

## **Agenda**

- I. ***Mission – To create and foster a learning community that prepares children to be flexible, lifelong learners, and responsible global citizens.***  
***Vision – To empower and inspire future leaders who will positively impact our world.***
- II. **Preliminary Business / Motions**
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
  - D. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comment may be submitted electronically to mdegennaro@woodbridgeps.org*
- III. **Consent Agenda**
  - A. Approval of the October 21, 2024 Regular Meeting Minutes
  - B. Budget Narrative Report
  - C. Budget Summary Report
  - D. Budget Detail Report
  - E. Combining Financial Statements
- IV. **Reports**
  - A. Superintendent's Report
    1. LAS Links / MLL
    2. Strategic Plan Update
    3. Discuss Draft 2025/26 Calendar
    4. BRS Update
  - B. BRS Infrastructure Building Committee
  - C. Facilities Committee Report
  - D. Finance Committee
    1. Adopt 2026-2030 Proposed Capital Budget Request
  - E. Policy Committee / Adopt Policies
    1. 9210-Qualifications of Board Members
    2. 9212-Oath of Office
    3. 9230-Orientation

4. 9240-Board Member Development
  5. 9260-Protection
  6. 9270-Conflict of Interest
  7. 9271-Code of Ethics
  8. 9272-Code of Conduct on Data Use
  9. 9300-Methods of Operation
  10. 9314-Suspension of Policies, Bylaws, Regulations
  11. 9321-Time, Place and Notification for Meetings
- F. CABA Liaison Report
- G. Upcoming Meeting Presentation(s) 2025/26 Budget

V. **New Business**

- A. Act on Open Choice 2025/26

VI. **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. Review Superintendent Evaluation / Goals

VII. **Adjournment**





Marsha DeGennaro &lt;mdegennaro@woodbridgeps.org&gt;

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**Fwd: [External Email] A Proposal from the Amity Student Government Concerning the 2025-2026 Calendar**

1 message

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Lynn Piascyk <lpiascyk@woodbridgeps.org>  
To: Marsha DeGennaro <mdegennaro@woodbridgeps.org>  
Cc: Vonda Tencza <vtencza@woodbridgeps.org>

Mon, Nov 11, 2024 at 7:26 AM

Marsha -

Please include this in Boardbook as Board correspondence for next week's Board of Education meeting.

Thank you, Lynn

----- Forwarded message -----

From: Alexander Klee &lt;kleeal25@amityregion5.org&gt;

Date: Sun, Nov 10, 2024 at 9:55 PM

Subject: [External Email] A Proposal from the Amity Student Government Concerning the 2025-2026 Calendar

To: lpiascyk@woodbridgeps.org <lpiascyk@woodbridgeps.org>, lfrancese@woodbridgeps.org <lfrancese@woodbridgeps.org>, sdelprete@woodbridgeps.org <sdelprete@woodbridgeps.org>, jdahya@woodbridgeps.org <jdahya@woodbridgeps.org>, bhopkins@woodbridgeps.org <bhopkins@woodbridgeps.org>, jhughes@woodbridgeps.org <jhughes@woodbridgeps.org>, slawrence@woodbridgeps.org <slawrence@woodbridgeps.org>, mstrambler@woodbridgeps.org <mstrambler@woodbridgeps.org>, ewilliamson@woodbridgeps.org <ewilliamson@woodbridgeps.org>  
CC: vtencza@woodbridgeps.org <vtencza@woodbridgeps.org>

Dear Woodbridge Board of Education,

I'm writing to share a letter written and unanimously endorsed by the Amity Student Government this past Wednesday. We are writing in strong support of expanding the religious and cultural holidays that students receive days off for. Specifically, we are proposing days off for **Eid Al-Fitr**, **Diwali**, and **Lunar New Year**. For the next school year, these holidays fall on 3/20/26 (Friday), 10/20/25 (Monday), and 2/17/26 (Tuesday), respectively. These are holidays celebrated by a large portion of BOWA's student body, and including these core religious days on our calendar will help make the BOWA community more welcoming to all families. We have sent our letter to the other Boards of Education in the BOWA community in hopes that all four districts can be in alignment when it comes to making this change. When the board meets to discuss and approve next year's calendar, we strongly encourage members to consider having days off for **Eid Al-Fitr**, **Diwali**, and **Lunar New Year**.

Thank you for your consideration,

Alex Klee

Student Body President

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**MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING**

**Monday, October 21, 2024  
BRS South Assembly Room**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (7:06 PM).

**BOARD MEMBERS PRESENT:** Lynn Piascyk, Chair; Dr. Jay Dahya, Sarah Beth Del Prete, Secretary; Dr. Laura Francese; Jeff Hughes; Steven Lawrence, Vice Chair; Dr. Michael Strambler and Erin Williamson.

**STAFF:** Vonda Tencza, Superintendent; Analisa Sherman, Principal; Jimmy Sapia, Assistant Principal; Donna Coonan, Director of Business Services/ Operations and Marsha DeGennaro, Clerk of the Board.

**CORRESPONDENCE** – Ms. Del Prete acknowledged receipt of an email regarding Grade 1 classroom space which is available in BoardBook.

**PUBLIC COMMENT** – None

Ms. Williamson arrived (7:09 PM)

**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 provided an update on enrollment, a status update on the 1<sup>st</sup> grade opening; development of an upcoming parent forum on the Literacy program, enhancements to the Cafeteria environment and menu offerings, the anticipated return of the contractors for sidewalks/grounds and the celebration of learning occurring throughout the building.

*Educator Evaluation Plan* – Superintendent Tencza presented an overview of the Educator Evaluation Plan process as all districts were charged by the CSDE to develop a new teacher and administrator evaluator plan. Every plan is unique as each district has different strengths / weaknesses. This comprehensive plan was developed in collaboration with administration and the Professional Development Committee. As part of the CSDE approval process, each plan requires Board approval to ensure the Board is apprised of plan components.

**MOTION #2 – EDUCATION EVALUATOR AND PROFESSIONAL LEARNING PLAN**

Move that we adopt the Educator Evaluation and Professional Learning Plan as submitted and approved by the Connecticut State Department of Education.

Ms. Piascyk  
Second by Ms. Williamson  
**UNANIMOUS**

*SBAC Presentation* – Mr. Sapia presented an overview for how the assessment is conducted as well as the results from spring testing. SBAC is a mandated global assessment aligned to common core standards with testing done completely on-line. SBAC measures students' progress/attainment of knowledge and skill and accurately described student achievement and growth. It is a multiple choice Q&A computer adaptive test that changes for each student depending upon the answer(s) selected. While SBAC testing is only one measurement of a snapshot in time, it does provide helpful information in determining strengths and weaknesses in guiding daily instruction. An in-depth analysis is performed on each of the content data areas by BRS data teams to ascertain individual student growth targets and expected growth levels, cohort growth as well as vertical strengths and weakness that inform and guide instruction not only in individual classrooms but across grade levels as well.

