

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, March 18, 2024 7:00 PM

South Assembly Room

Agenda

- I. **Preliminary Business / WebEx Log-in / Motions**
<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mb8ed86e1d2d87d27c55777e4fd1ec1b0>

Meeting Number: 2495 218 0349

Meeting Password: CKft3paa9K3

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 or electronically via WebEx with the link provided above.

- A. Call to Order
 - B. 6:15 PM Executive Session, in accordance with State statute
 - 1. Safety and Security Update
 - C. 7:00 Public Session
 - D. Pledge of Allegiance
 - E. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
 - F. 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. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
 - G. PTO Update
- II. **Consent Agenda**
- A. Approval of the February 26, 2024 Regular Meeting Minutes
 - B. Budget Narrative Report
 - C. Budget Summary Report
 - D. Budget Detail Report
 - E. Combining Financial Statements
- III. **Reports**
- A. Board Member Appreciation
 - B. Superintendent's Report
 - 1. Technology Upgrades Update
 - 2. BRS Update

- C. BRS Town Building Committee Update
- D. Facilities Committee Report
- E. Finance Committee
- F. Policy Committee Report
 - 1. Adopt Policy 5111 Admission/Placement
- G. CABA Liaison Report
- H. Upcoming Meeting Presentation(s): Summer Programs and Extended Day

IV. New Business

- A. Healthy Food Certification 2024/25 SY
- B. Accept Certified Staff Retirement

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

VI. Adjournment



PTO Update for WBOE

March 18, 2024

BRS PTO Update

BEECHER ROAD



SCHOOL

Beecher Road School PTO 2023-24 Program on a Page

August

- Kindergarten Social ✓
- Welcome Back Teachers ✓

September – GM Mtg ✓

- Ice Cream Social ✓
- Grade Level Socials ✓
- Original Works Kids' Art fundraiser ✓
- Woodbridge Like Me ✓

October

- Picture Day ✓
- Halloween Hoot ✓

November

- Thanksgiving Drive ✓
- Fall Book Fair ✓

December – GM Mtg ✓

[School Events]

- *PTO Donation Ask ✓

January – GM Mtg ✓

- Planning

February

- STEM Night ✓
- V-Day Gratitude Project ✓
- Math Night ✓

March – GM Mtg

- International Night ✓
- Book Swap

April

- Spring Book Fair
- Arts Week/Arts Night

May – GM Mtg (elections)

- Teacher Appreciation Week
- Quassy

June

- *Field Day – FUN RUN*
- 6th Grade Graduation



Math Night Fun!

- Thank you to Coordinator Betsy Hull, and many volunteers!
- Thank you to Student Council for running a Bake Sale!
- Thank you to Freskos for providing a Food Truck!
- Most Importantly, THANK YOU to so many Beecher kids who came and participated!



International Night Success!!!

- Featured DELICIOUS food from India, Greece, Italy, China, Jamaica, Mexico!
- Over 350 tickets sold
- THANK YOU TO OUR WONDERFUL COORDINATORS & VOLUNTEERS!!!



International Night Success!!!

- AMAZING Community Made Cultural Tables from Iran, India, Italy, Laos, Colombia, Egypt, Philippines, Greece, China, Israel and Japan!!
- Free access to Cultural tables, including, making origami (Japan), mask making (Italy), music (India), Colombian hot chocolate tasting, learning about Ramadan (Egypt), traditional games (Philippines), traditional garb (Laos, China), writing your name in Hebrew, ancient Greek word search, taste Iranian nuts, etc., etc.
- Cupcakes for all from the PTO!

School Educational Enhancement Examples



Teacher grants (e.g. subscriptions; sensory materials;)



In-school presenters (e.g. Birds of Prey Show; Yoga)



Supplementing field trip costs



Scholastic Classroom Grants (author visits TBD)



STEM event partnerships



Library Support



SCHOLASTIC

We thank you all!

Sincerely,

PTO 2023-24 Executive Board

President – Cindy Kruger

Vice President – Monica Philipp

Secretary – Jennifer Plonsky

Treasurers – Saurabh Vilekar & Betsy Hull

Chair of Communications – Cara Rosner

Chairs of Social Events – Jennifer Clarke-Lofters

Chair of Academic Events – Sumi Sudhir

Chair of Fundraising – Susan Lettelleir

Teacher Liaisons – Aimee Meacham & Larissa Crocco

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, February 26, 2024

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=me6595a310c82d04ca61efebba0665e77>

Meeting Number: 2496 825 4077 Meeting Password: gPcK8i5BpM7

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

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Jay Dahya (remote); Ms. Sarah Beth Del Prete, Secretary (in-person); Dr. Lauren Francese (in-person); Ms. Brooke Hopkins (remote); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence, Vice Chair (in-person); Dr. Michael Strambler (remote) and Erin Williamson (in-person).

