

Agenda

I. Preliminary Business / WebEx Login / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mef563cb94cdfbca87753ea81675d4c08>

Meeting number (access code): 2480 119 6346
Meeting password: K2QiHSjuF53

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. CAPSS Student Award Recipients - Carmella Brown, Sean Choi, Noah Hutchinson, Anna Maloney, Marina Serapiglia, Victoria Shafir
- 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. PTO Update

II. Consent Agenda

- A. Approval of May 4, May 11 Special Meetings and May 17 Regular Meeting Minutes
- B. Fiscal Year 2021/22 Budget Narrative Report
- C. Fiscal Year 2021/22 Budget Detail Report

III. Reports

- A. Superintendent's Report
 - 1. Safe Return Plan and COVID-19 Guidelines
 - 2. Celebrating Beecher 2021/22
- B. Facilities Committee Report
- C. Finance Committee

1. FY23 WBOE Capital Budget, as Approved, and Other Capital Needs
2. FY23 WBOE Operating Budget Reconciliation
- D. Policy Committee / Policies for Adoption
 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
- E. CABA Liaison Report

IV. New Business

- A. Solar Initiative

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 Concerning the Appointment of a Public Employee: Director of Special Services
 2. Discussion of matters concerning security strategy, the deployment of security personnel, and/or devices affecting public security.
- C. Public Session
 1. Potential appointment of Special Services Director

VI. Adjournment



MINUTES OF THE HYBRID SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING

Wednesday, May 4, 2022

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m5e12258dd1de51c225f432315e24ce0e>

Meeting Number: 2491 159 2932

Meeting Password: fCNUAnTm452

CALL TO ORDER: Ms. Piascyk, Chair called the meeting to order (6:37 PM).

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

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

The Board entered Executive Session (6:38 PM).

MOTION #1 – 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.

Dr. Madonick

Second by Ms. Hopkins

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Dr. Jay Dahya (Remote); Ms. Sarah Del Prete, Secretary (Remote); Ms. Brooke Hopkins (In-person); Mr. Jeff Hughes (In-person); Dr. Maria Madonick, Vice Chair (In-person); Dr. Michael Strambler (7:20PM Remote); and Ms. Erin Williamson (In-person).

STAFF: Dr. Jonathan Budd, Superintendent.

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

MOTION #2 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (7:31 PM).

Dr. Madonick

Second by Ms. Del Prete

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair; Dr. Jay Dayha; Ms. Brooke Hopkins; Ms. Sarah Del Prete, Secretary; Mr. Jeff Hughes; Dr. Maria Madonick, Vice Chair; Dr. Michael Strambler; and Ms. Erin Williamson.

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

MOTION #3 – TRANSPORTATION CONTRACT EXTENSION

Move that we approve a two-year extension to the transportation contract as discussed in Executive Session.

Ms. Piascyk

Second by Dr. Madonick

UNANIMOUS

The Board extended a sincere thank you to the transportation owner / operators for their dedication and reliability, especially during the pandemic.

MOTION TO ADJOURN: (7:33 PM)

Dr. Dayha

Second by Ms. Hopkins

UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE HYBRID SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING

Wednesday, May 11, 2022

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m4db6a35d9d1d6e8b3b5d5104b27736e3>

Meeting Number: 2491 804 5050

Meeting Password: r2wXgr433qF

CALL TO ORDER: Ms. Piascyk, Chair called the meeting to order (7:02 AM).

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

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

Chair Piascyk acknowledged receipt of correspondence which was available for public viewing in Board Book.

PUBLIC COMMENT

Jackie Capiello hoped that the BRS would remain “mask choice.” Elementary age children are the least vulnerable population. There has been no significant in-school transmission change and critical education time would be lost if we were to implement changes at this stage of the school year.

Kristen Turkosz advocated for masking decisions to be left to parents. There are different reasons for the increased positivity rates than there were previously. Children are achieving greater academic success without masks. The Board was urged to maintain mask choice.

Grant McInnes opposed the reintroduction of masks at BRS. Schools are not hospitals and there are only two reasons to consider masking children – to protect children themselves and to break the chain of transmission that could bring Covid home to vulnerable family members. The infection risk to children is minimal. These same children are playing sports, having playdates, and socializing at other events outside of school without masks being worn.

Josh Gelder felt that BRS was in a really good place with mask choice. Parents should be the one deciding what is best for their children. Many of the methods used during the pandemic are not as effective as originally thought. Decisions should be made based on proven data. Numerous requests have been made for the Board to provide data for mask effectiveness. Before we reinstate masks, we need the data behind it. We are all in a good path with mask choice, let’s keep it there.

Jeffrey Luck noted that parents have not received any of the studies requested. It is imperative that children remain in school. The positivity rate is not the same as it was two years ago. Mask choice should be a parent decision and BRS needs to stay that way. Covid is a virus and it will continue to be around similar to that of the flu. He noted that BRS students were told they would be suspended if they walked out in protest of masking. BRS students should have the same right as students at Amity. BRS students are playing sports and are together in and out of school without masks. The Board was urged to maintain mask choice.

James Turkosz noted his disappointment that the Board is back discussing this topic again. Mask choice needs to remain as it is. Everything is fine, people are making their own choices, and there is no need to mess anything up.

Matthew Browning recounted that there is no significant school-based transmission. Masking should not be forced upon children and N95 are the only effective masks. While there may be a high positivity rate at the moment, 90% of people symptomatic are negative. Masks are a medical choice and individuals should have control over their medical decisions. More importantly, parents should have control of medical decisions that affect their children.

Whitney Randall supports mask mandates especially if COVID-19 reaches a level that puts children at risk. While voices for pro-choice are very loud, if the virus were to be more deadly at some point, it is hoped the Board would reimplement the mask mandate. There is a point where public safety overrides personal choice.

It was noted that the primary reason for convening this meeting was to allow the Board to discuss the recent community change of Covid cases to “high” level in New Haven County and its relevance to BRS. While there is no evidence of

significant in-school transmission as defined by QVHD, cases have risen from an average of 0.8 / day in March to 4.5 / day in May. Continuation and/or changes to current mitigation strategies would include:

- Pausing expansion of Cafeteria usage
- A return to spacing of desks to 3 feet apart - rows instead of clusters
- Use of desk shields in classrooms & Cafeteria for snack and lunch
- Cohorting at dismissal

It was not necessary for the Board to take any action at this meeting. The purpose of the meeting was to receive an update on local metrics and mitigation strategies in accordance with their motion made at the February 23, 2022 Special Meeting. While community input is important, the Board is responsible to ensure the safety and welfare of all BRS students. Questions were raised regarding transportation and cohorting as student groupings are different on buses and in classrooms and what message is being delivered to children regarding the 3 feet social distancing.

MOTION TO ADJOURN: (7:58 AM)

Dr. Dayha

Second by Dr. Madonick

UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, May 17, 2022

South Assembly Room Beecher Road School

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m4ca2f73ab6186599fad0e5f7fa960e54>

Meeting Number: 2481 404 0836

Meeting Password: KkSE9UZjV36

CALL TO ORDER: Ms. Piascyk, Chair, called the meeting to order (7:05 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Dr. Jay Dayha (In-person); Ms. Sarah Beth Del Prete, Secretary (In-person); Ms. Brooke Hopkins (In-person); Mr. Jeff Hughes (7:45 PM 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; Cheryl Kiesel, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

GUESTS: Abigail Sussman, SCASA Award recipient; Beth Heller, First Selectman; 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: Abigail Sussman and Ethan Vatner. 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 – Whitney Randall submitted an email regarding the Safe Return Plan that is available in BoardBook.

First Selectman – Beth Heller – Ms. Heller read a proclamation honoring 50 years of the BRS PTO.

Board of Selectmen Update – None

PTO Report – Ms. Prud'homme noted the Scholastic Book Fair, which raised \$8,000 in Scholastic dollars for the purchase of books for the BRS Library; staff appreciation on May 3; Quassy night with Bethany Community School on Friday, May 20; Artsweek May 23-27 inclusive of Yoga with Bill on May 25, a school-wide performance on May 24, Arts Night on May 25; the installation of two trees and a wooden tree bench; and plans for the June 15 pool party as part of the Grade 6 graduation festivities. PTO Officers for 2022/23 are Ruchi Jain, President; Sumithra Sudhir, Linda Christy, Co-Treasurers; Jennifer Plonsky, Recording Secretary.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Ms. Hopkins

UNANIMOUS

REPORTS

BRS Update – Ms. Kiesel acknowledged Staff Appreciation Week; continuation of SBAC testing for students in Grades 3-6; field trips to Beardsley Zoo, STEAM Day, and local town historical sites; Mathematical Awareness Month; and celebration of Asian American Pacific Islander Heritage Month.

Superintendents Report

Safe Return Plan – Superintendent Budd noted there have been 71 new cases at BRS since the last update provided to the Board. Continued mitigation strategies include 50% usage of Cafeteria; 3 feet social distancing; desk shields in the classrooms for snack and the Cafeteria for lunch and cohorting at dismissal.

Wellness Program Update – As part of the National School Lunch Program, all student lunches are paid for and there is a 53% participation rate in the Cafeteria. In order to maintain this momentum, the “meal” price will remain the same, while a la carte items will increase approximately 25 cents per item in the coming year. All items sold are part of the Healthy Food / Snack Program. Also noted was the recent completion of the triennial audit.

Strategic Plan Development – The work of this committee will focus on three areas (1) *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; (2) *Academic Framework* - develop and support a coherent, research-based curriculum that fosters students’ inquiry skills and builds students’ intellectual confidence; (3) *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 in the process will be to develop action plans with objectives, action steps, resources, etc.; development and implementation of a Communication Plan; and then a five-year review. It is a process of forward thinking to build a curriculum of curiosity driven learning that meets the needs of a generation of inquisitive learners.

Curriculum Committee Report – Dr. Strambler reviewed the May 5 meeting, which included discussion on attendance, Health education and TAG.

Finance Committee – Dr. Dayha reviewed the May 13 meeting, which discussed the current operating budget / forecasted projections; MERF and retiree payments; as well as a presentation of the food service program. The June 14 meeting will have an update on ARP/ESSER funding in addition to review of the monthly financials.

Capital Budget / Operating Update – as a result of the Annual Town Meeting, the 2022/23 operating budget will remain at \$16,587,201. Final budget reconciliation will occur at the June 20 regular meeting with timelines for Capital Projects presented at the June 7 Facilities Committee.

Policy Committee – Dr. Madonick presented the policies currently under 30–day review for adoption. Dr. Madonick noted that, given current administrative changes and the large threshold amounts for line-item transfers, Policy 3160 would be returned to committee for further review and discussion.

MOTION #2 – RETURN POLICY TO COMMITTEE

Move that we return Policy 3160 - Budget Development, Administration, and Monitoring, and Transfer of Funds back to committee.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #3 – ADOPT POLICY 5111

Move that we adopt Policy 5111 - Admission/Placement as revised.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #4 – ADOPT POLICY 5118.1

Move that we adopt Policy 5118.1 - Homeless Students as revised.

Dr. Madonick
Second by Dr. Dayha
UNANIMOUS

CABE Liaison Report – None

Upcoming Meeting Presentation: Professional Development and Evaluation as well as Celebration of BRS 2021/2022. Board members were asked to forward their requests and/or questions to either Superintendent Budd or Chair Piasczyk.

NEW BUSINESS

CSEA Contract Ratification – Superintendent Budd presented the 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. In addition to standard wage and insurance increases, other changes include the retitling of the employee group to "paraeducators" and dissolution of the current Sick Leave Bank.

MOTION #5 – CSEA CONTRACT RATIFICATION

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.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

It was suggested that in the future consideration be given to modification of the 5-year longevity payment, as 5 years is a relatively short time.

CSDE Flexibilities – Superintendent Budd apprised the Board that 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 for the 2022/23 school year.

MOTION #6 – CSDE FLEXIBILITIES

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

Dr. Madonick
Second by Mr. Hughes
UNANIMOUS

Administrative Staff Resignation – Superintendent Budd presented his official resignation to the Board upon conclusion of the 2021/22 school year.

MOTION #7 – ADMINISTRATIVE STAFF RESIGNATION (BUDD)

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

Dr. Madonick
Second by Mr. Hughes
UNANIMOUS

Interim Superintendent – Chair Piascyk noted the many attributes of Ms. Syriac who has held a variety of school leadership roles during her more than 20 years of experience as an educational leader. Ms. Syriac previously served as the Interim Superintendent in Woodbridge during the 2020 school year.

MOTION #8 – APPOINTMENT INTERIM SUPERINTENDENT (SYRIAC)

Move that we appoint Christine Syriac as Interim Superintendent effective July 1, 2022.

Ms. Piascyk
Second by Ms. Del Prete
UNANIMOUS

MOTION #9 – SUPERINTENDENT SEARCH COMMITTEE

Move that the Board appoint itself as a Search Committee to conduct the search for a new Superintendent.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

PUBLIC COMMENT – None

The Board moved into Executive Session to discuss a matter which would result in the disclosure of records exempt from disclosure based on attorney-client privilege. (8:47 PM)

MOTION #9 – EXECUTIVE SESSION

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.

Dr. Madonick
Second by Ms. Del Prete
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Dr. Jay Dayha (In-person); Ms. Sarah Beth Del Prete, Secretary (In-person); Ms. Brooke Hopkins (In-person); 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 a matter which would result in the disclosure of records exempt from disclosure based on attorney-client privilege.

MOTION #10 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:45 PM).

Mr. Hughes
Second by Dr. Madonick
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (In-person); Dr. Jay Dayha (In-person); Ms. Sarah Beth Del Prete, Secretary (In-person); Ms. Brooke Hopkins (In-person); 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 (9:45 PM).

