outside the local community, including requirements related to self-quarantine. In addition, the Board of Education urges District students, faculty, staff, and visitors to comply with travel-related guidelines developed by CDC and the Connecticut Department of Public Health (DPH).

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The Superintendent will disseminate this policy to parents/guardians and staff. Parents/guardians with questions related to the requirements/guidelines and their particular circumstances should contact the District's Nursing Supervisor. Staff with questions related to the requirements/guidelines and their particular circumstances should contact their supervisor or the Superintendent.

The Policy Committee of the Board of Education will review this policy at least quarterly; if necessary, recommended revision or rescission of the policy will be brought to the Board of Education.

(cf. [6114](#) - Emergencies and Disaster Preparedness)

(cf. [6114.81](#) - Emergency Suspension of Policy During Pandemic)

Legal Reference: Connecticut General Statutes

[10-154a](#) Professional communications between teacher or nurse and student.

[10-207](#) Duties of medical advisors.

[10-221](#) Boards of education to prescribe rules.

[19a-221](#) Quarantine of certain persons.

~~Policy adopted: October 21, 2021~~

~~Policy revised: April 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
9121, "Chairperson," 9122, "Vice-Chairperson," & 9123, "Secretary"

Based on this week's meeting of the Policy Committee, please find attached proposed revisions of Policies 9121, 9122, and 9123. On February 28, 2022, the Board of Education approved a revision of Policy 9110 based on Connecticut Public Act 21-1, which moved municipal elections to November rather than May; these proposed revisions will conform these policies to CT Public Act 21-2 as well. The proposed changes are represented in red.

Bylaws of the Board

Chairperson

A Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board biannually at the **July** organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as Chairperson.

The Chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board’s agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint members to committees in accordance with Bylaws 9132 and 9133.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board’s policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Chairperson of the Board may be removed as Chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

- (cf. [9121](#) - Bylaws of the Board of Education Officers)
- (cf. [9132](#) – Standing Committees)
- (cf. [9133](#) – Special Committees)
- (cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the **July** organizational meeting of the Board. The Vice-Chairperson shall assume the duties of the Chairperson for the unexpired term in the event of a vacancy in that office and a new Vice-Chairperson shall be elected by a majority of all Board members to serve for the unexpired term.

In the absence or inability of the Chairperson, the Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) Chairperson)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Secretary of the Board

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the **July** organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall preside at Board meetings and perform such other duties as necessary.

(cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) - Bylaws of the Board of Education Officers)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBRIAGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
9325.43, "Attendance at Meetings via Electronic Communication"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 9325.43 to conform with Connecticut Public Act 22-3, which requires the proposed changes represented in red.

Bylaws of the Board

Attendance at Meetings via Electronic Communications

~~Except as provided hereafter, the Board of Education shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.~~

~~A Board member may participate in a meeting through electronic communication means, only from a remote location that is not open to the public.~~

~~Electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) a family emergency or (4) another emergency.~~

~~Such participation by a Board member shall be limited each fiscal calendar year to two meetings.~~

~~A Board member may participate in a meeting by electronic means only when the voice of the remote participant can be heard by all persons at the primary meeting location.~~

Consistent with Connecticut Public Act 22-3, the Board of Education may conduct its meetings solely or in part by means of electronic equipment. If a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection, or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a member necessary to form a quorum loses the ability to participate because of the interruption, failure, or degradation of such member's connection by electronic equipment, the Board may, not less than thirty minutes and nor more than two hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person; or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored. The Board shall, if practicable, post a notification on the District website and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption as described herein.

Consistent with Connecticut Public Act 22-3, any member of the Board of Education may participate in any meeting by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if the member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. This provision shall not apply to an executive session or special meeting unless the Board member has received advance permission from the Chairperson.

Minutes of all meetings shall specify if a member was physically present or present electronically. ~~Lack of such a specification shall be deemed to indicate that the member in question was physically present.~~

When a member attends a meeting electronically, all votes shall be by roll call vote **unless the vote is unanimous**. A member who is attending electronically must identify himself/herself by name and be recognized by the Chairperson before speaking.

(cf. [9321](#) – Time, Place, Notification of Meetings)

(cf. [9322](#) – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. [9325.4](#) – Voting Method)

(cf. 9326 – Minutes)

(cf. [9327](#) – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies, as amended by June 11 Special Session, PA 08-3
Connecticut Public Act 22-3 “An Act Concerning Remote Meetings under the Freedom of Information Act”

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
6172.1, “Gifted and Talented Students Program”

Based on this week’s meeting of the Policy Committee, please find attached a proposed revision of Policy 6172.1 based on Connecticut Public Acts 19-184 and 21-199, which regulate certain aspects of the processes for identifying students as gifted and talented. The policy revision is based on the current recommendations of the Connecticut Association of Boards of Education (CABE), and the proposed changes are represented in red.

Instruction

Gifted ~~Children~~ and Talented Students Program

~~Gifted students are those with outstanding learning abilities or outstanding talent in the creative arts.~~

~~The school district shall provide educational programs for the gifted and talented including a broad spectrum of learning experiences to:~~

- ~~1. Broaden and deepen knowledge and to develop skills necessary for the student to function successfully in society;~~
- ~~2. Encourage students to excel in areas of special competence and interest.~~

~~Though early identification of the gifted and talented is important, it is essential that the identification of these students be recognized as an initial step in a continuing educational process. Also, special abilities and skills appear at different times in children's lives.~~

The Woodbridge Board of Education recognizes its responsibility to identify gifted and talented students within the District.

For purposes of this policy, “gifted and talented students” means a child identified by the Planning and Placement Team (PPT) as: (a) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability; and (b) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term shall include children with extraordinary learning ability and children with outstanding talent in the creative arts. For purposes of this policy, “outstanding talent in the creative arts” means a child identified by the Planning and Placement Team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts, or the performing arts.

The Superintendent or his/her designee will develop procedures for an ongoing equitable identification process for gifted and talented students that includes multiple measures of identification in compliance with guidance provided by the Connecticut State Department of Education.

Upon the identification of a student as gifted and talented, the District shall provide electronic notice of such identification to the parent/guardian of such student. Such notice shall include, but need not be limited to:

1. an explanation of how such student was identified as gifted and/or talented;
2. the contact information for the District’s employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District’s employee in charge of the provision of special education and related services;
3. the employee at the State Department of Education who has been designated as responsible for providing information and assistance to Boards of Education and parents or guardians of students related to gifted and talented students, pursuant to section 10-3e of the Connecticut General Statutes; and
4. any associations in the State of Connecticut that provide support to gifted and talented students.

The District, should it decide to offer services to the gifted and talented, shall utilize the guidelines developed and promulgated by the Connecticut State Department of Education for providing services to those students.

Legal Reference: Connecticut General Statutes

10-76a-(e) Definitions.

10-76d(e) Duties and powers of boards of education to provide special education programs and services.

Public Act 19-184, “An Act Concerning the Provision of Special Education”

Public Act 21-199, “An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development”

Policy adopted: ~~May 20, 2014~~

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBRIIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
6171.1, "Special Education"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 6171.1 based on updated guidance from the Connecticut Association of Boards of Education (CABE); the proposed changes are represented in red.

Instruction

Special Education

As required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), the Woodbridge Board of Education shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s)/surrogate parent to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardians(s), and representation by counsel, and a review procedure.

In fulfilling its legal duties and responsibilities for providing special education programs for its students, the District may be assisted through Regional Service Center and through cooperative associations with other school districts. If necessary, students may also be placed in private school education facilities as provided in state and federal statutes.

Legal Reference: Connecticut General Statutes

10-76a Definitions.

10-76b State supervision of special education programs and services. (as amended by PA 12-173)

10-76c Receipt and use of money and personal property.

10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114, PA 0048, PA 06-18 and June Special Session PA 15-5, Section 277)

10-76e School construction grant for cooperative regional special education facilities.

10-76f Definition of terms used in formula for state aid for special education.

10-76g State aid for special education.

10-76h Special education hearing and review procedure. Mediation of disputes.

10-76i Advisory council for special education.

10-76j Five-year plan for special education.

10-76k Development of experimental educational programs.

10-76m Auditing claims for special education assistance.

10-76a-1 et seq. Definitions

10-76d-1 through 10-76d-19 Conditions of instruction

10-76h-1 through 10-76h-2 Due process

10-76l-1 Program Evaluation

10-145a-24 through 10-145a-31 Special Education (re teacher certification)

10-2641 Grants for the operation of interdistrict magnet school programs

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Education Act, 20 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794
P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act
20 U.S.C. §6368 (3) The No Child Left Behind Act
Bd of Ed of the City School District of the City of New York v. Tom F. 128S.Ct. 1, 76 U.S.L.W.
3197 (2008)
Rowley v. Board of Education, 485 U.S.-176 (1982)
Andrew F. v. Douglas County School District RE-1, 15-827 U.S. (2017)
A.M. v. N.Y. City Department of Education, 845F.3d 523, 541 (2d Cir.1997)
Mrs. B., v. Milford Board of Education 103 F. 3d 1114, 1121 (2d Cir. 1997)
A.R. v. Connecticut State Board of Education, 3:16-CV-01197 (CSH D. Conn. June 10, 2020)

Instruction

Special Education

The Board of Education recognizes its legal duties and responsibilities for providing special education programs for the students of this school district in accordance with State and Federal laws and regulations.

The Superintendent is directed to develop a comprehensive plan of compliance with all of the requirements of federal and state law for the education of students with exceptional needs for whom the school district has legal responsibility.

While addressing student needs appropriately, special education shall reflect district's financial ability, necessary for provision of special facilities, trained and certificated

Legal Reference: Connecticut General Statutes

~~10-76a~~ Definitions. (as amended by PA 00-48 and PA 06-18)

~~10-76b~~ State supervision of special education programs and services. (as amended by PA 12-173)

~~10-76c~~ Receipt and use of money and personal property.

~~10-76d~~ Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114, PA 00-48 and PA 06-18)

~~10-76e~~ School construction grant for cooperative regional special education facilities.

~~10-76f~~ Definition of terms used in formula for state aid for special education.

~~10-76ff~~ Procedures for determining if a child requires special education (as amended by PA 06-18)

~~10-76g~~ State aid for special education.

~~10-76h~~ Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

~~10-76i~~ Advisory council for special education.

~~10-76j~~ Five year plan for special education.

~~10-76k~~ Development of experimental educational programs.

PA 06-18 An Act Concerning Special Education

State Board of Education Regulations.

~~10-76m~~ Auditing claims for special education assistance.

~~10-76a-1~~ et seq. Definitions. (as amended by PA 00-48)

~~10-76b-1~~ through ~~10-76b-4~~ Supervision and administration.

~~10-76d-1~~ through ~~10-76d-19~~ Conditions of instruction.

~~10-76h-1~~ through ~~10-76h-2~~ Due process.

~~10-76l-1~~ Program Evaluation.

~~10-145a-24~~ through ~~10-145a-31~~ Special Education (re teacher certification).

~~10-264l~~ Grants for the operation of interdistrict magnet school programs.

P.A. 12-173, An Act Concerning Individualized Education Programs and Other Issues Relating to Special Education

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

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

~~P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act~~

~~20 U.S.C. §6368(3) The No Child Left Behind Act~~

~~Bd of Ed of the City School District of the City of New York v. Tom F. 128S.Ct. 1, 76 U.S.L.W. 3197 (2008)~~

Policy adopted: May 20, 2014

~~WOODBRIIDGE PUBLIC SCHOOLS~~

~~Woodbridge, Connecticut~~



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
6163.3, "Live Animals in the Classroom"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 6163.3 based on state and federal requirements necessitating that our current policy include additional language permitting service animals on school premises and on school transportation. The proposed revision is based on current recommendations of the Connecticut Association of Boards of Education (CABE); the proposed changes are represented in red.

Instruction

Live Animals in the Classroom

Service Animals (Including Guide or Assistance Dogs)

The Board of Education does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with state and federal law concerning the rights of persons with guide or assistance dogs, and will permit such animals on school premises and on school transportation.

Other Animals

The Board of Education recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on school property. The Board also recognizes that under proper conditions, animals can be an effective teaching aid. The following guidelines are adopted regarding all animals (mammals, birds, reptiles/amphibians, fish, and insects) in the classroom or on school property.