STAFF: Vonda Tencza, Superintendent; Analisa Sherman, Principal; Cheryl Tafel, Assistant Principal; Carrie Borcharding, Special Services Director; Donna Coonan, Director of Business Services/ Operations; and Marsha DeGennaro, Clerk of the Board.

CORRESPONDENCE – Ms. Del Prete acknowledged receipt of several emails from parents regarding Open Choice and advanced math.

PUBLIC COMMENT –

Laura Hall spoke regarding the advanced math program, adjustments to the math curriculum, and urged consideration of holding a community forum on math.

Catherine Mezzacappa urged continuation of the Open Choice program and specifically the sibling preference placement process.

Betty Miller noted the disservice to students in Grades 5 and 6 regarding the math curriculum.

PTO Update – Monica Phillip, Vice President, provided an overview of various activities, inclusive of STEAM night, the Valentine's Day staff gratitude project, math night and the upcoming international night.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Mr. Lawrence

Second by Ms. Del Prete

UNANIMOUS

Superintendent Report – Superintendent Tencza reminded the Board there would be three slots available for 2024/25 in the Open Choice program, BOS approval of the 2024/25 budget proposal to the BOF and the relocation of the SEP and ESY 2024 Summer programs to the Amity Middle School Bethany Campus.

Math Update – Superintendent Tencza updated the Board on recent adjustments made to the Math curriculum related to compacting and differentiation of instruction / extensions. While there is always room for improvement, it is evident that given our smarter balanced test scores and ranking #1 in our DRG and 3rd in DRG A, student achievement is on the right track. Children need time and opportunities to learn content strands properly to grow their individual pathway. Garnering intelligence is not fixed and can be developed throughout the learning process to raise student performance and/or individual achievement. There is no one answer and our goal is to ensure that all students have access to high quality instruction that meets diverse needs, is flexible and focused for future development.

Ms. Hopkins left meeting (7:35 PM).

Amity Assistant Superintendent, Frank Purcaro, noted the many systems and processes that are in place to support math learners through their individual pathways. The elementary foundation is critical in building a firm foundation of scaffolding content strands, compacting and differentiation of instruction. Various cohort data from 2019 to present

depicted approximately 20% of students consistently placing in AP courses at the high school level. Since realigning the Pre-Algebra criteria to the Amity Middle School placement criteria, eligibility requirements are very rigorous and encompass only 1-2% of the students in Grade 6 attaining acceptance. It was suggested that communications be developed and shared with parents of Grade 5 students detailing the potential risks and benefits of moving children into Pre-Algebra as well as the impact of skipping content areas to ensure parents have a full understanding of the ramifications of this decision.

Kindergarten Entrance Age – Superintendent Tencza presented a brief overview of our process and procedure in response to recent legislative changes. Early entrance waivers must be received by mid-February for enrollment consideration in the fall of 2024 with final determinations made by mid-March. Additional assessments will be conducted in April and August for anyone moving into district.

CSDE Mandated Recruitment / Hiring Plan Approval – Superintendent Tencza apprised the Board on the recent CSDE mandate that requires all districts to complete and submit an Increasing Educator Diversity Plan template documenting recruitment, hiring, selection and retention of diverse staff. As the BOWA districts share similar staffing needs, they collaborated in creating an *overview of criteria of action* in response to the specific strategies and objectives detailed by the CSDE. Districts are required to submit the template and once approved by the CSDE, make the applicable revisions as determined by the CSDE. Ultimately, the template for every district will be available on the CSDE site.

MOTION #2 – CSDE MANDATED RECRUITMENT / HIRING PLAN

Move that we approve the CSDE Recruitment / Hiring Plan as submitted by the Superintendent and authorize the Superintendent to make any plan revisions etc. as suggested by the CSDE.

Ms. Piascyk
Second by Dr. Francese
UNANIMOUS

BRS Update – Ms. Sherman noted the various reading and writing activities for Grade 2 learners; the 100 day festivities, the request of hat day from Grade 2 students, mini musical performances in Grade 4 and the upcoming *Read Across America* celebration on Wednesday, March 6.

BRS Town Building Committee – Mr. Hughes noted that the roofing project continues to move forward with funding approved at the Special Town meeting on January 8, 2024. This committee met on February 12 and 16 to amend the committee charge to include educational specifications and feasibility studies pertaining to population, space and program challenges. The change in leadership from Sheila McCreven to Dr. Maria Madonick was also noted. The Committee also reviewed the plans, specifications and estimates of the roof and drainage projects identified by Silver Petrucelli as part of the roofing project and requested Board of Education endorsement of the project.

MOTION #3 – ROOFING REPLACEMENT PLAN

Move that we approve the estimates, plans, and specifications as presented by Silver Petrucelli & Associates dated February 14, 2024 for State project # 167-0026 RR.