As in past years, overall students performed well with Woodbridge ranking first (1<sup>st</sup>) in DRG B for Language Arts and second (2<sup>nd</sup>) in Math. The overall scores for students in Woodbridge (*DRG B*) meeting or exceeding the state standard were ELA (English/ Language Arts) – 81.17% (*State Average 48.9 %*) and slightly lower than last year in Math – 79.37% (*State Average 44.1%*) and Grade 5 Next Generation of Science – 79.5% (*State Average 48.5 %*). The Growth Rate for students that met or exceeded their individual growth targets as determined by the CT Growth Model were: ELA (English/ Language Arts) – 57.3% (*State Average 58.7 %*) and Math – 59.2% (*State Average 61.4 %*). Woodbridge ranked 3<sup>rd</sup> in the State for ELA and 5<sup>th</sup> in the State for Math. Resources will be explored to provide additional instructional support strategies and an analysis of data trends will be performed to determine gaps and next steps.

*BRS Update* – Principal Sherman noted that the first round of interviews have been completed for the new Grade 1 opening, development of a chain of command process, the Halloween Hoot this weekend, the anticipated dissemination of a communication survey in the coming weeks and painting enhancements in the Cafeteria.

An overview of technology integration / coding for each grade level was presented. Technology / coding is integrated daily within each classroom beginning in Kindergarten through instruction and collaborative age-appropriate projects / tasks that ensure “assured” experiences across grade levels. In Grade 6 there is a shift in instruction to focus on social media interactions, discord, digital citizenship, password protection and student computer lab opportunities. Technology experiences are fluid and flexible, and depending on the grade level, may differ from year-to-year with new projects, new units of study, new books etc. The Technology Scope and Sequence is available on the district web site and as grade level curriculums are developed they will be posted as well. It was noted that a Technology Forum will be held in the spring. In addition at the next curriculum meeting, one of the discussion topics will be Math, Science and STEAM.

*BRS Infrastructure Upgrade Building Committee Update* – Dr. Madonick provided an overview of the current process and the prior work of the Ad Hoc Enrollment Instructional Needs and Space Planning and BRS Town Building Committees to address the roof replacement, site work / drainage issues, enrollment / spacing concerns etc. This Committee has been meeting monthly to examine possible expansion concepts / options, plan for appropriate education spaces for now and identify instructional needs / spaces for the future based on projected enrollment increases over the next several years. In addition conversations with surrounding communities, who have pursued similar processes, are being explored, Town leadership was engaged to explore existing feasible and/or repurposing of spaces within the Town, formal discussions with BOWA on shared services as well as regionalization have occurred and the gathering of pertinent data relative to assessing the viability of various options for community decisions has begun. Two immensely experienced and incredibly knowledgeable consulting groups were hired to conduct a feasibility study and an educational specification study to guide the committee in their work. It is anticipated a TriBoard meeting (BOE/BOS/BOF) will occur in January / February to further discuss options and deployment of this information to the community-at-large.

*Curriculum Committee* – Dr. Strambler indicated this committee met on October 2 to review the SBAC presentation, and discuss technology as well as its impact on Grade 6 specifically. The next meeting in December will focus on the transition of the former “DARE” program and other research based programs around this topic.

*Finance Committee* – Mr. Lawrence noted that the projected deficit in the budget as a result of the hiring of four (4) additional paras, one (1) additional classroom teacher and the potential hiring of a part-time psychologist.

*2024/25 Draft Budget Calendar* – It was noted that this calendar follows a similar meeting pattern as last year. It was suggested that information on “budget drivers”, metric comparisons among other districts, trend identification and potential areas of savings be gathered in October and presented to the Board prior to development of the budget. Board members were asked to hold December 9, January 6 and 7 in their individual calendars.

*Policy Committee* – Ms. Williamson reviewed the changes made at the October 7 meeting to the policies accepted for 30-day review under the Consent Agenda which nearly completes the 9000 series. It was suggested that the Technology policy be reviewed sooner rather than later. Also, should Board members have a preference for which series should be reviewed next, they should communicate that to Superintendent Tencza or Ms. Williamson.

*CABE Liaison* --- Board members were reminded of the CABE/CAPSS Convention on November 15/16. CABE is offering a *New Board Member Orientation and Leadership Conference* on December 3; two (2) concurrent programs – *New Board Member Track* and the *Board Leadership Track* for current officers / committee chairs. It was noted that Superintendent Tencza, Ms. Del Prete and Vinny Lynch attended the remote school threats webinar which is also

available in CAGE's library. Superintendent Tencza and Chair Piascyk also participated in two additional webinars--- *Managing Effective Meetings and Leading Through Difficult Times* and *How the Budget is Developed, Adopted and Board Oversight in that Process*.

Upcoming Meeting Presentations – The regular November 18 meeting will include a report on LAS Links/MLL and a Strategic Plan update. This meeting will be held in the Main Meeting Room at Town Hall. Committee meetings will be held as follows: Facilities on November 7 at 7:30 AM and Finance November 12 at 4:30 PM

**NEW BUSINESS** – None

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN: (9:28 PM)**

Dr. Dahya

Second by Dr. Strambler

**UNANIMOUS**

Recorded by Marsha DeGennaro, Clerk of the Board.

## Woodbridge Public School's 2024-2025 Budget Narrative

November 8, 2024

The attached financial reports represent four months (33%) of the fiscal year.

**100 Series Salaries** - Salaries represent 61% of the budget. We were able to hire a new first grade teacher at a lower rate than was previously estimated. We also hired a part time psychologist, and since they won't work the entire school year, we will have some saving there too. We are still looking to hire two additional para-educators. The total of all these changes leaves us with an estimated deficit in the salaries category of \$83K which about \$40K better than we estimated last month.

**200 Series Benefits** – Benefits are 21% of our budget is based on the elections of last year's staff. Similar to last month we are estimating a \$12K deficit on this category due to the additional payroll taxes and pension obligations of the unbudgeted para-educators and teacher we have needed to hire.

**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. We are currently anticipating a \$4K deficit in this category, which is about \$20K less than last month. We are using contracted services through ACES to fill our vacant part time physical therapist position and contracted evaluations. The new hire of a part time psychologist allows us to decrease our previously estimated contracted services estimate for that position.

**400 Series Purchased Property Services** - Utility budgets are 4% of the total budget. We have had an amazingly warm fall so far which is giving us some savings in utilities. A couple of large repairs and a lot of copier usage contributes to the current decreased estimated annual savings in this category of around \$5K.

**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. Our estimated savings in this category is approximately \$20K which is down significantly from the prior month due to an increase in our estimate for outplaced tuition.

**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. It is rare that this category of accounts is over balance.

**700 Series Furniture and Equipment** - This category represents 6/10 of one percent of the budget and we currently project to utilize all budgeted 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.