MOTION TO ADJOURN: (9:45 PM)

Ms. Del Prete
Second by Dr. Madonick
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge School District 2021-2022 Budget Narrative

June 9, 2022

June 9, 2022 report represents eleven months of the fiscal year, and nine months of the school year. We are entering the final few days of school and the final month of the fiscal year!

100 Series Salaries - As you can see from the Certified Salary numbers, things are relatively stable. However, a purchase order has been entered in order to reserve dollars for curriculum writing. 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 inability to hire a replacement and 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 three declared retirements. The change in line 62900-1401 Retirement Payments reflects the contractual costs the district owes these retirees and or payment of vacation time for people leaving the district. 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 legal has grown some. Three accounts are contributing to the erosion in this category: legal fees, substitutes and other professional services, the latter account where contracted 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) recommended in the van Zelm Retro-Commissioning report and the inclusion of the sidewalk repair associated with the oil tank removal.

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.

700 Series Furniture and Equipment - The dollars for replacement equipment in the Tech area has been committed.

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: At the end of the year the balance shifts from day-to-day as final costs are determined and Purchase orders liquidated. While it is very tight, we expect to end the year in a positive fashion.

Woodbridge School District
 2021-22 Budget
 as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE		
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB	BUDGET
61100	1301	Special Ed. Director Salary	145,964	0	145,964	145,965	0	-1
61101	1401	Superintendent Salary	203,000	0	203,000	203,000	0	0
61102	1401	Business Manager Salary	128,958	0	128,958	147,225	0	-18,267
61103	1401	Principal Salary	167,998	0	167,998	167,999	0	-1
61104	1401	Asst. Principal Salary	135,236	0	135,236	135,236	0	0
61200	1105	Teacher Salaries-Art	43,468	0	432,192	450,460	0	-34,815
61200	1107	Teacher Salaries-Kindergarten	485,661	0	485,661	532,335	0	-46,674
61200	1111	Teacher Salaries-Music	79,795	0	79,795	79,633	0	162
61200	1112	Teacher Salaries-Phys Ed	147,742	0	147,742	147,743	0	-1
61200	1117	Teacher Sal-World Lang.	95,330	0	95,330	95,330	0	0
61200	1120	Teacher Sal-Multi-Age	358,838	0	358,838	358,838	0	0
61200	1126	Teacher Salaries-Grade 1	399,101	0	399,101	395,222	0	3,879
61200	1127	Teacher Salaries-Grade 2	405,568	0	405,568	437,460		-31,892
61200	1205	Teacher Salaries-Art	97,330	0	97,330	97,330	0	0
61200	1211	Teacher Salries-South Music	121,662	0	121,662	113,560	0	8,102
61200	1212	Teacher Salaries-Phys Ed	144,392	0	144,392	144,393	0	-1
61200	1217	Teacher Sal-World Lang.	95,330	0	95,330	95,330	0	0
61200	1228	Teacher Salaries-Grade 3	451,153	0	451,153	411,036	0	40,117
61200	1229	Teacher Salaries-Grade 4	400,101	0	400,101	532,111	0	-132,010
61200	1230	Teacher Salaries-Grade 5	545,242	0	545,242	545,242	0	0
61200	1231	Teacher Salaries-Grade 6	518,359	0	518,359	418,875	0	99,484
61200	1303	Teacher Salaries-Sped	1,009,375	0	1,009,375	1,000,946	0	8,429
61200	1313	Teacher Sal-Sped Pre-School	67,680	0	67,680	67,510	0	170
61200	1333	Teacher Salaries-Sped Summer	28,800	0	5,854,851	20,736	0	8,064
61200	1408	Teacher Sal-DW Language Arts	367,488	0	367,488	334,985		32,503
61200	1409	Teacher Salaries-DW Math	76,115	0	76,115	122,556	0	-46,441
61200	1410	Teacher Salaries-DW Media Cntr	132,420	0	132,420	169,619	0	-37,199
61200	1418	Teacher Salaries-DW Technology	166,239	0	166,239	131,638	0	34,601
61200	1434	Teacher Salaries-STEAM	69,128	0	69,128	69,128	0	0
61201	1303	Psychologist Sal-Sped Loc Wide	235,608	0	235,608	240,557	0	-4,949
61201	1403	Tutor/Homebound Salary-DW	2,620	0	2,620	4,000	550	-1,930
61201	1419	Curriculum Writing Salary	36,400	0	36,400	1,175	27,000	8,225 7000 PO
61203	1303	Social Worker Salary	50,962	0	50,962	55,315	0	-4,353
61204	1403	Stipends	30,000	0	30,000	25,750	0	4,250
			7,443,063	0	13,657,838	7,898,237	27,550	-110,548
61303	1402	Custodian Salaries-DW School	399,108	0	399,108	356,801	15,250	27,057 Extra payroll

Woodbridge School District
 2021-22 Budget
 as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE		
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB	BUDGET
61305	1402	Custodian OT Salary-DW School	48,106	0	48,106	48,081	0	25
61400	1404	Nurses Salaries-DW	151,245	0	151,245	140,729	3,897	6,620
61500	1101	Admin. Asst. Sal-North Admin	0	0	0	48,365	0	-48,365
61500	1201	Admin. Asst. Sal-School Admin	142,547	0	142,547	92,666	0	49,881
61500	1301	Admin. Asst. Sal-Sped Admin	60,719	0	60,719	48,326	0	12,393
61500	1401	Admin. Asst. Sal. Cent. Admin	165,131	0	165,131	160,684	0	4,447
61600	1103	Non-Certified Sal. TA -DW	182,174	0	182,174	170,413	0	11,761
61600	1203	Non-Certified Sal- Loc Wd	15,219	0	15,219	11,614	0	3,605
61600	1303	Non-Certified Sal-TA - Sped DW	242,414	0	242,414	130,696	0	111,718
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	19,285	0	-19,285
61600	1418	Non-Certified Sal-DW Technolog	14,318	0	14,318	27,048	0	-12,730
61600	1421	Non-Certified Sal-DW Copy Cntr	15,219	0	15,219	15,219	0	0
61601	1303	One to One Sal-TA-Sped DW	275,888	75,664	351,552	487,399	0	-135,847
61700	1303	Occupational Therapist Salarie	32,000	0	32,000	36,381	0	-4,381
61710	1303	Physical Therapist Salaries	19,168	0	19,168	19,169	0	-1
61900	1403	Cafe Aides-DW	36,988	0	36,988	10,957	0	26,031
61900	1418	IT Manager	0	75,000	75,000	72,981	0	2,019
61900	1423	Clerk of the Board-DW Board ED	6,641	0	6,641	6,641	0	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	1,906,221	19,147	56,253
		100 Grand Total Salaries	9,274,020	150,664	15,639,459	9,804,458	46,697	-54,294
62200	1432	FICA-DW Benefits	258,364	0	258,364	262,697	0	-4,333
62300	1432	MERF Amortization-DW	11,610	0	11,610	12,523	0	-913
62301	1432	MERF-DW	330,473	0	330,473	263,315	63,000	24,158
62700	1425	Retired Emp Medical Ins-DW	118,274	0	118,274	116,718	0	1,556
62700	1432	Medical Insurance-DW	2,488,845	0	2,488,845	2,519,928	0	-31,083
62800	1432	Life Insurance-DW	33,774	0	33,774	34,093	0	-319
62900	1401	Retirement Payments-DW	0	0	0	17,114	52,875	-69,989 Retirees & Turnover
62902	1403	Course Reimbursement-DW	8,000	0	8,000	8,400	2,453	-2,853
68250	1401	Unemployment Compensation	10,000	0	10,000	1,938	0	8,062
		200 Total Benefits	3,259,340	0	3,259,340	3,236,726	118,328	-75,714

Woodbridge School District

2021-22 Budget

as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			YTD ACTUAL	ENCUMB	AVAILABLE BUDGET
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET			
63200	1103	Prof Development-Loc Wd	0	0	0	3,088	0	-3,088
63200	1201	Prof Development-Sch. DW	3,500	0	3,500	1,088	0	2,412
63200	1303	Prof Development-Sped DW	3,425	0	3,425	1,186	305	1,934
63200	1401	Prof Development-Cent. Admin	3,500	0	3,500	6,333	0	-2,833
63200	1404	Prof Development-DW Nurse	500	0	500	0	0	500
63200	1419	Prof Development-DW Curriculum	35,000	0	35,000	3,649	0	31,351
63200	1423	Prof Development-DW Board Ed	2,000	0	2,000	0	0	2,000
63300	1301	Legal-Sped Admin	12,000	0	12,000	3,589	8,412	0
63300	1401	Legal-Cent. Admin	20,000	0	20,000	26,583	29,720	-36,303
63400	1403	Software Support-DW Loc Wide	22,000	0	22,000	23	13,600	8,377
63400	1404	Software Support-DW Nurse	2,238	0	2,238	2,572	0	-334
63400	1410	Software Support-DW Media Cntr	2,150	0	2,150	11,772	0	-9,622
63500	1403	Substitutes-DW Loc Wide	25,000	0	25,000	67,254	0	-42,254
63900	1401	Other Prof Services-Cent Admin	270,935	-75,000	195,935	209,730	22,969	-36,764
63900	1404	DW-Nurse-Oth Prof serv	1,683	0	1,683	0	0	1,683
63901	1303	Consultants-Sped Loc Wide	35,000	0	35,000	9,312	25,300	20,388
63902	1401	Financial Audit-Cent. Admin	25,392	0	25,392	22,350	0	3,042
	300	Total Purchased Professional Services	464,323	-75,000	389,323	368,528	100,306	-59,511
64100	1402	Electricity-Maintenance & Oper	179,196	0	179,196	194,461	-21,561	6,297
64101	1402	Water & Sewer-Maintenance & Op	18,121	0	18,121	8,014	7,290	2,817
64200	1402	Heating -Maintenance & Oper	72,061	0	72,061	63,670	20,387	-11,996
64300	1401	Repairs & Maint-Cent. Admin	975	0	975	760	0	215
64300	1402	Repairs & Maint-Maintenance &	44,818	0	44,818	55,431	2,007	-12,621
64300	1403	Repairs & Maint-DW Loc Wide	13,000	0	13,000	2,712	2,512	7,775
64300	1418	Repairs & Maint-DW Technology	0	0	0	1,245	0	-1,245
64450	1101	Leases & Rentals- Sch. Admin	3,756	0	3,756	2,837	0	919
64450	1201	Leases & Rentals-South Admin	2,855	0	2,855	640	0	2,215
64450	1301	Leases & Rentals-Sped Admin	3,331	0	3,331	1,451	0	1,880
64450	1401	Leases & Rentals-Central Admin	10,438	0	10,438	4,573	0	5,865
64450	1402	Leases & Rentals-Maintenance &	0	0	0	330	0	-330
64450	1410	Leases & Rentals-DW Media Cntr	385	0	385	3,112	0	-2,727
64450	1421	Leases & Rentals-DW Copy Cntr	33,166	0	33,166	17,774	3,150	12,242
64500	1402	Building Improvement-Main & Op	0	0	0	17,829	0	-17,829
64900	1402	Purchased Ser- Maintenance & O	25,092	0	25,092	20,118	4,974	0
64901	1303	Service Contracts-Sped	36,370	0	36,370	19,124	14,319	2,928
64901	1401	Service Contracts-Cent. Admin	1,776	0	1,776	1,853	0	-77

Woodbridge School District

2021-22 Budget

as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE			
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB		BUDGET
64901	1402	Service Cont. Main,& Operation	92,990	0	92,990	73,090	28,418	-8,588	Sidewalk OT
64901	1421	Service Contracts-DW Copy Cntr	680	0	680	0	0	680	
64901	1435	Service Contracts-DW Security	23,109	0	23,109	29,026	6,806	-12,724	
	400	Total Property Services	562,119	0	562,119	518,050	68,303	-24,304	
65100	1212	Transportation-Phys Ed	1,776	0	1,776	0	0	1,776	
65100	1303	Transportation-Sped	195,533	0	195,533	184,152	13,623	-2,242	
65100	1333	Transportation-Sped Summer	35,848	0	35,848	25,145	0	10,703	
65100	1403	Transportation-DW Loc Wide	345,246	0	345,246	346,181	0	-935	
65101	1403	Transportation Non-Public	45,862	0	45,862	37,226	0	8,636	
65102	1403	Fuel for Buses-DW	28,793	0	28,793	30,587	0	-1,794	
65200	1401	Liability Ins. Central Admin	94,871	0	94,871	115,465	0	-20,594	
65201	1401	Worker's Compen. Central Admin	193,102	0	193,102	195,730	0	-2,628	
65300	1101	Telephones-Sch. Admin	4,917	0	4,917	4,800	0	117	
65300	1201	Telephones-Sch. Admin	4,917	0	4,917	4,800	0	117	
65300	1301	Telephones-Sped Admin	1,716	0	1,716	1,452	0	264	
65300	1401	Telephones-Cent. Admin	4,962	0	4,962	3,311	0	1,651	
65300	1402	Telephones-Main & Oper	806	0	806	0	0	806	
65350	1401	Internet-Central Admin	25,000	0	25,000	25,440	0	-440	
65370	1101	Postage-School. Admin	1,500	0	1,500	1,500	0	0	
65370	1201	Postage-South Admin	1,000	0	1,000	950	50	0	
65370	1301	Postage-Sped Admin	1,250	0	1,250	587	0	663	
65370	1401	Postage-Cent. Admin	1,900	0	1,900	1,752	0	148	
65400	1401	Advertising-Central Admin	2,500	0	2,500	0	0	2,500	
65500	1401	Interns	176,010	0	176,010	39,650	7,650	128,710	
65502	1401	Service Contracts-Cent. Admin	0	0	0	90	0	-90	
65600	1303	Tuition-Sped Loc Wide	273,400	0	273,400	219,679	44,228	9,493	
65600	1333	Tuition-Sped Summer Program	39,280	0	39,280	36,116	0	3,164	
65600	1403	Tuition-DW Loc Wide	0	0	0	5,309	0	-5,309	
65900	1101	Misc Purch Services-Sch Admin	500	0	500	190	0	311	
65900	1201	Misc Purch Services-South Admn	500	0	500	0	0	500	
65900	1401	Misc Purch Services-Cent Admin	10,900	0	10,900	8,241	499	2,161	
65900	1404	Misc Purch Servs-Nurse	1,300	0	1,300	0	0	1,300	
65900	1423	Misc Purch Servs-DW Board Ed	700	0	700	0	0	700	
	500	Total Other Purchased Services	1,494,089	0	1,494,089	1,288,352	66,050	139,687	