Mr. Hughes
Second by Mr. Lawrence
UNANIMOUS

Curriculum Committee – Dr. Strambler reviewed the February 1 meeting, which focused on the math research process administration has conducted over the last several months in exploring math resources, “best” practices, standardized curriculum-based measures / assessments and assorted articles. In addition, meetings were held with the Middle School math specialists to ensure vertical alignment with the Amity curriculum as well as Pre-Algebra.

Finance Committee – Mr. Lawrence reviewed the February 13 meeting inclusive of the standard monthly reports. With approximately half the year expended, it appears there will be a significant projected surplus in the range of \$241,000. As suggested by the Board of Selectmen, the funding of Phases I and II of the CSG project were incorporated recently into the 2023/24 operating budget.

Policy Committee – Ms. Williamson reviewed the February 5 meeting with modifications made to Policy 5111 – inclusive of the new Kindergarten Age legislative changes and residency language modifications / requirements to update timelines for compliance and form documentation.

CABE Liaison Report – Day on the Hill is March 13 with a registration deadline of March 8. It was suggested that the Leadership Team start data collection now to support participation in the CABE Leadership Level Award process for next year.

Upcoming Meeting Presentation – Technology Upgrades / WBOE Appreciation.

Upcoming WBOE Committee / Meeting Schedule – Facilities Committee on March 7 at 7:30 AM, Finance Committee on March 12 at 4:30 PM, and the regular WBOE Regular Meeting March 18 at 7:00 PM. The Town will host an FOI Workshop on March 5.

PUBLIC COMMENT – Kristen Turkosz inquired what the end of the year will look like for Grade 6 Math and urged consideration of holding a public forum on the topic of Math.

Executive Session

The Board entered Executive Session in accordance with State statute to conduct the mid-year evaluation of the Superintendent and invited the Superintendent to attend.

MOTION #4 – EXECUTIVE SESSION (9:16 PM)

The Board entered Executive Session in accordance with State statute to conduct the mid-year evaluation of the Superintendent and invite the Superintendent to attend.

Mr. Lawrence
Second by Ms. Del Prete
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Ms. Sarah Beth Del Prete, Secretary (in-person); Dr. Lauren Francese (in-person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence, Vice Chair (in-person); and Erin Williamson (in-person).

The Board conducted the mid-year evaluation of the Superintendent.

MOTION #5 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (10:03 PM).

Mr. Lawrence
Second by Ms. Del Prete
UNANIMOUS

MOTION TO ADJOURN: (10:04 PM)

Mr. Hughes
Second by Dr. Dahya
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2023-2024 Budget Narrative

March 7, 2024

The attached financial reports represent seven months (67%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Although the total salary savings remains close to the prior month we had some changes within the line items. We moved \$36K of a social worker to a grant that needs to be used up this year, and we accrued some retirement payouts that we think we will have at the end of this year. We continue to average between 4-7 vacant paras and a part time Psychologist remains vacant. We are record the new SRO position in non-certified salaries. The net of all these items has us showing \$132K of salary savings on the year.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. This month we doubled our estimated savings in the benefits category. Our insurance expenses continue to run close to the budget. Continued vacancies have us trending upward to additional savings in CMERS and payroll taxes. We are now estimating \$143K of savings over \$71K in the prior month. A combination of para vacancies and the CMERS rate coming in 4% less than budgeted is driving the most of these savings.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. Our substitute line is \$14K over budget. Our SPED consultant line is \$13K over budget since we are down a part time Psychologist, we are contacting out more evaluations. We still have the savings from employing our School Resource Office giving this category a net \$78K savings. This is about \$22K less than December due to planning for some additional temporary part time accounting help and a consultant to help facilitate a community survey related to the community's interest in school building project.

400 Series Purchased Property Services - Purchased Property Services are 4% of the total budget and have been increased over the previous year to keep up with higher natural gas prices. The combination of mild to average winter coupled with the pool being empty for 6 months has allowed us to increase our utility savings estimate. Total saving in this category is similar to the prior month at \$49K.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. We expect some small savings in our Worker's Comp and Liability insurance expenses, as well a small amount of saving in Internet expense. Outplaced tuition and transportation expenses continue are steady at the moment and we are now estimating that this category will go over budget by \$107K. This overage is \$7K larger than last month.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. We were able to reduce a large custodial supplies purchase order that put this category back on track.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we anticipate utilizing all of the funds before the end of the fiscal year. Previously we were showing a savings due to the pre-purchase of some student devices with last year's surplus, but we now anticipate spending all of the funds.

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. We anticipate utilizing all available fund.