**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 10-31-2024**

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>TOTAL AVAILABLE</u>	<u>ESTIMATED ADDITIONAL</u>	<u>(OVER) UNDER YEAR END</u>
100	TOTAL SALARIES	10,663,097	132,218	215,371	(83,153)
200	TOTAL BENEFITS	3,606,867	2,195,697	2,207,365	(11,668)
300	TOTAL PROFESS. SERVICES	534,168	279,957	283,643	(3,685)
400	TOTAL PROPERTY SERVICES	688,276	398,181	392,844	5,337
500	OTHER SERVICES	1,565,229	227,865	207,743	20,122
600	SUPPLIES & MATERIALS	371,543	211,255	211,255	-
700	TOTAL PROPERTY SERVICES	148,300	53,730	53,730	-
800	TOTAL DUES, FEES, MISC.	37,545	18,267	15,852	2,414
<b>TOTAL ADOPTED BUDGET</b>		<b>17,615,025</b>	<b>3,517,169</b>	<b>3,587,803</b>	<b>(70,633)</b>

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>TOTAL AVAILABLE</u>	<u>ESTIMATED ADDITIONAL</u>	<u>(OVER) UNDER YEAR END</u>
390	OT/PT SERVICES/CONSULTING	190,400	(15,684)	-	(15,684)
510	TRANSPORTATION	258,091	23,111	34,000	(10,889)
560	TUITION SPECIAL ED	288,928	100,436	85,000	15,436
<b>SPECIAL EDUCATION CARVEOUT</b>		<b>737,419</b>	<b>107,863</b>	<b>119,000</b>	<b>(11,137)</b>

<b>SUMMARY</b>	
<b>Special Ed Surplus / (Deficit)</b>	<b>(11,137)</b>
<b>Under / (Over) Spending in OTHER programs</b>	<b>(59,497)</b>
<b>Total Surplus / (Deficit) Projected</b>	<b>(70,633)</b>

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED October 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	999,860	332,450	666,760	650		650
120	Teachers - Regular	5,853,312	1,357,834	4,401,970	93,508	95,741	(2,233)
120	Teachers - Special Education	1,128,525	305,731	840,736	(17,942)	(10,000)	(7,942)
1201	Psychologist	197,202	37,417	124,725	35,060	23,252	11,808
1203	Counselor	53,690	12,931	41,300	(541)		(541)
<b>Sub-Total Certified Salaries</b>		<b>8,232,589</b>	<b>2,046,364</b>	<b>6,075,490</b>	<b>110,735</b>	<b>108,993</b>	<b>1,743</b>
1303	Custodians	473,399	137,663	287,797	47,939	47,939	-
140	Nurses	184,192	40,363	138,590	5,239	5,239	-
150	Secretaries, Clerical	431,376	132,951	289,610	8,815	4,815	4,000
160	Paraprofessionals	291,244	63,750	194,606	32,888		32,888
1601	Special Education Paraprofess.	797,954	195,334	649,578	(46,957)	46,000	(92,957)
170/10	Salaries OT / PT	114,668	25,367	86,896	2,405	37,000	(34,595)
190	IT Manager and Asst.	81,161	29,420	55,252	(3,510)		(3,510)
190	Salaries, Miscellaneous	56,514	19,631	62,218	(25,335)	(34,614)	9,279
<b>Sub-Total Non-Certified Salaries</b>		<b>2,430,508</b>	<b>644,478</b>	<b>1,764,547</b>	<b>21,483</b>	<b>106,379</b>	<b>(84,896)</b>
<b>TOTAL SALARIES</b>		<b>10,663,097</b>	<b>2,690,842</b>	<b>7,840,037</b>	<b>132,218</b>	<b>215,371</b>	<b>(83,153)</b>
220	FICA	317,410	82,279		235,131	243,039	(7,908)
230	CMERS	430,145	67,539		362,606	384,426	(21,820)
270	Medical Insurance	2,808,916	1,247,715		1,561,201	1,550,000	11,201
280	Life Insurance	33,346	13,164		20,182	18,900.00	1,282
2902	Other Employee Benefits	17,050	473		16,577	11,000	5,577
<b>TOTAL BENEFITS</b>		<b>3,606,867</b>	<b>1,411,170</b>	<b>0</b>	<b>2,195,697</b>	<b>2,207,365</b>	<b>(11,668)</b>
320	Professional Development	45,220	3,248	1,863	40,109	40,109	-
330	Legal Fees	65,000	3,002		61,999	50,000	11,999
340	Software Support	29,750	7,863	4,005	17,882	17,882	-
350	Substitutes	143,000	25,324		117,676	117,676	-
390/01	Consultant Services	190,400	6,898	199,186	(15,684)		(15,684)
3902	Financial Audit	46,400			46,400	46,400	-
390	Other Prof/Tech. Services	14,398	2,060	763	11,575	11,575	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>534,168</b>	<b>48,393</b>	<b>205,817</b>	<b>279,957</b>	<b>283,643</b>	<b>(3,685)</b>
410/01	Utilities - Electric and Water	190,500	41,523		148,977	125,000	23,977
420	Heating	114,000	7,190		106,810	90,000	16,810
430	Repairs and Maintenance	75,000	8,777	26,382	39,841	64,841	(25,000)
450	Leases and Rentals	110,123	71,993		38,130	47,130	(9,000)
4501	Building Improvements	10,500	-	600	9,900	9,900	-
490	Other Purchased Services	27,620	17,688	10,382	(450)	1,000	(1,450)
4901	Service Contracts	160,533	46,652	58,908	54,973	54,973	-
<b>TOTAL PROPERTY SERVICES</b>		<b>688,276</b>	<b>193,823</b>	<b>96,272</b>	<b>398,181</b>	<b>392,844</b>	<b>5,337</b>
510	Pupil Transportation-Regular	479,802	153,704	324,736	1,362	1,362	-
510	Pupil Transportation-Spec. Educ.	258,091	38,995	195,985	23,111	34,000	(10,889)
520	Insurance-General Liability	144,380	91,802	60,346	(7,768)		(7,768)
5201	Worker's Compensation	263,707	62,213	186,638	14,857		14,857
530	Telephone Services	18,531	6,158		12,373	12,373	-
535	Internet	27,000	6,318		20,682	18,954	1,728

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED October 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
537	Postage	6,840	1,286		5,554	5,554	-
540	Advertising	1,000			1,000		1,000
550	Interns	57,000	16,000		41,000	41,000	-
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	288,928	116,493	71,999	100,436	85,000	15,436
590	Other Purchased Services	13,950	3,292	1,400	9,258	9,500	(242)
<b>TOTAL OTHER PURCH SERVICES</b>		<b>1,565,229</b>	<b>496,261</b>	<b>841,104</b>	<b>227,865</b>	<b>207,743</b>	<b>20,122</b>
610	Instructional Supplies	127,345	42,262	14,981	70,102	70,102	-
620	Computer Software	88,928	44,653	1,399	42,876	42,876	-
625	Supplies Nurses	5,370	150	1,363	3,857	3,857	-
630	Supplies Custodial	56,050	22,937	11,693	21,419	21,419	-
635	Supplies Office	13,000			13,000	13,000	-
640	Books and Audio Visual	25,000	5,482	600	18,918	18,918	-
645	Subscriptions	27,500			27,500	27,500	-
650	Testing	24,650	14,300	158	10,192	10,192	-
690	Misc. Supplies - DW Security	3,700	310		3,390	3,390	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>371,543</b>	<b>130,094</b>	<b>30,194</b>	<b>211,255</b>	<b>211,255</b>	<b>0</b>
732	Computer Hardware	114,500	85,123	5,000	24,377	24,377	-
735	Equipment - Teaching	11,000	347	50	10,603	10,603	-
740	Equipment - Building	5,000			5,000	5,000	-
745	Furniture	17,800	902	3,147	13,751	13,751	-
<b>TOTAL PROPERTY</b>		<b>148,300</b>	<b>86,373</b>	<b>8,197</b>	<b>53,730</b>	<b>53,730</b>	<b>-</b>
810	Dues and Fees	24,345	14,473	1,520	8,352	8,352	-
900	Other Fees	13,200	3,286		9,914	7,500	2,414
<b>TOTAL DUES AND FEES</b>		<b>37,545</b>	<b>17,758</b>	<b>1,520</b>	<b>18,267</b>	<b>15,852</b>	<b>2,414</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>17,615,025</b>	<b>5,074,714</b>	<b>9,023,142</b>	<b>3,517,169</b>	<b>3,587,803</b>	<b>(70,633)</b>