Woodbridge School District

2021-22 Budget

as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE		
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB	BUDGET
66100	1103	Supplies-North Loc Wide	2,397	0	2,397	1,435	380	581
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	3,799	0	-3,099
66100	1112	Supplies-Phys Ed	1,629	0	1,629	739	596	294
66100	1120	Supplies Multi Age	5,000	0	5,000	1,902	3,000	98
66100	1126	Supplies-Grade One	5,000	0	5,000	4,133	669	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	979	0	529
66100	1205	Supplies-South Art	2,100	0	2,100	1,602	421	76
66100	1211	Supplies-South Music	2,800	0	2,800	1,713	7,785	-6,698
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	1,057	1,478
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	5,100	93	773
66100	1313	Supplies-Sped Pre-School	813	0	813	0	0	813
66100	1407	Supplies-World Language	600	0	600	94	0	506
66100	1408	Supplies-DW Language Arts	5,650	0	5,650	2,695	990	1,965
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	7,265	4,000	735
66100	1420	Supplies-Social Studies	5,164	0	5,164	0	5,000	164
66100	1421	Supplies-DW Copy Center	16,000	0	16,000	8,818	5,000	308
66100	1424	Supplies-DW Tag	5,000	0	5,000	1,754	976	2,270
66100	1434	Supplies-DW STEAM	12,000	0	12,000	7,353	740	3,907
66200	1301	Computer Software-Sped Admin	11,540	0	11,540	10,306	569	665
66200	1401	Computer Software-Cent. Admin	42,414	0	42,414	39,553	0	2,861
66200	1403	Computer Software-DW Loc Wide	14,500	0	14,500	7,107	8,040	-647
66200	1418	Computer Software-DW Technolog	0	0	0	270	0	-270
66300	1402	Supplies Custodial-Main. & Op	40,340	0	40,340	39,573	0	767
66301	1402	Supplies Maintenance-Main & Op	6,366	0	6,366	5,330	1,683	-647
66350	1101	Supplies Office-Sch Admin	2,450	0	2,450	663	0	1,787
66350	1201	Supplies Office-South Admin	1,700	0	1,700	1,189	0	511
66350	1301	Supplies Office-Sped Admin	1,350	0	1,350	57	150	1,143
66350	1401	Supplies Office- Cent. Admin	8,395	0	8,395	5,876	0	2,519

Woodbridge School District
2021-22 Budget
as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE			
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB	BUDGET	
66400	1410	Books and A/V-DW Media Center	10,000		0	10,000	0	10,000	0
66450	1401	Subscriptions-Cent. Admin	233		0	233	1,870	238	-1,875
66450	1404	Subscriptions-DW Nurse Srvs	255		0	255	0	0	255
66450	1408	Subscriptions-DW Language Arts	70		0	70	0	0	70
66450	1410	Subscriptions-DW Media Center	15,150		0	15,150	6,600	171	8,379
66450	1418	Subscriptions-DW Technology	6,500		0	6,500	3,651	0	2,849
66500	1303	Testing-Sped Loc Wide	3,750		0	3,750	3,664	0	86
66500	1419	Testing-DW Curriculum	10,450		0	10,450	9,072	0	1,378
66900	1435	Security/Safety	2,064		0	2,064	953	0	1,111
	600	Total Supplies & Materials	298,848		0	298,848	208,767	53,544	34,664
67320	1403	Equip Computers-DW Loc Wide	11,000		0	11,000	768	10,000	232
67320	1418	Equip Computers-DW Technology	100,200		0	100,200	94,459	5,500	241
67350	1303	Equip Teaching-Sped Loc Wide	6,000		0	6,000	5,209	2,295	-1,504
67400	1402	Equip Building-Main & Oper	3,452		0	3,452	0	1,289	2,163
67450	1203	Furniture-South Loc Wide	360		0	360	0	0	360
	700	Total Furniture & Equipment	121,012			121,012	100,436	19,084	1,492
68100	1101	Dues, Fees & Member-Sch, Admin	625		0	625	0	0	625
68100	1201	Dues, Fees & Member-South Admn	700		0	700	400	0	300
68100	1203	Dues, Fees & Member-So.Loc Wd	240		0	240	0	0	240
68100	1205	Dues, Fees & Member-Art	895		0	895	0	0	895
68100	1211	Dues, Fees & Member-Music	1,290		0	1,290	265	315	710
68100	1303	Dues, Fees & Member-Sped	250		0	250	250	0	0
68100	1401	Dues, Fees & Member-Cent.Admin	16,282		0	16,282	10,554	9,370	-3,642
68100	1404	Dues, Fees & Member-DW Nurse	180		0	180	141	0	39
68100	1408	Dues, Fees & Member-Lang Arts	300		0	300	0	0	300
68100	1409	Dues, Fees & Member-DW Math	400		0	400	0	0	400
68100	1410	Dues, Fees & Member-Media Cntr	915		0	915	0	0	915
68100	1418	Dues, Fees & Member-Technology	1,500		0	1,500	0	0	1,500
68100	1419	Dues, Fees & Member-Curriculum	0		0	0	300	0	-300
68100	1423	Dues, Fees & Member-Board Ed	3,000		0	3,000	150	0	2,850
68100	1434	Dues, Fees & Member-STEAM	120		0	120	0	0	120
	800	Total Dues & Fees	26,697		0	26,697	12,060	9,685	4,952

Woodbridge School District
 2021-22 Budget
 as of June 9, 2022

OBJECT	ORG	ACCOUNT DESCRIPTION	TRANFRS			AVAILABLE		
			ORIGINAL APPROP	/ADJSMT S	REVISED BUDGET	YTD ACTUAL	ENCUMB	BUDGET
69000	1423	Food	2,500	0	2,500	5,281	0	-2,781
69001	1401	Ezra Nurse	36,503	0	36,503	19,240	0	17,263
69900	1401	Unanticipated Misc. Expense	22,169	0	22,169	0	0	22,169
	900	Total Miscelaneous	61,172	0	61,172	24,521	0	36,651
Grand Total Budget			15,561,620	75,664	21,852,059	15,561,898	481,996	3,622



WSD Safe Return Update

Woodbridge Board of Education
June 20, 2022
Jonathan S. Budd, Ph.D., Superintendent

Key Data from the “Safe Return” Year

- Learning Model: Fully in-person for 100% of BRS students; Remote learning possible for quarantined students via negotiated agreement with WEA
- Confirmed COVID-19 cases in BRS community: ~372
- Vaccination: 99+% of staff, and 70+% of students
- Optional in-school weekly screening testing: 120+ students, and 25+ staff
- Free COVID rapid self-test kits via District office (courtesy of CT DPH/CSDE)
- Contact tracing reduced, then eliminated; Quarantine length shortened
- Masking: Moved from a requirement to a choice

Mitigation Strategies during the “Safe Return” Year

- Anticipated to Continue Permanently:
 - Enhanced air filtration & ventilation systems; Enhanced cleaning & disinfection; Enhanced use of handwashing / hand sanitizer; Increased attention to staying home if symptomatic/sick; Isolation at home if COVID-positive
- Released this year:
 - Cohorting at recess; Restriction on cafeteria usage; Restrictions on school visitors; Restrictions on field trips; 6-foot social distancing in classrooms; Use of desk shields
- Anticipated Release 2022-23:
 - Remaining restrictions on cafeteria usage; Remaining social distancing in classrooms; Remaining use of desk shields; Cohorting at dismissal



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

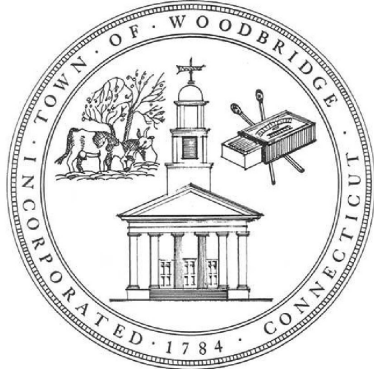
FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: June 20, 2022

RE: June 20 Regular Meeting:
Superintendent's Report:
(1) Safe Return Plan and COVID-19 Guidelines

On September 20, 2021, the Board of Education voted to add a COVID-19 update as an agenda item on the monthly Regular Meetings of the Board. Given the success with which the District has returned students safely to full in-person education, and relaxed mitigation strategies as necessary, I recommend that the Board of Education support the following motion:

Move that we remove a COVID-19 update as an agenda item on the monthly Regular Meetings of the Board of Education.



Celebrating Beecher 2021-22

Woodbridge Board of Education

June 20, 2022

Jonathan S. Budd, Ph.D., Superintendent

Analisa Sherman, Beecher Road School Principal



District Goals 2021-22



District Goal 1: The WSD will engage in a comprehensive strategic planning process to review and update mission, guiding principles, and goals to guide the district from 2022-2027.

Evidence of Attainment

- ✓ Initial presentation by strategic planning consultant occurred at the BOE October 2021 meeting
- ✓ Strategic planning Core Team worked in May to develop three goals presented to the BOE in May 22:
 - 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.

District Goal 2: The WSD will begin a process of assessing climate related to diversity, equity, and inclusion and implementing policy and programs to address any unmet needs.

Evidence of Attainment

- ✓ The WSD Community & Diversity Committee implemented a DEI Survey presented to the Board in February 2022
- ✓ The Town Ad Hoc Committee on Diversity, Equity, & Inclusion has just completed its own DEI Survey
- ✓ See Strategic Plan Goal 1 on prior slide

Future Anticipated Focus Areas

- Increased attention to groups represented disproportionately in student attendance statistics and special education statistics
- Continued schoolwide lessons and activities (Black History Month, Women's History Month, etc.)
- Continued ongoing curriculum work (Social Studies and ELA)
- Continued professional development based on March 2022 staff feedback
- Ongoing collaboration with Town DEI Committee
- Pursuing the needs of each and every BRS community member who does not yet feel they belong
- Development of BOE policy related to DEI
- Continued website development related to DEI

District Goal 3: The WSD will continue to implement enhanced protocols and procedures related to human resources.

Evidence of Attainment

- ✓ Streamlined onboarding and hiring documentation has been proceduralized, including with personnel of Extended School Day programs, through the Superintendent's Office
- ✓ Frontline Absence Management software has been implemented to replace paper forms and processing, thus increasing administrative & clerical efficiency, and providing speedier response to leave requests

District Goal 4: The WSD will update and revise its capital plan with transparency and feedback from Town leaders and community constituents.

Evidence of Attainment

- ✓ Ad Hoc Capital Plan Committee successfully convened this fall, with report to BOE at its November 2021 meeting
- ✓ Revised Capital Plan presented to Town in December 2021
- ✓ Critical Facilities elements (e.g., Jace) have been addressed proactively
- ✓ FY23 WBOE Capital Budget, & other funding sources, significantly advance BOE's needs

District Goal 5: The WSD will review and update protocols and procedures for assessing the academic, social, and emotional achievement and growth of students with identified special needs, including enhanced communication of assessment results with families.

Evidence of Attainment

- ✓ Implementation of DALs assessment and scoring, with supplemental hard-copy assessments based on student need
- ✓ Phasing-in of multidisciplinary reports for families has emerged across staff providers

District Goal 6: The Board of Education of the WSD will effectively engage in professional development necessary for its effective functioning to achieve Board of Education roles and responsibilities.

Evidence of Attainment

- ✓ Formal professional development for all Board members from the Connecticut Association of Boards of Education (CABE) & the Freedom of Information (FOI) Commission
- ✓ Additional professional development for Board members as offered by CABE (e.g., CABE Summer Leadership Institute, CABE/CAPSS Convention)
- ✓ Continued professional development for Board members as linked to teacher negotiations



School Goals 2021-22



School Goal 1: BRS will assess and address effectively the social and emotional needs of all students, including those returning from fully remote learning.

Evidence of Attainment

- ✓ Ongoing work of the Ad Hoc Student Culture & Community Committee
- ✓ Social and emotional learning tied into teacher evaluation program as a goal option
- ✓ Implementation of Choose Love lessons at each grade level
- ✓ Additional school psychology & social work FTE linked to student SEL needs

School Goal 2: BRS will expand and develop best practices for teaching and learning literacy.

Evidence of Attainment

- ✓ Academic achievement tied into teacher evaluation program as a goal option
- ✓ Utilization of literacy specialists and special education teachers to continue coaching and supporting classroom teachers in best literacy practices, led by cross-disciplinary team focused in part on evolving research on the science of reading & dyslexia, leading to online keynote speaker on dyslexia
- ✓ Enhanced utilization of ELL teacher, including in professional learning
- ✓ See Strategic Plan Goal 2 on prior slide

School Goal 3: BRS will expand and develop best practices for culturally responsive teaching and learning, including in the social studies.