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.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 02-29-2024**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	251,999	119,306	132,693
200	TOTAL BENEFITS	3,497,674	1,273,141	1,129,319	143,822
300	TOTAL PROFESS. SERVICES	522,182	270,833	192,759	78,074
400	TOTAL PROPERTY SERVICES	728,899	300,973	251,955	49,018
500	OTHER SERVICES	1,512,357	27,297	134,096	(106,798)
600	SUPPLIES & MATERIALS	322,601	96,488	96,124	363
700	TOTAL PROPERTY SERVICES	98,400	71,976	71,976	-
800	TOTAL DUES, FEES, MISC.	36,675	12,985	12,985	-
TOTAL ADOPTED BUDGET		17,017,091	2,305,693	2,008,521	297,172

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	(12,942)	-	(12,942)
510	TRANSPORTATION	225,274	(41,833)	-	(41,833)
560	TUITION SPECIAL ED	328,480	(79,736)	-	(79,736)
SPECIAL EDUCATION CARVEOUT		595,554	(134,510)	0	(134,510)

SUMMARY	
Special Ed Surplus / (Deficit)	(134,510)
Under / (Over) Spending in OTHER programs	431,682
Total Surplus / (Deficit) Projected	297,172

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 29, 2024

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	687,683	265,603	11,579		11,579
120	Teachers - Regular	5,808,080	3,384,842	2,284,010	139,228	63,000	76,228
120	Teachers - Special Education	948,002	572,337	377,226	(1,561)		(1,561)
1201	Psychologist	201,290	71,460	65,505	64,325	20,000	44,325
1203	Counselor	52,573	5,384	22,242	24,947		24,947
Sub-Total Certified Salaries		7,974,810	4,721,706	3,014,586	238,518	83,000	155,518
1303	Custodians	450,218	323,154	117,676	9,388	9,388	(0)
140	Nurses	170,995	101,386	70,984	(1,374)		(1,374)
150	Secretaries, Clerical	383,229	266,240	112,795	4,195	1,918	2,277
160	Paraprofessionals	581,232	317,437	202,155	61,640	15,000	46,640
1601	Special Education Paraprofess.	545,517	305,365	213,638	26,514	(28,000)	54,514
170/10	Salaries OT / PT	60,793	65,062	47,657	(51,926)		(51,926)
190	IT Manager	79,568	57,863	21,318	387		387
190	Salaries, Miscellaneous	51,941	54,059	33,224	(35,342)	38,000	(73,342)
Sub-Total Non-Certified Salaries		2,323,493	1,490,566	819,447	13,481	36,306	(22,825)
TOTAL SALARIES		10,298,303	6,212,271	3,834,033	251,999	119,306	132,693
220	FICA	303,375	182,054		121,321	110,000	11,321
230	CMERS	498,265	198,270		299,995	195,772	104,224
270	Medical Insurance	2,649,631	1,815,458	286	833,887	808,887	25,000
280	Life Insurance	29,353	20,491		8,862	10,584	(1,722)
2902	Other Employee Benefits	17,050	7,973		9,077	4,077	5,000
TOTAL BENEFITS		3,497,674	2,224,246	286	1,273,141	1,129,319	143,822
320	Professional Development	45,425	5,255	1,121	39,050	39,050	-
330	Legal Fees	62,000	22,724	3,619	35,658	35,658	-
340	Software Support	26,959	22,587		4,372	4,372	-
350	Substitutes	143,000	100,752		42,249	56,000	(13,752)
390/01	Consultant Services	41,800	19,608	35,135	(12,942)		(12,942)
3902	Financial Audit	32,680			32,680	32,680	-
390	Other Prof/Tech. Services	170,318	17,611	22,939	129,767	25,000	104,767
TOTAL PROFESSIONAL SERVICES		522,182	188,536	62,813	270,833	192,759	78,074
410/01	Utilities - Electric and Water	205,500	94,119		111,381	86,381	25,000
420	Heating	151,602	31,625		119,977	75,000	44,977
430	Repairs and Maintenance	72,000	58,220	2,011	11,769	18,769	(7,000)
450	Leases and Rentals	109,123	95,240		13,883	23,784	(9,901)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	18,800		8,612	8,612	-
4901	Service Contracts	163,262	91,069	32,784	39,409	39,409	-
TOTAL PROPERTY SERVICES		728,899	389,073	38,853	300,973	251,955	49,018
510	Pupil Transportation-Regular	457,642	367,979		89,663	105,000	(15,337)
510	Pupil Transportation-Spec. Educ.	225,274	152,897	114,210	(41,833)		(41,833)
520	Insurance-General Liability	134,307	93,895	36,142	4,271	-	4,271
5201	Worker's Compensation	239,734	116,657	114,702	8,375	-	8,375
530	Telephone Services	17,070	13,824		3,246	7,000	(3,754)