# Beecher Road Multilingual Learners



Woodbridge School District  
November 18, 2024

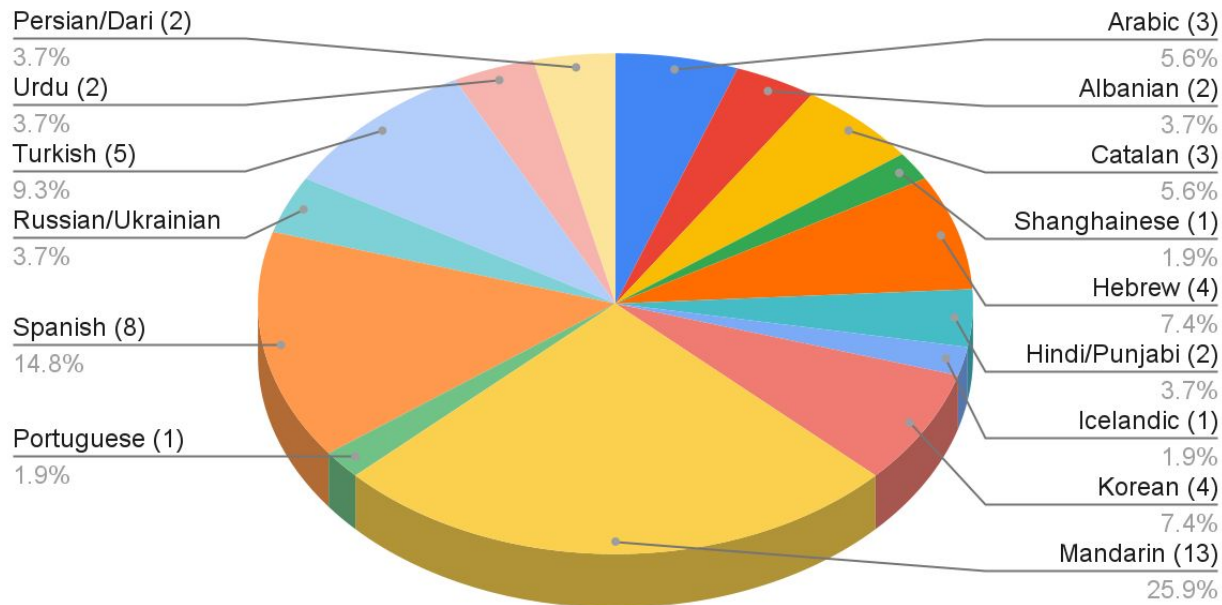
# Responsibilities of the MLL teacher:

- Identification of English Learners/Multilingual Learners
  - Placement testing of potential new MLS (within 14 days of enrollment)
  - Parent communication about results
  - Continued follow-up re: transfer students (and new students throughout the year)
- Parent Advocate
  - Parent Bill of Rights (send out every year & ensure these rights are being upheld in the school)
  - Provide school updates/information in L1
- Schedule Creation and Pull-Out/Push-In Groups
  - [State guidelines regarding service time](#)
  - Progress monitoring and instruction
  - Schedule created by the MLL teacher
- Newcomer Supports/Family Liaison & Advocate
  - Provide SEL supports
  - Provide teachers with translated materials
  - Coordinate translation for important meetings
  - Ensure information goes home in L1
  - Class Dojo (info in L1, communication with home)
- October PSIS pull
  - Ensure students are accurately placed in PSIS
- English Learner Assessment Coordinator
  - Create testing schedule to ensure completion within testing window
  - Identify students eligible for CAALP (alternate assessment)
  - Ensure accommodations for testing
  - Testing training (for ELAC and tech support)
  - Appeals (if needed) and test security
- LAS Links Administration
  - Administer speaking, listening, reading, and writing tests for **ALL** Multilingual Learners per state mandate (speaking to be done individually)
- Parent-Teacher Conferences
  - Attend parent-teacher conferences for students where available (not double booked)
  - Set-up translation when needed
- Attend **ALL** PPT meetings for Multilingual Learners
- Attend SRBI meetings (held weekly) for students in SRBI
- Collaborate with classroom teachers
  - Scaffolding and supports for Multilingual Learners for mainstream classes
  - Professional development and modeling
  - Ensure accommodations for state testing
- June PSIS pull
  - Ensure students are accurately placed in PSIS

**The Office of Civil Rights and Department of Justice have developed the following recommended service hour standards:**

<b>Language level/program</b>	<b>Frequency/duration of English language development</b>
Newcomer (up to 10 months)	Daily Up to 1 hour +
Level 1 (up to 10 months)	4–5 days/week 30–45 minutes +
Level 2 (and Level 1 over 10 months)	3–5 days/week 30–45 minutes +
Levels 3–4	2–5 days/week 30–45 minutes +
Transitional bilingual	Daily, as determined by model 30–45 minutes +
Dual language	As determined by model

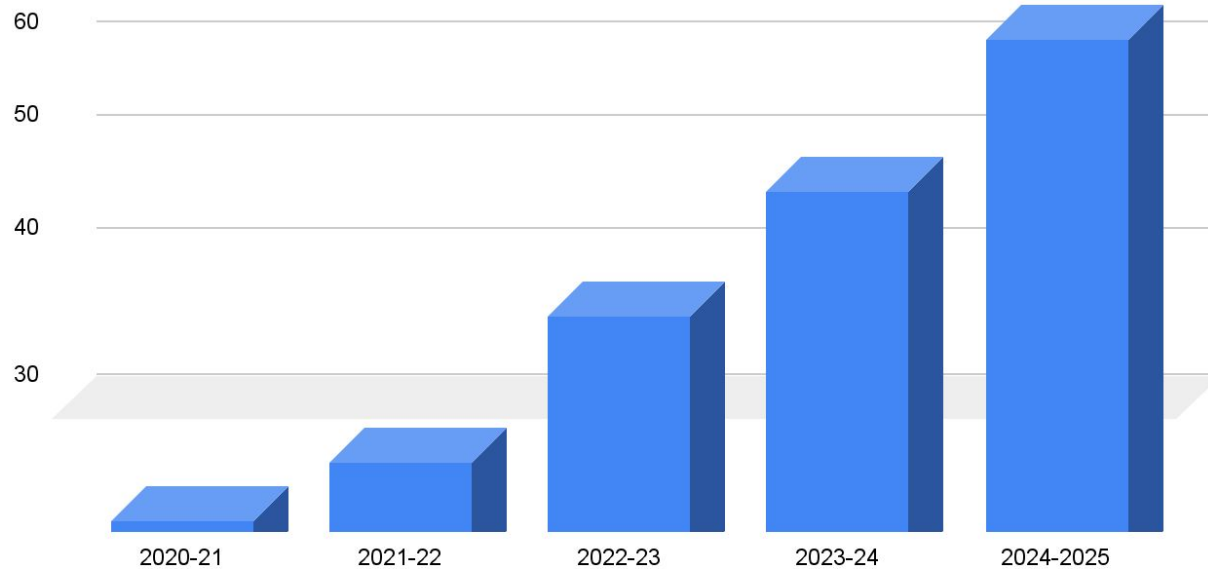
# Languages Spoken by MLs at Beecher Road School