Evidence of Attainment

- ✓ Formal professional learning for teachers in August 2021, November 2021, & March 2022
- ✓ Cultural responsiveness tied into teacher evaluation program as a goal option
- ✓ Faculty Meeting and PLC work around DEI

School Goal 4: BRS will expand best practices for using technology to enhance teaching and learning and to strengthen student engagement.

Evidence of Attainment

- ✓ Formal professional learning for teachers in August 2021 & November 2021
- ✓ Student engagement tied into teacher evaluation program as a goal option
- ✓ Creation of vibrant MakerSpace in Library Technology Center
- ✓ Continued use of technology specialist teachers in supporting strong technology integration practices

School Goal 5: BRS will expand professional sharing of best instructional practices, and data-based decision-making, linked to improved student outcomes.

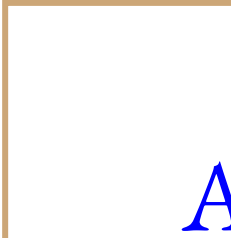
Evidence of Attainment

- ✓ Continued assured PLC implementation, including curriculum specialist teachers, with sharing of best practices through team leaders
- ✓ Cross-disciplinary team focused in part on evolving research on the science of reading & dyslexia


School Goal 6: BRS will expand and develop best practices for effective engagement of, and communication with, families.

Evidence of Attainment

- ✓ Professional learning for new teachers on effective family communication
- ✓ Ongoing faculty, and team leader, discussions around best practices for family engagement and communication
- ✓ Administrative improvement of strategies for timely, responsive, two-way communication, including in the complexities of the current pandemic



Additional
Professional
Learning &
Evaluation



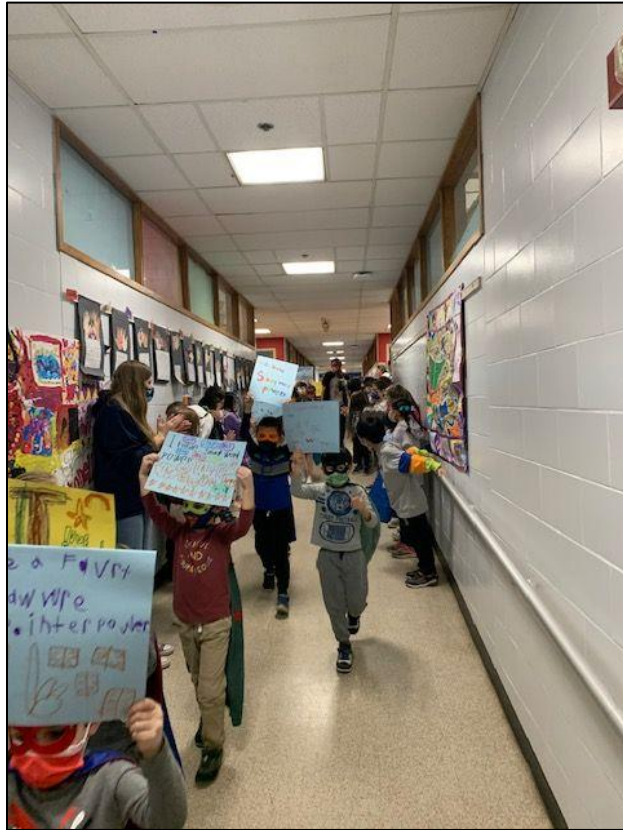
Additional Professional Learning & Evaluation Elements

- Ongoing discussions of best practices for mitigation strategies
- Discussion of, and alignment with, Section 504 and Special Education services
- Outside consultant sharing best practices involving Assistive Technology
- Discussion of key elements of *CT Code of Professional Responsibility for Teachers*
- All certified staff evaluated in accordance with C.G.S. Section 10-151b(a), and the *Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2021-2022 School Year*, as approved by the BOE



Additional Beecher Celebrations

Super Readers, Arts Night, & Field Day!



Instrumental Music Returns to Beecher!



DARE Graduation 2022



Beecher Teacher of the Year!

- Maria DePalma, Beecher's PreK teacher since 2001
- An evaluator: "Maria's strengths include her leadership in the department. This year, as team leader, Maria took on the responsibility of ensuring that all documents are accurate and timely for the entire Special Services Department. Her efforts went above and beyond!"
- Her nominator: "Maria immediately puts nervous children and parents at ease with her calm and friendly demeanor. Beginning on the very first day of school, she takes our youngest students under her wing and nurtures them with compassion and care. She teaches them the building blocks of literacy and math, as well as critical social skills to help set them on their way."



Questions?

MINUTES OF THE WBOE FACILITIES COMMITTEE

Tuesday, June 7, 2022

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

I. CALL TO ORDER: Jeff Hughes, Chair, called the meeting to order at 7:31 a.m.

PRESENT: Jonathan S. Budd, Ph.D., Superintendent (in person); Richard Huot, Interim Director of Business Services & Operations (in person); Vito Esparo, Facilities Manager (in person); Jeff Hughes, Facilities Committee Chair (in person); Brooke Hopkins, BOE (via Webex); Lynn Piasyck, BOE Chair, ex officio (in person)

II. PUBLIC COMMENT: There was no Public Comment.

III. JUNE 2022 FACILITIES REPORT

Mr. Esparo reviewed the attached report.

IV. FY23 WBOE CAPITAL BUDGET AS APPROVED, AND OTHER CAPITAL NEEDS

A. Solar Initiative

Committee members reviewed the attached document and attached solar initiative report, which was commended by Committee members.

IV. ADJOURNMENT

Meeting Adjourned: 7:58 a.m.

Beecher Road School

June 2022

Facilities Department Monthly Report

CLEAN
SAFE
HEALTHY
SCHOOLS

Vito Esparo

Facilities Manager

Beecher Road School

40 Beecher Road

Woodbridge, CT 06525

Phone: 203-389-2195

Fax: 203-389-2196

Completed Projects:

- On 4/1 a leak was detected from a hose valve servicing the HW loop. A comparable part was in stock at a local vendor. The item was picked up and replaced that evening.
- On 4/7 a failing exterior door closer servicing one of the main K-wing exit doors was replaced.
- In early April a power supply issue on AHU3 servicing the North Gym was detected. Upon inspection on 4/11, blown fuses were observed. After troubleshooting with our controls vendor we tried swapping the malfunctioning TRI50 drive with the TRI50 drive salvaged from our recent AHU6 repair. AHU3 powered up with the salvaged drive and the unit has been online since the drive swap.
- During April break installation of the *Sensory Pathway in Memory of Nicole* was completed.
- Over the week of April 11th, a failing processor board in the elevator servicing the kitchen was replaced.
- On 4/12 the back-up batteries for our fire alarm panel were replaced upon recommendation.
- On 5/14 the HWP4 servicing the micro turbine was replaced. The pump is online.
- Late evening on Tuesday, 5/3, multiple fire alarms were reported in the South school area. Upon investigation a faulty pull station in the pool area was identified. The pull station was replaced that evening. The alarm was back online around 3am on 5/4.
- During May, multiple plumbing issues effecting classroom in S22 were reported. A plumbing back-up in a sanitary line was the culprit. In both cases the line was snaked that evening. We are working with the 5th and 6th grade team to raise awareness about non-flushable items.
- On 5/26 our micro turbine was in alarm. Our service vendor sent a technician that day. As part of our service agreement the repairs and other preventative maintenance from the visit were covered. Parts arrived the following morning and the repair was complete that day.
- During the months of April and May, 78 “fix-it” tickets were closed. This number is not inclusive of time-sensitive maintenance issues reported outside of fix-it. This number is also non-inclusive of the majority of HVAC repairs.

Projects in process:

- Our chiller service vendor is scheduled to be onsite during the week of 5/31/22 to drain the glycol protecting the chiller barrel and put the unit back into service. They seem to be experiencing staffing issues. We are hopeful it will be completed on time.
- We are in the process of preparing for summer cleaning. Supplies including floor stripper and wax will be purchased shortly.
- Test results from our water treatment program for our Dual Temp and Hot Water loops have remained within PH benchmarks. We have held off our May visit until the chiller is online.

Outstanding issues to be addressed:

- Persistent roof leaks above the K-wing and North entrance continue to be monitored.





WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education Facilities Committee

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

DATE: June 2, 2022

RE: June 7 Special Meeting:
Update on BRS Capital Needs: Solar Initiative

Please find attached information from Richard Huot, Interim Director of Business Services & Operations, in relation to a proposed solar initiative to reduce energy consumption at Beecher Road School. Following discussion at the June 7 Facilities Committee meeting, the initiative will also be discussed at a June meeting of the Board's Finance Committee, for ultimate proposed approval by the Board of Education at its June Regular Meeting.

To: Jonathan Budd, PhD, Superintendent
From: Richard Huot, Interim Director of Finance and Operations
Re: Solar Initiative
Date: May 8, 2022
CC: Facilities and Finance Committees

Titan Energy, a firm the Town and Board of Education has used for several years to reduce energy consumption, has proposed Woodbridge apply for a solar installation to augment that which has already been installed. Their proposal and energy savings calculation is attached. And am recommending the application be brought forward to the Facilities and Finance Committees for their review and the Board of Education's ultimate approval.

Per Stage 3 of the suggested project timeline (copy attached), I have submitted an initial application through Titan to Greenskies Clean Energy. The proposal has significant advantages:

1. It is a power purchase agreement which means there is no investment, but provides for the purchase per kWh at \$0.0403 cents. We are currently paying through UI for delivery and generation \$0.2263/kWh.
2. Given the output of the proposed new solar array, that is a total savings of \$71,488 annually. This is a different amount than shown in the proposal because the proposal does not take into account the savings in the cost of generation.
3. With the completion of this project, nearly all of the electric usage at Beecher Road School will be provided by renewal energy.
4. The new solar panels would not be installed until the roof replacement project is completed, which will likely be the summer of 2023.

In my experience, this proposal is very exciting as the lowest cost per kWh experienced was \$0.08, and the savings can be accrued without negatively impacting instruction.

Let me know if there is any other information you would like provided on this topic.



Solar Development Proposal

Woodbridge School District

March 7th 2022



Onsite Generation Consulting

STEP 1



Utility Bill Review

Discovering project feasibility requires a thorough review of utility data to guide all future action

STEP 2



Building Audit

Each facility is unique, so we take the time to uncover every important detail before a proposal is created for the client

STEP 3



Proposal Delivery

Whether it's one proposal or many, we walk our clients through the options that best suit their energy management needs

STEP 4



Project Implementation

The road from proposal to finished product can have many twists and turns; we'll be your guide along the way

STEP 5



Measurement & Verification

Peace of mind comes from knowing your project is performing as intended, once commissioned we provide reports on production and savings

Project Overview

- The Town of Woodbridge and Titan Energy have worked together since 2009 on issues related to energy management and procurement.
- Titan has identified a very attractive solar project for the Beecher Road School and contacted Greenskies to obtain pricing for this project opportunity.
- Greenskies has put together the attached design and pricing for the Town and Board of Education's consideration.
- Greenskies and Titan have co-developed a number of municipal solar projects, including Region 15.
- The current incentive mechanism for this project, called the Non-Residential Energy Solutions (NRES) program, is currently accepting applications until **March 14th**.

SYSTEM INFORMATION	
SYSTEM SIZE (DC)	270 kW
SYSTEM SIZE (AC)	200 kW
PANEL SIZE	450W MT72-1506A 450WP
PANEL QUANTITY	600
PANEL TILT	5°
PANEL AZIMUTH	27°
ROW SPACING	6.9'
INVERTER SIZE	(1) CANADIAN SOLAR 100K
ESTIMATED ANNUAL PRODUCTION	315.0 MWh

*Preliminary equipment selection, equivalent alternative may be used in actual installation



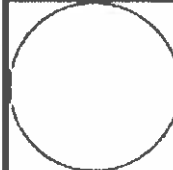
RACKING CROSS-SECTION
(NOT TO SCALE)