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 29, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	20,774	4,212	2,514		2,514
537	Postage	4,400	3,360		1,040	1,040	-
540	Advertising	1,000			1,000	-	1,000
550	Interns	57,000	31,650		25,350	7,650	17,700
560	Tuition - Wintergreen	6,000			6,000	6,000	-
560	Tuition - Out of District	328,480	161,257	246,959	(79,736)		(79,736)
590	Other Purchased Services	13,950	5,417	1,127	7,406	7,406	-
TOTAL OTHER PURCH SERVICES		1,512,357	967,708	517,352	27,297	134,096	(106,798)
610	Instructional Supplies	115,185	52,378	21,470	41,337	41,337	-
620	Computer Software	73,796	41,880		31,916	31,916	-
625	Supplies Nurses	5,370	2,181	8	3,180	3,180	-
630	Supplies Custodial	52,300	31,247	22,051	(998)	(4,000)	3,002
635	Supplies Office	12,800	3,713	84	9,003	9,003	-
640	Books and Audio Visual	16,000	6,299	9,397	304	304	-
645	Subscriptions	26,500	11,115	1,000	14,385	14,385	-
650	Testing	17,650	16,379	2,952	(1,681)		(1,681)
690	Misc. Supplies - DW Security	3,000	3,914	44	(958)		(958)
TOTAL SUPPLIES & MATERIALS		322,601	169,107	57,007	96,488	96,124	363
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	11,801	7,887	56,812	56,812	-
735	Equipment - Teaching	10,900	48	1,929	8,923	8,923	-
740	Equipment - Building	5,000	1,153		3,847	3,847	-
745	Furniture	6,000	3,606		2,394	2,394	-
TOTAL PROPERTY		98,400	16,608	9,816	71,976	71,976	-
810	Dues and Fees	23,475	22,758	865	(148)	(148)	-
900	Other Fees	13,200	67		13,133	13,133	-
TOTAL DUES AND FEES		36,675	22,825	865	12,985	12,985	-
TOTAL ADOPTED BUDGET		17,017,091	10,190,373	4,521,025	2,305,693	2,008,521	297,172

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 2-29-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$172,516	\$210,247	\$8,058	\$88,728	
Intergovernmental	\$67,376				
Donations				\$1,000	
Other income					
Additions					
Total Revenues:	\$239,892	\$210,247	\$8,058	\$89,728	\$0
Expenditures:					
Wages, FICA, MERF	\$123,517	\$150,661		\$71,432	
Medical Insurance					
Cost of food sold	\$114,446				
Equipment		\$6,584			
Repairs	\$10,803				
Other Expenses	\$3,493	\$34,689	\$15,534	\$2,462	
Total Expenditures:	\$252,260	\$191,934	\$15,534	\$73,895	\$0
Year to Date Net Income / (Loss):	-\$12,368	\$18,313	-\$7,475	\$15,833	\$0
BOE Year to Date Cost of Health Insurance	\$8,291				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$310,472	\$140,912	\$467	\$94,153	\$20,994
Prepaid Expenses					
Accounts Receivable	\$6,041	\$250	\$11	\$3,329	
Intergovernment Receivable	\$19,166				
Inventory	\$7,830				
Total Assets:	\$343,509	\$141,162	\$478	\$97,482	\$20,994
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459				
Deferred Revenue	\$27,234	\$5,805			
Wages Payable	\$11,170				
Due To Other Funds		\$44,164	\$404	\$181	\$2,600
Total Liabilities:	\$41,863	\$49,969	\$404	\$181	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	\$314,014	\$72,880	\$7,549	\$81,468	\$18,394
Year to Date Income / (Loss)	-\$12,368	\$18,313	-\$7,475	\$15,833	\$0
Current Fund Balance	\$301,646	\$91,193	\$74	\$97,301	\$18,394
	\$0	\$0	\$0	\$0	\$0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$301,646	\$91,193	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	\$21,788	\$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	\$65,364	\$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	415	73	N/A	N/A	N/A
Fund Balance Excess	\$236,282	-\$22,001	N/A	N/A	N/A



March 18, 2024

WHEREAS, an excellent public school system is vital to the quality of life in this community and fundamental to preserving a strong democratic society now and in the future; and public schools are being held to higher standards of accountability than ever before at both the state and federal levels; and

WHEREAS, the Members of the Woodbridge Board of Education represent an invaluable resource in this community as local decision-makers, responding to the challenges of assuring our school meets these higher standards; and these School Board Members must formulate policies to assure that all children learn to their fullest potential and

WHEREAS, these Board Members continually strive for improvement and progress with an understanding of the need for commitment to the highest standards of student achievement; and are working diligently to assure that our young people are educated and prepared for the future; and

WHEREAS, the men and women elected to these positions deserve recognition and thanks for their countless hours of volunteer service to public education and the children of our community;

NOW THEREFORE, the Woodbridge Board of Selectmen and the Woodbridge School District thank all Members of the Woodbridge Board of Education for their tireless and devoted service to our children, our schools and our community and urge all residents of our community to join us in expressing appreciation to these exemplary public servants and hereby designate March 18, 2024 as School Board Member Day.