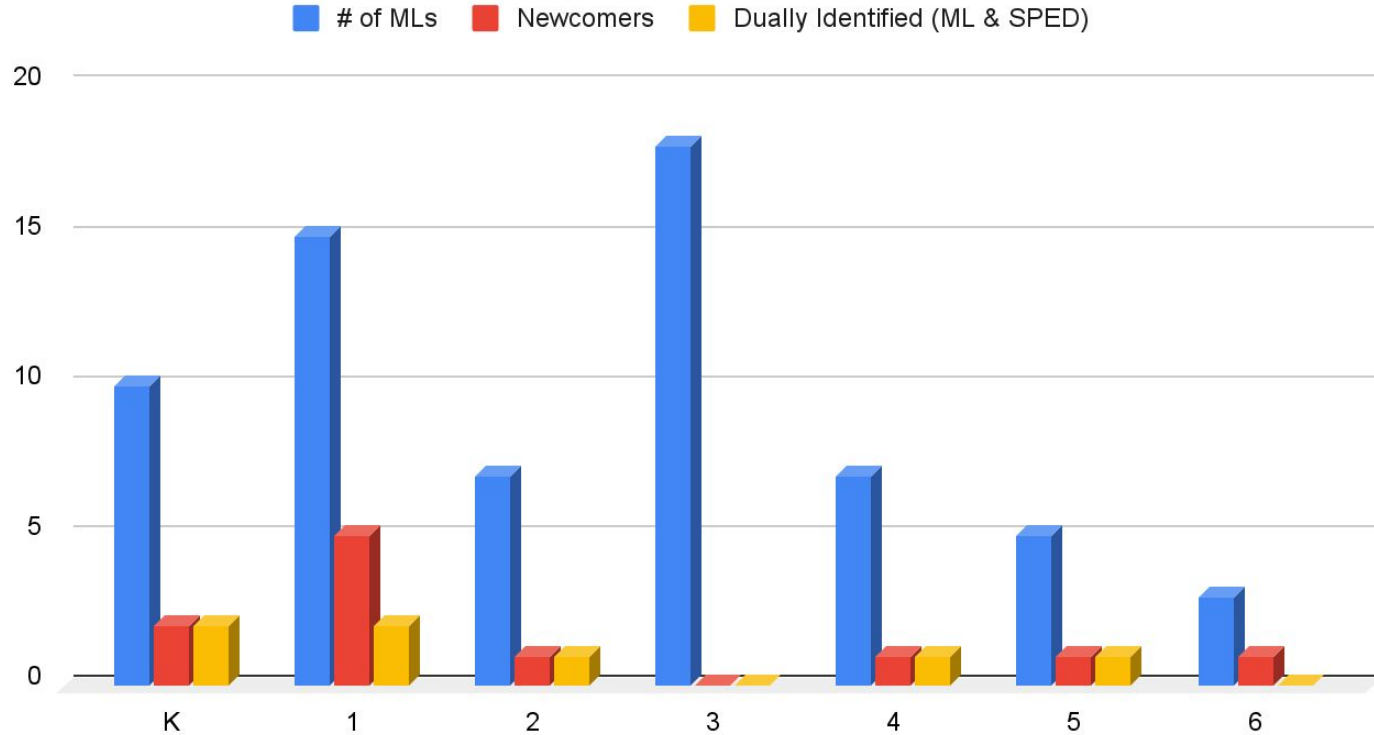
\*does NOT include the languages spoken by students who do not receive services

# MLs at Beecher Road (5-Year Span)

MLs by Year



# MLs by Grade Level



# LAS Links Data- 2022-2023

Subtest/Composite	Total Number Tested	Proficient or Above	
		Count	%
Listening	38	18	47.4
Speaking	38	12	31.6
Reading	38	16	42.1
Writing	38	8	21.1
Oral	38	14	36.8
Literacy	38	11	28.9
Overall	38	11	28.9
Comprehension	38	17	44.7
Productive	38	7	18.4

# English Learner Identification

## Identification of English Learners

- Home language survey at time of registration
- Placement assessment if one or more answers above are other than English
  - Anyone scoring not proficient or approaching proficient identified as MLL
- Annual language proficiency assessment (CT- LAS Links)
  - LAS Links exit criteria
    - 4 or higher Overall AND
    - 4 or higher in Reading AND
    - 4 or higher in Writing



### Home Language Survey

**Welcome to Beecher Road School!** We have a few questions about languages spoken at home. We are required by the U.S. Department of Education to ask for this information. It will help us to best support your child. Please share with us the language(s) spoken by your family and in your home.

#### Student Information:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade last completed: \_\_\_\_\_

Date first enrolled in any U.S. school: \_\_\_\_\_

This form was previously completed in a Connecticut School District:  Yes  No

Has the child ever received English Learner services?  Yes  No

#### Language Survey:

1. What is the primary language used in the home, regardless of the language spoken by the student? \_\_\_\_\_
2. What is the language most often spoken by the student? \_\_\_\_\_
3. What is the language the student first acquired? \_\_\_\_\_
4. Will you require interpretation/translation at school meetings?  Yes  No

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Resources



[EL/ML in CT Public Schools Guidelines](#)



[Lexia English](#)

State of Connecticut  
English Language Proficiency (CELP)  
Standards

[CELP Standards](#)

## WOODBRIIDGE SCHOOL DISTRICT 2025/26 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
	1	2	3	X4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST (5)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19*	20*	21*	22
(25)	(26)	27	28	29

SEPTEMBER (20)				
Mon	Tue	Wed	Thu	Fri
X1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER (21)				
Mon	Tue	Wed	Thu	Fri
		1	X2	3
6	7	8	9	10
X13	(14)	15	(16)	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER (16)				
Mon	Tue	Wed	Thu	Fri
3	4*	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	X27	X28

DECEMBER (17)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	(23)	X24	X25	26
29	30	31		

JANUARY (19)				
Mon	Tue	Wed	Thu	Fri
			X1	2
5	6	7	8	9
12	13	14	15	16
X19	20	21	22	23
26	27	28	29	30

FEBRUARY (15)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
X16	17	18	19	20
23	24	25	26	27

MARCH (21)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20*
23	24	25	26	27
30	31			

APRIL (16)				
Mon	Tue	Wed	Thu	Fri
		1	2	X3
(6)	7	(8)	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY (20)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X25	26	27	28	29

JUNE (11)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30			

NO SCHOOL/ BUILDING CLOSED	X	ABBREVIATED DAYS ( )
Jul. 4	Independence Day	X
Sep. 1	Labor Day	X
Sep. 23	Rosh Hashanah	
Oct. 2	Yom Kippur	X
Oct. 13	Columbus/Indigenous Da	X
Nov. 4	Teacher Workshop	
Nov. 26	Teacher Workshop	
Nov. 27-28	Thanksgiving Holiday	X
Dec. 24-Jan. 2	Holiday Recess	
Dec. 24-25	Christmas Holiday	X
Jan. 1	New Year's Day	X
Jan. 19	MLK Day	X
Feb. 16	Presidents' Day	X
Feb. 17-21	Winter Break	
Mar. 20	Teacher Workshop	
Apr. 3	Good Friday	X
Apr. 13-17	Spring Vacation	
May 25	Memorial Day	X