PROGRESS SET
NOT FOR CONSTRUCTION

PV.01

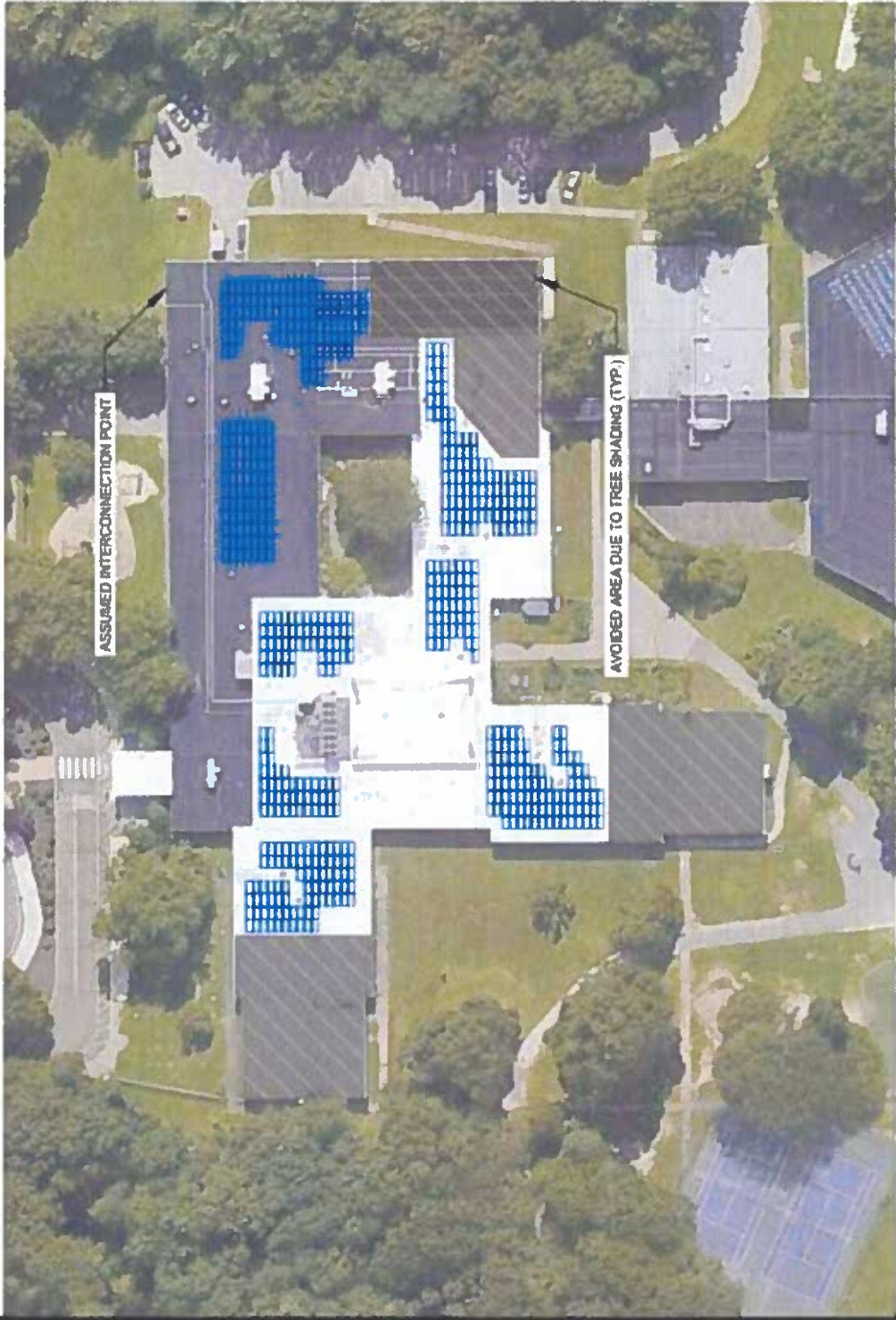
BATCH NO	PROPOSAL
DRAWN BY	ZS
SCALE	AS NOTED
DATE	23 FEB 2022



PROPOSED SITE PLAN
BEECHER ROAD ELEMENTARY SCHOOL
PV SOLAR ARRAY
40 BEECHER RD
WOODBIDGE, CT 06525

REVISIONS		
NO.	DATE	DESCRIPTION

Greenskies
177 Washington Street
North Haven, CT 06473
PH - 860.398.6409
FAX - 860.398.6423



SOLAR SAVINGS DASHBOARD

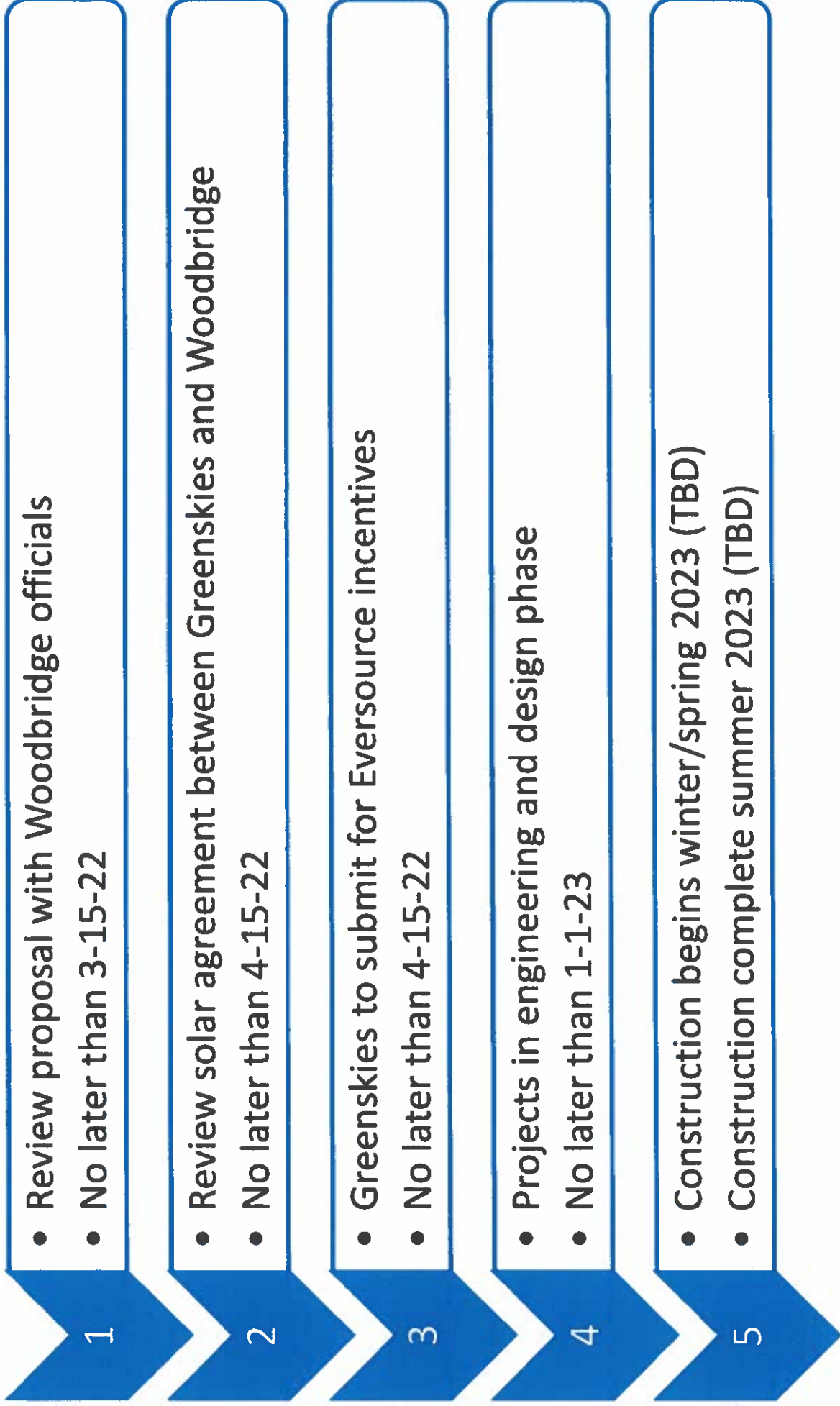
Year	Solar production	Eversource \$/kWh	Solar \$/kWh	Annual Savings	Total Savings
1	315,898	\$.1450	\$.0403	\$33,074.52	\$33,075
2	314,319	\$.1479	\$.0403	\$33,820.67	\$66,895
3	312,747	\$.1509	\$.0403	\$34,576.67	\$101,472
4	311,183	\$.1539	\$.0403	\$35,342.68	\$136,815
5	309,627	\$.1570	\$.0403	\$36,118.85	\$172,933
6	308,079	\$.1601	\$.0403	\$36,905.33	\$209,839
7	306,539	\$.1633	\$.0403	\$37,702.29	\$247,541
8	305,006	\$.1666	\$.0403	\$38,509.89	\$286,051
9	303,481	\$.1699	\$.0403	\$39,328.29	\$325,379
10	301,964	\$.1733	\$.0403	\$40,157.66	\$365,537
11	300,454	\$.1768	\$.0403	\$40,998.18	\$406,535
12	298,952	\$.1803	\$.0403	\$41,850.01	\$448,385
13	297,457	\$.1839	\$.0403	\$42,713.32	\$491,098
14	295,969	\$.1876	\$.0403	\$43,588.30	\$534,687
15	294,490	\$.1913	\$.0403	\$44,475.13	\$579,162
16	293,017	\$.1952	\$.0403	\$45,373.98	\$624,536
17	291,552	\$.1991	\$.0403	\$46,285.04	\$670,821
18	290,094	\$.2030	\$.0403	\$47,208.50	\$718,029
19	288,644	\$.2071	\$.0403	\$48,144.56	\$766,174
20	287,201	\$.2112	\$.0403	\$49,093.39	\$815,267
Total	6,026,672				\$815,267

270 kW DC
Rooftop Solar System

315,898
Kilowatt-hours

\$33,075
Year-1 Savings

\$815,267
Cumulative Savings



MINUTES OF THE WBOE FINANCE COMMITTEE MEETING

Wednesday 8 June 2022, at 7.01pm to 8.17pm

(Meeting in-person and on Webex)

Attendees: Jonathan S. Budd, Superintendent; Richard Huot, Interim Business Operations Manager; Analisa Sherman, Principal, Jay Dahya, WBOE; Maria Madonick, WBOE; Sarah Beth Del Prete, WBOE; Lynn Piasyck; PTO representative; WEA representative; Erin Williamson, WBOE.

1. Call to order
2. Public Comment: Public comment – Erin Williamson (WBOE) “Request financial support for additional PPT support and resources for curriculum development to meet new State mandated standards”
3. Action(s) Taken: None
4. Items presented by the Administration for Discussion:
 - a. FY 2023 WBOE Capital Budget as approved, and other Capital Needs
 - b. Revenue to District
 - c. FY 2023 Operating Budget as Approved.

Remember: A budget is a forecast of costs that we expect to incur in the following period. Nothing is certain as we know. We all have to deal with uncertainty and unexpected costs and events. Think a year back. Did you ever think that gas would be over \$5 per gallon, and did you have that budgeted in your monthly expenses? Now multiply that by a factor of 1000 for the school budget!

MINUTES OF THE WBOE FINANCE COMMITTEE MEETING

Tuesday 14 June 2022, at 4.31pm to 5.34pm

(Meeting in-person and on Webex)

Attendees: Jonathan S. Budd, Superintendent; Richard Huot, Interim Business Operations Manager; Analisa Sherman, Principal, Jay Dahya, WBOE; Maria Madonick, WBOE; Sarah Beth Del Prete, WBOE; Lynn Piasyck; PTO representative; WEA representative; Erin Williamson, WBOE; Brooke Hopkins, WBOE.

1. Call to order
2. Public Comment: Public comment – Erin Williamson (WBOE) “Moderator costs for curriculum development to meet new State mandated standards”; Brooke Hopkins (WBOE) reinforced Erin Williamson’s suggestion.
3. Action(s) Taken: None
4. Items presented by the Administration for Discussion:
 - a. FY 2021/2022 Budget Narrative Report
 - b. FY 2021/2022 Budget Detail Report
 - c. FY 2023 WBOE Operating Budget as Approved
 - d. Update on Capital Needs – Solar Initiative

FY23 WBOE Capital Budget as Approved, and Other Capital Needs
Woodbridge Board of Education
June 20, 2022

FY23 WBOE Capital Budget as Approved

- Roof Replacement (including architect design fees): \$351,000
 - Phase 1: July-December 2022: Architect selection & design
 - January 2023: Bid
 - Summer 2023: Construction

- Flooring Remediation & Replacement: \$125,000
 - Phase 1: June-July 2022: Preparation, sampling, project development, pre-bid meeting
 - Phase 2: Timeline dependent on results and recommendations from Phase 1

Other Capital Needs

- Oil Tank Remediation – Phase 1 to be paid from Town’s FY22 contingency; Phase 2 to be paid from BOE’s FY22 operating budget
 - Phase 1: August 2022: Tentative start date for oil tank removal
 - Phase 2: August 2022: Sidewalk replacement (current quote of \$15,487 for 650 sf)

- Retrocommissioning – paid from BOE’s FY22 operating budget
 - Completed

- Network Wiring – to be paid from ARP ESSER grant
 - Phase 1: July 2022: Design
 - Phase 2: August 2022: Bid
 - Phase 3: September-October 2022: Installation



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

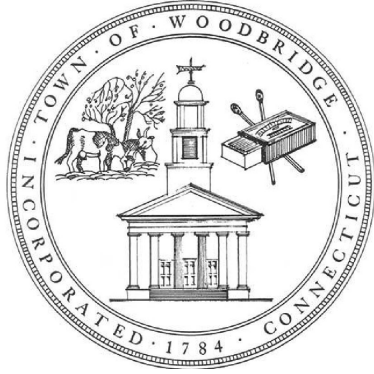
FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: June 17, 2022

RE: June 20 Regular Meeting:
FY23 WBOE Operating Budget Reconciliation

Based on discussion at the June 8 and June 14 Finance Committee meetings, attached is the proposed FY23 WBOE operating budget as reconciled to the appropriation from the Town of Woodbridge. I recommend that the Board of Education support tonight the following motion:

Move that we approve the Fiscal Year 2023 Woodbridge Board of Education operating budget reconciliation as presented.



FY23 WBOE Operating Budget Reconciliation

Woodbridge Board of Education

June 20, 2022

Jonathan S. Budd, Ph.D., Superintendent

Richard Huot, Interim Director of Business Services & Operations

FY23 WBOE Operating Budget as Approved

- **WBOE FY23 Operating Budget = \$16,419,701 (+5.51%)**
- Additionally, \$167,500 of Town revenue from special education Excess Cost Grant will be applied to “Tuition” line (65600-1303)
- Proposed operating budget reconciliation discussed at June 8 & June 14 Finance Cmte. meetings

Key Principles

- Budget Objective: To maintain the excellence of Beecher Road School within a time of escalating student needs, including those related to the COVID-19 pandemic
- Current proposed operating budget reconciliation has taken into account all known line-item updates since the proposed operating budget was developed
- Major elements of proposed budget reconciliation are highlighted here

Salaries Section (100) - Certified

- Actual known staff for 22-23 is budgeted, taking into account various specific employee separations
- Classroom teachers reflect 43 total sections (*see next two slides*)
- Special education teacher added this year (and needed to continue) and additional social worker will be funded by ARP ESSER
- Originally proposed second STEAM specialist position removed
- Reduction in curriculum writing to be offset by funding from FY22 budget

Current FY23 BRS Sectioning

Grade	2022-23	Current Section Counts*
K	101 (6)	17, 17, 17, 17, 17, 16
1	116 (6)	20, 20, 19, 19, 19, 19
2	119 (6)	20, 20, 20, 20, 20, 19
3	103 (6)	20, 17, 17, 17, 16, 16
4	111 (6)	19, 19, 19, 18, 18, 18
5	135 (7)	20, 20, 19, 19, 19, 19, 19
6	124 (6)	21, 21, 21, 21, 20, 20
TOTAL	809 (43)	

* Class size guidelines: 17-19 students in Grades K-3;
19-21 students in Grades 4-6.

Monitoring Kindergarten, & Other Class Sizes

- We anticipated 127 enrolled in Kindergarten; 101 have been enrolled as of June 20
- If we reach 115, we will start to exceed the guidelines; 115 is 14 more than are enrolled now
- Most class sizes in Grade 2, and some in Grade 1, are already exceeding guidelines
- Based on the likely need for an additional K section - or additional sectioning at another grade - a placeholder “Teacher Salaries - Other” line (61201-1405) has been added, with a reduction of the existing 1.0 STEAM specialist position

Salaries Section (100) - Non-Certified

- Originally proposed half-time custodian position removed
- TA (now paraeducator) lines reflect contract settlement achieved 5/22
- 4 additional special education paraeducators, & 6 additional general education paraeducators, added (*see next slide*)
- “Non-Certified Salary - Transportation” line (61900-1104) has been added for partial funding of BWA Transportation Coordinator position

Planned Distribution of Paraeducators for 22-23

#	Type of Paraeducator
24*	1-1 special education
6	Resource special education
6	General education Kindergarten (1 per section)
6	General education non-Kindergarten (1 at each grade level other than K)
1.6	Library media technology
43.6*	TOTAL OPERATING BUDGET

** Note: 4 additional 1-1 special education paraeducators will need to be funded through Open Choice.*

Employee Benefits Section (200)

- Actual benefits line adjustments are reflected

Purchased Professional (300), Purchased Property (400), & Other Purchased Services (500) Sections

- \$7,000 professional development moved to ARP ESSER grant
- Note: \$5,200 professional development has been added to the Title II grant
- \$50,000 added to the Substitutes line is offset against a reduction in the Interns line based on anticipated personnel availability
- All other lines reflect actuals

Supplies (600), Equipment (700), Dues & Fees (800), & Miscellaneous (900) Sections

- Overall 1.7% reduction in Supplies maintains maintenance supplies, digital subscriptions, & required testing supplies, and increases security/safety supplies
- Addition to Furniture line anticipates either 7th Kindergarten section or ongoing furniture replacement across grades
- Overall 6.1% reduction in Dues & Fees, primarily at the District level
- Reduction in Ezra Nurse line reflects actuals

Budget Development

OBJECT	ORG	ACCOUNT DESCRIPTION	2020-21		2021-22			11/1/2021		2022-23		\$ INC.	% INC	Notes
			ACTUAL	FTE	REVISED BUDGET	EXPENDED YTD	ENCUMB.	AVAILABLE BUDGET	FTE	REQUSTED SUPT.	FTE			
61100	1301	Special Ed. Director Salary	141277	1.0	145964	57400	88565	-1	1.0	150793	1.0	4829	3.3%	
61101	1401	Superintendent Salary	230147	1.0	203000	78077	124923	0	1.0	209090	1.0	6090	3.0%	
61102	1401	Business Manager Salary	128959	1.0	128958	55980	72978	0	1.0	125000	1.0	-3958	-3.1%	
61103	1401	Principal Salary	163105	1.0	167998	63039	104960	-1	1.0	173039	1.0	5041	3.0%	
61104	1401	Asst. Principal Salary	<u>135358</u>	<u>1.0</u>	<u>135236</u>	<u>45671</u>	<u>89566</u>	<u>-139</u>	<u>1.0</u>	<u>139294</u>	<u>1.0</u>	<u>4058</u>	<u>3.0%</u>	
		Total Cert. Administrative Salaries	798846	5.0	781156	300167	480992	-141	5.0	797216	5.0	16060	2.1%	
61200	1105	Teacher Salaries-Art	161525	1.8	140798	44610	131003	-34815	2.0	182056	2.0	41258	29.3%	
61200	1111	Teacher Salaries- Music	191140	2.5	201457	37320	79848	84289	2.5	204777	2.5	3320	1.6%	
61200	1112	Teacher Salaries-Phys Ed	290107	3.0	292134	67415	224719	-1	3.0	300102	3.0	7968	2.7%	
61200	1117	Teacher Sal-World Lang.	<u>178812</u>	<u>2.0</u>	<u>190660</u>	<u>48054</u>	<u>142606</u>	<u>0</u>	<u>2.0</u>	<u>197398</u>	<u>2.0</u>	<u>6738</u>	<u>3.5%</u>	
		Total Unified Arts	821584	9.3	825049	197399	578176	49474	9.5	884333	9.5	59284	7.2%	
61200	1107	Teacher Salaries-Kindergarten	511815	7.0	485661	122847	409488	-46674	6.0	549477	6.0	63816	13.1%	
61200	1126	Teacher Salaries-Grade 1	400117	6.0	399101	91205	304017	3879	5.0	412610	5.0	13509	3.4%	
61200	1127	Teacher Salaries-Grade 2	414710	6.0	405568	100952	336508	-31892	5.0	448165	5.0	42597	10.5%	
61200	1228	Teacher Salaries-Grade 3	410352	6.0	451153	98490	312546	40117	5.0	423604	5.0	-27549	-6.1%	
61200	1229	Teacher Salaries-Grade 4	395113	6.0	400101	127457	407161	-134517	6.0	458828	5.0	58727	14.7%	
61200	1230	Teacher Salaries-Grade 5	537712	7.0	545242	125825	419417	0	6.0	634808	7.0	89566	16.4%	
61200	1231	Teacher Salaries-Grade 6	502784	7.0	518359	103091	315784	99484	6.0	448325	6.0	-70034	-13.5%	
61200	1120	Teacher Sal-Multi-Age	<u>351991</u>	<u>4.0</u>	<u>358838</u>	<u>87039</u>	<u>271799</u>	<u>0</u>	<u>4.0</u>	<u>368341</u>	<u>4.0</u>	<u>9503</u>	<u>2.6%</u>	
		Total Classroom Teachers	3524593	49.0	3564023	856906	2776720	-69603	43.0	3744158	43.0	180135	5.1%	
61200	1313	Teacher Sal-Sped Pre-School	74680	1.0	67680	19727	72703	-24750	1.0	63344	1.0	-4336	-6.4%	Rev. & Grant
61200	1303	Teacher Salaries-Sped	912393	12.5	1009375	244420	770318	-5363	12.5	1067509	12.5	58134	5.8%	Grant
61200	1333	Teacher Salaries-Sped Summer	100	0.0	28800	20736	0	8064	0.0	25800	0.0	-3000	-10.4%	
61201	1303	Psychologist Sal-Sped Loc Wide	232162	2.5	235608	54992	219965	-39349	2.5	209977	2.6	-25631	-10.9%	
61203	1303	Social Worker's Salary-Sped	<u>51656</u>	<u>0.5</u>	<u>50962</u>	<u>11875</u>	<u>39202</u>	<u>-115</u>	<u>0.5</u>	<u>58080</u>	<u>0.7</u>	<u>7118</u>	<u>14.0%</u>	
		Total Certified Special Services	1270990	16.5	1392425	351750	1102188	-61513	16.5	1424710	16.8	32285	2.3%	
61200	1408	Teacher Sal-DW Language Arts	360110	3.5	367488	77015	256455	34018	3.5	341834	3.5	-25654	-7.0%	
61200	1409	Teacher Salaries-DW Math	170265	2.0	76115	31808	90748	-46441	2.0	120279	2.0	44164	58.0%	Title I Grant
61200	1410	Teacher Salaries-DW Media Cntr	191171	2.0	132420	39143	130476	-37199	2.0	176006	2.0	43586	32.9%	
61200	1418	Teacher Salaries-DW Technology	168913	2.0	166239	33654	97984	34601	2.0	134746	2.0	-31493	-18.9%	
61200	1434	Teacher Salaries-DW STEAM	<u>66077</u>	<u>1.0</u>	<u>69128</u>	<u>18853</u>	<u>50275</u>	<u>0</u>	<u>1.0</u>	<u>0</u>	<u>0.0</u>	<u>-69128</u>	<u>-100.0%</u>	
		Total Curriculum Specialists	956536	10.5	811390	200473	625938	-15021	10.5	772865	9.5	-38525	-4.7%	
61201	1405	Teachers Salaries - Other	0	0.0	0	0	0	0	0.0	62741	1.0	62741	100.0%	
61201	1403	Tutor/Homebound Salary-DW	2750	0.0	2620	0	0	2620	0.0	2600	0.0	-20	-0.8%	
61201	1419	Curriculum Writing Salary	19500	0.0	36400	0	0	36400	0.0	22400	0.0	-14000	-38.5%	
61204	1403	Stipends	<u>22064</u>	<u>0.0</u>	<u>30000</u>	<u>0</u>	<u>8000</u>	<u>22000</u>	<u>0.0</u>	<u>25000</u>	<u>0.0</u>	<u>-5000</u>	<u>-16.7%</u>	
		Total Miscellaneous Salaries	44314	0.0	69020	0	8000	61020	0.0	112741	0.0	43721	63.3%	
		Total Certified Salaries	7416862	90.3	7443063	1906695	5572014	-35784	84.5	7736023	83.8	292960	3.9%	

Budget Development

OBJECT	ORG	ACCOUNT DESCRIPTION	2020-21		2021-22			11/1/2021		2022-23		\$ INC.	% INC	Notes
			ACTUAL	FTE	REVISED BUDGET	YTD EXPENDED	ENCUMB.	AVAILABLE BUDGET	FTE	REQUESTED SUPT.	FTE			
61303	1402	Custodian Salaries-DW School	333815	7.6	399108	126276	260186	12646	7.3	408389	7.3	9281	2.3%	
61305	1402	Custodian OT Salary-DW School	58222	0.0	48106	23406	0	24700	0.0	48000	0.0	-106	-0.2%	
61400	1404	Nurses Salaries-DW	158280	2.4	151245	27304	40895	83046	2.7	152026	2.5	781	0.5%	
61500	1101	Admin. Asst. Sal-Sch. Admin	159826	3.0	142547	56025	91050	-4528	2.63	145826	2.63	3279	2.3%	
61500	1301	Admin. Asst. Sal-Sped Admin	73616	1.0	60719	14763	33548	12408	1.0	62541	1.0	1822	3.0%	
61500	1401	Admin. Asst. Sal-Cent. Admin	170049	2.5	165131	65634	102485	-2988	2.5	168929	2.5	3798	2.3%	
61600	1103	Non-Certified Sal-TA's Loc Wd	171017	10.0	197393	42043	138770	16580	5.25	288072	10.0	90679	45.9%	
61600	1303	Non-Certified Sal-Sped Loc Wd	203650	9.0	242414	35860	83433	123121	5.3	175635	6.0	-66779	-27.5%	
61600	1333	Non-Certified Sal-Sped Summer	0	0.0	11900	2481	0	9419	0.0	12000	0.0	100	0.8%	
61600	1410	Non-Certified Sal-DW Media Cnt	12730	0.6	0	5232	14053	-19285	0.3	19190	0.6	19190	100.0%	
61600	1418	Non-Certified Sal-DW Technolog	15257	1.0	14318	6407	20641	-12730	1.0	27655	1.0	13337	93.1%	
61600	1421	Non-Certified Sal-DW Copy Cntr	14430	0.0	15219	3512	11707	0	0.0	15599	0.0	380	2.5%	
61601	1303	One to One Sal-Sped Loc Wide	305093	13.0	275888	103337	345716	-173165	18.75	762706	26.0	486818	176.5%	
61700	1303	Occupational Therapist Salarie	30982	1.0	32000	11601	24780	-4381	1.1	36381	1.1	4381	13.7%	
61710	1303	Physical Therapist Salaries	18721		19168	4424	14745	-1	0.0	20895	0.0	1727	9.0%	
61900	1104	Non Certified Sal-Transportation	0	0.0	0	0	0	0	0.0	15000	0.3	15000	100.0%	
61900	1403	Cafe Aides-DW Loc Wide	16439	1.2	36988	2899	8465	25624	4.0	23000	3.0	-13988	-37.8%	
61900	1418	IT Manager	0	0.0	75000	23942	49038	2020	1.0	77250	1.0	2250	3.0%	
61900	1423	Clerk of the Board-DW Board ED	6479		6641	2554	4087	0	0.0	6790	0.0	149	2.24%	
61903	1103	Lifeguard Salary-Loc Wid	255		6422	0	0	6422	0.0	7000	0.0	578	9.0%	
61904	1403	Degree Changes-DW	0		5750	0	0	5750	0.0	6000	0.0	250	4.3%	
		Non Certified Salaries	1748860	52.3	1905957	557700	1243599	104658	52.83	2478884	64.96	572927	30.1%	
100		Total Salaries	9165722	142.6	9349020	2464395	6815613	68874	137.33	10214907	148.76	865887	9.3%	
62200	1432	FICA/MEDICARE-DW Benefits	210030		258364	57493	0	200871		272,252		13888	5.4%	
62300	1432	MERF Amortization-DW	11873		11610	12523	0	-913		12,500		890	7.7%	
62301	1432	MERF-DW	321907		330473	72914	0	257559		349,285		18812	5.7%	
62700	1425	Retired Emp. Medical Ins-DW	112645		118274	62080	0	56194		24,165		-94109	-79.6%	
62700	1432	Medical Insurance-DW	2279748		2488845	1219509	0	1269336		2,599,379		110534	4.4%	
62800	1432	Life Insurance-DW	32441		33774	13992	0	19782		31,550		-2224	-6.6%	
62900	1401	Retirement Payments	0		0	0	0	0		1,000		1000	100.0%	
62902	1403	Course Reimbursement-DW	5600		8000	0	0	8000		8,000		0	0.0%	
68250	1401	Unemployment Compensation	7863		10000	0	0	10000		8000		-2000	-20.0%	
200		Total Employee Benefits	2982106		3259340	1438511	0	1820829		3306131	0.0	46791	1.4%	
63200	1103	Prof Development-Sch. Wd	136		3500	3278	0	223		3500		0	0.0%	
63200	1303	Prof Development-Sped Loc Wd	305		3425	426	0	2999		3425		0	0.0%	
63200	1401	Prof Development-Cent. Admin	70		3500	2083	1097	320		3500		0	0.0%	
63200	1404	Prof Development-DW Nurse	0		500	0	0	500		500		0	0.0%	
63200	1409	Prof Development-DW Math	300		0	0	0	0		0		0	0.0%	
63200	1419	Prof Development-DW Curriculum	199		35000	0	0	35000		28000		-7000	-20.0%	
63200	1423	Prof Development-DW Board Ed	0		2000	0	0	2000		2000		0	0.0%	
63300	1301	Legal-Sped Admin	14964		12000	0	0	12000		12000		0	0.0%	
63300	1401	Legal-DW Admin	29029		20000	2643	0	17357		75000		55000	275.0%	
63400	1403	Software Support-DW Loc Wide	21516		22000	0	0	22000		20000		-2000	-9.1%	
63400	1404	Software Support-DW Nurse	0		2238	0	0	2238		2300		62	2.8%	

Budget Development

OBJECT	ORG	ACCOUNT DESCRIPTION	2020-21	FTE	2021-22	11/1/2021	ENCUMB.	AVAILABLE	FTE	2022-23	FTE	\$ INC.	% INC	Notes
			ACTUAL		REVISED BUDGET	YTD EXPENDED		BUDGET		SUPT. REQUESTED				
63400	1410	Software Support-DW Media Cntr	1963		2150	0	9774	-7624		2150		0	0.0%	
63500	1403	Substitutes-DW Loc Wide	309711		25000	4635	0	20365		75000	3.1	50000	200.0%	
63900	1401	Other Prof Services-Cent. Admin	262843		195935	20769	6893	168273		200000		4065	2.1%	
63900	1404	DW-Nurse-Oth Prof serv	1500		1683	0	0	1683		1700		17	1.0%	
63901	1303	Consultants-Sped Loc Wide	25735		35000	0	344	34656		36750		1750	5.0%	
63902	1401	Financial Audit-DW Admin	23255		25392	0	0	25392		26000		608	2.4%	
300		Total Purchased Professional Serv.	691525		389323	33834	18108	337382		491825		102502	26.3%	
64100	1402	Electricity-Main. & Oper.	165800		179196	74766	104430	0		200000		20804	11.6%	
64101	1402	Water & SewerMain & Oper	12482		18121	3049	15072	0		18500		379	2.1%	
64200	1402	Heating -Maintenance & Operations	83287		72061	4838	67271	-48		100000		27939	38.8%	
64300	1401	Repairs & Maint-Cent. Admin	1358		975	0	760	215		1400		425	43.6%	
64300	1402	Repairs & Maint-Main & Oper.	62590		44818	14608	7402	22808		50000		5182	11.6%	
64300	1403	Repairs & Maint-DW Loc Wide	10987		13000	0	0	13000		0		-13000	-100.0%	
64300	1418	Repairs & Maint-Technology	0		0	0	996	-996		12000		12000	100.0%	
64450	1101	Leases & Rentals-Sch. Admin	5904		6611	5114	0	1497		6600		-11	-0.2%	
64450	1301	Leases & Rentals-Sped Admin	2738		3331	0	0	3331		0		-3331	-100.0%	
64450	1401	Leases & Rentals-Cent. Admin	12214		10438	231	0	10207		10500		62	0.6%	
64450	1402	Leases & Rentals-Main. & Oper.	2897		0	330	0	-330		330		330	100.0%	
64450	1410	Leases & Rentals-DW Media Cntr	1514		385	0	0	385		385		0	0.0%	
64450	1418	Leases & Rentals-Technology	0		0	0	0	0		47667		47667	100.0%	Apple Lease
64450	1421	Leases & Rentals-DW Copy Cntr	32235		33166	0	0	33166		30100		-3066	-9.2%	
64900	1402	Purchased Services-Main & Oper.	21717		25092	5054	15336	4702		26000		908	3.6%	
64901	1303	Service Contracts-Sped	36080		36370	147	28968	7256		36000		-370	-1.0%	
64901	1401	Service Contracts-DW Admin	933		1776	834	0	942		1780		4	0.2%	
64901	1402	Service Contracts-Main. & Oper.	95060		92990	34176	53364	5450		95000		2010	2.2%	
64901	1421	Service Contracts-DW Copy Cntr	0		680	0	0	680		700		20	2.9%	
64901	1435	Service Contracts-DW Security	9113		23109	10956	1389	10764		23000		-109	-0.5%	
400		Total Purchased Property Services	556909		562119	154102	294988	113028		659962		97843	17.4%	
65100	1212	Transportation-Phys Ed	0		1776	0	0	1776		0		-1776	-100.0%	
65100	1303	Transportation-Sped	193685		195533	12686	181619	1228		202377		6844	3.5%	
65100	1333	Transportation-Sped Summer	0		35848	25023	0	10825		28000		-7848	-21.9%	
65100	1403	Transportation-DW Loc Wide	333237		345246	48356	297134	-244		357330		12084	3.5%	
65101	1403	Transportation Non-Public	30926		45862	7445	30555	7862		34226		-11636	-25.4%	
65102	1403	Fuel for Buses-DW	40258		28793	0	0	28793		33000		4207	14.6%	
65200	1401	Liability Insurance-DW Admin	99760		94871	112573	0	-17702		125109		30238	31.9%	
65201	1401	Worker's Compensation-DW Admn	178947		193102	67346	134268	-8512		221776		28674	14.8%	
65300	1101	Telephones-Sch. Admin	10007		9834	2632	0	7202		9900		66	0.7%	
65300	1301	Telephones-Sped Admin	1678		1716	298	0	1418		1750		34	2.0%	
65300	1401	Telephones-Cent. Admin	3488		4962	775	0	4187		4900		-62	-1.2%	
65300	1402	Telephones-Main & Operations	0		806	0	0	806		825		19	2.4%	
65350	1401	Internet-Cent. Admin	25270		25000	17016	0	7984		27500		2500	10.0%	
65370	1101	Postage-Sch. Admin	3627		2500	1008	0	1492		2250		-250	-10.0%	
65370	1301	Postage-Sped Admin	1199		1250	251	0	999		0		-1250	-100.0%	
65370	1401	Postage-Cent & SPED Admin	1209		1900	269	0	1631		2200		300	15.8%	
65400	1401	Advertising-Cent. Admin	11762		2500	0	0	2500		1000		-1500	-60.0%	

Budget Development

OBJECT	ORG	ACCOUNT DESCRIPTION	2020-21	FTE	2021-22	11/1/2021	ENCUMB.	AVAILABLE	FTE	2022-23	FTE	\$ INC.	% INC	Notes
			ACTUAL		REVISED BUDGET	YTD EXPENDED		BUDGET		SUPT. REQUESTED				
65500	1401	Interns	111044		176010	0	0	176010		125000	7.0	-51010	-29.0%	
65502	1401	Service Contracts-Cent. Admin	0		0	90	0	-90		90		90	100.0%	
65600	1303	Tuition-Sped Loc Wide	303655		273400	0	267581	5819		19570		-253830	-92.8%	Revenue 167,500 Excess Cost Grant
65600	1333	Tuition-Sped Summer Program	26362		39280	27416	5800	6064		41244		1964	5.0%	
65600	1403	Tuition - Magnet School	0		0	5309	0	-5309		6000		6000	100.0%	
65900	1101	Misc Purch Services-Sch. Admn	100		1000	0	0	1000		1000		0	0.0%	
65900	1401	Misc Purch Services-Cent. Admin	12830		10900	4398	3305	3197		11000		100	0.9%	
65900	1404	Misc Purch Servs-Nurse	225		1300	0	0	1300		1300		0	0.0%	
65900	1423	Misc Purch Servs-DW Board Ed	133		700	0	0	700		700		0	0.0%	
500		Total Other Purchased Services	1389403	0.0	1494089	332891	920262	240937	0.0	1258047		-236042	-15.8%	
66100	1103	Supplies- Loc Wide	3714		3905	610	2066	1758		8700		4795	122.8%	
66100	1105	Supplies- Art	762		3852	0	0	3852		3265		-587	-15.2%	
66100	1107	Supplies- Kindergarten	2693		4000	2148	1542	310		5334		1334	33.4%	
66100	1111	Supplies-Music	127		3500	158	39	3303		2798		-702	-20.1%	
66100	1112	Supplies-Phys Ed	1661		3229	0	0	3229		1399		-1830	-56.7%	
66100	1120	Supplies/ Multi Age	3602		5000	0	2000	3000		3680		-1320	-26.4%	
66100	1126	Supplies-Grade One	3482		5000	3468	1333	199		3552		-1448	-29.0%	
66100	1127	Supplies-Grade Two	2852		3900	1462	1123	1315		3465		-435	-11.2%	
66100	1228	Supplies- Grade Three	841		3892	307	1907	1678		2822		-1070	-27.5%	
66100	1229	Supplies- Grade Four	1854		2750	944	28	1778		2457		-293	-10.7%	
66100	1230	Supplies- Grade Five	2742		4600	2527	0	2073		3645		-955	-20.8%	
66100	1231	Supplies- Grade Six	2489		4600	3186	676	738		3348		-1252	-27.2%	
66100	1303	Supplies-Sped Loc Wide	5201		5966	1461	2656	1849		5000		-966	-16.2%	
66100	1313	Supplies-Sped Pre-School	0		813	0	0	813		660		-153	-18.8%	
66100	1407	Supplies-World Language	559		600	94	0	506		500		-100	-16.7%	
66100	1408	Supplies-DW Language Arts	4837		5650	77	3875	1698		6063		413	7.3%	
66100	1409	Supplies-DW Math	3334		4800	0	4953	-153		2798		-2002	-41.7%	
66100	1410	Supplies-DW Media Center	1383		5100	0	4129	971		3731		-1369	-26.8%	
66100	1418	Supplies-DW Technology	11601		12000	2066	15	9919		9000		-3000	-25.0%	
66100	1420	Supplies-Social Studies	21		5164	0	0	5164		1399		-3765	-72.9%	
66100	1421	Supplies-DW Copy Center	12228		16000	0	3167	12833		9585		-6415	-40.1%	
66100	1424	Supplies-DW Tag	1813		5000	0	0	5000		4000		-1000	-20.0%	
66100	1434	Supplies-DW Science	3810		12000	108	4533	7359		8395		-3605	-30.0%	
66200	1301	Computer Software-Sped Admin	11035		11540	10207	99	1234		8590		-2950	-25.6%	
66200	1401	Computer Software Cent. Admin	38983		42414	17072	0	25342		58663		16249	38.3%	
66200	1403	Computer Software-DW Loc Wide	13441		14500	0	0	14500		8540		-5960	-41.1%	
66250	1404	Supplies Nurse	-2220		0	0	0	0		3500		3500	100.0%	
66300	1402	Supplies Custodial-Main & Oper	37628		40340	9039	23680	7621		45000		4660	11.6%	
66301	1402	Supplies Maintenance-Main. & Oper	7425		6366	1840	2961	1565		7000		634	10.0%	
66350	1101	Supplies Office-Sch. Admin	330		4150	208	69	3873		4100		-50	-1.2%	
66350	1301	Supplies Office-Sped Admin	1305		1350	0	64	1286		1300		-50	-3.7%	
66350	1401	Supplies Office-Cent. Admin	10755		8395	2578	0	5817		8300		-95	-1.1%	
66400	1410	Books and A/V-DW Media Center	0		10000	0	0	10000		8000		-2000	-20.0%	
66450	1401	Subscriptions-Cent Admin	353		233	25	0	208		355		122	52.4%	
66450	1403	Subscriptions -DW Loc Wide	8805		0	0	0	0		0		0	0.0%	
66450	1404	Subscriptions-DW Nurse Srvs	0		255	0	0	255		255		0	0.0%	

Budget Development

OBJECT	ORG	ACCOUNT DESCRIPTION	2020-21	FTE	2021-22	11/1/2021	ENCUMB.	AVAILABLE	FTE	2022-23	FTE	\$ INC.	% INC	Notes
			ACTUAL		REVISED BUDGET	YTD EXPENDED		BUDGET		SUPT. REQUESTED				
66450	1408	Subscriptions-DW Language Arts	0		70	0	0	70		70		0	0.0%	
66450	1410	Subscriptions-DW Media Center	11624		15150	0	0	15150		16000		850	5.6%	
66450	1418	Subscriptions-DW Technology	5078		6500	0	0	6500		6500		0	0.0%	
66500	1303	Testing-Sped Loc Wide	5850		3750	3165	449	136		6000		2250	60.0%	
66500	1419	Testing-DW Curriculum	0		10450	0	6936	3514		11000		550	5.3%	
66900	1435	Security/Safety	2464		2064	446	507	1111		5000		2936	142.2%	
600		Total Materials & Supplies	224463	0.0	298848	63196	68807	167373	0.0	293769		-5079	-1.7%	
67320	1403	Equip Computers-DW Loc Wide	21332		11000	11000	0	11000		0		-11000	-100.0%	
67320	1418	Equip Computers-DW Technology	8820		100200	97009	0	3191		30000		-70200	-70.1%	
67350	1303	Equip Teaching-Sped Loc Wide	7310		6000	0	5747	313		4500		-1500	-25.0%	
67400	1402	Equip Building-DW Main & Oper	1311		3452	0	0	3452		5000		1548	44.8%	
67450	1203	Furniture-Loc Wide	0		360	0	0	360		5000		4640	1288.9%	New Kindergarten
700		Total Furniture & Equipment	38774		121012	108009	5747	18316		44500		-76512	-63.2%	
68100	1101	Dues, Fees & Member-Sch. Admin	800		1325	0	0	1325		1400		75	5.7%	
68100	1203	Dues, Fees & Member-So.Loc Wd	0		240	0	0	240		240		0	0.0%	
68100	1205	Dues, Fees & Member- Art	0		895	0	0	895		895		0	0.0%	
68100	1211	Dues, Fees & Member-Music	315		1290	0	365	925		1290		0	0.0%	
68100	1303	Dues, Fees & Member-Sped	647		250	0	250	0		300		50	20.0%	
68100	1401	Dues, Fees & Member-Cent. Admin	15493		16282	8710	300	7273		14200		-2082	-12.8%	
68100	1404	Dues, Fees & Member-DW Nurse	2453		180	0	0	180		200		20	11.1%	
68100	1408	Dues, Fees & Member-Lang Arts	80		300	0	0	300		300		0	0.0%	
68100	1409	Dues, Fees & Member-DW Math	403		400	0	0	400		400		0	0.0%	
68100	1410	Dues, Fees & Member-Media Cntr	745		915	0	0	915		915		0	0.0%	
68100	1418	Dues, Fees & Member-Technology	340		1500	0	0	1500		1500		0	0.0%	
68100	1419	Dues, Fees & Member-Curriculum	0		0	300	0	-300		300		300	100.0%	
68100	1423	Dues, Fees & Member-Board Ed	824		3000	0	0	3000		3000		0	0.0%	
68100	1434	Dues, Fees & Member-Science	0		120	0	0	120		120		0	0.0%	
800		Total Dues and Fees	22101	0.0	26697	9010	915	16773		25060		-1637	-6.1%	
69000	1423	Food	5999		2500	3598	0	-1098		3000		500	20.0%	
69001	1401	Ezra Nurse	23910		36503	19240	0	17263		22000		-14503	-39.7%	
69900	1401	Contingency	0		22169	0	0	22169		0		-22169	-100.0%	
900		Total Miscellaneous	29909		61172	22838	0	38334		25000		-36172	-59.1%	
			15100912	142.6	15561620	4626786	8124440	2821846	137.3	16319201	148.8	757581	4.9%	
		Total Woodbridge Board of Education	15100912	142.6	15561620	4416201	8122759	3032898	0.0	16319201	148.8	757581	4.9%	
					Town approved	16419701	167500			16419701		-100500		

MINUTES OF THE WBOE POLICY COMMITTEE

Tuesday, June 14, 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 7:03 p.m.

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

WEA representative Kristen Horvath was in attendance (via Webex).

II. PUBLIC COMMENT: There was no Public Comment.

III. POLICY FOR DISCUSSION

A. Policy 0523 – Equity and Diversity

Committee members reviewed the proposed revised policy, and by consensus agreed to table the policy revision until a July meeting of the Policy Committee.

IV. ADJOURNMENT

Meeting Adjourned: 7:46 p.m.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
4118.113/4218.113, "Harassment"

On May 17, 2022, the Board accepted the attached proposed revised Policy 4118.113/4218.113 for 30-Day Review; it is brought forward to you now for adoption. The policy has been updated 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.

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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
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
4118.238/4218.238 & 5141.81, "Travel and Self-Quarantine during the COVID-19 Pandemic"

On May 17, 2022, the Board accepted the attached proposed revised Policies 4118.238/4218.238 & 5141.81 for 30-Day Review; they are brought forward to you now for adoption. 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).

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



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
9121, "Chairperson," 9122, "Vice-Chairperson," & 9123, "Secretary"

On May 17, 2022, the Board accepted the attached proposed revised Policies 9121, 9122, & 9123 for 30-Day Review; they are brought forward to you now for adoption. The proposed revisions will conform these policies to CT Public Act 21-2, which has moved municipal elections to November rather than May. 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~~

WOODBIDGE 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~~

WOODBRIIDGE 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~~

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
9325.43, "Attendance at Meetings via Electronic Communication"

On May 17, 2022, the Board accepted the attached proposed revised Policy 9325.43 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision will conform the policy to CT 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~~

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
6172.1, “Gifted and Talented Students Program”

On May 17, 2022, the Board accepted the attached proposed revised Policy 6172.1 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision is 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



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
6171.1, "Special Education"

On May 17, 2022, the Board accepted the attached proposed revised Policy 6171.1 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision is 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
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
6163.3, "Live Animals in the Classroom"

On May 17, 2022, the Board accepted the attached proposed revised Policy 6163.3 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision is 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
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: June 17, 2022
RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
5131.111, "Video Surveillance"

On May 17, 2022, the Board accepted the attached proposed revised Policy 5131.111 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision complies 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~~

WOODBRIE 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
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Policy Committee / Policies for Adoption:
5125, "Student Records; Confidentiality"

On May 17, 2022, the Board accepted the attached proposed revised Policy 5125 for 30-Day Review; it is brought forward to you now for adoption. The proposed revision 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



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: June 17, 2022
RE: June 20 Regular Meeting:
Solar Initiative

Please find attached information from Richard Huot, Interim Director of Business Services & Operations, in relation to a proposed solar initiative to reduce energy consumption at Beecher Road School. Discussion and affirmation of the project occurred at the June 7 Facilities Committee meeting and the June 14 Finance Committee meeting. I recommend that the Board of Education now support the following motion:

Move that we approve application of the Woodbridge Board of Education for solar development through Titan Energy as outlined.

To: Jonathan Budd, PhD, Superintendent
From: Richard Huot, Interim Director of Finance and Operations
Re: Solar Initiative
Date: May 8, 2022
CC: Facilities and Finance Committees

Titan Energy, a firm the Town and Board of Education has used for several years to reduce energy consumption, has proposed Woodbridge apply for a solar installation to augment that which has already been installed. Their proposal and energy savings calculation is attached. And am recommending the application be brought forward to the Facilities and Finance Committees for their review and the Board of Education's ultimate approval.

Per Stage 3 of the suggested project timeline (copy attached), I have submitted an initial application through Titan to Greenskies Clean Energy. The proposal has significant advantages:

1. It is a power purchase agreement which means there is no investment, but provides for the purchase per kWh at \$0.0403 cents. We are currently paying through UI for delivery and generation \$0.2263/kWh.
2. Given the output of the proposed new solar array, that is a total savings of \$71,488 annually. This is a different amount than shown in the proposal because the proposal does not take into account the savings in the cost of generation.
3. With the completion of this project, nearly all of the electric usage at Beecher Road School will be provided by renewal energy.
4. The new solar panels would not be installed until the roof replacement project is completed, which will likely be the summer of 2023.

In my experience, this proposal is very exciting as the lowest cost per kWh experienced was \$0.08, and the savings can be accrued without negatively impacting instruction.

Let me know if there is any other information you would like provided on this topic.



TITANGen

Solar Development Proposal

Woodbridge School District

March 7th 2022

Onsite Generation Consulting

STEP 1



Utility Bill Review

Discovering project feasibility requires a thorough review of utility data to guide all future action

STEP 2



Building Audit

Each facility is unique, so we take the time to uncover every important detail before a proposal is created for the client

STEP 3



Proposal Delivery

Whether it's one proposal or many, we walk our clients through the options that best suit their energy management needs

STEP 4



Project Implementation

The road from proposal to finished product can have many twists and turns; we'll be your guide along the way

STEP 5



Measurement & Verification

Peace of mind comes from knowing your project is performing as intended, once commissioned we provide reports on production and savings

Project Overview

- The Town of Woodbridge and Titan Energy have worked together since 2009 on issues related to energy management and procurement.
- Titan has identified a very attractive solar project for the Beecher Road School and contacted Greenskies to obtain pricing for this project opportunity.
- Greenskies has put together the attached design and pricing for the Town and Board of Education's consideration.
- Greenskies and Titan have co-developed a number of municipal solar projects, including Region 15.
- The current incentive mechanism for this project, called the Non-Residential Energy Solutions (NRES) program, is currently accepting applications until **March 14th**.



SYSTEM INFORMATION	
SYSTEM SIZE (DC)	270 kW
SYSTEM SIZE (AC)	200 kW
PANEL SIZE	450W HT72-150MM 450W*
PANEL QUANTITY	800
PANEL TILT	5°
PANEL AZIMUTH	22°
ROW SPACING	6.9'
INVERTER SIZE	(1) CANADIAN SOLAR 100K*
ESTIMATED ANNUAL PRODUCTION	315.9 MWh

*Preliminary equipment selection, equivalent alternative may be used in actual installation



RACKING CROSS-SECTION (NOT TO SCALE)

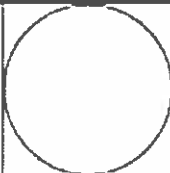


PROGRESS SET
NOT FOR CONSTRUCTION

Greenskies
 127 Washington Street
 North Haven, CT 06473
 PH - 860.398.5408
 FAX - 860.398.5423

REVISIONS		
NO.	DATE	DESCRIPTION

PROPOSED SITE PLAN
BEECHER ROAD ELEMENTARY SCHOOL
PV SOLAR ARRAY
 40 BEECHER RD
 WOODBRIDGE, CT 06525



BATCH NO	PROPOSAL
DRAWN BY	ZS
SCALE	AS NOTED
DATE	23 FEB 2022

PV.01

SOLAR SAVINGS DASHBOARD

Year	Solar production	Eversource \$/kWh	Solar \$/kWh	Annual Savings	Total Savings
1	315,898	\$.1450	\$.0403	\$33,074.52	\$33,075
2	314,319	\$.1479	\$.0403	\$33,820.67	\$66,895
3	312,747	\$.1509	\$.0403	\$34,576.67	\$101,472
4	311,183	\$.1539	\$.0403	\$35,342.68	\$136,815
5	309,627	\$.1570	\$.0403	\$36,118.85	\$172,933
6	308,079	\$.1601	\$.0403	\$36,905.33	\$209,839
7	306,539	\$.1633	\$.0403	\$37,702.29	\$247,541
8	305,006	\$.1666	\$.0403	\$38,509.89	\$286,051
9	303,481	\$.1699	\$.0403	\$39,328.29	\$325,379
10	301,964	\$.1733	\$.0403	\$40,157.66	\$365,537
11	300,454	\$.1768	\$.0403	\$40,998.18	\$406,535
12	298,952	\$.1803	\$.0403	\$41,850.01	\$448,385
13	297,457	\$.1839	\$.0403	\$42,713.32	\$491,098
14	295,969	\$.1876	\$.0403	\$43,588.30	\$534,687
15	294,490	\$.1913	\$.0403	\$44,475.13	\$579,162
16	293,017	\$.1952	\$.0403	\$45,373.98	\$624,536
17	291,552	\$.1991	\$.0403	\$46,285.04	\$670,821
18	290,094	\$.2030	\$.0403	\$47,208.50	\$718,029
19	288,644	\$.2071	\$.0403	\$48,144.56	\$766,174
20	287,201	\$.2112	\$.0403	\$49,093.39	\$815,267
Total	6,026,672				\$815,267

270 kW DC
Rooftop Solar System

315,898
Kilowatt-hours

\$33,075
Year-1 Savings

\$815,267
Cumulative Savings

1

- Review proposal with Woodbridge officials
- No later than 3-15-22

2

- Review solar agreement between Greenskies and Woodbridge
- No later than 4-15-22

3

- Greenskies to submit for Eversource incentives
- No later than 4-15-22

4

- Projects in engineering and design phase
- No later than 1-1-23

5

- Construction begins winter/spring 2023 (TBD)
- Construction complete summer 2023 (TBD)



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 17, 2022

RE: June 20 Regular Meeting:
Executive Session
(1) Discussion of Matters Concerning Security Strategy, the Deployment of Security Personnel, and/or Devices Affecting Public Security

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 matters related to security strategy, the deployment of security personnel, and/or devices affecting public security, and invite the Superintendent to join the Board.



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

MEMORANDUM

TO: Woodbridge Board of Education

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

DATE: June 20, 2022

RE: June 20 Regular Meeting:
Executive Session

- (1) Discussion Concerning the Appointment of a Public Employee: Director of Special Services
- (2) Discussion of Matters Concerning Security Strategy, the Deployment of Security Personnel, and/or Devices Affecting Public Security

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 the appointment of the Director of Special Services, and to discuss matters related to security strategy, the deployment of security personnel, and/or devices affecting public security, and invite the Superintendent to join the Board for both topics, and the candidate to join the Board for the first topic.

Subsequent to Executive Session, I recommend that the Board support the following motion:

Move that we accept the Superintendent's recommendation to hire [Candidate] as Director of Special Services for the Woodbridge School District, effective on or about July 1, 2022, and that we authorize the Superintendent to commence the employment process consistent with the discussion of Executive Session.