Mica Cardozo, First Selectman


Vonda J. Tencza, Superintendent

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES

Thursday, March 7, 2024

Superintendent's Conference Room

Via WebEx [https:// woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mdf914b05e2d9c2d786646fbc59109ccb](https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mdf914b05e2d9c2d786646fbc59109ccb)

Meeting Number: 2492 525 9629 **Meeting Password:** SSe66SMdYd5

CALL TO ORDER: Mr. Hughes, Chair, called the meeting to order (7:33 AM).

BOARD MEMBERS PRESENT: Mr. Jeff Hughes (remote); Dr. Jay Dahya (in-person); Ms. Lynn Piascyk (remote).

STAFF: Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services / Operations; Vito Esparo, Facilities Manager; Teresa Ramia, WEA Liaison, and Marsha DeGennaro, Clerk of the Board.

Mr. Esparo provided overview of the projects recently accomplished in his monthly report. Highlights included repair of a sinkhole in the south field, completion of the air quality assessment, motor unit repairs, shaft bearing repairs, roof leak repairs in the south / north entrances and various hallways, completion of various keycard access upgrades, valve actuator replacements, phone line issues, and faucet repairs and continued monitoring of water pressure / treatment fluctuations. The upgrade of the PA system commenced with transfer of the North school to the new system. The phone line upgrade to digital is scheduled for the April break.

Various grounds projects inclusive of exterior / interior camera upgrades, interior / exterior door replacements and classroom painting are scheduled for completion during the summer months.

Meeting Adjourned (8:03 AM).

MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING

Tuesday, March 12, 2024

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m022fff8290e0499d80ac079764a1beb1>

Meeting number (access code): 2482 453 5301

Meeting password: tY9N22AZuJh

Attendees: Steven Lawrence (in-person); Sarah Beth Del Prete (remote), WBOE; Vonda J. Tencza, Superintendent; Donna Coonan, Business Operations Manager; and Marsha DeGennaro, Clerk of the Board.

Mr. Lawrence, Chair called the meeting to order at 4:38 PM.

Public Comment: None

Items reviewed and discussed included the monthly financials inclusive of the FY Budget Narrative, Summary, Detail and Combined Financial Reports. Financials are running close to budget with significant savings identified in certified / non-certified salaries / vacancies, utilities and property services. Increases have occurred in the substitutes and special education consultant line items. The pool was recently drained and its status remains unknown at the current time. It was noted that some of the high repair costs associated with the elevator were funded through the large surplus in the Cafeteria budget as a result of free government lunches for the last couple of years. It is anticipated there will be a significant projected surplus upon completion of the 2023/24 school year.

2024/25 Budget Update – It is anticipated the Board of Finance will meet on March 20 to finalize reductions to the various town department budget proposals. Recent bid results on insurance indicate a 4-5% favorable reduction in projected premium costs. It appears that the BOF has recommended funding for the fire panel upgrade, Phases III-V of the CSG report the ADA merry-go-around and a future feasibility study. The architecture RFQ for the roof project was live as of March 11 with a submission deadline of April 1.

Public Comment: None

Meeting Adjourned: 5:00 PM

Students

Admission/Placement

General Principles

In accordance with Connecticut General Statute 10-186, the Woodbridge Board of Education shall provide education for all persons residing in the District who are five years of age and older, or who have attained age five on or before ~~January~~ **September** 1 of any school year, and who are under 21 years of age who are not graduates of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. *If the child does not meet the cutoff date, the parent / guardian has the right to submit a written request to the Principal that an assessment of the child be conducted to determine that admitting such child is developmentally appropriate. For decisions relating to early admissions to the District, the decision of the Principal shall be final.* The Woodbridge Board of Education recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

Residency shall be defined as full-time occupancy of a Woodbridge residence (fixed permanent domicile), by at least one parent / guardian and the student. Living with a Woodbridge resident - even a close relative - for purposes of attending the Woodbridge School District is forbidden under Connecticut law and Woodbridge Board of Education policy. Temporary residence in the Town of Woodbridge, solely for the purpose of attending the Woodbridge School District, is also not considered residency. In accordance with Connecticut school law, being a land owner, tax payer, or business owner in the Town of Woodbridge does not confer residency privileges for school purposes. The burden of proving residency falls to the parent / guardian.

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

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

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

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

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

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

Documents to Establish Age and Immunizations

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

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

Documents to Establish Residency

In the establishment of residency, the Board will accept such documentation as, but not limited to, a **current signed notarized** lease agreement and rent receipt (**signed by owner/landlord and tenant/resident**), proof of home ownership (a mortgage document, a property tax record), a homeowner's / **renter's** insurance **policy** record, a **two** current utility bills, current proof of government benefits, a Connecticut's driver's license **showing current Woodbridge address**, ~~or automobile registration or insurance record.~~ **A cellphone or cable bill is not acceptable.** An Affidavit of Residence, properly executed, shall also be acceptable. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. **The Woodbridge School District reserves the right to request additional documents and/or to conduct an investigation at any time. Students will not be enrolled until all acceptable proofs of residency have been verified and approved.**

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

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

Special Circumstances

A student whose family intends to become residents of Woodbridge ~~by December 31~~ **of in** a given school year may enroll in the Woodbridge School District at the start of that school year by presenting evidence that such residence will be established **and occupancy will occur within 60 days from the time the student is enrolled including a notarized statement from the landlord and/or closing attorney.** Evidence shall include: ownership of property approved as a building site and a signed construction contract stating that the home will be ready for occupancy ~~prior to December 31~~ **within 60 days from the time the student is enrolled** or a binding lease agreement to rent a home in Woodbridge with occupancy ~~prior to December 31~~ **occurring within 60 days from the time the student is enrolled**, or a binding agreement to purchase a home in Woodbridge, such binding agreement clearly stating "closing" to occur **within 60 days from the time the student is enrolled.** Any such evidence shall be presented as a sworn or notarized affidavit **from the closing attorney.** Until the family takes residence in Woodbridge, responsibility to transport the student to school will be the family's.

Failure to ultimately establish residence by ~~December 31~~ **within 60 days will** ~~would~~ obligate the family to be liable for payment of full tuition costs from the date of the student's entry in the district's school. Tuition, including the payment of any delinquent or liable tuition, would then need to be paid monthly for the child to be eligible to continue in school until residency is established. Tuition cost would be determined by the Business Office based on the general education per-pupil cost. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months.

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

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

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

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

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

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

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition **and/or the resident with whom the child resides. The tuition charge may be imposed** for that period of time that the child was not legally entitled to attend the Woodbridge School District **in the current school year and/or for any past year in which the child was enrolled in the Woodbridge School District. ~~The Board of Education may, in its sole discretion, exclude the child from the Woodbridge School District for the balance of the school year.~~** The Woodbridge School District may seek civil remedies, **including fines and legal action,** to collect any unpaid assessments of tuition and **additional penalties. *If determination is made by the Superintendent that the student is residing other than in Woodbridge, the student's enrollment in Woodbridge shall be terminated immediately.***

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge.

Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

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

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

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

~~The parent or person having control of a child 17 years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child 17 years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a school counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.~~

~~A child who has attained the age of 17 and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.~~

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

~~Children who have attained the age of 19 or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.~~

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

Placement

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

(cf. [0521](#) - Nondiscrimination)
(cf. 5112 - Ages of Attendance)
(cf. [5118.1](#) - Homeless Students)

(cf. [5141](#) - Student Health Services)
(cf. 6171 - Special Education)
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

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

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

[10-76a](#) - [10-76g](#) re special education

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

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.

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

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

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

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

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

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

[10-261](#) Definitions

State Board of Education Regulations

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

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

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

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

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

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

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

PA 23-208 New Entry Age for Kindergarten

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

Policy adopted: ~~May 19, 2022~~


WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John Frassinelli for Shannon Yearwood, Bureau Chief 
Bureau of Child Nutrition Programs

DATE: February 27, 2024

SUBJECT: Operational Memorandum No. 07-24
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2024-25

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). The CNS also applies to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP). **Note:** “Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2024-25. Please review carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2024-25 (July 1, 2024, through June 30, 2025), the BOE must conduct the HFC votes by **July 1, 2024**. All votes must use the **exact motion language** provided in attachment 1.

- All BOEs must vote on whether to participate in the healthy food option of HFC.
- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is required. The BOE may also choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is not required. The BOE may choose to vote on whether to allow beverage exemptions.

Note: Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2024-25

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2024**, for school year 2024-25.

1. Carefully review the requirements in this memorandum and Attachment 1 to ensure accurate and timely submission of the HFC Statement.
2. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2024, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
3. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 4).
4. **May 2024:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do not access the CNP System prior to receiving this notification.