Aug. 25	First Day Students
Aug. 26	Second Day for Students
Oct. 14	Parent/Tchr Conference
Oct. 16	Parent/Tchr Conference
Dec. 23	Holiday Recess
Apr. 6	Parent/Tchr Conference
Apr. 8	Parent/Tchr Conference
Jun. 15	Last Day for Students
<i>Dismissal Time 1:10 PM</i>	

181 Student Days  
184 Staff Days  
187 Teacher Days

OPEN HOUSES	
Aug. 28	Grades K, 5 & 6
Sep. 3	Grades 3, 4 / MAG
Sep. 8	Grades 1, 2 / PK

Note: No Extended Day Coverage on Parent Conference Days

WORKSHOP DAYS * / NO SCHOOL
Aug. 19-21, Nov. 4
Nov. 26, Mar. 20

WBOE MEETINGS	
July 21	Jan. 20
Aug. 18	Feb. 23
Sep. 15	Mar. 16
Oct. 20	Apr. 20
Nov. 17	May 19
Dec. 15	June 15

SNOW DAYS MAKE-UP
June 16-26
Additional Days Starting April 13

Kdg. Bus Ride/Safety Demo Aug. 18

New Teacher Orientation Aug. 18 and 22

Report Card Distribution Dec. 5, Mar. 13 and June 15

Finance Committee: 11/12/2024

Called to order: 4:40

The committee discussed the reports for the month ended 10-31-24. The district is on track to have a \$70,000 budget deficit for the year. This is due to the need to hire 4 additional para educators and 1 additional classroom teacher for the year. If we cannot turn the deficit around we may need to go to the town for assistance as is our practice with unbudgeted special education expenses (the para educators) arise.

The committee reviewed a chart from the Superintendent that indicated that we can expect to require the same amount of teacher staffing for the next budget year.

The committee reviewed a discussion draft of the District's proposed capital requests for the six year period of FY 2026-2031.

Meeting Adjourned: 5:34

Woodbridge Board of Education  
Proposed Capital Budget  
For the Period 2026-2031



Presented December 6, 2024

Proposed Six Year Capital Plan Fiscal Years 2026-2031

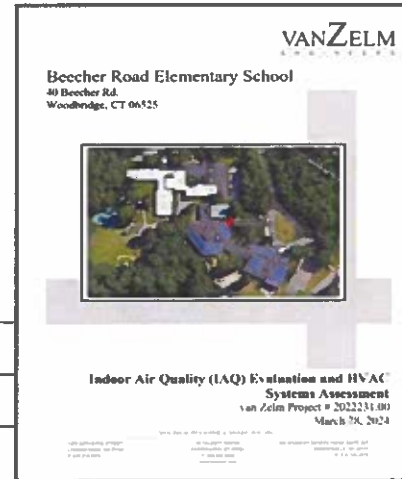
Project Description	Cost Estimate	FY26	FY27	FY28	FY29	FY30	FY31	Area	Type	Originally Requested
HVAC Retrocommissioning	\$ 35,000	\$ 35,000						Building wide	HVAC	FY 2024-2025
Flooring/Casework Replacement and Abatement in Art Room, Band Room	138,124		\$ 138,124					S-Wing	Cabinets	FY 2012-2013
Replace Flooring in Classrooms A1, A4, A8	46,000		46,000					A-Wing	Flooring	FY 2013-2014
Replenish Playground Poured Rubber Surfaces	20,000	20,000						Playground	Surface	FY 2018-2019
Replacement of 1970's Casework	62,500		12,500	12,500	12,500	12,500	12,500	S-Wing	Cabinets	FY 2012-2013
Exterior Building Painting	300,000		150,000	150,000				Exterior	Paint	FY 2012-2013
Replace 11 Unit Ventilators	80,000		20,000	20,000	20,000	20,000		Building wide	HVAC	FY 2019-2020
Elevator Refurbishment	160,000	32,000	32,000	32,000	32,000	32,000		Kitchen	Equipment	FY2023-2024
Building Expansion and or Reorganization	TDB	TBD	TBD	TBD	TBD	TBD	TBD	Building wide	Feasibility Study	FY 2022-2023
Totals	\$ 841,624	\$ 87,000	\$ 398,624	\$ 214,500	\$ 64,500	\$ 64,500	\$ 12,500			

1) Project: HVAC Retrocommissioning

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: This recommendation came out of our Indoor Air Quality

Evaluation and System Assessment performed by Van Zelm Engineering in 2023.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
- D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ 35,000						\$ 35,000
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>

E. Operating Costs

\$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	\$ 46,000	100%	Federal Aid	
Bond Issue	\$ -		Other	

Comments: Due to the age of the building and changes over the years in occupancy, systems and codes, consideration for HVAC rebalancing and system recommissioning to current design requirements will provide added benefits to building performance and operations.

Quote from Key Takeaway Section from IAQ Report

1) Project: Flooring/Casework Replacement and Abatement in Art Room  
Band Room

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: Replace Art Room cabinets and flooring Band Room



There is known asbestos in the coating under the Art Room sink  
and in a few spots.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction		\$ 138,124					\$ 138,124
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 138,124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,124</b>

E. Operating Costs \$ -

5) Proposed Financing

	Amount	% Percent		Amount	% Percent
General Fund	\$ 138,124	100%	Federal Aid		
Bond Issue	\$ -		Other		

Comments: Remaining area of asbestos to abate in Art Room under sink. Need to replace delapidated casework.  
Bandroom carpet has an old and musty smell

1) Project: Replace Flooring in Classrooms A1, A4, A8

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: Cracked and lifting tiles are problematic and a tripping  
hazard.



Estimated Expenditures by Fiscal Year

4) Project Costs  
& Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
- D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction		\$ 46,000					\$ 46,000
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>

E. Operating Costs

\$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	\$ 46,000	100%	Federal Aid	_____
Bond Issue	\$ -	_____	Other	_____

Comments: Staff recommends replacement with a no stripping or waxing product to save on cleaning supplies.

1) Project: Refresh Playground Poured Rubber Surfaces

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: The poured rubber surfaces, particularly under the swings  
wear out and need to be repoured. We have patched the high wear areas in the past,  
but it would be better to plan for the proper resurfacing of these playground areas.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ 20,000			\$ -			\$ 20,000
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
E. Operating Costs							\$ -

5) Proposed Financing		% Percent		% Percent
General Fund	\$ 20,000	100%	Federal Aid	
Bond Issue			Other	

Comments: The Town is directing some of their remaining ARP funds toward the north playground. We now just need to work on the south playground. This requests had deduced in amount accordingly.

1) Project: Replace Various 1970's Casework in Classrooms

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: Replace dilapidated casework in S Wing classrooms

Requesting funding to replace them at a pace of 1 or 2 per year depending on the size of  
the classroom.



Estimated Expenditures by Fiscal Year

4) Project Costs  
& Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
- D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction		\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 62,500</b>

E. Operating Costs

\$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	\$ 62,500	100%	Federal Aid	
Bond Issue			Other	

Comments:

1) Project: Repaint Exterior of Beecher Road School

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: The various wings of BRS are on different paint schedules.