- All requests to have animals in the classroom or on school property must be submitted to the Principal in writing. Included in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity and a plan for the care of the animal. The Principal has the discretion to permit or deny the presence of animals.
- Parents/guardians must be notified in writing prior to any activity involving animals.
- Students and teachers with allergies must receive special consideration before animals are brought into school. Prior to any exposure to animals in school, the teacher should be aware of any condition such as allergies which could be exacerbated by exposure to animals. Appropriate and reasonable accommodations will be accorded to protect the health of such individuals.
- All requests to take field trips involving animals must be submitted to the Principal in writing. In determining whether to grant the request, the Principal shall be guided by the district policy on field trips and shall also take into consideration any known allergies among the students and the possible side effects of the planned exposure to animals.
- No domesticated animals, including dogs, cats, primates or livestock, shall be allowed in schools unless proof of appropriate and/or current rabies vaccination is provided. Any domesticated mammal that is too young to be immunized for rabies will not be handled by students.
- No wild animal (i.e.g., skunks, raccoons, bats, ground hogs, monkeys or fox) shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e.g., zoo keepers, docents, veterinarians, etc.).
- All animals brought for exhibit must be restrained by the owner/handler.
- No poisonous animals are allowed unless brought in cages/containers that prevent contact with students and faculty.
- Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.
- Animals will be allowed to be housed in classrooms only for a specified and appropriate educational purpose of the time necessary to achieve the educational goal.
- It is the responsibility of the teacher to provide a plan for care for classroom-housed animals, including care on weekends and during emergency closure. No animals shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of the animals. All waste products must be cleaned from cages on a daily basis by an adult such as a teacher, assistant, volunteer, etc. Cages will not be cleaned by students, and students will not have direct contact with animal waste products.
- Each teacher is responsible for the proper control of animals brought to the classroom for instructional purposes, including the effective protection of students. This includes keeping the animals in appropriate cages or containers for the protection of the animal and individuals.
- No animals will be allowed free range in the facility.
- Supervised hand washing for a minimum of 20 seconds with soap and water will be conducted by students after handling animals. Hand washing will be conducted immediately after the activity has ended and prior

to any further school or classroom activity. Eating/drinking will not be allowed during the animal exhibition or during activities involving animals.

- The Principal and parent/guardian must be notified as soon as possible if an individual is bitten by an animal or any incident occurs which could have an adverse effect on physical or emotional health. The supervising teacher will complete a written report describing the incident.

Legal References: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

46a-42 Mobility impaired person

46a-44 through 46a-64 Public accommodations and transportation, admittance to. (Access of guide and assistance dogs to modes of public transportation and in places of public accommodation.

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b), 29 U.S.C. 705 (20), 794, 34 C.F.R. pt. 104; G.S. 130A-185, 168 article 1, 168A-3 through -7.

American Disability Act, U.S. C12101 *et seq.*, 28 C.F.R. pt. 35.

Individuals with Disabilities Act, 20 U.S.C. 1400 *et seq.*

28 C.F.R. Parts 35 & 36, "Nondiscrimination on the Basis of Disabilities in State and Local Government Services; Final Rules"

Policy adopted: ~~May 20, 2014~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
5131.111, "Video Surveillance"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 5131.111 to comply with current state and federal statutes. Proposed changes are represented in red.

Students

Conduct

Video Surveillance

The Board authorizes the use of video cameras on District property 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, the District website or ~~by~~ other means that video surveillance may occur on District property and student transportation. Video surveillance shall be used for lawful purposes only, in accordance with applicable law and Board policy. A notice will also be posted at the main entrance of all District buildings. The Superintendent shall adopt regulations governing the use of video surveillance in the schools.

(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

[31-48b](#) Use of electronic surveillance devices by employers limited. Prohibition on recording negotiations between employers and employees.

[31-48d](#) Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil Penalty.

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy adopted: ~~June 21, 2013~~

Policy revised: ~~April 26, 2016~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

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.
3. 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, as determined by the Superintendent or designee.
4. 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.
5. The District shall provide reasonable safeguards to protect the surveillance system from unauthorized access and use. Authorized use includes, but is not limited to, action related to security of persons and property.
6. Video surveillance equipment will be used in accordance with all Board of Education policies, including the District's nondiscrimination policy.
7. Except for "real time" monitoring in the event of an emergency, including possibly by police, generally the video cameras will not be monitored. Typically, the video will only be reviewed if an incident or possible incident is brought to the administration's attention.
8. Audio shall not be a part of the video recordings made, reviewed or stored by District staff.

Storage/Security

- ~~1. Video recordings will be retained for a minimum of one week 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.~~

Video recordings will be stored and secured in compliance with State and federal law.

Requests to View Video Surveillance

Requests to review video recordings, and responses to such requests, 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 responded to in accordance with applicable law and Board policy.~~ The following procedures will apply:

1. All viewing requests must be submitted in writing. ~~Requests for viewing will be limited to those parents/guardians, whose child is depicted in the video, local law enforcement and/or District officials with a direct interest in the incident depicted in the video as authorized by the Superintendent or designee 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 seven 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 four 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 Superintendent or his/her designee.~~

2. 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.

3. 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: ~~June 21, 2013~~

Regulation reapproved: ~~April 26, 2016~~

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 16, 2022

RE: May 17 Regular Meeting:
Consent Agenda: Accept Policies for 30-Day Review:
5125, "Student Records; Confidentiality"

Based on this week's meeting of the Policy Committee, please find attached a proposed revision of Policy 5125 which conforms this mandatory policy to Connecticut Public Act 17-68 and also makes various technical edits. The proposed revision is based on current recommendations of the Connecticut Association of Boards of Education (CABE); the proposed changes are represented in red.

Students

Student Records; Confidentiality

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance.

II. Definitions

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics and handwriting.

C. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

D. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and or email address, the student's name, address, telephone number, grade level, e-mail address, photographic, computer and/or video images.

Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

E. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

F. Disclosure means to permit access to or to release, translate, or ~~other communication~~ otherwise communicate of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

G. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records does not include:

- a) private, personal or working notes in the sole possession of the maker thereof and which are not accessible or revealed to any other individual except a substitute;
- b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
- c) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- d) grades on peer-graded papers before they are collected and recorded by a teacher.

H. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

I. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

J. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

K. Parent is defined as a parent or parents of a student including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. A parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's education records without the eligible student's consent. **A parent who is incarcerated is entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if (1) such information is considered privileged as defined in Connecticut General Statutes 10-154a, (2) such incarcerated parent has been convicted of sexual assault or aggravated sexual assault, or (3) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.**

L. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the school district reasonably believes knows the identity of the student to whom the education record relates.

M. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

N. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure, and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/Release of Directory Information

A. On an annual basis, the school district will notify parents currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to **Pupil Personnel [or Special Education]** Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

B. On an annual basis, the school district, or the ~~the~~ **district's** designee, will also notify parents and students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

IV. Confidentiality of Education Records

A. All school staff are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and other parties to whom the district discloses personally identifiable information from education records.

V. Access to Education Records

A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent of the date, time, and location where the records may be inspected and reviewed.

C. The parents may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent.

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of ~~regular~~ general education students, the Board will make education records available for inspection and review by parents within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.

G. Parents of students eligible to receive special education and related services have the right to receive one free copy of their child's (~~his/her~~) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent retains the right to review and inspect such information and the Board of Education shall respond to reasonable requests from the parent for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent, staff members, school employees and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district ~~will maintain~~s a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Noncustodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Noncustodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the noncustodial parent's rights. School notices shall be mailed to the noncustodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the noncustodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents'

right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The Board of Education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed [50 cents] per page.

- 2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent with a copy of the records requested, or
 - b. make other arrangements for the parent to inspect and review the requested records.

~~As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:~~

~~3) The Board reserves the right to charge for copies of a student's cumulative education records. Such charge will not exceed 50 cents per page.~~

VI. Record Keeping Requirements / Documentation of Access to Education Records

A. The school district will appoint individual(s) to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

- 1) the name or any individual, agency, or organization that requested or obtained access to the students' records;
- 2) the date of the request for access;
- 3) whether access was given;
- 4) the purpose for which the party was granted access to the records;
- 5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
- 6) the legitimate educational interest in obtaining the information.

C. The record (log) requirement does not apply to requests from, or disclosure to:

- 1) a parent;
- 2) a party seeking directory information;
- 3) a party who has a signed and dated written consent from the parent;
- 4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
- 5) persons seeking or receiving the information as directed by a Federal Grand Jury, other law enforcement subpoena, or ex-parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

D. The record (log) is a permanent part of the student's education records and must be available to the parent upon request.

E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:

- 1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
- 2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents, except as indicated in Section VIII. C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. Personally identifiable information may be released without consent of the parents; only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and (c) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.
3. The disclosure is to officials of another school, including other public schools, charter schools, and postsecondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.
4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent has given written consent for the disclosure.
5. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, and (b) the information will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.
7. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
8. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other

subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex-parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.

10. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

11. If a parent initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

12. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D. above.

13. The disclosure is to the parent of a student who is under 18 years of age or to the student.

14. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, or identified or institutional email address in a class in which the student is enrolled.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

- a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;

- b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
- c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records

Nothing in this policy shall prevent the school district from:

1. Including in the education records of student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
3. In accordance with state and federal law, ~~the district will facilitate~~ facilitating the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

G. Records of the Department of Children and Families ("DCF")

1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access, and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. RedisDisclosure of Education Records

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent; and
2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII Section C above, and at least one of the following conditions is met:

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
3. Disclosure is made to a parent.

C. Section A above does not apply to information designated by the district as directory information. The school district may disclose personally identifiable information designated as directory information with the understanding that the information may be redisclosed by the recipient. For those students who have chosen not to disclose directory information by notifying the school in writing within the appropriate timeframe, such information will not be disclosed.

~~VIII. Redisclosure of Education Records~~

D. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

A. If a parent, guardian, or eligible student believes that information in the student's education records is inaccurate, misleading, or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;
2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent, guardian, or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent, guardian, or eligible student of the amendment.

C. If the school district decides that an amendment of the records, in accordance with the request is not warranted, it shall so inform the parent, guardian, or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent shall be informed in writing.
3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent shall be informed of the right to place in the student's education records, a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

A. Rights

- a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
- b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent requests a delay.
2. The parent shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. Waiver of Rights

A. A student who is an applicant for admission to an institution or post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
2. The letters or statements are used only for the purpose for which they were originally intended.
3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

B. A waiver may be revoked with respect to any actions occurring after the revocation.

C. Revocation of a waiver must be in writing.

XII. Special Confidentiality Procedures for HIV-Related Information

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual, or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse, or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test, or who has been diagnosed as having HIV infection, AIDS, or HIV-related illness.

4. Release of Confidential HIV-related Information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure, and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical ~~advisor~~ ~~adviser~~.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

- a. the protected individual, his/her legal guardian, or a person authorized to consent to health care for such individual;
- b. any person who secures a release of confidential HIV-related information;
- c. a federal, state, or local health law officer when such disclosure is mandated or authorized by federal or state law;
- d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
- e. a medical examiner to assist in determining cause of death; or
- f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state, or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy 5141.4.

XIV. Right to File a Complaint

FERPA affords parents the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal Reference: Connecticut General Statutes

[1-19\(b\)\(11\)](#) Access to public records. Exempt records.

[7-109](#) Destruction of documents.

[10-15b](#) Access of parent or guardians to student's records.

[10-154a](#) Professional communications between teacher or nurse & student.

[10-209](#) Records not to be public.

[10-221b](#) Boards of education to establish written uniform policy re: treatment of recruiters.

[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 P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96 and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011.

US Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331 PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

Owasso Independent School District No. 1-011 v. Falvo, 534 U.S. 426 (2002)

[Connecticut Public Act 17-68 – An Act Concerning Various Revisions and Additions to the Education Statutes](#)

Policy adopted: ~~April 21, 2014~~

WOODBRIIDGE SCHOOL DISTRICT
Woodbridge, Connecticut



WSD Safe Return Update

Woodbridge Board of Education

May 17, 2022

Jonathan S. Budd, Ph.D., Superintendent

Key Updates: Mitigation Strategies

- Many thanks to each family who keeps their child home when the child feels sick, or has a fever, runny nose, or shortness of breath
- Optional in-school screening testing continues, now with staff option as well
- Free COVID-19 rapid self-test kits continue to be available to all students and staff
- Since last BOE update (through 4/18), 71 confirmed COVID-19 cases in BRS community (through 5/16)

Key Updates: Mitigation Strategies

- 50% usage of cafeteria continues
- 3 feet social distancing reintroduced on May 12
- Use of desk shields in classrooms & cafeteria continues for snack & lunch
- Cohorting at dismissal continues



Wellness at Beecher 2021-22

Woodbridge Board of Education

May 17, 2022

Jonathan S. Budd, Ph.D., Superintendent

Jane Roddy, Food Services Supervisor

Wellness Report Items

Required by BOE Policy 6142.101

- Work of the School Wellness Team
- Monthly district menus
- A la carte foods sold by Food Services
- Other sales of foods throughout the district
- Physical activity programs & opportunities for students
- State assessments





Woodbridge School District

40 Beecher Road - South
Woodbridge, CT 06525

To: Jonathan Budd, Ph.D., Superintendent

From: Richard Huot, Interim Director of Finance & Operations
Jane Roddy, Food Service Director

Re: Report on Operations 2021-22

Date: May 3, 2022

Attached is the financial report of Food Service Operations through the end of April 2021. The upper part of the report is meal count, which is tracked to determine student participation. The middle part of the report contains the revenue and expenses, revenue, and a profit/loss lines. The bottom part of the report shows monthly participation and the cost of meals served.

The Food Service Program is designed to break even on costs, which includes labor, material and equipment. Overhead is not included unless it can be directly tied to Food Service Operations. The only cost of the Food Service program currently in the Board of Education's operation budget is medical benefits for the Director.

You will note the participation for April is 53%, the highest we have experienced in many years. We attribute this to Covid and the State picking up the total cost of the program, and providing free meals to all students. Based on current information, this funding will end on June 30th. Our challenge, with the spike in food and material; do we raise the price of lunch to cover the expense and loose participation, or hold off to see if we can maintain the high participation? Participation is an important key to a successful break-even operation. Note from month-to-month the relationship between the number of meals served with the cost per meal at the bottom of the page. This occurs because labor costs are fixed while food costs vary with the number served.

After some discussion, we are recommending a middle-of-the-road approach: keep the price of lunch fixed, but let the price of a la carte items float with the market. During the pandemic, there have been limited ala carte sales. but also no financial pressure to increase revenue with the State picking up the costs. As we return to normal operations and lunch in the cafeteria, sales for ala carte items are expected to rise. This strategy will allow administration to assess the transition from free to paid meals. Should the strategy fail, there are enough reserves to insure the costs do not impact the Board's operating budget before adjustments can be made.

Should a future Covid strain emerge and require operational changes, this strategy will need to be reassessed.

All the items below meet the Health Food program in which Woodbridge participates. Below is the initial change in pricing for a la carte items for 2022-23:

Popcorn and Chips from \$1.00 to \$1.25
Cookies from .75 to \$1.00
Ice Cream from \$1.00/1.25 to \$1.25/\$1.50
O.J. from .55 to .75

Woodbridge-Beecher Road School

2021-2022	July	Aug/Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Enroll *		843										
Paid Meals		7,207	7,094	6,716	6,169	6,302	6,014	8,558	6,185			54,245
Reduced Meals		96	100	106	111	104	108	148	121			894
Free Meals		970	1,080	961	863	819	790	1,152	876			7,511
Total Meal Count	0	8,273	8,274	7,783	7,143	7,225	6,912	9,858	7,182	0	0	62,650
Revenue												
Catering												\$ -
A La Carte Students		\$ 4,596	\$ 1,385	\$ 2,645	\$ 2,931	\$ 1,976	\$ 1,668	\$ 3,564	\$ 3,267			\$ 22,032
State Reimbursement		\$ 44,574	\$ 35,719	\$ 34,961	\$ 30,840	\$ 32,964	\$ 31,536	\$ 44,977	\$ 36,509			\$ 292,080
State Matching												\$ -
Total Revenue	0	\$ 49,171	\$ 37,104	\$ 37,606	\$ 33,771	\$ 34,940	\$ 33,204	\$ 48,541	\$ 39,776	\$ -	\$ -	\$ 314,112
Expenses												
Product Cost	0	\$ 18,457	\$ 13,396	\$ 11,264	\$ 11,389	\$ 13,516	\$ 14,317	\$ 15,080	\$ 14,521			\$ 111,940
Labor Costs	0	\$ 23,497	\$ 11,011	\$ 10,925	\$ 16,568	\$ 14,492	\$ 11,575	\$ 13,223	\$ 14,270			\$ 115,562
Other Cost	0	\$ 3,176	\$ 1,985	\$ 3,386	\$ -			\$ 4,343	\$ 2,234			\$ 15,122
Total Expense	0	\$ 45,130	\$ 26,392	\$ 25,575	\$ 27,958	\$ 28,008	\$ 25,892	\$ 32,645	\$ 31,024	\$ -	\$ -	\$ 242,625
Profit (Loss)		\$ 4,041	\$ 10,712	\$ 12,030	\$ 5,813	\$ 6,932	\$ 7,312	\$ 15,896	\$ 8,751	\$ -	\$ -	71,487
Operating Days		21	20	18	17	17	17	22	16	21	11	180
Lunch Participation		46.7%	49.1%	51.3%	49.8%	50.4%	48.2%	53.2%	53.2%	0.0%	0.0%	
		Serving Day Lost										
Meals Served/day		393.95	413.70	432.39	420.18	425.00	406.59	448.09	448.88	0.00	0.00	
Meals Product Cost		\$ 2.23	\$ 1.62	\$ 1.45	\$ 1.59	\$ 1.87	\$ 2.07	\$ 1.53	\$ 2.02	#DIV/0!	#DIV/0!	
Labor/Meal		\$ 2.84	\$ 1.33	\$ 1.40	\$ 2.32	\$ 2.01	\$ 1.67	\$ 1.34	\$ 1.99	#DIV/0!	#DIV/0!	
		\$ 5.07	\$ 2.95	\$ 2.85	\$ 3.91	\$ 3.88	\$ 3.75	\$ 2.87	\$ 4.01	#DIV/0!	#DIV/0!	
Begin.. Inventory		\$ 5,794.00										
Employees		5										

* PreK does not participate in the lunch program



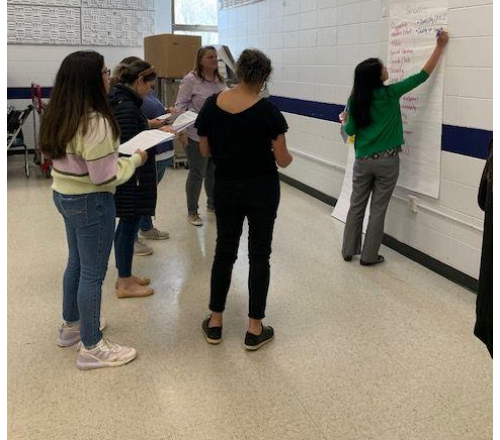
WSD Strategic Plan Development

Woodbridge Board of Education

May 17, 2022

Jonathan S. Budd, Ph.D., Superintendent

*Every great advance . . .
has issued forth
from a new audacity
of the imagination.” ~ John Dewey*



Core Team: April 25-26, 2022

- Administrative Assistants: Lola Johnson
- Administrators: Jonathan Budd, Analisa Sherman
- AMHS students who attended Beecher: Anchal Bahel, Priyush Bahel
- BOE members: Sarah Beth Del Prete, Lynn Piascyk, Erin Williamson
- Parents: Joi Prud'homme, Alexandra Sanchez, Amanda Tyma
- Teacher Assistants: James Mase
- Teachers: Melissa Caporossi, Jodi Cohen, Maria DePalma, Robin Gerber, Thanh Huntington, Danielle Marcellino, Visna Ngov, Rachel Robinson, Tim Rourke
- Consultant: Judith Wilson

Key Process Elements

- Day 1
 - Who are we, and why are we here?
 - What is WSD today, and our chance to advance a stronger reality?
 - What do we value?
 - What do we hope?
 - What do we know?
 - What do we observe?

Key Process Elements

- Day 2
 - Elements of a good goal:
 - It is not just for me, but also for others.
 - It is not for the benefit of the few, but for the benefit of the many.
 - It is not for now, but for the future.
 - Considering multiple needs yet setting priorities, creating opportunity for focus
 - Vision with the end in mind / back to the future protocol

Focusing the Next 5 Years in Three Ways

We will strengthen the learning experience for all students by advancing the following work PreK-6:

- Building Diverse Alliances / Building Healthy Alliances
- Academic Framework
- Contemporary Learners

Building Diverse Alliances / Building Healthy Alliances

We will strengthen the learning experience for all students by advancing the following work PreK-6:

- **Building Diverse Alliances / Building Healthy Alliances**

Create and support an inclusive environment that embraces awareness of and deepens appreciation of diversity and individuality while promoting the social-emotional wellness of all students.

Academic Framework

We will strengthen the learning experience for all students by advancing the following work PreK-6:

- **Academic Framework**

Develop and support a coherent, research-based curriculum that fosters students' inquiry skills and builds students' intellectual confidence.

Contemporary Learners

We will strengthen the learning experience for all students by advancing the following work PreK-6:

- **Contemporary Learners**

Develop and integrate project-based learning opportunities into the curriculum to promote student choice and critical thinking as we prepare our students for future learning and responsible global citizenship.

Next Steps

- Committee will develop action plans with objectives, action steps, resources, etc.
- Communication plan will be developed and implemented
- Review and renewal process



WBOE Proposed 2022-23 Capital Budget & Operating Budget Updates

Woodbridge Board of Education

May 17, 2022

Jonathan S. Budd, Ph.D., Superintendent

Richard Huot, Interim Director of Business Services & Operations

FY23 WBOE Capital Budget as Approved

- Roof Replacement (including architect design fees): \$351,000
- Flooring remediation & replacement: \$125,000
- Both projects likely to be bonded

Other Capital Needs

- Oil tank remediation will likely be paid from the Town's FY22 contingency
- Retrocommissioning and network wiring to be paid from the BOE's FY22 or FY23 operating budgets or ARP ESSER grant

FY23 WBOE Operating Budget as Approved

- \$16,339,701 = +5.00%
 - + \$80,000 = \$16,419,701 = +5.51%
 - + \$167,500 direct appropriation from special education Excess Cost Grant =

\$16,587,201 WBOE FY23 Operating Budget

Next Steps

- Potential timelines for **capital** projects to be presented to BOE Facilities Committee at its June 7 meeting
- **Operating** budget reconciliation will be presented to BOE Finance Committee at two meetings (the second being June 14)
- The BOE would ultimately approve a final budget reconciliation at its June 20 meeting
- Administrative recommendations will take into account all known line-item updates since the proposed operating budget was developed

MINUTES OF THE WBOE POLICY COMMITTEE

Monday, May 16, 2022

Conducted as a hybrid meeting: Superintendent's Conference Room & Webex

I. CALL TO ORDER: Dr. Maria Madonick, Chair, called the meeting to order at 4:08 p.m.

PRESENT: Jonathan S. Budd, Ph.D., Superintendent (in person); Dr. Maria Madonick, Policy Committee Chair (in person); Brooke Hopkins (via Webex); Erin Williamson, BOE (via Webex); Lynn Piasyck, BOE Chair, ex officio (in person)

BOE member Sarah Beth Del Prete was in attendance (via Webex). PTO representative Ruchi Jain was in attendance (via Webex).

II. PUBLIC COMMENT: There was no Public Comment.

III. POLICIES FOR REVIEW

A. Policy 4118.113/4218.113 – Harassment

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy, with additional revision, to the Board of Education for 30-day review at its May 17 Regular Meeting.

B. Policies 4118.238/4218.238 & 5141.81 – Travel and Self-Quarantine during the COVID-19 Pandemic

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy to the Board of Education for 30-day review at its May 17 Regular Meeting.

C. Policy 9121 – Chairperson / Policy 9122 – Vice-Chairperson / Policy 9123 – Secretary

Committee members reviewed the proposed revised policies, and by consensus agreed to move the policies to the Board of Education for 30-day review at its May 17 Regular Meeting.

D. Policy 9325.43 – Attendance at Meetings via Electronic Communications

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy, with additional revision, to the Board of Education for 30-day review at its May 17 Regular Meeting.

E. Policy 6172.1 – Gifted and Talented Students Program

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy to the Board of Education for 30-day review at its May 17 Regular Meeting.

F. Policy 6171.1 – Special Education

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy to the Board of Education for 30-day review at its May 17 Regular Meeting.

G. Policy 6163.3 – Live Animals in the Classroom

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy to the Board of Education for 30-day review at its May 17 Regular Meeting.

H. Policy 5131.111 – Video Surveillance

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy to the Board of Education for 30-day review at its May 17 Regular Meeting.

I. Policy 5125 – Student Records; Confidentiality

Committee members reviewed the proposed revised policy, and by consensus agreed to move the policy, with additional revision, to the Board of Education for 30-day review at its May 17 Regular Meeting.

IV. ADJOURNMENT

Meeting Adjourned: 4:52 p.m.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Policy Committee / Policies for Adoption:
3160, “Budget Development, Administration, and Monitoring, and Transfer of Funds”

On April 19, 2022, the Board accepted the attached proposed revised Policy 3160 for 30-Day Review; it has been revised to clarify procedures for budget development, administration, and monitoring, and transfer of funds. The policy revision is based on current recommendations of the Connecticut Association of Boards of Education (CABE) as well as relevant State statutes, and is brought forward to you now for adoption. The proposed changes are represented in red.

Business/Non-Instructional Operations

Budget Development, Administration, and Monitoring, and Transfer of Funds

In accordance with Connecticut General Statutes §10-222, the Woodbridge Board of Education shall prepare an itemized estimate of its budget each year for submission to the Town of Woodbridge for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more budgetary object category line items: Salaries; Benefits; Purchased Professional Services; Purchased Property Services; Other Purchased Services; Supplies & Materials; Equipment & Furniture; Dues & Fees; and Miscellaneous.

Following the annual appropriation, the Board of Education shall meet and revise the itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent and/or his/her designee in the development, administration, and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and federal accounting reports. A monthly budget report shall be prepared in the same format as the annual budget itemized estimate, showing for each budgetary object category line item the appropriated budget amount, expenditure to date (including encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating reasons for any differences. Such monthly budget reports shall be presented to the Board of Education Finance Committee and subsequently to the full Board of Education.

The Superintendent has the authority to transfer funds between line items within the same broad budget category based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year. Such adjustments shall be reported monthly to the Board of Education Finance Committee.

The Superintendent has the authority to transfer funds between line items in different broad budget categories if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such a transfer shall not exceed one percent (1%) ~~five percent (5%)~~ of the annual budget. Any such transfer shall be announced at the next regularly scheduled meeting of the Board of Education, and a written explanation of such emergency transfer shall be provided to the Board of Selectmen of the Town of Woodbridge.

The Board of Education shall not expend more than the amount of the annual appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board of Education shall notify the Board of Selectmen of the Town of Woodbridge and shall submit a request for such necessary additional funds. No supplemental expenditures in excess of those granted through the annual appropriation shall be made unless and until such supplemental appropriation is granted.

Reference: C.G.S. §10-222 – Appropriations and Budget

Policy Adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

~~Business and Non-Instructional Operations~~

~~Transfer of Funds Between Categories~~

~~The Board of Education may transfer any unexpended or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate, but all expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.~~

~~The Board authorizes the Superintendent and/or Director of Business Services and Operations to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.~~

~~The Board establishes the following criteria for authorization of above transfers:~~

- ~~• Principals and the Special Education Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed \$1,000.~~

~~The Superintendent has the authority to:~~

- ~~• Transfer funds between line items not to exceed \$5,000.~~

~~All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting and a written explanation of such emergency transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the Board of Selectmen.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-222 Appropriations and budget as amended by PA 13-60~~

Policy adopted: June 17, 2019

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Policy Committee / Policies for Adoption:
5111, "Admission/Placement"

On April 19, 2022, the Board accepted the attached proposed revised Policy 5111 for 30-Day Review; it is based on the current recommendations of the Connecticut Association of Boards of Education (CABE) related to the current and updated requirements of the Connecticut State Department of Education (CSDE) for public school enrollment processes, and is brought forward to you now for adoption. The proposed changes are represented in red. Current Policies 5110 & 5112, which are duplicative, in purpose and language, of 5111, would be rescinded with this policy revision.

Students

Admission/Placement

~~Admission-General Principles~~

~~In accordance with Connecticut General Statute 10-186, the Woodbridge Board of Education shall provide education for all persons residing in the District who are five years of age and older, or who have attained age five on or before the first day of January of any school year, and who are under twenty-one years of age who are not graduates of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. The Woodbridge Board of Education recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.~~

~~District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year.~~ Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation, **gender identity or expression, or any other basis identified by State or federal law.** Students who are classified as homeless under federal law, **or an unaccompanied youth, as described in 42 USC 11434a,** and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age; the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

~~The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a homeless child or youth, or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Woodbridge Board of Education.~~

According to Connecticut General Statute [10-76d \(b2\)](#), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

~~The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies, on its website, or otherwise that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.~~

~~In order to determine a child's eligibility for multilingual education programs, parents/guardians of all new students enrolling for the first time, and all re-enrolling students who have not previously attended a Connecticut public school, must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.~~

Documents to Establish Age and Immunizations

~~Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, a State-issued identification document, a driver's license or passport, a parent's affidavit or unsworn statement as to a child's age, a physician's certificate verifying a child's age, or an immunization record. Completion of immunization and health assessment requirements is required prior to a child's attendance in~~

school, but is not considered prerequisite to enrolling a child who resides in the District and is of appropriate age to attend school. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Documents to Establish Residency

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, a mortgage document, a property tax record, a rent receipt, a homeowner's insurance record, a current utility bill, current proof of government benefits, a Connecticut's driver's license, or automobile registration or insurance record. An Affidavit of Residence, properly executed, shall also be acceptable. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians.

A student who resides in a dwelling located in more than one town shall be considered, for purposes of school attendance, a resident of each town in which the dwelling is located and may attend school in any one of such towns.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in Connecticut General Statutes 27-103, and who is seeking enrollment in a district school, the Board shall accept as proof of residency the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut.

Special Circumstances

A student whose family intends to become residents of Woodbridge by December 31 of a given school year may enroll in the Woodbridge School District at the start of that school year by presenting evidence that such residence will be established. Evidence shall include: ownership of property approved as a building site and a signed construction contract stating that the home will be ready for occupancy prior to December 31, or a binding lease agreement to rent a home in Woodbridge with occupancy prior to December 31, or a binding agreement to purchase a home in Woodbridge, such binding agreement clearly stating "closing" to occur prior to December 31. Any such evidence shall be presented as a sworn or notarized affidavit. Until the family takes residence in Woodbridge, responsibility to transport the student to school will be the family's. Failure to ultimately establish residence by December 31 would obligate the family to be liable for payment of full tuition costs from the date of the student's entry in the district's school. Tuition, including the payment of any delinquent or liable tuition, would then need to be paid monthly for the child to be eligible to continue in school until residency is established. Tuition cost would be determined by the Business Office based on the general education per-pupil cost. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months.

A student whose family moves from Woodbridge after February 1 of a given school year may complete that year in the Woodbridge School District, but the student's family is responsible for the student's transportation to and from school.

Children of school age who are not residents of Woodbridge but who are permanent residents with adult relatives or non-relatives who are bona fide residents of Woodbridge shall be entitled to free school accommodations provided by the Woodbridge Board of Education provided that the child's residence in Woodbridge: (1) is to be permanent; (2) is provided by the Woodbridge relative or non-relative without payment or compensation by the child's parent or legal guardian and; (3) is not for the sole purpose of attending Woodbridge Public Schools.

Connecticut General Statute 10-253d addresses the circumstances of children who are permanent residents in the homes of relatives or non-relatives citing conditions of residence as being permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The statute also provides that the local Board of Education may require documents from the parent or guardian, the relative or non-relative, the emancipated minor, or the student 18 years of age or older, in the form of an affidavit attesting to residency under conditions not in conflict with Connecticut General Statute 10-253(d). The transportation of a child to Woodbridge from a parent's residence in another community does not qualify as residency (if the child actually resides in the other parent's community).

The Superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Woodbridge relative or non-relative attesting to the child's residence in Woodbridge. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the

term "permanent" shall be defined as the intent by the non-resident student, the Woodbridge relative or non-relative, and the student's parent or guardian that said student intends to reside in Woodbridge indefinitely.

The Superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Woodbridge prior to enrollment of their child in the Woodbridge Public Schools. The Superintendent may also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge from time to time.

The Superintendent shall also require that emancipated minors produce appropriate documentation of their emancipated status, and of their residency.

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend Woodbridge Public Schools and may seek civil remedies to collect any unpaid assessments of tuition.

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge. Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

Children in temporary shelters in Woodbridge shall be entitled to free school accommodations from either Woodbridge, or the school district in which the child would otherwise reside. Upon notification from Woodbridge, the school district in which the child would otherwise reside shall either pay tuition to Woodbridge or shall continue to provide educational services, including transportation, to such child (Connecticut General Statute 10-253(d)). The Superintendent shall require proof of residency in the temporary shelter.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from ~~the either~~ Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

The parent or person having control of a child ~~sixteen or~~ seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a ~~guidance school~~ counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

A child~~ren~~ who has~~ve~~ attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Note: When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students of non-resident employees may attend district schools as per benefits that may be provided by the relevant collective bargaining agreement.

Placement

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

(cf. [0521](#) - Nondiscrimination)

(cf. 5112 - Ages of Attendance)

(cf. 5118.1 - Homeless Students)

(cf. 5141 - Student Health Services)

(cf. 6171 - Special Education)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-15](#) Towns to maintain schools

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

[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. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.

[10-220h](#) Transfer of student records, as amended.

P.A. 11-115 An Act Concerning Juvenile Reentry and Education

[10-233a](#) - [10-233f](#) Inclusive; re: suspend, expel, removal of pupils

[10-233c](#) Suspension of pupils

[10-233d](#) Expulsion of pupils

[10-233k](#) Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

[10-261](#) Definitions

State Board of Education Regulations

[10-76a-1](#) General definitions (c) (d) (q) (t)

[10-76d-7](#) Admission of student requiring special education (referral)

[10-204a](#) Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

[10-253](#) School privileges for children in certain placements, non-resident children, children in temporary shelters, homeless children, and children in juvenile detention facilities.

PA 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools . . .

“Guidance for Connecticut School Districts: Enrollment Process and Practice,” Connecticut State Department of Education,” December 2019

Policy adopted: March 17, 2014

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Policy Committee / Policies for Adoption:
5118.1, "Homeless Students"

On April 19, 2022, the Board accepted the attached proposed revised Policy 5118.1 for 30-Day Review; it is based on the current recommendations of the Connecticut Association of Boards of Education (CABE) related to the current and updated requirements of the Connecticut State Department of Education (CSDE) for the enrollment and education of homeless children and youths, and is brought forward to you now for adoption. The proposed changes are represented in red.

Students

Homeless Students

The Board shall make reasonable efforts to identify homeless children and youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students shall not be separated from the mainstream school environment on the basis of their homelessness. Such students shall have access to education and other services they need to meet the same challenging State academic standards to which all students are held.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or provided in the school that is attended by other students living in the same attendance area where the homeless child lives:

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. If placement in the school of origin is not feasible, the homeless student must be placed in the school that is attended by other students living in the same attendance area in which the homeless child lives. The District will provide a written explanation, including the right to appeal, whenever the District sends a homeless student to a school other than the school of origin, or a school requested by the parent/guardian or unaccompanied youth.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ELL, health services and food and nutrition programs, and preschools operated by the District, if they meet the established criteria for these services."

The Superintendent of Schools or the Superintendent's designee shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, on a case-by-case basis, to the Connecticut Department of Children and Families (DCF) when there is reasonable suspicion of neglect or abuse.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations. If the school of origin is in a different school district from where the homeless child or youth is currently living, both school districts shall agree on a method for sharing the responsibility and costs, or share the costs equally.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.

6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.

7. The Board will provide any homeless student who is not in the physical custody of a parent/guardian full access to his/her educational records, including medical records, in the Board's possession.

8. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

9. The District will treat information about a homeless child or youth's living situation as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA). Such information shall not be deemed to be directory information.

Any homeless child or youth denied school accommodations shall continue in attendance or be immediately enrolled in the school selected by the child in the school district. The homeless child or youth or the parent/guardian of such homeless individual shall be provided with a written explanation of the reasons for the denial of accommodations in a manner and form understandable to such homeless child or youth or parent/guardian. Information shall also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals. In addition, if a homeless child or youth is denied school accommodations, such homeless child or youth shall be entitled to a hearing conducted pursuant to Connecticut General Statute 10-186.

The District's educational liaison for homeless children is the Director of Special Services.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop administrative regulations to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5143 Student Health Assessments and Immunizations)

(cf. 5146 Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes

[10-253\(d\)](#) School privileges for children residing permanently with relatives or non-relatives.

[10-253\(e\)](#) School privileges for children in certain placements, non-resident children and children in temporary shelters.

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

[17a-102](#) Report of danger of abuse.

[17a-103](#) Reports by others.

[17a-106](#) Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

[46b-120](#) Definitions.

McKinney-Vento Homeless Assistance Act (PL 107-110-Sec 1032)

4-176 to 4-180a Agency Hearings

4-181a Contested cases. Reconsideration. Modification.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.

Policy adopted: ~~March 17, 2014~~

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

5118.1

Students

~~Homeless Students – Guidelines~~

~~In order to implement the policy pertaining to homelessness, the following guidelines are established:~~

~~Definitions:~~

~~Homeless students are federally defined as "individuals who lack a fixed, regular, and adequate nighttime residence." This definition includes the following types of students who are:~~

- ~~1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;~~
- ~~2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations;~~
- ~~3. Living in emergency or transitional shelters;~~
- ~~4. Abandoned in hospitals;~~
- ~~5. Awaiting foster care placement;~~
- ~~6. Residing at nighttime in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;~~
- ~~7. Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings; and~~
- ~~8. Migratory children living in the above described circumstances.~~

~~District Obligations Regarding Placement of Homeless Students:~~

- ~~1. The District must continue the student's education in the "school of origin" which is the school the child attended when permanently housed or the school of last enrollment, or~~
- ~~2. The District must enroll the homeless student in any public school that non-homeless students, regardless of the area where the child is actually living, are eligible to attend.~~
- ~~3. The District is required, "to the extent feasible" to keep the homeless child in the school of origin unless it is against the wishes of the parent/guardian.~~
- ~~4. The homeless child's right to attend the school of origin extends for the duration of homelessness.~~
- ~~5. If a child becomes permanently housed during the academic year, he/she is entitled to stay in the school of origin until the end of the school year.~~
- ~~6. A child who becomes homeless in between academic years is entitled to attend his/her school of origin in the following academic year.~~
- ~~7. The District must provide written explanation, including the right to appeal, whenever the school district sends the homeless child to a school other than the school of origin or the school requested by the parent/guardian.~~
- ~~8. With an "unaccompanied youth," the District's homeless liaison must assist in the placement/enrollment decisions while considering the youth's wishes, and provide notice of appeal under the Act's enrollment dispute provision. (See below.)~~
- ~~9. Identified homeless children who may reside in the District, and who are under eighteen years of age and not emancipated, shall be referred to the Connecticut Department of Children and Families.~~

Appeal Procedure

1. C.G.S. [10-186](#) currently defines the process for resolving issues involving homeless students.
2. Federal law requires school districts to allow homeless students to "stay put." The child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
3. The District's homeless liaison shall carry out the dispute resolution process expeditiously and in the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

Educational Services to be Provided to Homeless Students

1. Educational services are to be comparable to those received by other student in the school.
2. Such students may be entitled to such services as Title 1, state/local remedial programs, special education, limited English proficiency, vocational education, gifted/talented and school nutrition programs.
3. Homelessness alone is not to be considered a sufficient reason to separate students from the mainstream school environment.
4. Homeless students may be segregated for short periods of time only for health and safety emergencies to provide temporary, special, or supplemental services.

Transportation Obligations of the School District for Homeless Students

1. Services must be comparable to those provided other students in the selected school.
2. Homeless students must be provided transportation to the school of origin, if requested by the parent/guardian, if the school is within the school district.
3. If the school of origin is in a different school district from where the child is currently living, both districts are to agree on a method for sharing the responsibility and costs or share the costs equally.

Enrollment Requests from Homeless Parents

1. The selected school is required to immediately enroll the child, even in the absence of records normally required for enrollment. Parents/guardians may be required to submit contact information.
2. The last school attended must be contacted to obtain records.
3. If the child lacks immunizations or immunization/medical records, the enrolling school MUST refer the parent/guardian to the liaison in order to get help obtaining immunizations and records.

District Liaison for Homeless Students

The District's liaison for homeless students is the Director of Special Services.

The duties of the local liaison are to ensure that:

1. Homeless children and youth are identified by school personnel and through coordination with other agencies and entities.
2. Homeless children enroll in and have a full and equal opportunity to succeed in the school district's schools.
3. Homeless families and children have access to educational services and referrals to health care services, dental services, mental health services, and other appropriate services for which they are eligible.
4. Parents/guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated where such children require services. (For example, family shelters, soup kitchens, and schools.)
6. Enrollment disputes are mediated.

Parent/guardian is fully informed of all transportation services, including to the school of origin, and assisted in accessing those services.

Unaccompanied youth are assisted in placement/enrollment decisions, including considering the wishes in those decision, and providing notice to the youth of the right to appeal such decisions.

Children, who do not have immunizations, or immunization or medical records, are assisted in obtaining the necessary immunizations, or immunization or medical records.

Legal Reference: Connecticut General Statutes

~~[10](#) 253(e) School privileges for children in certain placements non-resident children and children in temporary shelters.~~

~~[17a](#) 101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.~~

~~[17a](#) 102 Report of danger of abuse.~~

~~[17a](#) 103 Reports by others.~~

~~[17a](#) 106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.~~

~~[46b](#) 120 Definition.~~

~~McKinney-Vento Homeless Assistance Act, (PL 107-110- Sec 1032) 42~~

~~U.S.C. §11431-11435~~

~~**Regulation approved: March 17, 2014**~~

~~WOODBIDGE SCHOOL DISTRICT~~

~~Woodbridge, Connecticut~~



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Ratification of CSEA Collective Bargaining Agreement (July 1, 2022 – June 30, 2025)

Please find attached a proposed CSEA Collective Bargaining Agreement for July 1, 2022 through June 30, 2025. Consistent with the Connecticut Municipal Employees Relations Act (MERA), the proposed Agreement has been negotiated through collective bargaining, and is recommended for the Board's approval tonight. All changes from the current Agreement are represented in red. The key changes are:

- Wages
 - General Wage Increase each year of the agreement of 3.0% (Year 1), 2.5% (Year 2), & 2.5% (Year 3).
- Benefits
 - Increase of the medical insurance employee premium share from 14.5% (current) to 15.0% (Year 2) & 15.5% (Year 3).
 - Decrease of the medical insurance buy-up differential from 30% (current) to 25% (Years 1-3)
- Language
 - Retitling of the group and the employees to “paraeducators.”
 - Dissolution of the current Sick Leave Bank.
 - Various changes to improve operational efficiency and communication.

I therefore recommend that the Board of Education support the following motion:

Move that we approve the draft Agreement between the Woodbridge Board of Education and the Woodbridge Paraeducators Association, CSEA SEIU Local 2001, effective July 1, 2022, through June 30, 2025.

AGREEMENT BETWEEN

WOODBIDGE BOARD OF EDUCATION

And

WOODBIDGE PARAPROFESSIONALS PARAEDUCATORS ASSOCIATION,

CSEA SEIU Local 2001

FOR THE PERIOD

JULY 1, 2019 – JUNE 30, 2022

JULY 1, 2022 – JUNE 30, 2025

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ARTICLE I - RECOGNITION

The Woodbridge Board of Education recognizes CSEA SEIU Local 2001 (the “Union”); as the exclusive collective bargaining representative for purposes of collective bargaining under the Connecticut Municipal Employee Relations Act (Connecticut General ~~Statute~~ Statute, Section 7-467 et. seq.) ~~as certified under case number ME 9988, Connecticut State Board of Labor Relations,~~ for a bargaining unit consisting of all ~~teachers’ assistants working twenty (20) hours or more per week, including the Library Assistants,~~ paraeducators employed by the Woodbridge Board of Education. As used in this agreement, the term “employee” or “member of the unit” refers to employees of the Woodbridge Board of Education within the above-defined bargaining unit; the term “Board” or “Board of Education” refers to the Woodbridge Board of Education; the term “Superintendent” or “Superintendent of Schools” refers to the Superintendent of Schools employed by the Woodbridge Board of Education; and the term “Association” or “Union” refers collectively to CSEA SEIU Local 2001.

- A. The Union accepts such recognition and agrees to represent equally all employees without regard to membership or participation in, or association with the activities of, the Union or any other employee organization and to continue to admit to membership without qualification other than payment of dues and employment by the Board.
- B. It is the intent and purpose of the parties hereto that their agreements promote and improve the quality of work in the Town and provide for orderly professional negotiations between the Board and the Union and secure prompt and fair disposition of grievances so as to promote a good influence upon the operation of the school program.
- C. Based on Connecticut Public Act 21-25, the President of the Woodbridge Paraeducators Association, or his/her designee, will be afforded coverage for one half hour per month to meet with and orient any new paraeducators hired that month; those new paraeducators will be afforded coverage at the same time.

ARTICLE II - GRIEVANCE PROCEDURE

- A. **DEFINITION** – A grievance is hereby defined to be ~~an~~ controversy, complaint, misunderstanding, or dispute concerning the interpretation or application of any provision of this Agreement. All grievances must advise the employer of the specific provisions claimed to have been violated, of the nature of the grievance, and of the remedy requested.
- B. **LEVEL ONE – IMMEDIATE SUPERVISOR** – Employees who have grievances are encouraged to attempt to work the matter out informally with their ~~appropriate grade level principal~~ immediate supervisor, with a Union representative present. However, as indicated above, a grievance, in order to be valid, must be filed, in writing, with the ~~appropriate grade level principal~~ immediate supervisor within fifteen (15) work days after the employee knew, or should have known, of the act or condition on which the grievance is based.

C. LEVEL TWO – SUPERINTENDENT OF SCHOOLS –

1. In the event that the grievance is not resolved at Level 1, or in the event that no decision has been rendered with ten (10) work days after presentation of the written grievance at Level 1, the Union may appeal the written grievance to the Superintendent of Schools within five (5) work days after the decision at Level 1, or fifteen (15) work days after the grievance was presented in writing at Level 1, whichever is sooner.
2. The Superintendent shall represent the administration at this level of the grievance procedure. Within the ten (10) work days after receipt of the written grievance by the Superintendent, the Superintendent or his/her designee shall meet with the Union Representatives and the aggrieved person in an effort to resolve it.

D. LEVEL THREE – BOARD OF EDUCATION – In the event that the grievance is not resolved at Level Two, then within five (5) work days after the date a decision was rendered, or in the event no decision has been rendered, within ten (10) work days after the meeting with the Superintendent whichever is sooner, the Union may file a written grievance indicating such with the Board of Education. Within thirty (30) work days after receiving the written grievance, a Committee of the Board shall meet with the Union Representatives and the aggrieved member of the unit for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three shall be rendered by the Board of Education or its appointed sub-committee.

E. LEVEL FOUR – IMPARTIAL ARBITRATION – In the event that the grievance is not resolved at Level Three, or in the event no decision has been rendered within fifteen (15) work days after the meeting with the Board Committee, the Union may, within ten (10) work days after receipt of a decision by the Board or fifteen (15) work days after meeting with the Board Committee, whichever is sooner, present a request in writing to the American Arbitration Association for arbitration. One arbitrator shall be mutually chosen by the grievant and the Board. If no agreement can be reached concerning the single arbitrator then the American Arbitration Association shall appoint an impartial arbitrator. The total cost of the grievance arbitration shall be borne equally by the CSEA SEIU Local 2001 and the Board of Education. The decision rendered by the American Arbitration Association shall be final and binding on both parties.

F. ADJUSTING GRIEVANCES – The Union may designate one (1) member of the bargaining unit for the purpose of adjusting grievances, unfair labor complaints, or concerns over working conditions. To the extent that such actions take place during the designated representative's regularly scheduled work, the representative will be afforded a reasonable amount of time without loss of pay to conduct such business. The Union agrees not to abuse this privilege.

ARTICLE III - BULLETIN BOARD SPACE

The employer shall provide bulletin board space for the posting of Union notices.

ARTICLE IV - ASSOCIATION MEETING ON SCHOOL PROPERTY

The Union may call meetings in each school before or after school or during lunch whenever necessary, providing that such meetings are approved in advance by the Superintendent of Schools or his/her designee and do not conflict with other scheduled school activities or programs.

ARTICLE V - VISITATION CLAUSE

A duly authorized officer or Union representative may secure permission to enter the Employer's premises for the purpose of adjusting disputes, investigating working conditions, and determining whether or not the terms of this Agreement are being adhered to. The Union representative shall request such a visit from the Superintendent of Schools or his/her designee but shall in no way interfere with the normal operation and procedure of business.

ARTICLE VI - WORKER'S COMPENSATION

Employees who suffer bodily injury caused by an accident arising out of and in the course of their employment shall have all rights available to them under the Worker's Compensation statutes.

ARTICLE VII - EMPLOYEE USE OF EQUIPMENT

~~Paraprofessional teacher assistants~~ Paraeducators shall take reasonable care of equipment, shall return same to its assigned storage area, and shall replace cover on all equipment so provided. Any defects, malfunctions or inadequacies in equipment shall be immediately reported to the principal employee's immediate supervisor.

ARTICLE VIII - NO STRIKE

Pursuant to Connecticut General Statute 7-467 (Municipal Employees Relations Act), all employees included in this Agreement shall not hinder the Board's operation by strike or work stoppage and the Board shall not pursue lock-out tactics in any part of its operation.

ARTICLE IX - EMPLOYING NEW MEMBERS OF THE BARGAINING UNIT

- A. Posting Positions** – Notice of vacancies which are to be filled and/or new positions within the bargaining unit shall be sent by electronic mail. A copy of all posted vacancies shall be simultaneously forwarded to the Union President. ~~Such notice shall be posted for five (5) working days.~~ Any employee interested in the position posted must apply, in writing, to the Superintendent of Schools within the posting period. ~~Such vacancies or positions shall be posted internally for four (4) days prior to receipt by the Board of any outside applications.~~ Internal candidates who apply within five

(5) working days before the position is filled shall be given an interview if qualified. In all cases, however, the appointment will be made in accordance with the best interests of the ~~Woodbridge School system~~ Woodbridge School District.

B. Probationary Period – All newly hired employees shall be required to successfully complete a probationary period of sixty (60) working days and, during such probationary period, shall have no seniority or recourse for grievances arising during the probationary period, and may be terminated during or on the conclusion of said probationary period at the sole discretion of the Board or the designated representative. During the probationary period, probationary employees shall be entitled to take leave days that have been accrued; however, probationary employees will be subject to other provisions of this Agreement; and on the successful completion of their probationary period, their seniority date shall be deemed to be their date of initial hire. The Board of Education shall forward a copy of ~~all~~ each newly hired employee's ~~job offer letters~~ hire letter to the President of the Union on or before the new employee's first day of work.

~~C. The Board shall provide the Union with a copy of all new hire letters for bargaining unit members. The Board shall also transmit monthly to the Union a report showing the name and amount of all Union dues withheld for the preceding month.~~

ARTICLE X - LEAVES WITHOUT PAY

- A. Leaves of absence without pay may be granted by the Superintendent for a limited, definite period not to exceed one (1) year for the following reasons:
1. For health reasons, upon continued advice of a physician.
 2. For other personal reasons subject to the review and recommendation of the Superintendent.
 3. Extreme personal hardship, such as illness of spouse, or legal dependents.

Any leave which would otherwise be eligible under the Federal Family and Medical Leave Act ("FMLA") shall be charged against the employee's eligibility for FMLA leave.

- B. Application for such leaves of absence must be made in writing, stating the reason for the request and the length of time desired. ~~A leave of absence expires automatically at the date of expiration approved for the leave. If an extension is required, it must be made in writing stating the reason for the request and the length of additional time desired, and it must be approved by the Board. Notice of intent to return or request for extension of leave must be made in writing to the Board by April 1st of the year the leave of absence ends. Failure to so notify the Board will be automatically considered the employee's resignation of position as of the last day of the approved leave.~~
- C. It is expected that, as far as possible, leave will be so arranged as to begin or end at the close of the school year.

- D. Accumulated seniority shall not be lost during the leave of absence.
- E. A person returning from leave shall be offered available work in ~~a~~ the bargaining unit at the same level as if he/she had not taken a leave of absence. If, due to reasons such as staff reduction, a position is not available, the employee seeking to return from leave shall be placed on the seniority list as provided elsewhere in this Agreement.
- F. ~~Eligible employees~~ An eligible employee shall receive insurance benefits at group rates paid for by the employer, subject to the employee paying the applicable premium cost share, for up to 12 weeks while he/she is on leave of absence without pay, according to federal law and regulations pertaining to the FMLA.

ARTICLE XI - RESIGNATIONS

- A. Written notice of resignation shall be filed with the Superintendent of Schools at least two (2) weeks in advance of separation. ~~This notice shall include a statement of the reasons for this action.~~
- B. An employee who resigns in good standing shall be entitled to pay, up to and including, the last day of work. The check will be available on the next pay day.

ARTICLE XII - LEAVE

- A. All full-time employees shall be entitled to one and one-half (1½) days per month, cumulative to fourteen (14) paid sick leave days each year, accumulation to ~~one hundred twenty (120)~~ one hundred sixty-five (165) days.
- B. All part-time employees shall be entitled to one (1) sick day per month, equivalent to eleven (11) paid sick leave days each year, accumulation to sixty (60) days. The extra day will be added on February 1st.
- C. An employee may use up to one-half of their annual paid sick leave to care for a family member.
- D. ~~By September 15th of each year, each employee shall receive a statement of accumulated days of leave to date. Each paraeducator will have electronic access to his/her accumulated days of leave to date.~~
- E. ~~If a paraprofessional teacher assistant dies while in the employ of the Woodbridge School System or if a paraprofessional teacher assistant retires under the provisions of the town Pension or any amendments or substitutions thereof, such paraprofessional teacher assistant or his/her estate shall, in addition to all other benefits due, be paid a sum of money, not to exceed \$3,000.00, calculated by taking the person's daily rate and multiplying that rate times the accumulated leave time. If a paraeducator dies while in the employ of the Woodbridge School District, the estate of such paraeducator shall be paid a sum of money, not to exceed \$4,000.00, calculated by~~

taking the person's daily rate and multiplying that rate times the accumulated sick leave time. A paraeducator who retires from the Woodbridge School District under the provisions of the Town Pension, or any amendments or substitutions thereof, shall, in addition, to all other benefits due, be paid a sum of money, not to exceed \$4,000.00, calculated by taking the person's daily rate and multiplying that rate times the accumulated sick leave time.

- F. Bereavement Leave: Absence due to death in the immediate family, as defined in Section I of this Article, will be allowed with pay for a period up to five (5) days per occurrence. In the event of a death of another individual of importance to the employee, the Superintendent may grant bereavement leave in the Superintendent's sole discretion.
- G. Personal Leave: Each employee shall be allowed up to three (3) days leave per year with no pay deduction for any or all of the following reasons:
1. Religious requirement
 2. Legal requirements or personal business which clearly cannot be transacted at time or days other than during required working hours and days.
 3. Graduation of immediate family
 4. Marriage of close friend or relatives
- H. Under this Agreement, sick leave may be used only in cases where the physical condition of the employee (or family member if used for family illness) precludes him/her from reporting to work. Routine medical appointments are expected to be made outside of work hours when possible. The Superintendent or ~~his/her~~ the Superintendent's designee shall be entitled to request written documentation of employees suspected of sick leave abuse and shall also be entitled to require an employee to submit to an examination by a Board-designated physician, psychologist, or psychiatrist, at Board of Education expense, ~~and in~~ in any case where fitness for continued duty is questioned.
- I. Immediate family consists of spouse, parent, child, grandparents, grandchildren, sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepson/daughter and step-parents.
- J. Application for leave as provided in "G" above shall be made to the immediate supervisor at least twenty-four (24) hours before leave is to be granted except in cases of illness or emergencies.
- K. Up to two bargaining unit members, as designated by the Union, may attend CSEA/SEIU convention(s), conference(s), or workshop(s) for up to two days per employee per year, without pay.

L. Effective July 1, 2022, each full-time paraeducator who contributed two (2) days to the Sick Leave Bank in the 2016-17 school year will be credited an additional thirty (30) days of sick leave time. Effective July 1, 2022, each full-time paraeducator who contributed one (1) day to the Sick Leave Bank in the 2016-17 school year will be credited an additional fifteen (15) days of sick leave time. Effective July 1, 2022, the Sick Leave Bank will be dissolved.

SICK LEAVE BANK

~~A. Each member of the Union shall be permitted to contribute any two (2) days from his/her sick leave accumulation reserve each year to a "Sick Leave Bank," which shall be established to aid members who suffer a serious health condition and whose sick leave accumulation has been exhausted. The bank shall be built up to a maximum of 300 days. No more days shall be added until the bank is depleted to 150 days. Then the bank shall be built up again using the same process. A new employee, following the completion of one (1) year of employment, will be allowed to contribute up to two (2) days of sick leave regardless of whether the sick leave bank has attained the maximum number of days.~~

~~B. Any contributing member requesting sick leave bank time shall, upon written application along with a completed doctor's form to the superintendent and sick bank committee, be permitted to draw from the sick leave bank, if approved.~~

~~C. Any one eligible to contribute time to the sick leave bank and who does so in the same fiscal year for which the employee requests to draw from the bank (unless precluded from contributing because of illness or if bank is already capped at 300 days) will be eligible to draw the number of days they are entitled to each year as follows:~~

- ~~1. If the member donated one (1) day to the sick leave bank, he/she are entitled to draw up to fifteen (15) days from the reserve.~~
- ~~2. If the member donated two (2) days to the sick leave bank, he/she are entitled to draw up to thirty (30) days from the reserve.~~
- ~~3. If the Sick Leave Bank is capped at 300 days, then membership of bank is determined by the last year that members were eligible to contribute.~~
- ~~4. In the case where the bank is capped for consecutive years, thus the employee is precluded from contributing, she/he may draw from the bank so long as the employee contributed the last year contribution was allowed.~~

~~D. The following conditions shall apply:~~

- ~~1. A person must be employed by the Board of Education for a period of one (1) year before being eligible to participate in the sick leave bank.~~

- ~~2. If the sick leave bank has attained the maximum number of days and an employee has not contributed to the sick leave bank, these non-participating employees (except new employees as stated above) will be excluded from participation until such time as the bank must be replenished.~~
 - ~~3. Additions to the sick leave bank shall be made at the beginning of the school year.~~
 - ~~4. A person who withdraws membership from the bank will not be able to recover donated days.~~
 - ~~5. Persons withdrawing sick leave days from the bank will not have to replace these days to the bank, except as a regular contributing member.~~
 - ~~6. Sick leave shall mean the leave which a staff member has for that year, plus his/her accumulation of previous years.~~
 - ~~7. Regardless of how many times the member applies to the sick leave bank per year, he/she will receive only the amount of days allowed per year.~~
- ~~E. While drawing time from the sick leave bank, no one will be allowed to return to work, for any reason, in the system.~~
- ~~F. The Union shall be represented in the review of sick leave bank applicants by a committee of four (4) maximum Union members. It is understood that the Superintendent, who makes the final decision, will consider the input of the Union members.~~

ARTICLE XIII - MILEAGE

If an employee can demonstrate that, during his/her work day, not including the travel to and from work, he/she is, with direct orders from the Superintendent or his/her designee, required to use his/her automobile for transportation as part of his/her work duty, the Board of Education shall reimburse him/her at the then-current rate approved by the Internal Revenue Service ~~as of January 1st for each fiscal year of the agreement.~~

ARTICLE XIV - WORK DAY, WORK YEAR AND CLASSIFICATION

- ~~A. The normal hours for part-time paraprofessional teacher assistants shall not be less than twenty (20) hours per week and no more than thirty-five hours and fifty minutes (35.85 hours) per week and at least 740 hours per school year.~~
 - ~~B. The normal work year for full-time paraprofessional teacher assistant shall consist of one hundred and eighty-four (184) days and seven hours and ten minutes (7.17 hours) per day, and thirty-five hours and fifty minutes (35.85 hours) per week.~~
- A. The normal hours for a full-time paraeducator shall be 7.17 hours per day, 35.85 hours per week.
 - B. The normal work year for a full-time paraeducator shall be 184 days.

C. If an employee is required to work beyond the normal one hundred and eighty-four (184) day work year, the Superintendent of Schools and the Union shall negotiate the additional hours or days that must be worked.

~~D. On days that schools are closed early due to inclement weather or other unforeseen conditions, all paraprofessional teacher assistants who have completed their work assignments may leave, upon receipt of permission from the Superintendent or designee, one half hour or sooner after the students have been dismissed without loss of pay.~~

~~E.~~

~~D.~~ There shall be one classification of ~~paraprofessional teacher assistants~~ paraeducators in the bargaining unit, although it is understood and agreed that, from time to time, ~~paraprofessional teacher assistants~~ paraeducators may volunteer to perform other work as required in the best interests of the Woodbridge School system. This classification is entitled: ~~Paraprofessional Teacher Assistants~~ Paraeducators.

~~F.~~

~~E.~~ Administration will give priority consideration in the reassignment of the ~~Teacher Assistant~~ paraeducator to serve as a substitute for a teacher. In such cases assignments as a substitute teacher will be made first within the school and grade levels to which the ~~Teacher Assistant~~ paraeducator is assigned. When a member of the bargaining unit is required to serve as a substitute teacher, he or she shall be paid at his or her daily rate (base salary divided by 184 times (x)1.75). When it is necessary to assign ~~Teacher Assistants~~ paraeducators to cover multiple blocks of time in the course of one school day the adjustment of salary to reflect the compensation differential will be based upon a cumulative calculation of one (1) hour or more for the involved blocks of time for which the ~~TA~~ paraeducator is providing coverage.

ARTICLE XV – INSURANCE

A. Benefits - All full time and part time employees shall receive the various fringe benefits listed below:

1. A high deductible health plan (HDHP) with a health savings account (HSA) with: deductibles of \$2,000 (Single)/\$4,000 (Two or more) which shall be funded 50% by the Board; after the deductibles are met in-network medical expenses are covered 100%, out-of-network medical expenses are covered at 80%, and prescription copays of \$5/\$25/\$40 apply; in-network out-of-pocket maximums of \$3,000/\$6,000; and out-of-network, out-of-pocket maximums of \$3,000/\$6,000 (summary attached). In addition both the deductibles and out-of-pocket maximums “cross-accumulate” for in and out of network expenses. Employees not eligible to participate in an HSA shall have the option of participating in a health reimbursement account (HRA).
2. Blue Cross & Blue Shield full service dental plan with Riders A, B, C, and D.
3. Vision Care Rider

4. Life insurance equal to current salary (but not less than \$10,000.00)
5. Employees who retire may elect to continue, at their own expense, the above-described insurance at group rates, until they qualify for Medicare.
6. A three tier prescription rider with the following deductibles: \$5 generic; \$25 brand – preferred; \$40 brand – non preferred; two time retail co-pay for mail order (Tier 2 and 3 only). There shall be concurrent review for manufacturer dose limits and drug interaction. Prescriptions may be filled for up to 34 days or up to 100 unit doses at retail or 35 to 100 days supply for mail order. Experimental drugs for cancer treatment, undergoing clinical trial, are covered while other drugs require FDA approval.

~~Effective and retroactive to July 1, 2019, employees shall contribute twelve and one-half (12.5%) percent towards the cost of coverage under the HDHP plan, dental and vision plans. Effective July 1, 2020, employees shall contribute thirteen and one-half (13.5%) percent toward the cost of the HDHP plan, dental and vision plans. Effective July 1, 2021, employees shall contribute fourteen and one-half (14.5%) percent towards the cost of the HDHP plan, dental and vision plans. Effective July 1, 2022, employees shall contribute fourteen and one-half percent (14.5%) towards the cost of coverage under the HDHP plan, dental and vision plans. Effective July 1, 2023, employees shall contribute fifteen percent (15.0%) towards the cost of coverage under the HDHP plan, dental and vision plans. Effective July 1, 2024, employees shall contribute fifteen and one-half percent (15.5%) towards the cost of coverage under the HDHP plan, dental and vision plans.~~

An employee may, at his/her option subscribe to two-person or family coverage. ~~Effective July 1, 2019, said employee shall contribute an amount equal to 40% of the difference between the cost for the coverage selected and single coverage for the HDHP/HSA Plan for those not grandfathered under Section D below; effective July 1, 2020, employees shall contribute 35% of the difference in cost; and effective July 1, 2021 employees shall contribute 30% of the difference in cost. Effective July 1, 2022, said employee shall contribute an amount equal to 25% of the difference between the cost for the coverage selected and single coverage for the HDHP/HSA Plan.~~

The district may change carriers for the benefits mentioned above provided that the coverage provided is substantially equivalent to or better than the coverage specified above on an overall basis.

B. Voluntary Waiver of Health Insurance Coverage

1. Any ~~teacher assistant~~ paraeducator may elect, on a completely voluntary basis, to waive Board-provided health insurance coverage. ~~Teacher assistants~~ Paraeducators electing to do so shall sign a voluntary waiver of coverage form prior to the beginning of any contract year.
2. In consideration of such voluntary waiver of insurance, the Board will pay \$1,800. per year in twenty-two (22) equal installments each year that the waiver is in force

provided the paraeducator was employed by the Board by September 15 of that school year.

3. Any ~~teacher assistant~~ paraeducator who, because of changed circumstances, wishes to revoke his or her insurance waiver may do so by notifying, in writing, the Superintendent of Schools. Upon receipt of such notification, the Superintendent will contact the applicable insurance carriers and request reinstatement of the ~~teacher assistant~~ paraeducator under Board-approved health insurance coverage.
 4. Insurance coverage waivers are subject to any limitations or restrictions which may be imposed by the applicable insurance carriers. ~~Teacher assistants~~ Paraeducators who waive insurance coverage and subsequently apply for reinstatement shall be subject all reinstatement provisions imposed by the applicable insurance carriers including any waiting period or periods. The terms of this waiver provision must also be acceptable to the underwriting carriers.
 5. A ~~teacher assistant~~ paraeducator may elect to “step down” from one’s eligible medical insurance coverage to a lower level of coverage consistent with the various options offered by the school district. In consideration of such a voluntary reduction in medical insurance benefits, the Board will pay:
 - a) if one elects to “step down” from family to zero coverage; not less than \$1,800.
 - b) if one elects to “step down” from family to single coverage; not less than \$1,000.
 - c) if one elects to “step down” from family to dual coverage; not less than \$600.
 - d) if one elects to “step down” from dual to zero coverage; not less than \$1,800.
 - e) if one elects to “step down” from dual to single coverage; not less than \$400.
 - f) if one elects to “step down” from single to zero coverage. not less than \$1,800.
- C. Self Insurance - The Board shall have the right to self-insure in whole or part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in the above coverage on an overall basis and no increase in expense to any bargaining unit members, and provided further that coverages which result from self-insurance are at least equal to coverage described above, in terms of coverage, benefits and administration on an overall basis.

~~D. Effective Dates of Coverage~~

- ~~1. ——— Teacher assistants hired full time with the date of hiring effective July 1, 1993 or thereafter will be eligible for single medical insurance coverage only.~~

~~However, an individual may elect to waive such coverage as in B1-4 above and will receive not less than \$1,800 in consideration for this waiver.~~

- ~~2. Teacher assistants hired part time with the date of hiring effective July 1, 1993 or thereafter will be eligible for full single medical insurance coverage only. However, an individual may elect to waive such coverage as in B 1-4 above and will receive not less than \$1,800. in consideration for this waiver.~~
- ~~3. Teaching assistants hired before July 1, 1993, and presently receiving two person or family coverage, shall continue to be eligible for said coverage subject to paying the applicable cost share provided in Paragraph A above.~~

ARTICLE XVI - JURY LEAVE

An employee who is called for jury duty may receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or personal leave days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. The Superintendent of Schools shall have the right to appeal the employee's use for jury duty.

ARTICLE XVII - LAYOFF AND RECALL RIGHT

- A. In the event that layoffs become necessary the employee with the least seniority system wide affected shall be laid off first. When employees are to be recalled, the first to be recalled shall be the senior employee on the recall list.
- B. Laid-off employees shall have recall rights for a period of eighteen (18) months from the date of lay-off. An employee who waives recall rights and/or refuses recall from lay-off shall lose all recall rights.
- C. For the purpose of this Article, seniority shall be defined as an employee's continuous length of service with Board from said employee's most recent date of hire.
- D. All benefits except what the statutes provide at the time of a layoff including but not limited to such items as unused sick leave, pension rights, seniority, etc., shall be restored to the employee upon his/her return to active employment, if within the specified eighteen (18) months time period as defined above.
- E. All laid-off employees shall be notified by ~~certified mail and~~ e-mail of job openings.
- F. No new ~~paraprofessional teacher assistants~~ paraeducators shall be hired until all laid-off ~~employees~~ paraeducators have been recalled and have been given notification by ~~certified mail~~ e-mail.
- G. If an employee has secured temporary employment elsewhere he/she shall be allowed 10 working days of time before being required to report to work.

- H. While on lay-off, the employee will have the option when permitted by Statute or the insurer to remain an active participant in fringe benefit programs by contributing the full amount.

ARTICLE XVIII - DISCIPLINE

The discipline of any non-probationary employee in the bargaining unit shall be for just cause only. In most instances, a verbal and written warning shall have been given prior to the dismissal, but the parties recognize and agree that employees are subject to immediate discharge for serious misconduct, even if they have not been previously warned verbally or in writing.

ARTICLE XIX - INCLEMENT WEATHER CONDITIONS

When students are released early because of inclement weather or other emergencies, bargaining unit members will be expected to complete their normal work day, unless excused on a case-by-case basis by the Superintendent of Schools or designee. Action by the Superintendent or designee in permitting bargaining unit members to leave work early under such circumstances in a particular case shall not be claimed or advanced as a practice or precedent for any future cases, whether similar or dissimilar. If bargaining unit members are permitted to leave work early, as provided above, they will receive full pay for their regularly scheduled hours.

ARTICLE XX - EMPLOYEE REVIEW OF OFFICIAL PERSONNEL FOLDERS

- A. Employees desiring to review their official personnel folders will be permitted to do so by making an appointment through an Administrator.
- B. The employee will be afforded the opportunity to put on record any statement he/she wishes to make about unfavorable information contained in the mentioned folders.
- C. ~~Reports or written statements of criticism~~ Any report or written statement of criticism with respect to a bargaining unit member ~~by a principal, teacher, or other school administrators,~~ which is to be placed in the member's personnel file should must be given to the bargaining unit member in copy form. ~~To assure compliance with this section, principals, teachers, or other administrators will be instructed to furnish copies of such written statement of criticism to the bargaining unit member and bargaining unit members may, as provided above, review their official personnel files from time to time.~~ As provided in Section B above, the employee will be afforded the opportunity to put on record any statement he/she wishes to make about said written statement of criticism, and such rebuttal shall be placed in the employee's official personnel file.

ARTICLE XXI - SENIORITY

For the purpose of this Article:

- A. Seniority is defined as an employee's continuous length of service with the Board from said employee's most recent date of hire, regardless of hours worked, provided

that the employee would have met the eligibility requirements for inclusion in this bargaining unit.

- B. The employer shall prepare a Seniority list of bargaining unit employees on an annual basis and deliver said list with the salary schedule to the CSEA President/Co - President.
- C. An approved leave of absence shall not be construed as a break in continuous service; however, no accrual of seniority shall occur during an approved leave of absence.

ARTICLE XXII – ASSIGNMENT OF PARAPROFESSIONAL TEACHER ASSISTANTS PARAEDUCATORS

~~Paraprofessional teacher assistant~~ Paraeducators already in the school system shall receive notification of their ~~assignment (days & regular hours to be worked)~~ employment (including days & regular hours to be worked) for the ensuing school year not later than the last day of school, not including makeup days, of the current year, provided the Board's budget has been approved by May 31st. Daily work schedules, including specific assignment within the system, will be available by the first day of work of the school year.

ARTICLE XXIII - TRANSFERS

Notification shall be given to all employees of vacancies or new positions in the bargaining unit provided in Article IX above, and voluntary transfers to positions will be filled pursuant to that provision. Employees who are involuntarily transferred shall, upon request, be given a meeting with Superintendent at which time the reason for the involuntary transfer will be explained. Involuntary transfers within a job assignment remain at the sole discretion of the Superintendent. Currently this agreement recognizes one job classification, ~~paraprofessional teacher assistant~~ paraeducator.

ARTICLE XXIV - UNION SECURITY

- A. During the life of this agreement, an employee retains the freedom of choice whether or not to become or remain a member of the Union.
- B. Union dues shall be deducted by the Employer from the pay check of each employee who signs and remits to the Employer an authorization form. Such deduction shall be discontinued upon written request of an employee thirty (30) days in advance.
- C. The amount of dues deducted under this Article, together with a list of employees, shall be remitted to CSEA SEIU Local 2001 within a week after the payroll period in which such deduction is made, together with a list of employees for whom any such deduction is made.
- D. The Union shall indemnify the employer for any liability or damages incurred by the Employer in compliance with this Article.

- E. The Board agrees to grant the necessary and reasonable time off, without discrimination or loss of seniority rights and without pay, to up to two (2) employees designated by the Union to attend the CSEA SEIU Local 2001 biannual labor convention or other official Union business, provided forty-eight (48) hours written notice is given by the Union, specifying the length of time.

ARTICLE XXV - SEVERABILITY

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

ARTICLE XXVI - TEMPORARY DISABILITY LEAVE

Temporary disability due to pregnancy will be treated the same as any other disability. The Board of Education agrees to adhere to the FMLA and its regulations for all eligible employees in the bargaining unit.

ARTICLE XXVII – COMPENSATION

~~A. Effective July 1, 2019, all employees' wage rates shall increase by 2.00%.~~

~~B. Effective July 1, 2020, all employees' wage rates shall increase by 2.00%.~~

~~C. Effective July 1, 2021, all employees' wage rates shall increase by 2.00%.~~

A. Wage rates are indicated in Appendix A of this Agreement, and reflect the following:

- An increase of 3.0% from 2021-22 to 2022-23.
- An increase of 2.5% from 2022-23 to 2023-24 to all columns except the rightmost column, which increases by 1.0%.
- An increase of 2.5% from 2023-24 to 2024-25 to all columns except the rightmost column, which increases by 1.0%.

~~D.~~

B. Bargaining unit members, shall receive an annual stipend a wage differential of five hundred dollars (\$500.00) 50 cents (\$0.50) per hour actually worked provided their assignment regularly includes providing:

1. Diapering or direct physical assistance of students with developmental delays requiring a toileting protocol. (Example but not limited to: Grade 4 student who needs physical support with toilet training) or regular and ongoing specialized assistance for students with significant needs who require support with activities of daily living (bodily fluids) that are not developmentally appropriate;
2. If their assignment includes the use of special feeding techniques (including but not limited to tube feeding); or

3. If their assignment regularly includes work with any student who requires ABA/DTI methods as required by an IEP.

Stipends shall be paid regularly throughout the year via the regular payroll process.

Bargaining unit members shall receive an annual stipend of five hundred dollars (\$500) if their assignment regularly requires them to enter the pool with students.

~~Stipends shall be paid in two (2) installments, first payment shall be made with the first paycheck in February, and the second payment shall be made with the last paycheck of the school year.~~

~~E.~~

- C. The Board shall replace or reimburse the employee for any eyeglasses (up to \$150) damaged or destroyed while carrying out their job duties.

ARTICLE XXVIII - HOLIDAYS

- A. All ten-month employees shall receive the following paid holidays:

New Year's Day
Martin Luther King's Designated Birthday
President's Day
Good Friday
Memorial Day
Columbus Day / **Indigenous Peoples' Day**
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas
Labor Day pay will be added each school year when the work year starts for employees before Labor Day

- B. Holidays shall be celebrated on the day designated under State or Federal law. In the absence of such State or Federal law, holidays falling on a week-end shall be celebrated as follows:
 1. If a holiday falls on a Saturday, it will be celebrated on the previous Friday.
 2. If a holiday falls on a Sunday, it will be celebrated on the following Monday.
 3. If school is in session on any of the holidays listed, the parties will mutually agree on an alternate day off with pay during the next available school vacation.
- C. Payment for each holiday shall be computed by dividing an employee's base salary by 184. Holiday pay shall be added to base salary each year to calculate biweekly compensation.

- D. If the day before Thanksgiving and the last day of school before Christmas vacation are minimum days for students, ~~paraprofessionals~~ paraeducators may leave upon receipt of permission from the Superintendent or designee, one half-hour or sooner after the students have been dismissed, without loss of pay. All other minimum days for students, e.g., teacher conference days and the first and last day of school, shall be full days.
- E. The Board of Education will not schedule work for ~~paraprofessionals~~ paraeducators on any of the holidays listed in Article ~~XXIII~~ XXVIII without negotiating it in advance with the Union.
- F. No employee shall receive holiday pay unless they have worked their scheduled hours of the work day before and their scheduled hours of the work day following the day on which the holiday is observed with the exception of bereavement or medical event as follows: Should a member of the employee's immediate family or a family member bereavement occur on the day before and/or the day after a holiday, holiday pay shall be granted to the employee. Should the employee ~~have a significant medical event requiring inpatient or outpatient hospitalization or surgical procedure~~ become ill on the day before and/or after a holiday, holiday pay shall be granted to the employee upon submission of ~~verification of hospitalization or procedure~~ a doctor's note.

ARTICLE XXIX – TUITION FOR CHILDREN OF ~~PARAPROFESSIONALS~~ PARAEDUCATORS

- A. The ~~paraprofessional~~ paraeducator must pay tuition, for any given school year, ~~equal to 50% of the per-pupil cost of the regular education for the prior school year, as reported in the District's strategic school profile~~ equal to 50% of the general education per-pupil cost as determined by the District's Business Office.
- B. Admission of new students shall be subject to available space as determined based upon the District's class-size guidelines.
- C. Once admitted, a student shall be allowed to remain through sixth grade irrespective of the class-size guidelines, provided the ~~paraprofessional~~ paraeducator remains employed by the Board of Education.
- D. The ~~paraprofessional~~ paraeducator shall be responsible for any cost beyond ~~regular~~ general education per-pupil cost, including any special services required for the student such as one-to-one assistant, out-of-district services, testing and the like.
- E. The school shall not be responsible for transporting the student.
- F. Payment of such tuition and/or additional costs shall be made through payroll deduction.

ARTICLE XXX - DURATION

The provisions of this Agreement shall be in full effect from ~~July 1, 2019~~ July 1, 2022, and shall continue in force through ~~June 30, 2022~~ June 30, 2025.

WOODBIDGE BOARD OF EDUCATION

By: _____ Date _____
Board Chairperson

By: _____ Date _____
Superintendent of Schools

WOODBIDGE ~~PARAPROFESSIONALS~~ PARAEDUCATORS ASSOCIATION CSEA SEIU LOCAL 2001

By: _____ Date _____
Union Staff Representative

By: _____ Date _____
Local President

APPENDIX A

Compensation

~~CSEA SEIU Local 2001
Woodbridge Paraprofessionals Chapter
Salary Schedule 2019 – 2022~~

I. ~~BASE~~ SALARY SCHEDULE 2022 – 2025

2019-20	\$24,335 (\$18.45/hr) plus ten (10) paid holidays = \$25,658
2020-21	\$24,822 (\$18.82/hr) plus ten (10) paid holidays = \$26,171
2021-22	\$25,318 (\$19.20/hr) plus ten (10) paid holidays = \$26,695

~~NOTE: If school starts before Labor Day, an additional holiday will be added to the salary for that year.~~

	<u>Base Rate</u>	<u>Seniority prior to 7/1/20</u>	<u>Seniority prior to 7/1/12</u>	<u>Seniority prior to 7/1/02</u>	<u>Seniority prior to 7/1/98</u>
<u>2022-23</u>	<u>\$19.78</u>	<u>\$20.16</u>	<u>\$20.57</u>	<u>\$20.78</u>	<u>\$22.72</u>
<u>2023-24</u>	<u>\$20.27</u>	<u>\$20.66</u>	<u>\$21.08</u>	<u>\$21.30</u>	<u>\$22.95</u>
<u>2024-25</u>	<u>\$20.78</u>	<u>\$21.18</u>	<u>\$21.61</u>	<u>\$21.83</u>	<u>\$23.18</u>

II. LONGEVITY PAYMENTS

Unpaid leaves of absence taken prior to July 1, 2013, shall be considered continuous service. Leaves of absences taken on or after July 1, 2013 (other than routine sick leave) will be deducted from the employee’s “years of service” for purposes of calculating eligibility for longevity pay. In addition, years of service outside of the bargaining unit, including less than 20 hour ~~paraprofessional paraeducator~~ positions, shall not be counted towards eligibility for longevity pay.

Full time employees:

Effective July 1, 2003 longevity payments for full-time employees are credited each July 1st after an employee has completed the requisited number of years of service based on date of hire.

~~Payments are made in two equal installments. Payments will be made in a separate check, apart from weekly wages. The first payment is in December and the second payment is on the last pay date of the fiscal year. Each employee eligible for longevity pay will receive the pay in one installment on the last pay date of the fiscal year.~~

1. After five (5) years \$300.00
2. After fifteen (15) years \$600.00
3. After twenty (20) years \$1,000.00

Part-time employees:

Effective July 1, 2003 longevity payments for part-time employees are credited each July 1st after an employee has completed the requisite number of years of service based on date of hire.

~~Payments are made in two equal installments. Payments will be made in a separate check, apart from weekly wages. The first payment is in December and the second payment is on the last date of the fiscal year. Each employee eligible for longevity pay will receive the pay in one installment on the last pay date of the fiscal year.~~

- | | | |
|----|--------------------------|----------|
| 1. | After five (5) years | \$150.00 |
| 2. | After fifteen (15) years | \$300.00 |
| 3. | After twenty (20) years | \$500.00 |



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Recommended Adoption of Flexibilities for Implementing the *CT Guidelines for Educator Evaluation 2017* for the 2022/23 School Year

Connected to the ongoing COVID-19 pandemic, the Connecticut State Department of Education has recommended that local districts consider continuing implementing flexibilities in teacher and administrator evaluation for the 2022-23 school year. The Woodbridge Professional Development and Evaluation Committee (PDEC) has reviewed the recommended flexibilities, and supports the Superintendent's recommendation that the Board continue to mutually agree to implement the flexibilities, whose key components are:

- Teachers will develop one student learning goal with a minimum of two indicators, or measures of accomplishment, focused on: (a) social and emotional learning for students; (b) student engagement; (c) engaging families; (d) cultural responsiveness; or (e) academic achievement.
- Administrators will develop two student learning indicators, or measures of accomplishment, including, but not limited to: (a) supporting the health, safety, and social and emotional well-being of staff and students; (b) ensuring equity for the most vulnerable students and their families; (c) mastery-based learning; or (d) developing systematic approaches to incorporating social and emotional practices and/or culturally responsive practices into the teaching and learning process.
- Teachers with more than three years of experience will have a minimum of two informal classroom observations including verbal post-conference feedback.
- Teachers with three or fewer years of experience will have a minimum of one formal classroom observation, one informal classroom observation including written post-conference feedback, one informal classroom observation including verbal post-conference feedback; and one review of practice.
- Administrators with more than three years of experience will have a minimum of two site visits and one artifact review.
- Administrators with three or fewer years of experience will have a minimum of three site visits and two artifact reviews.

I therefore recommend that the Board of Education support the following motion:

Move that we adopt the Flexibilities for Implementing the *CT Guidelines for Educator Evaluation 2017* for the 2022/23 School Year.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 17, 2022

RE: May 17 Regular Meeting:
Accept Administrative Resignation: Jonathan S. Budd, Ph.D.

As you know, I have informed the Board, pursuant to my employment agreement, of my resignation from the position of Superintendent of the Woodbridge School District based on my acceptance of an executive leadership position in another Connecticut district. The Woodbridge School District has always committed itself to excellence, and that commitment has continued despite the pandemic challenges. The administrative team, the faculty, and the support staff of the Woodbridge School District are tops in the State. They are the master jewelers of the crown jewel that is Beecher Road School. I will miss working with them, but of course chiefly I will miss seeing the daily joy and wonder in the eyes of all the students who love learning each and every day at Beecher.

I must therefore ask the Board of Education to support the following motion:

Move that we accept the administrative resignation of Jonathan S. Budd, Ph.D., effective June 30, 2022, with regret.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 13, 2022

RE: May 17 Regular Meeting:
Executive Session
(1) Discussion of A Matter Which Would Result in the Disclosure of Records Exempt from
Disclosure based on Attorney-Client Privilege

In accordance with Connecticut General Statutes § 1-200 *et seq.*, I recommend that the Board of Education support the following motion:

Move that we enter Executive Session to discuss a matter which would result in the disclosure of records exempt from disclosure based on attorney-client privilege, and invite the Superintendent to join the Board.