For more information, visit the “[Apply](#)” section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

Refer to attachment 2 for a list of HFC compliance resources. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

SKY:sff

Attachments: (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Attachment 1

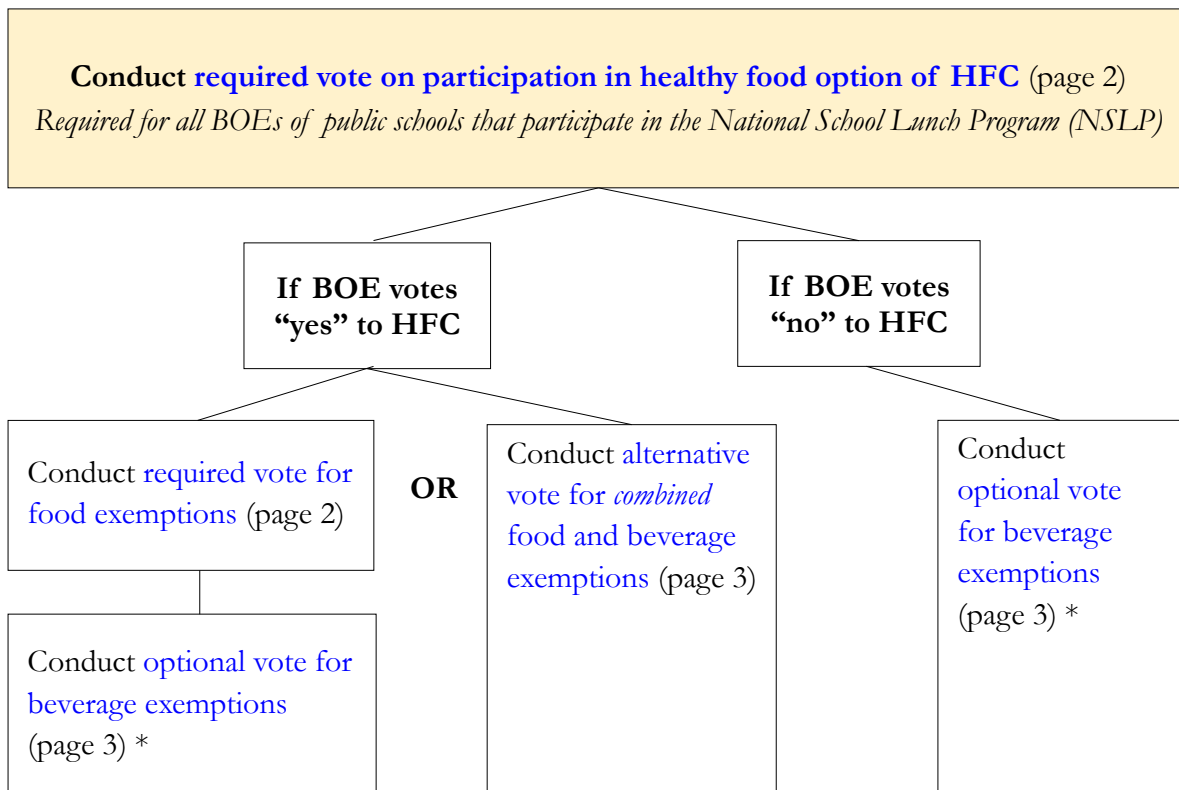
Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2024-25

This attachment accompanies the Connecticut State Department of Education’s (CSDE) Operational Memorandum No. 07-24: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2024-25*. It provides the required motion language for the board of education or governing authority’s (BOE) votes and the final BOE-approved minutes that must be submitted to the CSDE with the annual HFC Statement. The HFC Statement and final BOE minutes are due to the CSDE on July 1, 2024.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable). Figure 1 summarizes the required BOE votes.

Figure 1. Summary of BOE Votes



* Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. BOEs may choose whether to allow beverage exemptions. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes for HFC

Each BOE must complete their HFC votes using the required motion language below.

Vote 1: Required vote for participation in healthy food option of HFC

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). The motion and BOE-approved meeting minutes must include the **exact motion language** below:

Pursuant to C.G.S. Section 10-215f, the *(insert name of board of education or governing authority)* certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs choosing healthy food option of HFC

This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the **exact motion language** below.

The *(insert name of board of education or governing authority)* will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. BOEs may choose whether to allow beverage exemptions. Districts without a beverage exemption in place can never sell noncompliant beverages to students on school premises.

Vote 3: Optional vote for beverage exemptions for all BOEs

If the BOE chooses to allow beverage exemptions, the BOE motion must include the **exact motion language** below.

The *(insert name of board of education or governing authority)* will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion, by using the **exact motion language** below. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions: The *(insert name of board of education or governing authority)* will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

Attachment 2

Healthy Food Certification (HFC) Resources

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 07-24: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2024-25*. It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements \(CSDE webpage\)](#)
- [Beverage Requirements for Connecticut Public Schools](#)
- [Connecticut Nutrition Standards \(CSDE webpage\)](#)
- [CSDE Training Module: Completing the Application Process for Healthy Food Certification](#)
- [CSDE Training Program: Complying with Healthy Food Certification](#)
Recorded modules on meeting the HFC requirements and related state laws
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#)
(“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification \(CSDE webpage\)](#)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages \(CSDE webpage\)](#)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)