The south campus building, behind the pool is in need of paint and creeping vines.

Facia board, campus wide is difficult to maintain.



Estimated Expenditures by Fiscal Year

4) Project Costs  
& Schedule

A. Planning & Engineering  
B. Land & ROW  
C. Construction  
D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ -	\$ 150,000	\$ 150,000				\$ 300,000
D. Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>

E. Operating Costs

							\$ -
--	--	--	--	--	--	--	------

5) Proposed Financing

General Fund	\$ 300,000	% Percent	100%	Federal Aid	_____	% Percent	_____
Bond Issue	_____		_____	Other	_____		_____



Comments: We are requesting this item one year out to give time to determine what will be done with space planning for BRS.

1) Project: Plan for Future Replacement of 11 Unit Ventilators

2) Department: Woodbridge School District

3) Project Background,  
Purpose & Objectives: The units are over 30 years old. They are working but staff

would like to plan for their eventual failure and replacement.



Estimated Expenditures by Fiscal Year

4) Project Costs  
& Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
- D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 80,000
D. Equipment Purchase	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>

E. Operating Costs

\$ -

5) Proposed Financing

General Fund	\$ 80,000	% Percent	100%	Federal Aid	_____	% Percent	_____
Bond Issue	_____	_____	_____	Other	_____	_____	_____

Comments:

1) Project: Plan For Eventual Elevator Replacement

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The current elevator is now 28 years old. Our model the

Ascension 2000 is no longer supported by elevator companies and there are no new

replacement parts. Used parts are getting harder to come by as this model has not been supported for many years.

Eventually our circuit boards will be repair only and will need to be sent out and hope the repair is successful. That could meant a lot of

down-time for the elevator that services our cafeteria program.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
- D. Equipment Purchase

	FY26	FY27	FY28	FY29	FY30	FY31	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction		\$ -					\$ -
D. Equipment Purchase	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000		\$ 160,000
<b>TOTALS</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ 160,000</b>

E. Operating Costs

\$ -

5) Proposed Financing

	General Fund	% Percent	Federal Aid	% Percent
General Fund	\$ 160,000	100%		
Bond Issue			Other	

Comments:

*Existing bylaw, number 9210 adopted 11/21/05, appropriate as written.*

## **Bylaws of the Board**

### **Qualifications of Board Members**

A member of the Board of Education must be a resident of Woodbridge. No member of the Board of Education may be employed by the Woodbridge School District.

(cf. 9270 - Conflict of Interest)

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9212 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Oath of Office**

A member of the Board of Education must swear or affirm the faithful performance of duties prior to participating in official actions of the Board.

Legal Reference:      Connecticut General Statutes  
                                 12-218a Oath of office  
                                 1-25 Forms of oaths

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9230 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Orientation of Board Members**

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures and operation of the school system before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified and invited to such meetings.
4. Immediately following the election, incoming members shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials ~~developed by the Connecticut Association of Boards of Education.~~
5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

*Existing bylaw, number 9240 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Professional Development/In-Service**

#### **School Board Conferences, Conventions, and Workshops**

Attendance at meetings, such as conferences and conventions, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and the professional growth of Board members. The Board Chairperson and the Superintendent will notify Board members of all such scheduled meetings.

Board members will be reimbursed for normal and reasonable business expenses incurred for out- of-district travel, lodging, meals, and related expenses. Each person is expected to account for all expenditures and to attach expense receipts to reimbursement applications.

Board members will report to the Board as a whole within a reasonable period of time following their return to the district.

#### **Prior Travel Notification**

For major conferences (two days or longer), Board members will notify the Board Chairperson and the Superintendent of their intention to travel at school system expense. Unless indicated otherwise, such notification will constitute travel approval. Consideration needs to be given to advanced registration discounts.

#### **Expense Reports**

Completed expense reports should be submitted for approval to the Board Chairperson. Upon approval, the expense report form will be forwarded to the business office where the report will be reviewed again for accuracy. Should the business office have reason to question an expense, the question should be directed to the Superintendent who will confer with the Board Chairperson. The Board Chairperson's decision will be final and the bill will be scheduled for payment. Approved expense reports are not returned to the person submitting the report. If an "Advance Request" was approved by the Board Chairperson, any portion of the advance in excess of claimed expenses must be returned as soon as possible by check, payable to the school district or to the business office.

#### **Required Receipts**

Must be attached to the expense report and, in general, are required as follows:

#### **Required Receipts**

1. **Lodging-Lodging** accommodations should provide normal comforts and services well located in relation to the area in which business is to be conducted.

## Bylaws of the Board

### Professional Development/In-Service

### School Board Conferences, Conventions, and Workshops Required

#### Receipts (continued)

2. Meals-Reasonable expenditures are allowed for meals. Expenses that are lavish or extravagant must not be incurred. Any expenses that might seem unreasonable should be carefully documented and explained. Receipts are required for individual meals ~~costing \$10.00 or more.~~
3. ~~Taxi or bus fare-Receipts~~, when attainable, are required for bus/limousine fares and taxi fares ~~of \$10.00 or more.~~
4. ~~Parking fees or toll charges-Receipts~~ are required for parking fees or tolls ~~of \$2.00 or more.~~

#### ~~Personal Cars~~

~~In ordinary circumstances, the use of personal cars for travel on out-of-district school system business is not encouraged. If a personal car is used, the travel expense approved will be no greater than the expense that would have been incurred if it had been by airplane. When private car is used, the mileage must be listed in the expense report.~~

#### ~~Inter-City Transportation~~

The most economical type of transportation should be selected. The standard airline accommodation is coach class and reservations should be made well in advance to take advantage of discount rates. When coach accommodations are not available, the next higher price available accommodations may be used in emergency situations if the airline ticket reflects that coach class was not available. ~~When private car is used, the mileage must be listed in the expense report.~~

#### ~~Personal Telephone Calls~~

~~Personal telephone calls to the home should be kept to a minimum and be of reasonable duration. Unusually lengthy or frequent calls must be explained on the travel and conference report.~~

#### Other Expenses

Expenses for baggage handling and telephone are reimbursable. Non-reimbursable items include: travel insurance; child care fees; personal items such as clothing, toiletries, barber, etc.; liquor and tobacco; personal side trips; luggage; cost of personal credit cards; gifts. ~~Travel expenses for a spouse are not reimbursable.~~

#### ~~Travel Expense for Spouse~~

## Bylaws of the Board

### Professional Development/In-Service

#### School Board Conferences, Conventions, and Workshops (continued)

#### Gratuities

Other than for normal tips for taxis, ~~bellboys, maids (for extended stays)~~, baggage handling, and meals, gratuities are not authorized. If gratuities of an unusual amount or nature are required for a major meeting, convention, etc., they must be approved in advance and detailed on the individual travel expense report.

#### Charge Accounts

The establishment and/or use of charge accounts in the name of the school system is prohibited as is the establishment and/or use of personal charge accounts with a school system address. Payment of expenses charged on personal charge accounts is permitted but does not eliminate the need for documentation required herein.

#### ~~Guidelines for Board Members Eligible for Travel and Conference Reimbursement~~

<del>Position</del>	<del>Geographic Limitations</del>	<del>Air Travel</del>	<del>Lodging*</del>	<del>Meals*</del>	<del>Cash Advance</del>
<del>Board Members</del>	<del>Unlimited</del>	<del>Coach</del>	<del>\$180.00 a night</del>	<del>\$38.00 a day</del>	<del>50% of estimated cost of prepayment</del>
	-				

~~\*The prices of lodging and meals may vary according to the location of the conference or convention. Board members should strive for lower prices whenever possible. A request for waiver of the lodging guideline should be submitted to the Chairperson prior to conference/convention attendance.~~

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**(Attach All Bills and Receipts to this Report)**

Date of Report \_\_\_\_\_

Name of Board Member \_\_\_\_\_

For Attendance At \_\_\_\_\_

Sponsored By \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

**I. ~~Travel Expenses~~ — (~~Expenses other than privately owned automobile expenses over \$10.00 must be accompanied by receipt~~)**

Items	Sun.	Mon.	Tuesday	Wed.	Thurs.	Fri.	Sat.	Amount
Transportation Air, Rail, Bus								\$
Local Transportation Taxi, etc.								\$
Hotel								\$
Breakfast								\$
Lunch								\$
Dinner								\$
Telephone/ Telegraph								\$
Tolls								\$
Parking								\$
Registration Fee								\$
Other								\$
							Sub Total \$	_____

~~II. Mileage Allowance (for the use of privately owned auto on trip)~~

<del>Date</del>	<del>Odometer</del>		<del>Miles</del>	<del>Amount</del>
	<del>Start</del>	<del>Finish</del>		
<del>Sub Total</del>	\$			
<del>Total Travel Expense I &amp; II</del>				
<del>Cash Advanced</del> <del>(Check# _____)</del>				
<del>Balance Due Employee</del>	(-)			

*Existing bylaw, number 9260 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Board Member Protection**

The Woodbridge School District shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9270 adopted 10/17/11, appropriate as written, except for update to legal reference.*

## **Bylaws of the Board**

### **Conflict of Interest**

Board members shall comply with laws regarding conflict of interest and attempt to avoid situations which might have even the appearance of a conflict and avoid actions that might embarrass themselves or the Board. Two areas of Board operations must be approached with particular care to prevent any real or seeming conflict of interest - purchasing and personnel hiring. Therefore:

No member of the Board of Education or **district** employee shall have any direct monetary interest in contracts with the school system nor shall he/she furnish directly any labor, equipment or supplies to the district. However, the district may contract with corporations or businesses in which a Board member is an employee. In such instances, the member must declare his/her association with the firm and refrain from debating or voting on any related votes.

No member of the Board of Education may be employed for compensation by the Woodbridge School District.

The following rules shall govern conflict of interest in the employment of **district** staff and members of the Board of Education:

1. No spouse, including a domestic partner of a civil union, minor child or dependent of a Board of Education member shall be appointed to a full-time position in the Woodbridge School District.
2. Persons related otherwise by blood or marriage to a Board of Education member may be employed following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.
3. A spouse or child of a Board of Education member may be employed for limited term or short-term employment on a competitive basis among persons who are eligible.

All members and **district** employee of the Board of Education are prohibited from accepting gift other than of minimal value as defined by current IRS regulations from any person(s) doing or planning to do business with the school system.

This policy should not be construed so as to prohibit an employee or member of the Board of Education who is a candidate for any office (including re-election to the Board of Education) from receiving campaign contributions that he/she would otherwise be legally entitled to accept.

## Bylaws of the Board

### Conflict of Interest (continued)

Legal Reference: Connecticut General Statutes

7-479 Conflict of interest (municipal employees).

IO-156e Employees of board of education permitted to serve as elected officials; exception.

10-225 Salaries of Secretary and Attendance Officers

IO-232 Restrictions on employment of members of the board of education.

*Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)*

*Obergefell v. Hodges, 576 U.S. – (2015)*

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9271 adopted 2/24/20, appropriate as written.*

## **Bylaws of the Board**

### **Code of Ethics for Board Members**

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations. Members of the Board of Education subscribe to the "Standards of Leadership for Members of Boards of Education" recommended by the Connecticut Association of Boards of Education Board of Directors, as follows:

1. I will be a staunch advocate of high quality free public education for all ~~Connecticut~~ children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children ~~regardless of their ability, race, creed, sex, physical condition or social standing.~~
4. I will work unremittingly to help my community understand the importance of proper support for public education.
5. I will recognize the need for fiscal responsibility in the decision-making process especially as it relates to cost/benefit considerations.
6. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
7. I will strive to serve as a communications link between the community and our schools to ensure that the community is fully and accurately informed about our schools, and that the school staff understands the aspirations and desires of the community.
8. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members to see that they are well-run through effective policies.
9. I will confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
10. I will arrive at conclusions only after discussing all aspects of the issue at an open meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
11. I will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.

## Bylaws of the Board

### Code of Ethics for Board Members (continued)

12. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain or for friends.
13. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
14. I will insist that all school business transactions be open and ethical.
15. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
16. I will strive to appoint the best trained professional personnel available, upon recommendation by the appropriate administrative officer.
17. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
18. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.
19. The Board as a whole shall request data and/or reports from district personnel not as an individual.

Reference: "Connecticut Code of Ethics for Boards of Education" printed in Responsibilities of Board of Education Membership (revised June, 1989)

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9272 adopted 11/21/05, appropriate as written.*

## **Bylaws of the Board**

### **Code of Conduct on Data Use**

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board or Committee, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board members' constituents honestly and equally and refuse to surrender the Board members' responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9300 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Methods of Operation**

The Woodbridge Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of situations and potential problems. Application of such policies to individual cases is an administrative function to be performed by the Superintendent.

*Existing bylaw, number 9314 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Suspension of Policies, Bylaws, and Regulations**

Policies, bylaws and Woodbridge Board of Education adopted regulations shall be subject to suspension for a specified purpose and a limited time by a majority vote of all members of the Board at a meeting in the call for which the proposed suspension is described in writing, or upon a two-thirds vote of all members of the Woodbridge Board of Education when no such written notice has been given.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised.

Bylaw adopted by the Board:

WOODBRIAGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9321 adopted 2/28/22, appropriate as written. A sample follows for comparison and consideration.*

## **Bylaws of the Board**

### **Time, Place and Notification of Meetings Regular Meetings**

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 31<sup>st</sup> of each year, the schedule of the regular meetings of the Board of Education, for that year. No regular meeting shall be held sooner than thirty (30) days after such filing. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

**Due to security concerns, electronic participation in closed executive sessions will not be permitted.**

### **Special Meetings**

Special meetings may be called by the Chair or acting Chair whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board.

Notice of each special meeting of the Woodbridge Board of Education shall be given at least twenty-four hours in advance of the meeting by filing a notice of the time, place and business to be conducted in the Office of the Town Clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting. No other business shall be considered by the Board at that special meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Clerk of the Board of Education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

- (cf. 1331 - Smoke Free Environment)
- (cf. 9121 - Board of Education Officers)
- (cf. 9323 - Agenda Construction)
- (cf. 9325 - Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business) (cf. 9326 - Minutes)

## Bylaws of the Board

### Time, Place and Notification of Meetings (continued)

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting."

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-218 Officers. Meetings.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut